



2014 Annual Report

Burlington, Massachusetts

2014

BURLINGTON, MASSACHUSETTS ANNUAL REPORT

OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2014



BURLINGTON, MASSACHUSETTS
ANNUAL REPORT
OF THE
TOWN OFFICERS
YEAR ENDING DECEMBER 2014

GRAND OPENING OF THE MARION TAVERN AT GRANDVIEW FARM



After years of work by a group of people representing the town as well as citizens and local businesses, the grand opening of the Grandview Farm complex was celebrated over several days. A Ribbon Cutting was held on Wednesday, June 4, 2014 and an Open House for the public was held on Saturday, June 7, 2014. Tours with Historical Commission guides were given for the more than 300 people who attended. The weekend was capped off with a Wine and Beer Tasting event run by the Burlington Rotary.

The barn/hall with a kitchen is available to rent for functions, and there are multiple rooms for rent on the 1st floor for various events. The Conference Center on the 2nd floor is available for meetings or training sessions.

*ON THE COVER: Marion Tavern at Grandview Farm
Report compiled by: Betty McDonough & Amy Warfield
Appreciation and gratitude for guidance to: Pauline Gillingham
Cover photo of Grandview Farm by: Terri Keene
Inside medallion photo by: Mike Tredeau
Report printed by: Goodway Group, Burlington, MA*



BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2014

Burlington Website: www.burlington.org

TOWN HALL HOURS:	8:30 AM - 4:30 PM	Monday, Tuesday and Thursday
	8:30 AM - 7:00 PM	Wednesday
	8:30 AM - 1:00 PM	Friday

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TOWN OF BURLINGTON

DIRECTORY	TELEPHONE	E-MAIL
Main Office Connecting all Departments	781-270-1600	
Main Fax	781-270-1608	
Accounting Department	781-270-1610	accounting@burlington.org
Assessors	781-270-1650	assessor@burlington.org
BCAT	781-273-5922	bcat@bcattv.org
Burlington Public Transit	781-270-1965	Burlingtonpublictransit@burlington.org
Board of Health	781-270-1955	boh@burlington.org
Building Department	781-270-1615	building@burlington.org
Burlington Youth & Family Services	781-270-1961	byfs@burlington.org
Conservation Commission	781-270-1655	conservation@burlington.org
Council on Aging	781-270-1950	coa@burlington.org
Disability Access Commission	781-270-1959	dac@burlington.org
Fire Department	781-270-1925	fire@burlington.org
Emergency/Ambulance	911	
Communications for the Deaf	911	
Library	781-270-1690	library@burlington.org
Information Technology	781-270-6800	it@burlington.org
Planning Board	781-270-1645	planning@burlington.org
Police Department	781-270-1910	police@bpd.org
Emergency and Communications for the Deaf	911	
Public Works	781-270-1670	dpw@burlington.org
Chestnut Hill Cemetery	781-229-1879	
Pine Haven Cemetery	781-270-1982	
Central Maintenance	781-270-1678	
Engineering	781-270-1640	engineering@burlington.org
Highway	781-270-1677	dpw-highway@burlington.org
Water & Sewer Utilities	781-270-1679	
Sewer Section	781-270-1684	
Vine Brook Water Plant	781-270-1648	
Recreation	781-270-1695	recreation@burlington.org
School Department & High School	781-270-1800	
Fox Hill Elementary	781-270-1791	
Francis Wyman Elementary	781-270-1701	
Marshall Simonds Middle	781-270-1781	
Memorial Elementary	781-270-1721	
Pine Glen Elementary	781-270-1712	
Selectmen	781-270-1600	selectmen@burlington.org
Shawsheen Regional Tech	978-667-2111	
Tax Collector	781-270-1625	tax@burlington.org
Town Administrator	781-270-1635	selectmen@burlington.org
Town Clerk	781-270-1660	clerk@burlington.org
Treasurer	781-270-1623	treasurer@burlington.org
Veterans' Agent	781-270-1959	veterans@burlington.org
Zoning Board of Appeals	781 505-1150	boa@burlington.org

COMMUNITY PROFILE: TOWN OF BURLINGTON 2014

- Burlington was a part of Woburn in 1642 and a Woburn Precinct as of 1730
- Burlington was incorporated as a town on February 28, 1799
- Burlington's population as of January 1, 2015: 25,008
- Area of Town - 7,577 acres or 11.88 square miles
- Tax Rate FY14 - Residential: \$12; Commercial: \$32.24
- Elevation at Town Hall - 220 feet above sea level.

BURLINGTON'S 2014 REPRESENTATION

Governor:	Deval Patrick State House, Room 360 Boston, MA 02133	www.mass.gov 617-725-4005
U.S. Senators:	Elizabeth Warren 317 Hart Senate Office Bldg Washington, DC 20510	www.warren.Senate.gov 202-224-4543
	Edward Markey 218 Russell Senate Office Bldg Boston, MA 02203	www.Markey.Senate.gov 202-224-2742
Congressman: 6th District	John Tierney 1408 LHOB Washington, DC 20510	http://tierney.house.gov/ 202-225-8020
Governor's Council: Councilor: 3rd District	Marilyn M. Petitto State House, RM 184 Boston, MA 02133	marilyn.petitto.devaney@gmail.com 617-725-4015 x3
State Senator: 4th Middlesex	Kenneth J. Donnelly State House, Room 413-D Boston, MA 02133	kenneth.donnelly@masenate.gov 617-722-1432
State Representative: 21st Middlesex:	Kenneth I. Gordon State House Boston, MA 02133	ken.gordon@mahouse.gov 617-722-2014

IN MEMORIAM

Employees, Board and Committee Members who have passed away during 2014

NAME	DATE OF DEATH	POSITION HELD
Roberta Bamberg	March 19, 2014	School Cafeteria
Charles Beek	March 13, 2014	Contract Snow Plow
Michael Bova	September 5, 2014	BCAT Volunteer
Betty Bullock	July 10, 2014	Town Meeting & Ways and Means Member
Arnold Christiansen	November 26, 2014	Lieutenant, Police Department
Richard Cooper	January 3, 2014	Burlington Board Member
Michael Crocker	July 21, 2014	Board of Assessors
Lewis Dubbs	August 17, 2014	DPW Worker
Constance Gaudet	January 4, 2014	Secretary to the Superintendent
John Gulde	January 15, 2014	Past Town Accountant & COA volunteer
James Geno	June 28, 2014	Teacher, Shawsheen Technical
Gertrude Kalinen	March 7, 2014	Teacher
Raymond Lang	January 16, 2014	Teacher-High School and coach
Mary McGinn	December 3, 2014	Women's TeamsøCoach
Lenwood McRae	April 24, 2014	DPW Superintendent
Mary Mercer	November 7, 2014	Town Nurse
Kenneth Mills	August 5, 2014	Lieutenant, Fire Department
Harold Publicover	November 30, 2014	DPW Superintendent
Charles Rose	January 10, 2014	Ways & Means Member
Theodore Rose	April 8, 2014	Teacher/Coach
Donald Roussell	October 28, 2014	Teacher High School
Grace Sahagian	October 19, 2014	School Cafeteria
Rebecca Shepard	February 4, 2014	Teacher
Suzanne Siegel	July 23, 2014	Teacher
Vina Strickland	July 29, 2014	School Nurse
Carol Stys	November 14, 2014	Teacher
Paul Winter	July 4, 2014	Teacher-High School

TOWN GOVERNMENT SCHEDULE

Check all scheduled board/committee meetings posted at Town Hall and on the monthly website calendar on the Town's web page www.burlington.org. Some monthly schedules are shown below:

BOARD/COMMISSION	MONTHLY SCHEDULE	LOCATION	TIME
Board of Appeals	1st and 3rd Tuesday	Town Hall Main Hearing Rm	7:30 PM
Board of Assessors	Third Thursday	Town Hall Annex Basement	6:00 PM
Board of Health	2nd and 4th Tuesday	Town Hall Main Hearing Rm	7:00 PM
Board of Selectmen	2nd and 4th Monday	Town Hall Main Hearing Rm	7:00 PM
Conservation Commission	2nd and 4th Thursday	Town Hall Main Hearing Rm	7:00 PM
Council on Aging	2nd Wednesday	61 Center St, Rm 136	10:00 AM
Historical Commission	3rd Wednesday	Town Hall Annex Basement	7:00 PM
Housing Authority	1st Thursday	15 Birchcrest St	10:00 AM
Library Trustees	2nd Thursday	Burlington Public Library	7:00 PM
Planning Board	1st and 3rd Thursday	Town Hall Main Hearing Rm	7:30 PM
Recreation Commission	2nd and 4th Monday	Burlington High School/School Committee Rm	7:00 PM
School Committee	2nd and 4th Tuesday	Burlington High School/School Committee Rm	7:30 PM
Town Meeting - January	4th Monday in January	Burlington High School/Fogelberg Auditorium	7:30 PM
Town Meeting - May	2nd Monday in May	Burlington High School/Fogelberg Auditorium	7:30 PM
Town Meeting - September	4th Monday in September	Burlington High School/Fogelberg Auditorium	7:30 PM

TOWN GOVERNMENT

BOARD OF SELECTMEN AND TOWN ADMINISTRATOR



BOARD OF SELECTMEN

*Back row (l to r) Christopher Hartling; Daniel J. Grattan, Vice-Chairman;
Front row (l to r) Michael S. Runyan; Robert C. Hogan, Chairman; Ralph C. Patuto
(not pictured: Recording Clerk, Betty McDonough)*

ADMINISTRATION

& PROFESSIONAL STAFF

John D. Petrin, Town Administrator

Katherine Moskos, Purchasing Analyst

Pauline Gillingham, Office Manager

Sandra Madigan, Principal Clerk

Jean Gallant, Principal Clerk

PURPOSE

The Board of Selectmen is an elected body of five (5) members and comprises the Chief Executive Branch of the local government. The Town Administrator acts as the chief administrator officer and is responsible to the Board of Selectmen for the efficient administration and coordination of all matters that come under the jurisdiction of the Board of Selectmen.

MISSION STATEMENT

The mission statement for this Board and administration includes:

- To provide services that promote the health and safety of residents and a high quality of life, while preserving and protecting the natural resources of the Town.
- To foster high standards of public service and effective cooperation among Town employees by providing a supportive work environment and competitive compensation, by recognizing excellent performance, and being responsive to the needs and interest of Town employees.
- To continue to provide pro-active support and cooperation in pursuit of high quality education programs and services in the Town.
- To provide services as economically as possible so that living or doing business in the community remains affordable, while preserving something close to the current balance of reliance on residential and commercial property.
- To create a sense of community within the Town (to develop the "soul" of the community), while recognizing the "mixed" diverse nature of the community.
- To support a strong economic base through effective land use planning.

The office is responsible for overall coordination of Town affairs and provides oversight of departments under the jurisdiction of the Board. Activities include budget coordination, licenses, annual report, personnel coordination, economic development and providing overall direction for future success.

Besides the five members of the Board and Town Administrator, the office is staffed with an office manager, three clerks and a purchasing analyst. We are located on the second floor of Town Hall and further information can be found on the web at:

http://www.burlington.org/town_government/administrationtest.php.

2014 HIGHLIGHTS

- The April election saw the re-election of Dan Grattan to his second term.
- Upon its annual reorganization, the Board re-elected Robert Hogan as Chair and Dan Grattan as Vice-Chair. The Board acknowledged the leadership offered by Michael Runyan as outgoing Vice-Chair the past year.
- The Marion Tavern at Grand View Farm is now open and operating. The facility is beautiful. The Hall, which seats 100, is a modernized replica of the 19th Century barn. Marion Tavern has multiple rooms on the first floor to accommodate 75, while the Conference Center on the second floor can host meetings of up to 40. Meeting rooms are available to local groups from Monday to Wednesday evenings at no cost. Further information can be obtained by contacting our office or going to:
http://www.burlington.org/residents/grand_view_farm/index.php.
- The Town's fiscal condition continues to improve as we attained the highest rating of AAA from the Standard and Poors rating company. Our reserves have grown since last year and we continue to provide a high level of service to our residents. Thanks to our financial team for their guidance and oversight of our financials.
- Economic Development continues to be a priority for the Board and the Administration as we understand the direct correlation between a healthy, diverse and growing commercial sector and its impact on the Town's ability to engage in infrastructure upgrades, modest increases in real estate taxes for our residents and a service delivery system that remains the envy of many of our neighbors. Please be aware that our tax structure in Burlington is very unique. We certainly have one of the best ratios of commercial to business in

the State. It is not uncommon to have a 95% residential to 5% commercial ratio on property taxes. In Burlington, that ratio is 39% residential to 61% commercial. That means we are collecting \$57.9M in property taxes from commercial as compared to \$37.6M from residential. Think about what that would mean to services if we had to convert that \$57.9M to residential taxes.

- 2014 continued a trend of commercial development in Burlington. Burlington continues to have a very high occupancy rate and a strong appeal to businesses. Many of the open office spaces in Town have been filled. We are certainly seen as the premier alternative to downtown Boston. With the amenities we provide, Burlington is seen as a prime location for the entire state. It has been stated that Burlington serves as the öeconomic capitolö for the 128 belt. It is certainly a main cog in the engine for the State. There has been a lot of recent recognition of that in this area. Keurig and Wegmans opened their new facilities this past year. Several new restaurants have also opened and we will continue to see the opening of additional restaurants in 2015. The New England Executive Park was approved for a new hotel and restaurants. Changes will begin to take place that will enhance its retail appeal.
- The Planning Board has begun their process of master planning. We look forward to the insight and decisions that will be developed through this process.

CHANGES

- Assistant Town Administrator Thomas Hickey retired in June. We certainly wish Tom, and his wife, Corinne, a wonderful retirement and thank him for his service.
- We reorganized the department to re-assign some of the duties of the Assistant Town Administrator to Paul Sagarino. Paul now holds this title in addition to his current position of Town Accountant. Paul certainly has the experience and has proved his leadership skills during his nine years with the Town. We truly look forward to Paul's input with his new responsibilities.
- The second change with the reorganization is the creation of the position of purchasing analyst. Katherine Moskos was hired to fill that position. Kate brings experience from the Town of Wellesley and we look forward to her filling this major need for the Town. This position has been a need for some time and was recommended as part of our outside audit.
- The last major change implemented was with facility maintenance. The responsibility for the maintenance of general government facilities is now defined and has been assigned to the Department of Public Works. The former Cemetery Division has been transformed into a Facilities and Cemetery Division. We have hired two new positions that have experience in facility maintenance. Along with a strong leadership team, we anticipate major changes to the way our facilities have been managed. We have certainly seen many of these improvements in the short nine months that they have been in operation.

FUTURE GOALS

- We wish to start by stating that we have a highly professional work force that provides a high level of service to our citizens. We wish to thank our employees for their efforts in maintaining a high quality of service and programs. Currently all contracts are settled with our employees. We will be entering a year where the process begins to negotiate successor agreements.
- We will continue to monitor the changes that have been brought about with the consolidation of information systems with schools. Robert Cunha was appointed as the Chief Information Officer (CIO) and has been working towards correcting our deficiencies in this area based on the final report from the Webb Consulting issued in 2013.

- We wish to continue to develop our budget and capital plan process. We have taken great strides in the last two years with the budget analyst position. Kevin Forgett started in this position and has moved on with Nichole Cossia replacing him to take us to the next level. We will continue to develop our plans and seek to clearly define our future financial capacity. In recent years, we have been able to implement a more aggressive program of investing limited resources in improving our overall infrastructure/facilities for the enjoyment of future generations.
- The Town is aware that a new public works facility is overdue and the future status of fire station #2 needs to be finalized. We did purchase the property on Great Meadow Road that gives us additional options for space.
- The plans are being developed for the renovation of 33 Center Street for the Board of Health and the Human Services Building to expand Council on Aging services. We will be seeking funds at the May Town Meeting for the actual renovation of 33 Center Street.
- We will continue to seek financial stability in our budgets and tax levy. The Town has performed admirably when it comes to financial stability. Over the years, the Town has been conservative when dealing with your tax dollar. As noted above, the commercial base that we enjoy has afforded us the opportunity to be fiscally conservative while maintaining a high level of service. The Town has been fortunate to be able to maintain services at the level we do without having to impose higher property taxes or onerous fees. We have not had to consider layoffs or a reduction of services as many Massachusetts communities have. We continue to forecast all expected revenues very conservatively while moderating the growth of our overall budget. This past year, our overall growth in the budget was 3.73% while our tax levy increased at 3.79%. The increase to the average single-family tax bill was 2.49%. Burlington increased its amount to \$4,289,000 below our allowed taxing capacity. We have a Stabilization Fund of \$6.8M with an additional Other Post Employee Benefits Fund of \$1,938,000. Our Free Cash was certified at over \$9M for June 30, 2013. This Free Cash will allow us to start the new year in a reasonable fiscal position. Our bond rating was increased to AAA by Standard & Poors. We will work to maintain this position for the Town. We will be stressed with capital needs as we move into the future. We will also need to continue to address information systems improvements as well as develop a facilities plan for the maintenance of our facilities.

Finally, the Board and the Administration want to express our sincere appreciation to all our committed volunteers who continue to dedicate themselves to the community. We have a lot of people who put time, love and dedication into what they do for the Town. There are so many boards, committees and positions that are needed to make it all work. Burlington is a great place to live and it is a direct result of our volunteers from across our entire community. Our professional staff in the Selectmen's Office makes a great team and we thank them for all that they do for us and the Town. Our staffs in all our departments are truly terrific. We can certainly say that we are proud of our operations and the people that make it work. Thank you for all you do for our citizens. And, of course, we wish to thank all of our residents who hold us accountable for the professional operation of this wonderful Town. We work hard in trying to understand your expectations and we are committed to doing our best to meet the standards and expectations set by others before us. Please do not forget to vote in local elections and to be an active participant in the community that we all love. It is a true privilege to serve our constituencies and we wish you all a wonderful year ahead.

HUMAN RESOURCES

ADMINISTRATION

& PROFESSIONAL STAFF

Joanne M. Faust, SPHR, Human Resources Director; Cheralyn Rosati

PURPOSE

The human resources function plays an important role for all Town and School employees by working in partnership across all departments on issues such as recruitment/retention, training, employee/labor relations, ensuring compliance with all employment-related laws & regulations, and many other areas focusing on quality of the work environment for all employees.

The Human Resources Department serves as an employee advocate and a management partner, a delicate balance at times. As a municipality we are charged with providing a wide range of services to our residents and visitors, all of which are delivered by our employees; therefore our employees are our most important commodity. The Human Resources Office participates in the hiring of all permanent positions within the Town of Burlington, including administrative and other Central Office positions within the Burlington Schools.

The Human Resources Office is usually the first point of contact for any new employee to Burlington. All of our position openings are posted on our careers website, www.burlington.catson.com/careers, as well as in Town buildings. We strive to reach the most appropriate candidate pool and therefore will also post in the local newspaper and/or trade publication as the situation dictates, as well as career-oriented websites. The Human Resources Office will also occasionally participate in career fairs and partner with the career development offices of local colleges and universities by sharing our postings with their students/alumni.

The Human Resources Office is located in Town Hall at 29 Center Street, on the basement level. You can reach us at (781) 505-1160 or through email: hr@burlington.org.

2014 HIGHLIGHTS

- During 2014 the Human Resources office was involved in the hiring of 25 Town employees.
- In total, we received applications from 901 candidates for these open positions, 227 of which were Burlington residents.
- From our pool of applicants, we conducted interviews with 115 candidates. Of those interviewed 47 were Burlington residents, and on 9 occasions we hired either a current or former Burlington resident, with an additional 3 hires being former Burlington employees.

I am extremely pleased to report that 10 Burlington employees were promoted during 2014.

This has been a landmark year for recruitment, due to an above average number of retirements during 2014. While it is always sad to see such talented and dedicated employees moving on, we are happy to see them embark on exciting new adventures, and embrace the opportunity to welcome new employees to the Town and to provide current employees with the ability to expand their careers in Burlington.

The Human Resources Office continues to support professional development of our employees. During 2014 we brought in expert trainers to offer sessions on Excel Formulas, Navigating Cultural Differences, and Presenting Yourself Professionally. These trainings were made available to all employees. We also conducted a 6-part webinar series directed towards current and aspiring supervisors produced by the International City/County Management Association (ICMA). It is critical to allow our employees opportunities to advance their skills and their careers as our positions and the needs that we serve are constantly evolving.

The Human Resources Department is also focused on offering wellness initiatives for all Town and School employees. Some of the highlights during 2014 include another successful spring walking challenge, bringing another team of runners and walkers to the Harvard Pilgrim 5K, providing a Sun Safety Clinic to the DPW and Recreation employees, as well as a series of flu clinics for all employees. The Human Resources Department also offered a workshop during the School Department's Professional Development Conference focusing on stress management strategies as well as healthy habits. This was made available to all Town employees as well as those in attendance at the conference.

FUTURE GOALS

In 2015 the Human Resources Department will continue to promote the professional development of our employees, through training opportunities. We will look to partner with employees to provide them opportunities that fulfill their unique goals.

Our wellness initiatives will continue, with a focus on reaching out to our employees' families, as they also participate on our health insurance programs. We also anticipate introducing an initiative to assist our employees in utilizing the insurance programs offered to them in the most efficient way possible. It is our hope that by encouraging our employees to maintain a healthy lifestyle, while best taking advantage of the programs available to them, we will all see positive impacts.

HUMAN RESOURCE STATISTICAL DATA

2014 Hiring Summary

Summary of positions open to the general public, not internal-only postings:

25 Positions Filled	Total Candidates	Candidates Interviewed	Hired Burlington Resident	Hired Past/Present Burlington employee
	901	115	7	5
Burlington Residents (total):	227	47		
Burlington Residents (%):	25%	41%		

Average time to fill positions in 2014 was 59 days

TOWN OF BURLINGTON

Burlington employees who were promoted during 2014:

Employee Name	Former Position	Promoted To
Paul Bieren	Working Foreman, Water & Sewer	Water & Sewer Superintendent
Stephen Hildreth	Junior Civil Engineer	Senior Civil Engineer
Melinda Sullivan	Senior Clerk, Tax Office	Principal Clerk, Recreation
Sheila Flaherty	Senior Clerk Treasurer's Office (PT)	Senior Clerk, Tax Office (FT)
Kevin Crehan	COA Van Driver (PT)	Building Custodian (FT)
Debra Smoske	Senior Clerk, Assessors	Principal Clerk, Assessors
Pat Dotson	Principal Clerk, Benefits	Benefits Administrator
Steven Tapley	Motor Equipment Repairman	Master Mechanic
Matthew Davis	Water System Maintenance Craftsman	Working Foreman, Water & Sewer
Michael Quinones	Special Heavy Equipment Operator	Working Foreman, Buildings & Cemeteries
Richard Reid	Working Foreman, Buildings & Cemeteries	Lead Foreman, Buildings & Cemeteries

Top 5 Candidate Sources - January 1, 2014 through December 31, 2014

				Last Year's Rank
1	Burlington Website	244	38%	1
2	Indeed	192	30%	3
3	Burlington Employee	88	14%	2
4	Boston.com/Monster	62	10%	not ranked
5	<u>Internal Posting</u>	51	8%	5
Total from top sources		637		

TOWN COUNSEL

*John W. Giorgio, for the
Firm of Kopelman and Paige, P.C.
Town Counsel*

During 2014, Town Counsel handled a number of litigation matters. In addition, the firm rendered numerous legal opinions to various Town boards, approved contracts as to form, and handled several real estate transactions. There are currently six active litigation cases involving the Town.

Town Counsel is representing the Planning Board in litigation arising from a decision of the Planning Board to deny a special permit and site plan approval for a proposed sixty (60) unit apartment building. During 2014, extensive discovery was conducted and the case went to trial in February 2015. Town Counsel also worked extensively with the Building Inspector and the Planning Department to resolve issues involving the provision of natural gas to the Holly Glen development project. We have also been advising the Board of Health regarding several enforcement matters.

We extend our appreciation to the Board of Selectmen for their confidence in retaining this firm, and appreciate the assistance and cooperation on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, department heads, boards, committees, and other Town personnel. We look forward to working with the members of the Town government in the future.

TOWN GOVERNMENT

ACCOUNTANT AND FINANCIAL REPORT

ADMINISTRATION

& PROFESSIONAL STAFF

Paul F. Sagarino Jr., Town Accountant; Nichole Coscia, Budget Analyst

Janine Carpenter, Mickey Maguire, Laura Nichols

Purpose: The Town of Burlington's Accounting Office is responsible for all financial record keeping pertaining to the receipts and expenditures of the Town of Burlington. This includes preparing both periodic and annual financial statements, overseeing and participating in the posting of weekly warrants in ledger, and maintaining budgetary records. The Accounting Office assists Town officials in monitoring the Town's financial condition, notifies departments of expenditures and account balances on a monthly basis, and makes recommendations to improve the Town's financial health. The website for Burlington's Town Accounting Department is:
http://www.burlington.org/town_government/accounting.php .

To ensure that all of its accounting entries to the financial records of the Town are made in accordance with generally accepted accounting principles, the Accounting Office employs Massachusetts General Law, The Town of Burlington by-laws, the Massachusetts Department of Revenue Uniform Municipal Accounting System, and the Governmental Accounting Standards Board regulations. These financial controls are a vital tool for safeguarding taxpayers' dollars. The Town Accountant is required to examine the books and accounts of all officers and committees entrusted with the receipt, custody or expenditure of funds, and all original bills and vouchers that have been or may be paid from the Town Treasury.

Goals: As we strive to be a fiscally responsible community, the Town of Burlington has developed a goal of having its reserves comprised of stabilization funds, free cash, and excess levy capacity, equal to 10% of the operating budget expenditures. We will continue to do our best to reach this goal as we prepare the Town's annual budget. As it stands today, our reserve accounts are as follows:

Stabilization Fund Balance	\$6,799,041
Certified Free Cash	\$9,162,834
Excess Levy Capacity	\$4,289,869

The Accounting Office is also responsible for the management of the annual audit. a copy of the Town's audited financial statements prepared by our independent auditors.

The Report on Examination of Basic Financial Statements for the Town of Burlington for Fiscal Year Ended June 30, 2014 as submitted by the Town of Burlington's Auditors are located in the Addenda section at the end of this annual report.

ASSESSORS

BOARD OF ASSESSORS

Catherine O'Neil, Chair; Paul R. Sheehan, Vice Chair; Louise Crocker, Secretary

ADMINISTRATION

& PROFESSIONAL STAFF

James Doherty, Town Appraiser/Assistant Assessor

Marcia Nonni; Maureen Nicoloro; Debra Smoske

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2014. The Board of Assessors website is:

http://www.burlington.org/town_government/assessors.php

During the year the Assessors held regular meetings and when needed, had meetings with taxpayers and interested citizens. The Appraiser/Assistant Assessor, James Doherty, attended Department Head, Ways & Means and Town Meeting as the Assessing Department representative.

PURPOSE

The primary function of the Assessors' Office is to value all real and personal property within the community. Members of the Board, as well as office staff, attended schools, classes, conferences, seminars and clerks' meetings sponsored by the Department of Revenue, Massachusetts Association of Assessing Officers, NRAAO and IAAO, in an effort to maintain their proficiency in the administration of the office, and the appraisal and valuation of all real and personal property for assessment purposes.

Massachusetts law mandates a value be placed on all real property and taxable personal property. A great deal of information about property and market characteristics is collected, recorded and analyzed. As an example, Income and Expense Statements are mailed to commercial and industrial property owners every year, and sales verification forms are mailed to every new owner of real property each month. Forms of List are sent to all business owners requesting information on all taxable personal property. All building permits received in the office are reviewed and, if necessary, are visited by a representative of the Assessors' Office.

The Massachusetts Department of Revenue mandates that the Assessing Department visit each house every nine years to verify property data. The Town of Burlington opted for a cyclical inspection cycle rather than a full measure and list (which means all the data is collected within one fiscal year). The Town of Burlington entered into a new verification cycle starting in Fiscal Year 2010. Patriot Properties will be conducting the cyclical inspections. Inspections will be conducted by map area (between 100-200 parcels per map) while visiting about 900 homes each year. A letter from the Assessors' Office will then be mailed to each owner notifying the taxpayer when to expect a data collector. If access is not gained, each property owner will receive a second letter requesting they schedule an appointment for the data collector to visit their home. We encourage all property owners to cooperate and schedule an inspection.

In December, once the Board of Selectmen sets the tax rate, the tax bills are mailed out. This generates a lot of activity within the office, including but not limited to, processing exemption and abatement applications. The information gathered, along with the Assistant Assessor's recommendation, is provided to the Board of Assessors for a determination on the application. This year we processed over 336 exemption applications, which included disabled veterans, widows, senior citizens and blind persons. The Assessors' Office has continued to provide awareness of these exemptions and encourages any property owners interested to contact the office.

During the first two weeks of January over 1,200 Forms of List were mailed to businesses and are due back to the office on March 1st. Also, approximately 650 Income and Expense requests were mailed out at the beginning of the year to owners or lessees of income producing property. The Income and Expense forms are due in the office sixty days after they are mailed.

Also at the beginning of the year, a large motor vehicle excise commitment was received from the Registry of Motor Vehicles with numerous additional smaller commitments received periodically during the year. Since many in the community receive an excise tax bill, the bills generate numerous questions that are addressed by the office staff. Out of over 25,000 excise tax bills mailed, almost 1,000 required some sort of adjustment. Some examples include; if a car is sold, stolen, taken off the road or the taxpayer has moved to another community or state and the plates are transferred to another vehicle or returned to the Registry of Motor Vehicles.

CHANGES

The general public now has access to look up deeds that have been recorded in the Middlesex Registry of Deeds, Southern District. The web site address is www.cambridgedeeds.com. The Registry also provides a compact disk to the Assessors' Office approximately every 6 weeks. In 2014 the Assessors' Office processed over 243 certified abutters lists. Certified lists as well as labels are provided by the Assessors' Office for a fee. Last year the Assessors generated over \$5,141 in fees from abutter lists as well as from copies and research time for the Archivist. The money received is deposited back into the Town's General Fund.

The past year was focused on a state mandated revaluation, effective January 1, 2014. This resulted in a Fiscal Year 2015 tax roll for the Town of Burlington of 7,948 real property accounts and 1,179 personal property accounts. The total assessed value of all taxable property was \$5,289,708,724 with a tax levy of \$95,618,308. The Selectmen voted to continue dual tax rates which resulted in an \$11.35 residential and a \$29.40 commercial rate per thousand of assessed value.

Located at the Assessors' counter are two touch screen computers for public use. The computer software searches by ownership, street, or, parcel for all taxable and exempt properties in the Town of Burlington. Residents can look up different properties as well as their own for detailed information.

The Board of Assessors would also like to thank the Administrative staff, Maureen Nicoloro, Debra Smoske and James Doherty for their assistance this year.

TOWN CLERK



ADMINISTRATION & PROFESSIONAL STAFF

*(l to r) Linda McNeil, Assistant Town Clerk; Janice Archer, Senior Clerk;
Julie Michutka, Department. Assistant; Daniel McCormack, Archivist;
Amy Warfield, Town Clerk*

PURPOSE

The office of Town Clerk is an important source for information and records for residents and businesses. We handle and maintain the vital records, business records, and administrative paperwork for the town. Our office also oversees the updating of the Town website, a valuable resource for both residents and businesses. We work with the other town departments to keep information up-to-date and accurate on the Town website. Visit us at www.burlington.org.

2014 HIGHLIGHTS

- Elections: Burlington had a 61% turn-out for the November State Election, one of the highest in the state
- Completion of the conversion of Dog Licensing System registering over 2300 dogs.
- Implementation of new Census questionnaire, which produced with a 10% response from residents.
- Participated with the state on completing the implementation of a statewide birth registration system.
- Participated in Phase One roll-out of the statewide death registration system, training was done for staff and principal players involved.
- Revenue generated for the year was \$171,737, an increase of 7.1% over the previous year. This is revenue turned over to the Town Treasurer and added to the general fund.
- Continue to expand the use of online and in-house electronic forms, to better serve for the town's residents and business

Finally I would like to thank my staff, Linda McNeill, Janice Archer, Daniel McCormack and Julie Michutka, for all their hard work through the year. As a team we are able to serve the town of Burlington effectively and with a smile!

TOWN OF BURLINGTON

Following are the historical profiles on Vital Statistics (Births, Marriages, and Deaths), Voting Statistics, and the Archives report.

A listing of Elected and Appointed Boards and Committees, Town Meeting Members, Town Meeting Minutes and 2014 Election Results are located in the Addenda section at the end of this annual report.

VITAL STATISTICS

The following Births, Marriages, and Deaths were recorded in the Office of the Town Clerk. The figures for marriages and deaths are total records in our office, and Burlington residents are reflected in the final column. This data is as of December 31, 2014:

	Births	Marriages	Deaths	Residents Deaths
1985	275	253	403	140
1990	318	240	472	132
1995	322	196	532	142
2000	297	161	705	150
2005	257	123	788	177
2010	275	119	841	205
2014	274	111	934	228

Note: Lahey Clinic opened in 1980, Long Meadow Assisted Living 1999, Sunrise Assisted Living 2005, Stonebridge 2013

VOTER STATISTICS

<u>TOWN ELECTION</u>	Prec 1	Prec 2	Prec 3	Prec 4	Prec 5	Prec 6	Prec 7#	Total	%
2010	660	343	610	491	682	687	---	3473	23%
2011	446	222	495	345	427	470	---	2405	16%
2012	461	233	538	390	503	476	320	2921	19%
2013	344	129	331	283	343	316	151	1897	12%
2014	324	104	267	210	304	274	116	1599	11%

<u>STATE PRIMARIES</u>									
Sept-10	305	228	337	261	313	262	---	1706	11%
Sept-12	353	162	288	267	332	288	222	1,912	13%
**April-13	446	243	439	400	436	384	313	2,661	17%
Sept-14	412	220	409	329	414	370	321	2475	16%

<u>STATE/PRESIDENTIAL ELECTIONS</u>									
** Jan-10	1748	1319	1763	1267	1683	1581	---	9361	61%
Nov-10	1730	1379	1815	1303	1663	1585	---	9475	63%
* Nov-12	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408	86%
** June-13	817	435	734	648	731	703	553	4621	30%
Nov-14	1619	865	1403	1227	1518	1431	1271	9334	61%

#7th Precinct added in 2012

* Presidential Election

** Special US Senate Elections

ARCHIVES

Daniel McCormack, CA, Archivist Records Manager

PURPOSE

We manage the past, present, and future of documents and information. Managing is not so much keeping and storing but making records work. We provide tools and service for to assist departments, citizens, and employees to use documents created in the past to better undertake their work in the future. During the past year the activities of the Archives included assisting efforts to preserve the town's history, (the past), to transferring our largest volume of acquisitions from municipal departments in many years (the present), to continuing work toward an enterprise-wide electronic records management system (the future). Your Archivist is honored to be part of the professional staff of the Town Clerk's office - the finest in Massachusetts. The website address of Burlington Archives is <http://www.burlington.org/residents/archives.php> .

THE PAST

In addition to holding the town's oldest historical records, we provided technical advice on collections and policies to the Historical Commission and outside patrons. As part of the efforts to safeguard a pair of threatened historical properties the Archivist provided research and technical assistance to the Commission and other interested parties. Far from an unsuccessful venture, these efforts drew attention to the need to recognize, document and save the diminishing stock of pre-World War II properties in town.

We assisted the Commission on an occasional basis during efforts to revamp the Museum's collections space. The Commission is to be congratulated for their perseverance in transforming the space in the facility to better house objects documenting the Town's history. Documenting the town's history is only one element of caring and nurturing the historical context of the town, and we also supported the Commission's programming by providing interpretation and research.

We took part in the Commission's programming in June, as we entertained third graders who viewed some of the Archives' holdings and learned about our services during a trip to Town Hall. This visit, part of their social studies requirements, was one of the most enjoyable and rewarding events in which we have participated. In May we also were honored to speak before the Burlington Breakfast Rotary Club and discuss the place and role of the Archives in town government. Speaking to the town's children and some of its most illustrious adults are worthy opportunities to emphasize that Burlington's history belongs to all of us and is created every day.

THE PRESENT

Over the past year the Archives provided reference service to a variety of audiences, from entrepreneurs seeking to provide a historical context to new ventures, to town departments needing their records, to engineers and genealogists. Unlike previous years when municipal requests and outside events drove reference demand, we handled more requests from outside parties. Numbers fell slightly, from 902 in 2013 to 884 in 2014, with slightly over half coming from outside of town government.

Equal in importance is the document management service we provide to departments. In 2014 we accessioned slightly over 127 cu. ft from various departments, while supervising the shredding or recycling of a further 142 cu. ft. What do we do with the new material? Some finds its way to the storage area, to be destroyed upon expiration of its retention period, while newly acquired permanent records occupy space in the vault. For items

infrequently used but requiring permanent storage there is microfilming, and in 2014 the 52.5 feet of documents turned into film was our highest total in nearly a decade.

THE FUTURE

The future will be more electronic and automated. Along with representatives from other departments, the Archivist along with Town Clerk Amy Warfield, are taking initial steps toward implementing an electronic records management system for departments. The objective of this program is to provide a long-term, cost-effective system to reduce the amount of hard-copy documents created by departments while adhering to technical standards and laws governing the proper management of recorded information.

Outside of Town Hall we have examined vendors and systems and begun designing specifications and requirements. Internally, the Archivist had begun conducting records surveys to continue through the first half of 2015. We will use these surveys as an opportunity to educate ourselves about departmental functions and workflow, while marketing the standardized enterprise-wide approach that reflects the way business is done in the 21st century.

As always, we remain professionally active by participating in activities and in organizations relating to archives and records management. Your Archivist was appointed to a third term on the Membership Committee of New England Archivists, and served on its Task Force on Constituent Organizations. He attended a class in February on “Developing Specifications and Requirements for Electronic Recordkeeping Systems,” conducted by the Society of American Archivists. Within SAA, your Archivist was appointed to the National Disaster Fund for Archives Grant Review Committee, to advise on the dispensation of funds to institutions dealing with calamities. Later in the year we were at the SAA Annual Meeting in Washington DC to staff an exhibit for the Academy of Certified Archivists, participate in policy discussions regarding privacy/security ramifications on mass data collection by Federal agencies and to attend sessions on electronic records.

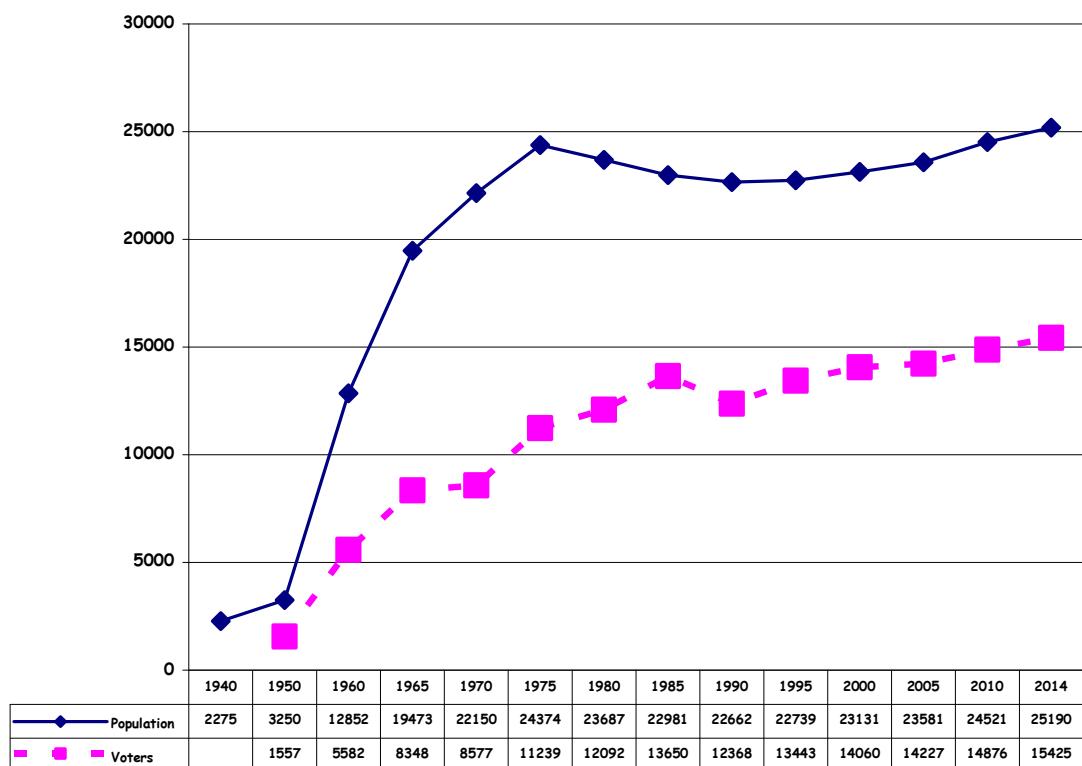
Closer to home, your Archivist began serving a second term as a member of the Massachusetts State Historical Records Advisory Board, and attended the annual Historical Records Forum sponsored by the SHRAB. We intend to continue our participation in organizations and with groups that represent our interests. Together, we learn from each other and speak with a stronger voice on records-related issues. In 2015 we intend to continue our wide ranging efforts to serve the present, past, and future of records and information for the Town of Burlington.

BOARD OF REGISTRARS

*Jeanne S. Ganley, Elmer Bud Larson
Adam Senesi, Amy E. Warfield*

Working with the Town Clerk's office, the Board of Registrars is responsible for overseeing Elections and Voter related issues. Following are profiles and historical data on voters and voter registration for 2014.

POPULATION/REGISTERED VOTERS: Based on Annual Town Census



YEAR-END SUMMARY

- 1062** - # of residents registered and added to the rolls
- 1318** - # of residents dropped from the rolls
- 731** - # of voters placed on the inactive rolls
- 2365** - # of persons eligible but not registered
- 86%** - eligible residents registered to vote
- 287** - Registration Forms sent to 18 yr. olds
- 181** - Mail-In Registrations Received from 18 yr. olds

TOWN OF BURLINGTON

POPULATION TRENDS

	<u>1990</u>	<u>1995</u>	<u>2000</u>	<u>2010</u>	<u>2014</u>	<u>Since 1990</u>	<u>Since 2000</u>
0-10	2815	2955	2931	2703	2415	-14.2%	-17.6%
11-20	3160	2620	2833	987	2923	-7.5%	3.2%
21-30	3889	3476	2500	2644	2721	-30.0%	8.8%
31-40	3311	3877	3624	2950	2851	-13.9%	-21.3%
41-50	3062	3208	3378	3660	3154	3.0%	-6.6%
51-60	3031	2712	2905	3220	3479	14.8%	19.8%
61-70	1756	2220	2325	2546	2738	55.9%	17.8%
71-80	672	926	1398	1844	1871	178.4%	33.8%
81-90	220	270	417	922	1165	429.5%	179.4%
91+	24	34	75	133	213	787.5%	184.0%
Unknown	722	442	745	912	1660	129.9%	122.8%
Total	22662	22740	23131	22521	25190	11.2%	8.9%

2014 has been a quiet year for the Board of Registrars, with the standard three ó Town, State Primary and General State Election.

GOALS

We continue to look for ways to increase voter registrations with a new online state system that will be implemented in 2015.

TREASURER/TAX COLLECTOR

ADMINISTRATION & PROFESSIONAL STAFF

Brian Curtin, Treasurer

Teresa Clement, Pat Dotson, Eileen Ferren, Sheila Flaherty

Andria O'Shea, Paula McMahon, Loreen Perron, Lisa Runyan

Christine Sinacola, Jennifer Ryan

PURPOSE

The Treasurer and Tax Collector office provides services to Town and School Employees as well as the residents of the Town of Burlington. The Treasurer's office receives and invests all revenue received by the Town. Sufficient balances must be maintained to assure the timely paying of all expenditures including payroll, accounts payable and debt service. The Treasurer and Tax Collector office also facilitates the benefits for Town and School Employees such as health, dental and life insurance, disability and retirement.

Websites:

http://www.burlington.org/town_government/treasurer.php

http://www.burlington.org/town_government/tax.php

2014 HIGHLIGHTS

- The Town of Burlington's average residential single-family homeowner's annual tax increase for fiscal year 2015 was 3.23 %. The commercial industrial increase was 4.11% in 2015 and the average residential tax bill increased by 2.49 % for fiscal year 2015.

Breakdown of Taxes Levied on its two tax rates for FY 2015

CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES	LEVY BY CLASS
Residential	39.3911%	3,318,511,275	11.35	37,665,103
Open Space	0	0.0000%		0.0000%
Commercial	50.4669%	1,641,350,579	29.40	48,255,707
Industrial	5.4611%	177,610,700	29.40	5,221,755
SUBTOTAL	95.3191%	5,137,472,554		91,142,565
Personal	4.6809%	152,236,170	29.40	4,475,743
TOTAL	100.0000%	5,289,708,724		95,618,308

- The Town of Burlington continued to explore and review strategies to reduce rising health insurance costs for both our employees and the Town. Disease management and cost utilization review are crucial to controlling health care costs.
- The Town of Burlington claims experience has seen a large improvement in total claims since changing to high deductible insurance plans in 2011. We have reduced our claims experience from \$ 10,704,684 in 2010 to \$ 9,997,246 in 2011 for active and retired employees under 65 years old.
- Our second year claims under this plan were \$9,709,551 a reduction of \$995,133 over the two years. The claims for 2013 were \$9,290,811 and for 2014 we finished the year with total claims of \$10,262,139. The Town continued to offer 2 self-insured, high deductible plans (Harvard Pilgrim Best Buy and Blue Cross Blue Shield Network Blue) that have saved the Town and its employees premium costs. These plans are very similar in benefits and offer a \$1,000 deductible for an individual and \$2,000 for a family. The Town pays the first \$500 of the individual plan deductible costs and \$1,000 of the family plans deductible costs.
- The Town also continued to offer a Blue Cross Blue Shield PPO plan called Blue Care Elect. We have been able to increase the Town and employees trust fund to a balance of roughly \$4,500,000 as of 12/31/14.
- The decision to go to high deductible plans saved the Town well over \$ 3,000,000 in budget increases for fiscal year 2012 through 2015.
- The Town's budget has had an average increase of less 5% over the last 5 years. The Town also continued the several senior health care plan options for retirees over 65. This gives our seniors more choices and price competition.
- We have also expanded our Wellness Program to all employees to try and promote good health with Walking Programs, Physical Fitness Programs and a diabetes incentive program to promote weight loss and education about reducing health insurance costs and future claims by making smart choices.
- The Town also hired a private contractor to audit our enrollment of membership in all our health insurance programs to make sure we were insuring only eligible members. We were able to find a few members who were not eligible to continue their insurance and this will reduce our overall claims as well.

TOWN OF BURLINGTON

Gross and Net Payrolls as well as Withholding for Benefits and other Payroll Deductions of Town Employees for the Years 2010 through 2014

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
GROSS PAYROLL	57,691,905.75	59,658,427.85	60,761,981.05	65,713,477.14	67,304,809.77
WITHHOLDING					
Federal Tax	6,194,260.93	6,939,259.47	6,861,086.67	7,379,423.90	7,613,793.80
State Tax	2,589,241.28	2,702,044.67	2,695,736.25	2,910,254.72	2,944,899.59
Retirement	5,010,998.35	5,142,796.00	5,280,336.01	5,770,320.20	5,933,949.95
Health Insurance	2,546,713.12	2,240,625.75	2,591,650.95	2,827,573.25	2,920,284.52
Disability Insurance	126,476.66	133,062.68	138,868.45	183,964.40	181,150.08
Delta Dental Insurance	219,221.13	251,236.08	311,496.73	318,305.68	327,963.69
Credit Union	2,574,204.35	2,384,594.44	2,193,522.32	2,183,939.95	2,130,760.74
Tax Shelter Annuities	671,150.89	678,627.60	745,452.49	805,606.12	787,789.58
Deferred Comp Plans	1,188,229.39	1,284,238.10	1,301,218.35	1,469,025.61	1,596,973.48
Teachers Association	233,690.91	243,992.47	254,979.85	273,232.88	278,006.11
Union Dues	191,185.45	200,976.14	211,966.89	214,413.01	210,306.81
Suspence	29,471.50	16,870.00	19,398.58	24,939.54	18,497.00
Life Insurance	79,335.61	76,728.74	89,130.25	96,470.91	98,508.66
Fica-Medex	662,497.46	700,103.61	729,371.06	806,138.90	833,926.91
Social Security	0.00	1,148.67	3,186.97	3,194.20	3,401.00
Flexible Spending	303,963.67	416,179.71	427,015.08	450,927.21	483,480.25
Firepac	3,205.80	3,189.80	4,078.56	4,135.59	4,034.28
Cops for Kids with Cancer	0.00	0.00	0.00	0.00	756.00
Sprouts	148,357.60	217,231.20	266,403.54	329,175.00	359,814.75
TOTAL WITHHOLDINGS	22,772,204.10	23,632,905.13	24,124,899.00	26,051,041.07	26,728,297.20
NET PAYROLL	34,919,701.65	36,025,522.72	36,637,082.05	39,662,436.07	40,576,512.57

- The Town of Burlington Community Scholarship Foundation had another successful year of fund raising and continued to grant over \$ 300,000 in scholarships awards. The Annual Telethon raised \$41,688 in receipts and another \$9,427 was donated by residents from our tax billing check-off system. We were also able to raise \$24,529 from our Adopt-A-Class programs and another \$1,215 in miscellaneous donations. These contributions enabled the Scholarship Foundation to grant \$108,500 in Scholarships in 2014. The Burlington High School Scholarship Fund awarded \$204,675 in Scholarships in 2014. The Burlington Community Scholarship Foundation awarded a total of \$312,700 in scholarships in 2014.

- The endowment funds invested at UBS Financial Services had a positive return of 4.38%. These funds are professionally managed. The total investment gain and interest income on the scholarship funds was \$44,578. The scholarship endowment balance was \$1,208,439 as of December 31, 2014.
- Town Meeting continued to support the improvement of reinvesting in our infrastructure by voting an authorization of \$3,000,000 to pay for the maintenance and repaving of roadways and municipal parking lots. Town meeting also voted the sum of \$1,000,000 to pay for water main replacements and system upgrades. The Town had its AA+ credit rating upgraded to AAA on July 7, 2014 from Standard & Poor's rating agency. This is the highest credit rating attainable.
- The Town rolled its \$ 9,330,000 one-year bond anticipation note for one year due 7/24/15. The bond note proceeds will be used to finance \$2,500,000 for the Marshall Simonds Middle School construction, \$2,000,000 for the roadway and water main upgrades, \$490,000 for cemetery expansion, \$700,000 for the purchase of 33 Center Street, \$895,000 for the high school elevator, \$1,995,000 for the purchase of Meadow Road property and \$250,000 for building design. The interest rate received for the notes was .01199% a very favorable rate. The Town has been very fortunate to have been able to finance and complete so many important infrastructure improvements during this very favorable interest rate environment. The Town has committed to using our meals tax revenue of at least \$1,100,000 annually as a revenue source to help finance the capital projects principal and interest payments each year. This will help the Town continue its commitment to improve the infrastructure without putting a strain on our budget every year.
- The Town Stabilization Fund balance was \$6,799,041 as of 6/30/14 and the Town's Free Cash balance was \$9,162,834 as of 07/01/2014. The Town of Burlington cash reserves are healthy compared to most cities and towns in Massachusetts. We have been able to maintain all current services offered to residents during this most difficult economic climate. The Town also was able to avoid layoffs, override votes to increase taxes and no user fees for busing, trash, or athletic programs. The Town continued to invest and improve our current infrastructure and still maintains an unused levy capacity of \$ 4,289,870.
- The economy has improved and unemployment and the housing market are showing positive signs of a healthy recovery. The construction industry is showing positive signs of new activity. We are slowly emerging from the largest recession since the great depression. The Town of Burlington has been able to get through these economic down turns well in the past thirty years because of our diverse tax base. We must continue to maintain conservative spending habits and look for alternative revenue sources to help provide the funding necessary to provide the quality of services residents in Burlington have expected.
-

CHANGES

Jayne Hyde retired after 18 years of service and Christine Sinacola was hired in November 2014.

FIRE DEPARTMENT

FIRE PERSONNEL

Steve Yetman, Fire Chief

Michael Patterson, Assistant Fire Chief

Captains:

**** Kevin Browne, * Timothy Brown, * Scott Carpenter, * John Corbett***

Lieutenants:

**** James Browne, * Mark Cedrone, * Peter McAnespie, * Steven McLean, * Robert Paul, * John Skinner***

**** James Sorenson, * John Walthall***

Fire Prevention/Inspection Services:

**** Captain Michael Hanafin, * Lieutenant Mark Saia***

Training/Communications:

**** Captain Andrew Connerty***

Clerical Staff:

Joanne Arbing, Mary Fay, Karen Carlson

Firefighters:

<i>* David Angelo</i>	<i>* Ernest Covino</i>	<i>* Richard Hovasse</i>	<i>* Nicholas Menkello</i>
<i>* Gary Arbing</i>	<i>* Kurt Duprez</i>	<i>* Timothy Hovasse</i>	<i>* Brendan Micciche</i>
<i>* Michael Bennett</i>	<i>* Todd Ficociello</i>	<i>* Jason Hughes</i>	<i>* Paul O'Meara</i>
<i>* Michael Bibbey</i>	<i>* Eric FitzGerald</i>	<i>* Paul Kadilak</i>	<i>* Kevin Pollicelli</i>
<i>* Raymond Blenkhorn</i>	<i>* Michael Fontannay</i>	<i>* Shaun Kenney</i>	<i>* Michael Runyan</i>
<i>* Jeffrey Boucher</i>	<i>* Michael Gledhill</i>	<i>* Sean Killilea</i>	<i>Leonard Sawyer</i>
<i>* Kyle Browne</i>	<i>* Gerard Hanafin</i>	<i>* Gerard Letendre</i>	<i>* James Sherman</i>
<i>* Craig Callahan</i>	<i>* John Hanafin</i>	<i>* Thomas MacLeod</i>	<i>* William Toland</i>
<i>* Clifford Comeau</i>	<i>* James Hapenney</i>	<i>* Michael McLaughlin</i>	<i>* Fred Williams</i>
<i>* Sean Connors</i>	<i>* Eric Holey</i>	<i>* Edgar McLean</i>	

Emergency Vehicle Technician

Eric Moran

Civilian Dispatchers

**** Stephen Baia, * Elaine Carpenter, * Nicole Noorigian, * Scott Perry***

**** Indicates Department EMT***

MISSION

The mission of the Burlington Fire Department is to protect and preserve life and property in the community through code enforcement, public programs and education, and incident response to fire, medical, and other emergencies.

The Burlington Fire Department's website is <http://www.burlington.org/departments/fire/> .

The year 2014 showed a modest total increase in Fire Department responses with a slight decrease in ambulance requests and a slight increase in fire calls. Over the last decade Fire Department responses have increased nearly 10% - 6,087 in 2005 to 6,662 in 2014.

As the calls for assistance continue to increase we continue to have discussions about how to provide the best service we possibly can for those that live and work in the Town of Burlington. Those discussions continue to focus around the construction of a new Station 2 that could house the appropriate amount of apparatus and staff to service the needs of the southwest and south portions of Burlington (the Middlesex Turnpike corridor). The proper location would also provide an adequate area for our members to train in firefighting operations. The current Station 2 was built in 1970 and only houses 3 response personnel per shift, manning one engine as the ñfirst dueö response crew for that area. There currently is no ambulance stationed in that portion of town.

Other discussions involve providing Advanced Life Support (ALS) as a fire department function. The national and statewide standard of care is ALS provided by paramedics. Burlington continues to contract that service out to a private company even though the majority of this type of patient care is provided by fire department personnel nationwide. Bringing this level of patient care ñin houseö

would improve response times, increase revenue, address staffing issues and provide, what we believe, would be a better quality of service to our residents and the community.

2014 HIGHLIGHTS

In 2014 the Burlington Fire Department received the following grants:

- From the Department of Fire Services we received \$4,686 for the Student Awareness of Fire Education (SAFE) program as well as \$3,018 for the new Senior SAFE program which we used in conjunction with the Burlington Council on Aging (COA) to install smoke and carbon monoxide (CO) detectors in the homes of some of our elderly population.
- We also received \$2,000 from the Department of Public Health to support and maintain the States Mobile Decontamination Unit (MDU) that has been assigned to the Burlington Fire Department.

We also continue to pursue additional funding through federal grant programs. The Federal Emergency Management Agency (FEMA) offers multiple programs including the Assistance to Firefighters Grant (AFG) for equipment and the Staffing for Adequate Fire and Emergency Response (SAFER) program for personnel. We continue to apply for these grants on a regular basis but they are nationwide and extremely competitive.

Oracle continues as a corporate partner providing us \$9,900 to purchase equipment in 2014 through their Community Partners Corporate Citizenship Program. Since 2004 Oracle has provided over \$80,000 to the Burlington Fire Department and we thank them for their support.

CHANGES

- Two members of the Burlington Fire Department retired this year. Firefighter Jack Price retired after serving for over 29 years.
- Unfortunately, Firefighter Anthony "Gus" Marino had to retire due to a job related injury. He had been on the Fire Department for 12 years. We wish them both well going forward.
- In 2014 we lost a retired member of this department, Lieutenant Ken Mills past away in August of last year. Lt. Mills served the Burlington Fire Department for 28 years retiring in 1988.

On behalf of the members of the Burlington Fire Department I would like to take the opportunity to thank our residents, elected officials, various boards and the Burlington business community for your continued support.

Craig Callahan receiving instructions during a pump operator training scenario.



Firefighter Rob Blenkhorn practices driving the inflatable boat with Firefighter Ernie Covino on board.

TOWN OF BURLINGTON

Burlington Fire Department Report of Incidents by Type of Incident

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
Accidents													
Motor Vehicle Crash	26	21	9	19	37	17	21	21	21	20	15	17	244
Pedestrian	0	0	0	0	0	2	2	0	2	0	3	0	9
Medicals	196	174	199	163	151	207	195	198	185	184	190	193	2235
Alarms													
Accidental	35	35	32	31	29	32	30	34	40	42	30	19	389
False	1	4	2	1	0	0	1	4	1	1	1	1	17
System Malfunction	17	13	13	11	4	17	28	14	18	15	10	8	168
Fire													
Cooking Fire	1	1	0	2	3	2	2	1	1	4	0	0	17
Residential	0	1	0	0	1	2	1	0	0	0	2	1	8
Apartments	0	0	0	0	0	0	0	0	0	0	0	0	0
Assisted Living	0	0	0	0	0	0	0	0	0	0	0	0	0
Hotel	0	0	0	0	0	0	0	0	0	0	0	0	0
Brush, Grass	0	0	0	3	1	8	2	6	3	0	0	0	23
Business/store/restaurant	0	0	0	1	1	1	1	1	0	0	0	1	6
Dumpster-trash	0	2	0	0	0	0	2	1	1	1	1	0	8
Motor Vehicle Fire	1	0	1	0	0	1	1	0	2	0	0	1	7
Lightning strikes/Weather	0	0	0	0	0	0	6	0	0	0	0	0	6
Oil burner Malfunction	1	0	0	0	0	0	0	0	0	0	0	0	1
Motor Malfunction	3	1	1	0	1	0	1	1	1	1	0	0	10
Smoke Scare/Removal	9	3	4	8	8	4	4	4	3	4	4	4	59
Fire; Other	0	1	1	1	0	0	1	1	0	1	0	0	6
Outside Burning													
Authorized	0	0	0	0	0	0	1	0	0	0	0	0	1
Unauthorized	1	0	1	4	1	5	1	2	1	1	0	0	17
Hazmat	3	4	2	1	1	3	3	1	0	2	0	1	21
CO Problem	8	7	7	3	2	1	3	3	4	4	2	9	53
Spill Leak Fuel	3	0	1	1	0	0	1	2	1	3	0	0	12
Natural Gas Leak	2	8	1	4	6	3	1	3	3	0	2	2	35
Power lines down/ Arcing	0	2	3	4	0	3	12	6	2	10	0	1	43
Electrical Problem	1	0	0	0	2	0	0	0	0	5	3	3	14
Water Problem	7	3	7	2	1	1	2	0	2	0	0	11	36
Service Call	0	0	0	1	0	1	0	0	0	3	3	5	13
Public Service/Assistance	11	10	23	32	30	41	39	27	33	48	27	23	344
Elevator Extrication	0	1	0	0	1	0	1	0	0	0	0	0	3
Lock Outs/Ins	2	2	0	2	3	3	0	1	1	1	2	2	19
Nothing Found	1	4	2	7	1	7	4	1	6	1	0	0	34
Cancelled en-route	3	2	1	2	6	0	5	3	7	7	5	4	45
Good Intent Call	1	0	0	0	0	0	0	0	0	1	2	2	6
Cover Assignment / Mutual Aid	0	1	1	1	1	2	0	0	1	2	0	3	12
Totals	333	300	311	304	291	363	371	335	339	361	302	311	3921

FIRE PREVENTION/INSPECTIONAL SERVICES

Captain Michael Hanafin

Lieutenant Mark Saia

New development in commercial and residential properties continued in 2014. Through inspections, enforcement of fire codes, construction plan reviews, fire investigations, issuing of permits and fire education programs much has been achieved in the past year.

Commercial and large residential construction projects require many steps including site plan reviews, which consider requirements such as apparatus access, water supply, exposure to other structures, type of occupancy, etc. The next step is a meeting with Fire Protection Engineers to discuss Fire Alarm, Fire Suppression, Municipal Fire Alarm connections and the issuing of the proper permits. Once the project is started, on-site inspections are required to keep track of the progress being made. The Certificate of Occupancy is issued after a final inspection and all new systems are tested.

Inspectional services would like to take this opportunity to thank all residents and members of the business community for their cooperation in making Burlington a safer place to live and work.

The following is a list of permits and inspections made in 2014:

Type of Service

Commercial Occupancy Inspections	167
Master Box Certifications.....	55
On Site ó Inspections.....	253
Permits Issued	730
Plan Review	270
Residential Occupancy Inspections	108
Site Plan Reviews.....	45
Smoke Detector Inspections	235
Total.....	1,863

The following is a count of all permits and inspections done in 2014:

Permits

AST	39
Blasting.....	5
Campfire.....	3
Dumpster	36
Extinguishing System.....	24
Fire Alarm	142
Fireworks Display	1
Flammable Storage	54
Haz-Mat.....	2
Oil Burner.....	50
Oil Line	2

TOWN OF BURLINGTON

Propane Storage	49
Sprinkler	122
Tank Installation	31
Tank Removal.....	65
Tank Truck	11
Temp Propane Storage	19
UST	21
Welding/Burning.....	54
Total.....	730

Inspections

Commercial Occupancy	167
Fire Drills	10
Knox Box	7
Oil Burner.....	36
Oil Line Inspection.....	1
Oil Tank Installation	12
Oil Tank Removal.....	3
On Site ó Fire Prevention	168
On Site ó Plug Out	1
Propane Tank Inspection	13
Quarterly.....	2
Residential Occupancy	108
Smoke Detectors	235
Total.....	763

Building Plans stamped and Reviewed	270
Site Plan Reviews.....	45
Master Box Certifications.....	55
Combined Totals	1863

TRAINING DIVISION

Captain Andrew Connerty, Training Division

It was another busy year for training at the Burlington Fire Department. We took delivery of a new brush truck at the end of last year. The old brush truck had been rehabilitated numerous times. The body of the old brush truck was in good shape but the engine was showing its age. Its fire pump engine was also unreliable. The old brush truck had failed to start and operate several times when needed. The Burlington Firefighters were trained on the new Forestry 1 by an instructor from Firematic, Inc. Each of our four groups participated in the training.

As better weather arrived, I conducted more in-depth practical training on Forestry 1. All the firefighters practiced driving the truck and running the pump. As with any new apparatus, all the firefighters needed the training. As the new Forestry 1 was utilized over this past year, it proved to be a definite improvement to operations at brush fires.

I continued the annual training on the Massachusetts State 911 Department mandated Emergency Medical Dispatch (EMD) protocols. The Burlington Fire Department Ambulance and Emergency Medical Technicians (EMTs) responds to emergency medical calls, but we are also the designated EMD resource for the Burlington Police Department. As such, all 911 medical calls that the Police Department receives are transferred to us so that our certified EMD dispatchers can determine the proper level of response, dispatch the ambulance and contracted paramedics if necessary, and provide pre-arrival instructions to the caller if required and possible. Dispatchers use an Emergency Medical Dispatch Protocol Reference System (EMDPRS) to aid in this task. The EMDPRS is a system used by the EMD to help ask the appropriate questions, dispatch the appropriate medical personnel, and provide the proper pre-arrival instructions to the 911 caller. Our four civilian Fire Dispatchers are the primary handlers of our emergency calls. When necessary, any of our Firefighters might be assigned to the desk to answer these calls as well. All of our civilian Dispatchers, Firefighters, and Officers have been trained and certified in EMD. Continuing education must be undertaken over a two-year cycle. Much of this training cost is covered by a grant from the State 911 Department. I worked with Captain Gregory Skeehan and Administrative Secretary Rosemarie Tieri of the Police Department, as well as our Administrative Secretary Joanne Arbing and Principal Clerk Mary Fay to calculate our share of the grant. The recertification of all of the personnel was conducted in 2014.

Communicable diseases have always been a threat to our responders and we have always been aware of the dangers associated with responses involving them. Our Dispatchers are trained to pick up on cues during a phone call to prepare the responders for what they may encounter in the field. With the heightened awareness of communicable diseases brought on with the Ebola outbreak and subsequent cases here in the United States, the EMD protocols underwent a modification, just as the response of our Firefighters/EMTs was modified. Additional screening questions and responder warning protocols were implemented based on information from the Center for Disease Control (CDC).

The firefighter crews continue to visit the buildings in town during in-service inspections to learn about and refresh their knowledge on the layout and the fire protection systems of the buildings they may respond to. I arranged for the firefighters to visit new buildings during and after construction so that the firefighters are aware of the dangers of the structure during construction should it be involved in a fire. I provide a review to them on

the fire protection systems built into the building so they are familiar with them in case of a fire. The firefighting crews also conduct safety inspections where businesses have liquor licenses to assure code compliance prior to the Board of Selectmen renewing the license. Senior Clerk Karen Carlson organizes these liquor inspections. I forward the assignments to the Officers and address any scheduling concerns.

The liquor inspections and the majority of the Burlington Fire Department training occur on duty for our firefighters. While the in-service inspections and training are conducted, the fire crews remain prepared to respond to medical emergencies, fire emergencies, and other calls for service. In addition to the in-service inspections and site visits, the firefighting crews participated in in-service training on ice water rescue, use of the boat for water related emergencies, atmospheric metering for hazardous materials (HAZMAT) incidents, suspicious letter and package response, EMD, Tower 1 operations, and other fire and medical response procedures.



Firefighter Tim Hovasse practices rescuing

Firefighter Gerry Letendre with the ice rescue sled

Arrangements were made for several trainers to come to the Fire Department to provide in-service training. The Massachusetts Firefighting Academy came in to provide two separate classes. The first was on responses to Ethanol spills and fires. The second was a refresher class on HAZMAT incident operations. HAZMAT incident operations are very closely related to how we would respond to a patient with a highly dangerous communicable disease such as Ebola. I arranged for a trainer from NSTAR Electric to provide us training on electrical utility response procedures and general electrical safety during our responses. I scheduled a training company to provide all the firefighters with advanced fire pump operator training. I also arranged for Lieutenant Mills of the Burlington Police Department to provide us training on the beneficial uses of social media as a tool for fire prevention and safety awareness.

Our firefighters continue to attend additional training from the Massachusetts Firefighting Academy and other training avenues on their own time. The topics of these classes included; Fire Instructor, Fire Officer, Incident Safety Officer, Juvenile Firesetter Intervention, Technical Rescue, Bomb Threat Assessment, Incident Command, Emergency Medical, and many other Fire and EMS operations courses. Some of these classes lead to certifications over and above what is required. These firefighters and officers are working towards enhancing the service of the Burlington Fire Department. As active shooter events continue to unfold across the country and the world, I have been in contact with Sergeant Timothy McDonough of the Police Department to develop response protocols for such events.

Also serving as the Communications Officer, I review some of the programs, procedures, and systems that the civilian Dispatchers use on a daily basis. One example is the EMDPRS mentioned above. Another is the municipal fire alarm system. The operation the Vision 21 Master Box system is being formalized. The Vision 21 system is a wireless radio master box system that was installed to replace the wired fire alarm master boxes that were connected to the Fire Department by the municipal fire alarm circuits in Burlington. When a building's fire alarm sounds, it also activates the radio master box signal to the fire department if the building has one. While this technology has been in Burlington for several years, various differences in the capabilities of the old system



and the new system are revealed during the transition over time. The procedures for handling radio master box service interruptions, trouble conditions, and malfunctions are being formatted.

Firefighters Craig Callahan and Nick Menkello practice HAZMAT decontamination procedures on Firefighter Eric FitzGerald during training provided by the Massachusetts Firefighting Academy instructors

2014 HIGHLIGHTS

Our newest Firefighter, Kyle Browne, joined the Fire Department this year. His first assignment was to attend the Recruit Training Program at the Massachusetts Firefighting Academy. He successfully graduated and is certified as a Firefighter I/II, a nationally recognized standard. After graduating from the Academy, he attended the week-long Massachusetts State 911 Department's mandated telecommunicator training. This is the first step in being certified to handle 911 calls. He was then assigned to two weeks of orientation here at the Burlington Fire Department. During this time, I provided more specific training to him on our Department's operations and equipment.

CONTINUING GOALS

In the coming year, the members of the Burlington Fire Department will continue to train on a variety of responses and topics. Our firefighters, as always, remain committed to providing the best service possible to the residents, businesses, and visitors to the Town of Burlington.

AMBULANCE/EMERGENCY MEDICAL SERVICES

Michael Gledhill, Jr., EMT Coordinator

Burlington Fire Department Firefighter /EMT's were busy once again in 2014, responding to medical aid calls, various types of rescues and other calls for assistance. EMS continues to play a vital role in the service and mission our Firefighters provide to the community of Burlington. The men and women of the fire department make every effort possible to serve the citizens and millions of visitors who pass through our town with the utmost care, compassion and professionalism.

In 2014 our Firefighter/ EMT's responded to 2704 calls for medical service. Although down 54 runs from the previous year, our crews were kept busy at all hours of the day throughout the year. Ambulance-1 responded to 2132 calls and Ambulance-2 responding to 535 calls, an increase of 62 calls by Ambulance -2 in 2014. In the past two years Ambulance-2 has seen an increase of 172 runs from the previous years in service. With both of our ambulances seeing an increase of service this year, we had to call in Mutual Aid assistance 37 times while both of our ambulances were on other responses. That number seems to be the normal for our department for requests. We also provided mutual aid responses to other communities 76 times in 2014, with Billerica requesting 55 of those runs.

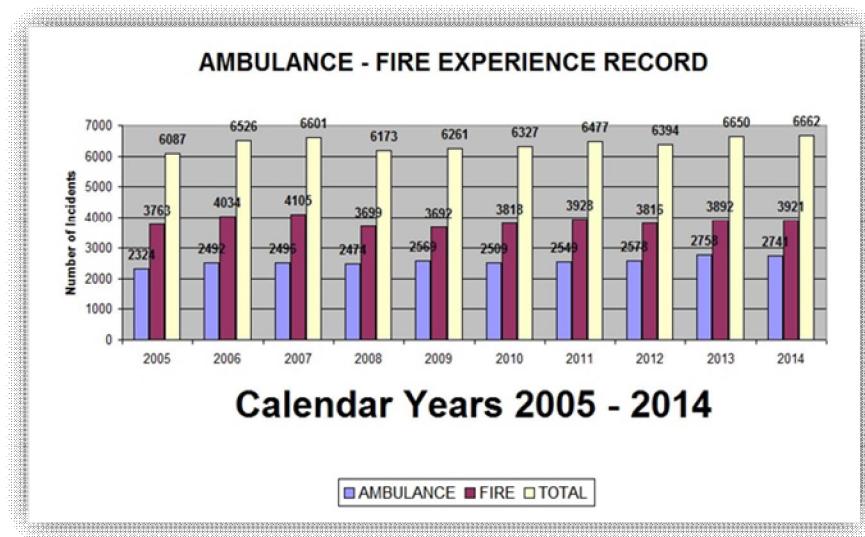
August proved to be our busiest month this past year with 255 runs and April was our slowest with 186 runs. Wednesday's were our busiest day with 420 runs throughout the year and Sundays proving to be slightly quieter with 325 runs. As the daytime population continues to grow, our calls for service have increased between the

hours of 6am and 9pm with the hour of 2pm being our busiest hour with 198 runs for the year during that timeframe.

As we continue to utilize our billing system that has been in place for the fourth year now, we are able to continually analyze the run data on the type of calls we receive in order to learn how our protocols are keeping up with the ever-changing need for emergency medical care. With the development of many new structures and facilities throughout the town and especially in district 2, our call volume has increased and will continue to increase as some of the larger developments are completed. The data provided allows us to take this information and have a better understanding of our patient demographics.

Ambulance-2 was outfitted this year with a power operated stretcher, just as we had received in Ambulance-1 the previous year, providing safer patient packaging and handling of the stretcher. With the increase in call volume, our staff was given some relief with the number of times they have to lift and lower the stretcher both on scene and at the hospitals with the hope of preventing back injuries and strains. At the beginning of 2014, opiate overdoses were an extremely escalating circumstance the commonwealth was facing. Unfortunately, Burlington was not immune to this epidemic. Our Department responded to 27 overdoses in 2014. With a push from the state Office of Emergency Medical Services, municipalities started training EMT Basics and first responders with use of nasal narcan (Naloxone). Burlington was no different. With extensive training and changing the operational protocols, our crews started carrying opiate kits in November of 2014. Out of the 27 overdose responses throughout the year, seven of those were successful saves by our Firefighters with the use of nasal narcan.

As we move into another new year, we look forward to providing the Town of Burlington with the most professional Fire based EMS system we can provide. EMS is just one part of the essential services provided by the Firefighters of Burlington. We stand ready to answer the call whenever we are summoned by the citizens of this great Town.



JUVENILE FIRESETTER INTERVENTION PROGRAM

Todd Ficociello, Firefighter, JFIP Team

The Burlington Juvenile Firesetter Intervention Program (JFIP) had another successful year in 2014. The JFIP team did lose Firefighter Gus Marino this year due to an on the job injury which forced him to retire. The firefighter involved in Burlington's JFIP team for 2014 was FF/EMT Todd Ficociello (JFIP screener, educator, Juvenile Firesetter Intervention Specialist 1 & 2, Public Fire and Life Safety Educator). He also attended the Fire and Life Safety Conference in 2014. This Burlington firefighter works as part of a coalition consisting of multiple area agencies, including local fire and police departments, the District Attorney's office, and area school districts. The JFIP was designed to provide early intervention for youths involved in fire setting behavior. In addition to firesetting screening and education, the program assists youth who have committed "fire related" acts such as pulling false alarms. These services not only provide assistance to the youth and his or her parents, but also provide an additional layer of safety for the community by limiting the chance that the child will re-offend.

When a juvenile is charged with a fire-related offense, JFIP schedules a meeting with the juvenile and his or her parent. The interview covers many aspects, and includes questions that give the screener a good overview of why the child might be involved in such behavior. The screening occurs at the offender's residence and includes a safety check, (smoke detectors, CO detectors, fire extinguishers and other safety features a home should have to make sure the occupants are as safe as possible).

In addition to screening/interviewing Burlington juveniles and their parents, the Burlington JFIP members have also been involved with screenings and interviews in the towns Woburn, Winchester, Bedford, North Reading, Reading and Lexington. This interagency cooperation insures a positive outcome for not only the child, but for the citizens and businesses of Burlington and surrounding communities.

Burlington's JFIP team also assists in the education of firesetters in a program held at Winchester, Wilmington and Burlington Fire Departments. The program is headed by Capt. Rick Tustin of the Winchester Fire Department. Approximately 10 juveniles between the ages of 12 and 16 attend the 10-week course, which covers topics such as: fire science, burns, home hazards, arson and rules to live by. Juveniles younger than 12 will be educated on a case by case basis, while some may be able to attend the course, others will need to be educated in a smaller setting.

In 2014 the BFIP had two children to assist. One child lit a barrel on fire outside a public building, but quickly realizing what he had done he called 911, and another performed some unsafe fire acts, both children will attend a shortened fire safe class because they are under the age of 12. The JFIP member also held and supported the education class at the Burlington Town Hall Annex. The class was held in the downstairs conference room on Wednesday afternoons from September to November.

POLICE DEPARTMENT

POLICE DEPARTMENT PERSONNEL BY RANK & SENIORITY

Michael R. Kent, Chief of Police

Command Officers

*Capt. Thomas Duffy
Capt. Gregory Skehan
Lt. Stephen O'Meara
Lt. Glen Mills
Lt. Robert Kirchner
Lt. Thomas Browne
Lt. Michael McDade
Sgt. Michael Debye
Sgt. Timothy McDonough
Sgt. Kevin Doherty
Sgt. David H. McLean
Sgt. Gerard McDonough
Sgt. Timothy Kirchner
Sgt. Daniel Hanafin
Sgt. Kevin Cooney
Sgt. Matthew Leary*

Detectives
*Gary Burdick
Paul Callahan
Gary Redfern
Al Gagne
Thomas Fournier
Ann Marie Browne
Thomas Carlson
James Tigges*

Dispatchers
*Gail Fay
June Connolly
Eileen Barnard*
Clerks
*Rosemarie Tieri
Paula Manzo
Kate Curtis-Bozio*

Head Traffic Supervisor
Helen Bulman

ACO
Gerry Mills

Officers

*Kevin Rogers
Stephen Cross
Edward Mackey
Spiros Tsingos
Richard Hanafin
Harry Sawyer, Jr.
Charles Ferguson III
Bernard Schipelliti
Daniel Houston
Paul Glejzer
Robert Aloisi, Jr.
Keith Sheppard
John Thompson*

*Lyn Reynolds
Stephen Papagno
Joseph Papseadero
William A. Soda
David M. McLean
John Lynch
Peter Abaskharoun
Michael Minichiello
Matthew Creamer
Roberto Reyes
Scott Lauder
David Outerbridge
Vito Costa*

**Sage Costa
Domenic Grossi
William Trelegan
Shane Thomson
Christopher DiDonato
Ryan Griffin
James Hanafin
Kerrie Mahoney**
2 Captains
5 Lieutenants
9 Sergeants
8 Detectives
42 Patrol Officers
5 Officers unfilled

BURLINGTON POLICE MISSION STATEMENT

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

Your Burlington Police Department continues to be one of the most highly regarded and professional police departments in the Commonwealth of Massachusetts. A large majority of Burlington police officers were born, raised and reside in the community they love. This is not the case in most police departments. With intrinsic knowledge of their community Burlington police officers are ñproblem solversö and not just ñreport takers.ö The website for the Burlington Police Department is <http://burlington.org/departments/police/index.php> .

- As always, training was a top priority for the police department. In January, an Active Shooter Table Top Exercise was hosted by the Burlington Police Department in conjunction with the Boston field office of the FBI. Members of the department, town government and EMS attended and broke down a training incident focused in Burlington. In November, the department held a joint training with the Woburn Police Department hosting nationally known risk management expert Gordon Graham at the Lahey Clinic Auditorium, over 125 officers attended. These specialty trainings were in addition to the ñroutineö trainings that are attended by officers throughout the year.



Mall Back Halls Tour and Drill

- This past May, Town Meeting made the historic decision to approve the police department leaving the archaic Civil Service System and allowing the department to choose the most qualified and skilled candidates to be hired. A competitive recruit candidate test was held in November with 322 people taking the test. Currently,

the town is waiting for the passage of House Bill 2272 by the legislature which will allow the department to move forward in filling five currently open vacancies.

- In July, Sergeant Michael McDade was promoted to Lieutenant and Detective Matthew Leary was promoted to Sergeant.



Lieutenant Michael McDade; Chief Michael Kent; Sergeant Matthew Leary

FUTURE NEEDS

The Burlington Police Facility is functionally obsolete for the needs of a modern police department. The Facilities section of the DPW is kept busy keeping up with the maintenance that is required in a building that is over 100 years old.

GOALS:

As the town continues to grow, staffing of the police department will need to be addressed. The department has been at its current level of 64 officers since 1989.

I would like to thank everyone who helped the department in 2014, including Town Administrator John Petrin, the Board of Selectmen along with other boards and departments in town. The residents of Burlington have been very supportive of the police department, I thank them also.

Finally, I would like to thank the women and men of the Burlington Police Department for their hard work, courage and dedication to the citizens of Burlington.

2014 BREAKDOWN OF CALLS TO THE POLICE DEPARTMENT FOR SERVICE

<u>Total calls for service for 2014</u>	<u>30,300</u>
51A filed (Child abuse/neglect notifications to DCF)	36
911 misdials, hang ups, abandoned calls	604
Abandoned Motor Vehicles	20
Alarms	1,636
Ambulance requests	1,732
Animal complaints/ACO Activity	454
Arrests	181
Arrests (Warrant)	62
Arson	0
Assaults	15
Assaults (Dangerous Weapons)	3
Assist FD (non Ambulance)	129
Assist Other Police/L.E. Agencies	118
Attempted Murder	0
Attempted Robberies	1
ATVs; Dirtbikes; Go-carts	47
B & E ó Other	5
B & E MVs ó attempted	3
B & E MVs; Thefts from MV	94
Bomb Threats	0
Building checks	10,960
Burglaries - Business/Commercial	3
Burglaries ó Residential	17
Burglary attempts - Business/Commercial	0
Burglary attempts - Residential	4
Child Abuse/Neglect/Endangered	8
Civil Matters	56
Computer/Internet Crime (non theft)	6
Counterfeiting/Forgery	9
Credit/Debit Card Misuse	54
Criminal Motor Vehicle Offenses	103
Directed Patrols	1,496
Disturbances (Non domestic)	185
Domestic - Custody/Probate Issues	37
Domestic ó other	75

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Domestic related harassment	33
Domestic related WBC	20
Domestic Stand By	19
Domestics	163
Drug Offenses	86
Elder Issues/Abuse/Neglect	33
Escorts	57
Exposure (Indecent)	7
Fake/Altered License or ID	2
False Police/Crime Report	0
Fatal Motor Vehicle Crashes	1
Flim Flams	0
Fraud/Cons/Scams	53
Gas leaks; odor of gas	32
Group Home Incidents/Disturbances	7
Harassment	38
Harassment Order Violation	3
Harassment Orders ó served/issued	9
Hazmat Incidents	1
Home Invasions	1
Identity Theft	30
K9 Activity	8
K9 Activity, Out of Town	21
Kidnapping	0
License Plate Stolen	8
Liquor Violations; possession/transporting	8
Littering; Dumping	24
Lockouts	411
Malicious Damage / Vandalism	116
Miscellaneous	111
Missing Persons	1
Missing Persons ó Reported & located soon after	34
Missing Persons Located	8
Murder/Homicide	1
MV Complaints / Traffic issues	224
MV Stops (not during a traffic assignment)	2,485
MV Thefts	17
MV Thefts; attempted	1
MVs towed for trespass/parking violations	18

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Neighbor disputes/issues	32
Noise Complaints	145
Notifications	165
On-line Thefts/attempts/scams	12
Open Doors/windows found	119
Other calls for service/Admin entries (not-classified)	889
OUI ó Drugs	1
OUI ó Liquor	24
Paper Service	357
Park and Walks	98
Parking complaints	404
Phone Calls / Text messages	31
Power outages	26
Prescriptions; false/uttering false	5
Prisoner transports to court	83
Property - Lost or found	205
Prostitution	16
Protective Custody	32
Psych incidents	41
Rape	3
Receiving/Recovered Stolen Property	11
Recovered MVs out of town stolen from Burlington	10
Recovered Stolen MVs in Burlington	10
Repossessions	28
Restraining Orders ó served/issued	46
Retail / Shoplifting	235
RO Violations	15
Road Hazards	318
Road Rage Incidents	28
Robberies, Armed	2
Robberies, Unarmed	1
Safety Officer Activity	266
Sex Offenses	7
Sexual Assaults	6
Solicitors	31
Sudden Deaths	20
Suicide Attempts or Threatened	42
Suicides	0
Summonsed	207

TOWN OF BURLINGTON

Susp persons; MVs; activity	628
Terrorist Screening Center Hits	0
Thefts / Larcenies - Attempted	3
Thefts / Larcenies ó other	130
Threats	33
Town By Law Violation	39
Traffic Assignments	2,485
Traffic Control	195
Trees/Poles/Wires down	101
Trespassing	11
Using MV without authority	9
Warrant of Apprehension (non-criminal)	8
Warrants Issued or Sought	2
Weapons (Incidents involving weapons)	12
Well Being Checks	355
Work Related injuries/deaths/accidents	0
Youth Complaints	74

DEPARTMENT OF PUBLIC WORKS

ADMINISTRATION & PROFESSIONAL STAFF

John G. Sanchez, Director of Public Works

Thomas F. Hayes, Town Engineer

Teresa J. Keene, Administrative Assistant

<http://www.burlington.org/departments/dpw.php>

Department of Public Works Staff

Frank Anderson

Sinan Emrem

Aaron Chase

Robert Feeney

Robert Clougherty

Leonardo Fernandes

Kevin Crehan

Kenneth Ganley

Matthew Davis

James Gavula Jr.

Arlene Defilippo

Michael Giardina

David DeLuca

Mary Hamel

Justin Dekow

Thomas Harrington

James Doherty

Wayne Higden

John Doherty

Stephen Hildreth

Stephen Doyle

Roderick Joslin

Patrick Duran

Christopher Lavoie

Michael Dwyer

Pialisa Manent

Superintendents

Highway: Kevin Keene

Water & Sewer Utilities: Paul Bieren

Buildings & Cemeteries: Paul Cauldwell

Central Maintenance: George T. Lee:

Treatment Plant: Russ Makiej

Donald Price

Michael Quinones

Richard Reid

Anthony Repucci

Patti Robichaud

Laura Sorensen

Jeffrey Sousa

Brian Sullivan

Stephen Tapley

Brian White

Charles Woods

PURPOSE

The goal of the department is to provide high quality services to all residents as well as to offer support to boards, commissions and other town departments. The Department of Public Works is made up of six divisions including Administration, Buildings and Cemeteries, Central Maintenance, Engineering, Highway, and Water and Sewer. With its 60 full-time, part-time and seasonal employees the department maintains the town's roadway, drainage, water, sewer, street lights, traffic lights, buildings and cemetery infrastructure. In addition the department provides daily services such as water, sanitary sewer, Burlington Public Transit (formerly B-Line), trash pick-up and winter maintenance operations.

2014 HIGHLIGHTS AND CHANGES

- In March, the facilities department merged with the DPW creating the Buildings and Cemeteries Division. The new division maintains 26 town owned buildings in addition to the 3 cemeteries.
- Inspected and evaluated major town buildings to gather information for the Ten Year Capital Plan.
- Implemented Energy Management Systems at Town Hall, Town Hall Annex and Grandview. This program was partially funded by NSTAR and National Grid.
- Town Hall columns were replaced.
- Library coping cap was replaced.
- The new section at the Pine Haven was finished, adding 504 double deep lawn crypts.
- Performed 95 burials at Pine Haven Cemetery and sold 53 new burial plots.

- Performed 55 burials at Chestnut Hill Cemetery.
- In June, we implemented the automated single stream recycling program. 64 gallon toters were purchased and delivered to every home. This purchase was funded through a Grant from the MA-DEP and funds from the sale of recycled cardboard and paper.
- Recycling rate increased from 23.5% to 26.5% for the first months of the new program.
- 327 street opening permits issued in 2014.
- High School Phase 2 & Chestnut Hill Cemetery paving- Awarded to Lazaro Paving Corporation, Shirley, MA at a contract value of \$600,368.87.
- 10 roads paved by town crews.
- Microsurfacing 2014 ó Awarded to Sealcoating Inc. of Braintree, MA at the contract value of \$315,974.
- Middlesex Turnpike/Second Ave (MassWorks) Awarded to Aggregate Industries, Northeast Region, Saugus, MA at a contract value of \$1,102,270.82.
- Paving 2014-Awarded to P.J. Albert, Inc. of Fitchburg, MA at the contract value of \$1,494,990.
- Sewer Pump Station Maintenance/Upgrade ó Awarded to Weston & Sampson CMR, Inc. Peabody MA at a contract value of \$203,150.
- SSES Project 7 Designó Awarded to Weston & Sampson Engineers Inc., Peabody, MA in 2013 for \$458,904 and completed during 2014.
- Stream Cleaning 2014 ó Awarded to McVac Environmental, New Haven CT at a contract value of \$241,100.
- Street Light Program ó Awarded to Dagle Electrical Construction Corp at contract value of \$57,573.
- Terrace Hall Water Main Improvement ó Awarded to Joseph P. Cardillo & Son, Inc. of Wakefield, MA at the contract value of \$207,843.06.
- Traffic Light System Management & Upgrades ó Maintenance contract awarded to Dagle Electric Construction Corp. for 3 years at the total contract value of \$77,940. Upgrade contracts awarded to Coviello Electric & General Contracting Co. of Woburn, MA and Electric Light Co. of Cape Neddick, ME for combined contract values of \$90,400.
- Water Model 2013 ó Awarded to Wright-Pierce of Topsham, ME at the contract value of \$67,605.
- Well 1 and well 2 - raw water main replacement/Upgrade - Awarded to N. Granese and Sons, Inc., Salem, MA at contract value of \$177,948.23.
- Cleaned and rehabilitated Wells 1 & 2 to ensure continued reliability of our Vine Brook source water.
- The department responded to 9 snow events for the season (totaling 64 inches).
- 120 Signs fixed and/or replaced.
- Responded to 25 water main breaks.
- Responded to 187 sewer alarms.
- Tested 1149 backflow devices.
- Burlington Transit Route 10 and Route 12 now goes to Wegmans.
- Retirements: Bobby Glover retired from Central Maintenance and Dave McCafferty retired from the Water and Sewer Division after 40 years of service.

FUTURE GOALS

The department is evaluating the replacement of all street lights in town. LED technology has become less expensive and it may be possible to replace the light fixtures and fund the project through the savings in electricity cost.

TOWN OF BURLINGTON



Pine Haven Cemetery



Chestnut Hill Cemetery Office



Mill Pond Water Treatment Plant



Flag Replacement at Pine Haven Cemetery



New Terrace Hall Pump Station

Pictures by: Terri Keene

Flag replacement by: Betty McDonough

PLANNING & COMMUNITY DEVELOPMENT

BUILDING

ADMINISTRATION & INSPECTORS

John Clancy, Inspector of Buildings

Andrew Ungerson, Sr. Building Inspector

Bruce Clark, Local Building Inspector

Glenn Paparo, Plumbing & Gas Inspector

Jim McDonough, Inspector of Wires

PROFESSIONAL STAFF

Judy Sorensen

Lisa Crockett

PURPOSE

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

2014 HIGHLIGHTS

The office is responsible for managing plan reviews, issuing permits and performing inspections relating to new construction, additions and remodeling projects. As such, the building department reviews building plans submitted to the town and approves them based on compliance with planning and zoning approvals as well as the Massachusetts State Building Code. The Building Department is also responsible for annual inspections of certain public assembly occupancies (i.e., theaters, schools and restaurants) and responds to complaints regarding potential code violations and work being performed without the required permits.

CHANGES

The construction growth within the Town has been steady over the last 25 years, however the last four (4) years the growth has been significant. The construction value for permits issued during 2014 exceeds \$230 Million. From 2011 through 2014, this office has permitted a total of \$870 Million in construction value. The permit fees collected during that time period exceed \$8,600,000. The department's average budget during that time frame was \$525,400/year. The future construction growth over the next several years given the approvals granted by the Town remains very strong.

Bruce Clark, Local Building Inspector for the Town for the last 20 years will be retiring in October 2015. The plan moving forward is to replace the position.

FUTURE GOALS

The Building Department's goals for the future are (1) plan for future construction growth and manage same, (2) expand the department's permit tracking software system, (3) continue to microfiche building plans in archived storage and (4) integrate paper files into records tracking software.

TOWN OF BURLINGTON

2014 BUILDING DEPARTMENT STATISTICAL DATA

	No. Issued	Fees Collected	No. of Inspections
Building Permits	1201	\$1,910,606	2015
Certificates of Inspection	117	\$6,140	133
Sheet Metal	153	\$37,396	100
Electrical Permits	1049	\$224,840	2568
Plumbing Permits	531	\$65,450	884
Gas Permits	441	\$26,255	595
TOTALS	3,492	\$2,270,687	6,295

CONSERVATION COMMISSION & CONSERVATION DEPARTMENT



CONSERVATION COMMISSION

*(l to r): Nedim Celik, Ann McNamara, Larry Cohen, William Boivin, Gail Lima
(not pictured: Kerry Melanson, Indra De, and Recording Clerk, Noelle Judd)*

ADMINISTRATION

& PROFESSIONAL STAFF

John Keeley, Conservation Administrator

Ellen Longo, Principal Clerk

PURPOSE

The Conservation Commission and the Conservation Department are responsible for ensuring compliance with the Massachusetts Wetlands Protection Act, the local Wetland Bylaw (Burlington Bylaws Article XIV, section 1.0), the U.S. Environmental Protection Agency's NPDES MS4 stormwater program and the Burlington Erosion and Sedimentation Control Bylaw (Burlington Bylaws Article XIV, section 6.0).

To this end, the Commission receives and reviews applications for construction projects involving work within one hundred feet of wetland resource areas, within FEMA floodplain, within 200 feet of a river or perennial stream or those creating land disturbances in excess of 10,000 square feet. Through the public hearing process, the Commission determines whether a project is permissible under the various wetlands and stormwater regulations and whether the proposal can be improved to better protect the town's resources and then issues or denies a permit accordingly.

The Conservation Commission and Conservation Department are also responsible for managing several parcels of Town-owned land under its jurisdiction. These include the Mill Pond, Sawmill Brook, Marion Road and Little Brook Conservation Areas, in addition to several smaller parcels. Many of these areas have hiking trails.

The Conservation Department has digital maps of the largest Conservation areas that can be downloaded as .pdf files from the department's web page, or obtained by emailing conservation@burlington.org

The Conservation Commission is a seven-member volunteer board appointed by the Town Administrator/Board of Selectmen to three-year terms. Larry Cohen has chaired the Commission since 1994 and continued as chair in 2014. Gail Lima continued as the vice-chair in 2014. The Commission's membership remained intact throughout 2014, with Kerry Melanson, Indra Deb, Nedim Celik, Ann McNamara and Bill Boivin continuing to serve.

The Conservation Department staff supports the Conservation Commission. The staff is responsible for providing technical review of project proposals, ensuring compliance with the timelines and administrative requirements of the wetlands and stormwater statutes, providing input to other Town Boards and officials, and assisting residents and project proponents in navigating the application process, as well as providing general information on wetlands, stormwater, floodplains and open space to residents. The Conservation Department staff in 2014 was comprised of Conservation Administrator John Keeley, Conservation Assistant/NPDES Stormwater Coordinator Jodie Wennemer Keene and Principal Clerk Ellen Longo.

2014 HIGHLIGHTS

- The Commission wrote and adopted wetland regulations in 2014 to supplement the Wetland Bylaw that was re-written and adopted in 2013.
- The Commission issued eighteen (18) Orders of Conditions for projects near wetlands. Projects included significant redevelopment projects at New England Executive Park, Lahey Clinic and Northwest Park.
- The Commission and/or Conservation Department issued seventeen (17) Erosion & Sedimentation Control Permits for construction projects disturbing more than 10,000 sq. ft. of land, including large projects at New England Executive Park and at 400-600 Wheeler Road.
- The Commission issued 20 Determinations of Applicability for smaller projects near wetlands.
- The Conservation Department worked with the Burlington High School Environmental Club again to mark catch basins with decals indicating that they drain to the water supply.
- The Conservation Department ran the resident rain-barrel program again.

CHANGES

While the composition of the Conservation Commission remained unchanged, at the end of October Assistant Conservation Administrator Jodie Wennemer Keene departed for a job in Maine. Jodie had been with the department since 2010 and her energy and vision will be missed. Jodie's successor did not begin until early 2015.

FUTURE GOALS

Going forward, the Conservation Commission and the Conservation Department will be working together to:

- Enhance resource areas and groundwater quality by protecting and increasing green space and reducing discharges of untreated stormwater to streams and wetlands.
- Continue to educate the public and business community about the importance of wetlands and streams.
- Continue to educate the public and business community about managing stormwater and reducing impervious cover.
- Continue the environmentally-sensitive hand stream cleaning program.
- Begin the process of creating the 2018 Open Space & Recreation Plan.

- Improve management of conservation areas through increased budgets and the use of volunteer land stewards.

The Commission encourages the involvement of all interested Burlington residents in helping to preserve the natural resources of the Town and to expand their use and appreciation. The Commission generally meets the second and fourth Thursday of each month at 7:00 p.m. and all Burlington citizens are invited to attend. Additional information, including meeting agendas and minutes, helpful links and application forms are available on the Conservation Department webpage:

http://www.burlington.org/community_development/conservation.php.

PLANNING BOARD



PLANNING BOARD MEMBERS

*Back Row (l to r) William Gaffney; Ernest E. Covino, Jr.;
Paul R. Raymond; Joseph A. Impemba
Front Row (l to r) Barbara G. L'Heureux, Vice Chairman;
John D. Kelly, Chairman; Paul F. Roth, Member Clerk
(Not pictured Recording Clerk, Noelle Judd)*

ADMINISTRATION & PROFESSIONAL STAFF

*Kristin E. Kassner, Planning Director
Don Benjamin, Senior Planner
Josh K. Morris, Assistant Planner
Jennifer Gelinas, Principal Clerk*

We are located on the first floor of the Town Hall Annex and further information can be found on the web at:
http://www.burlington.org/community_development/planning.php

PURPOSE

Planning is a dynamic profession that works to improve the welfare of people and their communities by creating more convenient, equitable, healthy, efficient and attractive places for present and future generations. Planning involves technical, political and legal processes to guide the use of land and design of the urban environment to ensure the orderly development and fiscal stability of the community. It concerns itself with research and analysis, strategic thinking, urban design, public consultation, policy recommendations, implementation and management. Planning enables civic leaders, businesses, and citizens to play a meaningful role in creating communities that enrich our lives.

The Planning Board was established by a vote of Town Meeting in 1939 in accordance with Massachusetts General Laws, and the first Board was elected in 1940. The Board normally holds regularly scheduled meetings on the first and third Thursdays of each month. Development activity under the jurisdiction of the Planning Board falls into three categories: Subdivisions, Site Plans, and Special Permits. The Subdivision Control Law is the statutory authority that gives the Planning Board jurisdiction over the creation of new lots and construction of new streets. Site Plan review and Special Permit granting authorities are derived from Town Meeting through the Burlington Zoning Bylaw.

COMMITTEE MEMBERSHIP

Select Members of the Planning Board serve as representatives on the following committees:

- Route 3A Committee
- Sign Bylaw Committee
- Liaison Committee
- North Suburban Planning Council (Sub-region of the Metropolitan Area Planning Council)
- Telecommunications Committee, Biotech Subcommittee
- Bike Path Committee
- Information Systems Advisory Committee
- Burlington Housing Partnership
- Stormwater Management Committee and B-Line Advisory Committee
- Paul R. Raymond serves as the Board's representative to the Recreation Commission

The Planning Director is a member of the Staff Traffic Advisory Committee (STAC) and Route 3A Subcommittee. The Director serves as the Town's representative to the Metropolitan Area Planning Council and as Co-Chair of the North Suburban Planning Council. The Planning Board Chairman and Staff, jointly with the Town Administrator and Selectmen, continue to participate in two regional initiatives: Middlesex 3, a regional partnership, in cooperation with municipal, academic and business institutions within Bedford, Billerica, Chelmsford, Westford, Lowell, Lexington, Tyngsboro, Tewksbury and Lowell; and the MAPC mapping project to identify regional growth and preservation areas and associated transportation and infrastructure needs within the North Suburban Planning Council sub-region.

The Planning Department provided ongoing technical assistance to several committees including: The Route 3A Committee with architectural design review for proposed projects and ongoing construction oversight of approved projects within the Town Center.

The Planning Department continues to report to the Office of Housing and Economic Development on the status of growth within the Priority Development Sites within Burlington, including Northwest Park and Network Drive. Planning Staff has also works very closely with Town Departments including: The Town Administrator, Engineering Department, Fire and Police Departments and local property owners on the implementation of the MassWorks grant funding and mitigation requirements outlined in various Planned Development Districts to advance improvements along Middlesex Turnpike. The Department also works closely with Town Departments holding by-monthly Development Coordination Meetings.

LONG-RANGE PLANNING

Massachusetts General Law requires that every municipality in the Commonwealth complete a Comprehensive Master Plan, Burlington is reaching the 20-year mark since the last Plan was created. The Master Plan is a community's general "blueprint" for its future, guiding regulatory changes, land use policies, budgeting decisions, and much community decision making. The Master Plan is a comprehensive process which we envision taking place over the next few years to complete all of the elements, including land use, housing, economic development, natural & cultural resources, parks & open space, community services & facilities/utilities, transportation, and implementation of the Plan. The Plan will involve a public process, community outreach and engagement and a dialog with residents to draw a roadmap for Burlington for the next 20 years. In 2014, the Planning Board kicked off Phase I of the Comprehensive Master Plan. In early 2015 we will be introducing the Transportation Element, which will evaluate the overall transportation network, including public transportation, bicycling and pedestrian circulation problems and possibilities throughout Burlington. We will also be seeking funding from Town Meeting of the final and most important phase: Implementation, which will bring all elements together and create an action plan to make the vision a reality. We will need the support of the Town through all phases of the Master Plan to guide the right balance of new development and essential services, environmental protection, and innovative change that address the complex and interconnected issues that will be facing the community over the next decades and beyond.

Information regarding the Master Plan can be found here:

http://www.burlington.org/community_development/master_plan_information/index.php

In 2014 a Master Plan Steering Committee was created to assist in the creation of the Master Plan. This committee is comprised of a diverse cross section of representatives of the community.

MASTER PLAN STEERING COMMITTEE

<i>Ernest Covino, Jr. – Chairman – Planning Board</i>	<i>Larry Cohen – Conservation Commission</i>
<i>Chris Hartling – Vice-Chair – Board of Selectmen</i>	<i>Steve Nelson – School Committee</i>
<i>John D. Kelly – Planning Board</i>	<i>Joanne Kinchla – Council on Aging</i>
<i>Paul Roth - Planning Board</i>	<i>Kristine Brown – Recreation Commission</i>
<i>Dan Grattan - Board of Selectman</i>	<i>Robert Buckley – Chamber of Commerce</i>
<i>Gary Gianino – Town Meeting Member</i>	<i>Sean P. Curtin - Resident</i>
<i>Christopher Murphy – Town Meeting Member</i>	<i>Martha Simon - Resident</i>
<i>Sonia Rollins – Town Meeting Member</i>	<i>Charles Murphy - Resident</i>
<i>James Halloran – Board of Appeals</i>	<i>Jonathan Sachs - Resident</i>
<i>Wayne Saltsman – Board of Health</i>	<i>Small Business Rep - Vacant</i>

2014 PLANNING AMENDMENT HIGHLIGHTS

In 2014 the Planning Board opened hearings on the following amendments to the Zoning Bylaw:

Registered Medical Marijuana Dispensary: approved at Town Meeting May 2014. This amendment adds definitions for and outlines locations where a Medical Marijuana establishment can locate.

Article 12 Section 12.4.0 öAmendmentö: passed at Town Meeting September 2014. The Land Use Committee submitted a petition to amend the submittal process for amendments to an existing Planned Development District and notification requirements for any amendments to the Planned Development Rules and Regulations.

17, 19 & 21 County Road & 3 Arnold Terrace: Scheduled for the January 2015 Town Meeting. Brown & Brown P.C. submitted a rezoning petition for several parcels of land located on County Road and Arnold Terrace to be removed from the Zoned Wetlands District.

Zoning Bylaw can be found here:

http://www.burlington.org/town_government/town_clerk/bylaws.php#revize_document_center_rz568

PERMITTING ACTIVITIES

The Zoning Bylaw requires that the development, redevelopment, or improvement of all commercial, multi-unit residential, and municipal services projects may only be constructed in accordance with an approved site plan. The Planning Board reviews such proposals to ensure that the development of a site is conducted in accordance with the Zoning Bylaw and will not result in problems with respect to Town utilities, or create adverse impacts on adjacent properties. The Planning Board's Site Plan Rules and Regulations have established four levels of review depending on the scope of activity proposed and previous decisions of the Planning Board affecting the subject property. The four levels of review are Site Plan, Site Plan Waiver, Minor Engineering Change, and Insignificant Change. The Zoning Bylaw also designates the Planning Board as the Special Permit Granting Authority. In 2014, there were 91 applications and requests related to land development that required a formal decision by the Planning Board.

Site Plans

A formal Site Plan review is required for projects involving new construction or substantial additions or alterations to an existing facility, and may be imposed where an alteration is proposed for existing facilities that predate the establishment of the site plan review process. The application process requires a public hearing and a multi-departmental review of the proposal. Nine Site Plan applications were filed in 2014. Seven of the applications were approved and two remain pending into 2015.

Site Plan Waivers

For property where a Site Plan has been previously approved, or for a relatively minor change to a property where there is no approved site plan, a property owner may receive permission to make changes to the development on that property by applying for a Site Plan Waiver. The Planning Board received two requests for Site Plan Waivers in 2014 of which one was approved and one was withdrawn.

Minor Engineering Changes

A property owner may wish to make a minor change to an approved Site Plan. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include parking space alignment, handicapped access adjustments, and minor drainage improvements. The Planning Board received twenty-six requests for Minor Engineering Changes in 2014 of which twenty-five were subsequently approved, and one remains pending into 2015.

Insignificant Changes

Insignificant changes to an approved plan constitute the most minor site changes made in accordance with Site Plan review. This type of change may include a minor adjustment of parking space alignment necessitated by on-site conditions, changes in exterior doorways or minor handicapped accessibility improvements. The Planning Board received eight requests for Insignificant Changes in 2014 of which six were approved and two remain pending into 2015.

Special Permits

The purpose of a Special Permit is to control uses which may be appropriate, depending on the location and the manner in which the use is developed and operated. Special Permits are generally for uses specified in the Zoning Bylaw which require the highest degree of scrutiny by the Planning Board. Restaurants, fast-order food establishments, hazardous materials use and storage, fuel storage, automotive uses, and communication antennas are common examples of uses that require a Special Permit in Burlington. Most site construction within a Planned Development District also requires a Special permit. Thirty-Nine Special Permit applications were filed in 2014, of which Thirty-Four were issued, three were withdrawn and two remain pending into 2015.

APPLICATION FEES

The Town collects fees for applications made to the Planning Board. Fees collected are directed to the general revenue fund of the Town. In 2014, the following fees were collected:

Definitive Subdivisions.....	\$ 1,060.00
Approval Not Required.....	1,250.00
Preliminary Subdivisions.....	0.00
Special Permits.....	57,943.50
Site Plans.....	13,400.00
Site Plan Waivers.....	500.00
Minor Engineering Changes.....	12,700.00
Insignificant Changes.....	2,000.00
Rezoning Applications.....	2,563.00
Application Fees Collected.....	\$91,916.50
PD Construction Inspection Fees.....	0.00
Total Fees Collected.....	\$91,916.50

2014 PERMITTING HIGHLIGHTS

Projects under construction or renovation during the past year include [Keurig](#), [The Reserve at Seven Springs](#), [Burlington Heights](#), Oakridge, TD Bank, [Primrose School](#), [Muller Glen \(Holly Glen\)](#), DCU Bank and an overhaul of the Crossroads Shopping Plaza. At [3rd Avenue in Northwest Park](#) we welcome [Wegman's](#), Cambridge Savings Bank, Boston Interiors, Carter's Jewelers and the [Bancroft Chophouse](#). Within Middlesex Marketplace (90 Middlesex Turnpike) we welcome, Noodles, [DelFrisco's](#), and Bassett Furniture, and within New England Executive Park we welcome the [Tuscan Kitchen](#).

CHANGES

At the annual Town Election in April 2014, Paul F. Roth was re-elected to a five-year term. In May of 2014, having served on the board since 2003 Ann M. Cummings stepped down after 12 years of dedicated service with the Planning Board. William Gaffney was appointed by a joint vote of the Board of Selectmen and Planning Board to fill the vacancy until the April 2015 Election.

ZONING BOARD OF APPEALS



ZONING BOARD OF APPEALS MEMBERS

Front row (l to r): Claudia Augustin, Vice Chair; John Alberghini, Chairman; Joe Morandi, Clerk

Back row (l to r): James Halloran; Charles Viveiros

(Not pictured: James Tigges, Alternate; Edward Mikolinski, Alternate; Recording Clerk, Jo-Ellen Carkin)

The Board of Appeals of the Town of Burlington was created under section 9.5.1 of the Zoning-By-Law, pursuant to Chapter 40A of the Massachusetts General Laws. Five permanent members of the Board are appointed by the Board of Selectman to unpaid terms of five years and so arranged that the term of one member expires each year. Associate members are also appointed by the Board of Selectman to sit on the Board of Appeals in case of absence, inability to act, or conflict of interest. The recording clerk supports the Board of Appeals by maintaining the records of business, assisting applications and ensuring compliance per the bylaws.

PURPOSE

The purpose of the Board of Appeals is to hear and decide appeals from an adverse decision of the Building Department or any town board, to make determinations in Flood Hazard Districts, and to hear and decide petitions for variances. In particular instances the Board of Appeals makes a determination to permit signs in a Business or Industrial Zoning District larger than those specified permits under MGL Chapter 40B.

The vast majority of cases heard by the Board are petitions for variances from strict compliance with the Zoning By-Law. After the abutters are given notice by mail of the affected parcel and notice is given to all others by newspaper publication all within required timeframes, the Board holds a public hearing to hear evidence either in favor of or in opposition to the granting of the variance.

In order to grant a variance from strict requirements of the applicable Zoning By-Laws, the Board must find the following:

1. That owing to circumstances relating to the soil conditions, shape or topography of such land or structure which is the subject matter of the petition for a variance and especially affecting such land or structure but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the Zoning By-Law would involve substantial hardship, financial or otherwise to the petitioner.
2. That desirable relief may be granted without substantial detriment to the public good.
3. That desirable relief may be granted without nullifying or substantially derogating from the intent and purpose of the by-law.

The burden upon the Board of Appeals is a great one and cannot be taken too lightly because the collective decision that it makes will have a lasting effect upon the town and its citizens. It is the only town board with explicit authority given by the State Legislature to actually allow citizens and the business community to avoid complying with the law, in appropriate situations.

There is no set formulas by which the Board can make its decision so that every decision appears compatible with the other. What may be a substantial derogation of the intent and purpose of the Zoning By-Law in one petition may not be so in another. Consequently, it is difficult to compare any one decision of the Board with another. The Board listens to the presentation made by the petitioner and reviews the submitted material and asks many questions in order to ensure that the request is appropriate. The Board also takes into great consideration the opinions presented by abutters. Each case must be treated individually and must stand on its own merits and not be decided by precedence.

2014 ZONING BOARD OF APPEALS STATISTICS

In 2014 a total of 37 new applications were received requiring a decision by the Board of Appeals for municipal, home and commercial sites. The town collected fees from the applicants through the Town Clerk's Office and the Assessor's Office totaling \$10,200 with the bulk of the fees collected being directed to the town's General Fund.

Some of the major commercial signage applications under review by the Board of Appeals in 2014 included several establishments for the 3rd Ave Development, for instance: Wegman's, Tony C's, Bancroft along with signage for 90-92 Middlesex Turnpike included Del Frisco's Grille, Noodles and Company, and AFC Doctor Express.

Anyone wishing to learn more about the function and purpose of the Board of Appeals may visit the board's website: http://www.burlington.org/departments/community_development/board_of_appeals.php

The members of the Board of Appeals look forward to another successful year of dedicated services to its citizens.

HUMAN SERVICES

BOARD OF HEALTH



BOARD OF HEALTH MEMBERS

Back row (l to r): Edward Weiner, Ph.D; James Dion; Maribeth Welch

*Front row (l to r) Elizabeth Walendziewicz, RN, Vice Chairman; Wayne Saltsman, MD, Ph.D., Chairman
(not pictured Recording Clerk, Betty McDonough)*

ADMINISTRATION

& PROFESSIONAL STAFF

Susan Lumenello, REHS/RS, CHMM, Director

Christine Mathis, Environmental Engineer

Marlene Johnson, RS, Health Agent

Leslie McLaughlin, Principal Clerk

Cathy Piccolo, Principal Clerk

PURPOSE

The mission of the Board of Health is to protect and promote the public health, to protect the natural environment, and respond to public health issues. The Board of Health enforces state mandated and local regulations, conducts inspections, issues permits, investigates complaints, promotes public health through education and community nursing programs, and prepares for and responds, if necessary, to varied public health emergencies. The Board of Health is the enforcement authority for several local and state regulations, including regulations on drainage, hazardous materials, tobacco sales, sale of tobacco and non-tobacco nicotine delivery products (i.e. e-cigarettes),

smoke free workplace, food service establishments, mobile food trucks, swimming pools, recombinant DNA, recreational camps, tanning facilities, private wells, the keeping of domesticated animals, and communicable disease investigation and surveillance. The Burlington Board of Health website is:

http://www.burlington.org/departments/board_of_health/index.php .

CHANGES TO BOARD OF HEALTH ORGANIZATION

Longstanding member of the Board of Health, Terry McSweeney, retired after 38 years of service. In April, Maribeth Welch was elected the newest member of the Board. Andria Nemoda, RN resigned as Supervising Nurse.

2014 HIGHLIGHTS

Flu Clinic

With assistance from 43 Burlington Volunteer Reserve Corps members, the BOH administered 589 flu vaccinations in 3 hours. The clinic was held at the Memorial Elementary School and also served as an exercise in emergency preparedness for town departments and volunteers.



Household Hazardous Waste Collections

817 residents were served at two household hazardous waste collections, up from 715 the previous fiscal year. The majority of items collected at these events included every day household items that should not be put in the trash or down the drain, such as light bulbs, batteries, pesticides, gasoline from mowers, waste oil, oil based paints, solvents, paint thinners, and shellacs. To protect health and the environment, the BOH continues to emphasize the importance of proper disposal of these items and Burlington residents continue to respond.

Food Establishments

The number of food establishments increased by 6, with ten restaurants opening and 4 going out of business. Currently, there are 233 food establishments, 58 of those establishments are considered low risk and are inspected once per year while the remaining 175 establishments are inspected twice per year, for a total of 625 inspections. 57 food complaints were investigated, with 14 suspect foodborne illness investigations.

Tobacco Compliance

The Board of Health began regular tobacco compliance inspections, a tool used to strengthen compliance of local regulations that prohibit retail establishments from selling tobacco to underage youth. In 2014, six establishments were cited for selling tobacco products to a minor.

Grant Funding

The BOH received \$4,200 for emergency preparedness items, \$2,830 to support the Burlington Volunteer Reserve Corps, and \$1,000 to sponsor Psychological First Aid Training for town officials and volunteers from Public Health Emergency Preparedness Funding. In addition, the BOH received a \$3,500 grant from the National City

and County Health Officers Association to support an administrative assistant for the Burlington Volunteer Reserve Corps.

Burlington Volunteer Reserve Corps (MRC)

The Burlington Volunteer Reserve Corps contributed 806 hours to the town in community events such as flu clinics, household hazardous waste collections, blood pressure clinics, and Red Cross blood drives; training in areas such as psychological first aid and sheltering; recruitment of new volunteers; and, providing assistance in the BOH office.

Mosquito Control

Mosquito control activities are conducted by the East Middlesex Mosquito Control Project. In April, helicopter larvicide spraying was conducted on 117 wetland acres. Larvacide was applied to catch basins in June and August. Mosquitoes reached their highest levels during mid June through July and populations declined in August and September due to drier conditions. Mosquitoes were monitored from 19 Burlington trap collections. In early August a pool of mosquitoes from Burlington tested positive for West Nile Virus. Truck mounted aerial spraying was applied to 4,949 acres at night.

Demolition/Renovation

The Board of Health enforces a policy on the proper disposal of hazardous material building components. When compared to the previous year, total renovations projects decreased from 87 to 58, however, entire home demolitions increased from 25 to 43.

Local Regulations

The Board of Health voted to revise its regulations on Grease Interceptor Requirements for Food Establishments. The updated regulations acknowledge the introduction of new technology in exterior grease interceptor design.

GOALS

Local and State Mandated Regulation:

Continue to protect health, safety, and the environment by ensuring compliance with state mandated and local health regulations. Local regulations will continue to be reviewed and updated as necessary.

Professional Development

Continue to strive for excellence by placing an emphasis on training, exercises, and drills for all staff.

Programs and Service

Work with community partners to provide additional health related programs and services to the residents of Burlington.

Medical Reserve Corps

As the housing agency for the Burlington Volunteer Reserve Corps, emphasize recruitment and training activities to further enhance volunteer skills and abilities.

2014 BOARD OF HEALTH STATISTICAL DATA

	2014	2013	% Change
Complaint Investigations			
Food	43	58	-1.5
Suspect Foodborne Illness	14	N/A	N/A
Housing	40	33	0.7
Nuisance	15	13	0.2
Hazardous Materials	18	19	-0.1
Drainage	9	18	-0.9
Smoking in the Workplace	0	2	-0.2
Beaver	2	4	-0.2
Tobacco	0	1	-0.1
Trash	15	22	-0.7
Pool	0	1	-0.1
Animal	1	3	-0.2
Routine Inspections			
Food Service Establishments	625	757	-13.2
Mobile Trucks	18	18	0
Swimming Pool	92	106	-1.4
Tanning Establishments	6	8	-0.2
Tobacco	103	29	7.4
Electronic Cigarette	15	12	0.3
Recreational Camps	2	1	0.1
Hazardous Materials	111	78	3.3
Pre-Demolition	43	25	1.8
Pre-Renovation	56	92	-3.6
Permits			
Food Service Establishments	246	243	0.3
Temporary Food Events	104	112	-0.8
Mobile Trucks	18	18	0
Swimming Pools	22	20	0.2
Tanning Establishments	3	4	-0.1

TOWN OF BURLINGTON

10-Day Emergency Beaver	2	3	-0.1
Tobacco	31	29	0.2
Electronic Cigarette	15	12	0.3
Recreational Camps	2	1	0.1
Keeping of Animals	2	4	-0.2
Private Wells (Monitoring & Irrigation)	15	22	-0.7
Recombinant DNA	4	4	0
Communicable Disease Surveillance			
Amebiasis	1	1	0
Calicivirus/Norovirus	1	2	-0.1
Campylobacter	6	9	-0.3
Cryptosporidiosis	1	0	0.1
Group A Streptococcus	3	4	-0.1
Hepatitis B	1	4	-0.3
Hepatitis C	15	16	-0.1
Influenza	96	54	4.2
Lyme Disease	7	25	-1.8
Pertussis	3	0	0.3
Salmonellosis	2	4	-0.2
Streptococcus Pneumoniae	1	0	0.1
Tuberculosis (latent)	20	54	-3.4
Tuberculosis (active)	1	2	-0.1

BURLINGTON HOUSING AUTHORITY

Maureen Lynch, Executive Director

BOARD OF COMMISSIONERS

Richard Howard, Michael Austin, James Langley, Bernice Ferguson Al Fay (State Appointee)

For the past twenty-five years State and private auditors have reported that the Burlington Housing Authority (BHA) has managed our properties in full compliance with the general State and Federal regulations and the stringent guidelines set forth by the Commonwealth of Massachusetts. The BHA is in excellent standing.



The BHA inventory consists of the following: one hundred and five senior state public housing units, of which 13.5% are set aside for the young disabled. We also have two state family 705 properties, two local initiative properties, ninety ó three mobile section eight vouchers and ten studio apartments set with preference for Burlington residents at Atria Long Meadow Place.

The Board of Commissioners continue to make Burlington veterans and Burlington residents our top priority. They have also continued to remain a part of the Centralized Section Eight waitlist, which is overseen by Mass Nahro. There are ninety local housing authorities that participate throughout the State. The waitlist is always open. Applications may be obtained at the Authority, Council on Aging and @ www.MassNahro.org.

15 Birchcrest Street Apartments and Office

2014 UPDATE

The BHA is very pleased to have obtained funding through the State to upgrade our old elevator and put it back on line. We have also gone óSMOKE FREEö as of January 2015. There is no longer smoking allowed in the units or in the building; however, we have provided enclosed smoking areas at each property.

FUTURE PLANS

This spring we look forward to a large flooring project, all rugs will be replaced with VCT tile throughout Tower hill Apts.

The BHA wishes to thank Tenant Presidents Jim Duggan & Richard Rensky as well as senior support resident Pat Stanford. They have spent many hours and much dedication serving our Residents at BHA.

As Executive Director of the Burlington Housing Authority, I always welcome any and all questions or concerns of the Housing Authority. I will continue to serve our senior and young disabled population as well as our needy family population with respect and compassion.



Birchcrest Arms Apartments located in a village setting

COUNCIL ON AGING



COUNCIL ON AGING BOARD

*(back row l to r) Bunny Whittington, Eleanor Whittington,
Director Marge McDonald, Attorney Mark Burke, Chair Joanne Kinchla
(front row l to r) Carole Castellano, Susan DeRosa, Sue Trousil (not pictured Fran Cioffi)*

ADMINISTRATION

& PROFESSIONAL STAFF

*Margery McDonald, Director; Debra Gochis, Principle Clerk
Brenda Pappas, Outreach Coordinator; Patricia Walsh, Van Driver
Michelle Vella, Van Driver; Lynne Murphy, Clerk
Joyce LeBlanc, Clerk; Kim Fitzgerald, Meal Site Manager
Alicia Moran, Weekend Van Driver; Gina Fernandez, Weekend Van Driver*

PURPOSE

The Council on Aging (COA) is an advisory board that serves Burlington residents 60 and over and their families. We provide information, social services and social, educational and physical activities geared toward keeping our older residents healthy and safely in their own homes as long as possible, if that is their wish, and when that is no longer possible assisting in the search to find the best solution for them and their families. The website for the Council on Aging is http://www.burlington.org/residents/council_on_aging/index.php .

We form collaborations and work with other town departments, private nonprofits and for-profit entities to ensure the safety and welfare of Burlington's older residents.

2014 Highlights

At least fifty volunteers provided about 3500 hours of service to the senior center, a value of almost \$40,000. Volunteers help us with meals and activities around the center, they greet people when they come in and show

them where activities are. Some volunteers are here several times a week and others are only able to help out a few hours a year.

The Senior Spotlight, a monthly informational newsletter that serves as a very valuable link between the Council on Aging and the over 60 community is mailed at no charge to the recipients to all persons 60 and over in the Town of Burlington. An average of 3,675 newsletters are mailed or emailed out each month to households with someone 60 or older residing in them. The printing of the Spotlight is paid for by the advertising and the mailing of the newsletter is paid for by the state allocation previously known as the "Formula Grant" through the Executive Office of Elder Affairs.

The COA provides door-to-door transportation free to our frailest within the boundaries of the town for senior center programs, including the lunch program, grocery shopping and to contiguous towns for medical appointments. We received the gift of a 14 passenger mini-bus from Lahey Hospital & Medical Center three years ago and because of that we have increased van driver hours last year in a way that allows us to offer medical rides 5 days a week. The Council on Aging provided a total of 9,365 rides to 194 people. The COA bus also participates in the Fourth of July Parade along with several seniors.

Congregate noontime meals are served at the senior center and funded by Minuteman Senior Services and Title 111 (Federal) funds. Lunch for anyone over 60 Monday through Friday at the Senior Center provides a nutritious meal with an opportunity to socialize with old and new friends. Operated by Minuteman Senior Services, the Nutrition Program provided Home Delivered Meals to Burlington residents who are homebound and in need or unable to prepare their own meals. Fifty to sixty meals a day go out to these homebound seniors. There were a total of 136 individuals who attended the congregate lunches at the senior center. A total of 2,447 meals were served. Of these 53 individuals attended the Wednesday Indian Lunch. 431 Indian meals were served in 2014.

Counselors from SHINE (Serving Health Information Needs of Elders) (including our outreach worker Brenda who is a certified SHINE Counselor) saw 166 clients during 2014 at the Burlington Senior Center. An average of 40 minutes is spent with each client assisting and informing elders of their rights and availability of health benefits.

The COA has two outreach workers. The outreach workers are available by appointment, which may be made by calling the COA office. Home visits are available by request. Time spent with each resident and/or their family can vary from 5 minutes to many hours over a long period of time depending on the severity and number of concerns.

The Newsletter remains the primary way to get information, along with a segment on the BCAT Friday night news the first Friday of the month, and a Facebook page. Thanks to BCAT we are now able to do our own filming for BCAT programming.

Help with Fuel Assistance is available at the Council on Aging Office from October through April in collaboration with the Emergency Fuel and Weatherization Program located in Lowell, Massachusetts. We assisted 17 individuals with fuel assistance applications. This number is almost half of last year. We also assisted 5 seniors in receiving help buying groceries with SNAP for the first time.

We also offer legal assistance from Attorney Wendy Guthro and Tax Assistance is available FREE from February to April 15. During the 2014 tax season 184 seniors received assistance with their taxes with a total of 194 visits through the AARP Tax Assistance Program.

The Senior Property Tax Program allows qualified participants to work 100 hours and then apply their earnings toward their property tax. The Senior Property Tax Program is quite popular as another tool in helping seniors make ends meet. The program begins in January and ends in November in order to reflect exemptions in the February tax bill. Applications are available at the COA. Thirty residents took part in this program, many working 125 hours in order to receive \$1,000 off their property tax bill providing the town with well over 2,500 hours of invaluable assistance.

Our biggest success in 2014 was the senior prom. A committee made up of local business people helped plan the event with 140 seniors attending. Everyone raved about the evening. They are still talking about it and looking forward to the next one.



Present and past Council members enjoying the Senior Prom. (l to-r) Chair Joanne Kinchla, Past-Chair Muriel O'Brien, Past-Secretary Jeannette Cain

Many members of the Interact Club helped out day of and also had a great time. We continue to have great success with our Wednesday evening suppers. Begun in March 2013, we ask a different Burlington restaurant to donate enough for 50 meals and on the third Wednesday 50 seniors can be found enjoying a meal out with their friends in a comfortable and familiar setting. A Whole Bunch Flower Market has been the biggest supporter of

this monthly event with a donation of table centerpieces for each table every month. Arrow Paper has also donated some paper products.

Restaurants that participated in 2014 were Burton's Grill, The Chateau, Brightview Concord River, Stonebridge, Atria Longmeadow Place and, Uno's, Lester's Barbecue, Billerica Crossings, Capital Grill and Sunrise Assisted Living. This has brought in some new faces that have not been seen at the center before and has become one of the hottest öticketsö in town. In fact all three of our evening programs which include the Wednesday night supper, the New Orleans Jazz Band and the Presidential Lecture Series on Thursday nights are very successful and have 40 to 50 people in attendance for each event.

A DoN grant provided by Lahey funds Tai Chi, senior stretch and yoga. There is a low-impact class downstairs in the Murray Kelly Wing and a more intense class upstairs in the gym.

Thanks to Myrna Saltman, we are running a very successful intergenerational program with the elementary schools, specifically 4th graders with öBridges.ö öSeniorsö (over 55) volunteer one hour a week for six weeks for each program and meet with students and do projects with them in the classroom in an effort for both groups to learn more about each other.



Outreach Worker Brenda Pappas serves the judges at the 2nd Annual Pie Baking Contest. Judges l-r Fire Chief Steve Yetman, DPW Superintendent John Sanchez, Town Administrator John Petrin, last year's winner Roger Morrison and Burlington Area Chamber of Commerce President Rick Parker

It is truly the community that enables us to do as much as we do and we would like to take this opportunity to

once again thank Shaws, Roche Bros, LaCascias, and Delicious Desserts for their continued generous donations of baked goods and other edibles throughout the year as well as Lahey Hospital and Medical Center for the exercise instructor twice a week. Thank you to the Burlington Rotary Club for their annual dinner dance, support of the Prom and their continued support of senior agencies. Also, thank you to Lahey Hospital & Medical Center for their DoN grant that provides us with a Tai Chi instructor, senior stretch teacher, and Arthritis, Chronic Disease, Healthy Eating and Diabetes Workshops. Thank you to the Cultural Council who continue to fund events and the Student Council for the Spring Fling held at the senior center for the seniors.

We would also like to thank The Cummings Foundation, Longs Jewelers, The Breakfast Rotary, Burton's Grill, Uno's, Lester's Barbecue, Billerica Crossings, The Capital Grille, Sunrise Assisted Living, The Chateau, Brightview Concord River, Hilton Garden Inn, Tavern in the Square, A Whole Bunch Flower Market, Arrow Paper, Atria Longmeadow Place and Stonebridge Assisted Livings for their support of our efforts. The Prom committee members were Reena Scott of Reading Cooperative, Diane Robinson of Stonebridge Assisted Living, Barb Davis, Jennifer St. Onge of Guardian Angels Senior Services. Contributors to the Prom were Attorney Mark E. Burke, Donna Bruno, Senator Ken Donnelly, Floor Tech, Pauline Petrella, Rapid Lock Service, Reimer & Braunstein, The Original Burlington Rotary Club, Shinein Math Academy, Sullivan Funeral Home.

CHANGES

After 20 years on the council Muriel O'Brien retired, Attorney Mark Burke and Fran Cioffi were appointed to the council in December. Van driver Kevin Crehan moved to another department during the fall of 2013 and we hired Michelle Vella to drive one of the vans.

We now have a class sponsored by Lahey Hospital & Medical Center at 8:00am. This is a fairly popular class now as many like to get it over with. Fitness remains the largest attraction at the senior center.



*The Annual Burlington Rotary Club's Valentine Dance had
Interact Club high school students dancing with the seniors.*

FUTURE GOALS

One of our short-term goals is to join the tweeting party. Many seniors are very social media savvy and we need to meet their needs and abilities.

We are also hoping to work with the Burlington Area Chamber of Commerce working with unemployed and/or underemployed boomers.

2014 COUNCIL ON AGING STATISTICAL DATA

Activity Type	Duplicated	Unduplicated
Events	36077	1211
Rides	9366	194
Social Services	373	164
Volunteers	1115	43
Phone Logs	7096	1013
Total Seniors Served	54027	1593

DISABILITY ACCESS COMMISSION

DISABILITY ACCESS COMMISSION MEMBERS

*Ken Tigges, Chairman; Bob Hogan, Coordinator; Jane Beard;
Tom Carlson; Bunny Ferguson; Mary Jane Fietze; Maura Mazzocca
Rita Murphy; Joe Stordy; Bunny Whittington*

The Burlington Disability Access Commission (BDAC) continues to work with the town and the schools to ensure accessibility and reasonable accommodations in the various town and school buildings. This office coordinates, schedules and maintains records of all BDAC business.

A major effort by the Disability Access Commission was made during the holidays in December, when the Commission members voted to utilize handicapped parking fine funds, to provide police details at several locations around town to monitor and write handicapped parking tickets to those who violated the laws protecting handicapped parking spaces for those with proper plates or placards. According to Burlington Police Sgt. Gerard McDonough, an additional 169 tickets were written for violating the handicapped parking laws, in that 10 day period.



Burlington Police Officer ticketing a vehicle parked in a handicapped parking space without a handicapped placard

The members continue to visit schools to address the students about disability awareness, and they continue to work on the design of a new BDAC brochure and the Burlington High School Art Department has agreed to produce the final product.



Businesses that have demonstrated and been recognized as being friendly to the differently abled, are presented with certificates of appreciation from the BDAC.

Northern Bank of Burlington received a business friendly certificate of appreciation and BDAC member Ken Tigges at new teller window with Assistant Branch Manager, Jena Ranucci

VETERANS SERVICES

ADMINISTRATION

& PROFESSIONAL STAFF

Robert C. Hogan, Director

Betty McDonough, Principal Clerk

http://www.burlington.org/community_development/veterans_services.php



PURPOSE

The Burlington Office of Veterans Services advises veterans and their dependents as to the availability of state and federal services and benefits to which they may be entitled in order to provide financial assistance to all eligible veterans and their dependents in order to enhance their quality of life.

Many people know this office through public events such as Memorial and Veterans Day, but the focus and primary concerns of this office is working in private with veterans and their families to ensure they receive the proper counseling and benefits due them.

State or Federal Veterans benefits must be applied for in accordance with strict state and federal regulations. Many hours are spent counseling our clients regarding the filing of claims to the Department of Veterans Services in Boston for state claims, and the Department of Veterans Affairs in Washington for federal benefits.

2014 HIGHLIGHTS

Memorial Day 2014 – 70th Anniversary of the D-Day Invasion of France

Program: http://www.burlington.org/community_development/docs/Memorial_Day_2014_program.pdf

The D-Day invasion of Europe occurred on the 6th of June in 1944 along a 50 mile stretch of the Normandy coast when Allied Commander General Eisenhower decided to go on with Operation Overlord, the largest amphibious operation in history. Five men with Burlington connections were part of the invasion 70 years ago. Former Burlington VFW Commander Bill Lewis was on a naval vessel watching the bombardment on the morning of June 6, 1944 the, then he watched the U.S. Troops begin landing on the Normandy beaches at 6:30 in the morning.

One of those troopers who landed that morning was the uncle of a local family. Lt. Anthony DeSimone died five weeks after landing on June 6th. Burlington resident Al Manzo landed on Sword Beach on June 6, delivering British soldiers to their destination on LST 383. On June 7th he traveled to Omaha Beach.



The late Burlington resident Edmund Keady was attached to the Army's 712th Tank Battalion, and not only participated in the D-Day invasion, but he traveled through Northern France and across Central Europe to get to the Rhineland. Charlie Bevilacqua was transported on June 6 aboard an English ship to Omaha Beach on the 3rd wave of the invasion. He was wounded on June 8. Dr. Norval Carter, MD of Huntington, West Virginia, a Captain in the United States Army, landed on Omaha Beach on June 6, 1944, and died at the edge of an orchard at 5am on June 17, 1944, trying to save the life of a wounded American soldier.

On a personal journey back to Normandy, his son, and our Memorial Day guest speaker, Walter Ford Carter, stood on the very spot that his father died 70 years earlier.

Guests at the Memorial Day program in Burlington also read letters from two mayors, from French communities that saw first hand the sacrifice of American soldiers, marines, sailors and airmen. Letters were sent to Veterans Services and were read during the ceremony - one from the FDR Presidential Library and Museum, another from the Eisenhower Presidential Library and Museum, as well as the National D-Day Museum.

Each spoke of the heroism of American men, who gave so much to make the world free and safe. Music was provided by the Burlington High School Marching band, the Liberty Belle Chorus, and our resident bagpiper, Joe McGrath.

Veterans Day - In Flanders Field

Program: http://www.burlington.org/community_development/docs/Veterans_Day_2014_Program.pdf

Veterans Day in Burlington honored the author of *In Flanders Field*, Lt. Colonel John McCrae, MD of the Canadian Army, who died in 1918 from injuries sustained in the war. We had a reading of the poem, the Burlington High School Chorus, performed a singing of the poem, and local scouts presented those in attendance, with Poppies.

With respect to all our events, we thank those who participate, including honor guards, the scouting community, the Burlington High School Marching Band and everyone who volunteer their time to assist us. We certainly cannot do these events alone, and we are grateful for the help.

Thank you too to those in the community and beyond who attend our ceremonies. The Marriott Hotel and Dunkin Donuts continue to supply refreshments and the American Legion for our collations for which we are very grateful, and we acknowledge the fine work of Burlington Florist for each and every event.

In Flanders Fields
John McCrae

In Flanders fields the poppies blow
Between the crosses, row on row,
That mark our place; and in the sky
The larks, still bravely singing, fly
Scarce heard amid the guns below.

We are the Dead. Short days ago
We lived, felt dawn, saw sunset glow,
Loved and were loved, and now we lie
In Flanders fields.

Take up our quarrel with the foe:
To you from failing hands we throw
The torch; be yours to hold it high.
If ye break faith with us who die
We shall not sleep, though poppies grow
In Flanders fields.



Veterans Services

Massachusetts General Laws Chapter 115 grants eligible Burlington veterans, their families and their surviving dependents, benefits to provide for daily living. These benefits also cover medical insurance and medical care payments for residents who are uninsured or underinsured. These benefits are intended to be temporary in nature and not a full time, permanent support system.

The Commonwealth reimburses the town 75% of the money spent directly on the veteran in the way of veterans' benefits covered under Ch-115 MGL and for the U.S. flags placed on the graves of deceased veterans buried in our three cemeteries.

Veterans Affairs

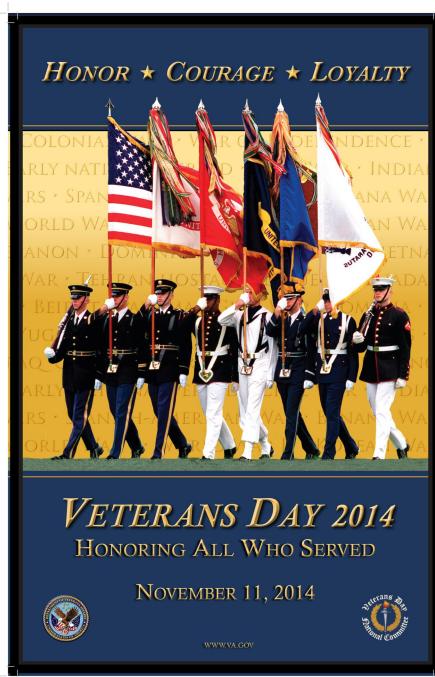
US Code, Title 38 directs federal benefits to eligible veterans and their families. These include pensions, disability compensation, burial expenses, education, hospitalization, mortgage loan guarantee, outpatient and domiciliary care. Evaluation, assistance and counseling are offered at the local level to facilitate access to these programs. In 2014 we continued to have hundreds of Burlington veterans and families receiving at least one of the many federal VA Benefits.

Deceased Veterans

Assistance is offered to families of deceased veterans in reviewing available benefits, filing for government life insurance, obtaining burial allowances, markers, and burial lots in our local cemeteries. The Cemetery staff are especially appreciated when everyone sees how wonderful the local cemeteries look. The Burlington Office of Veterans Services also wants to acknowledge the wonderful relationship and all the continued support of the Sullivan Family.

Graves Officer

Section 9 of Chapter 115 MGL requires flags of the United States be placed on graves of deceased veterans each Memorial Day. We thank the Allied Veterans and other volunteers for assisting in the placement of these flags at the graves of veterans buried in Burlington town cemeteries. The town's cemetery personnel have always afforded cooperation and support in this responsibility. Individual bronze flag holders are provided by the town. The Graves Officer ensures that every eligible veteran has a flag on his or her grave.



Veterans Administration Veterans Day Poster 2014

Fuel Assistance

We also interact with a wide variety of residents on issues and topics not related to the issue of veterans, such as fuel assistance. There are hundreds families in Burlington who receive fuel assistance from Community Teamwork Inc. Eligible residents apply for this joint state and federal benefit through this office. This office is responsible for all eligible residents under 60 years of age and appointments are scheduled.



*Burlington resident Al Fay on Veterans Day with
young members of the scouting community*



BURLINGTON YOUTH AND FAMILY SERVICES

ADMINISTRATION

& PROFESSIONAL STAFF

Christine Shruhan, LMHC Executive Director

Peggi Stallings Durand; Daphne Davidson

Dinah Lane; Channing Storey; Jess Reed

BOARD OF DIRECTORS

Ronald MacKenzie, Chair; Roberta Mills; Marilyn Langley, Vice-Chair;

Ann McNamara; David Cullen; Ann Marie Brown; Linda Collins

The Board of Directors at Burlington Youth and Family Services continued their involvement, and I deeply appreciate their help.

MISSION AND OVERVIEW

The Burlington Youth and Family Services is a department for the Town with the responsibility of providing mental health care to families with children, adolescents and young adults (specifically ages 9-22). BYFS also provides social services for ALL Burlington residents of any age. The social services provided include assisting residents in applying for food stamps, MassHealth and any other state and federal assistance programs; housing advocacy, including eviction and foreclosure prevention; referral for mental health services; and screening and referring residents seeking help from the People Helping People Covenant for Basic Needs Fund and the Food Pantry.

BYFS has been a Town department since 1974 with a mandate to provide community mental health services to teenagers and their families. 2014 marked the 40th anniversary of BYFS as a town department. It was also a year of many changes. Perhaps one of the more significant changes was THE decision to change our name from the Burlington Community Life Center to Burlington Youth and Family Services. Because so much of our work over the past four decades has focused on assisting Burlington's families, youth and children, the decision was to change our name to better reflect who we are and what we do.

BYFS staff continues to work with adults and young people on such diverse problems as family conflict, adolescent issues, parenting skills, marriage and relationship problems, drug and alcohol abuse, depression and suicide, neglect, domestic violence and the like. The BYFS offers individual, family, and group therapy services, and our philosophy is oriented toward involving entire families in treatment whenever possible. Since it is within the family that these problems are most acutely felt, and these same families often possess the best and most available resources to resolve problems, we believe that family therapy is often the most useful and effective means of treatment.

Evening appointments may be arranged for working families by calling in during regular office hours (9-5). During later evening hours and on weekends, the agency voicemail will collect messages for the BYFS staff and

refer callers to a 24-hour back-up emergency mental health service if there is an immediate crisis that cannot wait until a staff member is available.

In addition to the name change, BYFS expanded its group program. Last year we implemented a Parenting Group which was well attended. The Parenting Journey is a 12 Week Program. The primary focus is helping parents take care of themselves. Group members discovered that when they were able to take time for themselves, they were less frustrated and had more energy to deal with their children's needs. By the end of the twelve weeks, parents had a plan for how they would continue to build on their skill set and continue with forward movement. There was also an opportunity for them to continue in monthly meetings that are goal oriented which was also well attended. The support helped them continue to take the steps necessary to provide good parenting to their children. The Parenting Journey group was offered again this fall with a great turnout. BYFS will be offering this group again in the Spring of 2015. Our goal is to offer the group in the fall and spring each year.

In the fall of 2014 BYFS began a FitGirls Group which is offered to 4th and 5th grade girls. Using reading, running and giving back to the community FitGirls looks to reach girls in three different ways: body, mind and heart. It is committed to helping girls live healthy, happy and responsible lives. BYFS launched a pilot program at the Foxhill Elementary School. It was well attended and requests also came in from parents at the Pine Glen Elementary School. BYFS staff will expand the program offered in the spring to include 4th and 5th grade girls from Pine Glen. It is our hope that all 4th and 5th grade elementary school girls will have an opportunity to participate.

INTERDEPARTMENTAL/AGENCY COLLABORATION

BYFS staff work collaboratively with town departments and other mental health and social service agencies. At the request of Burlington High School's health education department, this year we provided workshops for the freshman and sophomore health classes on teen depression and suicide prevention. Freshman students were presented with material to help them identify signs and symptoms of depression and how to access a trusted adult if they or someone they know is threatening to take their own life. The funding for this curriculum is made possible by a grant received from Lahey.

The BYFS staff plan and conduct an extensive training program each year for the BHS Peer Education Program. Last year the Peer Education Program began a new focus. Burlington High student Peer Leaders will be covering two different topics with 7th graders at Marshall Simonds Middle School. This year two sessions will be focusing on Alcohol and two will focus on Stress Management. The program will continue to cover alcohol as a topic every year and a new health related topic.

Along with the BHS Peer Education Program advisor, BYFS staff members carry out comprehensive training and coaching sessions with the Peer Leader candidates. A group of 40 students who come highly recommended by faculty and administrators, pledge to be drug- and alcohol-free and commit their time to over 15 hours of direct training in addition to many hours of research between training sessions. In the spring, these high school students engage in discussions about healthy ways to manage stress and the dangers of substance abuse with approximately 200 seventh graders over the course of four sessions. There is an emphasis on helping seventh graders develop a more realistic perception of alcohol use by high school students and an understanding that over 50% of high school students do not drink, and that those who choose not to drink can be well-accepted socially.

BYFS staff work with the Peer Leaders as they design their own four week curriculum to teach a small group of 7th grade students. This model presumes that seventh graders will be particularly receptive to these issues when hearing about them from other socially successful, non-drinking high school students.

In 2014, Burlington High School students participated in the Youth Risk Behavior Survey (YRBS). BYFS Director Christine Shruhan, along with BHS Principal Mark Sullivan, BPD Youth Officer Tom Fournier, School Committee Member Kristin Russo, Health Director Matt Jackling, Guidance Coordinator Joe Attubato, Guidance Counselor Emily Minty and Marshall Simonds Middle School Health Teacher Susan Fay are reviewing the results of the survey. The committee will present their findings to parents and the school committee in 2015.

BYFS staff also meet periodically with members of the Burlington Interfaith Clergy Association and are involved in local and regional meetings of agencies and programs concerned with mental health or social services (Lahey Initiative Committee on Domestic Violence, Lahey Community Benefits Initiative Committee, Local Officials of Human Services Council, Youth Commission Coordinators, the Department of Children and Family Services, Burlington School Department Wellness Committee, the YRBS subcommittee and other adolescent service organizations).

In 2014 BYFS along with the Board of Health, Council on Aging, Fire Department and Building Department continued to meet as the Burlington Hoarding Task Force. BYFS has worked with two hoarding cases this year and expects an increase in hoarding cases in 2015. Staff from these departments participated in several hoarding training sponsored by LOHSC (Local Officials of Human Services Council and MBHP (Metropolitan Boston Housing Project).

SOCIAL SERVICES

BYFS also maintains an information and referral service to assist ANY resident in locating the particular social service that a resident may require. Clinicians have assisted young people and their parents in situations requiring hospitalizations, finding appropriate emergency or residential care, and the like.

The BYFS staff provides screening for those seeking assistance from the Burlington organization People Helping People, Inc., and helps residents access these services. PHP is a non-profit, umbrella organization made up of community volunteers who help oversee and coordinate the efforts of three established groups: Food Pantry, Covenant for Basic Needs Fund and the Holiday Program. Because of our role in human services in town, the director of BYFS has served on the Board of Directors of PHP since its inception in 1988.

The PHP Board also manages the Covenant for Basic Needs. Begun by the Burlington Clergy Association in 1982, it provides limited help for those residents experiencing financial emergencies. In FY2014, the staff screened 139 requests. This number does not include the many requests we receive from residents applying for the Holiday Program and the scores of residents already served by the Food Pantry. In August, we also provided screening for all pantry recipients to verify income and residence. This added an additional 140 screenings bringing the total to 279 screenings.

2014 BURLINGTON YOUTH AND FAMILY SERVICES STATISTICS

An average of over 200 residents each month received counseling services, and counseling services were provided to 320 Burlington residents in 2014.

OTHER COMMUNITY SERVICES

As in previous years, the BYFS provided administrative and other support to a number of programs in the community of benefit to Burlington residents. BYFS staff members continue to do an excellent job coordinating the FISH and Rent-A-Kid programs. FISH (Friends in Service to Humanity) volunteers provided 238 rides to local medical and social service appointments for residents in need of transportation, which is an increase of **75%** from last year. Transportation needs continue to rise each year. Last year there was a **27%** increase from 2012. The Rent-A-Kid referral service received 14 requests from adult residents who wanted to hire young people to do a variety of odd jobs.

TRAINING

The BYFS provides training to graduate student interns as part of their professional education. BYFS has provided field placement training since the late seventies to graduate students from Boston University, Simmons School of Social Work, Lesley University, Tufts University, Antioch University, Northeastern University, Salem State, and University of Massachusetts, Boston. We thank the students for their long hours of service and dedication. This department has consistently received high marks from field education offices for the training and supervision received by students at the agency.

STAFF

Clinical staff members are all licensed clinicians with a Masters Degree in either Social Work or Counseling and Psychology. In March, 2014 we had the pleasure of welcoming Jessica Reedy as the newest member of BYFS. Jessica brings with her an extensive background having worked for the past six years with adolescents and families. She has brought new ideas to the agency and staff are delighted to have her as part of the team.

SUMMARY

The strong demand for our services continues while other resources in the area continue to diminish. We extend our thanks to the many in the town that have supported our efforts to assist residents when they may be experiencing times of deep distress and vulnerability in their lives and their families.

BEAUTIFICATION COMMITTEE

BEAUTIFICATION COMMITTEE MEMBERS

*Elaine Zuccaro, Chairman; Amy Warfield;
Andy Giordano; George Major; Carol Engel*

The Burlington Beautification Committee (BBC) is pleased to submit the following report for the year 2014.

MISSION STATEMENT

The Burlington Beatification Committee was founded in 1990 under the auspices of the Board of Selectmen. The five member volunteer committee is appointed annually by the Selectmen. The Committee was created with the intent of instilling civic pride in the community by enhancing the appearance of in-town public areas. It is the goal of the Committee to continue to work closely with the various town departments including Recreation Maintenance and Public Works and also numerous local businesses who donate their time to maintain a public area.

This year was quite productive:

2014 HIGHLIGHTS

- The large triangular shaped traffic island at the intersection of Winn and Center Streets was totally refurbished.
- Thank you to the employees of the recreation department for the preparation of the island and removal of the unsightly shrubs and weeds.
- Richard Cote of the recreation department set forth the landscaping design incorporating new grass and crushed stone with the ease of maintenance as the primary goal.
- The Department of Public Works provided access to water on the island.
- The battery operated irrigation / sprinkler system was installed by Marchese Irrigation Company.
- The irrigation control system is camouflaged within a large hollow composite stone.
- The large flower container incorporated into the design was donated by James Martin Landscaping.
- The location of the new signs indicating the direction to the municipal offices was selected under the direction of Police Safety Officer, Bernie Schipelliti and Town Engineer, Tom Hayes.



ONGOING PROJECTS

During the year the committee continued to oversee its ongoing list of projects:

- We are pleased to report that many of the businesses along Cambridge Street, Bedford Street, Mall Road and Winn Street continue to maintain attractive landscaped properties.
- The Recreation Maintenance Department continued to maintain the general appearance of the Town Common and provided significant help to the Beautification Committee.
- We are also pleased to report that a number of local landscapers and businesses of Burlington continue to maintain their assigned areas:

Around Burlington

- ***The Island on Olympia Way***

Austin Realty Group

- ***Diorio Green at the Intersection of Cambridge Street and Burlington Mall Road***

Jim Martin - James A. Martin Company, Inc

Steve Marchese - Marchese Sprinkler Repair Service

Dan Dellanno ó Lawn Master

- ***Historic Museum at Cambridge and Bedford Streets***

Jerry McCarthy - Mac's Landscaping

- ***TRW Field entrance, Mall Road***

Edward Jones

- ***Colonial Garden on the island across from the Fire Station***

Burlington Garden Club

- ***Old West School on Bedford Street***

Merva Landscape

- ***In the spirit of Autumn the Town Hall and Annex
were ablaze with colorful mums, seasonal grasses and cornstalks***

Beautification Committee

Town Common

- ***The 911 Flagpole Memorial - Maintaining and changing the plantings seasonally***
Beautification Committee
- ***The Town Common Gazebo***
Davis Prato - Prato Associates
- ***Garden at Corner of Bedford and Center Streets***
Kevin Sullivan - Edward V. Sullivan Funeral Home
- ***Maintaining and changing the plantings seasonally in the eight large flower containers***
Burlington Garden Club / Beautification Committee
- ***Bicentennial Memorial flower bed on the corner of Cambridge and Bedford Streets***
Jerry McCarthy - Mac's Landscaping

BURLINGTON CABLE ACCESS TELEVISION

www.bcattv.org

BCAT BOARD OF DIRECTORS

Brad Bond, President; Linda McNamee, Vice President; Colleen Moore, Treasurer; Virginia Mooney; Gretchen Carey; Richie Sarno; Brandy Sales; Chris Flaherty; Samuel Emile; Janice Archer, Board Alternate

STAFF

Jen Dodge, Executive Director; Rich Hosford, News Director; Dick Linder, Engineer; Cory McNeil, Production Coordinator; Michael Duval, Production Coordinator; Kyle Ruffen, Production Coordinator

PURPOSE

Burlington Cable Access Television (BCAT) is committed to fostering a welcoming environment where we can provide residents with hands-on training in all aspects of video production, as well as free access to professional television equipment and a medium to share ideas, information, and creative expressions.

BCAT provides community producers and organizations an invaluable opportunity to utilize television production equipment, to create community programming that is unique and locally relevant.

2014 was a year of growth, and unprecedented change and reorganization for all areas of BCAT including our Board of Directors, our Staff, and Equipment.

BOARD CHANGES

Brad Bond took over the leadership role as our Board president. He filled the large shoes of the late Rick Karwan. Sally Willard resigned from her position on the BCAT Board where she served as treasurer. BCAT Board Member Colleen Moore filled the Treasurers seat, while Sam Emile stepped up from the alternate seat to full Board position and Janice Archer became our new Board alternate.

STAFF CHANGES

Dick Linder retired after serving as the BCAT Engineer for over twenty years, guiding BCAT from the analog age to the digital age. We hosted a nice retirement party honoring him for his years of service. Rob Zahora, former BCAT Board member, took over the position in January.

We had two other major staff changes as well. Full time production coordinator Tad Stephanak left BCAT to take a Creative Services job at WMUR, after 7 years with BCAT. Kyle Ruffen filled that position.

In an effort to expand our services as a source of information for the community, BCAT added a new full time position of News and Social Media Director. Rich Hosford, former Burlington Editor of the Burlington Patch, filled the position in September.

Since our news expansion, BNEWS Weekly has grown to become a 30 minute program. We also have a dynamic

news section on our site that is continuously updated with the latest news in Burlington, as well as a Facebook page and Twitter feed dedicated solely to news. Perhaps our most talked about addition has been the introduction of our daily news delivered right to your inbox. We have introduced a few specials as well, and plan to continue our growth of BNEWS in 2015.

EQUIPMENT

2014 started off with a bang as we redesigned our entire Master Control area. We built a new server room to house our new HD/SD server and all the components that go along with it. Our new server is HD ready, so our content can now be 100% HD with our field production workflow until we reach the cable companies, where we have to downgrade to SD. The IP origination capability of the server enables file-based work flows and all-digital outputs; eliminating costly, per channel, real-time encoders while maintaining our content's original quality. Additionally, we now have per channel branding and text crawl, which allows for remote posting of emergency announcements.

Our studio in a box was completely redesigned with HD Cameras and the TriCaster 410 HD switcher. It is much smaller than our previous remote studio, replacing complex components that require cabling, extensive setup and configuration. It stores clips, graphics as well as virtual sets that can all be used while shooting out on location. It also interfaces with our various social media sites.

We can stream live, as well as publish content instantly to YouTube, Facebook and Twitter, upload to FTP sites, or transfer files to storage volumes and network locations. The switcher provides multi-track, multi-format recording of up to four simultaneous channels. We can record any combination of a finished show, a clean feed, raw source captures from any camera, or more at full resolution. It was first introduced on the field for the Burlington High School Graduation coverage and could be seen throughout the summer and fall while we were out and about for concerts, the July 4th parade and BHS football coverage.

In conjunction with our new Studio in the Box, we have been working on the design of a new production van to house the unit. We started the first part of that process in 2014, by planning our vehicle and selecting the right vehicle for our needs. We purchased a new Ram ProMaster. In 2015 we will complete the built out of the van, including the addition of stairs and a roof platform to shoot from, as well as complete customization of the interior.

OTHER HIGHLIGHTS

We hosted our annual meeting and appreciation night in May. It was a special evening as we honored our past president Rick Karwan with the Lifetime Achievement Award and with a special tribute video that can be found on our YouTube channel. We also honored Dick Linder with a Founders Award for his years of Service. Phil Arcaro was awarded the Volunteer of the Year Award and Nick Saia was presented the Student Grant.

We collaborated with Movie Making Kids, a local non-profit to host Burlington's first movie festival for students. There were a total of 5 individual submissions as well as a submission from each of our clubs at BCAT, one from the middle school and one from the high school. The films were screened in the auditorium and featured a question and answer session with each filmmaker. Prizes were provided to all the participants.

Some of our special productions worth noting: coverage of the Relay for Life& Dancing with the Stars fundraiser, the Democratic Gubernatorial Debate, the July Fourth Festivities, participation in and coverage of Celebrate Burlington, the Harold DuLong Scholarship Luncheon, honoring the 10th anniversary of Mr. DuLong's passing, El Hogar - a studio special produced by Nancy Hogan after a her Rotary Club mission to the school in Honduras, The Transportation Forum hosted by US Congressman John Tierney, The Taste of Burlington, The BCSF Annual Telethon and our Annual Santa Show. All of these specials can be found online on our Video on Demand player.



BCAT's Annual Meeting 2014 honoring past president, the late Rick Karwan, with BCAT's Lifetime Achievement Award



Dick Linder was thanked BCAT Board of Director members Brad Bond and Linda McNamee at Mr. Linder's retirement party for his more than 20 years as the BCAT Engineer

BURLINGTON HISTORICAL COMMISSION



HISTORICAL COMMISSION MEMBERS

Back Row (l to r): Mike Tredeau, Chairman; Joyce Fay, Treasurer; Kathi Horton; Eldrine Emerson; Dotti Bennett, Alternate; Norman Biggart
Front Row (l to r): Judy Wasserman, Alternate; Toni Faria, Secretary;
(not pictured: Sandy Coveno, Norma Robichard, Alternate

PURPOSE

The Historical Commission has been faced with many challenges for Burlington during 2014. One of these major challenges has been the preservation of historic properties in our town. All too often, in our current growth pattern, historic properties are purchased to demolish and make way for a new building on the site. It is our duty to prevent this by opposing the demolition, and helping the applicant to appreciate and preserve the historic value of the property. The website the Historical Commission's history on Burlington is:

<http://www.burlingtonmahistory.com/>

Unfortunately, this year, we have not been successful. We are quickly losing much of our historic connection to the past as properties have been demolished to make way for new construction. To our regret, two such historical homes were lost in 2014: the Jotham Johnson House on Lexington Street, and the Prouty-Johnson House on Prouty Road.

Burlington still has some beautifully preserved properties. We are extremely grateful to the owners of these properties for taking pride in the appearance of their buildings and homes which helps to preserve our link with the history of Burlington.

The second major challenge the Historical Commission has been dealing with for several years is seasonal flooding in the basement of the Burlington Historical Museum caused by a poorly designed rear driveway, coupled with a high water table. To correct the problem, the museum had to be closed to the public and the artifacts and storage boxes in the basement moved to the main floor. As a result of this closing, there has been limited access for the tours given to the elementary school children and no summer hours for residents and visitors to learn about our community.

2014 EVENTS

Recently the Museum has undergone improvements to the exterior of the building and correcting the water problem in the basement. We thank Mr. Richard Reid of the facilities division of the Department of Public Works and his crew for a job well done. We are now assured of a dry basement. With that said, we are looking forward to restoring the contents to the basement storage so we can once again create meaningful displays and open to the public.

Elementary School tours at the Museum during the closing have become lectures given by Chairman Mike Tredeau in the vestibule, which includes the history of the antique drum, now being restored, and the story behind the mural in the entryway. The mural was painted many years ago by Burlington High School Students, Don Gorvette and Jeff Weaver, and serves as a visual guide to Burlington's history. Additional lectures are given in the nearby Burial Ground, on the Town Common, the West School and at the Francis Wyman House by the Commission members: Toni Faria, Joyce Fay, Sandy Coveno, Norman Biggart, Kathy Horton, Eldrine Emerson and Mike Tredeau.

GOALS

Our future goals include acquiring new members to help in our efforts to preserve our historic properties, plan new programs for the education of the children, and create new exhibits. In addition, the proper cataloging of artifacts is a major project with limited manpower, and we would love to have community volunteers join us to aid in this project.

The Burlington Historical Commission now has an office at the newly restored Marion Tavern/Grandview Farm. This will allow parking and easy access for the public.

Near the end of 2014, long time member Norman Biggart suffered a medical condition, which has removed him from active participation with the Commission. We wish to commend Norman, a dedicated and effective member for over 20 years, for his ongoing dedication to the Commission, and to the History of Burlington, a town he so clearly loves.

PUBLIC LIBRARY



Don Bernstein Photography

PUBLIC LIBRARY TRUSTEES

Back row (l to r) Phil Gallagher; Bob Thys, Eileen Sickler, Vice Chair, Paula Bernard

Front row (l to r) Steve Wasserman, Chair; Edith Entwistle

(not pictured Recording Clerk, Mary Lawless)

Lori Hodgson, Library Director

MISSION

The mission of the Burlington Public Library is to provide a welcoming environment for people pursuing educational, recreational and enrichment opportunities. The Library will integrate emerging technologies with traditional library resources and expand access to the community beyond the physical Library.

There are four internal departments at the Library: Circulation, Reference, Youth Services and Technical Services. All have unique functions and responsibilities within the library. The website of the library is <http://www.burlington.org/departments/library/index.php>

SERVICES PROVIDED

- Lending of books, large print books, audio books, music cd's, videos, dvd's, playaways, magazines, educational kits, puppets, and museum passes.
- Free access to downloadable audio books and e-books and music.
- Access to free databases both in the library and remotely.
- Free internet access from 15 public computers and free wireless internet access.
- Educational, recreational, and cultural programs offered for both children and adults.
- Summer reading programs for youth and adults.
- Homebound delivery program for people permanently or temporarily disabled.

- Free computer workshops.
- Meeting rooms available to qualifying groups and organizations.
- Print/copy service including öprint from anywhere.ö
- Fax machine.
- Collection point for People Helping People.
- The library maintains a very dynamic website, consider a öbranchö of our library. Visit www.burlingtonpubliclibrary.org to search the catalog, access databases, check accounts, renew items, reserve museum passes, download e-books, audio books, and music and check for information about the library and its programs any time day or night.
- The library also maintains its own facebook page to reach an additional sector of the community.

2014 HIGHLIGHTS

- A self-checkout station was added, funded by the Friends.
- The library added a Print Management System for all the public printing needs, including öPrint From Anywhereö, which allows patrons to send print jobs to the library from home, laptops, and hand-held devices.
- An out-going fax machine for the public was added to answer one need that many patrons have expressed in the past.
- Two öTechnology Petting Zoosö were offered in partnership with öBest Buyö. Various hand-held devices not owned by the library were demonstrated and passed around, thus expanding our outreach to the community without any added cost to the library or public.
- Two öiPads in the Libraryö training sessions were presented by the staff, highlighting how patrons can use tablets to access the services the library provides.
- The reference staff taught 32 one-on-one workshops to individuals wanting to learn how to download free books and music from the library.
- 26.27% of the traffic to our website was via handheld devices such as cell phones (12.59%) and tablets (13.68%).
- Databases experienced a 39% increase in usage over last fiscal year. More than 8,500 patrons made use of these resources and performed nearly 36,000 searches. Our databases, which can be accessed at the library or from home, cover a variety of topics which are especially useful to student researchers, genealogists, consumers, job hunters, investors, and language learners.
- The Youth Services Department continues to offer 6 different preschool and toddler storytimes per week, including our Tuesday night Pajama Storytime.
- Additional monthly and bimonthly storytimes that cater to older children or children with autism, plus technology for younger children and crafts



for young children were offered.

- Many clubs for children, including Lego, Booking it, and Scrabble, were held monthly.
- The summer reading theme for children, öFizz, Boom, Read!ö was all about science. The Youth Services Librarian visited Burlington elementary schools to promote summer reading program. Four hundred ninety one young participants registered online.
- We had 43 teen volunteers who logged in 680 hours this summer helping with program set-up, putting on a puppet show for kids, getting supplies for programs ready, and handing out prizes.
- Young Adult programming continued to grow and flourish. The Teen Advisory Group (TAG) helped pick Summer Reading prizes for the teens and selected the movies for the Movie and Popcorn programs. Teen Food Art programs were some of the most well attended programs. The Dr. Who Fan Club remained popular as well.
- This summer, 357 teens attended all the summer programs related to the theme öSpark a Reactionö which celebrated books and media with a science or math theme.
- Just over 130 teens participated, reading for 3,969 hours and writing 200 book reviews.
- Again this Fall, the sixth graders from Marshall Simonds Middle School visited for the annual Sixth Grade Tour. This is an opportunity to familiarize students with the Young Adult area and materials specific to this age group.
- Our seventh annual Adult Summer Reading Program drew 81 adults who read a total of 342 books in the state-sponsored öLiterary Elementsö program. The percentage of online participation continues to creep upward, with 60% of readers choosing to record their books on line, and only 40% using paper and pen to keep track this year.
- The popularity of öThe Last Wednesday Evening Book Groupö continued to grow in 2014, meeting 9 times and drawing a total of 144 attendees.
- The monthly Thursday morning öBook Talkö program, which offers an opportunity to learn about new titles in the library's collection, had 27 various attendees, with many participating regularly.
- There were 24 people in the adult volunteer program this year who worked a combined total of 1,147 hours doing various tasks in the library.
- Nine area artists exhibited their work in our first floor Gallery. Special thanks to Dick Linder who devised and donated the supplies for a new and safer system for hanging framed materials. Six more people made use of the glass cases in the entry and exit lobbies.
- The Events email list (burlibevents@gmail.com) has grown to more than 850 names.
- Reference Librarian, Marnie Smith, organized a Flash Freeze Mob at the Burlington Mall to celebrate National Library Week.
- Our Facebook page got a big boost in July when interest in the 2nd Library Book Cart Drill Team drew a record 700 hits in a single day after the July 4 parade. Marnie Smith and Susanne Sullivan from the staff along with Myrna Saltman, Janet and Jay Hurley, and Jake Christian from the Friends pushed book carts in the parade, accompanied by 10 children and adults carrying signs promoting their favorite books
- Although the homebound delivery program served only 5 people with 4 drivers, it is a very important service for our patrons confined to their homes.
- More than 480 people attended 13 programs sponsored and funded by The Friends of the Library this past year.
- The May Basket Raffles program saw a crowd of 53 people hoping to win one of the more than 30 donated baskets.

- The “Foreign Affairs” and “Great Decisions” discussion series funded by the Friends and led by Craig Brandt continued to grow in popularity with 142 attendees in the Spring and 174 in the Fall.
- The Friends provided passes to 17 area museums and attractions.

FUTURE GOALS

- ❖ Focus on marketing and social media in order to reach additional members of the community through a method that meets their needs
- ❖ Continue to add services accessible through our website to enhance the concept of the website as a “24/7 branch”
- ❖ Attract more of the teen population to the library. Focus on programming and materials that will meet the needs and peak the interests of this population



Book Cart Drill Team

Mini's Kids



2014 BURLINGTON PUBLIC LIBRARY STATISTICAL DATA

items checked out	364,494	347,861	331,488	313,686
self checkout	n/a	n/a	2,269	18,658
Overdrive checkouts	2,390	5,128	6,396	6,716
reference questions	22,633	26,910	24,362	23,088
public internet use	24,193	53,937	49,608	49,556
wireless use	4,238	7,410	8,177	8,658
study room use	3,471	4,004	4,277	4,056
website visits	176,248	173,124	130,319	103,516
hours open	2,945	2,992	2,989	2,888
attendance in library	164,349	168,856	163,047	162,113
adult programs	124	73	89	85
attendance at adult program	2,014	1,100	1,397	1,229
children's programs	273	304	304	304
attendance at children's programs	6,390	8,265	7,506	7,618
young adult programs	88	74	55	58
attendance at ya programs	718	957	457	524
meeting room use	1,302	1,290	1,208	1,124
museum passes use	1,567	1,550	1,607	1,786
burl reads				

Reading Flash Freeze Mob



RECREATION

RECREATION COMMISSIONERS

*Kristine Brown
Kevin Sullivan
Mike Winn
Paul Raymond
Tom Murphy*

Recording Clerk: Leslie McLaughlin

RECREATION PARKS STAFF

*Rich Cote
Mike Kelly
Bill Baker
Mark Gerbrands
John Lancelotte
Brian Cullinan
Adam Porter*

RECREATION OFFICE STAFF

*Brendan Egan, Director of Parks and Recreation
Melinda Sullivan
Carol Lynch
Nancy Santilli*

RECREATION PROGRAM STAFF

*Kelly Lehman
David Grubb
Mary Nelson*

Burlington Recreation Dept. Website: http://www.burlington.org/community_development/recreation/

In 2014 the Recreation Department began a year of transition with longtime Director of Recreation, Don Roberts serving as the interim Director of Parks and Recreation, the retirements of Nancy Pondelli and Doug Gillingham, and the hiring of Brendan Egan to serve as the new Director of Parks and Recreation.

During the transition to a new Director, the Recreation Department staff maintained a high level of work and commitment to quality programs and facilities for the residents. Throughout the year the program staff introduced over 28 new programs, improved special events and improvements to a number of Burlington's parks, playgrounds and athletic facilities. Brush Field and the playing fields at Mitre came back online after extensive work at both facilities.

The Recreation Department's success during the past year was primarily the result of the dedication and commitment of our program and maintenance staffs, volunteers, and Recreation Commissioners. We would like to recognize the following for their contributions to the Recreation Department:

- Michael DeSimone, School Committee representative to the Recreation Commission, replaced Christine Monaco on the Commission
- Joe Impemba, Planning Board representative to the Recreation Commission replaced Paul Raymond
- Mike Winn was elected to the Recreation Commission for the first time
- Tim Horgan, filled the remainder of the term left vacant by Jack Ferren

The department also experienced the retirement of two long serving employees, whose experience and dedication will be missed for years to come.



Jack Ferren chair presentation at Celebrate Burlington (l to r)Brendan Egan, Director of Recreation; Kristine Brown; Jack Ferren; Paul Raymond; and David Grubb

- Nancy Pondelli, Senior Clerk, retired after more than 26 years of dedicated service. Nancy was the face of the Recreation Department for years and was the first person residents saw when they came in to register for programs. Nancy was vital to the implementation of the online registration process and was an expert on the department's registration software.
- Doug Gillingham, Park Superintendent, retired after 38 years of dedicated service to the department and town. Doug was instrumental in the maintenance of the town's parks, playgrounds and athletic facilities. Doug's skills, knowledge and dedication to the town and Recreation Department were evident in everything he did. He was often seen at all hours of the day, making sure the public areas looked their best.

The Parks Division of the Recreation Department continued to maintain the town's parks, playgrounds and athletic fields with organic fertilizers. Entering the fifth year of the program we are seeing some positive results of the department's efforts and are encouraged by those results. The division is also continuing with the use of turf blankets on some of the athletic fields that are showing signs of wear or damage. The turf blankets help retain natural heat and moisture to speed up seed germination and promote deep root development over the winter. The process also helps get the athletic fields ready for early spring play.

The Parks Division has completed the following projects over the past year:

- Catalog and repair irrigation systems on town properties
- New granite steps leading to the Simonds Park tennis courts
- Removal of brush and installation of an irrigation system and grass on the island at the intersection of Winn and Center Streets
- Installation of fencing in front of the players benches and right field at Marvin Field
- Construction of community garden plots at Francis Wyman School

- Opening of the newly constructed athletic fields at Mitre Field
- Opening of the synthetic surface at Brush Field in coordination with the School Department
- Repair and painting of the Simonds Park wading pool
- Decoration of the Town Common and town buildings for the holidays

Whether for relaxation, competition, social or health reasons, Burlington Recreation has the recreation program to fit your lifestyle! We hope we are offering something for everyone.

2014 HIGHLIGHTS

- One of the more noticeable changes this year was brought to our quarterly program guides. As you have seen, we have moved to a color cover showcasing some of our programs, parks and facilities.
- We expanded our school vacation östaycationö program to include February break. In addition, we worked with Mount Hope to offer a sports program throughout both vacation weeks for elementary aged children.
- This year, we completely restructured the in-town basketball program. The girls program saw an increase in the 4/5 grade program. The boys' 6 ó 8 grade program was adjusted to fundamental skill building during the week with each team playing one game on Saturday.
- We were able to bring back Community Gardens. Our Community Gardens are located at the Francis Wyman School. We have 20 plots available for lease; this year we leased 7.
- At the April 14th meeting of the Commission, Ernie Zabolotny was presented with a Special Citation from the Massachusetts Recreation and Parks Association. He received this citation for his volunteer work on the PARC Grant that resulted in Wildwood Park.
- New this year, we were able to keep 2 parks open throughout the month of August. We have seen an average of 40 participants at Rahanis each day and 30 participants at Wildwood throughout the week. We have received some positive feedback about providing programming for children through the beginning of the school year.
- Our fitness programs continue to grow and keep up with the current trends. This year we offered Insanity, Barre classes, Pure Cross Kick, and additional Boot Camps to name a few.
- We have been working with Vermont Systems to be a pilot site for their new software. This will have little to no impact on the end user, but will allow for more user-friendliness for the office staff.
- In November, we hired our first CTRS (Certified Therapeutic Recreation Specialist) to begin our Recreation Therapy division. Krista Stott will be working on programming for people with disabilities. She will be improving our current programming while adding some additional programming. We are excited to be able to offer additional inclusive programming and look forward to seeing what 2015 brings!

In 2015, we invite each and every resident to participate and enjoy themselves in our recreation activities! In exchange we will continue to create an inclusive recreational culture so every member of our community, regardless of ability can participate in a recreational outlet they enjoy throughout the year.

We are excited about the Recreation Department's accomplishments in 2014 and are optimistic we can meet the challenges of the year to come, with the same dedication and passion that served the department in 2014.



Recreation Maintenance vehicles at Truck Day

BURLINGTON PUBLIC SCHOOLS

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SCHOOL COMMITTEE**SCHOOL COMMITTEE MEMBERS**

*Pictured: Front Row (l to r): Christine Monaco, Vice Chairman; Kristin Russo, Chairman; Hannah Miksenas, Student Representative;
 Back Row: (l to r): Thomas F. Murphy, Jr.; Michael DeSimone; Stephen Nelson
 (not pictured: Recording Clerk, Sharon Gilbert)*

2014 was a dynamic year for the Burlington School System. The Burlington School System is committed to maintaining conditions in which children learn best while accommodating the unique learning needs of each student. In order to achieve this high level of public education, support from the Town is critical. Most of the meetings in the beginning of 2014 focused heavily on developing a prudent budget that reflected the needs of our learners while meeting state mandates and town guidelines. We appreciate the support of the Town Administrator, Town Accountant and Board of Selectmen in approving financial guidelines that allow the Burlington School System to maintain its programs. We further appreciate the diligence of the Ways and Means Committee in reviewing budgets. We are grateful for the approval of the budget by Town Meeting in May. With much discipline, the Burlington School Department budget was below the guideline set forth in both the operating budget and accommodated accounts for FY2014. We would like to recognize the Director of Finance and Operations, Craig Robinson, along with the Superintendent, Dr. Eric Conti, for their tireless effort in meeting the guidelines set forth.

The administration and teachers in Burlington continue to focus on evaluating our curriculum so our students can achieve their highest level of learning. Examples of outcomes from this continual evaluation are the new elementary math and writing programs currently being implemented. The middle school expanded the reading

program in sixth grade with LightSail and looks to carry it into the other grades. The high school continues to adjust its program of studies to meet the learning interests of students and offer a full array of programs, such as adding Introduction to Robotics and Classical Roots of Western Civilization classes.

The 1:1 program has been expanded through grades 1-12. Because of the infrastructure and knowledge of our staff, the Burlington School System was able to pilot the online PARCC assessment last spring. Feedback from teachers, staff and students proved incredibly valuable. Burlington continues to draw many visitors that are interested in witnessing the ways in which teachers are implementing these teaching tools. Not just teachers, but students from elementary through high school have been involved in many conferences showcasing the ways that learning is happening here. The Commissioner of Elementary and Secondary Education, Mitchell Chester, visited Burlington schools twice in 2014 to get a first hand look at Burlington's programs.

In addition to teaching the curriculum, the administration and teachers have spent much time implementing new state mandates. Many of the mandates have had financial and staffing implications on the system. Two examples include new English Language Learners requirements as well as new fingerprinting policies for all employees. Other new regulations, such as the Educator Evaluation, have had an impact on the staff's time. The evaluation process is in its second year. We appreciate the role Assistant Superintendent Patrick Larkin has had in making this a more manageable process for the teachers and staff. During 2014, a three-year agreement was reached with the Burlington Educators Association. The agreement is one that is fair and equitable to the employees as well as the Town. We appreciate the efforts of everyone involved in reaching this three-year agreement.

Financial support from the Town has allowed Burlington to be one of a very few districts in Massachusetts to operate without fees. The lack of fees translates into greater participation for our students as well as enjoyment for our community. The community enjoys many of the programs in which students partake. Theater productions and Marching Band performances are perfect examples. Many of the activities have been recognized locally as well as nationally. The literature magazine COLLAB, the TED-Ed Club as well as many pieces of middle school and high school students' artwork continue to receive accolades. In 2014, the district was named one of the "Best Communities for Music Education," by the NAMM Foundation. This national honor highlights the school committee's goal of educating the whole child and a commitment to the arts as core curriculum.

Our school buildings continue to be accessible to all within the community. The middle school library and other common areas of buildings are occupied almost every weeknight by different clubs and organizations. The tracks, turf fields and gyms are all utilized to the fullest. The committee would like to thank the custodial staff for their efforts in maintaining the buildings. The School Department would also like to thank the Recreation Department for their continued partnership. The school committee would like to thank the parents, residents and businesses of Burlington for their continued support of town services and education. Your support of the library translates into stronger programs and resources for our students. Your support for the DPW directly relates to our school grounds being clean and well maintained. Your support for police and fire provides the peace of mind that our schools have prudent safety precautions in place and are well protected in case of an emergency. These are just a few examples of how important different aspects of the Town are to the growth and development of our children.

Thank you again for your continued support. The Burlington School Committee welcomes your phone calls and emails if you have any questions or concerns.

SCHOOL ADMINISTRATION

School Administration

*Eric M. Conti, M.A., Ed.D., Superintendent of Schools
Patrick Larkin, B.A., Principal, Assistant Superintendent of Learning
Craig Robinson, B.S., Director of Finance and Operations
Louis D'Amato, B.S., M.Ed., Director of Special Education*

Burlington High School Administration

*Mark J. Sullivan, B.A., Principal
Richard T. Sheehan, Jr., B.A., Associate Principal
Deborah Deacon, B.S., Assistant Principal*

Marshall Simonds Middle School Principal

Richard J. Connors, B.S.

Elementary School Principals

*Memorial School, Deborah Dressler, B.S.
Francis Wyman School, Nicole McDonald, B.S., M.Ed.
Fox Hill School, Ellen Johnson, B.S., M.S., C.A.G.S.
Pine Glen School, John Lyons, B.A., M.Ed.*

SUPERINTENDENT OF SCHOOLS

Eric M. Conti, M.A., Ed.D., Superintendent of School

Patrick Larkin, B.A., Principal, Assistant

In 2014 the Burlington Public Schools continued to build on the work accomplished in 2013. Our main focal points continue to be instruction/technology and communication. Mirroring the real world, technology plays an increasing part in the learning happening in our schools, but it is the involved parents, engaged students, exceptional faculty and staff and the continued support of the community which continue to be the most vital components in preparing Burlington students to compete in our shrinking and flattening world.

Our learning focus in 2014 was the continued implementation of the comprehensive changes that are the result of recent state regulations in the areas standards (the Common Core), state assessments (PARCC), evaluation and sheltered English immersion training. All of these new initiatives are being implemented in addition to our existing initiatives focusing on expanding professional development for faculty and staff, improving our physical plants and grounds, and, most importantly, seeing higher levels of student achievement.

Our students at all levels have worked hard and experienced success in the classroom, on stage, in the visual arts, on the athletic fields, and in the community. These student successes are evidence of talented people and effective and well-supported programs. We continue to improve our state measures of student growth at Burlington High School where our students continued to take the MCAS. At the elementary level, our internal benchmark assessments also continue to show growth at all levels in ELA and Math. These varied accomplishments last year can be viewed on the many district blogs.

In 2014 we continue to have in-depth conversations about what learning needs to look like in the 21st century. Our efforts continue in regards to the creation of a long term, sustainable funding stream and plan that will allow Burlington to be recognized as a state and national leader in using technology to enhance collaboration and flexible learning opportunities for students. In essence, we want to stop talking about technology as something extra and to ensure that it is embedded seamlessly into day-to-day tasks as needed. Through all of these efforts, we have been supported by our strong partnership with the town. Specifically, we are officially a 1:1 school district in grades 1-12 with every student having access to their own web-enabled device (an iPad). In addition, the work of our staff helped us complete the largest online test pilot in the country with all of our students in grades 3-10 completing the PARCC standardized test online. It is expected that the PARCC online test (or a similar test) will soon replace the traditional MCAS pencil and paper state assessment. We recently hosted a Massachusetts Department of Elementary and Secondary Education workshop where over 500 educators from all over the state came to Burlington to learn about our successful online testing experience. These 21st century learning environments would not be possible without the infrastructure that was put in place in partnership with the general government of the town and with the support of town meeting.

The district continues to expand the use of our new student management system - ASPEN with online progress reports now available to high school and middle school students and their families. We will continue to transition to online academic progress reporting for all students. We continue to focus on improving our communication with parents by providing web-based access to student information for Burlington families. As our efforts to

improve and expand communication continue, we see continued growth in the number of staff members who are utilizing online blogs, wikis, and webpages to share frequent updates with students and their families. There are currently over 125 staff members using an online space to keep stakeholders informed of the great things happening in their classrooms. In addition to blogs, we continue to implement five extended afternoons to focus on aligning our curriculum to the common core throughout the year. These meetings provide time for inter-school gatherings of teachers and are critical to establishing common expectations across schools and smooth transitions from elementary to middle and from middle to high school.

We continue to offer courses for college credit through our partnership with Bay Path College and Middlesex Community College. Plans are in the works to expand the number of these offerings and to provide the addition of dual enrollment courses (which provide both high school and college credit) for next year. Our goal is to have students graduate high school and be well on their way to an Associate's Degree. Burlington High School was honored two years ago by the College Board for expanding the number of students taking Advanced Placement courses while maintaining a high level of our student performance on the Advanced Placement exams. Our plan is to continue this expansion of advanced coursework without impacting the quality of student performance.

Burlington continues to make progress preparing students for a global economy through curriculum, study-travel (including Italy, Spain, Costa Rica, and China), and a variety of other opportunities. We continue to sponsor student and teacher exchanges with schools in both Cles, Italy and Collado Villaba, Spain.

In addition to the initiatives discussed above, the curriculum office provides support and development for teachers through coordinated district-wide professional development. Our goal is to identify and replicate best instructional practices and deepen content knowledge in order to increase the academic achievement of all Burlington students. As has been the practice for the past few years, four professional development days are stipulated by the school calendar, as well as six extended afternoons. Professional Development days are typically designed to strategically balance district and building-level needs to address individual interests by providing choice. Our opening three professional development days at Marshall Simonds Middle School brought together all of our Burlington Public School educators and offered tremendously diverse sessions, allowing staff members to create their own individual schedules. The feedback from this event was largely positive.

A great deal of our professional development time this year continues to be focused on the implementation of a new model for Educator Evaluation, as mandated by the Massachusetts Department of Elementary and Secondary Education. Outside training has been provided to district evaluators to allow them to become more familiar with the new procedures. A great deal of time has also been provided at individual schools to support teachers. At the elementary level, we are also spending a great deal of time supporting K-5 teachers in the implementation of our new math curriculum. In addition, more than 30 staff members have been involved in coursework outside of the school day to receive their Sheltered English Immersion (SEI) endorsement. This course is another state mandate that all teachers must meet prior to the end of the 2015-2016 school year in order to remain certified.

We are proud to provide our Burlington staff with a wide variety of forums for professional discussions about curriculum learning as we continue to sharpen skills and strive for excellence. We provide experiences both within the district through elementary curriculum councils, middle school team meetings, and high school department meetings and outside of the district through workshops, conferences, and courses. These professional

development opportunities occur during the school day, after school hours, on Saturdays, and during the summer. Burlington continues to boast of long-term relationships with a host of partnerships with outside agencies including Primary Source, Teachers as Scholars, and Massachusetts Computer Using Educators (Mass CUE). By providing a depth of offerings, lesson modeling, and coaching, we foster growth, deepen content knowledge, and mesh assessments with instruction. This level of choice supports the implementation of curriculum and allows for observation of best practices. This in turn leads to increased academic achievement and positive student outcomes.



Pictured clockwise: Burlington High School; Marshall Simonds Middle School; Memorial School; Fox Hill Elementary School; Pine Glen Elementary School; Francis Wyman Elementary School

BURLINGTON HIGH SCHOOL

Mark J. Sullivan, B.A., Principal

Burlington High School enjoyed another productive and rewarding year. Under sunny skies at Varsity Field, the entire BHS community celebrated the graduation of 250 students from the class of 2014. Students and faculty members were widely recognized for their accomplishments. A few examples of our students that were in the limelight are sophomore Mia Celik being named a finalist in the RIT Photo Contest, Junior Kavya Sebastian being Published in the 'Marble Collection', over 40 BHS students exhibited their artwork at Lexington Arts and Crafts Society, Senior TJ Horgan won the League of Women Voter's "Dear Future Governor" Contest, and Rosemary Nabukeera and Patrick Hoarty won a Statewide Speech Competition called 'Massmouthing Stories Live'.

At the conclusion of the school year in June 2014, two veteran faculty members retired from BHS: Athletic Director Mr. Edward Gillis and Math Teacher Mr. Robert McCarthy. New faculty members for the 2014-15 school year are:

Krista Anderson, Business Teacher

Kyle Blanchette, Math Teacher

Christine Conceison, Health Teacher

Angela D'Allesandro, Perm. Sub. Teacher

Breanne Sette, English Teacher

Michael Ress, Science Teacher

Lauren Vigneau, Perm. Substitute Teacher

For the third consecutive year, BHS was named as an Apple Distinguished School. The Apple Distinguished School designation is reserved for schools that have demonstrated Apple's highest vision of a successful 21st century learning environment. The selection of BHS as an Apple Distinguished School highlights its successes in enhancing and extending teaching and learning with thoughtful and innovative implementations of technology. Schools chosen by Apple for designation as an Apple Distinguished School must demonstrate Apple's highest vision of a successful 21st century learning environment, have a strong relationship with Apple, and possess a willingness to do outreach activities. The five best practices of an Apple Distinguished School are:

1. Visionary leadership
2. Innovative learning and teaching
3. Ongoing professional development
4. Compelling evidence of success
5. Flexible learning environment

BHS continues to focus on the use of instructional technology tools to help foster student engagement. Professional development time has been geared toward supporting teachers in the implementation of technology to support student learning. BHS finished its second consecutive year with a rotating schedule, which allows teachers to see students at different times of the day. In addition, parents and students have expanded use of a portal that allows grades and assignments to be seen in real time. With this portal, BHS is moving to an online method of sending report cards and progress reports home to families, phasing out the printing and mailing of these documents all together.

BHS continues to schedule many varied activities and observances that have become highlights of the school year. These annual events include our: September 11th Remembrance Ceremony; September Student Activity Fair; November Veterans Day Assembly and School Spirit Rally; December Holiday Traditions Assembly and Holiday Concert; March NHS Induction Ceremony, Ides of March Concert and Spring Musical; as well as alternate-year Italian and Spanish Student Exchange Programs, and the Junior/Senior Prom.

BHS continues to offer dual enrollment courses with Middlesex Community College where students are able to take courses at BHS and receive both high school and college credit. In addition, BHS articulated an agreement with Massachusetts Bay Community College which allows some students to earn concurrent credit from both BHS and Mass Bay Community College for courses taken at BHS during the regular school day. BHS also offers a number of online courses to students through its membership with Virtual High School. Finally, Burlington High School students continue to perform exceptionally well on the MCAS and AP tests.

The National Association of Music Merchants (NAMM) and the National Association for Music Educators (NAFME) celebrated outstanding Music Education in the Burlington Public Schools when the John Lennon Educational Tour Bus made a stop in Burlington on September 25 and 26. BHS was one of only 7 schools nationwide that was selected and they spent two days exploring Burlington's commitment to assuring access and opportunity to quality Music programs.

Finally, BHS continues to offer a myriad of clubs and athletic activities for its students. Throughout these varied activities our students are consistently recognized for their accomplishments. In addition to fielding some of them most competitive teams in the Middlesex League, our students excel in individual accomplishments distinguishing themselves in track and field. Paul Hogan, Tim Sunnerberg, Matt Ackerman, Eric Salina, Colin Raposo, and Gabriel Arcaro all competed under coach Matt Carr's leadership at the New Balance Nationals Outdoor Track and Field Championships. Junior Ada Wiggins made it to the state semifinals in tennis last spring and Shane Farley was named as a Boston Globe Scholar Athlete and the MVP of the Middlesex League in Basketball.

For the latest news from Burlington High School, please visit my blog at markjsullivan.org.

ART DEPARTMENT

George Ratkevich, Visual Arts Coordinator, Burlington Public Schools

2014 was a strong year for the Art Department; one in which thirteen art teachers in six Burlington schools became a more cohesive unit, with greater opportunity to work together towards common goals. Burlington students were encouraged to look closely and carefully at things. Teachers promoted creative thinking and the generation and development of new ideas. They facilitated different methods of problem-solving, and they promoted the idea that there may be more than one solution to a problem. They promoted a sense of community through collaborative projects, group critiques, and regular informal discussions. The art program helped to answer a young person's need for greater independence, giving students the opportunity, when appropriate, to

generate or modify goals, and to develop their own variations on some projects. Art classes served as a balance to academic classes. Students continued to love the enriching experience of art, and they continued to be more well-rounded for it.

In January, the Burlington High School Art Department hosted its sixth annual Alumni Artist Day. For the past six years, the art department has welcomed back former students to discuss their careers as artists. Alumni who recently graduated talked about their first year at art school, senior college students who were preparing to enter the workforce shared their portfolios, and alumni who were working as designers and artists shared their experiences and day-to-day activities at their jobs. Current art students had a chance to see and ask questions of the alumni. They learned about art careers directly from the artists to whom they relate as members of their extended school community. In addition to connecting alumni with current students, Alumni Artist Day is an event that has connected alumni to one another to share experiences.

Also in January, BHS once again participated in the Boston Globe Scholastic Art Awards. Many middle school students from Marshall Simonds Middle School earned awards. Gold Key winners were middle school students Sarah Owens, Emily Marquis, Eunice Lee, Jessica James, and Benedict Grubner.

The following Burlington High students received individual Gold Keys, Silver Keys, Honorable Mentions and portfolio Gold Keys at the annual Boston Globe Scholastic Art Awards competition. Matthew Chan, Irina Grigoryeva, Michael Guleserian, Alyssa Healey, Jenna Hobgood, Jessica MacDonald, Cameron Miniutti, Gaju Niyonzima, Brenna Tedesco, and Anne Zhang all earned Honorable Mentions. Kailee Abeshaus, Irina Grigoryeva, Michael Guleserian, Courtney Koffink, Kelsey O'Brien, Jeff Turri, and Lina Wu earned Silver Keys. Leoterio Simon Nakaana earned a Gold Key for a photograph. Irina Grigoryeva earned a Gold Key for her portfolio. The Silver and Gold Key-winning art was on display in Boston through the month of March. More than 800 pieces of Gold Key-winning artwork were on display at Boston City Hall. The work of the Gold Key winners went on to the national competition in New York.

The work of several of our students was published in *Collab*, the high school's magazine of writing and art, and in *The Marble Collection*, Massachusetts High School Magazine of the Arts.

In March, the department hosted its forty-first annual exhibition. Hundreds of pieces of work were on display in the high school library and main lobby. The opening reception was held on the night of the high school's Open House and included the high school's second annual fashion show, organized by Mr. Mistler and his Fashion Design students. The show was up until the first week of April.

Also in March, Burlington High School art students entered work in the Sixth Congressional District High School Art Show. The awards were presented on Saturday, March 8 by U.S. Representative John F. Tierney at Montserrat College of Art in Beverly. The following six BHS students exhibited their work: Jovan Sematimba, Stephanie Desrochers, Lina Wu, Irina Grigoryeva, Joseph Prendergast, and Samantha Sheppard. Samantha Sheppard's digital self-portrait was selected as Best in School for Burlington High School. All entries were on display in early March at the 301 Gallery in Beverly.

The following artists from Burlington High School exhibited work in the State Transportation Building in Boston as part of the Youth Art Month Exhibition in March: Keri Cucinotta, MacKenzie Ellis, Ryan Girouard, Irina Grigoryeva, Alison Heffler, Samantha Hovasse, Samantha Poulin, and Brenna Tedesco. Art students in Grades K through 12 from across Massachusetts were selected to display their creative works in the exhibition. The multi-media exhibit was sponsored by the Massachusetts Art Education Association (MAEA) in conjunction with Youth Art Month, a national celebration that emphasizes the value of art education for all children and encourages support for the quality art programs in our schools.

Samantha Sheppard was selected to represent Burlington High at the annual Art All-State Festival at the Worcester Art Museum, where she collaborated with other creative high school juniors as well as professional artists in making large-scale installations. Art All-State is jointly sponsored by the museum, the Massachusetts Art Education Association, the Massachusetts Alliance for Arts Education and the Massachusetts Directors of Art Education. Samantha's participation in the program was generously funded by Burlington's Rotary Club.

The year saw a few exhibitions in the high school's art gallery. Cambridge Street Gallery, located within the high school, is committed to providing exhibition space to BHS alumni artists, community members and faculty. Exhibits included the work of printmaker Randy Garber, a show of student prints, a show of the AP Studio Art from the class of 2014, and the work of Class of 2015 AP Studio Art student Anne Zhang.

All the elementary art teachers held their annual school art exhibitions in May, sharing the wonderful work of all their young artists with their wider school communities. Also that month, the Burlington High School AP Studio Art, Portfolio and Drawing & Painting 2 classes held the reception for their Eighth Annual Portfolio Exhibition. The Exhibition coincided with the Music Department's annual Spring Concert. The Portfolio Exhibition differed from Burlington High's other Annual Art Exhibition (which occurred in March) in that it was predominantly student-organized. Juniors and seniors in the advanced art classes self-selected the work to be displayed, they organized their own personal exhibit spaces, and they were all on hand to discuss the bodies of work they had developed over the past year or more. One long-term effort from each student was on display. Each artist had been working on a Concentration, a series of artworks focused on a particular theme or method, with learning objectives developed by the student. Visitors were able to speak to the artists about their goals and their processes.

Burlington High School students had the opportunity to participate in a five day artist residency with master printmaker Randy Garber. Ms. Garber, a mixed media artist who uses printmaking, painting, drawing and sculpture to visually communicate aspects of the human experience, was a wonderful resource, inspiration and guest. Ms. Garber's work can be found at the deCordova Museum, the Boston Athenaeum, the Boston Public Library, Boston Children's Hospital, and the Governor Baxter School for the Deaf in Portland, Maine, as well as many corporate and private collections from around the country. The residency kicked off with the artist discussing her work in Cambridge Street Gallery. Students learned about the content and meaning of her work. Randy is hearing impaired and she discussed this with students and how it fuels the content of her art. Throughout the next four sessions, Ms. Garber involved students in a variety of printmaking processes using the high school's newly reconditioned intaglio printing press. Both the repair of the printing press and the artist residency were funded through the generosity of the Burlington Education Foundation under the title "Wake Up the Press".

In August, the work of Benedict Grubner was selected for the Art.Write.Now.Tour 2014-2015, a traveling exhibition of art and writing from National Medalists of the 2014 Scholastic Art & Writing Awards. Now in its fifth year, the Art.Write.Now.Tour gives audiences across the nation the opportunity to view the most stunning and original work from the Scholastic Art & Writing Awards. It was curated by notable artist Kay WalkingStick, an alumna of the 1948 Scholastic Art & Writing Awards. The traveling exhibition began its journey in September at the Rhode Island School of Design in Providence and will culminate in an exhibition at the Catskills Art Society in Livingston Manor, New York in February, 2015.

Over forty Burlington students exhibited their work at the Regional High School Art Exhibition sponsored by the Lexington Arts & Crafts Society this November. This exhibit was shared with high school art programs in several neighboring communities, including Arlington, Bedford, Burlington, Concord-Carlisle, Lexington, Waltham and Winchester.

Construction on a new darkroom for photography was completed, and the new studio for the fashion design class is proving a great addition to the department. Two Macintosh labs continue to provide students with exciting possibilities in the computer graphics field. The Digital Arts, Graphic Design, Digital Publishing and Web Design courses continue to utilize the equipment and graphics programs, and art teachers are teaching a good percentage of the photography curriculum course in the labs. Many of the works created in the labs go on to publication as posters, banners, and program covers for the graduation ceremony, the school musical, and the high school's Program of Studies. Several of the artworks that earned recognition in the Boston Globe Scholastic Art Awards were created in this lab. Classes continue to use the Makerbot 3D printer that was funded last year through a grant from the Burlington Education Foundation.

Every fall, the high school art department hosts representatives from post-secondary art programs in the New England region. The representatives presented their programs to juniors and seniors in our advanced classes. Several of our students attended the BSA Architecture/Design College Fair in October and National Portfolio Day in November. Representatives from art programs from throughout the country were on hand to review portfolios, giving honest, direct criticism of our students' work before they would refine it for their actual college applications.

Art teachers dedicated many hours of professional development to the development and trial implementation of District-Determined Measures, as well as to learning new techniques in printmaking. Ms. Christina Chang took a class in AP Portfolio course development at School of the Art Institute of Chicago (SAIC). Art teachers enrolled in professional development opportunities from Teachers as Scholars, Primary Source, which promotes history and humanities education by connecting educators to people and cultures throughout the world, the Art of Ed (online), and Initiatives for Developing Equity and Achievement for Students (IDEAS), a merger of two past EDCO programs ó Empowering Multicultural Initiatives (EMI) and Greater Boston Students of Color Achievement Network (GBSOCAN). This year, Burlington is offering EMI/ IDEAS district-training for faculty and classes.

In November, art teacher Christina Chang accompanied students Marisa Lee, Jovan Sematimba, Jamiru Kasozi, Kavya Sebastian, Ashwini Chauhan, Rima Patel, Jahir Williams, and Minji Kim to the IDEAS Conference at Wheelock College. Their participation was supported by the Burlington Public Schools administration. Initiatives

for Developing Equity and Achievement for Students (IDEAS), a program of EDCO, facilitated a Student Leadership Conference for 11th and 12th grade students from member high schools. The purpose of the conference was to engage students from a range of racial and ethnic backgrounds in conversations on issues of racism, intolerance, discrimination, and allied behavior.

At the high school, Ms. Christina Chang continues to serve as the advisor for Students for Asian Cultural Awareness and advises the Art Club. Ms. Lexi Djordjevic serves as the advisor of the Photography Club, now in its third year. Mr. Keith March Mistler serves as co-advisor for the school's yearbook. Mrs. Joanne Vigneau continues to serve as an assistant softball coach. Mr. George Ratkevich participated in a program review of the Weston Public Schools art department.

Ms. Betty Kerr, art teacher at Francis Wyman, has greatly appreciated the help of Shabari Khaire, a former art teacher from Mumbai, India, who is volunteering with Grade 3, 4, and 5.

The Friends of the Burlington High School Art Department, a new booster club headed by parent volunteer Rosalyn Minassian, organized a number of activities and events throughout the school year. Events kicked off with a raffle to raise funds for the department's scholarship fund, for graduating seniors enrolling in art, design, photography and architecture programs in college. The drawing was held at the high school's 41st annual art exhibition (and 2nd annual fashion show) in March. Ms. Minassian enrolled several corporate sponsors in our efforts, including Salem Five Bank, Panera, b.good, and Orange Leaf.

The department's web presence has become stronger than ever. All high school teachers and many of the elementary and middle school teachers have their own blogs and websites that they use to teach students and to share student work and art-related events. The high school also has its own website, www.burlingtonhighschoolart.org, and a Facebook page

<https://www.facebook.com/burlingtonhighschoolart> . The district art department has a website to be used as a resource for teachers in lesson planning, curriculum development, and evaluation: <http://bpsk12art.weebly.com> . More details on the activities and events noted in this report may be found on one of these sites, or on individual teachers' blogs.

Philosophy

Art is a vital part of every child's development.

Art is a way of understanding one's self, one's society and other cultures.

Art provides the means for expressing and communicating thoughts, feelings, and experiences.

Art education provides the gifts of vision, appreciation, and joy for the student to take into the world.

Art is universal and diverse. It's present in the design of a chair, on a movie screen, in town squares and in city museums. It can be functional, spiritual, beautiful, and expressive at the same time. Visual imagery is one of the most basic forms of communication, a universal language that can be understood across cultures and generations. Long before the written word, there was the drawn, painted, or sculpted image. Art is a record of our culture, and a bridge between the past and present. It gives us a handle on who we are right now, and on what we might

become. It helps us to recognize and appreciate the content and beauty of the world around us, and, in so doing, art strengthens the bond between the self and the world.

Art-making addresses the need to create which is part of the human experience. It engages higher levels of learning through promotion of decision-making, aesthetic and emotional response, and through investigation, interpretation, imagination and problem-solving. Art is a means of self-expression, and one which the individual may find more accessible and friendlier than other avenues. It may be used in combination with these other avenues to clarify, elaborate on, and strengthen the communication of a position or feeling.

The school art room is a forum for testing new ideas, and an environment in which the student has much control over his/her learning experience. Art gives the student limitless opportunities to challenge oneself, and encourages constant self-evaluation. This kind of learning is integral to true self-awareness, to understanding ourselves and to discovering our potential.

With this philosophy in mind, it is our aim to foster the intellectual, emotional, and social growth of our students through continuous, structured, and sequential learning in the visual arts. At the high school level, we connect a study of art history with studio work to enhance the understanding of both. Our teaching methods involve presentation and discussion on relevant artists, art periods and styles. After tackling similar problems in their own class work, students participate in a class evaluation of student work, reinforcing the connection between aesthetics, art criticism, art history, and the students' own art production.

ENGLISH DEPARTMENT

Benjamin Taylor Lally, English Department Head

The English Department continues its mission of preparing students for lifelong learning. Our students continue to succeed on standardized assessments; our English MCAS pass rate remains excellent, and our passing percentage on the AP exams placed Burlington in the top 20 schools in the state.

We welcomed Breanne Sette to our ranks this year, who joined us in a .6 position. She replaced Ethan Feinsilver, who departed after nine years at BHS to pursue other opportunities. Our department members remain a steady part of the extracurricular life at BHS, holding positions as coaches (varsity girls' basketball, and assistant coaching positions in soccer, outdoor track and softball), afterschool club advisors (*Collab*), the Debate team, The Devil's Advocate, The Devil's Playlist (music journalism), Factathalon, the Future Teachers of America, Idle Hands (improv), the Poetry Club, and the Yearbook), and leaders of school organizations (class advisors for the classes of 2015 and 2017).

This year brought in the long-overdue return of summer reading at BHS. All BHS students were required to read a single book over the summer and write a short response, which allowed our classes to start the school year with some of our yearlong themes already underway. For the first year of the summer reading program, we selected a single book: *The Handmaid's Tale* for seniors, *Into the Wild* for juniors, *The Curious Incident of the Dog in the*

Night-Time for sophomores and *Friday Night Lights* for freshmen. The program got off to a good start, as the senior text allowed us to introduce dystopian fiction to our British Literature course, and the sophomore teachers were able to put together a trip to New York to see a Broadway adaptation of their novel. The freshmen and junior options currently stand as the lone required non-fiction texts in our curricula. We plan on expanding the reading options for students in the future. This year also featured both the final year of our participation in World Book Night, which is no longer running in the U.S. as of 2015, and our first-ever read-a-thon, in which students, faculty and staff raised money for the Ferguson Public Library by pledging to read for 45 minutes during their study hall or free period on December 15, 2014. With the support of the Burlington community, and led by BHS English teacher Judy Crossman, we raised over \$1,100 for this fine cause. Collab, the school's literary magazine, was awarded the Highest Award in a contest run by the National Council of Teachers of English, making it the top-rated literary magazine in Massachusetts. Only 26 magazines in the country earned this rating. Following the Art Department's lead, we have urged our student writers to submit their work to the prestigious Scholastic Writing Awards, and in our first year, we sent along the works of fourteen of our students to be judged in the competition. We look forward to reporting the results next year. We were also excited this year to see former English teacher Kathy Dalton mentioned in the acknowledgements page of Amy Poehler's debut book, *Yes, Please*. It's been a literary year for us – even more so than usual!

We are now in our second year of our three-year plan to improve the literature required by our core courses. This year, the British Literature course (for seniors) relinquished its World Literature component to the sophomore curriculum, and brought the study of British Literature into the 20th century. We introduced *1984*, *Frankenstein*, and *A Modest Proposal* to the course, as well as short unit on poetry. Our sophomore course completed its two-year reconstruction with the introduction of *Persepolis* as a core text. This addition becomes the first time BHS has taught a graphic novel (a novel that tells its story through art and text) as a core text, and the variety of voices and perspectives that we teach our sophomores is greater than it has ever been. These changes complete the changes to our core texts, and we aim to introduce more changes to our optional texts next year. Our writing program remains a strength; our 2014 MCAS writing scores were six percentage points above the state average, our 2014 SAT writing scores place us in the top 25% in the state, and our AP passing rate is at 97% over the past three years. Even still, we are aiming to improve our writing instruction. Our American Literature teachers have completely rebuilt the writing component for that course, eliminating the American Literature term paper along the way, in order to diminish the significant leap in skills that we had been asking students to make entering their junior year. Our students now progress more gradually from an emphasis on paragraph structuring in grade 9 to a polished critical term paper in grade 12. This change completes the most recent modifications to our four-year writing curriculum at BHS.

In our electives this year, we introduced *Introduction to Film and Media Studies*, a course that examines how students can examine film and other visual media. This class replaced our Media Production classes in our curriculum. In its inaugural year, the class immediately became our second most popular of all of our electives. We also launched our *Writing and Reading Lab*, a non-leveled elective where students receive additional help with their essay writing and their reading comprehension. This elective is also open to students who need assistance, but do not have space on their schedule to take the full elective; students may walk in for help at any time throughout the year, much like the writing labs at the college level. These new courses were the first additions to our course offerings since we unveiled our *Young Adult Fiction* and *Creative Writing: Poetry* classes in 2012.

Our departmental webpage (now www.bhsenglish.com, formerly www.bhsenglishdepartment.com) continues to serve as a way for students and parents to see exactly what is going on in our classes, through course syllabi or the listing of homework assignments. Parents can also use the site to learn about general departmental information, as we post information about our field trips, our 9th annual Poetry Out Loud competition, book recommendations from staff and students, and our curricular changes. We also use the site to post our students' accomplishments in English courses or in literary matters.

It has been an exciting year to be a part of the English Department at BHS. I look forward to reporting back next year.

FOREIGN LANGUAGE DEPARTMENT

Renee B. Dacey, Foreign Language Department Head

The Foreign Language Department offers students a rigorous and challenging curriculum in French, Italian, Latin and Spanish. The goals of language study are to become proficient in the areas of listening, reading, speaking, and writing in the target language as well as to develop a deeper appreciation of other cultures. In order to graduate from Burlington High School, a student must complete two consecutive years of the same language. All languages have a complete sequence of study through the 5th year. However, Spanish offers an Advanced Placement course in place of year five.

This school year, the Foreign Language Department welcomed back Italian teacher Ilaria Hoerle to BHS. Ilaria enjoys teaching her Italian students cultural norms pertaining to various Italian regions. Furthermore, Spanish teacher Tara Sullivan's book Golden Boy received recognition from the National Council of Social Studies and was put on the notable books for young readers list.

Foreign Language teachers continue to investigate resources that improve students' listening, speaking, reading and writing abilities in the classroom. In October, Italian teachers Ivana Gentile and Ilaria Hoerle attended the annual Massachusetts Foreign Language Association's conference. They collaborated with several Italian teachers and were able to review current teaching materials that will enhance the Italian curricula. Most notably, Latin teacher Gregory Stringer was invited to present at MaFLA's conference. His presentation, titled "Becoming Immersive: Putting SLA Theory into Practice in the Latin Classroom", highlighted his teaching practices in his Latin classroom that focus on active and communicative methods. In addition, French teacher Susan Price started a graduate program in Special Education from Northeastern University. Susan continues to incorporate the techniques that she researches into her French and Spanish classes.

This academic year, the Foreign Language department provides opportunities for students to engage in the language and culture by traveling abroad. In February of 2015, BHS Spanish students will travel to Collado Villalba, Spain with Spanish teachers Daniela DeSousa and Christina Walton and Associate Principal Deborah Deacon. Students have been fundraising for the trip by selling chocolate bars and are planning a restaurant

fundraiser event. Additionally, Latin teacher Gregory Stringer is spearheading a trip to Rome with The Paideia Institute for BHS Latin students during spring break in April.

Students are not the only participants in foreign travel. BHS collaborates with Italy's *Istituto Pilati* in a teacher exchange program. In February 2015, BHS Instructional Technology teacher Jennifer Scheffer will travel to Italy to co-teach technology classes for two weeks. Subsequently, in March 2015, BHS will welcome Italian teacher, Luca Crociani, who will co-teach with Jennifer and stay with Burlington employees and host family, Rosemary Camacho-DeSousa and José DeSousa.

Lastly, language clubs continue to donate to various causes. Spanish Club, with the help of the Italian, French, and Latin Clubs, contributes food donations to the YWCA Fina House in Lawrence. In addition, they organized a school supply drive for the YMCA in Waltham.

MATHEMATICS DEPARTMENT

Brian D. McNeill, Mathematics Department Chairman

The Mathematics Department has continued its mission of preparing students for lifelong mathematical competence and sound logical reasoning skills. Now in the fourth year of our one-to-one iPad initiative, the continued integration of technology into the classroom has provided our staff with countless resources and a vast array of teaching tools.

The 2014-2015 school year saw the full implementation of the Introduction to Calculus course. A semester-long course, Introduction to Calculus gives students pursuing a four-year post-secondary degree an excellent foundation on which to build during Calculus I in the first year of college. In addition, the Math Department is excited to continue our partnership with Middlesex Community College by offering our Honors Calculus course as a dual enrollment opportunity. Students who meet the requirements may enroll in Honors Calculus and receive credits towards a Burlington High diploma, as well as transferable MCC credit. Changing the course from a semester to a full year has proven beneficial for students, as many have achieved requisite scores for dual enrollment credit.

This past January saw Michael Fryman leave BHS when a career opportunity for his wife lead to his family moving to The Netherlands. In Mr. Fryman's absence, Mr. Kyle Blanchette joined us from Wilmington High School on an interim basis. I'm quite pleased to say that Mr. Blanchette has now joined us in a full-time position for the 2014-2015 school year. A passionate educator, Mr. Blanchette has transitioned seamlessly into his role as full-time teacher and has shown evidence that he is more than capable of working collaboratively with the other twelve members of the department.

The Mathematics Department continues in its leadership role - both curricular and extra-curricular - at Burlington High School. Now in my fourth year as department chairman, I am quite proud to have the opportunity to work with a talented staff toward maintaining and improving the level of mathematics instruction at Burlington High School.

HIGH SCHOOL GUIDANCE DEPARTMENT

Joseph Attubato, Support Services Coordinator

MISSION

The mission of the Burlington High School Guidance Department is to support the academic, career, and personal/ social development of all Burlington High School students. Through individual and group counseling and collaboration with school, home, and community, we foster responsible decision-making. We strive to help students realize their full academic and personal potential as lifelong learners and global citizens. The Guidance Department, through the use of varied counseling techniques, work with students to identify and remediate problem areas as well as to help them develop appropriate educational/career goals and courses of action to achieve those goals.

The Guidance Department model has changed over the past several years. We now have a guidance counselor that works primarily with special education students. This was not a new staff addition, but a modification of our previous structure. In addition to the special education counselor, we have four guidance counselors and one school adjustment counselor, who is also an L.C.S.W. (licensed clinical social worker). Having an adjustment counselor on staff has allowed us to be more proactive when handling, and dealing with, student and/or family social/emotional issues. Furthermore having a special education counselor has allowed us to have a person that works directly with the special education process which has helped to stream line the communication process.

Given that we have noticed an increase in social emotional issues the school adjustment counselor has been instrumental in coordinating our new öBridgeö Program, now in its second year. This is a therapeutic program designed to assist students transitioning back to a regular academic caseload.

The Guidance Department is still in the process of meeting our two department goal set last year. Our first goal was new territory for the BHS Guidance Department. Each counselor taught a lesson to grade nine students in the fall. We were very excited about completing this new activity last year, and have just completed the process again this year. The goal of this lesson was to heighten awareness around transcripts and academic support. We also plan to follow up with grade nine students in the spring to ascertain if students retained any of the information we provided in the lesson. Our second goal pertains to sophomores. We plan to have very focused meetings with sophomore students and help them to identify career interests. Our goal with this approach is to help students identify strengths and weaknesses thus helping to better develop post secondary plans. We plan to use a variety of data to assist with this process, including our college software program Naviance.

Theresa Cavanaugh continues in the role of school registrar, while Patty Lewis continues as the Guidance Secretary. Together they have allowed the Guidance Department to function at a very high level in terms of efficiency, which has allowed counselors to have more time with students.

The Guidance Department continues to expand the web-based management system, called Naviance, which allows students to complete many of the tasks associated with selecting a college, major, and career. This year many teachers are using the program to upload letters of recommendations as well. The counselors now utilize a personality profile for students so they are able to make informed choices on careers and college major. In

addition, students can develop four year academic plans, upload various documents and connect to a myriad of resources. Parents also have access to the program. Naviance has allowed the scholarship application process to be more manageable for students and parents. Naviance has given the Guidance Department the capability to submit transcripts on-line. Using the on-line transcript function has allowed us to save time and money on mailings. In an effort to continue our community outreach the BHS Guidance Department has added an additional Guidance Blog called "College Snapshots". This blog profiles colleges around the New England area visited by BHS Guidance Counselors. This allows the BHS Guidance staff to stay relevant on college admission expectations. The Naviance program has been introduced to eight graders, and the goal is that eight graders will now have the option to complete a personality assessment in order to better help them choose future classes and/or a future college major.

The Guidance Department continues to expand our parent breakfast series. We plan to host a breakfast 8 out of the 10 months of the school year. We plan to continue with the breakfast series due to such high attendance rates. A new breakfast was added this year around stress and anxiety. Many parents had the benefit to hear about how students can better understand and manage stress. The Guidance Department has added a new planning night. We will now offer three separate planning nights for BHS students/parents. The first is designed for senior college planning, the second for junior college and academic planning, and our third, newly created planning night, will be academic planning for freshman and sophomores.

The Guidance Department hosted representatives from nearly seventy colleges and technical schools who spoke to interested students regarding admission requirements, costs and financial aid information during conferences at the high school. This year Burlington High School will once again be a site for FAFSA Day Massachusetts. This is a nation wide effort that allows parent and/or students to receive free assistance filling out financial aid forms.

The 2014 Burlington Community Scholarship Foundation in conjunction with Burlington High School, produced highly successful results. One hundred seventy-five donors contributed to the 2014 program. Three-Hundred and ninety-one Scholarships, totaling \$312,700 were awarded at the presentation ceremonies. Our deepest gratitude is extended to the local individuals, civic groups and business organizations that contributed to the scholarship program. Since 1988, eight thousand and fifty eight scholarships totaling \$6,762,340.00 has been awarded to the graduates of Burlington High School.

Profile of the Class of 2014 (as reported in June of 2014)	Students	Percent of Class
Size of Graduating Class:	254	
Number of Students Continuing Education:	238	93.8 %
Number of Students Seeking Employment:	7	2.8%
Number of Students Entering Military Service:	6	2.3%
Number of Students that took a year off:	3	1.1%
Continuing Education Information:		
Four-Year Baccalaureate Programs:	199	78.3 %
Four-Year Public In-State Institutions:	75	29.5%
Four-Year Private In-State Institutions:	67	26%
Two-Year Associate Degree Programs:	36	14.1%
Two-Year Public Institutions:	36	14.1%
2014 CEEB Test Summary:		
90% of Class that took the SAT Exam:		
Mean Critical Reading Score: 520	Mean Math Score: 534	Mean Writing Score: 519

TESTING STATISTICS 2014			
# of SAT Scores in a Given Range	Reading	Math	Writing
700-800	12	19	14
600-690	38	49	33
500-590	86	74	93
400-490	69	67	59
300-below	24	20	30
SAT Subject Mean Scores:	24	20	30
Biology M: 680	Biology E: 634	Math Level II: 715	Math Level I: 674
Chemistry: 684	US History: 710	Literature: 631	

Seven students were commended for the 2014 National Merit Scholarship Program. Two-Hundred and one students took a total of 364 Advanced Placement (A.P.) exams for college credit. Fifty-Three students were recognized as Advanced Placement Scholars for their performance on the 2014 Advanced Placement Examinations. One student was recognized as a AP National Scholar. Thirteen students were recognized as AP Scholars with distinction, ten members were recognized as AP scholars with honor, and twenty-nine members were recognized as AP scholars.

MCAS Test Results Summary:

Beginning with the Class of 2003 all students must pass both the MCAS English Language Arts Test and the MCAS Mathematics Test prior to receiving a high school diploma. Beginning with the Class of 2010 all students must also pass the MCAS Science test in addition to the MCAS English Language Arts Test and the MCAS Mathematics Test prior to receiving a high school diploma.

Testing results upon graduation for the Class of 2013:	
Passed the English Language Arts test:	254 students or 100 % of Class
Passed the Mathematics test:	254 students or 100 % of Class
Passed the Science test:	254 students or 100% of Class
2012 Initial Testing results for the Class of 2014:	
Scored either proficient or advanced on the English Language Arts test:	97 % of Class
Scored either proficient or advanced on the Mathematics test:	90 % of Class
Scored either proficient or advanced on the Science test:	77 % of Class

This information is published on the Massachusetts Department of Elementary and Secondary Education Web-site.

BURLINGTON SCIENCE CENTER

Wendy Pavlicek, Sean Musselman

The Burlington Science Center enjoyed another year of exciting science! Here are some of the activities conducted this year to make öScience Come Aliveö in Burlington Public School:

Classrooms and Community:

- An auditorium program called öMay the Force be with youö was held at each elementary school. This program focused on Newton's laws of motion, gravity, friction and electromagnetism. The highlight was a pencil cannon that pushed a pencil through a block of wood.
- The largest Sunflower Contest was held this year. All Burlington Elementary students had the opportunity to enter by sprouting seeds in their classrooms and then growing their sunflowers over the summer. The tallest sunflower winner was Benjamin Parrillo from Kindergarten at Pine Glen School (12.5 feet) and largest seed head was Amber and Camryn Hill at Memorial School (18 inches).
- Sean Musselman and 3rd grade teacher Jane Lynch presented at the National Science Teachers Association Conference in Boston. They shared their science meets social studies curriculum called öConnecting STEM and American History through Water Wheels.ö
- The Science Center coordinated with master gardener, Peter Coppola, to act as a liaison for the completion of

the Burlington Community Garden located behind Francis Wyman School. Several classrooms used the garden as part of their curriculum this past year.

- The Fox Hill PTO and Burlington Science Center teamed up to host an incredible evening of fun science and learning. This “Science Night” was a huge success, as over 300 students and family members came out to explore, engage and socialize as a community.

The Science Center collaborated with several boy scouts for guidance with the completion of their Eagle Scout projects. These projects included owl nest boxes at the elementary schools, a kiosk for the community garden and animal enclosure work at the center.

The Science Center continued its goal of providing high-powered science education to the Burlington Public Schools via the following activities: chick and frog hatching, live animal visitors, field trips, life science programs, physical, earth, and engineering science programs.

BURLINGTON SCIENCE DEPARTMENT

Peter Nassiff, Science Department Head

The Burlington High School Science Department had an excellent year. This year sophomores were allowed to take AP Biology, a college-level course, and seven out of eight passed with an average score of 84% with 85% being the top score. Because of this excellence, the department has revised its curriculum for next year to allow more sophomores and juniors to take AP science courses. Overall in AP Biology, 77% (out of 58) passed the exam and receive college credit. In AP Chemistry, 90% passed (out of 18) with 40% receiving a 5. In AP Environmental science, 40% passed, and in AP Physics C, 70% passed the mechanics portion of the exam. Overall 84 students received college credit. In the science MCAS exams, 98% of our students passed.

Ms. Wendy Czerwinski and Dr. Peter Nassiff published another paper in the prestigious Journal of Chemical Education. Ms. Czerwinski and her classes won the gold medal in the National Mole Day Olympics in October. Wendy introduced the Mole Olympics completion at the BCCE this summer and enticed 21 schools internationally to compete.

The department hosted the regional Northeast Section of the American Chemical Society’s Education Night in October where over 100 teachers attended. Dr. Nassiff was a consultant for the DESE in chemistry and wrote and coordinated the chemistry regional Ashdown examination in April where two of our students, Manas Purohit and Michael Seleman were qualifiers for the US Olympiad Team. Mr. Michael Ress, who previously taught biology for four years at Leominster High School, replaced Gina Baer who moved to Illinois.

SPECIAL EDUCATION DEPARTMENT

Christina Cicolini, Special Education

The program for special needs students continues to be effective in identifying learning problems while offering in-depth special needs support and academic diversity for those students with disabilities. In the 2014/2015 school year, inclusion courses were maintained in the areas of English, Mathematics, History and Science for freshman and sophomore classes. In these courses special education teachers provide direct support and service to students in mainstream academic classrooms.

To help junior and senior students transition to post secondary goals, academic support continues to help students identify learning strategies and gain skills to advocate for themselves and their needs. Bridge support continues to grow and be an effective program to help support students who need assistance with emotional disabilities.

This year, we have added a social symbolism course for students who have been identified with weaknesses in social/pragmatic skills and difficulties with executive functioning the opportunity to develop such skills and generalize these skills outside of their classroom.

SOCIAL STUDIES

Todd Whitten, Social Studies Department Chairman

This year the Social Studies Department was introduced to the College, Career and Civic Life Framework (C3 Framework), which calls upon teachers to examine their teaching for better integration of civics, geography, history and economics through the use of rigorous inquiry.

Most of the members of the Department attended the National Conference for Social Studies, which was held in Boston from November 20-23 at the Hynes Convention Center. A major focus of the conference was on this national initiative, which will impact the way Social Studies is taught across the country. While there, they heard from national figures, like Ken Burns and Eric Foner, and from teachers who were presenting their best practices, and from professors presenting their latest research in all the fields of Social Studies. All who attended felt that the conference left them feeling energized and inspired.

This year, the department has welcomed the interdisciplinary course Classical Roots to its list of electives, and next year the department plans to offer two new electives: Reasoning and Argumentation, an interdisciplinary elective offered in conjunction with the Math Department, and Advanced Topics in Social Studies. Finally, this year the department began to examine the sequence of courses offered and skills taught at both the high school and the middle school levels. The department continues to maintain a blog at BHSSocialstudiesdepartment.com, and a twitter feed at @BHShistory.

DEPARTMENT OF ATHLETICS

Edward L. Gillis, Athletic Director

The Burlington Athletic Department has had another successful year because of its wide variety of athletic programs and its ever increasing number of student athletes. The programs receive great support from the student body, the community, and the school administration.

With the adoption of Burlington Public Schools policy with regard to concussions in 2011, all Athletic Department Coaching staff must be certified by NFHS and have a certificate on file in the athletic office prior to the start of their season. The Athletic Department also follows the MIAA laws regarding coaching certification. The winter season saw competitive play and an overall winning season.

- **Baseball/Softball:** The Boy&øs Baseball Team, this year led by Senior Captains Jim Goober and Chris Sharpe finished with a record of 7 and 11. Softball had a record of 16, 2 and 0 led by seniors April Adams and Kayla Sheldon. They won the Middlesex League Freedom School title and went on to tournament play losing to Dracut.
- **Basketball:** The Boy&øs Basketball team was lead by Senior Captains Shane Farley, Mickey Lyons and Christien Morneweck finishing 13 and 9. They moved on to tournament play winning in the first round against Malden Catholic and then losing to New Mission. The Girl&øs Basketball Team was lead by Junior Michaela Mazure, and they finished 8 and 12.
- **Cheering:** The Competition Cheering Squad led by Michelle Rigoli and Samantha Maida had a great season finishing first in the Middlesex League again
- **Football:** The Football team lead by Captains Justin Burge, Chris Pappas and Chris Conte ended the season with a 2 and 9 record.
- **Golf:** The Golf Team was lead by Brian Daly and Dean Landry. They ended the season with a 9 and 5 and 1 record sharing the Middlesex League Freedom Title with Wakefield.
- **Gymnastics:** The Boy&øs Gymnastic Team lead by seniors John Brown and Joe Sateriale, finished with a 3 and 3 record coming in third in the State Meet. The Girl&øs Gymnastic Team, lead by senior, Victoria Boermeester, finished with a record of 5 and 2.
- **Hockey:** The Boy&øs Hockey Team was lead by seniors, Joey Scali and Adam Crowley and finished 10, 4 and 8. They went on to tournament play losing to St. Johnsø Shrewsbury losing in the first round. The Girl&øs Hockey Team was lead by seniors Jordan Mathieson, Krista Toscano, Allie Hardy and Nicole Tsatsarones, finishing 13, 4 and 1. They went on to tournament play making it to the quarter finals for the first time in program history. Field Hockey finished 4, 9 and 3 led by Michaela Mazure and Kristina Ayanian.

- **Lacrosse:** Boys Lacrosse led by Ryan Doherty and Billy Poirier finished 9 and 11. Girls Lacrosse led by Jordan Mathieson and Allie Hardy finished the season with a 3 and 12 record.
- **Soccer:** The Boy's Soccer Team, lead by Senior Captains Brendan Claflin and Jake Moreira finished 6 and 9 and 3. The Girl's Soccer Team, lead by Amanda Flaherty and Ariana Rivera finished with a 4, 12 2 record.
- **Swimming/Diving:** Ben Aulenback and Dan Conley led the Boy's Swim Team to a 0 and 5 season record. Girl's Swimming and Diving finished 1 and 8, led by Jillian Ghio and Emma Jones.
- **Tennis:** Boy's Tennis led by Senior Captains, Lawrence Yu, Nick Fahey and Scott Barrett finished 14 and 3 winning the Middlesex League Freedom Title for the third year. They continued on to tournament play losing to Concord-Carlisle. Girl's Tennis was lead by Eleni Pesiridis and Anjalie Seereeram and finished with a record of 11 and 5 winning the Middlesex League Freedom Title. The girls qualified for tournament play winning Bedford and North Andover before losing to Concord-Carlisle in the semi-finals.
- **Track:** The Boy's Indoor Track Team finished 5 and 0 winning the Middlesex League Freedom Division Title for the third consecutive year in a row. Jacqueline Akerley, Shauntel Farland, Kaitlyn Gilberg, Nicole Hardy and Michelle Lytje led the Girl's Indoor Track team, finishing 5 and 0 winning the Middlesex League Freedom Division. The Girls Track team finished 5 and 1 winning their first ever Middlesex League Freedom Championship. **Cross Country:** Boy's Cross-Country, lead by Kevin O'Connor, Colin Raposo and Tom Taranto finished 4 and 3 and the Girl's, led by Kim Boyle, Alex Demeo, Carly Gillis and Erin Hardy finished 2 and 5.
- **Volleyball:** Girls Volleyball was led by Lexi Bonavita, Nicole Costa and Hannah Miksenas and finished the season with a record of 11, 9 and 0. The girls moved on to tournament play winning in the first round against Greater Lowell before losing to Melrose.
- **Wrestling:** The Wrestling Team ended the season with a record of 10 and 15 sharing the Middlesex League Freedom Championship.

The Athletic Department would like to congratulate all the athletes for their hard work and dedication and for making this past year such a success.

HIGH SCHOOL LIBRARY

Susan Kelley DiSanto, Librarian



Over the summer, the BHS library transformed its space in front of the circulation desk. Tall bookcases were removed, walls were painted, and rugs installed. With the addition of soft seating, students now have a new "Lounge" at the library. The BHS Lounge offers a cozy seating space for students and can be configured to accommodate a group. Side tables are the perfect height for chromebooks, iPads or textbooks. Students love using the space to connect with classmates, brainstorm a project, study with a group, or just for a comfortable place to read and relax. Teachers have brought smaller classes to the Lounge for intimate class discussions and colleagues use the space after school for faculty book discussions, or to collaborate on upcoming events. Everyone in the BHS community visits the Lounge to read, reflect and connect.

The library now houses The Help Desk. The old computer lab in the back of the library was transformed with new rugs, paint, and furniture. With Mac computers and wall mounted Apple TVs this new, bigger and better space allows Ms. Scheffer to work with a greater number of students. Plans for a Maker Space, using the library office are being discussed. Ms Scheffer and the librarian went to a workshop at the new Maker Mill in North Andover. Makerspaces are enrichment spaces that encourages creativity by exploring new technologies, creating designs and making and inventing, in order to spark creativity and learn. In libraries these makerspaces often have 3D printers, software, electronics, craft and hardware supplies and tools. Some of our students are really excited about this possibility.

The librarian acts as a mentor to our new librarians, John Carroll at Marshall Simonds Middle School and Meghan Carney at Pine Glen Elementary School. Connecting with them once a week she helps them acclimate to their school culture, discusses their individual and district goals, and works on curriculum.

We are grateful for another \$500 donation from the Rotary and Interact Club. This donation continues to help update and maintain the World Peace and Understanding bookshelf.

The library provided copies of the required summer reading books in all formats; print, digital and audio. The library media center continues to meet the research needs of all students and staff by providing technology, print and non-print resources that support curriculum projects while ensuring students are effective and responsible users and producers of information. We look forward to another successful year.

MARSHALL SIMONDS MIDDLE SCHOOL

Richard J. Connors, Principal

2014 was a year in which students, teachers, parents and the Burlington community enjoyed the educational benefits of the new school renovation and addition. The expanded use of technology that included iPads for all students, a multiplicity of teacher blogs and expanded parent-teacher communication opportunities enhanced the middle school curriculum. The new Library-Media Center became a meeting place for state conferences, town meetings, special events and school presentations. Students enjoyed new lockers, larger school corridors, a state-of-the art athletic field, well-equipped science labs and bright, attractive classrooms. The physical resources now available to middle school educators and students provide a stimulating atmosphere for creativity and learning.

The middle school culture continued to be identified by educational initiatives that addressed the academic and developmental needs of adolescents. Required reading in grades 6, 7, and 8, varied instructional strategies, award winning recognition for student artists, a full exploratory program, four foreign languages and academic teams in the areas English language arts, math, science and social studies contributed to a strong foundation for learning.

The flexible schedule in place at Marshall Simonds furthered the development of innovative practices that contributed to experiences beyond the classroom. Students and Citizens of the Month, a *Scholars* Brunch, Math Olympiad, Math Prep, Homework Clinic, Robotics, and Photography Clubs, Activity Block, Assemblies, Intramurals and Field Trips are examples of growth experiences that make the middle school years memorable.

The use of common planning time for teachers, team meetings, curriculum meetings, curriculum emphasis forms, inclusion specialists, newsletters, Back to School Night, Open House and grades 5 and 8 transition procedures contribute to the middle school emphasis on staff collaboration and parent communication. Most importantly, Marshall Simonds maintains a teaching staff skilled in the ability to understand relate to and work with students of this age group.

Throughout 2014 the middle school aligned their school initiatives to further District priorities in the areas of curriculum, technology, communication, facilities and business management operations. This goal was furthered by placing an emphasis on new educator evaluator regulations, realigning the curriculum to reflect Common Core standards, our compliance with the Department of Justice's mandate regarding Sheltered English Immersion training for teachers and a pilot of the new state assessment test, (PARCC) Partnership for Assessment of Readiness for College and Careers.

The School Council members encouraged the adoption of the Aspen Student Portal. Every student at M.S.M.S. now has a portal login and is able to check their grades online. The Aspen Family Portal is also being implemented to give parents their own Aspen account. Council members gave their support to the expectations of the Common Core, curriculum coordination, professional development, improved student achievement, increased opportunities for students with unique talents, the expanded use of technology and community events that highlight school goals, student work, program initiatives and community service projects.

At the conclusion of the recent school year Paula Panagiotopoulos, a grade seven English language arts teacher and Program Coordinator at Marshall Simonds retired. Mrs. Panagiotopoulos taught middle school students for 27 years. Parents, teachers, administrators and students will miss Paula's strong work ethic, enthusiasm for learning, dedication, leadership and contributions to the growth of middle school programs and practices. It is expected that she will move on to an active and fulfilling life filled with physical activity, reading , volunteer work and grandchildren.

Finally it is my strong expectation that student learning and achievement will remain as the foundation for school improvement at Marshall Simonds Middle School. Meaningful professional development, administrative leadership, teacher collaboration and a strong emphasis on student teacher engagement experiences will contribute to this goal.

GOALS: The Middle School Council assumed an active role in supporting the improvement of learning, parent communication and the attainment of School and District Goals. School Council members included:

Richard Connors	Principal
Noreen Abati	Team Leader
Ceil Bova	Teacher
Marie Chesnick	Teacher
Dee Lane	Parent
Tom Lee	Parent
Lisa Scarfo	Parent
James Duffy	Community Member
Mildred Nash	Community Member

FOX HILL SCHOOL

Fox Hill School, Ellen Johnson, B.S.,M.S.,C.A.G.S

Members of Fox Hill School value a sense of belonging, connection, persistence, perseverance, grit, teamwork and effort. We believe that every child has the potential to reach their ultimate goal when these values are represented in teaching through our thoughts, words and actions. Members of Fox Hill School work hard to connect and to develop a positive personal relationship with every child under their care, every day. Members of Fox Hill School also work to cultivate a child's interests, their strengths, their goals and work to minimize their academic and social needs. Children who attend Fox Hill School love their school, love their teachers and are overall genuinely happy and positive students, this is an excellent example of true educational success on several levels. We believe our students' sense of belonging to their school is a direct result of strengthening a culture and an environment where respect, kindness, safety and responsibility is expected and celebrated every day. This year our school theme, "Celebrating Growth & Success," espouses our beliefs and ensures our growth towards achieving excellence in our students and in ourselves.

Our school theme, "Celebrating Growth & Success" acknowledges "what is right with our children," what is right with our school, and "what is right with education and teaching." During the 2014-2015 school year the Fox Hill School community is working to acknowledge and celebrate the little things as well as the grand things because it is all right there waiting for us to notice those things, to embrace those things and to celebrate them together. Our biggest celebration is noted in our effort and ability to successfully implement a positive school-wide behavioral and academic system that ensures everyone is working together to achieve the same goal to strengthen responsibility, kindness, safety and respect in all Fox Hill School members. An example of how we are working to be responsible, to be kind, to be safe and to be respectful is captured in Fox Hill School's main lobby.

Every child selected a value to focus on for improvement and how they were going to accomplish that during this school year. This commitment is proudly shared in our expectations to "Be the One" for Being Responsible, Being Safe, Being Kind and Being Respectful posted in the main lobby. This commitment is also evident and shared at our grade level assemblies designed to facilitate a child's sense of *Belonging*, their *Spirit of Adventure* and their sense of *Accomplishment* by acknowledging the value and uniqueness of each child, by encouraging students to take healthy learning risks and by acknowledging and celebrating students' work efforts. In addition, the principles of *Responsive Classroom* are used to teach and to positively reinforce school-wide and classroom expectations that also promote respect, responsibility, kindness and safety throughout Fox Hill School.

Every morning teachers participate in "Morning Meeting," designed to start off the school day in a positive way, provide a personal connection between teacher-student and student-student and strengthen the sense of *Belonging* felt at Fox Hill School. Every classroom and in all main areas student friendly posters are displayed that state expectations and remind everyone what we are striving to accomplish at Fox Hill School. The purpose of our theme "Celebrating Growth & Success" reminds us to live in the moment and to celebrate the little things that matter, a smile, a hug, a compliment, a favor and the not so little things such as compassion, empathy, respect, understanding, acceptance and trust for each other.

Another celebration at Fox Hill School is the 1-1 iPad implementation for students in grades 1- 5. Every student in those grades received an iPad to further engage them in learning complex, rich and meaningful subject matter. Students in kindergarten have access to iPads that motivate and engage them to take on more meaningful and challenging learning experiences independently. Finally, our most unique accomplishment and an additional reason to celebrate was the success of Fox Hill School's Garden. The idea for a garden began slowly and with the support of Fox Hill School's parent community our garden flourished beyond our imagination. We raised money and support to prepare the garden site, to build raised beds, to add soil, to lay stone, to plant seedlings and to make a fence. We also purchased garden essentials and created a summer garden schedule to tend to our garden. As a result, our garden flourished and yielded cucumbers, tomatoes, broccoli, and beans for several of our school lunches!

Fox Hill School's *Response to Intervention Model* of instruction continues to be a strong and successful framework that ensures all students' reading and math needs are met in a timely way. In June 2014, 82% of all students were identified as meeting grade level expectations in the core curriculum. 18% of students received Tier 2 Supplemental Instruction to ensure educators were working to close the learning gap and to ensure students were meeting core curriculum expectations. Those students who required intensive supplemental instruction were closely monitored, their achievement and their growth was analyzed for the purposes of responding appropriately

to their needs. Fox Hill School has a highly successful Problem-Solving Team model that is designed for this work to occur for individual students that need it and to work collaboratively and closely with parents that facilitate a student to make expected academic growth. Fox Hill School is very proud of its work with students using the *Responsive to Intervention* framework and we anticipate continued student success.

The 2014-2015 school year experienced several changes to its teaching and support staff and we welcomed many new staff members to Fox Hill School that possess the potential to foster our students' growth in new and challenging ways. At the start of the new school year we welcomed Ms. Jessica Greene, guidance counselor, Mrs. Heather Wood, fourth grade teacher, Mr. David Daley, fourth grade interim teacher, Ms. Jocelyn Christopher and Mrs. Mary Davis, kindergarten instructional assistants, Ms. Emily Jackson, RTI tutor, and Ms. Kristina Christie, Ms. Natalie Stone and Mr. Eric Shannon assigned as Fox Hill School's permanent substitutes. It is also with great pleasure to welcome Mrs. Kristen Downie as our new Fox Hill School secretary and Mrs. Maryann LaPierre as our part-time secretary. These staff changes bring much value and joy to Fox Hill School.

Fox Hill School continues to serve approximately 350 students attending kindergarten through grade 5 in 23 classrooms with an average class size of 16 students per classroom. Fox Hill School has an updated library media center, a computer center, a spacious art room, two music rooms, a large gym and ample space for support services that include a vibrant special education department, and ELL, literacy and math resource programs. During the summer of 2014 improvements to the building and grounds continue to be a priority at Fox Hill School. Over the summer our access road was paved and we are awaiting a new roof, a new parking lot and a new boiler expected to be completed during the summer of 2015. Finally, the last remaining classrooms were freshly painted creating a fresh, bright and clean school throughout Fox Hill School.

Fox Hill School continues to provide students with many varied after-school opportunities that promote continuous learning and enrichment. Fox Hill School offers Homework Clinic, Math Olympiad, Math Wizards, Fractions, Decimals and Percents, Geometry Club and an After-School Writing Club. This year Fox Hill School offered a new after school opportunity for students to create and write a "Fox Hill School Newspaper." Additionally, at the request of fifth grade students Fox Hill School has created an enrichment opportunity during the school day called the Audio-Visual Club. This enrichment opportunity provides students with an opportunity to use technology in ways that are meaningful to them and is a springboard for creating a student-managed "Help Desk" that can support the efficient use of technology throughout Fox Hill School. Fox Hill School continues to work in partnership with Burlington High School to implement the High School Mentoring Program at Fox Hill School. BHS students serve as role models who mentor Fox Hill students after school. This high school mentor program has provided elementary students with additional academic, social and emotional support that enhances their sense of *Belonging*. Our PTO is a vibrant group of parents who continue to be an integral part of our school community and give us reason to celebrate every day. As a result of the PTO's hard work and support for Fox Hill School the PTO provided Fox Hill School with a new student event called the "Fox Trot" which encourages students to get out and exercise and help others in the process and a new family event called the "Winter Festival" that promotes community and support for Fox Hill School. The PTO and each parent's contribution provides supplemental funds of approximately \$17,000.00 a year. These supplemental funds provide Fox Hill School with extra and special student opportunities such as field trips, author visits, the Grade 5 Reception and the care and maintenance of the Fox Hill Garden.

The Fox Hill School community welcomed the addition of a Fox Hill School After-School Program coordinated by Mrs. Donna Sullivan. This program utilizes the cafeteria and the gym and provides a long anticipated service to approximately 60 Fox Hill School and Pine Glen School families. This After-School Program has been highly successful and it has been a wonderful addition to the Fox Hill School community. The After-School Program has contributed to our ability to be successful for children thereby creating another opportunity for everyone at Fox Hill School to celebrate together!

GOALS AND STRENGTHS: While our primary charge and responsibility is to educate the children in the Fox Hill district, members of the Fox Hill teaching staff recognize the importance of ensuring a safe environment and building and strengthening positive relationships with the Town of Burlington, the School Committee and Central Office Administration. Members of these groups are considered to be a part of our extended Fox Hill School family and each group has significantly contributed to Fox Hill School's success. *Belong Together, Work Together; Succeed Together* is celebrated and owned by every member of the Burlington Community!

FRANCIS WYMAN ELEMENTARY SCHOOL

Nicole McDonald, Principal

The year 2014 has continued to offer numerous opportunities for change and growth within our school community here at Francis Wyman Elementary. After 7 years of dedicated leadership as the Principal, Mrs. Susan Astone accepted the opportunity to become the district RtI Coordinator allowing her to extend her expertise in elementary curriculum to all four of the elementary schools within Burlington. This provided the opportunity for Nicole McDonald, Assistant Principal and Team Chairperson, to become the new Principal of Francis Wyman starting with the new school year in September. Other staff changes included the retirement of Maria DiTucci, special education tutor/inclusion specialist, and Carolyn Gennaco, IT Specialist, whose expertise we continue to benefit from as she has remained at Francis Wyman to support our technology program on a part-time basis throughout the year. The passion and commitment each of these professionals demonstrated to students and staff alike will be greatly missed. New tutoring staff hired to support our continued RtI model include Kori Bedard, Jen Baxter, Janice Guiendon, Caitlyn Byers, Phillip Savoy, and Kathy Fitzgerald who have quickly become essential members of our collaborative teaching team.

A milestone was reached this year with the full implementation of 1:1 iPads across all grade levels at the elementary level. The students, teachers, IT specialists, and district support personnel have fully immersed themselves in collaboratively developing high quality instructional opportunities that allow students to extend their learning beyond the traditional paper/pencil tasks. Classrooms have embraced these tools to promote literacy, showcase students' published works, learn computer programming, and capitalize on the research tools available to them in order to extend and enrich every student's understanding of the common core curriculum standards.

Francis Wyman School continues to promote its CARES motto, which reinforces positive behavior and promotes a school wide culture of respect, compassion and acceptance. CARES coupons are distributed as a reward to

students who demonstrate compassion, accomplishment, respect, enthusiasm or self-reliance and can be offered within the classrooms or throughout the common areas of the school. In addition, this year the symbol on the CARES coupon has changed to a pirate ship to reflect the implementation of Dave Burgess' Teach Like a Pirate professional resource being incorporated within staff development opportunities. This acronym, amongst other things, encourages teachers and specialists to be Passionate, Analytical, Transformational, and Enthusiastic in their teaching each day in order to promote a higher level of engagement and a life-long love of learning for all students. The new pirate theme has provided Francis Wyman with creative opportunities to promote school spirit, incorporate thematic reading and writing assignments, and reinvigorate the staff to think creatively and collaboratively while implementing the PIRATE motto.

All staff members at Francis Wyman are committed to fostering high academic standards and closely monitor each student's progress to insure that all students are meeting their true potential. In addition to providing a high level of academic support, Francis Wyman continues to support the development of the whole child. Our team of specialists available to us here dramatically increases the opportunities for students to grow physically, musically, and artistically. This year the band program has expanded to include over 60 students within the 4th and 5th grade classes participating in instrumental music lessons. In addition, under the direction of Laura Berger, violin lessons have been introduced to our 3rd grade students and currently 26 students have taken advantage of this new opportunity to learn how to play. The musical performances and artistic displays shared with our families throughout the school year are a testament to our talented and creative students and staff.

Artists in Residence programs also continue to thrive at Francis Wyman with the continued generosity and support of our PTO. This year, Sharon Levy, an artist specializing in clay worked for several weeks with the 3rd-5th graders helping them to mold and design clay masterpieces that were later fired in our own school kiln. In addition, at the 1st and 2nd grade levels Michael LaFosse, an Origami expert, shared his talents and helped the younger students create 3-D works of art such as boats, flowers, boxes, and animal figures while sharing some of his elaborate creations all designed from a single sheet of paper! The PTO's tireless efforts to support the creative arts programs as well as the field trips that offer true experiential learning opportunities for all grade levels is a testament to their commitment of our students expanded learning opportunities.

Other collaborative community efforts that are in evidence here at Francis Wyman include the Bridges Program and the Community Garden. The Bridges Program, an inter-generational program that matches seniors with 4th grade students, has expanded to three 4th grade classrooms. The curricular lessons allow for students and seniors to share stories, life lessons, and skills while building an increased awareness of each other's needs and rewarding personal relationships. Also, this year students in 1st grade had the opportunity to work with Peter Coppola, a master gardener and Burlington resident. Under his guidance, the classes planted seeds in the spring in the new community garden ideally located behind Francis Wyman, and harvested their crops as they returned to school in September. This gave students a real life opportunity to witness the fruits of their labor and gather their seeds to prepare for the next season of growing! In addition, Francis Wyman School was once again the honored recipient of the Educational Alliance Math and Science Grant from ExxonMobil Corporation. This \$500.00 grant will be used to support our school's goal to better utilize the community garden by purchasing tools, seeds, and non-fiction curriculum resources that will be accessible to all students. Thank-you to our community partners for supporting these innovative community-learning opportunities!

This year the students and staff set out on a mission to select a school mascot for Francis Wyman School. After many opportunities to gather input from all members of the school community, the final tally indicated that a Falcon would be the new mascot to represent our school. Since then, students have created and submitted drawings to represent our new logo and the design is currently in the final stages of development with the help of some expert help of our own district graphic artists. The entire school anxiously awaits the final rendering of the Francis Wyman Falcon, which will be revealed soon after the New Year!

Once again, Francis Wyman School is fortunate to have an active and supportive school community of students, teachers, staff, families, and area business partnerships that make our school shine within the Burlington community. We continue to strive to be a school that is recognized for high achievement as well as a school community that CARES!

MEMORIAL ELEMENTARY SCHOOL

Deborah Dressler, Principal

In September 2014, the new Memorial Elementary School opened its doors for the fourth year to approximately 450 students. Our student population includes families with long standing roots in Burlington as well as newcomers from countries around the world. We welcomed families from Israel, Uganda, France, Russia, Japan, Korea and India this year. We are a proud community that embraces our cultural diversity and focuses on building tolerance and broadening our understanding of the global world we are part of.

As I enter my second year as principal of Memorial School, I remain grateful for the opportunity to build on the strong learning community that I joined last year. We have stayed busy continuing initiatives that started last year and launching some new ones as well. Our students participated in the new PARCC (Partnership for Assessment and Readiness for College and Careers) test this past spring. The district played a key role in implementing this new computerized assessment and currently serves as a model for other districts in the state of Massachusetts and beyond. Our district technology and data team and building based technology staff worked tirelessly to provide our students with a state of the art delivery of this important Common Core aligned assessment. Thank you for supporting this effort as we maximize the use of all technology devices in the district.

Memorial School was the proud host to the Math Madness Tournament this spring. This tournament showcased student mathematical thinking and knowledge. Twenty-five math teams from around the state joined in the tournament and Memorial School students placed third overall. A talented group of fourth and fifth graders this past year placed in the top ten percent of students in the country working within the Math Olympiad Tournaments. Thanks to the leadership of Mrs. Val Burns and Mrs. Tara Olshaw for challenging our Memorial students to build strong math problem solving skills in and out of the classroom.

Another important initiative that we are working on is the implementation of a Positive Behavior Intervention and Support system (PBIS) for Memorial School. The district has a very successful working partnership with Dr. Greg Hanley, who has worked with teachers in designing and implementing PBIS systems in their classrooms.

Our whole school PBIS system is meant to enhance the hard work that teachers have done in addressing behavioral expectations for all students. Our core values at Memorial are; Be Responsible, Be Respectful, Be Safe, Be Kind.

The new teacher evaluation system is in its second year of implementation. The staff at Memorial School has created extensive portfolios of their evidence to meet the four standards (Curriculum Planning and Assessment, Teaching All Students, Family and Community Engagement and Professional Culture) outlined in the new teacher performance rubric. In addition, teachers have created professional learning goals and student growth goals to meet the focused needs of students in their classroom. It is the goal of the new teacher evaluation system to build the capacity of all teachers to meet the ever increasing demands on student learning. Lifelong learning is a critical part of being a successful teacher in Burlington Public Schools.

Memorial School is fortunate to be staffed with both master level educators who have many years of experience and talented and energized young educators who are building impressive pedagogy skills. This year Mrs. Sandra Coates retired from her kindergarten classroom. Mrs. Coates was an important member of the kindergarten team. Her professionalism and endless dedication to her students will be missed, but we are happy for her to enter a new phase in her life with her husband, children and grandchildren. We were fortunate to have Mrs. Ashley Patella joins us from the Pine Glen School as her replacement. Mrs. Patella brings an abundance of talent and positivity to her kindergarten classroom.

Memorial School suffered a great loss this summer with the death of one of our beloved second grade teachers, Mrs. Suzanne Siegel. Mrs. Siegel was an integral part of the Memorial School family and her loss has left a hole in the heart of our community. We feel fortunate to have Ms. Curly Santullo join the second grade team this year. Ms. Santullo has been an experienced kindergarten instructional assistant at Memorial School and was very familiar with the second grade curriculum having covered maternity leaves last year. Ms. Santullo has been a wonderful addition to the second grade team.

We have added to our ELL (English Language Learning) teaching staff due to the retirement of Mrs. Suzette Jones this year. Mrs. Jones proudly served our ESL (English as a Second Language) students for many years at Memorial School. Mrs. Sahr Moussa and Mrs. Lilly Guttenplan have joined us to continue her rich tradition of supporting students who are learning English as a second language.

Although Memorial School is only four years old, we continue to use every inch of this beautiful building. One of the changes that took place this past year has been the creation of an RtI room. As you know, Response to Intervention (RtI) is an important model of instruction in Burlington. RtI allows us to assess every student using Universal Screeners and provide specific supports that are targeted to get all students on grade level. This newly dedicated space has created a focused area for all students and teachers to build strong reading and math skills.

Thanks to the generous support of the School Committee, Dr. Eric Conti and Mr. Craig Robinson, Memorial School has a new fenced in playground. The beautiful iron fence was installed this summer and has addressed the many safety concerns we had with our students enjoying recess in a defined space away from moving vehicles. It is wonderful to see the community enjoys this new enclosed play space when school is not in session.

Student success is directly connected to the home-school partnerships we create. We are so fortunate to have Mrs. Laura Vittum and Mrs. Susan Shultz lead an active PTO group at Memorial School. The PTO executive board and many parent volunteers work all year to bring our school community fun filled activities. We started the school year with hosting approximately 600 students and family members at the annual Halloween party. In January, Pizza Movie night brings out a large group of students for two movies in the cafeteria and gym areas. In March, a favorite evening event for parents, Toast to Memorial, takes place. This event includes a silent auction and brings together teachers and parents as we raise thousands of dollars for Memorial School. The pancake breakfast and art show is a Spring favorite event that showcases all the artwork completed by Memorial students throughout the year and gets many parents busy cooking and serving pancakes and breakfast treats in the cafeteria. The family picnic in June is an annual event that brings the Memorial school community together in the upper field for a fun evening of games and food to celebrate the end of a successful school year. Thank you to all our parent volunteers who commit endless hours to make Memorial School the best school in Burlington!

PINE GLEN SCHOOL

John Lyons, M.S. Ed.. Principal

We have continued to receive communication from other administrators and teachers interested in the great learning taking place at Pine Glen Elementary School. There is tremendous interest from other districts in incorporating Pine Glen's pedagogical practices - in particular in the areas of the utilization of technology to increase student engagement, Response to Intervention (RtI), and our great instruction focused on higher order thinking skills. Commissioner Mitchell Chester witnessed and made the same observations during his visit to Pine Glen this past spring. I feel fortunate to work with such an amazing faculty and great students.

I must thank our custodial staff for their stellar work in making the school a clean and safe environment for students to learn. Also, teachers spent many hours this summer and throughout the school year preparing their classrooms to be clean, warm, safe, and inviting places to learn.

We were fortunate this summer to have undergone a major renovation of the main office. This change made our school an even safer place to learn as well as enhanced our building. I would like to thank everyone in Burlington for their support. This renovation helped us continue to make safety the number one priority at Pine Glen Elementary School.

This fall we are also very excited to introduce more iPads to our current supply at Pine Glen Elementary School. The 1:1 iPad Initiative expanded this year to include second and third grade. This has allowed Pine Glen to be a 1:1 iPad school from first to fifth grade. These instructional tools provide for opportunities to enhance student engagement, higher order thinking, and employ critical thinking skills.

We continue to utilize a highly researched Multi-Tiered System of Supports (MTSS) often referred to as Response to Intervention (RtI) with staffing. A MTSS/RtI approach has allowed us the capacity to best draw upon our staff to address individual student needs and the Common Core Standards. This affords teachers the

opportunity to work with a narrower teachable range, provide interventions, and maximize efficiency. This is not leveled instruction. We are providing flexibly grouped reading instruction that changes based on data. We continue to use an online universal screening to focus our instruction and provide interventions for students. Likewise, the curriculum we adopted last year for math (enVisionMath), writing (Explorations in Nonfiction Writing) and our blended literacy approach have also specifically allowed us to address the Common Core Standards. What has helped most to address the Common Core Standards is the incredibly talented and kind teachers at Pine Glen Elementary School. It is one of my greatest joys during my daily walk-through's whether in the classroom or hallway to have a student describe the excitement and jubilation he or she experienced in learning that day.

I am incredibly grateful to the Burlington community for the investment they make in their children. Resources such as Response to Intervention tutors, a school psychologist that is building based, reading specialist, and interventions, as well as the technology to run them, have provided us with the means to challenge and see students excel at their individual levels.

We enthusiastically welcomed many staff to new roles and positions this year. Although not new to Pine Glen, Nicole Sunderland, who was our permanent substitute, became a special education instructional assistant, likewise Elizabeth Merlino, who was a substitute for Pine Glen last spring, became a Response to Intervention Tutor (RtI Tutor). In addition, Cassandra Apruzzese, Kristen O'Meara, and Alysse Janes joined our staff as special needs instructional assistants. Elizabeth Normandin, Kristen Popma, Sean Wittbold, and Jessica McCarthy joined our staff as RtI Tutors. Amanda Lane became a full time fifth grade teacher this year. In addition, Michele Mills, who was a special education instructional assistant, became a first grade teacher. Michelle Ardizzoni joined us as our Technology Integration Teacher along with Megan Carney as our Library Media Specialist in the Library and Technology Center (LTC). Lauren Zanotti became the new guidance counselor. Denise Calvino joined Mrs. Gosselin in the main office. Ms. Lormand, the school psychologist, was married this summer and became Mrs. Perry. Complementing our new hires was Sarah Brothers as the permanent substitute.

I wish to thank the PTO for all their assistance. They have done tremendous work in providing student enrichment, organizing school social events, community outreach, and assistance to the teachers. PTO membership dues have helped to reduce the cost of bus transportation for field trips, provide for an amazing Field Day, enrich our Library Technology Center, and provide support for community events like the Halloween Dance, Turkey Trot/Walkathon and the Winter Carnival, to name just a few. The PTO continues to serve as the best source in which to volunteer and be active in our school community.

I am incredibly thankful to the all the residents of Burlington for continuing to provide us with the financial means to attract and retain the highest caliber of teachers, technology, and resources to differentiate instruction for all learners. It is because of this support we can continue to create a lifelong love of learning for everyone in our Pine Glen Community. Thank you very much for the opportunity you entrust us with everyday in providing instruction to your children!

MUSIC DEPARTMENT

Submitted by: John A. Middleton-Cox, Performing Arts Director

Music Department Staff

<i>Jennifer Agati</i>	<i>Pine Glen</i>	<i>General Music, Chorus Director</i>
<i>Laura Berger</i>	<i>System wide</i>	<i>General Music, Strings Director</i>
<i>Jennifer Calhau</i>	<i>Fox Hill</i>	<i>General Music, Chorus Director</i>
<i>Jeanne Coroniti</i>	<i>Fox Hill</i>	<i>General Music, Chorus Director</i>
<i>Kerry Gendron</i>	<i>Francis Wyman/MSMS</i>	<i>Instrumental lessons and Band Director</i>
<i>Jonathan Granger</i>	<i>BHS</i>	<i>Chorus Director, Musical Theatre</i>
<i>Matthew Lovell</i>	<i>BHS</i>	<i>Band Director, Music Theory</i>
<i>Kate McMahon</i>		<i>Administrative Assistant</i>
<i>Marcia Medvitz</i>	<i>MSMS</i>	<i>General Music, Symphonic Band</i>
<i>Andrew Mullen</i>	<i>MSMS</i>	<i>General Music, Chorus Director</i>
<i>John Middleton-Cox</i>	<i>System wide</i>	<i>Performing Arts Director</i>
<i>Mark Napierkowski</i>	<i>System wide</i>	<i>Instrumental lessons and Band Director</i>
<i>Andrea Niu</i>	<i>Memorial</i>	<i>General Music, Chorus Director</i>
<i>Lindsey Peabody</i>	<i>Francis Wyman</i>	<i>General Music, Chorus Director</i>
<i>Amanda Potts</i>	<i>Francis Wyman</i>	<i>General Music, Chorus Director</i>
<i>Jennifer Rzasa</i>	<i>Memorial</i>	<i>General Music, Chorus and Strings</i>

2014 was a rewarding year in the department. The Burlington Public Schools Music Department was recognized by the National Association of Music Merchants (NAMM) as a "Supportive Community for Music Education." In addition, after submitting a winning video contest, we were chosen as one of seven districts across the country to host a two-day residency with the John Lennon Educational Tour Bus and to host a web cast forum panel discussion. This event helped to shine a spotlight on the work that our teachers and students do every day in the classroom. In response to this recognition, our district received several citations from State and Federal Senators and Representatives as well as from our own Governor Deval Patrick.

In addition, our Department was featured on the CBS WBZ Radio segment, "Hitting the High notes" with Mary Blake. Mrs. Blake visited the BHS Marching Band and the Fox Hill School and did a story about our music department. This radio story, winning video, citations and much more are available on the Department blog, burlingtonmusic.wordpress.com

In 2014, Laura Berger's position was increased to full-time to support the growing string program. Now, all four elementary schools have a string program. Starting in third grade, students have the opportunity to take up the violin, viola or cello. Small group lessons and an ensemble rehearsal are offered. This is similar to our long-standing band program. Burlington can finally join the surrounding communities and proudly say that we have a string program.

This year, in our elementary schools, we have begun to coordinate our "District Determined Measures" or DDMs. As required by the state, this is a great opportunity for our four elementary schools to get together and formalize our shared curriculum and outcomes. Many fruitful conversations have occurred during our

Professional Development Days. While we can now say that every student across the town will have certain required standards in music, we still encourage our teachers to bring their own special interests into the curriculum. The fourth and fifth Grade Chorus and Band presented the annual Spring and Winter Concerts with great success.

At the Marshall Simonds Middle School, Rayna Parry, Patrick Creedon, Mark Czerwinski, Michael Fazio, Joseph Viscione, Isabella Alessi, Mia Campbell, Shrija Ghandi, Laura Harder, Julia Hovasse, Emily Ovensen, Diana Sears and Daniel Xue were accepted into the Junior District Music Festival Ensembles. The MSMS Symphonic Band and Select Chorus participated in the Great East Festival and received gold and platinum awards respectively. The school year culminated in an awards ceremony for both the Band and Chorus.

At Burlington High School, Eric Salina and Crystal Curran were accepted into the Senior and Junior District Band and Chorus respectively. Four BHS students won the UMass Lowell NAfME Composition award. Congratulations to Jill Daniels, Dan Rooney, Jahir Williams and Ryan Ostlund. Their pieces were presented in a special concert at UMass Lowell on April 6.

This year, the BHS Marching Band proudly wore their new uniforms. The Band grew to over 120 students including the Color Guard and Dance Squad. Mr. Matt Lovell celebrated his 30th year at BHS. Mr. Sullivan and the Music Boosters honored his service with a bench and plaque that will be installed in the spring.

The BHS Chorus and Select Singers participated in the Great East Music Festival. Both groups received a platinum metal. Congratulations to Mr. Granger for achieving such outstanding recognition in his first year. The Department hosted two music festivals. Our students acted as the stage crew and were able to go and observe groups from all over New England perform for judges. In April, the Select Singers traveled to New York City and performed at Carnegie Hall as part of the Manhattan Concert Productions National Festival Chorus.

The annual All-Town Band Concert was held in March. This involved over 350 band students from grades 4 - 12 playing for their parents and friends in the BHS gymnasium. This provides a great perspective of the growth and development of eight years. The audience heard the 4th and 5th grade bands play, the MSMS Bands, and the BHS Band. The evening also included sectional rehearsals by instrument. This event continues to foster a sense of pride and accomplishment for the upperclassmen while motivating many younger players to continue practicing so they sound like the High School Band.

BHS produced the musical *Grease*. With over 3,700 tickets sold, the event has become a beloved community tradition. The musical brings together 100 students as the cast and crew. The fall play was *Almost Maine*. The school presented to over 400 people.



In July, the Burlington Educational Summer Theatre, (B.E.S.T) produced *Cinderella*. This year, BEST brought in a guest director from New York, Warren Scott Friedman. With Warren's vast experience, including working on Broadway, the level of achievement was higher than ever. The BEST Workshop reached a record number of students. Director Erin Lane and Rebecca Farnum helped young actors polish their performing skills in this two-week program.

Finally, it is with gratitude and appreciation that we acknowledge the support of the parents, administration and the community. This support is essential to maintain a strong program in the arts.



Burlington High School Marching Band 2014/2015



Burlington High School Select Chorus 2014/2015

ATTENDANCE MONITOR

Debra P. Miller, Attendance Monitor

The function of the Attendance Monitor is the enforcement of the Department of Education regulations pursuant to compulsory school attendance. Children between the ages of 6 and 16 years are required to be enrolled in a public, private, or school committee approved home-schooled program. Daily attendance is monitored. Telephone contact is made with the home when notification of absence by the parent has not occurred. Habitual tardiness and absenteeism result in further intervention by the administration and appropriate action is taken. Parents are encouraged to help their children maintain regular and timely attendance so necessary for the achievement of academic success.

Every child shall have a right to attend the public schools of the town where he or she actually resides. It is the responsibility of the Attendance Monitor to check residency for any student that is believed to be living outside the school district and all residency affidavits of children living with a Burlington resident within the school district.

Students between the ages of 14 and 18 years seeking part time employment may obtain employment permits from the Office of Special Education. Permits are issued specifically for the work positions stated on the certificate. When a student seeks another position, a new permit must be obtained. The Attendance Monitor has signing privileges and assists in maintaining records pursuant to student employment. The Department of Labor and Industries publishes a booklet providing information relative to child labor laws affecting students' employment. Copies of these booklets are available to students in the Office of Special Education.

Students out of school ten days or longer due to medical purposes are provided with home / hospital tutorial services. It is the responsibility of the Attendance Monitor to obtain a Physician's Statement for Temporary Home or Hospital Education filled out and signed by a Physician. This form is kept on file and needs to be updated every six weeks. The Attendance monitor assigns a tutor to work with the student and oversees the hours of service and length of services provided to each student.

The Attendance Monitor acts as the designated school district Homeless Education Liaison required by the McKinney-Vento Act. This role is to assist homeless students enroll in school and to ensure they receive the educational services for which they are eligible. The liaison is also responsible for maintaining all records and submitting annual data to The Commonwealth of Massachusetts Department of Education.

The Department of Education requires that Spring and Fall Statistical Reports be filed each year. With the implementation of No Child Left Behind and changes in both state and federal law, there continues to be significant increases in the amount of data that the school department must submit on an annual basis.

SCHOOL NURSES

Anne L. Azarian, BSN, RN, School Supervisor of Nurses

“We know that students need to be healthy to learn. School nurses play a vital role in making sure children are healthy and ready to learn.” Arne Duncan, Secretary, U.S. Department of Education

The Burlington School Nurses continue to achieve their goals of providing excellent nursing care to all the students and staff of the Burlington schools. The seven Burlington schools have an enrollment of over 3,700 students and a staff of over 400 people. The nurses work tirelessly with the utmost professionalism giving the best care and support to the students, families and staff.

We have continued to improve our skills with our computerized health care program called SNAP, ensuring more accuracy in recording the visits to the nurses' offices. Through this program, we recorded over 30,300 visits to all seven nursing offices for the 2013-2014 school year. These numbers reflect visits from students, staff, and families. Most of the students that visited the nurses' office returned to class to continue their studies and a small percentage were dismissed. There continues to be an increase in the medical needs/interventions in our schools with some students. We have students who have diabetes, seizure disorders, cancers, cardiac conditions, life-threatening allergies; students who need tube feedings; students who need suctioning (because these students have tracheostomies), to name a few medical issues. We provide Epi-Pen training to all staff members at the beginning of each school year. We follow the guidelines of the Massachusetts Department of Public Health, monitoring mandated immunizations, annual hearing, vision, heights, and weights. We work with the Physical Education Department to complete scoliosis screenings for Grades 5-9. To promote and coordinate the provision of optimal care for our students, we consult with other town departments such as the Board of Health, Police and Fire Departments, as needed.

Our Burlington School Nurses hold current licenses as Registered Nurses, by the Commonwealth of Massachusetts and by the Department of Early and Secondary Education. We are grateful for all continued assistance provided to us by parents, the entire school system and the Burlington School Committee.

SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT

Ten-member Regional School Committee that governs the District are

Donald Drouin and Glenn McIntyre from Bedford

Kenneth L. Buffum, Chairman, and Paula McShane Lambert, Vice Chair, from Billerica

Paul V. Gedick and Robert Gallagher, Secretary from Burlington

Patricia W. Meuse and Michael Kelley from Tewksbury

James M. Gillis and Robert G. Peterson, Treasurer, from Wilmington

Recording Clerk, Karen Faiola

Charles Lyons has been Superintendent/Director of the District since 1987

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2014 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 44th anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

Shawsheen Valley Technical High School (SVTHS) is one of 26 regional vocational technical school districts in Massachusetts. One thousand three hundred eighty-nine (1,389) high-school students were enrolled in SVTHS's day school programs in October of 2014, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2014, SVTHS graduated 331 seniors. Sixty-nine percent of the graduates planned to attend college or other post-secondary schooling in the fall. Twenty-six percent of the students intended to continue working in their trade with another 2% working in another field after graduation. In addition, 3% entered the armed forces.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs one hundred forty-four (144) full-time teachers as well as eleven (11) paraprofessionals. Of those full-time teachers, thirteen (13) are department chairs, and fifteen (15) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

Academic Programs

Pre-eminent MCAS Growth Scores. The Median Student Growth Percentiles (MSGP) is a statistical measure of student growth between grades eight and ten—arguably the most important single score in the MCAS analysis. The Massachusetts Department of Elementary and Secondary Education (DESE) collects MSGP scores in ELA and Mathematics. In the Spring of 2014, SVTHS ranked fourth in ELA and twenty-third in Mathematics among all Massachusetts secondary schools for whom the DESE reported tenth-grade growth scores. In response to these extraordinary achievements SVTHS was recognized as a “Dream School” by the Boston Globe in September of 2013.

Continued Level-1 Status. Resulting in part from this observed growth, SVTHS convincingly maintains its level-one status at a time when the number of level-one schools is in decline. In 2014, 424 schools received the level-1 rating, representing just more than a quarter of all schools rated statewide, according to this year's MCAS data. That is down notably from 510 schools two years ago, when the state introduced the five-tier rating system for school performance.

Curriculum Revision. In compliance with course-content changes promulgated by the Massachusetts Core Curriculum and in anticipation of specific modifications in state-mandated testing aligned with those changes, SVTHS completed its 3-year phase-in of College Preparatory courses—each aligned with Massachusetts Core standards and each offered at three levels of ability in grades 9 (Algebra 1), grade 10 (Geometry) and grade 11 (Algebra 2.)

The ELA curriculum has been revised to include a greater emphasis on persuasive writing in response to informational text. In parallel fashion, the Social Studies Department has implemented a strong writing-across-the-curriculum component that requires persuasive written response to primary-source and other documents.

New Staff. In the Fall of 2014, Kristen Chebook and Jennifer daSilva joined SVTHS's Mathematics Department. Both are veteran practitioners who joined the SVTHS faculty from the Billerica school system. The addition of Ms. Chebook and Ms. DaSilva facilitated the reduction of teacher-student ratios especially in the newly implemented level-2 and -3 classrooms, where small ratios are critical elements of effective instruction.

Technology Improvements. As a component of a thoughtfully-planned capital-budget process that pays close attention to academic resources and evolving needs, the installation of ceiling-mounted LED projectors, interactive white boards, and mimio technology continued throughout the building.

Summer School. In the summer of 2014, the SVTHS Summer Program enrolled 110 students from ten surrounding school systems in 24 courses offered in grades 7-10. All courses were on-site, face-to-face offerings that provided the frequency and depth of teacher interaction necessary and predictable for students attempting (a) to recover credit for courses that they previously failed, or (b) to earn College-Preparatory credit by upgrading courses in which they were enrolled during the regular school year.

Clubs and Organizations

Classes. Culminating a yearlong series of successful social events and fundraisers, each of the four classes held memorable formal and semi-formal events. Under the direction of their co-advisors, Jason Tildsley and Greg Bendel, the senior class planned and enjoyed an elegant first-ever prom at Gillette Stadium. Junior-class advisors Angela Caira and Beverly Robinson held a gala prom at the Westford Regency. The sophomore class, advised by Stacy LaBella and Catherine Peterson, collaborated with the Freshman class, advised by Marygrace Ferrari and Maria Baker, on the annual Spring Fling semiformal, which was held at the school.

The Fifteenth Annual Shawsheen Turkey Bowl—the much anticipated flag-football game between the junior and senior girls—was once again a successful holiday event, which raised donations of cash and food for local

charities. For a second consecutive year, the Class of 2014 emerged with the victory and bragging rightsô this time after senior Carpentry student Kennedy Harper scored the decisive safety in the waning seconds of the game.

Literary Magazine. For the seventh consecutive year, Shawsheenôs literary magazine, *Ramblings*, received awards for excellence by a major educational organizationô including the New England Scholastic Press Association (NESPA) affiliated with Boston Universityô College of Communication, and the American University Scholastic Press Association. These distinguished awards recognize the special talents of the SVTHS students who supplied the content and designed the layout of the annual publication under the supervision of Ms. Stacy LaBella of the English Department and Mr. Doug Michaud of the Technical Illustration/Commercial Art shop.

School Newspaper. In a model school-wide collaborative effort, Ms. Kerry O'Brien of the English Department, Mr. Michael Azevedo of the Design and Visual Communication Shop, and Mr. Tom Struthers of the Graphics Art shop produced six editions of the *Rampage* that presented the school yearôs major events in artistic design and thoughtful narrative.

National Honor Society. Under the advisorship of Shannon Becker of the English Department, the SVTHS chapter of the National Honor Society inducted 31 eleventh and twelfth graders in March of 2014 during its 24th annual induction ceremony. The keynote speaker was Mrs. Gail Poulten, the founding NHS advisor and a retired member of the SVTHS English faculty. Throughout the year, members of the Honor Society thoughtfully and enthusiastically participated in a broad array of community service and participated in team-building activities at various outdoor sites.

Student Council. The Student Council continued its energetic paper-recycling program throughout the year under the direction of faculty advisor Ms. Ellen Mountain. In 2014, Ms. Mountain continued the Councilôs recently-expanded efforts to recycle plastic, toner cartridges, and cell phones. In addition, the Council sponsored fundraisers for the American Cancer Society, local animal shelters, the Billerica Food Pantry, the Teens for Jeans program, and the Nike sneaker recycling initiative. The Council traveled to the Crane Estate in Ipswich on its annual field trip.

The Traveling Rams. Throughout the year, Ms. Doucette and her enthusiastic globe trotters raised funds in anticipation of their Spring 2014 trip to Rome and Florence, Italyô which they visited during April vacation. Any parents or students interested in information about the Spring 2016 trip to Greece should contact Ms. Doucette at kdoucette@shawsheen.tec.ma.us or 978-667-2111x577.

Oratory Club. Coached by faculty advisor Kristin Sciacca of the English Department, club members sent three contestants to the Voice of Democracy national championship and two students to SkillsUSA competition. The clubôs most skilled orator, Kaitlyn Gordon, captured first-place awards at the club, zone, and district levels of the Lions Club Championship to eventually place at the state level.

Robotics Club. Over forty students participated in the 2013-2014 Robotics Club, its most productive season to date. In October, the students competed in the annual Trebuchet competition, capturing first place for the fifth consecutive year. Club members competed in six competitions throughout the year with three robots that they

designed and built. In addition to these competitions, members volunteered on Friday afternoons at the Wilmington Public library during September and October to establish a robotics program for local middle school students. During March and April, a club member volunteered at the Locke Middle School to help establish a robotics program for Billerica students. On May 10th, five members volunteered at the Tewksbury Knights of Columbus working to dismantle discarded computers for recycling. The team was invited to put on a robotics demonstration at a Bruins game in Providence RI on January 19th.

This year the Shawsheen Robotics team won the prestigious Inspire award. Thirty six out of forty six teams from Massachusetts and New Hampshire elected to present this award to Shawsheen for their excellent robot designs, knowledge of the subject, and sportsmanship. On March 1st and 2nd, Shawsheen competed in the New England and Quebec Championship Tournament that was held in Worcester, MA. The Shawsheen club qualified to represent the United States against thirty three other nations at the international tournament in July. The club was also invited to participate in a robotics presentation at The Billerica Memorial High School on May 31st.

Science Club. The Science Club, advised by Kristen Lamarre of the Science Department, continued to engage participants in co-curricular activities complementing their study within the discipline. Club members conducted lab experiments, maintained reptile terrariums and fish tanks, and fostered carnivorous plantsô in general observing, recording, and discussing laboratory results and animal behavior that broadened their understanding of scientific theory and its applications.

Outdoor Club and Ski Club. Throughout three New England seasons, the Outdoor Club, advised by Jessica Cook of the Social Studies Department and Brian Considine of Culinary Arts, planned six overnight climbs of Mount Washington in New Hampshire. The Ski Club, advised by William Lannon of the Carpentry shop, planned a series of after-school ski trips to the Nashoba Valley Ski Area in Westford, MA. Interested mountain climbers should contact Ms. Cook at jcook@shawsheen.tec.ma.us or Mr. Considine at bconsidine@shawsheen.tec.ma.us. Interested skiers or boarders of any experience level should contact Mr. Lannon at wlanndon@shawsheen.tec.ma.us.

Parent Advisory Council. The SVTHS Parent Advisory Council under the direction of its faculty advisor, Mr. Ronald Fusco, and its co-chairs, Dawn Panarotti and Cathy Carlin, sponsored another successful all-night graduation partyô which, throughout the years, has kept the newest Rams alums safe and entertained during the night following the commencement ceremony. Parents interested in assisting with this yearôs traditional fete should contact party chair Carla Duffy at Carla.duffy@comcast.net.

Alumni Association. Under the direction of its Planning Committee and faculty co-advisorsô Gail Poulten and Jason Tildsleyô the Alumni Association sponsored a successful roast of retired Dean of Students Jack Bowen and retired Mathematics faculty member Ken Gabriel at the Tewksbury Elks. The same Committee also planned two successful inaugural events last year, a Thanksgiving-eve social and a Texas Hold ÔEm Tournamentô both held at the Billerica Elks. Any SVTHS alumni interested in planning future events should contact Gail Poulten at gpoulten@shawsheen.tec.ma.us or Jason Tildsley at jtildsley@shawsheen.tec.ma.

SUPPORT SERVICES

The SVTHS Support Services Department services the second largest population of students with special needs in Vocational Education within Massachusetts, approximately 355 students and comprising about 25.9% of our student body. The most frequently occurring area of need is the category of Specific Learning Disability which reflects that many students have a history of academic difficulties upon their arrival at Shawsheen. Nevertheless, SVTHS has had a strong graduation rate of this group of students with 97.6% of seniors graduating in June, 2014, among the highest of any high school in Massachusetts. This compares to a state average of 67.8% percent for special needs students.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2014 MCAS examinations. These results have occurred as a result of a team effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our special education population. The rate of special education students who attained either Advanced or Proficient MCAS scores was extremely high on each of the three examinations: English Language Arts (91% vs. 30% statewide), Mathematics (53% vs. 23% statewide), and Biology (data not yet available).

On August 6, 2013, SVTHS received results of the DESE Mid-Cycle Coordinated Program Review which was conducted during the 2012-13 academic year. This procedural audit is more limited than the comprehensive audit which occurs every 6 years. In the mid-cycle review, 7 programmatic elements were examined. SVTHS was judged to be in full implementation for 5 of the elements and in partial implementation for 2 of the elements.

GOALS: The 2 elements identified for improvement involve the following:

- 1) Providing 2 complete copies to parents of proposed Individualized Educational Plans (IEPs). They will be expected to sign and return one of the copies. Prior practice was to send one complete copy and only an additional copy of the signature pages to be returned to the District.
- 2) Develop a tracking and oversight system for those parents who decide to revoke their student's special education services. This procedure was requested even though SVTHS had yet to encounter this situation.

Progress reports were submitted to DESE on improvement in these two areas on 10/11/13 and 1/24/14. As a result of the documentation that was provided, DESE determined that SVTHS was in full compliance for all programmatic elements. A full coordinated program review process will begin in the 2014-15 academic year.

Athletics

The three seasons comprising the 2014 athletic year were memorable and unique for Shawsheen Athletics. Over 450 Shawsheen students participated in interscholastic athletics, earning five league championships and two state vocational titles.

The overall winning percentage of the varsity teams ranked among the highest in school history. Ten teams, in fact, qualified for post-season play. Dozens of students were honored with All Star recognition by the Commonwealth Athletic Conference and the *Lowell Sun*. Wrestler Nick Hoar was a Division 1 North Sectional Champion.

This year Shawsheen was runner-up for the prestigious Markham Award from the *Boston Globe* which recognizes the most outstanding vocational technical high school athletic programs in Massachusetts.

Community Services

Adult Evening School. The Adult Evening School offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills. Courses are offered during both the fall and winter semesters, with enrollment exceeding five hundred adult learners during the past year. Interested residents should contact Dr. Russ Eckel, Workforce Development and Community Services Coordinator, at (978) 671-3788 for information and/or a brochure.

Billerica House of Correction. The Billerica House of Corrections (BHOC) Education Director leads all prison education initiatives beyond the already established culinary arts program. SVTHS continues to collaborate through Workforce Development and Community Services Coordinator, Russ Eckel, with BHOC to expand its educational goals to inmates. SVTHS looks forward to maintaining its relationship with BHOC by providing technical assistance and end-of-course assessment services that will validate inmate achievement of course objectives.

Advanced Manufacturing Training. The Shawsheen Technical Institute (STI) is now an active member of the recently formed Northeast Advanced Manufacturing Consortia, a coalition of workforce development and educational providers working to train the next generation of employees for the advanced manufacturing sector in the Merrimack Valley and the North Shore. The Consortia was recently awarded a grant from the Commonwealth Corporation to provide extensive training in machining and electronics. Twelve adults, all long-term unemployed individuals, received nearly four-hundred hours of training in electronics between January and June 2014 and all returned to gainful employment as a direct result of the training obtained at STI.

Middlesex 3 Coalition. The Shawsheen Technical Institute is an active and founding member of the Middlesex 3 Business Coalition contributing in particular to the Coalition's subcommittee on Workforce Development. Committee members have been working to bring innovative training programs to businesses throughout the region while also providing much needed information about funding for employee training through the Workforce Training Fund.

Wentworth Institute of Technology and STI Partnership. STI has joined forces with the Wentworth Institute College of Professional and Continuing Education offering WIT adult evening certificate programs in welding and machining. These advanced workforce development programs greatly enhance the opportunity for adults to train for good jobs in the advanced manufacturing sector. Employees and employers alike are benefiting from this new training partnership.

School of Practical Nursing. The 2013-2014 year graduated 39 Practical Nurses (PN). Since its inception, a total of 677 students have successfully continued on to a rewarding career as Licensed Practical Nurses. This intense ten-month program offers a combination of evening and weekend coursework and clinical externship experiences. Preparation for the state LPN exam is also included. Residents interested in applying to the PN program are urged to contact the Director of the School of Practical Nursing, Ms. Patricia Noonan, at (978) 671-3646.

Project Explore. Nearly 450 middle-school students from the District participated in after-school career awareness activities during the 2014 winter semester. Students explored a variety of career path options. This program is coordinated with area middle school guidance counselors. The program is free of charge. Busing is provided by SVTHS. For registration materials or general information, interested residents should contact Ms. Jobee O'Sullivan at 978-671-3612.

Swim Program. SVTHS energetically continued its water aerobics, lap swim, parent-and-me swim class and swim lessons during the 2013-2014 year. The Shawsheen pool also continues to serve as the home site for interscholastic high-school swim teams from Billerica, Bedford and Burlington public schools. Individuals seeking swim program information should contact Ms. Jill Branley, Aquatic Director, at (978) 671-3699.

Computer Services

During the 2014 year, Computer Services completed all DESE data collection requirements. These reports included SIMS (Student Information Management System) data, EPIMS (Education Personnel Information Management System) data, SCS (Student Course Schedule) data, SSDR (School Safety and Discipline Report) data, and the Annual Technology Report data. In addition to these required state reports, Shawsheen submitted the results of a district Technology Readiness Survey in response to the DESE determining PARCC readiness. The purpose of this report is to identify the status of school districts participating in online assessment in future years.

In the fall, Computer Services added the current ninth-grade population (class of 2018) to the Parent Access Manager System in iPass, bringing parent participation to approximately 90 percent. This was the last class entered into iPass before the district upgraded the Student Information System to Follett Aspen. Aspen manages all aspects of student data ó from attendance to conduct, grades to schedules, health to special education.

The district completed its data conversion from iPass to Aspen in August. All staff have been trained and Aspen has been live since September. Computer Services will systematically open new modules of the system as the year progresses starting with student/parent access. After quarter two Computer Services will be implementing the Family portal so parents, teachers, and administrators can work together and communicate more effectively and efficiently.

As part of Computer Services five-year Computer Replacement Plan, computer labs in Graphics, Drafting, Internet, Design & Visual Communications, and Programming all received upgrades with the latest computer models during the Summer of 2014. One of the Internet labs was reconfigured, as we go forward in expanding our IT shop to include Programming and Web Design. Computers were also upgraded in Auto Body, Automotive, Electrical, Electronics, HVAC, and Plumbing.

Computer Services continues to maintain its virtualized server solution to run a more energy efficient infrastructure. Our main ESX servers, which control 90% of the school, will be upgraded over the winter. VMware, the software that runs our virtual environment, will be upgraded to VSphere 5.5.

In 2014, Wireless network infrastructure was implemented within the building. In order to transition our staff towards a more mobile workforce, we distributed 9 laptops to the Math Department, and 14 laptops to the English department as part of our five-year Computer Replacement Plan. Also, 7 more laptops were purchased and added to an already existing cart, providing our Support Services and Title One programs with a fully functional mobile computer lab.

In order to provide our students with the latest in industry technology standards, Computer Services upgraded software packages in Drafting, Electronics, Programming & Web, Machine Shop, Business Technology, and Automotive.

Guidance

Admissions. Applications once again exceeded 550 for 350 seats in the class of 2018. This year, presentations occurred in all the Billerica, Wilmington, Tewksbury, Bedford and Burlington middle schools. Students, parents and community members were invited to events on site including the Community Open House on November 2nd and the 8th Grade Career Night in January.

9th Grade Orientation. The Class of 2018 participated in SVTHS 9th grade orientation program, Fresh Start. This exceptional program gave new students an opportunity to meet each other and become familiar with the school, its programs and staff through an interactive and fun day of events. Since the Guidance Department implemented the freshman transition program in 2006 with the support of the superintendent and school committee, attendance has continued to improve and withdrawals have decreased substantially. A mentoring program, comprised of student leaders who ran orientation day, was implemented to assist with new student transition.

College and Career Planning. Shawsheen students continue to expand their options and opportunities after graduation. Studies conducted this year show a growing trend for SVTHS students to attend and retain at 4-year colleges and universities. In addition, SVTHS met federal benchmarks this year for graduates in all programs. This included positive placement in employment, college and military careers. SVTHS offered preparatory programs for both Accuplacer and SAT college exams. Over 75% of the senior class participated in one or the other. SVTHS continues to offer a foreign language to students pursuing college programs that have this requirement. The course is offered after school and evenings. Last year's college fair hosted over 70 colleges, universities, technical schools, military representatives and financial institutions. There were over 300 attendees and each received a copy of our annual College & Career Planning Guide. All senior guidance counselors were on hand to answer any questions our students or parents had.

Scholarships and Awards. SVTHS students were awarded over \$116,650 in scholarship funds. Additionally, Kennedy Harper won a 4-year National Army ROTC scholarship in excess of \$100,000.

Cooperative Education Program. Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement by 50% or more. The trend continues as the Placement office had 225 seniors (68% of the class) out on co-op positions and 115 juniors (35% of the class) out on co-op at the end of June, 2014.

Mental Health. A free Teen Depression webinar was offered to staff and parents. It was hosted by Dr. Nancy Rappaport, Psychiatry Professor of Harvard Medical School to increase awareness of signs, symptoms, and available treatment for adolescent depression.

Student Health. SVTHS complied with the state mandate to conduct BMI testing for all 10th graders. Through affiliation with the Billerica Substance Abuse Task Force, SVTHS health office brought in a nationally known speaker, Cliff Crosby, to address goal setting, good decision-making, detrimental impact of substance use, and the importance of asking for help.

School Council

Under the direction of its co-chairs—school principal Dr. Robert Kanellas and parent member Dawn Pfaff—the 13-member Council met throughout the school year to discuss operating-budget items and school-policy issues. Discussions of the latter issues resulted in revisions to the Student Handbook and the drafting of the 2014-2015 School-Improvement Plan.

Vocational/Technical Programs

SkillsUSA. SkillsUSA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. SVTHS earned an unprecedented ninety (90) medals at the 2014 district competition—sweeping the competition in five different contests—and twenty-nine (29) medals at the state competition, including eight gold medals. In addition, Lauren Liscio, a Graphic Communications student, was elected to state office and is now serving as the SkillsUSA Massachusetts State President. Eight students represented Massachusetts at the National competition in Kansas City, Missouri in June. Bryant Bonaiuto, a Medical Lab student, won gold in Medical Assisting, making Shawsheen a three-time National Gold winner in Medical Lab Assisting. Finishing second and bringing home a silver medal in Team Works were Dylan King, Electrical; Scott Brown, Carpentry; Nick Hoar, Plumbing and Andrew Langone, Masonry.

National Accreditation. SVTHS has twenty-two vocational and technical programs, seven of which are nationally accredited by their respective industries. The programs include: Automotive Technology; Auto Collision; Machine Technology; Metal Fabrication; Culinary Arts; Drafting Technology; and Heating, Ventilation, Air Conditioning, and Refrigeration.

Transportation Cluster

Automotive Collision Repair and Refinishing. Shawsheen's Auto-Collision program is known throughout the community as the place for residents to go when accidents or mishaps create dents, dings, or cause serious damage to their vehicles. This relationship provides the students an endless supply of vehicles to work on to learn their craft. During the year, the program has repaired numerous vehicles for the Burlington Police Department, Middlesex Sheriff's Department, and the State Police. The program went through the process of reaccreditation for the National Automotive Technicians Education Foundation (NATEF) Automotive Service Excellence (ASE) in four areas and received passing marks in all requirements; the program became NATEF accredited for another five year period. Two students competed at the SkillsUSA state competition and received gold medals in two

different events - Refinishing and Collision Repair. Over the summer, the old paint mixing room was transformed into a 21st century office space.

Automotive Technology. The Shawsheen Community benefits immensely from the outstanding service provided by the Automotive Technology program. Many Automotive students excelled in extra-curricular trade activities - six competed in the Ford Trouble Shooting contest and two placed in the top ten in the State. Twelve students competed at the SkillsUSA District Conference and six qualified for the state competition. The upperclassmen continue to receive certification from ASE Student Certification, ASE Refrigerant Recovery programs, as well as obtaining their OSHA-10 cards. Through the capital budget process the program acquired a new Plasma Welding Station. Benjamin Hurley, a dedicated member of the staff for twenty-one years, retired at the end of the school year. He was replaced with veteran instructor, Michael Hurley from GLTHS, who enthusiastically filled the vacancy left by his father.

Health Cluster

Medical Lab Assisting. The Medical Assisting program has a robust new senior curriculum for shop which includes Nutrition, Microbiology and Medical Law and Ethics. All seniors are gaining clinical experience either through the co-operative education program or through a new clinical partnership with Lahey Hospital and Medical Center in Burlington. The program continues to build its partnerships for cooperative education opportunities and has placed a number of students in medical offices and phlebotomy labs.

Health Assisting. Health Assisting successfully certified 25 students via the Department of Public Health as CNAs (Certified Nursing Assistants). The program continues to maintain solid relationships with area nursing homes and clinical sites for student on-site practice. Partnerships include Tewksbury Hospital, Lahey Clinic, Sunny Acres Nursing and Rehabilitation Center, Concord Health Care and Rehabilitation Center and Woodbriar.

Dental Assisting. Dental Assisting promoted its first senior class this fall. One-third of those students were already on co-op on the first day of school. The program continues to be oversubscribed with first choice freshman students. Available seats have been expanded to 16 per class. The three Dental Assisting teachers are working on building partnerships to provide clinical experiences for senior students.

Services Cluster

Culinary Arts. Culinary Arts maintains articulation agreements with Central Maine College, Lincoln Institute of Hartford, Middlesex Community College and Cambridge Culinary Institute. Numerous guest speakers from all aspects of the trade have presented to the seniors with regard to industry expectations. The restaurant and bakery continue to serve the public daily with continued high volume of guests.

Cosmetology. The Cosmetology students served hundreds of patrons from the community in the on-site student clinic that continues to provide the training requisite for student success in the trade. In addition to serving the local community, the students provided community service to local senior centers and assisted-living communities. Catherine Hinds Institute of Esthetics welcomed SVTHS students back this year for tours of their

facility and a complimentary service in order to broaden the student interest in pursuing licenses in related fields. Elizabeth Grady, another skin-care institute, offered complimentary services to junior and senior students.

Construction Cluster

Carpentry; Plumbing; Electrical; Heating, Ventilation, Air-conditioning & Refrigeration and Masonry. The Construction Cluster's mission is to put into practice a style of learning that encourages students to create tangible products using all of their senses to maximize their learning experience. The best way for students to gain both real-life experiences and mastery of competencies is by working on both on and off-campus community projects. This year's projects included the following:

- Wilmington ó The construction of a 42x 30 building in conjunction with the construction of Wilmington's new high school. This building will serve as a concession stand and house the bathroom facilities for the athletic complex. The Carpentry, Electrical, Plumbing, HVAC&R and Masonry programs were involved in this endeavor.
- Tewksbury Senior Center ó The construction of a 32x 21 building to serve as an Arts & Crafts annex with a kiln to incorporate *pottery* and *ceramic* activities for the senior citizens of Tewksbury. The Carpentry, Electrical and HVAC&R programs were involved in this project.
- On-campus project ó The construction of a 77x 37 block building that will serve as a field house for the soccer, lacrosse, and softball teams. The building will also have a concession area and bathrooms to serve the public during events. All five construction programs will participate in this multifaceted project that will benefit the school and community long into the future.
- The Carpentry program worked closely with a member of the Tewksbury Historical Society to design, construct and install a display case to house the Boston Post Cane at the Tewksbury Public Library.

With the retirement of Robert Petrillo, Raymond Morneau was hired to maintain the outside program.

Arts and Communication Cluster

Business Technology & Marketing. Business Technology added an approved Chapter 74 Marketing program this year, including the addition of a new teacher. This will result in expanded enrollment, for which the department is preparing new course offerings and schedules. The school store operation is in the process of expansion via a new Point of Sale system and seeking means of participation in more school events and online sales. The program's Microsoft certification testing lab continues to thrive. Through this testing lab, students have the opportunity throughout the school year to certify in Microsoft applications that are industry based, enhancing their employability skills. These certifications not only provide valuable skills but give the students a high level of confidence as they prepare for the next step in their career path. These certifications will continue to enhance the development of students into highly productive professionals in today's ever changing business world.

Information Support Services & Networking (ISSN); Programming & Web Development. This department has completed its first year with a Programming and Web Chapter 74 program. Two new teachers were added to provide instruction in this area. In addition, the program has welcomed four volunteers through the Microsoft TEALS program to teach AP Computer Science A (Java) to the junior class. Schedules and course offerings have been adjusted so students are able to spend instructional time in both ISSN and Programming and Web content areas.

Design & Visual Communications. Once again last year, Design & Visual Communications students acted as designers in many real world community projects for schools, town governments, and non-profit organizations. Students within the DVC program played a key role in conceptualizing and developing professional level corporate identity packages and supporting collateral information for these organizations. A partnership was developed with a new type of co-op employer: SRS Medical of Billerica. Through this relationship, students will be employed at SRS's corporate location to create conceptual artwork representing the company's core values. This partnership is unique because SRS Medical is not a visual arts employer, it is a medical manufacturing customer that will utilize Shawsheen's DVC students as an in-house creative team. If this partnership is successful, the teachers hope to use it as a model for expansion to other private employers in the district.

Graphic Communications. The Graphics program enjoyed another year of success in the pressroom and in its community partnerships. Graphics produced many live jobs for schools, town governments, and nonprofit organizations. Through these endeavors, students had an excellent opportunity to experience the real-world pressures and rewards of working in a printing company. The program also expanded its curriculum to include embroidery, in addition to its other recent additions of screen printing and vinyl graphics, and sign-making which have all opened new avenues for student cooperative education placements.

Advance Manufacturing Cluster

Drafting. With the great success of the design and build of the 2010 Billerica Public library drop box, Drafting was called upon again to create another, with some modifications, for the Wilmington Memorial Library. At the SkillsUSA State competition, the program was well represented, having one student in each of the following categories; Related Technical Math, Architectural Drafting, Technical Drafting and the Automated Manufacturing Teamwork's competition. Cooperative Education placement continues to be a strong component of the program, sending fourteen of sixteen students to work in their junior year. In the senior class, sixteen students out of nineteen were accepted into four year colleges. Through the capital budget process ergonomic chairs were purchased for the program.

Electronics / Robotics. This year the program expanded its wings by incorporating more applied hands-on work projects around the school. Some of the projects included the installation of a new wireless sound system at the Football Field house as well as multiple installation and repair of classroom/shop liquid-crystal display (LCD) projectors. The students in Electronics continue to excel in many areas - 100% of Electronics Seniors, who applied for the J-STD -001E IPC Course, passed and received the official IPC Certificate. At the SkillsUSA District Competition, students received Gold and Silver medals in Electronics; Gold and Silver medals in Mechatronics; Gold and Silver medals in Mobil Robotics; and a Gold medal in the Urban Search and Rescue Challenge. For the fifth straight year they won the New England Trebuchet competition. Off-campus, the Program's impacts are also felt - Electronics Students participated in a presentation with iROBOT at Billerica High School and had an exhibition and displayed a robot at a Providence Bruins game.

Machine Tool Technology. The program has formed a strong partnership with the Manufacturing Extension Partnership (MEP). Upperclassmen participated in the first stage of obtaining certifications. Many local companies, including Spincraft, Mills Machine, and OSG Tooling Company, continue to send representatives from industry to visit the shop and speak to the students about the latest technology and career opportunities. The

Program is also a great asset to the school district by manufacturing the following items; clocks, cribbage boards, parts for the Bakery dough cutter, modifying high tech cabinets for Infaredx Company, manufacturing parts for the book drop box, a ball joint removal tool, vent diverter rods and lawnmower parts for maintenance. Through the capital budget process the program purchased a \$30,000 Vertical CNC Machining Center.

Metal Fabrication & Joining Technologies. With the job market shifting, the program is gearing up to increase curriculum and equipment towards the welding component. Two new swing-arm ventilation hoods and two new state-of-the-art welding machines were purchased through the capital budget process. Welding curriculum is now implemented in all grade levels with the emphasis on students obtaining the American Welding Society (AWS) D1.1 Structural Welding Certification. And for the second consecutive year, SVTHS hosted the Annual Open House for the Boston Chapter of the American Welding Society (AWS). Project-based projects have also expanded in the sheet-metal curriculum; fabrication and installation of ductwork is now being implemented within the confines of the shop area. The Program continues to be an asset in helping with many community projects: a large library drop box was manufactured for the Wilmington Memorial Library; multiple buildings with metal panels were renovated and installed for the Billerica Police Department; a dozen portable stands were designed and manufactured for the Burlington Police Department to display stop signs. But the most heartfelt project was the design and manufacture of a brass bell for the Wilmington Department of Veteran Services for fallen soldiers.

Conclusion and Acknowledgement

The SVTHS Committee, staff, and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational technical training opportunities for area youth.

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2014. Those retirees are: Richard Barriss, Physical Education; Anthony Celata, Guidance; Skip Ciccarelli, Carpentry; Mary Colburn-O'Neill, Mathematics; Ruth Corbett, Support Services; Carol Gallozzi, Instructional Aide; Benjamin Hurley, Automotive; Claire Leydon, Support Services; Robert Petrillo, Masonry; and Josephine Winsor, Switchboard Operator.

2014 ANNUAL REPORT

ADDENDA

- Elected and Appointed Boards and Committees
- Town Meeting Members
- January 2014 Town Meeting Minutes
- May 2014 Town Meeting Minutes
- September 2014 Town Meeting Minutes
- Election Results - Town Election - April 2014
- Election Results - State Primary - September 2014
- Election Results - State Results - November 2014
- Financial Audit Report - Report on Examination of
Basic Financial Statements Year Ended June 30, 2014

TOWN OF BURLINGTON

Elected Officials

Town Clerk (5 Yrs.)

	Term Ends	
Amy E. Warfield	56 Skilton Ln.	2016
Moderator (1 Yr.)		
Charles A Murphy	19 Sears ST	2015
Selectmen (3 Yrs.)		
Daniel J. Grattan	9 Fieldstone Dr.	2017
Christopher Hartling	1 Colleen Cir	2016
Robert C. Hogan	35 Pontos Ave.	2016
Ralph Patuto	43 Francis Wyman Rd.	2015
Elected 4/06		
Michael S. Runyan	15 Mildred Rd	2015
Christopher Hartling	2 Toomey Circle	2013
Assessors (3 Yrs.)		
* Michael W. Crocker	15 Thornton Dr.	2017
* Louise Crocker	15 Thornton Dr.	2015
Catherine O'Neil	31 Arthur Woods Ave	2016
Paul. Sheehan	5 Thornton Dr.	2015
Treasurer/Collector (3 Yrs.)		
Brian P. Curtin	3 Lee Ave.	2016
School Committee (3 Yrs.)		
Michael DeSimone	5 Gloria Circle	2015
Christine Monaco	18 Corcoran Rd.	2016
Thomas Murphy, Jr.	3 Lexington St.	2016
Stephen A. Nelson	25 Fairfax St.	2017
Kristin A. Russo	5 Kingsdale St.	2017
Library Trustees (3 Yrs.)		
Paula Bernard, Jr.	4 Dunlap St.	2015
Edith F. Entwistle	62 Beaverbrook Rd.	2017
Phillip Gallagher	8 Corcoran Rd.	2016
Eileen Sickler	13 Foster Rd.	2015
Robert Thys	8 University Ave.	2017
Steven E. Wasserman	3 Indian Hill Rd.	2016
Planning Board (5 Yrs.)		
Ernest E. Covino, Jr.	4 Donna Ln	2015
*Ann M. Cummings	20 Tinkham Ave.	2018
* William Gaffney	8 Joanne Rd	2015
Joseph A. Impemba	11 Briarwood Ln.	2016
John D. Kelly	14 Oxbow Ln.	2017
Barbara G. L'Heureux	10 Woodside Ln.	2017
Paul R. Raymond	1 Dorothy Rd.	2015
Paul F. Roth	249 Fox Hill Rd.	2019

Board of Health (3 Yrs.)

James Dion	19 Crystal Circle	2015
Eugene Terry McSweeney	235 Cambridge St # 208	2014
Wayne S. Saltsman	24 Wheatland St.	2016
Elizabeth Walendziewicz	17 Wildwood St.	2015
Edward J. Weiner	43 Freeport Dr.	2016
Maribeth Welch	10 Harris Dr	2017
Constable - 1st (3 Yrs.)		
William F. Pepicelli	5 Ridgewood Ln.	2016
Constable - 2nd (3 Yrs.)		
Anthony J. Saia	27 Alcine Ln.	2016
Housing Authority(5 Yrs.)		
Michael Austin	8 Partridge Ln.	2017
Albert Fay, Jr.	11 Raymond Rd.Gov. Appt.	(2011)
Bernice H. Ferguson	19 Bedford St.	2016
Richard H. Howard	158 Wilmington Rd.	2019
James H. Langley, Jr.	13 Algonquin Dr.	2018
Recreation Commission (3 Yrs.)		
Kristine E. Brown	8 Luther Rd.	2016
Michael DeSimone	5 Gloria Circle	School Appt.
* Timothy A. Horgan	12 Eastern Ave.	2014
Joseph A. Impemba	11 Briarwood Ln.Planing Appt.	
Kevin J. Sullivan	14 Frothingham Rd.	2017
* Michael S. Winn	3 Porter Ave	2015
Shawsheen Tech (3 Yrs.)		
Robert J. Gallagher, Jr.	9 Evergreen Ave.	2017
Paul Gedick	2 Mooney Circle	2015

Appointed Boards and Committees

Appointments made by: Town Administrator

Audit Committee	1 year	Ad Hoc
Brian Curtin	29 Center St	
Michael DeSimone	5 Gloria Cir	
Gary Gianino	11 Thornton Dr.	
Daniel Grattan	29 Center St	
Susan Harrigan	6 Julia Connors Dr	
Craig Robinson	123 Cambridge St	
Paul Sagarino	29 Center ST	
Beautification Committee (5)	1 year	Standing
Carolyn R. Engel	9 Park Dr.	
Andrew A. Giordano	3 Belmont Rd.	
George M. Major	29 Lantern Ln.	
Ralph C. Patuto	29 Center St.	
Amy E. Warfield	56 Skilton Lane	
Elaine Zuccaro	6 Pearson Cir.	

Board of Appeals(5)

John A. Alberghini	5 years	Standing
Claudia Augustin	2 Elm Ave.	
James F. Halloran	1521 ArboretumWay	
Edward Mikolinski	20 Fernglade Rd	
Joseph E. Morandi	8 Burton Rd	
James Tigges	7 Winona Rd	
Charles Viveiros	2 Maryvale Rd	
	1 Cedar St	
Board of Registrars (4)	3 years	Standing
Jeanne Ganley	26 Beacon St. #42A	
Elmer Bud Larson	23 County Rd.	
Adam Senesi	13 Town Lane Rd	
Amy E. Warfield	56 Skilton Lane	

TOWN OF BURLINGTON

Burlington Public Transit	1 year Ad Hoc	Housing Partnership	1 year Ad Hoc
Jennifer Gelinas	10 Hallmark Garden #7	Ernest E. Covino, Jr.	29 Center St.
Robert Hogan	61 Center St.	James Doherty	29 Center ST
Mildred J. Nash	39 Sunset Dr.	Phyllis Etsell	3 Eisenhower Dr.
Patti Robichaud	29 Center St.	Kent Moffat	21 Crystal Cr
Sonia Rollins	8 Paula St.	Virginia E. Mooney	28 Mohawk Rd.
Michael Runyan	15 Mildred Road	Michael S. Runyan	15 Mildred Road
Cemetery Oversight Committee	1 year Ad Hoc	Charles Viveiros	1 Cedar St
William C. Beyer	67 Peach Orchard Rd.	Henry Wu	3 Bennett Lane
Frank P. Monaco	18 Corcoran Rd	Robert Young	3 Valley Cir
Michael Runyan	15 Mildred Road	Human Services Building Committee	1 year Ad Hoc
Conservation Commission (7)	3 years Standing	David Castellano	5 Manor Ave
William Boivin	213 Fox Hill Rd	John Clancy	25 Center St.
Nedim Celik	46 Mill St.	Thomas Hickey	29 Center ST
Larry S. Cohen	8 Wilhelmina Ave.	Robert Hogan	61 Center St.
Indra Deb	17 Pathwoods Ave.	Joanne L. Kinchla	8 Arnold Terrace
Gail M. Lima	188 Mill St.	Marge McDonald	61 Center St.
Ann Louise McNamara	79 Mountain Rd.	Frank P. Monaco	18 Corcoran Rd.
Kerry Melanson	8 Freeport Dr.	John Petrin	29 Center ST
Michael Runyan	15 Mildred Road	Craig Robertson	123 Cambridge ST
Council on Aging (7)	1 year Standing	Information Systems Advisory (7)	1 year Ad Hoc
Mark Burke	1 Arnold Terrace	Gerald Beuchelt	13 Highland Way
Carole J. Castellano	12 Garrity Rd.	William McCarthy	9 Maud Graham Cr
Frances Cioffi	75 Peach Orchard Rd	Paul R. Nichols	20 Mohawk Rd.
Susan Derosa	3 Ledgewood Dr	Richard Walzer	22 Meadowvale Rd
Eleanor Hutchinson	4 Frances Rd	Lawrence Warfield	56 Skilton Ln
Joanne L. Kinchla	8 Arnold Terrace	Rink Oversight Committee	(5) 1 year Ad Hoc
Ralph C. Patuto	29 Center St.	Brad D. Bond	8 Mullberry Ln.
Suzanne J. Trousil	2 Lucaya Cir.	Egan Brendan	61 Center St.
Bernadette B. Whittington	1 Ganley Dr.	Brian Curtin	29 Center St.
Cultural Council(5-22)	3 years Standing	Kevin Forgett	29 Center St
Sandra Coveno	59 Center St. #102	Ed Gillis	123 Cambridge St
Julia Egglesston	10 Gedick Rd	Christopher E. Hartling	1 Colleen Cir.
Joyce Fay	11 Raymond Rd.	Craig Robinson	123 Cambridge St.
Barbara Fisher	38 Purity SpringsRd.	Youth & Family Serv. Advisory (7)	2 years Standing
Brenda Fisher	38 Purity SpringsRd.	Ann Marie Browne	45 Center St
Joanne Kinchla	8 Arnold Terrace	Linda K. Collins	18 Town Line Rd.
Judi Lichtenfels	21 Purity Springs Rd	David Cullen	4 Hershey Rd
Carolyn Little	7 Pleasant St	Marilyn Langley	13 Algonquin Dr.
Teresa Pignatone	9 Jonathan Rd.	Ronald J. MacKenzie	15 South Bedford St.
Vincent J. Sferrino	10 Liberty Ave.	Ann Louise McNamara	79 Mountain Rd.
Disability Access Commission (9)	1 year Standing	Roberta E. Mills	19 Corcoran Rd.
Jane Beard	59 Center St #301	Appointments made by:	Moderator
Thomas Carlson	1 Violet Rd.	Bylaw Review Committee	(5) 1 year Standing
Bernice H. Ferguson	19 Bedford St.	Mark D. Casey	8 College Rd.
Mary Jane Fietze	42 Bedford St.	Teresa Tarpey Clement	1 Holly St
Robert Hogan	61 Center St.	David F. Petersen	9 Cutting Ln.
Maura F. Mazzocca	5 Black Horse Ln.	Richard M. Wing	4 Wing Ter.
Rita E. Murphy	15 Birchcrest#201	David J. Woodilla	3 Barnum Rd.
Joseph D. Stordy	303 Farms Dr.	Capital Budget Committee	(7) 3 years Standing
Kenneth Tigges	4 Ellen Rd.	David Castellano	5 Manor Ave
Bernadette B. Whittington	1 Ganley Dr.	Denise Griffin	44 Skelton Rd
Historical Commission(7)	3 years Standing	Gary Mercier	14 Heathstone Dr.
Dorothy Bennett	23 Wilmington Rd.	Carol Perna	6 Beaverbrook Road
Norman B. Biggart	4 Baron Pk. Ln.Apt.1	Myrna A. Saltman	15 Greystone Ct.
Sandra J. Coveno	59 Center St. #102	Steven L. Stamm	56 Washington Ave
Eldrine F. Emerson	39 Arborwood Dr.	Ismael Valentin	4 Shady Lane Dr
Toni Faria	6 Butters Ln.	Ernest Zabolotny	33 Paulson Dr.
Joyce Fay	11 Raymond Rd.	Facilities Committee (7)	2 years Standing
Kathleen Horton	11 Westwood St	William C. Beyer	67 Peach OrchardRd.
Hope M. Paulsen	59 Center St. #201	Daniel J. Hanafin	4 Maple St.
Norma C. Robichaud	5 Highland Way	James Robert Mackey	9 Dolores Dr.
Michael Trudeau	12 Myrna St.	Frank P. Monaco	18 Corcoran Rd.
Judith Wasserman	3 Indian Hill Rd	Bruce A. Morey	5 Ellery Ln.
		Sally Willard	13 Foster Rd.

TOWN OF BURLINGTON

Human Services Committee (7)	3 years Standing
Anne P. Coady	8 Woodside Ln.
Joanne Frustaci	6 Valley Cir.
Joanne M. Horgan	12 Eastern Ave.
Gary B. Kasky	8 Radcliff St.
Cynthia J. Phillips	4 Michael Dr.
Land Use Committee (9)	1 year Standing
Erin J. Ellis	13 Corcoran Rd
Shari Lynn Ellis	3 Hickory Ln.
Wendy Guthro	17 Treetop Ct.
Joanne L. Kinchla	8 Arnold Terrace
Gary Mercier	14 Hearthstone Dr.
Andrew H. Olney	21 Julia Connors Dr.
Monte L. Pearson, Chair	5 Willow Way
Paul A. Valletti	14 Marrett Rd.
David F. Webb	23 Eugene Rd.
Rules Committee (13)	1 year Standing
Teresa Tarpey Clement	1 Holly St
Mark W. DeCost	38 Manhattan Dr
Christisn Delaney	18 Phillip Ave
Elizabeth M Gianino	11 Thornton Dr.
Bruce A. Morey	5 Ellery Ln.
Christopher Murphy	22 Bedford St.
James Patterson	5 Hancock St
Sonia Rollins	8 Paula St
Maureen Ryan	3 Donald Rd.
Mark S. Saia	8 Sumner St
David Tait	9 Meadowvale Rd

Ways & Means Committee(15)	3 years Standing
William C. Beyer	67 Peach OrchardRd.
Brad D. Bond	8 Mullberry Ln.
Diane Kendrigan Creedon	12 Gibson St.
Lucy M. Damiani	7 Hearthstone Dr.
Christian Delaney	18 Phillip Ave
Michael J. Hardy	7 Thornton Dr.
Susan Harrigan	6 Julia Connors
Thomas C. Killilea	15 Wheatland St.
Frank P. Monaco	18 Corcoran Rd.
Steve Morin	52 Greenwood Rd
Paul G. Noonan	5 Ward St.
Roger S. Riggs	4 Briarwood Ln
Sonia Rollins	8 Paula St
David S. Tait	9 Meadowvale Rd.
Larry Way	25 Hillcrest Rd
Appointments made by:	Joint
Master Plan Steering Committee	1 year Ad Hoc
Robert Buckley	7 N E Exec Pk
Larry S. Cohen	8 Wilhelmina Ave
Ernest E. Covino	4 Donna Lane
Sean Curtin	18 Woodhill Rd
Gary Gianino	11 Thornton Dr
Daniel J. Grattan	9 Fieldstone Dr
James F. Halloran	20 Fernglade Rd
Christopher Hartling	1 Colleen Cir
John D. Kelly	14 Oxbow Ln
Joanne L. Kinchla	8 Arnold Terrace
Christopher Murphy	22 Bedford St
Stephan A. Nelson	25 Fairfax St.
Sonia Rollins	8 Paula St.
Paul Roth	249 Fox Hill Rd
Wayne S. Saltsman	24 Wheatland St.
Martha Simon	5 Willow Way

Town Meeting Members 2014

PRECINCT	1
Bradford D. Bond	8 Mullberry Ln. 2016
Domenic Caraco	25 Rocky Hill Rd. 2017
Christian Delaney	18 Phillip Ave 2016
Elizabeth M Gianino	11 Thornton Dr. 2016
Gary J Gianino	11 Thornton Dr. 2017
Nolan H. Glantz	9 Redcoat Ln. 2017
John M. Glynn, II	149 Mill St. 2016
Donna D. Gregorio	11 Donald Rd. 2015
Michael J. Hardy	7 Thornton Dr. 2015
Michael Marchese, Jr.	11 Michael Dr. 2017
Patrick A Moreno	12 Patriot Rd 2017
Bruce A. Morey	5 Ellery Ln. 2017
John E. O'Keeffe	69 Mill St. 2015
Carol A. Perna	6 Beaverbrook Rd. 2015
Gregory F. Ryan	3 Donald Rd. 2016
Maureen Monaco Ryan	3 Donald Rd. 2016
Mark S. Saia	8 Sumner St. 2015
David J. Woodilla	3 Barnum Rd. 2015

PRECINCT	2
William C. Beyer	67 Peach Orchard Rd. 2016
Robert F. Bunker	114 Arboretum Way 2017
Lisa Cline	80 Peach Orchard Rd 2017
Robert D. Davison	6 Birch St. 2016
Nancy J. DeCarlucci	74A Peach Orchard Rd 2017
Wendy Guthro	17 Treetop Ct. 2017
Angela J. Hanafin	4 Maple St. 2016
Daniel J. Hanafin	4 Maple St. 2016
Matthew G. Hanafin	9 Maple St. 2015
Susan R. Harrigan	6 Julia Connors Dr. 2017
Marie Mikolinski	8 Burton Rd 2015
Patricia O'Brien	1 Oak ST 2016
Eleanor N. O'Connell	33 Peach Orchard Rd. 2015
Andrew H. Olney	21 Julia Connors Dr. 2017
Cynthia J. Phillips	55 Arborwood Dr. 2016
Gene J. Rossi	174 Winn St. 2015
Myrna A. Saltman	15 Greystone Ct 2015
Richard Sarno	1 Bassett Ave. 2015

TOWN OF BURLINGTON

Town Meeting Members Continued

PRECINCT	3	PRECINCT	6
Sean P. Connors	14 Sears St. 2016	Roger A. Bell	18 Lisa St. 2015
Lucy M. Damiani	7 Hearthstone Dr. 2015	Teresa Tarpey Clement	1 Holly St. 2016
Shari Lynn Ellis	3 Hickory Ln. 2016	Ellen M. Cormier	8 Chester Ave. 2015
David F. Fitzgerald	6 Rita Ave. 2016	John G. Cormier	8 Chester Ave. 2017
James M. Frost	14 Chadwick Rd. 2017	Diane Kendrigan Creedon	12 Gibson St. 2015
Joanne Frustaci	6 Valley Cir. 2015	Daniel Ditucci, Jr	6 Ridgewood Rd. 2016
Stephen G. Marchese	4 Sears St. 2015	John K. Iler	9 Brookside Ln. 2017
Gary D. Mercier	14 Hearthstone Dr. 2017	Gary B. Kasky	8 Radcliff St. 2015
Mildred J. Nash	39 Sunset Dr. 2015	Jaclyn B. Killilea	15 Wheatland Rd. 2016
Paul Gerard Noonan	5 Ward St. 2015	Thomas C. Killilea	15 Wheatland St. 2016
James Patterson	5 Hancock St. 2017	James Robert Mackey	9 Dolores Dr. 2017
Julianne Patterson	3 Hancock St. 2015	Rose Manni	13 Kingsdale St. 2017
Monte L. Pearson	5 Willow Way 2017	David F. Peterson	9 Cutting Ln. 2016
Daniel J. Raske	3 Mildred Rd. 2017	Brian T. Pupa	5 Goodwin Dr. 2017
Roger S. Riggs	4 Briarwood Ln. 2017	Sonia Rollins	8 Paula St. 2015
Faydeen A Sateriale	95 Lexington St 2016	Joanna Schlansky	4 Gibson St. 2017
Martha A Simon	5 Willow Way 2016	Robert G. Schlansky	4 Gibson St. 2016
Paul A. Valleli	14 Marrett Rd. 2016	Anisha Shaikh	25 Upland Rd 2015
PRECINCT	4	PRECINCT	7
Gerald Beuchelt	13 Highland Way 2016	Elliot Brown	23 Winn Valley Dr. 2015
Timothy J. Brown	8 Luther Rd. 2015	David Castellano	5 Manor Ave 2017
Thomas D. Conley, Jr.	20 Corcoran Rd. 2016	Anne P. Coady	8 Woodside Ln. 2015
Karen Cooper	69 Francis Wyman Rd.	David Elins	32 Seven Sprgs Ln #303
2017		2016	
Erin J. Ellis	13 Corcoran Rd 2017	Marjorie J. Foster	10 Kenmere Ave. 2015
Louise S. Freeman	4 Bates St 2017	Brenda Haney	17 Harriett Ave. 2015
Mark V. Gerbrands	3 Laurel Ln. 2016	Jayne Hyde	3 Littles Brook CT #69 2016
Joan B. Hastings	14 College Rd. 2015	Miriam R. Kelly	14 Oxbow Ln. 2016
Constance K. McElwain	64 Francis Wyman Rd.	Scott H Martin	6 Cormier Rd 2017
2016		Derek W. Morris	28 Hampden Ave. 2017
Frank P. Monaco	18 Corcoran Rd. 2015	Maria O'Connor	10 Mountain View Way 2016
Virginia E. Mooney	28 Mohawk Rd. 2015	Jonathan Sachs	12 Oxbow Ln 2017
Steven R. Morin	52 Greenwood Rd 2015	Lois Smith Martin	6 Cormier Rd 2015
Kevin D. Parker	20 Greenwood Rd 2015	Tammy Vallas	1 Oxbow Ln 2017
William G. Poehler	7 Algonquin Dr. 2016	David R. Van Camp	14 Brown Ave 2016
Michael A. Proulx	76 Francis Wyman Rd.	Lorraine J. Wassermann	54 A Seven Sprgs Ln 2016
2017		David F. Webb	23 Eugene Rd. 2017
Steven L. Stamm	56 Washington Ave. 2017	Mark Woods	12 Eugene Rd. 2015
John T. Sullivan	2 Laurel Ln 2017		
Sally Willard	13 Foster Rd. 2016		
PRECINCT	5		
Patricia J. Angelo	2 Austin St. 2015		
Sherri L. Baker	11 Sears St 2016		
Joseph P. Calandrelli	11 Chestnut Rd 2016		
Mark W. DeCost	38 Manhattan Dr. 2016		
Albert L. Fay, Jr.	11 Raymond Rd 2015		
Kimberlyn Ford Festi	14 Fernglade Rd. 2015		
Adrienne C. Gerbrands	1 Maureen Dr. 2016		
Paul Girouard, Jr	1 Joanne Rd 2017		
Richard Melo	24 Pathwood Ave 2017		
Christopher P. Murphy	22 Bedford St. 2015		
Frank P. O'Brien	3 Paul St. 2017		
Mary Ellen Osowski	1 Rahway Rd. 2016		
Michele Prendergast	20 Princeton Rd 2017		
Norman A. Steeves	7 Violet Rd. 2015		
David S. Tait	9 Meadowvale Rd. 2017		
Larry Way	25 Hillcrest Rd 2016		
Richard M. Wing	4 Wing Ter. 2017		
Ernest R. Zabolotny	33 Paulson Dr. 2015		

**ADJOURNED TOWN MEETING
MONDAY, JANUARY 27, 2014**

A quorum being present, the meeting was called to order at 7:37 PM. Audio/Video staff for tonight's meeting included: Rachel Menvlo, Timothy Maiorana, Dalena Huynh, Cristiana Daniels, and Jennifer Reare. Charley Murphy opened the meeting with the Pledge of Allegiance.

Charley Murphy recognized the passing of John Gulde, who had been on a number of boards and committees in the town. Motion made and seconded to adjourn to Wednesday, January 30th at 7:30 PM if business is not concluded on this evening.

ARTICLE 1 RE: Reports of Town Officers & Committees

To hear and act on the reports of the Town Officers and Committees; or to act in any other manner in relation thereto.

Planning Board subcommittees reports; for the Medical Marijuana Barbara L'Heureux invited members to come to informational meetings and sign up on their email mailing list and Kristen Kassner, Planning Director gave an overview of the proposed Master Plan and Phase One, more will be presented at the May Town Meeting.

Kevin Sullivan, Chairman of the Recreation Commission presented that they didn't get the grant but thanked town meeting for the moneys to improve parks.

ARTICLE 2 RE: Amend the Zoning Map and Amend the Planned Development District Known as Burlington Corporate Center

To see if the Town will vote to amend the Burlington Corporate Centre Planned Development District under the Town of Burlington Zoning By-Laws, §12.1.4.4 and §12.4.0, and to amend the Town of Burlington Zoning Map to rezone certain parcels of land known as 80-82 Cambridge Street, further identified as land known as Town Assessors Map 41, Parcel 94-1; and, Town Assessors Map 41 as Parcel 94-0 from General Industrial(IG) District to Planned Development (PD) District in accordance with the Burlington Corporate Centre Planned Development District Zoning Regulations included as part of the backup material to this warrant article; said land is further described as follows:

Lot 94-0 & Lot 94-1

A certain parcel of land situated on the easterly side of Cambridge Street in the Town of Burlington, County of Middlesex, Commonwealth of Massachusetts and more particularly bounded and described as follows:

Beginning at a point on the easterly sideline of said Cambridge Street, said point being the northwesterly corner of the herein described parcel; thence

N63°15'00"E in part by land now or formerly of International Church of God and in part by land now or formerly of Paul G. Roiff a distance of four

hundred eighty two and fifty seven hundredths (482.57) feet to a point; thence N89°18'31"E a distance of two hundred seventy four and sixty one hundredths (274.61) feet to a point; thence S23°40'55"W a distance of three hundred twenty five and forty two hundredths (325.42) feet to a point; thence S39°17'27"W a distance of twenty four and ninety eight hundredths (24.98) feet to a point; thence S45°59'13"W a distance of two hundred forty eight and nineteen hundredths (248.19) feet to a point, the previous four (4) courses and distances by land now or formerly of Corporate Drive Nominee Realty Trust; thence S46°05'24"W by land now or formerly of Cosman Realty LP a distance of sixty six and ninety four hundredths (66.94) feet to a point; thence N70°31'15"W in part by said land now or formerly of Cosman Realty LP and in part by land now or formerly of JM & ET Realty Trust a distance of one hundred fifty three and thirty two hundredths (153.32) feet to a point; thence S67°57'01"W by said land now or formerly of JM & ET Realty Trust a distance of one hundred thirteen and forty eight hundredths (113.48) feet to a point; thence N15°02'32"W by the easterly sideline of said Cambridge Street a distance of three hundred eighteen and seven hundredths (318.07) feet to the point of beginning.

The above described parcel of land contains an area of 230,389 square feet, more or less, or 5.29 Acres, more or less, and is more particularly shown on a plan entitled "Existing Conditions, 80 & 82 Cambridge Street, Burlington, MA" dated October 12, 2005 and prepared by Allen & Major Associates, Inc.; Said plan is on file in the Office of the Burlington Planning Board, 25 Center Street, Burlington, Massachusetts; and;

To amend the Concept Plan for the Planned Development District ("PDD") otherwise known as the Burlington Corporate Centre Planned Development District, approved by Town Meeting on January 25, 1988, amended by the May 1993 Town Meeting, and further amended by the September 2000 Town Meeting described as lying North of Route 128, and South of Rita Avenue, between Cambridge Street (Route 3A) and Fieldstone Drive, with frontage on Cambridge Street shown as Area "A" on the M11 Realty Plan dated December 2, 2013 entitled "Burlington Centre Project – Proposed Concept Plan M11 REALTY, LLC"; prepared by BSC Group, 15 Elkins Street, Boston, Massachusetts 02127 ("the M11 Realty Concept Plan") in order that the property identified as "Area B" of the M11 Realty Concept Plan, may be developed in accordance with the M11 Realty Concept Plan; and;

To amend Exhibit A, Use Table, of the Burlington Corporate Center so that the PDD is divided into two (2) development areas, identified as "Area A" and "Area B" in accordance with the M11 Realty Concept Plan, and further to amend the Use Table by adding "Luxury Automobile Dealership" by SP to the Use Table applicable to Area B only. and;

To amend the Planned Development District Zoning Provisions applicable to the Burlington Corporate Center PDD to include the dimensional requirements

which shall be the exclusive dimensional requirements applicable to the development of Area B, as shown on the M11 Realty Concept Plan, notwithstanding any contrary provisions in the Zoning By-Laws, including any Overlay District now existing; and;

To amend the Special Conditions applicable to the Burlington Corporate Center PDD to include provisions exclusive and applicable to development of Area B as shown on the M11 Realty Concept Plan.

MAIN MOTION: As printed in the Warrant

Recommendations: Planning Board 5-1-1
Selectmen 4-0-0
Land Use 4-5-0

ACTION: STANDING VOTE WAS TAKEN 85 for 15 against MOTION PASSES

sent for AG App. 2/4/14

ARTICLE 3 RE: Transfer of Free Cash to Reserve Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$100,000 or any other amount from Free Cash to place in the Town's FY 2014 Reserve Fund, or to act in any other manner in relation thereto.

AMOUNT: \$100,000

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$100,000 to place in the Town's FY 2014 Reserve Fund.

Recommendations: Ways & Means 9-0-0
Selectmen 4-0-0

ACTION: UNANIMOUSLY APPROVED MAIN MOTION

ARTICLE 4 RE: Transfer of Free Cash to Stabilization Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$500,000 or any other amount from Free Cash to place in the Town's Stabilization Account, or to act in any other manner in relation thereto.

AMOUNT: \$500,000

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$500,000 to place in the Town's Stabilization Account.

Amendment was made by John Cormier to amended the motion by an additional \$250,000, it was moved and seconded. When voted on the amendment failed. Then to the Main Motion, discussion was held

Recommendations: Ways & Means 9-0-0
Selectmen 4-0-0

ACTION: STANDING VOTE WAS TAKEN 89 for-4 against MOTION PASSES

ARTICLE 5 RE: Transfer of Free Cash to OPEB Trust Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$500,000 or any other amount from Free Cash to place in the Town's OPEB (Other Post Employment Benefits) Trust Fund, or to act in any other manner in relation thereto.

Amount: \$500,000

MAIN MOTION: To see if the Town will vote to transfer from Free Cash the sum of \$500,000 to place in the Town's OPEB (Other Post Employment Benefits) Trust Fund

Recommendations: Ways & Means 9-0-0
Selectmen 4-0-0

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 6 RE: Transfer of Funds FY 2014 Various Accounts

To see if the Town will vote to transfer from available funds the sum of \$TBD or any other amount for the purpose of paying for expenses incurred in Fiscal Year 2014 to various accounts same to be expended under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: POSTPONED INDEFINITELY

ARTICLE 7 RE: Fund the Burlington Municipal Employees' Association Contract

To see if the Town will vote to transfer from the Fiscal Year 2014 Negotiated Settlement Account the amount of \$TBD for the purpose of funding the Burlington Municipal Employees Association Contract for Fiscal Year 2014, same to be expended under the appropriate authority; or to act in any other manner in relation thereto.

Amount: \$TBD

MAIN MOTION: To see if the Town will vote to adopt the Burlington Municipal Employees' Association Contract for Fiscal Year 2014 as proposed, and transfer from the Fiscal Year 2014 Negotiated Settlement Account the sum of \$101,000 or any amount for the purpose of funding the plan under the direction of the appropriate authorities.

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 8 RE: Fund the Department of Public Works Contract

To see if Town will vote to transfer from the Fiscal Year 2014 Negotiated Settlement Account the sum of \$TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Department of Public Works for FY2014, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

Amount: \$TBD

MAIN MOTION: To see if the Town will vote to adopt the Department of Public Works Contract for Fiscal Year 2014 as proposed, and transfer from the Fiscal Year 2014 Negotiated Settlement Account the sum of \$52,000 or any amount for the purpose of funding the plan under the direction of the appropriate authorities.

Recommendations: Ways & Means 9-0-0
Selectmen 5-0-0

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 9 RE: Fund the Burlington International Firefighters' Association Contract

To see if Town will vote to transfer from the Fiscal Year 2014 Negotiated Settlement Account the sum of \$TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for Fiscal Year 2014, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

Amount: \$TBD

MAIN MOTION: As printed in the Warrant

ACTION: POSTPONED INDEFINITELY

ARTICLE 10 RE: Fund the Burlington Police Command Officers' Contract

To see if Town will vote to transfer from the Fiscal Year 2014 Negotiated Settlement Account the sum of \$TBD for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers' Contract for FY2014, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

Amount: \$TBD

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means 9-0-0
Selectmen 4-0-0

ACTION: POSTPONED INDEFINITELY

ARTICLE 11 RE: Will of Marshall Simonds

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds a sum of money for the improvement of Simonds Park, same to be spent under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

Amount: \$80,000

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means 9-0-0
Selectmen 4-0-0

ACTION: UNANIMOUSLY APPROVED MAIN MOTION

ARTICLE 12 RE: Purchase of Recycling Toters

To see if the Town will vote to authorize the transfer of \$280,000 from the Recyclable Materials Revolving Fund for the purchase of residential recycling toters, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means 9-0-0
Selectmen 4-0-0
Capital Budget 5-0-0

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 13 RE: Door-to-Door Solicitation and Canvassing Bylaw

To see if the Town will vote to add a new Section, sequentially numbered, to Article XIII of the General Bylaws of the Town of Burlington as follows:

6.1 Purpose

This article, adopted pursuant to G.L. c. 43B, § 13 and Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts, establishes registration requirements and specific operation requirements for persons intending to engage in canvassing or solicitation door-to-door in the Town of Burlington in order to protect its citizens from disruption of the peaceful enjoyment of their residences, from the perpetration of fraud or other crimes; and to allow for reasonable access to residents in their homes by persons or organizations who wish to communicate either commercial or non-commercial messages.

6.2 Definitions

For the purpose of this By-law, the following definitions shall apply:

6.2.1 "Soliciting" shall mean and include any one or more of the following activities conducted door-to-door:

(a) selling, or seeking to obtain orders for the purchase of goods or services, including advertising in

any type of publication, for any kind of consideration whatsoever;

(b) selling, or seeking to obtain prospective customers for application for purchase of insurance of any kind;

(c) selling, or seeking to sell subscriptions to books, magazines, periodicals, newspapers or any other type of publication;

(d) seeking to obtain gifts or contributions of money, or any valuable thing for the support or benefit of any association, organization, corporation or project wholly or in part for commercial purposes or by a professional solicitor or commercial co-venturer for a charitable or other non-commercial organization;

(e) seeking to obtain information on the background, occupation, economic status, political affiliation, attitudes, viewpoints, or the like of the occupants of a residence for the purpose of selling or using such data, wholly, or in part, for commercial purposes.

6.2.2 "Canvassing" shall mean and include any one or more of the following activities door-to-door or on a public way:

- (a) person-to-person distribution of literature, periodicals, or other printed materials for commercial purposes, but shall not include placing or dropping off printed materials on the premises;
- (b) seeking to enlist membership in any organization for commercial purposes;
- (c) seeking to present, in person, organizational information for commercial purposes.

6.2.3 "Residence" shall mean and include every individual dwelling unit occupied for residential purposes by one or more persons.

6.2.4 "Registered solicitor" shall mean any person who has obtained a valid certificate of registration from the Town as required by this By-law.

6.2.5 "Charitable organization," "Professional solicitor" and "commercial co-venturer" shall be defined as set forth in G.L. c. 68, § 18.

6.3 Registration

Every person or organization intending to engage in soliciting or canvassing door-to-door in the Town of Burlington must apply for a permit with the Chief of Police at least fourteen (14) business days in advance by filing a registration application form with the Chief of Police.

6.3.1 Organization application forms shall include the following information:

(a) The name and address of the organization applying for registration, and the names and addresses of the organizations' principal officers. If the organization is a charitable organization, a copy of the Annual Registration Statement filed with the Attorney General's Division of Public Charities must be provided with this application. Failure to include a copy of the Annual Registration Statement under such circumstances will render the application incomplete and no action will be taken thereon.

If the organization is a professional solicitor or a commercial co-venturer for a charitable organization, a copy of the contract with the charitable organization must be provided with this application. Failure to include a copy of the contract with the charitable

organization under such circumstances will render the application incomplete and no action will be taken thereon.

(b) The name, title and phone number, as well as a photo identification of the persons filing the application form.

(c) The names and addresses of the person(s), if any, who will be directly supervising the solicitation or canvassing operation in the Town of Burlington.

(d) A list of the names, addresses, dates of birth of all individuals who will be employed in solicitation or canvassing by the applicant.

(e) Period of time for which certificate of registration is needed (*note*: no certificate may be granted for longer than a 60 day period).

(f) Names of the last three communities (if any) in which the organization has conducted a solicitation or canvassing operation, complete with the date issued and date expired.

(g) Insurance information and license, if applicable.

6.3.2 Individual registration forms shall be required for all individuals, including those who are affiliated with an organization registered under Section 6.3.1 hereof. Individual registration forms shall contain the following information:

(a) Name and address of the present place of residence and length of residence at that address; if less than three years residence at present address, the address of residence(s) during the past three years.

(b) Date of birth.

(c) Name, address and telephone number of the person or organization whom the applicant represents and the length of time the applicant has been associated with or employed by that person or organization. If the individual is a professional solicitor or a commercial co-venturer for a charitable organization, a copy of the contract, if any, with the charitable organization must be provided with this application. Failure to include a copy of the contract with the charitable organization under such circumstances will render the application incomplete and no action will be taken thereon.

(d) Name and address of employer during the past three years if other than listed in Section 6.3.1 hereof.

(e) Period of time for which certificate of registration is needed (*note*: no certificate may be granted for longer than a 60 day period).

(f) Name of the last three communities (if any) in which the applicant has solicited or canvassed door-to-door, complete with the date of issue and expiration date.

(g) Photo identification and recent passport-sized photograph of the applicant to be affixed to registration card.

(i) Make, model and registration number and owner of any vehicle to be used by the applicant while soliciting or canvassing.

6.4 Registration Fee

Each applicant for registration or re-registration shall pay to the Town an application fee of \$25.00 and a fee of \$5.00 for the cost of a registration card.

6.5 Registration Cards

6.5.1 The Police Chief, after a review, but in no event more than fourteen (14) business days after receipt of a fully-completed application, shall furnish each person with a registration card which shall contain the following information:

- (a) The name of the person.
- (b) A recent photograph of the person.
- (c) The name of the organization (if any) which the person represents.
- (d) A statement that the individual has been registered with the Town of Burlington Police Department but that registration is not an endorsement of any individual or organization.
- (e) Specific dates or period of time covered by the registration.

6.5.2 Persons engaged in solicitation or canvassing as defined in this Bylaw must display their Town issued registration card on the outermost portion of their clothing at all times while soliciting or canvassing and show such card to any person solicited or upon the request of any police officer.

6.5.3 Registration cards are non-transferable and valid only for the specific dates or time period specified thereon and in no case for longer than 60 days.

6.5.4 The Police Chief shall refuse to register an organization or individual whose registration has been revoked for violation of this by-law within the previous two year period, or who has been convicted of murder/manslaughter, rape, robbery, arson, burglary/breaking and entering, assault, larceny, as such persons pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of the violent crimes so listed. The Police Chief shall also refuse to register a person who is a sex offender required to register with the Sex Offenders Registry Board and who is finally classified as Level 2 or Level 3 Sex Offender, as such persons have been found to have a moderate to high risk of re-offense and pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of sex crimes.

6.6 Exceptions

6.6.1 Registration shall not be required for officers or employees of the Town, County, State or Federal governments when on official business.

6.6.2 Individual registration shall not be required for minors under the age of 18 except in connection with canvassing or soliciting on behalf of a profit organization, newspaper carriers excepted.

6.7 Duties of Persons Going Door-to-Door

6.7.1 Upon going into any residential premises in the Town of Burlington, every solicitor, canvasser or other person must first examine any notice that may be posted prohibiting solicitation or other activities. If such a notice is posted, the solicitor, canvasser or other person shall immediately and peacefully depart from the premises.

6.7.2 Any solicitor, canvasser or other person who has gained entrance to any residence, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.

6.7.3 Immediately upon gaining entrance to any residence, each solicitor or canvasser as defined in this by-law must do the following:

- (a) Present his registration card for inspection by the occupant.
- (b) Request that the occupant read the registration card.
- (c) Inform the occupant in clear language of the nature and purpose of his or her business and, if he/she is representing an organization, the name and nature of that organization.
- (d) It shall be the duty of every organization employing solicitors or canvassers within the definition of this by-law to notify the Police Department daily as to what area(s) of the Town they will be operating in.

6.8 Restrictions on Methods of Solicitation or Canvassing Activities

It shall be unlawful for a solicitor, canvasser or other person to do any of the following:

- (a) Falsely represent, directly or by implication, that the solicitation, canvassing or other activity is being done on behalf of a governmental organization, or on behalf of any municipal employee or elected official.
- (b) Solicit, canvass or conduct any other activity at any residence where there is a posted sign prohibiting the same, without express prior permission of an occupant.
- (c) Solicit, canvass or conduct any other activity at any residence without express prior permission of an occupant, before 9:00 a.m. or after 7:00 p.m. where there is no sign posted otherwise limiting solicitation or the hours of solicitation or such other activities.
- (d) To utilize any form of endorsement from any department head currently employed or serving the Town of Burlington.
- (e) Solicit, canvass or conduct any other activity at any residence or on any public way in a threatening, abusive, or illegal fashion.

6.9 Penalty

6.9.1 Any person or organization who shall violate any of the provisions of this by-law or any applicable state or federal laws governing soliciting or canvassing, including, but not limited to, Mass. G.L.

c. 68, shall be subject to a fine not to exceed \$300.00 for each offense. Each day that a person solicits or canvasses without a license shall constitute a separate offense.

6.9.2 Any person or organization who for himself, itself, or through its agents, servants or employees shall violate any provision of sections 6.7 or 6.8 of this by-law, or any applicable state or federal laws governing soliciting or canvassing, including but not limited to M.G.L. c. 68, or who knowingly provides false information on the registration application, or who is found, after investigation by a police officer, to have conducted himself or itself in a threatening, abusive or illegal fashion, shall have his, her, or its registration revoked by the Chief of Police by written notice delivered to the holder of the registration in person, or sent to the holder by certified mail at the address set forth in the application.

6.9.3 Nothing in this bylaw shall preclude the Police Department from enforcing any applicable state or federal law, including, but not limited to, G.L. c. 101.

6.10 Appeals

Any person or organization who is denied registration or whose registration has been revoked may appeal by filing a written notice of appeal with the Board of Selectmen. Such appeal must be filed within five (5) days after receipt of the notice of denial or revocation. The Board of Selectmen shall hear the appeal at its next scheduled meeting after the filing of the written notice of appeal, provided, however, that if the Board of Selectmen fails to make a determination within thirty (30) days after the filing of the appeal, the registration shall be deemed granted or reinstated as the case may be.

6.11 Severability

Invalidity of any individual provision of this section shall not affect the validity of the by-law as a whole.

MAIN MOTION: To see if the Town will vote to add a new Section, sequentially numbered, to Article XIII of the General Bylaws of the Town of Burlington as follows:

6.1 Purpose

This article, adopted pursuant to G.L. c. 43B, § 13 and Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts, establishes registration requirements and specific operation requirements for persons intending to engage in canvassing or solicitation door-to-door in the Town of Burlington in order to protect its citizens from disruption of the peaceful enjoyment of their residences, from the perpetration of fraud or other crimes; and to allow for reasonable access to residents in their homes by persons or organizations who wish to communicate either commercial or non-commercial messages.

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- (a) selling, or seeking to obtain orders for the purchase of goods or services, including advertising in any type of publication, for any kind of consideration whatsoever;
- (b) selling, or seeking to obtain prospective customers for application for purchase of insurance of any kind;
- (c) selling, or seeking to sell subscriptions to books, magazines, periodicals, newspapers or any other type of publication;
- (d) seeking to obtain gifts or contributions of money, or any valuable thing for the support or benefit of any association, organization, corporation or project wholly or in part for commercial purposes or by a professional solicitor or commercial co-venturer for a charitable or other non-commercial organization;
- (e) seeking to obtain information on the background, occupation, economic status, political affiliation, attitudes, viewpoints, or the like of the occupants of a residence for the purpose of selling or using such data, wholly, or in part, for commercial purposes.

6.2.2 "Canvassing" shall mean and include any one or more of the following activities door-to-door or on a public way:

- (a) person-to-person distribution of literature, periodicals, or other printed materials for commercial purposes, but shall not include placing or dropping off printed materials on the premises;
- (b) seeking to enlist membership in any organization for commercial purposes;
- (c) seeking to present, in person, organizational information for commercial purposes.

6.2.3 "Residence" shall mean and include every individual dwelling unit occupied for residential purposes by one or more persons.

6.2.4 "Registered solicitor" shall mean any person who has obtained a valid certificate of registration from the Town as required by this By-law.

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- (a) The name and address of the organization applying for registration, and the names and addresses of the organizations' principal officers. If the organization is a charitable organization, a copy of the Annual Registration Statement filed with the Attorney General's Division of Public Charities must be provided with this application. Failure to include a copy of the Annual Registration Statement under such circumstances will render the application incomplete and no action will be taken thereon.

If the organization is a professional solicitor or a commercial co-venturer for a charitable organization, a copy of the contract with the charitable organization must be provided with this application. Failure to include a copy of the contract with the charitable organization under such circumstances will render the application incomplete and no action will be taken thereon.

- (b) The name, title and phone number, as well as a photo identification of the persons filing the application form.
- (c) The names and addresses of the person(s), if any, who will be directly supervising the solicitation or canvassing operation in the Town of Burlington.
- (d) A list of the names, addresses, dates of birth of all individuals who will be employed in solicitation or canvassing by the applicant.
- (e) Period of time for which certificate of registration is needed (*note*: no certificate may be granted for longer than a 60 day period).
- (f) Names of the last three communities (if any) in which the organization has conducted a solicitation or canvassing operation, complete with the date issued and date expired.
- (g) Insurance information and license, if applicable.

6.3.2 Individual registration forms shall be required for all individuals, including those who are affiliated with an organization registered under Section 6.3.1 hereof. Individual registration forms shall contain the following information:

- (a) Name and address of the present place of residence and length of residence at that address; if less than three years residence at present address, the address of residence(s) during the past three years.
- (b) Date of birth.
- (c) Name, address and telephone number of the person or organization whom the applicant represents and the length of time the applicant has been associated with or employed by that person or organization. If the individual is a professional solicitor or a commercial co-venturer for a charitable organization, a copy of the contract, if any, with the charitable organization must be provided with this application. Failure to include a copy of the contract with the charitable organization under such circumstances will render the application incomplete and no action will be taken thereon.
- (d) Name and address of employer during the past three years if other than listed in Section 6.3.1 hereof.
- (e) Period of time for which certificate of registration is needed (*note*: no certificate may be granted for longer than a 60 day period).
- (f) Name of the last three communities (if any) in which the applicant has solicited or canvassed door-to-door, complete with the date of issue and expiration date.

(g) Photo identification and recent passport-sized photograph of the applicant to be affixed to registration card.

(i) Make, model and registration number and owner of any vehicle to be used by the applicant while soliciting or canvassing.

6.4 Registration Fee

Each applicant for registration or re-registration shall pay to the Town an application fee of \$25.00 and a fee of \$5.00 for the cost of a registration card.

6.5 Registration Cards

6.5.1 The Police Chief, after a review, but in no event more than fourteen (14) business days after receipt of a fully-completed application, shall furnish each person with a registration card which shall contain the following information:

- (a) The name of the person.
- (b) A recent photograph of the person.
- (c) The name of the organization (if any) which the person represents.
- (d) A statement that the individual has been registered with the Town of Burlington Police Department but that registration is not an endorsement of any individual or organization.
- (e) Specific dates or period of time covered by the registration.

6.5.2 Persons engaged in solicitation or canvassing as defined in this Bylaw must display their Town issued registration card on the outermost portion of their clothing at all times while soliciting or canvassing and show such card to any person solicited or upon the request of any police officer.

6.5.3 Registration cards are non-transferable and valid only for the specific dates or time period specified thereon and in no case for longer than 60 days.

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6.6 Exceptions

6.6.1 Registration shall not be required for officers or employees of the Town, County, State or Federal governments when on official business.

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6.7.2 Any solicitor, canvasser or other person who has gained entrance to any residence, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.

6.7.3 Immediately upon gaining entrance to any residence, each solicitor or canvasser as defined in this by-law must do the following:

- (a) Present his registration card for inspection by the occupant.
- (b) Request that the occupant read the registration card.
- (c) Inform the occupant in clear language of the nature and purpose of his or her business and, if he/she is representing an organization, the name and nature of that organization.
- (d) It shall be the duty of every organization employing solicitors or canvassers within the definition of this by-law to notify the Police Department daily as to what area(s) of the Town they will be operating in.

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It shall be unlawful for a solicitor, canvasser or other person to do any of the following:

- (a) Falsely represent, directly or by implication, that the solicitation, canvassing or other activity is being done on behalf of a governmental organization, or on behalf of any municipal employee or elected official.
- (b) Solicit, canvass or conduct any other activity at any residence where there is a posted sign prohibiting the same, without express prior permission of an occupant.
- (c) Solicit, canvass or conduct any other activity at any residence without express prior permission of an occupant, before 9:00 a.m. or after 9:00 p.m. where there is no sign posted otherwise limiting solicitation or the hours of solicitation or such other activities.
- (d) To utilize any form of endorsement from any department head currently employed or serving the Town of Burlington.
- (e) Solicit, canvass or conduct any other activity at any residence or on any public way in a threatening, abusive, or illegal fashion.

6.9 Penalty

6.9.1 Any person or organization who shall violate any of the provisions of this by-law or any applicable state or federal laws governing soliciting or canvassing, including, but not limited to, Mass. G.L. c. 68, shall be subject to a fine not to exceed \$300.00 for each offense. Each day that a person solicits or canvasses without a license shall constitute a separate offense.

6.9.2 Any person or organization who for himself, itself, or through its agents, servants or employees shall violate any provision of sections 6.7 or 6.8 of this by-law, or any applicable state or federal laws governing soliciting or canvassing, including but not limited to M.G.L. c. 68, or who knowingly provides false information on the registration application, or who is found, after investigation by a police officer, to have conducted himself or itself in a threatening, abusive or illegal fashion, shall have his, her, or its registration revoked by the Chief of Police by written notice delivered to the holder of the registration in person, or sent to the holder by certified mail at the address set forth in the application.

6.9.3 Nothing in this bylaw shall preclude the Police Department from enforcing any applicable state or federal law, including, but not limited to, G.L. c. 101.

6.10 Appeals

Any person or organization who is denied registration or whose registration has been revoked may appeal by filing a written notice of appeal with the Board of Selectmen. Such appeal must be filed within five (5) days after receipt of the notice of denial or revocation. The Board of Selectmen shall hear the appeal at its next scheduled meeting after the filing of the written notice of appeal, provided, however, that if the Board of Selectmen fails to make a determination within thirty (30) days after the filing of the appeal, the registration shall be deemed granted or reinstated as the case may be.

6.11 Severability

Invalidity of any individual provision of this section shall not affect the validity of the by-law as a whole.

RECOMMENDATION: Selectmen voted 4-0-0

ACTION: MAJORITY APPROVED MAIN MOTION

sent for AG App. 2/4/14

ARTICLE 14 RE: Civil Fingerprinting Bylaw

To see if the Town will vote to add a new Section, sequentially numbered, to Article XIII of the General Bylaws of the Town of Burlington as follows:

7.1 Purpose and Scope

This By-law authorizes the Police Department to conduct state and national fingerprint based criminal history checks for individuals applying for specific

licenses in Town to enhance public safety, as authorized by Massachusetts General Laws Chapter 6, Section 172B½. To carry out the criminal history checks authorized by this By-law, the Police Department shall be authorized to use state and Federal Bureau of Investigation (“FBI”) records, provided, however, that such records shall not be disseminated to unauthorized entities and shall be maintained and disclosed in accordance with all applicable law.

The By-law further authorizes the Board of Selectmen, in consultation with the Chief of Police, to promulgate regulations to implement this By-law, which may include, but shall not be limited to, establishment of submission deadlines, procedures for making recommendations to the licensing authority or making a licensing as a result of the criminal history check, procedures for assessing, correcting or amending any such record, criteria for fitness determinations, security of information obtained and penalties for failure to comply with this by-law.

7.2 Criminal History Check Authorization

The Police Department shall, as authorized by Massachusetts General Laws Chapter 6, Section 172B½, conduct State and Federal Fingerprint Based Criminal History checks for individuals and entities for the following licenses:

- Hawking and Peddling or other Door-to-Door Salespeople
- Dealer of Second-hand Articles
- Pawn Dealers
- Hackney Drivers, and
- Ice Cream Truck Vendors
- Mobile Food Vendors

At the time of fingerprinting, the Police Department shall notify the individual being fingerprinted that the fingerprints will be used to check the individual's criminal history records and obtain the individual's consent. After the applicant completes a consent form, provides his/her fingerprints and the appropriate fee, the Police Department shall transmit the fingerprints it has obtained pursuant to this By-law to the Identification Section of the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Services (“DCJIS”), and/or the FBI or the successors of such agencies as may be necessary for the purpose of conducting fingerprint-based state and national criminal records background checks for the license applicants specified in this by-law.

The Town authorizes the Massachusetts State Police, the DCIS and the FBI and their successors, as may be applicable, to conduct fingerprint-based state and national criminal record background checks, including of FBI records, consistent with this By-law. The Town authorizes the Police Department to receive and utilize State and FBI records in connection with such background checks, consistent with this By-law and its implementing regulations. In accordance with its implementing regulations, the Police Department shall communicate the results of fingerprint-based criminal record background checks to the appropriate governmental licensing authority within the Town.

7.3 Use of Criminal Record by Licensing Authorities

Licensing authorities of the Town shall utilize the results of fingerprint-based criminal record background checks for the sole purpose of determining the suitability of the subjects of the checks in connection with the license applications specified in this by-law. A Town licensing authority may deny an application for a license on the basis of the results of a fingerprint-based criminal record background check if it determines that the results of the check render the subject unsuitable for the proposed licensed activity. The licensing authority shall consider all applicable laws, regulations and Town policies bearing on an applicant's suitability in making this determination.

Licensing authorities of the Town are hereby authorized to deny an application for any license specified herein and in the implementing regulations, including renewals and transfers of said licenses, from any person who is determined unfit for the license due to information obtained pursuant to this By-law. Factors that shall be considered in making a determination of fitness shall include, but not be limited to, whether the record subject has been convicted of, or is under pending indictment for a crime, that bears upon the subject's ability or fitness to serve in that capacity, including any felony or a misdemeanor that involved force or threat of force, possession of a controlled substance, or sex-related offense.

7.4 Fees

The fee charged by the Police Department for the purpose of conducting fingerprint-based criminal record background checks shall be one hundred dollars (\$100) for each fingerprinting and criminal history check. A portion of the fee, as specified in Massachusetts General Laws Chapter 6, Section 172B½, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder of the fee may be retained by the Town for costs associated with the administration of the fingerprinting system.

7.5 Effective Date

This by-law shall take effect after compliance with Massachusetts General Laws Chapter 40, Section 32 have been met.

MAIN MOTION: As printed in the Warrant

RECOMMENDATIONS: Selectmen 4-0-0

ACTION: MAJORITY APPROVED MAIN MOTION

sent for AG App. 2/4/14

Resolution #1

Given the need Town Administrator John Petrin articulated at Board of Selectmen's meeting to assess and improve disaster planning and emergency management services for the Town of Burlington, we hereby request the leadership of the Board of Selectmen and Mr Petrin to speedily form a Task Force which includes Police Chief, Fire Chief, Social Services Departments, Community Leaders and Representatives from Town Meeting for such purpose.

We request that proceedings be presented one week prior to May Town Meeting with a final report one week prior to September Town Meeting.

Signed by:

(various Town Meeting Members including with Precinct #s)

PATRICIA	ANGELO	5
GERALD	BEUCHELT	4
TIMOTHY	BROWN	4
ANNE	COADY	7
JOHN	CORMIER	6
DIANE	CREEDON	6
LUCY	DAMIANI	3
NANCY	DECARLUCCI	2
DAVID	ELINS	7
MARJORIE	FOSTER	7
JAMES	FROST	3
JOANNE	FRUSTACI	3
DONNA	GREGORIO	1
WENDY	GUTHRO	2
JOANNE	HORGAN	4
GARY	KASKY	6
MIRIAM	KELLY	7
THOMAS	KILLILEA	6
ROSE	MANNI	6
CONSTANCE	MCELWAIN	4
GARY	MERCIER	3
MILDRED	NASH	3
PAUL	NOONAN	3
PATRICIA	OBRIEN	2
MARIA	OCONNOR	7
MARY		
ELLEN	OSOWSKI	5
MONTE	PEARSON	3
CAROL	PERNA	1
CYNTHIA	PHILLIPS	2
WILLIAM	POEHLER	4
MICHELE	PRENDERGAST	5
DANIEL	RASKE	3
JOANNE	ROY	5
MYRNA	SALTMAN	2
JOANNA	SCHLANSKY	6
ROBERT	SCHLANSKY	6
MARTHA	SIMON	3
PAUL	VALLELI	3
LARRY	WAY	5
ERNEST	ZABOLOTNY	5

ACTION: MAJORITY APPROVED MAIN MOTION**Resolution #2**

Presented by Paul A. Valleli, Pct 3

Move that the January Town Meeting approve the Planning Board and Land Use Committee to correct the intent and purpose of Article 12.4 to account for the amendment process of PDDs.

Signed by:

Monte Pearson, PCT3

Sally Willard, PCT4

Paul A. Valleli, PCT 3

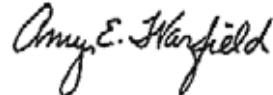
Mildred J. Nash PCT 3

Ernest R. Zabolotny PCT 5

ACTION: MOTION FAILED

At 10:34 PM, a motion to adjourn was moved, seconded and so voted.

Respectfully Submitted:



Amy E. Warfield
Town Clerk

MONDAY, May 5, 2014
Burlington Town Hall – Main Hearing Room

At 7 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 2, 3 and 7 assembled to fill the vacancies in their respective Precincts. New Town Meeting Members that were present were sworn in, they included Pat Moreno (1), Scott Martin (7), Robert Bunker (2), John Iler (6) and Joseph Calandrelli (5). Present from Pct 2 was represented by Robert Bunker, Lisa Cline and Gene Rossi. Lisa nominated Marie Mikolinski. That being the only nomination it was accepted unanimously. Pct 3 representatives present were Roger Riggs, Mildred Nash, Shari Lynn Ellis, Monti Pearson and Martha Simons. There were three people who had tied with one write in each, but none of them were present. A nomination for Jim Beaudry was made by Millie Nash, but there was no second. Since there were no nominees present it was motioned to not vote and bring it up for a vote prior to Town Meeting that was seconded and voted. Millie will contact Jim and check his interest. Amy will contact the other interested people. Pct 7 representatives present were Margery Foster, Mimi Kelly and Scott Martin. There were three people who had one vote as a write in from the Town Election. The only one present was Lois Smith-Martin; she was nominated, seconded and voted for unanimously. The business being concluded the meeting was adjourned at 7:21 PM. An orientation for new Town Meetings was run by the Clerk. That finished at 8:15 PM

ADJOURNED TOWN MEETING
FOGELBERG PERFORMING ARTS CENTER
BURLINGTON HIGH SCHOOL
MONDAY, May 12, 2014

A quorum being present, the meeting was called to order at 7:30 PM. Moderator, Charley Murphy opened the meeting with the Pledge of Allegiance Audio/Video staff for tonight's meeting included: Rachel Menvlo, Timothy Maiorana, Paul Terranova, Cristiana Daniels, and Jennifer Reare. Moderator then recognized the new Town Meeting members and TM member Pat Angelo for her 40 years of service to Town Meeting. He then recognized employees Doug Gillingham and Tom Hickey who are retiring at the end of the Fiscal Year. Town Clerk, Amy Warfield swore in the newly Elected Town Meeting members

Motion made and seconded to adjourn to Wednesday, May 14th at 7:30 PM if business is not concluded on this evening.

ARTICLE 1 RE: Reports of Town Officers & Committees

Moderator recognized the Town Administrator John Petrin who reported on the State of the Towns financial situation. The Recommended budget increases were 4% which was followed by the Departments which can in at 3.8%. The stabilization fund is at 6.5 M, Free Cash is at 9 M and the Tax Levy is 3.4M. Tom Killilea reported from Ways and Means on the balance of commercial and residential for income will continue to grow for the next years. Also he thanked the Ways & Means members for their over 500 hours of work on the budget.

ARTICLE 2 RE: Transfer of Funds FY 2014
Various Accounts

MAIN MOTION: To see if the Town will vote to transfer the sum of \$101,600 from available funds for the purpose of paying for expenses incurred in Fiscal Year 2014 to various accounts, same to be expended under the direction of the appropriate authorities as follows:

<u>LINE ITEM #</u> <u>FROM: SOURCES</u>		
9	Selectmen - Salaries	\$12,000
22	Unemployment	\$35,000
51	Town Facilities	\$54,600
	– Salaries	

<u>LINE ITEM #</u> <u>TO: USES</u>		
14	Assessors – Salaries	\$ 2,300
17	Treasurer Collector	\$15,800
	– Expenses	
26	Medicare	\$10,000
31	Legal – Tax Title	\$ 8,000
43	Conservation – Salaries	\$ 6,000
48	Board of Appeals	\$ 2,400
	– Salaries	
52	Town Facilities	\$45,000
	– Expenses	
59	Building – Salaries	\$ 6,600
60	Building – Expenses	\$ 1,000
81	Veterans – Salaries	\$ 4,500

ACTION: MAJORITY APPROVED MAIN MOTION*

ARTICLE 3 RE: Fund FY 2015 Operating Budget

MAIN MOTION: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money -- \$115,373,037 -- to cover the requests of the various departments for Fiscal Year 2015;

The Moderator requested the reading of all the line items and if a member wants to review that item to voice that by stating HOLD (marked with (H); then the amount will be passed on the none held items and the held items will go back and be reviewed:

TOWN BUDGET:		
TOWN MEETING & REPORTS (Lines 1-2)		
1-Salaries - Part Time		2,481.00
2-Expenses - Cont. Services		12,575.00
TOTAL MEETINGS & REPORTS	15,056.00	0.00%

MODERATOR (Lines 3-4)		
3-Salaries		150.00
4-Expenses - Mat. & Supplies		-
TOTAL MODERATOR	150.00	0.00%

WAYS AND MEANS (Lines 5-6)		
5-Salaries - Part Time		2,800.00
6-Expenses - Mat. & Supplies		268.00
TOTAL WAYS & MEANS	3,068.00	0.00%
CAPITAL BUDGET COMMITTEE (Lines 7-8)		
7-Salaries-Part Time		800.00

8-Expenses-Mat.& Supplies	-		
TOTAL CAPITAL BUDGET	800.00	0.00%	
 TOWN ADM/SELECTMEN (Lines 9-11)			
9-Salaries	481,513.00		
10-Expenses	12,383.00		
11-Special Accounts	16,500.00		
TOTAL TOWN ADM/SELECTMEN	510,396.00		
	-4.35%		
 ACCOUNTING (Lines 12-13)			
12-Salaries	307,434.00		
13-Expenses	4,685.00		
TOTAL ACCOUNTING	312,119.00	2.63%	
 ASSESSORS (Lines 14-15)			
14-Salaries	267,229.00		
15-Expenses	109,900.00		
TOTAL ASSESSORS	377,129.00	3.76%	
 TREASURER/COLLECTOR (Lines 16-18)			
16-Salaries	625,452.00		
17-Expenses	22,510.00		
18-Special Accounts	100.00		
TOTAL TAX COLL./TRSURER	648,062.00	3.30%	
 CENTRAL ADMINISTRATION (Lines 19-28)			
19-Central Supply	110,000.00		
20-Central Machines	25,658.00		
21-Chapter 32B-Health Ins. (AA)	11,571,000.00		
22-Unemployment Comp (AA)	125,000.00		
23-Pension Reimbursement (AA)	2,000.00		
24-Town Insurance (AA)	750,000.00		
25-Financial Audit (AA)	65,000.00		
26-Medicare Tax (AA)	896,132.00		
27-Chas George Settlement (AA)	-		
28-4th of July/Town Event	-		
TOTAL CENTRAL ADMIN.	13,544,790.00	2.37%	
 LEGAL (Lines 29-32)			
29-Legal Fees	100,000.00		
30-Collective Bargaining	92,000.00		
31-Tax Title	3,500.00		
32-Cable TV Negotiations	1,500.00		
TOTAL LEGAL	197,000.00	0.00%	
 HUMAN RESOURCES (Lines 33-35) (H)			
33-Salaries	106,283.00		
34-Expenses	2,085.00		
35-Special Accounts	13,250.00		
TOTAL - HUMAN RESOURCES	121,618.00	1.60%	
 MANAGEMENT INFO. SYSTEMS (Lines 36-37) (H)			
36-Salaries	292,658.00		
37-Expenses	238,950.00		
TOTAL MIS	531,608.00	40.08%	
 TOWN CLERK (Lines 38-40)	(H)		
38-Salaries	252,089.00		
39-Expenses	17,050.00		
40-Special Accounts	59,351.00		
TOTAL TOWN CLERK	328,490.00	15.28%	
 REGISTRAR OF VOTERS (Lines 41-42)			
41-Salaries	1,150.00		
42-Expenses	7,100.00		

TOTAL REGISTRARS	8,250.00	2.48%
 CONSERVATION (Lines 43-45)		
43-Salaries	193,956.00	
44-Expenses	3,265.00	
45-Special Accounts	13,000.00	
TOTAL CONSERVATION	210,221.00	4.99%
 PLANNING BOARD (Lines 46-47)		
46-Salaries	258,950.00	
47-Expenses	18,261.00	
TOTAL PLANNING BOARD	277,211.00	1.77%
 BOARD OF APPEALS (Lines 48-50)		
48-Salaries -- Part Time	11,897.00	
49-Expenses --Mat & Supplies	250.00	
50-Spec. Accts -- Ads & Postage	6,000.00	
TOTAL BOARD OF APPEALS	18,147.00	3.00%
 TOWN FACILITIES (Lines 51-52)		
51-Salaries	-	
52-Expenses	-	
TOTAL TOWN FACILITIES	-	0.00%
 POLICE DEPARTMENT (Lines 53-55) (H)		
53-Salaries	6,741,012.00	
54-Expenses	524,327.00	
55-Special Accounts	266,300.00	
TOTAL POLICE DEPT	7,531,639.00	4.92%
 FIRE DEPARTMENT (Lines 56-58)		
56-Salaries	5,759,612.00	
57-Expenses	436,638.00	
58-Special Accounts	146,560.00	
TOTAL FIRE DEPARTMENT	6,342,810.00	2.06%
 BUILDING DEPARTMENT (Lines 59-61) (H)		
59-Salaries	518,653.00	
60-Expenses	34,075.00	
61-Special Accounts	10.00	
TOTAL-- BUILDING DEPT	552,738.00	10.06%
 SEALER OF WEIGHTS (Lines 62-63)		
62-Salaries	-	
63-Expense	7,800.00	
TOTAL SEALER OF WEIGHTS	7,800.00	0.00%
 EMERGENCY MGT SERVICE (64-66) (H)		
64-Salaries	10,000.00	
65-Expenses	13,600.00	
66-Special Accounts	2.00	
TOTAL EMERG. SERVICES	23,602.00	0.00%
 SHAWSHEEN VALLEY TECH (Line 67) (H)		
67-TOTAL (AA)	1,775,591.00	25.22%
 LOCAL EDUCATION (Line 68) (H)		
68-TOTAL-LOCAL ED	52,672,246.00	3.90%
 DEPT. OF PUBLIC WORKS (Lines 69-74) (H)		
69-Salaries	4,484,547.00	
70-Expenses	3,168,870.00	
71-Special Accounts	738,290.00	
72-Rubbish and Garbage (AA)	1,736,000.00	
73-Street Light (AA)	370,500.00	
74-Swift Law (AA)	15,000.00	
TOTAL -- DPW	10,513,207.00	3.06%
 BOARD OF HEALTH (Lines 75-77)		
75-Salaries	408,404.00	

76-Expenses	60,400.00
77-Special Accounts	101,661.00
TOTAL -- BOARD OF HEALTH	570,465.00 2.73%

COUNCIL ON AGING (Lines 78-80)	
78-Salaries	274,411.00
79-Expenses	7,830.00
80-Special Accounts	7,442.00
TOTAL COUNCIL ON AGING	289,683.00 -3.11%

VETERANS' SERVICES (Lines 81-83) (H)	
81-Salaries	140,683.00
82-Expenses	2,995.00
83-Special Accounts	128,000.00
TOTAL VETERANS SERVICES	271,678.00 3.57%

COMMUNITY LIFE CENTER (Lines 84-85)	
84-Salaries	395,251.00
85-Expenses	23,929.00
TOTAL --COMM. LIFE CENTER	419,180.00 -3.59%

DISABILITY ACCESS (Lines 86-87)	
86-Salaries	2,417.00
87-Expenses	400.00
TOTAL DISABILITY ACCESS	2,817.00 1.77%

PUBLIC LIBRARY (Lines 88-90)	
88-Salaries	1,096,212.00
89-Expenses	160,258.00
90-Special Accounts	159,000.00
TOTAL -- PUBLIC LIBRARY	1,415,470.00 2.33%

RECREATION DIRECTOR (Lines 91-93)	
91-Salaries	553,987.00
92-Expenses	41,140.00
93-Special Accounts	16,140.00
TOTAL REC. DIRECTOR	611,267.00 2.93%

RECREATION MAINTENANCE (Lines 94-95)	
94-Salaries	738,399.00
95-Expenses	221,329.00
TOTAL RECREATION MAINT.	959,728.00 -0.52%

HISTORICAL COMMISSION (Line 96) (H)	
96-Expenses	9,550.00
TOTAL -- HISTORICAL COMM.	9,550.00 500.63%

DEBT SERVICE (Lines 97-98)	
97-PRINCIPAL (AA)	3,857,946.00 -2.24%
98-INTEREST (AA)	2,011,200.00 5.64%
TOTAL DEBT SERVICE (AA)	5,869,146.00 0.32%

OTHER ACCOUNTS (99-104)	
99-RESERVE FUND	200,000.00 0.00%
100-COUNTY RETRMENT(AA)	7,475,305.00 6.47%
101-NEG SETTLEMENTS	300,000.00 -13.15%
102-STABILIZATION (AA)	- 0.00%
103-53rd WEEK PAYROLL (AA)	- 0.00%
104-LOCAL TRANSPORT (AA)	155,000.00 0.00%
105-CAPITAL IMPROVE (AA)	300,000.00 0.00%
lines 100 & 105 were Held (H)	

Portion of the budget passed on first review was for the amount of: \$33,265,765.00

Of the Held items discussion was on the increases in budgets MIS – due to implementation of continued IT improvements; Clerk's – to do increase in the number of elections; Historical – requests for improvements in handling of the Commissions collection; Schools – questions on where money is being spent. All the items

passed after review for an amount of: \$82,107,272.00. For a total budget of: \$115,373,037.

ACTION: MAJORITY APPROVED MAIN MOTION*

Article 4 continued on next page

ARTICLE 4 RE: Fund Revolving Accounts

To see if the Town will vote to authorize revolving funds for certain Town departments under Massachusetts General Laws Chapter 44, Section 53E½ for the Fiscal Year beginning July 1, 2014; or to act in any other manner in relation thereto:

Town Meeting sets \$ spending limit, not more than 10% of tax levy, benefit costs must be included for full time employees.					
Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Home Composting/Rainwater Recycling	Public Works	Fees charged for compost bins/Rainwater Recycling Barrels	Purchase of compost bins/Rainwater Recycling Barrels	\$10,000	Available for expenditure next year "U"
Cross Connection-Backflow prevention	Public Works	Fees charged for testing devices that prevent mixing of potable and non-potable water	Contract services to EPA authorized vendors who perform the testing, surveys, and backflow tester salary.	\$50,000	Available for expenditure next year "U"
B-line Local Mini Bus	Public Works	Bus user fees	Salaries, expenses, contractual services to operate the in-town B-Line bus service.	\$50,000	Available for expenditure next year
Grandview Farm	Board of Selectmen	Rental fees for building use of GVF/ Marion Tavern Facility	Operating costs of GVF/Marion Tavern Facility	\$90,000	Available for expenditure next year
Nursing Programs & Services	Board of Health	Fees charged for medical diagnostic and screening services and Medicare or insurance reimbursements, i.e. Flu/Pneumonia vaccination	Medical equipment and supplies, immunizations, educational materials	\$20,000	Available for expenditure next year "U"
Plan Imaging	Building Department	2% of Building Department Fees Not to exceed \$20,000 annually	Archival imaging of building permit drawings and specifications	\$25,000	Available for expenditure next year "U"
Sale of Recyclable Materials, Trash Bags and Toters	Board of Selectmen	Receipts from the Sale of Recyclable Material, Trash Bags and Toters	May be used to offset the cost of curbside collection and disposal of solid waste	\$75,000	Available for expenditure next year "U"
Sealer of Weights & Measures	Board of Selectmen	Fees charged for Weights & Measures Services	Costs associated with the administration of the Weights & Measures Program	\$20,000	Available for expenditure next year "U"
Ice Palace Improvement & Maintenance	Board of Selectmen	Rent from Lease	Improvements & Maintenance	\$100,000	Available for Expenditure Next Year

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MAIN MOTION unless marked with "U" for UNANIMOUS *

ARTICLE 5 RE: Fund FY 2015 Capital Budget

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$ TBD or any other amount for the items contained within the following proposed Fiscal Year 2015 Capital Budget, same to be expended under the appropriate authorities as indicated:

PRJT	DEPT.	NAME /DISCRIPTION	#	SPDG	AUTHORITY	AMOUNT
FROM FREE CASH (5-1) – (5-21):						
5-1	DPW	Sidewalk Restoration		Selectmen	\$50,000	PASSED
5-2	DPW	Mill Pond Generator		Selectmen	\$160,000	PASSED

5-3	DPW	Stream Cleaning/Drainage Repair		Selectmen	\$ 200,000	PASSED
5-4	DPW	DPW Vehicle Replacement Program		Selectmen	\$ 219,000	PASSED
5-5	DPW	H15A – Sander Body		Selectmen	\$ 23,000	PASSED
5-6	DPW	Library Roof Coping Cap		Town Facilities		
		Selectmen		Selectmen	\$ 40,000	PASSED
5-7	DPW	Floors/Paint Various Town Buildings		Town Facilities		
		Selectmen		Selectmen	\$ 45,000	PASSED
5-8	DPW	Facility Upgrades Including Energy Conservation Measures		Town Facilities		
		Selectmen		Selectmen	\$ 145,000	PASSED

5-9	PLANNING	Comprehensive Master Plan - Phase II	
	Planning	\$ 100,000	PASSED
5-10	POLICE:	Video Security System Selectmen	\$ 35,000 PASSED
5-11	RECREATION	Wildmere Tot Lot	
		Basketball Court Renovation	
		Recreation Comm.	\$ 35,950 PASSED
5-12	RECREATION	Two Vehicle Replacements (one with dump body/one with power tail gate)	
		Two F350 - 4 Wheel Drive Pickup Trucks	
		Recreation Comm.	\$ 80,000 PASSED
5-13	RECREATION	Replacing Picnic Shelter Regan Park	
		Recreation Comm	\$ 15,300 PASSED
5-14	SCHOOL:	Fox Hill School Roof Replacement School Committee	
			\$ 655,200 PASSED
5-15	SCHOOL:	Fox Hill School Boiler Replacement	
		School Comm.	\$ 225,000 PASSED
5-16	SCHOOL:	Francis Wyman School Interior Painting	
		School Comm.	\$ 45,000 PASSED
5-17	SCHOOL:	Burlington School Department Music Department	
		School Committee	\$ 39,334 PASSED
5-18	SCHOOL:	Burlington High School Playground Replacement	
		School Committee	\$ 50,000 PASSED
5-19	SCHOOL:	Burlington High School Sidewalk Installation	
		School Committee	
			\$ 30,000 PASSED
5-20	SCHOOL:	Burlington High School Locker Room	
		Renovations/Improvements	
		School Committee	\$ 160,000 PASSED
5-21	TOWN CLERK	Replacement of Microfilm Reader/Printers for Archives	
		Town Clerk	
		Amt Amended	\$ 15,000 PASSED
FROM SEWER ENTERPRISE (5-22) - (5-23):			
5-22	DPW	Sewer Pump Station Rehabilitation	
		Selectmen	\$ 250,000 PASSED
5-23	DPW	Sewer Vactor Truck	
		Selectmen	\$ 405,000 PASSED

MAIN MOTION: To see if the Town will vote to transfer from Free Cash and Sewer Enterprise as follows, for those items contained within the following proposed Fiscal Year 2015 Capital Budget, same to be expended under the appropriate authorities as indicated:

ACTION: MAJORITY APPROVED MAIN MOTION*

Motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned until 10:57 PM, Wednesday, May 14 evening at 7:30 PM.

Respectfully Submitted

Amy E. Warfield
Amy E. Warfield,
Town Clerk

MONDAY, May 14, 2014
Burlington High School
Fogelberg Performing Arts Center

Precinct #3 gathered at 7:20 PM to vote in a member to fill the empty seat. Members present included Millie Nash, Shari Ellis, David Fitzgerald, Matt Frost, Gary Mercier, James Patterson, Daniel Raske, Roger Riggs, Paul Valleli. Jim Patterson nominated Julianne Patterson, it was seconded and voted. She was voted in by a majority of members.

Meeting called to order at 7:34 PM, with a quorum being present, the Moderator recognized the passing of long time Burlington resident and Town Meeting member Alan Goldstein. Motion was made to adjourn to May 19 2014 in case the business is not completed this evening.

ARTICLE 6 RE: Pavement Management Change of Funding Source

To see if the Town will vote to transfer the sum of \$3,000,000 from free cash in order to pay for the maintenance and repaving of roadways and municipal parking lots in Burlington in order to change the funding source from borrowing as approved under Article 14 of May 23, 2012 Annual Town Meeting; or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: UNANIMOUSLY PASSED*

ARTICLE 7 RE: Create and Fund Capital Stabilization Fund

To see if the Town will vote to accept the provisions of MGL, Chapter 40 Section 5B creating a "Special" Capital Stabilization Fund for the purpose of funding Capital Projects requested through the Town's Capital Plan and to transfer from free cash the sum \$3,000,000 to the Capital Stabilization Fund; or to act in any manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: WITHDRAWN

ARTICLE 8 RE: Inflow/Infiltration – Project 7 Construction

To see if the Town will vote that the sum of \$1,300,000 is hereby appropriated for the purpose of funding Sewer Inflow/Infiltration Mitigation, as required under an Amended Administrative Consent Order issued by the Department of Environmental Protection, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow \$900,000 under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore, provided, however, that the amount authorized to be borrowed hereunder shall be reduced to the extent of any grants or gifts received by the Town from the Massachusetts Water Resources

Authority, or from any other source, on account of this project and transfer the sum of \$400,000 from the Sewer Inflow and Infiltration Fund; to pay costs of removing sources of infiltration and inflow into the Town's sewer system, same to be spent under the direction of the Town Administrator; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: UNANIMOUSLY PASSED*

ARTICLE 9 RE: Burlington/Woburn Regional Inflow/Infiltration

To see if the Town will vote to transfer from the Sewer Inflow/Infiltration Fund or otherwise provide the sum of \$950,000, or any other sum, for the purpose of funding Burlington/Woburn sewer interceptor repair, same to be spent under the direction of the Town Administrator,

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MOTION
standing vote was called for 53 FOR and 31 AGAINST it PASSES *

ARTICLE 10 RE: Sewer Services Enterprise Fund WRA Assessment

To see if the Town will vote to transfer the sum of \$5,036,610 to operate the FY 2015 Sewer Services Enterprise of which \$5,036,610 will come from the FY 2015 Sewer Services Enterprise Estimated Revenue Account; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: UNANIMOUSLY PASSED *

ARTICLE 11 RE: MWRA I/I Debt Service

To see if the Town will vote to transfer from the Sewer Inflow/Infiltration fund the sum of \$98,560 for the purpose of paying the FY2015 debt service on the Town's three existing 0% MWRA I/I loans, or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: UNANIMOUSLY PASSED *

ARTICLE 12 RE: Grandview Farm Debt Service

To see if the Town will vote to transfer the sum of \$82,108 from the Land Exchange Development Agreement (LEDA) Fund from the Gutierrez Company for the purpose of paying the FY2015 Debt Service on the Town's July 2009 General Obligation Bond for the renovation of Grandview Farm; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: UNANIMOUSLY PASSED *

ARTICLE 13 RE: Bond Authorization-Fire Station #2 Design

To see if the Town will vote to appropriate a sum of \$700,000 for the design of the fire station to be located on great Meadow Road and to determine whether this appropriation shall be raised by borrowing or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to appropriate \$700,000 to pay the costs of the design of the fire station to be located on Great Meadow Road, including the payment of all costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$700,000 under Chapter 44 of the General Laws or any other enabling authority; that the Board of Selectmen is authorized to contract for and expend any federal or state aid available for the project; and that the Board of Selectmen is authorized to take any other action necessary or convenient to carry out this vote.

ACTION: WITHDRAWN

ARTICLE 14 RE: Bond Authorization Human Services Building and 33 Center Street Design

To see if the Town will vote to appropriate a sum of \$250,000 for the design of the improvements to be made at the Human Services Building and 33 Center Street and to determine whether this appropriation shall be raised by borrowing;

MAIN MOTION: To see if the Town will vote to appropriate \$250,000 to pay the costs of the design of the improvements to be made at the Human Services Building and 33 Center Street, including the payment of all costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$250,000 under Chapter 44 of the General Laws or any other enabling authority; that the Board of Selectmen is authorized to contract for and expend any federal or state aid available for the project; and that the Board of Selectmen is authorized to take any other action necessary or convenient to carry out this vote.

ACTION: STANDING COUNT 81 FOR – 6 AGAINST –PASSES 2/3RDS MAJORITY *

ARTICLE 15 RE: Bond Authorization/Pavement Management

To see if the Town will vote to appropriate the sum of \$3,000,000 to pay costs of maintaining and repaving Roadways and Municipal Parking Lots in Burlington; to determine whether this appropriation should be raised by borrowing or otherwise;

MAIN MOTION: To see if the Town will vote to appropriate \$3,000,000 to pay costs of maintaining

and repaving Roadways and Municipal Parking Lots in Burlington, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount pursuant to Chapter 44, Section 7(5) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ACTION: UNANIMOUSLY PASSED *

ARTICLE 16 RE: Bond Authorization/Water Main Upgrades

To see if the Town will vote to appropriate the sum of \$1,000,000 to pay costs of water main replacements and upgrades, including the payment of all costs incidental and related thereto; to determine whether this appropriation should be raised by borrowing or otherwise;

MAIN MOTION: To see if the Town will vote to appropriate \$1,000,000 to pay costs of water main replacements and upgrades, including the payment of all costs incidental and related thereto, such amount to be expended at the direction of the Town Administrator; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 8(5) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore.

ACTION: UNANIMOUSLY PASSED *

ARTICLE 17 RE: Chapter 90

To see if the Town will vote to accept the Chapter 90 allocation of \$1,100,000 and appropriate the sum of \$1,100,000 for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator;

MAIN MOTION: To see if the Town will vote to accept any and all grants relative to the Chapter 90 allocation from the Commonwealth of Massachusetts for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator.

ACTION: UNANIMOUSLY PASSED *

ARTICLE 18 RE: Will of Marshall Simonds

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the sum of \$80,000 for the improvement of Simonds Park, same to be expended under the direction of the Recreation Commissioners;

MAIN MOTION: As printed in the Warrant

ACTION: UNANIMOUSLY PASSED *

ARTICLE 19 RE: Amend Administrative and Professional Classification Plan

To see if the Town will vote to amend the existing Administrative and Professional Classification Plan by adding the title of Purchasing Analyst and placing said title in Group 12 for this position in FY2015, and by adding the title of Deputy Police Chief and placing said title in Group 16 for this position in FY2015;

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MOTION *

ARTICLE 20 RE: Fund the Administrative & Professional Compensation Plan

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for Fiscal Year 2015, and transfer from the Fiscal Year 2015 Negotiated Settlement Account the sum of \$91,700 or any other amount for the purpose of funding the plan under the direction of the appropriate authorities;

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MOTION *

ARTICLE 21 RE: Fund the Part-time Compensation Plan

To see if the Town will vote to transfer from the Fiscal Year 2015 Negotiated Settlement the amount of \$9,600 for the purpose of funding the Part-time Salary Plan (under 20 hours) for Fiscal Year 2015, same to be expended under the appropriate authority;

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MOTION *

ARTICLE 22 RE: Fund the Burlington International Firefighters' Association Contract

To see if Town Meeting will vote to transfer from the FY14 Negotiated Settlement Account \$89,000 and FY15 Negotiated Settlement Account \$189,300 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for FY 14 and FY15, same to be spent under the appropriate authority;

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MOTION *

ARTICLE 23 RE: Fund the Burlington Police Command Officers' Contract

To see if Town Meeting will vote to transfer from the FY14 Negotiated Settlement Account a sum of \$95,000 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command

Officers' Contract for FY14, same to be spent under the appropriate authority;

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MOTION *

ARTICLE 24 RE: Eliminate Civil Service for Police

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation in the form set forth below; and provide further that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition.

AN ACT EXEMPTING THE POLICE DEPARTMENT IN THE TOWN OF BURLINGTON FROM THE CIVIL SERVICE LAW.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of same as follows:

SECTION 1. The positions within the Burlington Police Department shall be exempt from Chapter 31 of the General Laws.

SECTION 2. Section 1 shall not impair the civil service status of a person holding a civil service position in the Town of Burlington on the effective date of this act.

SECTION 3. This act shall take effect upon its passage.

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MOTION *

ARTICLE 25 RE: School Community Custodial Services

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$35,335 or any other sum, to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees for the events to be covered for Burlington Scout Organizations. PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non profit Burlington Civic Organizations; or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer the sum of \$35,335 from Free Cash for the purpose of Community Custodial Fees for FY 2015 for the events to be covered for Burlington Scout Organizations. PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other non profit Burlington Civic

Organizations, to be spent under the direction of the School Committee.

ACTION: MAJORITY APPROVED MOTION *

ARTICLE 26 RE: Fourth of July Parade

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$10,000 to pay for expenses associated with the annual 4th of July parade and to do or act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer the sum of \$10,000 from Free Cash to be expended at the direction of the Board of Selectmen to pay the costs associated with the annual 4th of July parade.

ACTION: MAJORITY APPROVED MOTION *

ARTICLE 27 RE: Changing the Constable Positions

To see if the Town will vote to change the Elected Constable Positions from First Constable and Second Constable (2 positions) to Constable – Vote for Two (2 positions), for the term of three years. This would take effect for the Annual Town Election in 2016 when both Constables are up for re-election.

MAIN MOTION: As printed in the Warrant

ACTION: UNANIMOUSLY PASSED *
App. AG 07/03/2014 Posted 04/2014 – 7/12/2014

ARTICLE 28 RE: 24 Hour Bylaw

To see if the Town will vote to add a new Section 1.41, to Article XIII of the General Bylaws of the Town of Burlington as follows:

1.41 RETAIL ESTABLISHMENTS – TEMPORARY TWENTY-FOUR (24) HOUR OPERATION OR TEMPORARY OPERATION AT ANY TIME BETWEEN THE HOURS OF 12:00 A.M. AND 7:00 A.M. WITH SPECIAL LICENSE

1.41.1 **Definitions:** “Retail Establishment” shall mean stores where most of the floor area is devoted to the sale of non-food and non-alcohol products, including home goods, clothing and personal goods, and which are substantially larger and carry a broader range of merchandise than liquor stores, convenience stores, drugstores/pharmacies and supermarkets.

1.41.2 **General Provisions:**

1.41.2.1 This Bylaw shall only apply to Retail Establishments as such term is defined herein. No other business entity or store, including, but not limited to, liquor stores and convenience stores, may operate for twenty-four (24) hours a day or at any time

between the hours of 12:00 a.m. (midnight) and 7:00 a.m.

1.41.2.2 No owner, lessee or business entity of a Retail Establishment in Town shall operate a retail business for twenty-four (24) hours a day or at any time between the hours of 12:00 a.m. (midnight) and 7:00 a.m. without the issuance of a special temporary license issued by the Board of Selectmen.

1.41.2.3 An owner, lessee or business entity of a Retail Establishment seeking to remain open to transact business twenty-four (24) hours a day or at any time between the hours of 12:00 a.m. (midnight) and 7:00 a.m. on a limited and temporary basis shall apply to Board of Selectmen for a special license.

1.41.3 **Application Process**

1.41.3.1 Applications for Retail Establishment special licenses to temporarily remain open for twenty-four (24) hours a day or at any time between the hours of 12:00 a.m. (midnight) and 7:00 a.m. shall be made on forms provided by the Board of Selectmen at least ninety (90) days in advance of the requested date(s) to remain open for twenty-four (24) hours or at any time between the hours of 12:00 a.m. (midnight) and 7:00 a.m. The application fee for this special temporary license shall be two-hundred and fifty dollars (\$250) per Retail Establishment.

1.41.3.2 The Board of Selectmen is hereby authorized to promulgate rules and regulations appropriate for the implementation of this Bylaw, and, if necessary, work with other departments, boards, officials and employees of the Town to establish a streamlined process for the temporary twenty-four (24) hour licensing of Retail Establishments or for the licensing of Retail Establishments at any time between the hours of 12:00 a.m. (midnight) and 7:00 a.m.

1.41.3.3 Upon receipt of a complete special license application to temporarily operate for twenty-four (24) hours a day or to temporarily operate at any time between the hours of 12:00 a.m. (midnight) and 7:00 a.m. and payment of the applicable fee, the Board of Selectmen shall, at a public hearing, consider the special license application for compliance with the Town of Burlington Rules and Regulations for the Temporary Opening of Retail Establishments for Twenty-Four (24) Hours a Day or for the Temporary Opening of Retail Establishments at any time between the hours of 12:00 a.m. (midnight) and 7:00 a.m. At such hearing, the Board of Selectmen shall, at its discretion, consider public safety and health factors, and shall confer with the police chief and other town officials, employees and boards, if necessary, to assess potential nuisances, traffic, safety and health implications that may arise from the temporary operation of the Retail Establishment all day or from the operation of a Retail Establishment at any time between the hours of 12:00 a.m. and 7:00 a.m., and deny, grant or condition the special license, as necessary.

1.41.3.4 Special licenses shall remain in effect only for the specific date(s) granted by the Board of Selectmen. A Retail Establishment may not remain open for twenty-four (24) hours a day or at any time between the hours of 12:00 a.m. (midnight) and 7:00 a.m. with a special license for more than thirty (30) calendar days each year. An additional fee of two hundred and fifty (\$250) dollars shall be paid for any further requests for temporary special licenses.

1.41.4 **Non-Transferable License**: A holder of a twenty-four (24) hour special license or a special license to operate at any time between the hours of 12:00 a.m. (midnight) and 7:00 a.m. may not sell, lend, lease or in any manner transfer said license.

1.41.5 **Enforcement and Penalty**: The Board of Selectmen, the Police Chief or their designee(s) shall have the authority to enforce this Bylaw. Anyone in violation of the provisions of this Bylaw or the Board of Selectmen's rules and regulations shall be subject to a fine of \$200 for each violation and/or suspension, revocation or cancellation of the special license. The provisions of G.L. c. 40, §21D may be used to enforce this section. For purposes of this Bylaw, every calendar day on which a store remains open twenty-four hours (24) a day or at any time between the hours of 12:00 a.m. (midnight) and 7:00 a.m. without a special license to operate for such date(s) shall be deemed a separate offense.

1.41.6 **Severability**: If any provision of this section shall be held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions which shall remain in full force and effect.

MAIN MOTION: As printed in the Warrant

ACTION: MAJORITY APPROVED MOTION *
App. AG 07/03/2014 Posted 04/2014 – 7/12/2014

ARTICLE 29 RE: Registered Marijuana Dispensary Zoning Bylaw Amendment (Medical Marijuana)

To see if the Town will vote to amend Article II of the Zoning Bylaw, by amending “Definitions,” by adding the following new definitions in the correct alphabetical order:

2.18.2.1 Registered Marijuana Dispensary (RMD)

Registered Marijuana Dispensary means a not-for-profit entity registered under 105 CMR 725.100, that acquires, cultivates, possesses, stores, processes (including development of related products such as

edible MIPs (Marijuana Infused Products), tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

2.18.2.2 Religious Institution (Places primarily used for religious purposes)

A building, together with its accessory buildings and use, where persons regularly assemble for religious purposes and related social events and which building, together with its accessory buildings and uses, is

maintained and controlled by a religious body organized to sustain religious activities and purposes. And further, to see if the Town will vote to amend Article IV "Use Regulations" of the Zoning Bylaw, by amending section 4.2.0 "Principal Use Regulation Schedule" by adding the following:

4.2.0 Principal Use Regulation Schedule																
	District															
	RO	RG	RC	BN	BL	BG	BT	IG	IH	IR	OS	A	WR	CC	CBD	
4.2.2.30	Registered Marijuana Dispensary (see Sect 10.6)	NO	SP	SP	SP	NO	Yes	Yes	NO	NO						

End Article IV Amendments

And further, to see if the Town will vote to amend Article X "Miscellaneous and Special Regulations" of the Zoning Bylaw, to delete in its entirety the existing Section 10.6.0 "Temporary Moratorium on Medical Marijuana Treatment Centers" and to insert in its place a new Section 10.6.0, as follows:

10.6.0 Registered Marijuana Dispensary

10.6.1 Purpose and Intent

Applications for a Registered Marijuana Dispensary (RMD) shall be subject to additional criteria herein.

10.6.2 Procedures

All requests for consideration by the Planning Board for Special Permit approval of an RMD shall be consistent with this section and Section 9.2.0 of the Zoning Bylaw. All RMDs must be licensed by the state Department of Public Health (DPH) or successor agency. At the time of application for approval of a Special Permit, the proponent is required to submit documentation to the Town that the state DPH has issued a valid license and/or permit to operate a Registered Marijuana Dispensary.

10.6.2.1 Notification

The abutter notification requirement is hereby extended to a distance of one thousand feet (1000), to correspond with the buffer requirements below.

10.6.3 Approval criteria

In addition to the approval criteria for Special Permit in Section 9.2.4 of the Zoning Bylaw, the Planning Board shall incorporate the recommendations of the Board of Health, Police Department, Fire Department,

Building Department as conditions of approval for any Registered Marijuana Dispensary.

10.6.4 Additional Dimensional Requirements

In addition to the dimensional requirements set forth in Section 5.2.0 Density Regulation Schedule of the Zoning Bylaw, the following requirements shall apply.

10.6.4.1 Buffer Requirement

The parcel boundary within which a Registered Marijuana Dispensary is located shall not be:

1. Within one thousand (1000) feet of the nearest parcel boundary of another RMD;
2. Within five hundred (500) feet of the nearest parcel boundary of a religious institution;
3. Within one thousand (1000) feet of the nearest parcel boundary of a place where children commonly congregate.

3.1 For these purposes, a place where children commonly congregate shall include: Dance schools; gymnastic schools; technical schools; vocational schools; public and private K-12 schools; facilities that offer tutoring or after school instruction; licensed daycare facilities (including private home daycare); parks that have play structures and athletic fields intended for use by children; accredited Headstart facilities; commercial establishments that host children's parties. This bylaw regulates intentional congregation of children--such as at schools, play structures, athletic fields, and the like, rather

than incidental congregation of children, such as at ice cream parlors, pediatrics offices, and shopping venues, and the like. The applicant shall demonstrate compliance with buffer requirements under this regulation by provision of maps, and by an inventory of tenants and owners within the buffer, or by any other means the Planning Board might require. The buffer requirement applies to facilities in adjacent communities as well as facilities within Burlington.

10.6.4.2 Amending the buffer requirement

The Planning Board shall have discretion to amend the buffer requirement as follows:

1) Where the Planning Board clearly distinguishes between uses within a single parcel, and finds that the intent of the buffer requirement can be met, as set forth in 10.6.4.1 above, the Board, in the exercise of its reasonable discretion, may waive the requirement that the 1,000 foot buffer be measured between the nearest points of parcel boundaries and instead require that measuring between nearest points of facilities, for example, measuring building to building, shall be the method of measurement where circumstances warrant the change.

10.6.4.3 Adjacency to residentially zoned land

A RMD shall not be located on a parcel that touches residentially zoned property (excluding Town-owned property that is zoned RO and is not used for residential purposes).

10.6.5 Parking Requirements

Parking requirements shall be regulated under 7.2.5.12 "Other Uses" of the Zoning Bylaw.

10.6.6 Nuisance

No equipment or process shall be used in such Registered Marijuana Dispensary which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the parcel.

10.6.7 Compliance and Suspension of License

The Special Permit for this use is subject to review for compliance on an annual basis by the Planning Board. Any new owner and or operator shall require a new Special Permit. In the event that the state Department of Public Health (DPH) (or any successor agency) suspends the license or registration of a RMD, the Planning Board may require the licensee's appearance at a public meeting.

And further, to see if the Town will vote to amend the Zoning Bylaw Table of Contents, Section 10.6.0, by deleting "Temporary Moratorium on Medical Marijuana Treatment Centers" and inserting in its place "Registered Marijuana Dispensary."

MAIN MOTION: As printed in the Warrant

ACTION: UNANIMOUSLY PASSED *
App. AG 07/03/2014 Posted 04/2014 – 7/12/2014

Two resolutions were presented to the Moderator for consideration.

RESOLUTION ONE:

BE IT RESOLVED BY THE BURLINGTON TOWN MEETING THAT relative to any proposed RMD ("RMD") that might come forward, the Town's "demonstration of support or non-opposition to the RMD" shall be determined by the Board of Selectmen only. Said demonstration of support shall occur after a public hearing with advance notice of said public hearing of no less than fifteen (15) days and written notice of said public hearing to all abutters to proposed RMD, and every Town Meeting Member of record. The Burlington Town Meeting further requests that Board of Selectmen inform the Massachusetts Department of Public Health that the Burlington Town Meeting has designated the Board of Selectmen as the body which has the authority to offer any future demonstration of support for an RMD.

Submitted by Lucy M. Damiani
Precinct #3

ACTION: MAJORITY PASSED

RESOLUTION TWO:

I, Steven L. Stamm do hereby move:
Be it resolved that the Town Meeting Members of Burlington, Massachusetts support a limited moratorium on the issuance of new construction permits for any projects that would further aggravate the town traffic problems or other infrastructure limitations until plans to alleviate such limitations are implemented. To this effect it is requested that the Board of Selectmen prepare or cause to be prepared a warrant article for the September 2014 town meeting that would implement such a temporary moratorium.

Signed: Steven Stamm TMM Pct4
Larry Way TMM Pct5

ACTION: MAJORITY FAILED

The business of the Town Meeting concluded the motion was made for adjournment, it was seconded and unanimously passed the meeting was adjourned at 10:05 PM.

Respectfully Submitted,

Amy E. Warfield
Amy E. Warfield
Town Clerk

* Recommendations for all votes on next page

Ways & Means SELECTMEN Capital Bud.

GENERAL ARTICLES (blue paper)

1 Reports of Town Officers & Committees

FINANCIAL ARTICLES (golden paper)

2 Transfer of Funds FY 2014 Various Accounts
3 Fund FY 2015 Operating Budget

2-4-1

3 Line item 105-Other Accounts

4 Fund Revolving Accounts			
Home Compose	9-0-0		
Cross Connecton	9-0-0		
Mini Buss	8-1-0		
GrandView	8-0-0		
Nursing	9-0-0		
Plan Imaging	9-0-0		
Recycling	9-0-0		
Weight	9-0-0		
Ice Palace	9-0-0		

FROM FREE CASH (5-1) – (5-21):

5-1	DPW Sidewalk Restoration	10-0-0	5-0-0	7-0-0
5-2	DPW Mill Pond Generator	10-0-0	5-0-0	7-0-0
5-3	DPW Stream Cleaning/Drainage Repair	10-0-0	5-0-0	7-0-0
5-4	DPW Vehicle Replacement Program	10-0-0	5-0-0	7-0-0
5-5	DPW H15A - Sander Body	10-0-0	5-0-0	7-0-0
5-6	DPW/Town Facilities Library Roof Coping Cap	10-0-0	5-0-0	7-0-0
5-7	DPW/Town Facilities Floors/Paint Various Town Buildings	10-0-0	5-0-0	7-0-0
5-8	DPW/Town Facilities Facility Upgrades Including	10-0-0	5-0-0	7-0-0
	Energy Conservation Measures			
5-9	PLANNING Comprehensive Master Plan - Phase II	8-2-0		1-6-0
5-10	POLICE Video Security System	10-0-0	5-0-0	7-0-0
5-11	RECREATION Wildmere Tot Lot Basketball Court Renovation	9-0-0		7-0-0
5-12	RECREATION Two Vehicle Replacements (one with dump body one with power tail gate) Two F350 - 4 Wheel Drive Pickup Trucks	8-1-0		7-0-0
5-13	RECREATION Replacing Picnic Shelter at Regan Park	11-0-0		7-0-0
5-14	SCHOOL Fox Hill School Roof Replacement	11-0-0		0-0-7
5-15	SCHOOL Fox Hill School Boiler Replacement	11-0-0		0-0-7
5-16	SCHOOL Francis Wyman School Interior Painting	11-0-0		6-1-0

5-17	SCHOOL Burlington School Department Music Department	11-0-0	7-0-0
5-18	SCHOOL Burlington High School Playground Replacement	11-0-0	7-0-0
5-19	SCHOOL Burlington High School Sidewalk Installation	11-0-0	2-5-0
5-20	SCHOOL Burlington High Locker Room Renovations/Improvements	11-0-0	1-0-6
5-21	TOWN CLERK Replacement of Microfilm Reader/Printers for Archives \$15,000	8-0-0	7-0-0

FROM SEWER ENTERPRISE (5-22) – (5-23):

5-22	DPW Sewer Pump Station Rehabilitation	10-0-0	5-0-0	7-0-0
5-23	DPW Sewer Vactor Truck	10-0-0	5-0-0	7-0-0

6	Pavement Management - Change of Funding Source	8-0-0	4-1-0	
7	Create and Fund Capital Stabilization Fund	0-8-0		
8	Inflow/Infiltration - Project 7 Construction	10-0-0	5-0-0	7-0-0
9	Burlington/Woburn Regional Inflow/Infiltration	9-0-0	5-0-0	1-6-0
10	Sewer Services Enterprise Fund MWRA Assessment	9-0-0	5-0-0	
11	MWRA I/I Debt Service	9-0-0	5-0-0	
12	Grandview Farm Debt Service	8-0-0	5-0-0	
13	Bond Authorization - Fire Station #2 Design	8-0-1	4-0-1	0-0-7
14	Bond Authorization - Human Services Building and 33 Center Street Design	9-0-1	5-0-0	7-0-0
15	Bond Authorization/Pavement Management	10-0-0	5-0-0	7-0-0
16	Bond Authorization/Water Main Upgrades	10-0-0	5-0-0	7-0-0
17	Chapter 90	10-0-0	5-0-0	7-0-0
18	Will of Marshall Simonds	9-0-0		7-0-0
19	Amend Administrative and Professional Classification Plan	8-0-0	4-0-1	
20	Fund the Administrative and Professional Compensation Plan	8-0-0	4-0-1	
21	Fund the Part-time Compensation Plan	7-0-1	5-0-0	
22	Fund the Burlington International Firefighters' Association Contract	8-0-0	4-0-1	
23	Fund the Burlington Police Command Officers' Contract	Unanimous	4-0-1	
24	Eliminate Civil Service for Police	Unanimous	4-0-1	
25	School Community Custodial Services	8-0-0		
26	Fourth of July Parade	8-0-0	4-0-0	

GENERAL BYLAW ARTICLES (green paper)

27	Changing the Constable Positions	
28	24 Hour Bylaw	5-0-0

ZONING BYLAW ARTICLES (yellow paper)

29	Registered Marijuana Dispensary Zoning Bylaw Amendment (Medical Marijuana)
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**ADJOURNED TOWN MEETING
FOGELBERG PREFORMING ARTS CENTER
BURLINGTON HIGH SCHOOL
MONDAY, SEPTEMBER 22, 2014**

A quorum being present, the meeting was called to order at 7:34 PM. Moderator, Charley Murphy opened the meeting with the Pledge of Allegiance Audio/Video staff for tonight's meeting included: Jessica Gavin, Paul Terranova, William Rizza, and Jennifer Reare.

Motion made and seconded to adjourn to Wednesday, September 24th at 7:30 PM, there was an objection due to the religious holiday, it was requested that the motion is held until the end of the night to see if it's necessary to have an addition evening, if business is not concluded on this evening.

ARTICLE 1 RE: Reports of Town Officers & Committees

To hear and act on the reports of the Town Officers and Committees; or to act in any other manner in relation thereto.

Bill Beyer reported on the plan for the Budget process that will be starting in the next few months. They will be setting a budget guidelines and working on this. Kristen Kassner reported that the Master Plan is moving forward and will shortly begin their meetings

ARTICLE 2 RE: 2015 Annual Town Election Date

To see if the Town will vote to set the date of the 2015 Annual Town Election as Saturday, April 11, 2015.

MAIN MOTION: As printed in the Warrant

ACTION: PASSED UNANIMOUSLY

ARTICLE 3 RE: Acceptance of Real Estate Exemption Provisions/Chapter 73, Acts of 1986

To see if the Town will vote, pursuant to Chapter 73 of the Acts of 1986, as amended, to grant an additional exemption to taxpayers who otherwise qualify for an exemption under G.L. Chapter 59, Section 5, Clauses 17D, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41C, 42 or 43, of 100% of said exemptions, provided however, that in no instance shall the taxable valuation of such property, after all applicable exemptions, be reduced below ten percent of its full and fair cash valuation or result in any taxpayer paying less than taxes paid in the preceding fiscal year, except through the application of G.L. Chapter 58, Section 8A, or G.L. Chapter 59, Section 5, Clause 18; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means 13-0-0

ACTION: PASSED UNANIMOUSLY

ARTICLE 4 RE: Adjustment of Real Estate Exemption Factors

To see if the Town will vote, pursuant to G.L. Chapter 59, Section 5, Clause 41C, as amended by Chapter 184, Section 51 of the Acts of 2002, to decrease from 70 to 65 the age at which seniors become eligible to be granted a tax exemption under said Clause 41C and to increase the amount of income allowed for said exemption from \$13,000 to \$20,000 annually for single and from \$15,000 to \$30,000 annually for married couple and to increase gross assets from \$28,000 to \$40,000 for a single applicant and from \$30,000 in gross assets to \$55,000 for a married couple; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means 13-0-0

ACTION: PASSED UNANIMOUSLY

ARTICLE 5 RE: Mount Hope Boilers

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$500,000 or any other sum for the purpose of repairing or replacing the boilers at the Mount Hope School, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from the stabilization fund the sum of \$500,000 for the purpose of repairing or replacing the boilers at the Mount Hope School; same to be spent under the direction of the Town Administrator.

Recommendations: Selectmen voted 5-0
Ways & Means voted 11-2-0
Capital Budget voted 2-2

An Amendment was made to change the **MAIN MOTION**, by Steve Stamm and seconded by Ernie Zabolotny, to: To see if the Town will vote to transfer from the stabilization fund the sum of \$50,000 for the purpose of repairing the boilers at the Mount Hope School; same to be spent under the direction of the Town Administrator.

After some discussion, Monte Pearson, amended the amount to be \$90,000, it was seconded by Gerald Beuchelt.

After further discussion a motion made to and seconded to call the question, the vote to close discussion was a show of hands, a clear 2/3s vote was called by the Moderator to move the question.

First Vote-by a show of hands-Majority voted in support of the change from \$50,000 to \$90,000 and add "the engineering design, plans and specifications for future work on the boiler".

Second Vote-by a show of hands-Majority vote in support of amendment by Steve Stamm as amended to, the amount of \$90,000 and add the wording of repairing and for a engineering design, plans and specifications for future work on the boilers.

Also included is that a report would be made back to Town Meeting at the January meeting.

MAIN MOTION: To see if the Town will vote to transfer from the stabilization fund the sum of \$90,000 for the purpose of repairing and for a engineering design, plans and specifications for future work on the boilers at the Mount Hope School; same to be spent under the direction of the Town Administrator.

It was also stated that there would be a report back to Town Meeting in January on the plans. This required a 2/3s vote and passed

ACTION: PASSED with a 2/3s Vote of 86 FOR and 7 AGAINST

ARTICLE 6 RE: Town Hall Column Repairs

To see if the Town will vote to transfer from the remaining unused funds originally appropriated for the repair of bathrooms at the Human Services building (May 2011 Town meeting), or otherwise provide the sum of \$53,370 or any other sum for the purpose of repairing columns at the Town Hall entrance, or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to transfer from the remaining unused funds originally appropriated for the repair of bathrooms at the Human Services building (May 2011 Town meeting), or otherwise provide \$53,370 for the purpose of repairing columns at the Town Hall entrance

Recommendations: Selectmen voted 5-0
Ways & Means voted 13-0-0
Capital Budget voted 3-2

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 7 RE: PARC Grant Renovations to Simonds Park and Town Common

To see if the Town will move to transfer from the Stabilization Fund the sum of \$889,000, for the purpose of renovation and repairs to Simonds Park and the Town Common, including the payments of costs incidental and related thereto, same to be spent under the direction of the Recreation Commission: provided however that no funds may be expended under this appropriation unless and until the Town has received a PARC grant from the state for \$400,000 of the project cost; and to authorize the Board of Selectmen to apply for and accept grants from the Executive Office of Energy and Environmental Affairs; which parcels are held by the Recreation Commission under the provisions of General Laws Chapter 45 Section 14 pursuant to the vote taken under Article 18 of the September 23, 2013 Town Meeting as continued; and to further authorize the Board of Selectmen to take such other actions as are necessary to carry out the terms, purposes, and conditions of this grant to be administered by the Parks and Recreation Department; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

Recommendations: Ways & Means voted 10-0-0
Capital Budget voted 6-0

ACTION: PASSES UNANIMOUSLY

ARTICLE 8 RE: Overlook Park Electrical Improvements

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$35,000 or any other sum, for the purpose of repairing the electrical system at Overlook Park, same to be spent under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

MAIN MOTION: To see if the Town will vote to raise and appropriate, the sum of \$35,000 or any other sum, for the purpose of repairing the electrical system at Overlook Park, same to be spent under the direction of the Recreation Commissioners;

Recommendations: Ways & Means voted 11-0-0
Capital Budget voted 5-0

ACTION: MAJORITY APPROVED MAIN MOTION

ARTICLE 9 RE: Will of Marshall Simonds

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds a sum of money for the improvement of Simonds Park, same to be spent under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

MAIN MOTION: As printed in the Warrant

ACTION: UNANIMOUSLY PASSED

ARTICLE 10 RE: CISCO Lease

To see if the Town will vote to authorize the Board of Selectmen and the School Committee to enter into a lease/purchase agreement for a term or terms not to exceed six (6) years in total in accordance with Chapter 30B of the Massachusetts General Laws, or such terms and conditions as the Board of Selectmen and the School Committee may determine, for purposes of purchasing equipment and services for telecommunications and network infrastructure upgrades for all School and Town properties.

MAIN MOTION: As printed in the Warrant

Recommendations: Selectmen voted 5-0
Ways & Means voted 10-0-0

ACTION: UNANIMOUSLY PASSED

**ARTICLE 11 RE: Amendment to the PDD
Zoning Bylaw**

To see if the Town will vote to amend Section 12.4.0 of the Zoning Bylaw and replace Section 12.4.0 with the following language:

12.4.0 Amendment

12.4.1 Proposed amendments to any existing Planned Development District that change any allowable uses or the size/land area of the PDD or the permitted building square footage within the PDD, shall be made pursuant to the procedures set forth as stated in Article XII, Section 12.1.0 Planned Development District, to the same extent as if the proposed amendment was a new PDD.

12.4.2 Hearings on proposed amendments to the PDD Rules and Regulations as established by the Planning Board shall require mailing of a legal notice by the Planning Board to all Town Meeting Members and all members of the Land Use Committee.

MAIN MOTION: As printed in the Warrant

Recommendations: Planning voted 5-1-0
LUC voted 7-0-0

**ACTION: PASSED BY 2/3s 82 FOR and 4
AGAINST**

RESOLUTIONS: #1

Town Meeting requests that the Board of Selectmen take appropriate action to inform the owner of the property abutting Cambridge St. and now occupied by Building 19 1/2, that the Town of Burlington is interested in acquiring said property.

Signed by 19 Town Meeting members.

Paul Valletti PCT3	Gary Mercier PCT 3
Norm Stevens PCT 5	Shari Ellis PCT 3
Gary Kasky PCT6	Martha Simon PCT 3
Patrick Moreno PCT 1	Joanne Kinchla PCT5
J. Matt Frost PCT 3	Erin Ellis PCT 4
Scott Martin PCT 7	David Webb PCT 7
Patricia Angelo PCT 5	Andrew Olney PCT 2
Louise Freeman PCT 4	2 unreadable
Lois Smith Martin PCT 7	signatures
Ernest Zaboloty PCT 5	

**Action: Standing count was made 34 FOR and 51
AGAINST, the resolution fails**

RESOLUTIONS: #2

Be it resolved that Town Meeting requests the Board of Selectmen to adopt a use policy for the Grand View Farm facility that better reflects the proposed uses upon which TM provided funding for the Grand View Farm project. Specifically, we request that the barn area be available for local government meetings, community meetings including those of non-profit organizations and other Town of Burlington sponsored activities. In addition, the Historical Commission should be given control of three rooms in the main Grand View building which were promised throughout the project development and construction periods for their use as a local museum.

Signed by 11 Town Meeting members

Gary Mercier PCT 3	Norm Stevens PCT 5
Carol Perna PCT 1	Myrna Saltman PCT2
Matt Frost PCT 3	Erine Zaboloty PCT5
Gene Rossi PCT 2	Joanne Kinchla PCT5
Patrick Moreno PCT 1	Paul Valletti PCT 3
Gary Kasky PCT 6	

**ACTION: RESOLUTION FAILED BY A
MAJORITY VOTE**

The business of the Town Meeting concluded the motion was made for adjournment, it was seconded and unanimously passed the meeting was adjourned at 10:05 PM.

Respectfully Submitted,


Amy E. Warfield
Town Clerk

TOWN OF BURLINGTON									
FINAL TOTAL TALLY SHEET							# Eligible Voters	15,230	
April 12, 2014							Total Votes Cast	1,599	
Election							Percent	10.50%	
PRECINCT	1	2	3	4	5	6	7	GRAND TOTAL	Student Vote
TOTAL VOTES CAST	324	104	267	210	304	274	116	1,599	99
MODERATOR - 1 YR (1)									
Blanks	72	34	66	72	72	82	29	427	16
Charles A. Murphy*	246	68	197	129	227	189	86	1,142	80
Write-ins	6	2	4	9	5	3	1	30	3
TOTAL	324	104	267	210	304	274	116	1,599	99
SELECTMEN - 3 YR (1)									
Blanks	26	13	9	9	22	10	4	93	13
Daniel J. Grattan*	201	65	176	143	196	177	69	1,027	45
Virginia E. Mooney	97	26	82	58	86	87	43	479	39
Write-ins	0	0	0	0	0	0	0	0	2
TOTAL	324	104	267	210	304	274	116	1,599	99
ASSESSOR - 3 YR (1)									
Blanks	96	36	73	71	85	86	31	478	19
Michael W. Crocker*	228	68	194	138	217	188	85	1,118	76
Write-ins	0	0	0	1	2	0	0	3	4
TOTAL	324	104	267	210	304	274	116	1,599	99
SCHOOL COMMITTEE - 3 YR (2)									
Blanks	107	45	70	67	94	86	32	501	33
Stephen A. Nelson*	195	53	175	116	182	155	72	948	66
Kristin A. Russo*	239	73	191	133	197	192	80	1,105	69
Larry A. Way	107	37	98	104	134	114	48	642	25
Write-ins	0	0	0	0	1	1	0	2	5
TOTAL	648	208	534	420	608	548	232	3,198	198
LIBRARY TRUSTEES - 3 YR (2)									
Blanks	219	67	142	148	185	164	71	996	78
Edith F. Entwistle*	226	72	203	136	212	194	84	1,127	65
Robert Thys*	201	69	188	133	209	189	77	1,066	70
Write-ins	2	0	1	3	2	1	0	9	5
TOTAL	648	208	534	420	608	548	232	3,198	218
PLANNING BOARD - 5 YR (1)									
Blanks	88	33	68	64	76	75	35	439	19
Paul F. Roth*	235	71	199	143	227	198	81	1,154	77
Write-ins	1	0	0	3	1	1	0	6	3
TOTAL	324	104	267	210	304	274	116	1,599	99
BOARD OF HEALTH - 3 YR (1)									
Blanks	96	35	80	74	83	75	34	477	12
Maribeth Welch	228	69	186	136	220	199	82	1,120	82
Write-ins	0	0	1	0	1	0	0	2	5
TOTAL	324	104	267	210	304	274	116	1,599	99
HOUSING AUTHORITY - 5 YR (1)									
Blanks	111	37	86	76	95	95	36	536	16
Richard H. Howard*	212	66	181	133	208	178	80	1,058	80
Write-ins	1	1	0	1	1	1	0	5	3
TOTAL	324	104	267	210	304	274	116	1,599	99
RECREATION COMM. - 3 YR (1)									
Blanks	88	22	44	59	64	64	24	365	14
Kevin J. Sullivan*	234	82	222	150	238	209	91	1,226	82
Write-ins	2	0	1	1	2	1	1	8	3
TOTAL	324	104	267	210	304	274	116	1,599	99
RECREATION COMM. - 1 YR (1)									
Blanks	50	17	35	27	30	31	12	202	14
Katherine A. Leary	124	38	108	94	131	124	48	667	34
Michael S. Winn	149	49	124	89	143	119	56	729	49
Write-ins	1	0	0	0	0	0	0	1	2
TOTAL	324	104	267	210	304	274	116	1,599	99
SHAWSHEEN TECH H.S. - 3 YR (1)									
Blanks	111	38	82	72	83	91	34	511	15
Robert J. Gallagher, Jr.*	213	66	185	137	220	183	82	1,086	82
Write-ins	0	0	0	1	1	0	0	2	2
TOTAL	324	104	267	210	304	274	116	1,599	99

	1	2	3	4	5	6	7	Total
PRECINCT 1								
TOWN MEETING - 3 YR (6)								
Blanks	607							607
Domenic Caraco*	180							180
Nolan H. Glantz*	201							201
Michael Marchese, Jr*	190							190
Bruce A. Morey*	248							248
Beverlee A. Vidoli*	163							163
Gary J. Gianino	177							177
Patrick A. Moreno	177							177
Write-ins	1							1
TOTAL	1,944							1,944
PRECINCT 2								
TOWN MEETING - 3 YR (6)								
Blanks	221							221
Lisa B. Cline*	62							62
Nancy J. DeCarlucci*	65							65
Wendy E. Guthro*	69							69
Susan R. Harrigan*	68							68
Andrew H. Olney*	71							71
Robert F. Bunker	67							67
Write-ins	1							1
TOTAL	624							624
PRECINCT 2								
TOWN MEETING - 1 YR (1)								
Blanks		21						21
Richard D. Sarno*		43						43
Blake Thomas Doherty		40						40
Write-ins		0						0
TOTAL		104						104
PRECINCT 3								
TOWN MEETING - 3 YR (6)								
Blanks			521					521
James M. Frost*			172					172
Gary D. Mercier*			175					175
James Patterson*			182					182
Monte L. Pearson*			179					179
Daniel J. Raske*			194					194
Roger S. Riggs*			178					178
Write-ins			1					1
TOTAL			1,602					1,602
PRECINCT 3								
TOWN MEETING - 1 YR (1)								
Blanks			245					245
Write-ins - Josh Murphy			1					1
Write-ins - Kimberley Noonan			1					1
Write-ins - Chris Rogers			1					1
Write-ins - Robert Young			1					1
Write-ins all others			18					18
TOTAL			267					267
PRECINCT 4								
TOWN MEETING - 3 YR (6)								
Blanks				401				401
Karen Cooper*				121				121
Michael A. Proulx*				127				127
Steven L. Stamm*				137				137
George R. Cooper				93				93
Erin J. Ellis				133				133
Louise S. Freeman				108				108
John T. Sullivan				137				137
Write-ins				3				3
TOTAL				1,260				1,260
PRECINCT 5								
TOWN MEETING - 3 YR (6)								
Blanks					488			488
Richard J. Melo*					193			193
Frank P. O'Brien*					192			192
Michele Prendergast*					207			207
David S. Tait*					199			199
Richard M. Wing*					182			182
Paul Girouard Jr					180			180
Joanne Roy					174			174
Write-ins					9			9
TOTAL					1,824			1,824

	1	2	3	4	5	6	7	Total
PRECINCT 5								
TOWN MEETING - 2 YR (1)								
Blanks					83			83
Joseph P. Calandrelli					221			221
Write-ins					0			0
TOTAL					304			304
PRECINCT 6								
TOWN MEETING - 3 YR (6)								
Blanks						582		582
John G. Cormier Sr*						182		182
James Robert Mackey*						175		175
Rose Manni*						183		183
Brian T Pupa*						174		174
Joanna L. Schlansky*						173		173
John K. Iler						172		172
Write-ins						3		3
TOTAL						1,644		1,644
PRECINCT 7								
TOWN MEETING - 3 YR (6)								
Blanks						347		347
David Michael Castellano*						83		83
Derek W Morris*						84		84
Jonathan Sachs*						86		86
David F. Webb*						87		87
Write-ins - Scott H. Martin						2		2
Write-ins - Tammy Vallas						2		2
Write-ins - Elliot Brown						1		1
Write-ins all others						4		4
TOTAL						696		696
PRECINCT 7								
TOWN MEETING - 2 YR (2)								
Blanks						74		74
David M. Elins						80		80
Jayne Hyde						78		78
Write-ins						0		0
TOTAL						232		232
PRECINCT 7								
TOWN MEETING - 1 YR (2)								
Blanks						222		222
Write-ins - Elliot Brown						2		2
Write-ins - Michelle Giuliana						1		1
Write-ins - Barbara Hanley						1		1
Write-ins - Lois Smith-Martin						1		1
Write-ins - David Vaudo						1		1
Write-ins all others						4		4
TOTAL						232		232

The polls were open at 8:00 A.M. at the Burlington High School. All precinct workers were sworn in by the Wardens, machines and ballot boxes were all checked, memory packs were sealed, and all counters were set at zero. The polls closed at 8:00 P.M.

Wardens:	Registered		
	Votes Cast	Voters	%
Prec. 1 Sally Willard	324	2,542	12.7%
Prec. 2 Eleanor O'Connell	104	1,633	6.4%
Prec. 3 Elaine Perachi	267	2,219	12.0%
Prec. 4 Patricia Stanford	210	2,051	10.2%
Prec. 5 Joan Hastings	304	2,418	12.6%
Prec. 6 James Shramek	274	2,371	11.6%
Prec. 7 Steve Wasserman	116	2,113	5.5%
		15,347	

The above figures includes 178 Absentee Ballots cast by precinct as follows: 1-28, 2-16, 3-37, 4-29, 5-25, 6-25, 7-18

of "Inactive Voters": 1,684

VOTER PROFILE:	Age Group	Count of Age Group	% of those
			Voting
	18 to 30	71	4.4%
	31 to 40	65	4.1%
	41 to 50	336	21.0%
	51 to 60	335	21.0%
	61 to 70	282	17.6%
	71 to 80	355	22.2%
	81 and over	155	9.7%
	Total	1599	100.0%

WEATHER: Sunny and warm in the high 60s

* Denotes Candidate for Re-election

Attest:

Amy E. Warfield, CMC
Town Clerk

TOWN OF BURLINGTON

FINAL TALLY SHEET

SEPTEMBER 9, 2014

Election							# Eligible Voters	15,234
							Total Votes Cast	2,475
							Percent	16.2%

PRECINCT	1	2	3	4	5	6	7	TOTAL
Democrat	323	178	328	253	317	299	258	1,956
	89	42	81	76	97	71	63	519
								0
	412	220	409	329	414	370	321	2,475
DEMOCRATIC PARTY								
Senator in Congress								
Blanks	89	48	102	73	88	104	80	584
Edward J. Markey	226	125	221	167	221	183	169	1,312
Write-ins	8	5	5	13	8	12	9	60
TOTAL	323	178	328	253	317	299	258	1,956
GOVERNOR								
Blanks	4	3	5	2	5	5	2	26
Donald M. Berwick	64	34	50	41	45	48	44	326
Martha Coakley	129	72	146	105	143	115	110	820
Steven Grossman	126	69	126	104	124	131	102	782
Write-ins	0	0	1	1	0	0	0	2
TOTAL	323	178	328	253	317	299	258	1,956
LIEUTENANT GOVERNOR								
Blanks	50	25	77	49	66	54	39	360
Leland Cheung	57	37	61	53	47	62	43	360
Stephen J. Kerrigan	131	75	133	98	129	116	104	786
Michael E. Lake	85	38	56	52	75	67	71	444
Write-ins	0	3	1	1	0	0	1	6
TOTAL	323	178	328	253	317	299	258	1,956
ATTORNEY GENERAL								
Blanks	19	3	18	7	21	24	10	102
Maura Healey	168	93	169	147	140	175	154	1,046
Warren E. Tolman	136	82	140	99	156	100	94	807
Write-ins	0	0	1	0	0	0	0	1
TOTAL	323	178	328	253	317	299	258	1,956
SECRETARY OF STATE								
Blanks	77	41	91	68	76	82	66	501
William Francis Galvin	242	137	236	182	239	216	190	1,442
Write-ins	4	0	1	3	2	1	2	13
TOTAL	323	178	328	253	317	299	258	1,956
TREASURER								
Blanks	31	15	37	23	31	33	21	191
Thomas P. Conroy	64	32	65	52	67	70	59	409
Barry R. Finegold	117	55	105	87	105	96	86	651
Deborah B. Goldberg	110	76	120	91	114	100	91	702
Write-ins	1	0	1	0	0	0	1	3
TOTAL	323	178	328	253	317	299	258	1,956
AUDITOR								
Blanks	106	57	121	88	106	113	100	691
Suzanne M. Bump	214	119	206	161	209	183	154	1,246
Write-ins	3	2	1	4	2	3	4	19
TOTAL	323	178	328	253	317	299	258	1,956
REPRESENTATIVE IN CONGRESS								
Blanks	13	3	14	7	12	13	9	71
John F. Tierney	105	59	116	77	119	102	97	675
Marisa A. DeFranco	16	11	21	9	13	14	13	97
John Patrick Devine	24	12	28	16	24	27	16	147
John J. Gutta	0	0	0	1	0	2	1	4
Seth W. Moulton	165	93	148	143	149	141	122	961
Write-ins	0	0	1	0	0	0	0	1
TOTAL	323	178	328	253	317	299	258	1,956
COUNCILLOR								
Blanks	64	30	91	63	79	78	61	466
Marilyn M. Pettitto Devaney	161	92	153	130	161	140	131	968
Charles N. Sharipo	98	55	83	57	77	81	65	516
Write-ins	0	1	1	3	0	0	1	6
TOTAL	323	178	328	253	317	299	258	1,956

PRECINCT	1	2	3	4	5	6	7	TOTAL
SENATOR IN GENERAL COURT								
Blanks	94	55	109	79	95	100	86	618
Kenneth J. Donnelly	228	122	218	171	219	198	169	1,325
Write-ins	1	1	1	3	3	1	3	13
TOTAL	323	178	328	253	317	299	258	1,956
REPRESENTATIVE IN GENERAL COURT								
Blanks	92	58	100	74	93	92	83	592
Kenneth I. Gordon	230	120	227	174	222	207	173	1,353
Write-ins	1	0	1	5	2	0	2	11
TOTAL	323	178	328	253	317	299	258	1,956
DISTRICT ATTORNEY								
Blanks	36	14	49	24	44	37	28	232
Marian T. Ryan	145	78	152	111	134	122	118	860
Michael A. Sullivan	142	86	127	116	139	139	112	861
Write-ins	0	0	0	2	0	1	0	3
TOTAL	323	178	328	253	317	299	258	1,956
REGISTER OF PROBATE								
Blanks	113	52	128	91	112	102	93	691
Tara E. DeCristofaro	208	126	199	159	204	196	165	1,257
Write-ins	2	0	1	3	1	1	0	8
TOTAL	323	178	328	253	317	299	258	1,956
PRECINCT	1	2	3	4	5	6	7	TOTAL
REPUBLICAN PARTY								
Senator in Congress								
Blanks	24	13	14	17	28	16	15	127
Brian J. Herr	64	29	66	58	68	55	46	386
Write-ins	1	0	1	1	1	0	2	6
TOTAL	89	42	81	76	97	71	63	519
GOVERNOR								
Blanks	0	2	1	0	3	1	1	8
Charles D. Baker	61	20	56	52	56	43	45	333
Mark R. Fisher	28	20	24	24	38	27	17	178
Write-ins	0	0	0	0	0	0	0	0
TOTAL	89	42	81	76	97	71	63	519
LIEUTENANT GOVERNOR								
Blanks	22	10	10	8	30	14	9	103
Karyn E. Polito	67	32	71	68	66	57	54	415
Write-ins	0	0	0	0	1	0	0	1
TOTAL	89	42	81	76	97	71	63	519
ATTORNEY GENERAL								
Blanks	23	11	12	11	24	17	8	106
John B. Miller	66	31	69	65	73	54	54	412
Write-ins	0	0	0	0	0	0	1	1
TOTAL	89	42	81	76	97	71	63	519
SECRETARY OF STATE								
Blanks	23	11	13	16	28	14	15	120
David D'Arcangelo	66	31	68	60	69	57	47	398
Write-ins	0	0	0	0	0	0	1	1
TOTAL	89	42	81	76	97	71	63	519
TREASURER								
Blanks	22	13	12	15	29	16	19	126
Michael James Heffernan	67	29	69	61	67	55	43	391
Write-ins	0	0	0	0	1	0	1	2
TOTAL	89	42	81	76	97	71	63	519
AUDITOR								
Blanks	22	12	13	15	30	16	20	128
Patricia S. Saint Aubin	67	30	68	61	67	55	41	389
Write-ins	0	0	0	0	0	0	2	2
TOTAL	89	42	81	76	97	71	63	519
REPRESENTATIVE IN CONGRESS								
Blanks	18	14	13	11	31	12	11	110
Richard R. Tisei	71	28	67	65	65	59	51	406
Write-ins	0	0	1	0	1	0	1	3
TOTAL	89	42	81	76	97	71	63	519

PRECINCT	1	2	3	4	5	6	7	TOTAL
COUNCILLOR								
Blanks	74	36	79	66	83	60	49	447
Write-ins	15	6	2	10	14	11	14	72
TOTAL	89	42	81	76	97	71	63	519
SENATOR IN GENERAL COURT								
Blanks	78	36	79	65	86	63	53	460
Write-ins	11	6	2	11	11	8	10	59
TOTAL	89	42	81	76	97	71	63	519
REPRESENTATIVE IN GENERAL COURT								
Blanks	18	8	14	18	21	14	14	107
Paul Girouard, Jr.	71	34	67	58	76	57	48	411
Write-ins	0	0	0	0	0	0	1	1
TOTAL	89	42	81	76	97	71	63	519
DISTRICT ATTORNEY								
Blanks	81	40	79	68	85	64	56	473
Write-ins	8	2	2	8	12	7	7	46
TOTAL	89	42	81	76	97	71	63	519
REGISTER OF PROBATE								
Blanks	29	17	16	20	32	18	18	150
John W. Lambert, Sr	60	25	65	56	65	52	44	367
Write-ins	0	0	0	0	0	1	1	2
TOTAL	89	42	81	76	97	71	63	519
PRECINCT	1	2	3	4	5	6	7	TOTAL

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	Votes Cast	Registered Voters	% of Total Voting	
			DEM	REP
Prec. 1 Sally Willard	412	2,529	16.3%	
Prec. 2 Eleanor O'Connell	220	1,577	14.0%	
Prec. 3 Paul Raymond	409	2,211	18.5%	
Prec. 4 Patricia Stanford	329	2,041	16.1%	
Prec. 5 Joan Hastings	414	2,411	17.2%	
Prec. 6 Elliot Chikofsky	370	2,369	15.6%	
Prec. 7 Steven Wasserman	321	2,097	15.3%	
		15,235		

The above figures include Absentee Ballots cast by precinct as follows:

1- 18,2- 18,3- 29, 4- 32, 5- 25, 6- 22 & 7- 25 Total 169

** contains UOC Absentees (5)

Weather:

It was a pleasant late summer day, a chill in the morning but in the 70s

Attest:

Amy E. Warfield

TOWN OF BURLINGTON

FINAL TALLY SHEET

November 4, 2014

Election

Eligible Voters

15,437

Total Votes Cast

9,334

Percent

60.5%

PRECINCT	1	2	3	4	5	6	7	TOTAL
TOTAL VOTES CAST	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
Senator in Congress								
Blanks	75	28	58	48	56	62	41	368
Edward J. Markey	808	489	762	684	784	739	713	4,979
Brian J. Herr	735	347	580	494	676	628	516	3,976
Write-ins	1	1	3	1	2	2	1	11
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
GOVERNOR								
Blanks	19	6	20	11	13	12	12	93
Baker & Polito	967	440	762	649	871	834	682	5,205
Coakley & Kerrigan	584	379	562	518	572	521	523	3,659
Falchuk & Jennings	27	26	36	31	39	43	30	232
Lively & Saunders	9	3	14	6	12	8	12	64
McCormick & Post	12	11	7	11	11	13	11	76
Write-ins	1	0	2	1	0	0	1	5
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
ATTORNEY GENERAL								
Blanks	83	32	61	51	56	73	50	406
Maura Healey	728	436	725	637	734	681	648	4,589
John B. Miller	808	395	613	538	728	676	571	4,329
Write-ins	0	2	4	1	0	1	2	10
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
SECRETARY OF STATE								
Blanks	83	27	58	62	70	75	54	429
William Francis Galvin	949	546	881	762	916	837	779	5,670
David D'Arcangelo	550	260	421	362	503	488	394	2,978
Daniel L. Factor	37	32	43	39	28	30	43	252
Write-ins	0	0	0	2	1	1	1	5
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
TREASURER								
Blanks	110	42	78	83	91	94	70	568
Deborah B. Goldberg	669	418	665	560	680	630	618	4,240
Michael James Heffernan	792	372	616	540	697	667	530	4,214
Ian T. Jackson	47	33	41	44	49	39	52	305
Write-ins	1	0	3	0	1	1	1	7
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
AUDITOR								
Blanks	152	70	106	104	121	123	106	782
Suzanne M. Bump	715	408	695	603	730	650	623	4,424
Patricia S. Saint Aubin	716	357	557	481	632	622	500	3,865
MK Merelice	36	30	44	37	35	35	41	258
Write-ins	0	0	1	2	0	1	1	5
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
REPRESENTATIVE IN CONGRESS								
Blanks	51	34	42	35	39	50	41	292
Seth W. Moulton	765	478	760	638	761	717	677	4,796
Richard R. Tisei	750	323	542	499	659	620	499	3,892
Christopher J. Stockwell	52	29	58	55	59	42	53	348
Write-ins	1	1	1	0	0	2	1	6
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
COUNCILLOR								
Blanks	270	112	199	172	217	212	175	1,357
Marilyn M. Pettitto Devaney	754	464	728	643	755	694	651	4,689
Thomas Sheff	593	289	472	410	541	522	442	3,269
Write-ins	2	0	4	2	5	3	3	19
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
SENATOR IN GENERAL COURT								
Blanks	560	282	449	397	508	485	389	3,070
Kenneth J. Donnelly	1,035	564	935	809	982	929	857	6,111
Write-ins	24	19	19	21	28	17	25	153
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334

PRECINCT	1	2	3	4	5	6	7	TOTAL
REPRESENTATIVE IN GENERAL COURT								
Blanks	64	41	65	51	60	64	65	410
Kenneth I. Gordon	673	396	656	565	632	619	590	4,131
Paul Giroard, Jr.	881	427	681	610	825	747	613	4,784
Write-ins	1	1	1	1	1	1	3	9
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
DISTRICT ATTORNEY								
Blanks	576	294	464	418	527	501	401	3,181
Marian T. Ryan	1,017	555	923	787	968	914	848	6,012
Write-ins	26	16	16	22	23	16	22	141
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
REGISTER OF PROBATE								
Blanks	189	104	157	125	148	155	124	1,000
Tara E. DeCristofaro	758	434	722	633	742	691	660	4,640
John W. Lambert, Sr	672	325	521	467	628	584	486	3,683
Write-ins	0	2	3	2	2	1	1	11
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
Questions								
Question 1 - Eliminate Gas Tax								
Blanks	56	27	66	51	41	56	52	349
Yes	984	486	802	710	914	836	704	5,436
No	579	352	535	466	563	539	515	3,549
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
Question 2 - Expanding Beverage Container Deposits								
Blanks	21	8	19	21	6	13	26	114
Yes	220	165	232	219	183	201	183	1,403
No	1,378	692	1,152	987	1,329	1,217	1,062	7,817
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
Question 3 - Prohibit Casinos, Gaming establishments with Slot Machines and Simulcasts								
Blanks	27	11	33	27	22	30	29	179
Yes	567	367	520	474	503	517	474	3,422
No	1,025	487	850	726	993	884	768	5,733
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
Question 4 - Employees can earn and use sick time								
Blanks	46	16	41	43	32	36	32	246
Yes	777	496	693	653	768	732	646	4,765
No	796	353	669	531	718	663	593	4,323
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
Question 5 - Resolution for amendment on Rights and Political Contribution Limits (Non Binding)								
Blanks	352	138	297	258	284	286	258	1,873
Yes	916	522	796	727	915	832	726	5,434
No	351	205	310	242	319	313	287	2,027
TOTAL	1,619	865	1,403	1,227	1,518	1,431	1,271	9,334
PRECINCT	1	2	3	4	5	6	7	TOTAL

The polls were open at 7:00 a.m. at the Burlington High School. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

Wardens:	Votes Cast	Registered	
		Voters	%
Prec. 1 Sally Willard	1,619	2,552	63.4%
Prec. 2 Eleanor O'Connell	865	1,590	54.4%
Prec. 3 Elaine Perachi	1403	2,249	62.4%
Prec. 4 Patricia Stanford	1227	2,063	59.5%
Prec. 5 Joan Hastings	1518	2,425	62.6%
Prec. 6 James Shramek	1,431	2,383	60.1%
Prec. 7 Steven Wasserman	1,271	2,175	58.4%
		15,437	

The above figures include Absentee Ballots cast by precinct as follows:

1 - 156, 2-75, 3-156, 4-135, 5-125, 6-99, 7-132 Total 890

** contains UOC Absentees (6)

Weather:

Cloudy and seasonable warm in the middle 50s

Attest:

Amy E. Warfield

TOWN OF BURLINGTON, MASSACHUSETTS

***REPORT ON EXAMINATION OF
BASIC FINANCIAL STATEMENTS***

YEAR ENDED JUNE 30, 2014

TOWN OF BURLINGTON, MASSACHUSETTS

REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

JUNE 30, 2014

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Independent Auditor's Report

To the Honorable Board of Selectmen
Town of Burlington, Massachusetts

100 Quannapowitt Parkway
Suite 101
Wakefield, MA 01880
T. 781-914-1700
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Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of June 30, 2014, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 1, 2014, on our consideration of the Town of Burlington, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Burlington, Massachusetts' internal control over financial reporting and compliance.

A handwritten signature in black ink, appearing to read "Powers + Sullivan, LLC".

December 1, 2014

Management's Discussion and Analysis

Management's Discussion and Analysis

As management of the Town of Burlington, we offer readers of these financial statements this narrative overview and analysis of the financial activities for the year ended June 30, 2014. We encourage readers to consider the information presented in this report in conjunction with the Town's financial statements. All amounts, unless otherwise noted, are presented in whole dollars.

The Governmental Accounting Standards Board (GASB) is the authoritative standard setting body that provides guidance on how to prepare financial statements in conformity with generally accepted accounting principles (GAAP). Users of these financial statements (such as investors and rating agencies) rely on the GASB to establish consistent reporting standards for all governments in the United States. This consistent application is the only way users (including citizens, the media, legislators and others) can assess the financial condition of one government compared to others.

Financial Highlights

- The assets of the Town of Burlington's exceeded its liabilities at the close of the most recent year by \$135.3 million (net position).
- Of this amount, 16% or \$21.9 million (unrestricted net position) may be used to meet the government's on-going obligations to citizens and creditors.
- At the close of the current year, the Town's general fund reported an ending fund balance of \$34.4 million. Total fund balance represents 26.3% of total general fund expenditures.
- The Town's total debt (short-term and long-term combined) was \$61.5 million at year end, a net decrease of \$2.0 million during the current year.
- The Town's other postemployment employee benefit (OPEB) liability increased by \$2.5 million.
- The Town made a contribution of \$500,000 to the OPEB trust fund.
- The Town received \$1.8 million in Massachusetts School Building Authority (MSBA) reimbursements for the Memorial Elementary School and Marshall Simonds Middle School.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town of Burlington's basic financial statements. These basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The government-wide financial statements provide both long-term and short-term information about the Town as a whole. The fund financial statements focus on the individual components of the Town government, reporting the Town's operations in more detail than the government-wide statements. Both presentations (government-wide and fund) allow the user to address relevant questions, broaden the basis of comparison and enhance the Town's accountability. An additional part of the basic financial statements are the notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of finances in a manner similar to private sector business.

The statement of net position presents information on all assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (i.e. uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are primarily supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, education, public works, water and sewer, human services, culture and recreation, and interest.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on near-term inflows of spendable resources, as well as on balances of spendable resources available at the end of the year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar info presented for governmental activities in the government-wide financial statements. By doing so readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town of Burlington adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget. The budgetary comparison statement is presented as Required Supplementary Information after the notes to the financial statements.

Proprietary funds. The Town of Burlington maintains one proprietary fund.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. The Town uses internal service funds to account for health insurance activities and worker's compensation benefits. Because these services primarily benefit governmental rather than business-type activities, they have been included within governmental activities in the government-wide financial statements.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Financial Highlights. The following pages provide financial highlights of the government-wide financial statements for 2014 in comparison to 2013.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The Town's assets exceeded liabilities by \$135.3 million at the close of 2014.

Net position of \$112.4 million (83%) reflects its investment in capital assets (e.g., land, buildings, infrastructure, machinery, vehicles and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net position totaling \$960,000 (1%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position, \$21.9 million (16%), may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current year the Town is able to report positive balances in all three categories of net position.

The financial analysis of the Town's governmental activities is presented on the following pages.

Governmental Activities

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. For governmental activities, assets exceeded liabilities by \$135.3 million at the close of 2014.

	Governmental Activities	
	2014	2013
Assets:		
Current assets.....	\$ 63,449,374	\$ 62,140,818
Noncurrent assets (excluding capital).....	773,000	3,179,630
Capital assets.....	169,302,597	163,062,887
Total assets.....	233,524,971	228,383,335
Liabilities:		
Current liabilities (excluding debt).....	14,884,381	15,433,576
Noncurrent liabilities (excluding debt).....	21,827,764	20,573,831
Current debt.....	15,111,506	13,434,923
Noncurrent debt.....	46,403,057	50,089,563
Total liabilities.....	98,226,708	99,531,893
Total deferred inflows of resources.....	26,276	107,209
Net Position:		
Net investment in capital assets.....	112,419,808	106,844,287
Restricted.....	959,629	1,313,764
Unrestricted.....	21,892,550	20,586,182
Total net position.....	\$ 135,271,987	\$ 128,744,233

The governmental activities net position increased by \$6.5 million during the current year. The increase in net position is primarily due to the receipt of capital grants \$3.7 million, and better than anticipated revenue collections of approximately \$4.5 million.

These positives were offset by an increase in the liability relating to GASB Statement #45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions. This requires the recognition of other postemployment benefits (OPEB) cost over a period that approximates employees' years of service and providing information about actuarial accrued liabilities associated with OPEB and whether and to what extent progress is being made in funding the plan. In 2014 the Town, based on its actuarial valuation, increased its liability by \$2.5 million over the prior year.

	Governmental Activities	
	2014	2013
Program revenues:		
Charges for services.....	\$ 19,988,380	\$ 17,316,295
Operating grants and contributions.....	20,108,510	20,362,729
Capital grants and contributions.....	3,686,648	5,714,298
General Revenues:		
Real estate and personal property taxes.....	91,085,231	87,525,940
Motor vehicle excise taxes.....	3,554,381	3,468,964
Nonrestricted grants.....	2,389,509	2,366,346
Unrestricted investment income.....	273,217	335,618
Gain/(loss) on the sale of capital assets.....	-	521,600
Other revenues.....	5,217,713	5,114,780
Total revenues.....	146,303,589	142,726,570
Expenses:		
General government.....	8,933,778	8,973,916
Public safety.....	20,004,254	21,329,943
Education.....	81,817,139	74,101,607
Public works.....	10,966,318	10,678,127
Water and sewer.....	8,838,002	9,250,784
Human services.....	2,098,766	2,124,869
Culture and recreation.....	5,293,996	5,154,268
Interest.....	1,823,582	1,917,491
Total expenses.....	139,775,835	133,531,005
Change in net position.....	6,527,754	9,195,565
Net position - beginning of year.....	128,744,233	119,548,668
Net position - end of year.....	\$ 135,271,987	\$ 128,744,233

Governmental expenses totaled \$139.8 million of which \$43.8 million was directly supported by program revenues consisting of charges for services, operating and capital grants and contributions. General revenues totaled \$102.5 million, primarily coming from property taxes, excise taxes, hotel and meal tax, and grants not restricted to specific programs.

Charges for services represent about 46% of governmental program revenues. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by Town Meeting, the Board of Selectmen, Town boards and commissions and the Town Administrator are included in this category.

Operating and capital grants and contributions account for 54% of the governmental program revenues. Most of these resources apply to education and public works operations. These resources offset costs of the school and public works departments over and above the general fund operating budget.

Property taxes are the most significant revenue source for the Town's governmental activities. They comprise 62% of all revenues.

Other taxes comprise 2% of the governmental activity's revenues.

Education is the largest governmental activity of the Town. A total of \$81.8 million was expended for education, of which \$23 million was funded by program revenues. The remaining \$58.8 million was funded by taxes and other revenue.

Public safety and public works are the second and third largest activities of the Town as \$20 million and \$11 million were expended, with \$6.8 million funded through program revenues and \$24.1 million funded through other revenue sources.

Financial Analysis of the Government's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

At the end of the current year, the Town's governmental funds reported combined ending fund balances of \$30.8 million, of which \$34.4 million is related to the general fund, a deficit of \$2.4 million related to school construction projects, a deficit of \$1.8 million related to the public works capital projects, and \$540 thousand is related to nonmajor governmental funds.

The general fund is the chief operating fund of the Town of Burlington. At the end of the current year, unassigned fund balance of the general fund was \$25 million while total fund balance was \$34.4 million. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and the total fund balance to total fund expenditures. Unassigned fund balance represents 19.2% of the total general fund expenditures, while total fund balance represents 26.3% of that same amount.

The general fund balance increased by \$4.7 million during the current year. This was due to better than anticipated revenue collections, and the turn back of unexpended appropriation balances. The Town also maintains a stabilization fund, which has been classified within the unassigned general fund balance in the governmental funds financial statements to remain compliant with GASB 54. The stabilization fund has a year-end balance of \$6.8 million which represents 5.2% of general fund expenditures. The funds can be used for general or capital purposes upon Town Meeting approval.

The school construction project fund is a capital project fund used to account for financial resources for the construction of the Memorial and Marshall Simonds Schools. At the end of the current year the fund had a deficit fund balance of \$2.4 million. The deficit is being funded by a combination of bonds and state grants.

The public works capital projects fund is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, sidewalks, drainage, and other infrastructure. At the end of the current year the fund has a deficit fund balance of \$1.8 million. These projects are being funded by a combination of local revenues, grants and bonds.

General Fund Budgetary Highlights

The \$1.1 million increase from the original budget of \$123.5 million to the final budget of \$124.6 million primarily consists of a \$500,000 transfer to the stabilization fund and a \$500,000 contribution to the other postemployment benefit trust fund.

Capital Asset and Debt Administration

Major capital additions during the period included the purchase of land, Grandview Farm renovations, water and sewer projects, and various infrastructure improvements.

In conjunction with the annual operating budget the Town annually prepares a capital budget for the upcoming year and a five year Capital Improvement Plan (CIP) that is used as a guide for future capital expenditures.

The Town has an “AAA” bond rating from Standard and Poor’s Ratings Services. The Town continues to maintain strong market access for both note and bond sales. At the end of the year the Town had total bonded debt outstanding of \$50.1 million of which \$27.7 million is related to school projects, \$6.8 million is related to the water treatment facility, \$800,000 relates to the Town Hall remodeling, \$2 million relates to road construction, and the balance of \$12.8 million relates to other capital projects. The entire amount is classified as general obligation debt and is backed by the full faith and credit of the Town.

The Commonwealth of Massachusetts is obligated to provide school construction assistance for previously approved school projects. The assistance is paid annually to support the debt service payments over time. At June 30, 2014 the Town is scheduled to receive approximately \$1 million of future reimbursements for approved construction costs.

Under a new reimbursement program, the MSBA offers a construction grant which pays the Town the State’s share of approved school construction costs and therefore eliminates the need for the Town to fund the State’s share through long-term debt. The Memorial Elementary School and Marshall Simonds Middle School projects are being funded by this grant program at eligible costs rates of 52.11% and 54.01%. During the year, approximately \$1 million of such assistance was received for the Memorial Elementary School and \$809,000 was received for the Marshall Simonds School project. Approximately \$345,000 of approved construction costs for the Marshall Simonds Middle School will be received in future years. The Memorial Elementary School project is complete and all reimbursements have been received.

Please refer to notes 4, 7, and 8 to the financial statements for further discussion of the major capital and debt activity.

Requests for Information

This financial report is designed to provide a general overview of the Town of Burlington’s finances for all those with an interest in the government’s finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town Accountant, 29 Center Street, Burlington, MA 01803.

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Basic Financial Statements

STATEMENT OF NET POSITION

JUNE 30, 2014

	<i>Primary Government</i>
	Governmental Activities
ASSETS	
CURRENT:	
Cash and cash equivalents.....	\$ 50,590,640
Investments.....	5,459,344
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes.....	880,447
Tax liens.....	1,793,919
Motor vehicle excise taxes.....	188,938
Water and sewer fees.....	2,885,794
Departmental and other.....	403,253
Intergovernmental.....	1,143,303
Other assets.....	11,894
Tax foreclosures.....	91,842
NONCURRENT:	
Intergovernmental.....	773,000
Capital assets:	
Nondepreciable.....	21,969,358
Depreciable (net of accumulated depreciation).....	147,333,239
TOTAL ASSETS.....	<u>233,524,971</u>
LIABILITIES	
CURRENT:	
Warrants payable.....	2,413,261
Accrued payroll.....	4,045,508
Health claims payable.....	1,065,172
Tax refunds payable.....	1,707,000
Accrued interest.....	900,951
Other liabilities.....	1,279,375
Capital lease obligations.....	268,649
Compensated absences.....	2,833,000
Workers' compensation.....	313,000
Unamortized premiums on bonds payable.....	58,465
Notes payable.....	11,425,000
Bonds payable.....	3,686,506
NONCURRENT:	
Capital lease obligations.....	81,214
Compensated absences.....	2,201,000
Other postemployment benefits.....	18,917,028
Unamortized premiums on bonds payable.....	628,522
Bonds payable.....	<u>46,403,057</u>
TOTAL LIABILITIES.....	<u>98,226,708</u>
DEFERRED INFLOWS OF RESOURCES:	
Advance collections.....	<u>26,276</u>
NET POSITION	
Net investment in capital assets.....	112,419,808
Restricted for:	
Permanent funds:	
Expendable.....	611,637
Nonexpendable.....	44,050
Other purposes.....	303,942
Unrestricted.....	<u>21,892,550</u>
TOTAL NET POSITION.....	<u>\$ 135,271,987</u>

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2014

Functions/Programs	Program Revenues				
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue
Primary Government:					
<i>Governmental Activities:</i>					
General government.....	\$ 8,933,778	\$ 1,727,166	\$ 30,284	\$ 1,500,000	\$ (5,676,328)
Public safety.....	20,004,254	3,477,953	193,695	-	(16,332,606)
Education.....	81,817,139	3,160,902	19,434,128	370,557	(58,851,552)
Public works.....	10,966,318	1,091,921	247,464	1,816,091	(7,810,842)
Water and sewer.....	8,838,002	9,335,360	-	-	497,358
Human services.....	2,098,766	151,711	107,357	-	(1,839,698)
Culture and recreation.....	5,293,996	1,043,367	75,680	-	(4,174,949)
Interest.....	1,823,582	-	19,902	-	(1,803,680)
Total Primary Government.....	<u>\$ 139,775,835</u>	<u>\$ 19,988,380</u>	<u>\$ 20,108,510</u>	<u>\$ 3,686,648</u>	<u>\$ (95,992,297)</u>

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES (Continued)

YEAR ENDED JUNE 30, 2014

	<u>Primary Government</u>
	<u>Governmental Activities</u>
Changes in net position:	
Net (expense) revenue from previous page.....	\$ (95,992,297)
<i>General revenues:</i>	
Real estate and personal property taxes, net of tax refunds payable.....	91,085,231
Tax liens.....	567,733
Motor vehicle excise taxes.....	3,554,381
Hotel, motel and meal tax.....	3,657,526
Penalties and interest on taxes.....	291,353
Payments in lieu of taxes.....	520,000
Grants and contributions not restricted to specific programs.....	2,389,509
Unrestricted investment income.....	273,217
Miscellaneous.....	<u>181,101</u>
	<u>102,520,051</u>
	Change in net position.....
	6,527,754
<i>Net Position:</i>	
Beginning of year.....	<u>128,744,233</u>
	End of year.....
	<u>\$ 135,271,987</u>

(concluded)

GOVERNMENTAL FUNDS
BALANCE SHEET

JUNE 30, 2014

ASSETS	General	School	Public Works	Nonmajor	Total
		Construction	Capital	Governmental	Governmental
Cash and cash equivalents.....	\$ 36,081,199	\$ 803,120	\$ 3,640,082	\$ 4,565,758	\$ 45,090,159
Investments.....	5,197,062	-	-	262,282	5,459,344
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	880,447	-	-	-	880,447
Tax liens.....	1,793,919	-	-	-	1,793,919
Motor vehicle excise taxes.....	188,938	-	-	-	188,938
Water fees.....	1,022,494	-	-	-	1,022,494
Sewer fees.....	1,863,300	-	-	-	1,863,300
Departmental and other.....	187,990	-	-	-	187,990
Intergovernmental.....	1,020,000	344,705	-	551,598	1,916,303
Other assets.....	11,894	-	-	-	11,894
Tax foreclosures.....	91,842	-	-	-	91,842
TOTAL ASSETS	\$ 48,339,085	\$ 1,147,825	\$ 3,640,082	\$ 5,379,638	\$ 58,506,630
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES					
LIABILITIES					
Warrants payable.....	\$ 843,722	\$ -	\$ 754,117	\$ 815,421	\$ 2,413,260
Accrued payroll.....	4,042,149	-	-	3,359	4,045,508
Tax refunds payable.....	1,707,000	-	-	-	1,707,000
Accrued interest on short-term debt.....	108,000	-	-	-	108,000
Other liabilities.....	532,612	-	350,000	-	882,612
Notes payable.....	-	3,500,000	4,335,000	3,590,000	11,425,000
TOTAL LIABILITIES	7,233,483	3,500,000	5,439,117	4,408,780	20,581,380
DEFERRED INFLOWS OF RESOURCES:					
Unavailable revenues.....	6,712,396	-	-	430,748	7,143,144
Advance collections.....	26,276	-	-	-	26,276
TOTAL DEFERRED INFLOWS OF RESOURCES	6,738,672	-	-	430,748	7,169,420
FUND BALANCES					
Nonspendable.....	-	-	-	570,480	570,480
Restricted.....	-	-	-	3,303,818	3,303,818
Committed.....	1,705,171	-	-	-	1,705,171
Assigned.....	7,624,521	-	-	-	7,624,521
Unassigned.....	25,037,238	(2,352,175)	(1,799,035)	(3,334,188)	17,551,840
TOTAL FUND BALANCES	34,366,930	(2,352,175)	(1,799,035)	540,110	30,755,830
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 48,339,085	\$ 1,147,825	\$ 3,640,082	\$ 5,379,638	\$ 58,506,630

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION**

JUNE 30, 2014

Total governmental fund balances.....	\$ 30,755,830
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	169,302,597
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....	7,143,144
Internal service funds are used by management to account for retirees' health insurance and workers' compensation activities.	
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.....	4,253,808
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(792,951)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds and notes payable.....	(50,089,563)
Unamortized premiums on bonds payable.....	(686,987)
Capital lease obligations.....	(349,863)
Workers compensation.....	(313,000)
Compensated absences.....	(5,034,000)
Other postemployment benefits.....	(18,917,028)
Net effect of reporting long-term liabilities.....	<u>(75,390,441)</u>
Net position of governmental activities.....	<u>\$ 135,271,987</u>

See notes to basic financial statements.

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2014

	General	School Construction Projects	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:					
Real estate and personal property taxes, net of tax refunds.....	\$ 91,419,009	\$ -	\$ -	\$ -	\$ 91,419,009
Tax liens.....	218,654	-	-	-	218,654
Motor vehicle excise taxes.....	3,612,156	-	-	-	3,612,156
Hotel, motel and meal tax.....	3,657,526	-	-	-	3,657,526
Ambulance.....	659,605	-	-	-	659,605
Water and sewer charges.....	10,007,241	-	-	-	10,007,241
Penalties and interest on taxes.....	291,353	-	-	-	291,353
Fees and rentals.....	453,264	-	-	-	453,264
Payments in lieu of taxes.....	520,000	-	-	-	520,000
Licenses and permits.....	2,772,859	-	-	-	2,772,859
Intergovernmental.....	20,169,284	370,557	752,483	3,291,379	24,583,703
Departmental and other.....	1,010,699	-	-	5,034,142	6,044,841
Contributions.....	-	-	-	1,501,903	1,501,903
Investment income.....	244,365	-	-	23,198	267,563
Miscellaneous.....	181,248	-	-	47,271	228,519
TOTAL REVENUES.....	135,217,263	370,557	752,483	9,897,893	146,238,196
EXPENDITURES:					
Current:					
General government.....	5,964,767	-	-	5,745,955	11,710,722
Public safety.....	14,326,410	-	-	221,205	14,547,615
Education.....	53,876,935	1,100,844	-	5,778,929	60,756,708
Public works.....	6,265,299	-	3,003,506	2,062,917	11,331,722
Water and sewer.....	3,472,633	-	-	-	3,472,633
MWRA assessment.....	4,865,690	-	-	-	4,865,690
Human services.....	1,444,327	-	-	59,490	1,503,817
Culture and recreation.....	2,991,784	-	-	1,044,599	4,036,383
Pension benefits.....	18,916,521	-	-	-	18,916,521
Employee benefits and insurance.....	11,850,607	-	-	-	11,850,607
State and county charges.....	624,546	-	-	-	624,546
Debt service:					
Principal.....	4,044,923	-	-	55,000	4,099,923
Interest.....	2,011,852	-	-	32,085	2,043,937
TOTAL EXPENDITURES.....	130,656,294	1,100,844	3,003,506	15,000,180	149,760,824
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....					
	4,560,969	(730,287)	(2,251,023)	(5,102,287)	(3,522,628)
OTHER FINANCING SOURCES (USES):					
Premium from issuance of bonds and notes.....	100,431	-	-	-	100,431
Transfers in.....	220,443	-	-	155,000	375,443
Transfers out.....	(155,000)	-	-	(220,443)	(375,443)
TOTAL OTHER FINANCING SOURCES (USES).....	165,874	-	-	(65,443)	100,431
NET CHANGE IN FUND BALANCES.....	4,726,843	(730,287)	(2,251,023)	(5,167,730)	(3,422,197)
FUND BALANCES AT BEGINNING OF YEAR.....	29,640,087	(1,621,888)	451,988	5,707,840	34,178,027
FUND BALANCES AT END OF YEAR.....	\$ 34,366,930	\$ (2,352,175)	\$ (1,799,035)	\$ 540,110	\$ 30,755,830

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES**

YEAR ENDED JUNE 30, 2014

Net change in fund balances - total governmental funds.....	\$ (3,422,197)
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Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay.....	13,344,606
Depreciation expense.....	<u>(7,104,896)</u>

Net effect of reporting capital assets.....	6,239,710
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Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in unavailable revenue.....

59,739

The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.

Net effect of reporting long-term debt.....	4,099,923
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Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Net change in compensated absences accrual.....	633,000
Net change in accrued interest on long-term debt.....	59,070
Net change in workers compensation.....	72,000
Net change in capital lease obligations.....	571,613
Amortization of bond premiums.....	60,854
Net change in other postemployment benefit accrual.....	<u>(2,541,131)</u>

Net effect of recording long-term liabilities and amortizing deferred losses.....	(1,144,594)
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Internal service funds are used by management to account for health insurance and workers' compensation activities.

The net activity of internal service funds is reported with Governmental Activities.....	<u>695,173</u>
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Change in net position of governmental activities.....	<u>\$ 6,527,754</u>
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See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF NET POSITION

JUNE 30, 2014

	Governmental Activities - Internal Service Funds
ASSETS	
CURRENT:	
Cash and cash equivalents.....	\$ 5,500,481
Receivables, net of allowance for uncollectibles:	
Departmental and other.....	<u>215,263</u>
TOTAL ASSETS.....	<u>5,715,744</u>
LIABILITIES	
CURRENT:	
Warrants payable.....	396,764
Health claims payable.....	<u>1,065,172</u>
TOTAL LIABILITIES.....	<u>1,461,936</u>
NET POSITION	
Unrestricted.....	<u>\$ 4,253,808</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION

YEAR ENDED JUNE 30, 2014

	Governmental Activities - Internal Service Funds
<u>OPERATING REVENUES:</u>	
Employee contributions	\$ 3,547,707
Employer contributions	<u>8,038,323</u>
 TOTAL OPERATING REVENUES	 <u>11,586,030</u>
<u>OPERATING EXPENSES:</u>	
Employee benefits	<u>10,896,511</u>
 OPERATING INCOME (LOSS).....	 <u>689,519</u>
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Investment income.....	<u>5,654</u>
 CHANGE IN NET POSITION.....	 695,173
 NET POSITION AT BEGINNING OF YEAR.....	 <u>3,558,635</u>
 NET POSITION AT END OF YEAR.....	 <u>\$ 4,253,808</u>

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2014

	Governmental Activities - Internal Service Funds
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from interfund services provided.....	\$ 11,586,030
Payments for interfund services used.....	<u>(10,423,240)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>1,162,790</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>	
Investment income.....	<u>5,654</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	1,168,444
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	<u>4,332,037</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	<u>\$ 5,500,481</u>
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ 689,519
Adjustments to reconcile operating income (loss) to net Changes in assets and liabilities:	
Departmental and other.....	(215,263)
Working capital deposit.....	714,417
Warrants payable.....	396,762
Health claims payable.....	<u>(422,645)</u>
Total adjustments.....	<u>473,271</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>\$ 1,162,790</u>

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2014

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Funds
ASSETS			
CURRENT:			
Cash and cash equivalents.....	\$ 12,800	\$ 66,489	\$ 405,417
Investments.....	1,992,159	-	-
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	-	-	384,749
TOTAL ASSETS	2,004,959	66,489	790,166
LIABILITIES			
Accrued payroll.....	-	-	20,842
Liabilities due depositors.....	-	-	769,324
TOTAL LIABILITIES	-	-	790,166
NET POSITION			
Held in trust for other purposes.....	<u>\$ 2,004,959</u>	<u>\$ 66,489</u>	<u>\$ -</u>

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2014

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
ADDITIONS:		
Contributions:		
Employer.....	\$ 500,000	\$ -
Contributions.....	- <hr/>	84,906 <hr/>
Total contributions.....	<hr/> 500,000	<hr/> 84,906
Net investment income (loss):		
Interest.....	<hr/> 244,475	<hr/> 30
TOTAL ADDITIONS.....	<hr/> 744,475	<hr/> 84,936
DEDUCTIONS:		
Educational scholarships.....	- <hr/>	32,341 <hr/>
CHANGE IN NET POSITION.....	<hr/> 744,475	<hr/> 52,595
NET POSITION AT BEGINNING OF YEAR.....	<hr/> 1,260,484	<hr/> 13,894
NET POSITION AT END OF YEAR.....	\$ <hr/> 2,004,959	\$ <hr/> 66,489

See notes to basic financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Burlington, Massachusetts (Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The Town's significant accounting policies are described herein.

A. Reporting Entity

The Town of Burlington, Massachusetts is a municipal corporation that is governed by an elected Board of Selectmen. As required by GAAP, these basic financial statements present the government and its component units, entities for which the Town is considered to be financially accountable.

For financial reporting purposes, the Town has included all funds, organizations, account groups, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units. The Town has no component units that require inclusion in these basic financial statements.

Joint Ventures

A joint venture is an organization (resulting from a contractual arrangement) that is owned, operated or governed by two or more participants as a separate and specific activity subject to joint control in which the participants retain an ongoing financial interest or ongoing financial responsibility. Joint control means that no single participant has the ability to unilaterally control the financial or operating policies of the joint venture.

The Town participates in the following joint venture:

Name	Purpose	Address
Shawsheen Valley Technical High School	To provide vocational education	100 Cook Street Billerica, MA 01821

The Shawsheen Valley Technical High School is governed by a nine member school committee consisting of two voting appointed representatives from the Town of Burlington. The Town is indirectly liable for debt and other expenditures of the School and is assessed annually for its share of the operating and capital costs. In 2014 the total assessment was \$1,417,940. Separate financial statements may be obtained by writing the Business Manager of the School District at the above address.

B. Government-Wide and Fund Financial Statements***Government-Wide Financial Statements***

The government-wide financial statements (i.e., statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation*Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues. The effect of interfund activity has been removed from the government-wide financial statements.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *school construction projects fund* is a capital project fund used to account for financial resources for the construction of the Memorial Elementary School and Marshall Simonds Middle School.

The *public works capital projects fund* is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, sidewalks, and other infrastructure.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital project.

The *capital projects fund* is used to account for financial and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* and *perpetual permanent fund* are used to account for and report financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following proprietary fund type is reported:

The *internal service fund* is used to account for the financing of services provided by one department to other departments or governmental units. The Town accounts for its risk financing activities related to health insurance in the internal service fund.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *other postemployment benefit trust fund* is used to accumulate resources to provide funding for future other postemployment benefits (OPEB) liabilities.

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund.

The *agency fund* is used to account for assets held in a purely custodial capacity.

D. Cash and Investments

Government-Wide and Fund Financial Statements

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

E. Accounts Receivable

Government-Wide and Fund Financial Statements

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed by the last day in September following the last billing cycle on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the year of the levy.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the year they are processed. Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise Taxes

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

Water and Sewer Fees

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and Sewer liens are processed in December of every year and included as a lien on the property owner's tax bill. Water and Sewer charges and liens are recorded as receivables in the year of the levy.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Departmental and Other

Departmental and other receivables consist primarily of police and fire details, and ambulance fees are recorded as receivables in the year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

F. Inventories

Government-Wide and Fund Financial Statements

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

G. Capital Assets

Government-Wide and Proprietary Fund Financial Statements

Capital assets, which include land, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements, and the proprietary fund financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation.

Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$10,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Land improvements.....	20
Buildings.....	40
Building improvements.....	20-40
Equipment.....	5-10
Vehicles.....	5-20
Infrastructure.....	20-50

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

Governmental Fund Financial Statements

Capital asset costs are recorded as expenditures in the acquiring fund in the year of the purchase.

H. Deferred Outflows/Inflows of Resources

Government-Wide Financial Statements (Net Position)

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The Town did not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources

(revenue) until that time. The Town has recorded advance tax collections as deferred inflows of resources in the government-wide statement of net position.

Governmental Fund Financial Statements

In addition to liabilities, the governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents assets that have been recorded in the governmental fund financial statements but the revenue is not available and so will *not* be recognized as an inflow of resources (revenue) until it becomes available. The Town has recorded unavailable revenue and advance tax collections as deferred inflows of resources in the governmental funds balance sheet.

I. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transactions of a buyer/seller nature between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net position as "internal balances."

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are not eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

J. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

Government-Wide Financial Statements

Transfers between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net."

Fund Financial Statements

Transfers between and within funds are not eliminated from the individual fund statements and are reported as transfers in and transfers out.

K. Net Position and Fund Equity*Government-Wide Financial Statements (Net Position)*

Net position reported as “net investment in capital assets” includes capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital assets.

Net position is reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net position has been “restricted for” the following:

“Permanent funds – nonexpendable” represents the endowment portion of donor restricted trusts that support governmental programs.

“Permanent funds – expendable” represents the amount of realized and unrealized investment earnings of donor restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

“Other purposes” represents restrictions placed on assets from outside parties such as gifts, and state and federal grants.

Fund Financial Statements (Fund Balances)

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town’s policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

“Nonspendable” fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

“Restricted” fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or that are imposed by law through constitutional provisions or enabling legislation.

“Committed” fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. Town Meeting is the high level of decision making authority that can, by Town Meeting vote, commit funds for a specific purpose. Once voted the limitation imposed by the vote remains in place until the funds are used for their intended purpose or a vote is taken to rescind the commitment.

“Assigned” fund balance includes amounts that are constrained by the Town’s intent to be used for specific purposes, but are neither restricted nor committed. Assignments are made by management and exist until the purpose of the assignment has either been satisfied or management removes the assignment.

“Unassigned” fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The Town’s spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

L. Long-term debt

Government-Wide and Proprietary Fund Financial Statements

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net position. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

M. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is voluntarily assigned and transferred to the general fund.

N. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities upon maturity of the liability.

O. Individual Fund Deficits

Individual fund deficits exist at June 30, 2014, within the Capital Project Funds. These deficits will be funded through grants, bond proceeds, and other available funds in future years.

P. Use of Estimates*Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

Q. Total Column*Government-Wide Financial Statements*

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 - CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and cash equivalents". The deposits and investments of the trust funds are held separately from those of other funds.

Statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (the Pool). The Treasurer may also invest trust funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under Massachusetts General Laws.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the assets in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk – Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned. At year-end, the carrying amount of deposits totaled \$50,736,589 and the bank balance totaled \$52,293,742. Of the bank balance, \$8,657,727 was covered by Federal Depository Insurance, \$4,922,671 was covered by SIF insurance, \$6,316,865 was covered by DIF insurance and \$32,396,479 was exposed to custodial credit risk because it was uninsured and uncollateralized. The Town has not adopted a formal investment policy related to custodial credit risk of deposits.

Investments

As of June 30, 2014, the Town of Burlington had the following investments:

Investment Type	Fair Value	Maturity					Rating
		Under 1 Year	1-5 Years	6-10 Years	Over 10 Years		
Debt Securities							
Federal Home Loan Mortgage Corp.....	\$ 440,937	\$ -	\$ 319,684	\$ -	\$ 121,253	AA+	
Federal Home Loan Bank.....	494,075	-	494,075	-	-	AA+	
Federal National Mortgage Assoc.....	1,456,468	-	-	-	1,456,468	AA+	
Corporate Bonds.....	2,941,577	885,075	1,691,389	365,113	-	BB to AA+	
Municipal Bonds.....	126,287	-	126,287	-	-	BBB-	
Total Debt Securities.....	<u>5,459,344</u>	<u>\$ 885,075</u>	<u>\$ 2,631,435</u>	<u>\$ 365,113</u>	<u>\$ 1,577,721</u>		
Other Investments							
MMDT.....	338,757						
PRIT.....	<u>1,992,159</u>						
Total Investments.....	<u>\$ 7,790,260</u>						

Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral security that are in the possession of an outside party. The Town's total custodial credit risk exposure for investments totals \$5,459,344 which consists of investments of \$2,941,577 in corporate bonds, \$126,287 in municipal bonds and \$2,391,480 in Governmental securities, because the related securities are uninsured, unregistered and held by the counterparty.

The Town has not adopted a formal investment policy related to custodial credit risk for investments.

Interest Rate Risk

The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates for most investment types.

The Town's investment policy regarding repurchase agreements is as follows; utilize repurchase agreements only on a limited basis and then only with major Massachusetts financial institutions when no other more favorable action is possible and then only of a duration of no more than three days.

Credit Risk

The Town's formal investment policy regarding credit risk states the Treasurer shall subscribe to information reports from a recognized bank rating company. Direct investment in an institution shall be restricted to those ranked in the upper half of rating categories utilized by said company unless the Treasurer obtains additional adequate security for the investment or otherwise determines and documents in writing that the rating provided does not properly reflect the strength of the institution. Maintenance of disbursement or other types of accounts at institutions below a mid-range rating shall be limited, to the maximum extent possible, to a balance below \$100,000. When the rating falls to a "warning stage" or when more than one-half of an institution's capital and surplus has been lost in a 12-month period, any accounts shall be closed forthwith.

Concentration of Credit Risk

The Town has adopted a policy on the amount that may be invested in any one issuer. The policy is as follows; investment in a single institution may not exceed 10% of the institution's capital and surplus position as of the most recent quarterly data available to the Treasurer, nor may any investment in a single institution (other than MMDT) exceed 35% of the Treasurer's cash balance at any time. Up to 100% of available cash may be invested in the State's Treasurer's pooled fund.

The Town places no limit on the amount the Town may invest in any on issuer. As of June 30, 2014, the Town had more than 5% of its investments in the following securities:

Issuer	Percentage of total Investments
Ally Financial, Inc.	10%
Barclays Bank	7%
Citigroup Inc.	7%
Dell, Inc.	5%
General Electric Capital Corp.	10%
Hewlett Packard Company	5%
Lloyds TSB Bank	10%
Merrill Lynch & Company	7%
Morgan Stanley	10%
Royal Bank of Scotland	7%

NOTE 3 - RECEIVABLES

At June 30, 2014, receivables for the individual major governmental funds and nonmajor, internal service, and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Receivables:			
Real estate and personal property taxes.....	\$ 1,121,106	\$ (240,659)	\$ 880,447
Tax liens.....	1,793,919	-	1,793,919
Motor vehicle excise taxes.....	520,352	(331,414)	188,938
Water fees.....	1,022,494	-	1,022,494
Sewer fees.....	1,863,300	-	1,863,300
Departmental and other.....	550,959	(147,706)	403,253
Intergovernmental.....	1,916,303	-	1,916,303
 Total.....	 \$ 8,788,433	 \$ (719,779)	 \$ 8,068,654

Governmental funds report *unavailable revenues* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current year, the various components of *unavailable revenues* reported in the governmental funds were as follows:

	General Fund	Nonmajor Governmental Funds	Total
Receivables and other asset types:			
Real estate and personal property taxes.....	\$ 570,189	\$ -	\$ 570,189
Tax liens.....	1,793,919	-	1,793,919
Motor vehicle excise taxes.....	188,938	-	188,938
Water and sewer fees.....	2,885,794	-	2,885,794
Departmental and other.....	187,990	-	187,990
Intergovernmental.....	1,020,000	430,748	1,450,748
Tax foreclosure.....	91,842	-	91,842
 Total.....	 \$ 6,738,672	 \$ 430,748	 \$ 7,169,420

NOTE 4 - CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2014, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 16,416,210	\$ 2,179,700	\$ -	\$ 18,595,910
Construction in progress.....	11,575,701	2,857,959	(11,060,212)	3,373,448
Total capital assets not being depreciated.....	<u>27,991,911</u>	<u>5,037,659</u>	<u>(11,060,212)</u>	<u>21,969,358</u>
<u>Capital assets being depreciated:</u>				
Land improvements.....	6,630,168	1,077,393	-	7,707,561
Buildings.....	88,564,497	5,368,041	-	93,932,538
Building improvements.....	32,776,412	820,746	-	33,597,158
Equipment.....	9,022,167	797,567	(737,229)	9,082,505
Vehicles.....	6,608,637	1,513,879	-	8,122,516
Infrastructure.....	107,652,491	9,789,533	-	117,442,024
Total capital assets being depreciated.....	<u>251,254,372</u>	<u>19,367,159</u>	<u>(737,229)</u>	<u>269,884,302</u>
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(2,219,651)	(252,283)	-	(2,471,934)
Buildings.....	(29,841,364)	(1,629,736)	-	(31,471,100)
Building improvements.....	(13,063,872)	(1,175,350)	-	(14,239,222)
Equipment.....	(5,270,508)	(943,192)	737,229	(5,476,471)
Vehicles.....	(3,718,228)	(395,975)	-	(4,114,203)
Infrastructure.....	(62,069,773)	(2,708,360)	-	(64,778,133)
Total accumulated depreciation.....	<u>(116,183,396)</u>	<u>(7,104,896)</u>	<u>737,229</u>	<u>(122,551,063)</u>
Total capital assets being depreciated, net.....	<u>135,070,976</u>	<u>12,262,263</u>	<u>-</u>	<u>147,333,239</u>
Total governmental activities capital assets, net.....	\$ <u>163,062,887</u>	\$ <u>17,299,922</u>	\$ <u>(11,060,212)</u>	\$ <u>169,302,597</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:

General government.....	\$ 318,904
Public safety.....	458,878
Education.....	2,820,940
Public works.....	3,101,184
Human services.....	10,102
Culture and recreation.....	394,888
 Total increases to accumulated depreciation - governmental activities.....	 <u>\$ 7,104,896</u>

NOTE 5 - INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2014, are summarized as follows:

Transfers Out:	Transfers In:		
	General Fund	Nonmajor Governmental Funds	Total
General Fund.....	\$ -	\$ 155,000	\$ 155,000 (1)
Nonmajor Governmental Funds.....	220,443	-	220,443 (2)
 Total.....	 <u>\$ 220,443</u>	 <u>\$ 155,000</u>	 <u>\$ 375,443</u>

(1) Represents budgeted transfers out of the general fund for \$155,000 to the mini bus special revenue fund.
 (2) Represents transfers to the general fund from special revenue grant funds for \$180,424 and elections fund for \$21,709, as well as a transfer to the stabilization funds from town capital project funds for \$18,310.

NOTE 6 – CAPITAL AND OPERATING LEASES

The Town has entered into lease agreements as lessees for a new computer network for the Town and school facilities and for school equipment. These lease agreements qualify as capital leases for accounting purposes and therefore have been recorded at the present value of their future minimum lease payments as of the inception date.

The assets acquired through capital leases are as follows:

<u>Asset:</u>	<u>Governmental Activities</u>
Equipment.....	\$ 2,346,868
Less: accumulated depreciation.....	<u>(1,514,438)</u>
 Total.....	 <u>\$ 832,430</u>

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2014, were as follows:

<u>Years Ending June 30</u>	<u>Governmental Activities</u>
2015.....	\$ 282,290
2016.....	<u>88,320</u>
 Total minimum lease payments.....	 370,610
Less: amounts representing interest.....	<u>(20,747)</u>
 Present value of minimum lease payments.....	 <u>\$ 349,863</u>

NOTE 7 - SHORT-TERM FINANCING

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund respectively.

Details related to the short-term debt activity for the year ended June 30, 2014, are as follows:

Type	Purpose	Interest Rate (%)	Due Date	Balance at June 30, 2013	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2014
BAN	Municipal Purpose.....	1.25	7/26/13	\$ 3,135,000	\$ -	\$ 3,135,000	\$ -
BAN	Municipal Purpose.....	1.25	7/26/13	5,000,000	-	5,000,000	-
BAN	Municipal Purpose.....	0.3	12/20/13	1,200,000	-	1,200,000	-
BAN	Municipal Purpose.....	1.25	7/25/14	-	9,430,000	-	9,430,000
BAN	Municipal Purpose.....	0.3	7/25/14	-	1,995,000	-	1,995,000
Total.....				\$ 9,335,000	\$ 11,425,000	\$ 9,335,000	\$ 11,425,000

On July 25, 2014, the Town renewed \$7,080,000 of outstanding short-term debt at a rate of 1% with a maturity date of July 24, 2015. The Town retired \$3,345,000 with appropriated debt service and \$1,000,000 with grant proceeds received during 2015.

NOTE 8 - LONG-TERM DEBT

Under the provisions of Chapter 44, Section 10, Municipal Law authorizes indebtedness up to a limit of 5% of the equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit." In addition, however, debt may be authorized in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit."

Details related to the outstanding indebtedness at June 30, 2014, and the debt service requirements are as follows:

Bonds Payable Schedule – Governmental Funds

Issue	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2013	Issued	Redeemed	Outstanding at June 30, 2014
Municipal Purpose Bonds of 1996.....	2016	\$ 5,755,000	5.90	\$ 805,000	\$ -	\$ 270,000	\$ 535,000
Municipal Purpose Bonds of 1998.....	2018	10,000,000	4.70	2,500,000	-	500,000	2,000,000
Municipal Purpose Bonds of 2001.....	2019	2,150,000	5.43	650,000	-	115,000	535,000
Municipal Purpose Bonds of 2004.....	2014	3,165,000	3.19	290,000	-	290,000	-
Municipal Refunding Bonds of 2004.....	2014	1,560,138	2.94	125,000	-	125,000	-
Municipal Purpose Bonds of 2006.....	2025	4,867,000	4.23	3,060,000	-	255,000	2,805,000
MCWT Bonds of 2007.....	2027	7,797,482	2.00	5,785,982	-	361,725	5,424,257
MCWT Bonds of 2008.....	2028	300,000	2.00	236,199	-	13,638	222,561
Municipal Purpose Bonds of 2008.....	2027	3,321,000	4.5	2,145,000	-	235,000	1,910,000
Municipal Purpose Bonds of 2010.....	2030	6,100,000	1.5-4.1	4,775,000	-	440,000	4,335,000
Municipal Purpose Bonds of 2011.....	2036	8,800,000	3.5	7,810,000	-	490,000	7,320,000
MWRA Bonds of 2011.....	2016	81,675	0.00	49,005	-	16,335	32,670
Municipal Purpose Bonds of 2012.....	2042	12,200,000	2.5	11,605,000	-	595,000	11,010,000
MWRA Bonds of 2012.....	2017	169,125	0.00	135,300	-	33,825	101,475
Municipal Purpose Bonds of 2013.....	2042	13,976,000	2.4	13,976,000	-	311,000	13,665,000
MWRA Bonds of 2013.....	2018	242,000	0.00	242,000	-	48,400	193,600
Total.....				\$ 54,189,486	\$ -	\$ 4,099,923	\$ 50,089,563

Debt service requirements for principal and interest for Governmental bonds payable in future years are as follows:

Year	Principal	Interest	Total
2015.....\$ 3,686,506	\$ 1,735,800	\$ 5,422,306	
2016.....3,684,243	1,601,478	5,285,721	
2017.....3,410,800	1,477,261	4,888,061	
2018.....3,305,027	1,362,922	4,667,949	
2019.....2,774,842	1,243,961	4,018,803	
2020.....2,668,222	1,141,436	3,809,658	
2021.....2,351,772	1,043,444	3,395,216	
2022.....2,265,495	954,745	3,220,240	
2023.....2,189,394	877,162	3,066,556	
2024.....2,213,473	805,516	3,018,989	
2025.....2,232,735	736,358	2,969,093	
2026.....1,897,184	672,522	2,569,706	
2027.....1,881,824	614,501	2,496,325	
2028.....1,323,046	564,038	1,887,084	
2029.....1,320,000	516,785	1,836,785	
2030.....1,295,000	469,906	1,764,906	
2031.....1,170,000	422,570	1,592,570	
2032.....1,170,000	376,814	1,546,814	
2033.....1,155,000	329,139	1,484,139	
2034.....1,175,000	280,689	1,455,689	
2035.....1,200,000	233,198	1,433,198	
2036.....970,000	192,070	1,162,070	
2037.....785,000	159,918	944,918	
2038.....810,000	131,221	941,221	
2039.....835,000	101,158	936,158	
2040.....855,000	69,896	924,896	
2041.....885,000	37,759	922,759	
2042.....580,000	26,129	606,129	
 Total.....\$ 50,089,563	\$ 18,178,396	\$ 68,267,959	

The Massachusetts Water Resource Authority (MWRA) operates an Infiltration/Inflow Financial Assistance Program for community owned collection systems. For each community approved for the project, financial assistance received from the MWRA consists of a grant and non-interest bearing loan. The loan portion is payable in five equal annual installments. At June 30, 2014, the outstanding principal amount of these loans totaled \$327,745.

The Commonwealth has approved school construction assistance to the Town. The assistance program, which is administered by the Massachusetts School Building Authority, provides resources for future debt service of general obligation school bonds outstanding. During year 2014, approximately \$259,000 of such assistance was received. Approximately \$1,035,000 will be received in future years. Of this amount, \$15,000 represents reimbursement of long-term interest costs, and \$1,020,000 represents reimbursement of approved construction costs. Accordingly, a \$1,020,000 intergovernmental receivable and corresponding unavailable revenue have been reported in governmental fund financial statements. The annual change in revenue has been recognized as revenue in the conversion to the government-wide financial statements.

The MSBA offers a construction grant program which pays the Town the State's share of approved school construction costs and therefore eliminates the need for the Town to fund the State's share through long-term debt. The Memorial Elementary School and Marshall Simonds Middle School projects are being funded by this grant program at eligible costs rates of 52.11% and 54.01%.

The Memorial Elementary School was completed in 2012. To date there has been \$20,352,000 spent on the project and with the Town's reimbursement rate with MSBA of 52.11% a reimbursement of \$10,606,000 was expected. As of June 30, 2014, this project has been completely reimbursed.

The Marshall Simonds Middle School was completed in 2014. To date there has been \$28,443,000 spent on the project and with the Town's reimbursement rate of 54.01% a reimbursement of \$15,362,000 was expected. To date, \$15,017,000 has been received and a receivable for the remainder of \$345,000 has been recorded.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2014, the Town had the following authorized and unissued debt:

Purpose	Amount
Memorial School Design.....	\$ 7,419,437
Sewer Pump Station - Terrace Hall.....	1,000,000
Water Storage Tank Repairs.....	400,000
Marshall Simonds Middle School.....	7,371,851
Cemetery Expansion.....	1,200,000
Parking Lot & Roadway Paving.....	3,000,000
High School Elevator.....	895,000
Building Purchase.....	700,000
Water Main Upgrades.....	500,000
Land Acquisition - Great Meadow.....	1,995,000
MWRA.....	900,000
Building Design - 33 Center Street.....	250,000
Parking Lot & Roadway Paving.....	3,000,000
Water Main Upgrades.....	1,000,000
 Total.....	 <u>\$ 29,631,288</u>

Changes in Long-term Liabilities

During the year ended June 30, 2014, the following changes occurred in long-term liabilities:

	Balance at June 30, 2013	Long-Term Bonds Issued	Long-Term Bonds Redeemed	Other Net Increase (Decrease)	Balance at June 30, 2014	Current Portion
Governmental Activities:						
Capital lease obligations.....	\$ 921,476	\$ -	\$ -	\$ (571,613)	\$ 349,863	\$ 268,649
Compensated absences.....	5,667,000	- -	- -	(633,000)	5,034,000	2,833,000
Workers' compensation.....	385,000	- -	- -	(72,000)	313,000	313,000
Other postemployment benefits.....	16,375,897	- -	- -	2,541,131	18,917,028	-
Long-term bonds.....	54,189,486	- (4,099,923)	- -	- -	50,089,563	3,686,506
Unamortized premium.....	747,841	- -	- -	(60,854)	686,987	58,465
 Total.....	 \$ 78,286,700	 \$ -	 \$ (4,099,923)	 \$ 1,203,664	 \$ 75,390,441	 \$ 7,159,620

NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS

The Town adopted GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Types Definitions*, as part of its 2011 reporting. The intention of the GASB is to provide a more structured classification of fund balance and to improve the usefulness of fund balance reporting to the users of the Town's financial statements. The reporting standard establishes a hierarchy for fund balance classification and the constraints imposed on the uses of those resources.

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any changes to the purpose of the fund along with any additions to or appropriations from the fund required a two-thirds vote of the legislative body. At year end the balance of the General Stabilization fund is \$6,799,000 and is reported as unassigned fund balance within the General Fund.

GASB 54 provides for two major types of fund balance, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portions of endowment funds as nonspendable.

In addition to the nonspendable fund balances, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision making authority.
- Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- Unassigned: fund balance of the general fund that is not constrained for any particular purpose.

The Town's spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

As of June 30, 2014, the governmental fund balances consisted of the following:

GOVERNMENTAL FUNDS					
	General	School Construction Projects	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
FUND BALANCES					
Nonspendable:					
Permanent fund principal.....	\$ -	\$ -	\$ -	\$ 570,480	\$ 570,480
Restricted for:					
Town revolving funds.....	-	-	-	1,504,222	1,504,222
Town gift and grant funds.....	-	-	-	219,356	219,356
School revolving funds.....	-	-	-	1,384,220	1,384,220
School gift and grant funds.....	-	-	-	108,631	108,631
Cemeteries and libraries.....	-	-	-	810	810
Cemetery perpetual care.....	-	-	-	86,579	86,579
Committed to:					
General government.....	496,120	-	-	-	496,120
Public safety.....	68,972	-	-	-	68,972
Education.....	69,037	-	-	-	69,037
Public works.....	720,483	-	-	-	720,483
Water and sewer.....	305,265	-	-	-	305,265
Human Services.....	40,294	-	-	-	40,294
Culture and recreation.....	5,000	-	-	-	5,000
Assigned to:					
General government.....	571,450	-	-	-	571,450
Public safety.....	115,962	-	-	-	115,962
Education.....	993,206	-	-	-	993,206
Public works.....	152,826	-	-	-	152,826
Water and sewer.....	194,429	-	-	-	194,429
Human Services.....	1,486	-	-	-	1,486
Culture and recreation.....	4,629	-	-	-	4,629
Employee benefits.....	177,414	-	-	-	177,414
FY14 capital budget.....	5,413,119	-	-	-	5,413,119
Unassigned.....	<u>25,037,238</u>	<u>(2,352,175)</u>	<u>(1,799,035)</u>	<u>(3,334,188)</u>	<u>17,551,840</u>
TOTAL FUND BALANCES.....	\$ 34,366,930	\$ (2,352,175)	\$ (1,799,035)	\$ 540,110	\$ 30,755,830

NOTE 10 - PENSION PLAN

Plan Description - The Town contributes to the Middlesex Retirement System (the System), a cost-sharing multiple-employer defined benefit pension plan administered by the Middlesex Retirement Board. Substantially all employees are members of the System, except for public school teachers and certain administrators who are members of the Massachusetts Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled \$11,911,000 for the year ended June 30, 2014, and, accordingly, are reported in the general fund as intergovernmental revenues and pension expenditures.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Middlesex Retirement Board and are borne by the System. The System issues a publicly available unaudited financial report in accordance with guidelines established by the Commonwealth's PERAC. That report may be obtained by contacting the System located at 25 Linnell Circle, Billerica, Massachusetts, 01821.

Funding Policy - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. The Town's contributions to the System for the years ended June 30, 2014, 2013, and 2012 were \$7,056,843, \$6,490,052 and \$6,210,291, respectively, which equaled its required contribution for each year.

NOTE 11 - RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three years.

The Town is self-insured for approximately 90% of its health insurance and 100% of its workers' compensation activities. The self-insured health insurance activities are accounted for in the Internal Service Fund. Workers' compensation activities are accounted for in the General Fund where revenues are recorded when earned and expenses are recorded when the liability is incurred. The approximate 10% of health insurance coverage that is premium based is accounted for in the General Fund. Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNR). The result of the process to estimate the claims liability is not an exact amount as it depends on many factors. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claims settlement trends, and other economic and social factors.

(a) *Health Insurance*

Approximately 10% of the Town's health insurance activities are premium based plans. The remaining 90% of employee health insurance claims are administered by a third party administrator and were funded from the Town's Internal Service Fund. The Town purchases individual stop loss insurance for claims in excess of the \$100,000 coverage. The estimate of IBNR claims is based on a historical trend analysis and recent trends.

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End
2014.....	\$ 1,017,198	\$ 11,081,613	\$ (11,033,639)	\$ 1,065,172
2013.....	1,197,743	9,734,011	(9,914,556)	1,017,198
2012.....	2,100,000	10,283,884	(11,186,141)	1,197,743

(b) *Workers' Compensation*

Workers' compensation claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations. The Town estimates its IBNR claims based on history and injury type. At June 30, 2014, the amount of the liability for workers' compensation claims totaled \$313,000. Changes in the reported liability are as follows:

Workers' Compensation

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End
2014.....	\$ 385,000	\$ 209,405	\$ (281,405)	\$ 313,000
2013.....	113,000	289,000	(17,000)	385,000
2012.....	17,000	109,725	(13,725)	113,000

NOTE 12 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description – The Town of Burlington administers a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Town’s group health insurance plan, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

Funding Policy – Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. The Town contributes 80 percent of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute the remaining 20 percent of their premium costs.

Annual OPEB Cost and Net OPEB Obligation – The Town’s annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The components of the Town’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town’s net OPEB obligation are summarized in the following table:

Annual required contribution.....	\$ 7,371,981
Interest on existing net OPEB obligation.....	900,674
Adjustments to annual required contribution.....	<u>(666,700)</u>
Annual OPEB cost (expense).....	7,605,955
Contributions made.....	<u>(5,064,824)</u>
Increase/Decrease in net OPEB obligation.....	2,541,131
Net OPEB obligation - beginning of year.....	<u>16,375,897</u>
Net OPEB obligation - end of year.....	<u>\$ 18,917,028</u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2014 was as follows:

Year Ended	Annual OPEB Cost	Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2014	\$ 7,605,955	67%	\$ 18,917,028
6/30/2013	7,276,365	66%	16,375,897
6/30/2012	8,403,521	63%	13,888,832

Funded Status and Funding Progress – As of December 31, 2012, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$102.3 million, the actuarial value of assets was approximately \$755,000, and the remaining \$101.5 million was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$61 million, and the ratio of the UAAL to the covered payroll was 167.1 percent.

The Town established an OPEB trust in 2012, reported as a fiduciary fund, and in 2014 made a contribution of \$500,000.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions – Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the December 31, 2012 actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. The actuarial assumptions included a discount rate of 5.5%, an 8.0% asset return assumption, which is based on the expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date, and an annual medical/drug cost trend rate of 8% initially, decreasing by 0.5% to an ultimate level of 5% and included a 4% inflation assumption. The UAAL is being amortized over a 30 year open period, with amortization payments increasing at 4% per year. The remaining amortization period at December 31, 2012 is 30 years.

NOTE 13 - COMMITMENTS

The Town has been authorized to borrow approximately \$29.6 million primarily to cover the costs of various school construction projects, paving projects, sewer and water related projects, and other various projects around Town.

The Town had two MSBA funded school construction projects. The Memorial Elementary School was completed in 2012. To date there has been \$20,352,000 spent on the project and with the Town's reimbursement rate with MSBA of 52.11% a reimbursement of \$10,606,000 was expected. As of June 30, 2014, this project has been completely reimbursed.

The second project, the Marshall Simonds Middle School, was completed in 2014. To date there has been \$28,443,000 spent on the project and with the Town's reimbursement rate of 54.01% a reimbursement of \$15,362,000 was expected. To date, \$15,017,000 has been received and a receivable for the remainder of \$345,000 has been recorded.

NOTE 14 - CONTINGENCIES

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2014, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2014, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2014.

NOTE 16 - IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During 2014, the following GASB pronouncements were implemented:

- GASB Statement #65, Items Previously Reported as Assets and Liabilities. Financial statement changes include the presentation of deferred outflows and inflows in the Statement of Net Position and Balance Sheet. Notes to the basic financial statements were changed to provide additional disclosure on deferred outflows of resources and deferred inflows of resources.
- GASB Statement #70, Accounting and Financial Reporting for Nonexchange Financial Guarantees. The implementation of this pronouncement did not impact the basic financial statements.

The following GASB pronouncements will be implemented in future years:

- The GASB issued Statement #67, Financial Reporting for Pension Plans, which is required to be implemented in 2015.
- The GASB issued Statement #68, Accounting and Financial Reporting for Pensions, which is required to be implemented in 2015.
- The GASB issued Statement #69, Government Combinations and Disposals of Government Operations, which is required to be implemented in 2015.
- The GASB issued Statement #71, Pension Transition for Contributions Made Subsequent to the Measurement Date, which is required to be implemented simultaneously with GASB Statement #68 in 2015.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.

Required Supplementary Information

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2014

		Budgeted Amounts				
		Amounts Carried forward From Prior Year	Current Year Initial Budget	Original Budget	Final Budget	
		\$	\$	\$	\$	
REVENUES:						
Real estate and personal property taxes, net of tax refunds.....		\$ -	\$ 91,123,785	\$ 91,123,785	\$ 91,143,785	
Tax liens.....		-	-	-	-	
Motor vehicle excise taxes.....		-	3,000,000	3,000,000	3,000,000	
Hotel, motel, and meals tax.....		-	3,000,000	3,000,000	3,000,000	
Ambulance.....		-	555,000	555,000	555,000	
Water and sewer charges.....		-	2,975,000	2,975,000	2,975,000	
Penalties and interest on taxes.....		-	320,000	320,000	320,000	
Fees and rentals.....		-	400,000	400,000	400,000	
Payments in lieu of taxes.....		-	520,000	520,000	520,000	
Licenses and permits.....		-	900,000	900,000	900,000	
Intergovernmental.....		-	8,245,463	8,245,463	8,245,463	
Departmental and other.....		-	765,000	765,000	765,000	
Investment income.....		-	75,000	75,000	75,000	
Miscellaneous.....		-	185,000	185,000	185,000	
TOTAL REVENUES.....		-	112,064,248	112,064,248	112,084,248	
EXPENDITURES:						
Current:						
General government.....		1,164,205	6,751,913	7,916,118	7,700,399	
Public safety.....		842,311	13,852,094	14,694,405	14,926,059	
Education.....		5,861,338	53,375,695	59,237,033	59,237,033	
Public works.....		516,501	6,333,391	6,849,892	6,894,465	
Water and sewer.....		388,295	3,778,636	4,166,931	4,191,092	
Human services.....		10,859	1,562,736	1,573,595	1,599,839	
Culture and recreation.....		18,718	3,004,309	3,023,027	3,057,114	
Pension benefits.....		-	7,020,840	7,020,840	7,020,840	
Employee benefits.....		96,717	12,330,653	12,427,370	12,902,370	
State and county charges.....		-	602,621	602,621	602,621	
Debt service:						
Principal.....		-	3,946,363	3,946,363	3,946,363	
Interest.....		-	1,903,852	1,903,852	1,903,852	
TOTAL EXPENDITURES.....		8,898,944	114,463,103	123,362,047	123,982,047	
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....		(8,898,944)	(2,398,855)	(11,297,799)	(11,897,799)	
OTHER FINANCING SOURCES (USES):						
Premium from issuance of bonds.....		-	-	-	-	
Transfers in.....		-	260,000	260,000	260,000	
Transfers out.....		-	(155,000)	(155,000)	(655,000)	
TOTAL OTHER FINANCING SOURCES (USES).....		-	105,000	105,000	(395,000)	
NET CHANGE IN FUND BALANCE.....		(8,898,944)	(2,293,855)	(11,192,799)	(12,292,799)	
BUDGETARY FUND BALANCE, Beginning of year.....		24,757,361	24,757,361	24,757,361	24,757,361	
BUDGETARY FUND BALANCE, End of year.....	\$	15,858,417	\$ 22,463,506	\$ 13,564,562	\$ 12,464,562	

See notes to required supplementary information.

<u>Actual Budgetary Amounts</u>	<u>Amounts Carried Forward To Next Year</u>	<u>Variance to Final Budget</u>
\$ 91,519,148	\$ -	375,363
218,654	-	218,654
3,612,156	-	612,156
3,657,524	-	657,524
659,605	-	104,605
3,341,182	-	366,182
291,353	-	(28,647)
453,264	-	53,264
520,000	-	-
2,772,859	-	1,872,859
8,258,284	-	12,821
1,010,699	-	245,699
120,145	-	45,145
<u>181,248</u>	<u>-</u>	<u>(3,752)</u>
<u>116,616,121</u>	<u>-</u>	<u>4,531,873</u>
5,964,767	1,067,570	668,062
14,630,358	184,934	110,767
53,755,262	4,897,094	584,677
6,265,299	873,309	(244,143)
3,467,846	499,694	223,552
1,444,327	41,780	113,732
2,991,784	9,629	55,701
7,005,521	-	15,319
11,850,607	177,414	874,349
624,546	-	(21,925)
3,946,363	-	-
<u>1,903,852</u>	<u>-</u>	<u>-</u>
<u>113,850,532</u>	<u>7,751,424</u>	<u>2,380,091</u>
<u>2,765,589</u>	<u>(7,751,424)</u>	<u>6,911,964</u>
100,431	-	100,431
261,873	-	1,873
<u>(655,000)</u>	<u>-</u>	<u>-</u>
<u>(292,696)</u>	<u>-</u>	<u>102,304</u>
2,472,893	(7,751,424)	7,014,268
<u>24,757,361</u>	<u>-</u>	<u>-</u>
<u>\$ 27,230,254</u>	<u>\$ (7,751,424)</u>	<u>\$ 7,014,268</u>

Retirement System Schedules of Funding Progress and Employer Contributions

The Retirement System Schedule of Funding Progress presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

The Retirement System Schedule of Employer Contributions presents multiyear trend information for required and actual contributions relating to the cost-sharing plan as a whole, of which the Town is one participating employer, as well as the Town's proportionate share of the plan's annual contributions.

MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM
SCHEDULE OF FUNDING PROGRESS

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Entry Age (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
01/01/12	\$ 862,323,395	\$ 1,974,144,909	\$ 1,111,821,514	43.7%	\$ 393,100,995	282.8%
01/01/10	819,987,914	1,743,581,707	923,593,793	47.0%	384,933,571	239.9%
01/01/08	774,863,669	1,529,806,307	754,942,638	50.7%	360,206,302	209.6%
01/01/06	653,156,866	1,364,582,969	711,426,103	47.9%	330,999,861	214.9%
01/01/04	618,163,380	1,223,828,127	605,664,747	50.5%	306,025,949	197.9%
01/01/02	599,699,143	1,020,828,178	421,129,035	58.7%	280,740,439	150.0%
01/01/00	570,263,467	905,280,472	335,017,005	63.0%	253,228,818	132.3%
01/01/98	476,708,969	763,093,878	286,384,909	62.5%	215,380,186	133.0%
01/01/96	373,750,361	634,920,488	261,170,127	58.9%	218,345,024	119.6%

The Town's share of the UAAL, as of January 1, 2014, is approximately 8.11%.

See notes to required supplementary information.

MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM
SCHEDULE OF EMPLOYER CONTRIBUTIONS

Plan Year Ended December 31	System Wide			Town of Burlington	
	Annual Required Contributions	(A) Actual Contributions	Percentage Contributed	(B) Actual Contributions	(B/A) District's Percentage of System Wide Actual Contributions
2014	\$ 87,065,963	\$ 87,065,963	100%	\$ 7,056,843	8.11%
2013	81,697,040	81,697,040	100%	6,490,052	7.94%
2012	78,100,351	78,100,351	100%	6,210,291	7.95%
2011	74,773,596	74,773,596	100%	6,094,297	8.15%
2010	74,126,190	74,126,190	100%	5,993,783	8.09%
2009	71,233,749	71,233,749	100%	5,960,257	8.37%
2008	64,053,064	64,053,064	100%	5,347,677	8.35%
2007	57,553,642	57,553,642	100%	4,892,218	8.50%
2006	57,553,642	57,553,642	100%	4,361,931	7.58%
2005	52,298,150	52,298,150	100%	3,616,102	6.91%
2004	52,902,366	52,906,366	100%	2,750,499	5.20%

The Town's Actual Contributions equaled 100% of its Required Contributions for each year presented.

See notes to required supplementary information.

Other Postemployment Benefits Plan Schedules

The Schedule of Funding Progress compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions presents the employer's required and actual contributions to the plan as well as the total contributions to the plan.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

OTHER POSTEMPLOYMENT BENEFIT PLAN
SCHEDULE OF FUNDING PROGRESS AND EMPLOYER CONTRIBUTIONS

JUNE 30, 2014

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
12/31/2012	\$ 755,021	\$ 102,278,451	\$ 101,523,430	0.74%	\$ 60,761,981	167.1%
12/31/2010	-	128,054,188	128,054,188	0.00%	58,507,552	218.9%
12/31/2007	-	137,797,088	137,797,088	0.00%	54,104,138	254.7%

Schedule of Employer Contributions

Year Ended	Annual Required Contribution (ARC)	Actual Contributions Made	Percentage of the ARC Contributed
2014	\$ 7,371,981	\$ 5,064,824	69%
2013	7,077,925	4,789,300	68%
2012	8,263,053	5,259,794	64%

See notes to required supplementary information.

OTHER POSTEMPLOYMENT BENEFIT PLAN
ACTUARIAL METHODS AND ASSUMPTIONS

YEAR ENDED JUNE 30, 2014

Actuarial Methods:

Valuation date.....	December 31, 2012
Actuarial cost method.....	Project Unit Credit
Amortization method.....	Payment increasing at 4.0%
Remaining amortization period.....	30 years open
Asset valuation method.....	Market value

Actuarial Assumptions:

Discount rate.....	5.50%
Inflation rate.....	4.00%
Asset rate of return.....	8.00%
Medical/drug cost trend rate.....	8.00% decreasing by 0.50% to an ultimate level of 5.00%
Administrative expense increase rate.....	3.00%
Part B premium.....	6.00%

Plan Membership:

Current retirees, beneficiaries, and dependents.....	771
Current active members.....	<u>580</u>
Total.....	<u>1,351</u>

See notes to required supplementary information.

NOTE A - BUDGETARY BASIS OF ACCOUNTING**1. Budgetary Information**

Municipal Law requires the adoption of a balanced budget that is approved by Town Meeting. The Finance and Advisory Board presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between and within departments subsequent to the approval of the annual budget, requires majority Town Meeting approval via a supplemental appropriation.

The majority of appropriations are non-continuing which lapse at the end of each year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior year be carried forward and made available for spending in the current year. These carry forwards are included as part of the subsequent year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by majority vote of Town Meeting.

An annual budget is adopted for the general fund in conformity with the guidelines described above. The original 2014 approved budget authorized approximately \$123,500,000 in appropriations and other amounts to be raised. During 2014, Town Meeting also approved supplemental appropriations totaling approximately \$1,120,000.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

2. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the year ended June 30, 2014, is presented below:

Net change in fund balance - budgetary basis.....	\$ 2,472,893
<u>Basis of accounting differences:</u>	
Net change in revenue accruals.....	(100,139)
Increase in revenue due to on-behalf payments.....	11,911,000
Increase in expenditures due to on-behalf payments.....	(11,911,000)
Net change in expenditure accruals.....	74,277
<u>Perspective difference:</u>	
Perspective differences in reporting of sewer fund activities.....	1,437,022
Activity of the stabilization fund recorded in the general fund for GAAP.....	<u>842,790</u>
Net change in fund balance - GAAP basis.....	<u>\$ 4,726,843</u>

3. Excess of Expenditures over Appropriations

For the year ended June 30, 2014, actual expenditures exceeded appropriations for public works snow and ice budget and state and county charges budget. These over-expenditures will be raised and funded through available funds during 2014.

NOTE B – PENSION PLAN

The Town contributes to the Middlesex Contributory Retirement System ("Retirement System"), a cost-sharing, multiple-employer defined benefit pension plan ("Plan") administered by the Middlesex Retirement Board. The Retirement System provides retirement, disability, and death benefits to members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the Plan. Plan members are required to contribute to the Retirement System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the Retirement System its share of the systemwide actuarially determined contribution which is apportioned among the employers based on active covered payroll.

The schedule of funding progress, presented as required supplementary information, following the notes to the basic financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits. Additionally, the schedule of employer contributions, presented as required supplementary information, following the notes to the basic financial statements, presents multiyear trend information for required and actual contributions relating to the cost-sharing plan as a whole, of which the Town is one participating employer, as well as the Town's proportionate share of the plan's annual contributions. This information is designed to be helpful for understanding the scale of the information presented relative to the Town.

The following actuarial methods and assumptions were used in the Retirement System's most recent actuarial valuation:

Valuation Date.....	January 1, 2012
Actuarial Cost Method.....	Entry Age Normal Cost Method
Amortization Method.....	Prior year's total contribution increased by 6.5% for 2014 through 2020, and thereafter the remaining unfunded liability will be amortized on a 4% annual increasing basis; ERI liability amortized in level payments.
Remaining Amortization Period.....	As of July 1, 2012, 7 years remaining for 2002 ERI liability; 8 years remaining for 2010 ERI liability and 23 years for remaining unfunded liability.
Asset Valuation Method.....	The difference between the expected return and the actual investment return on a market value basis is recognized over a 5 year period as described by Revenue Procedure 2000-40.

Actuarial Assumptions:

Investment rate of return.....	8.00%
Projected salary increases.....	4.75% for Group 1 and 5.25% for Group 4
Cost of living adjustments.....	3.00% on first \$14,000 of retirement income

Plan Membership:

Retired participants and beneficiaries receiving benefits.....	4,886
Inactive participants with a return of their employee contributions.....	2,708
Inactive participants with a vested right to a deferred or immediate benefit.....	394
Active participants.....	8,979
Total.....	16,967

NOTE B – OTHER POSTEMPLOYMENT BENEFITS

The Town of Burlington administers a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare, dental and life insurance for eligible retirees and their spouses through the Town’s health insurance plan, which covers both active and retired members, including teachers.

The Town currently finances its other postemployment benefits (OPEB) on a pay-as-you-go basis. As a result, the funded ratio (actuarial value of assets expressed as a percentage of the actuarial accrued liability) is 0.74%. In accordance with Governmental Accounting Standards, the Town has recorded its OPEB cost equal to the actuarial determined annual required contribution (ARC) which includes the normal cost of providing benefits for the year and a component for the amortization of the total unfunded actuarial accrued liability of the plan.

The Schedule of Funding Progress presents multi-year trend information which compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

Projections of benefits for financial reporting purposes are based on the substantive plan and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

