

2016 Annual Report

Burlington, Massachusetts 2016

# BURLINGTON, MASSACHUSETTS ANNUAL REPORT

OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2016





# BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2016



**2016 TOWN HALL AND TOWN COMMON**

*Front cover: Mill Pond Reservoir at full capacity, photo: DPW*  
*Intro page: Winter on Center Street with the Burlington Town Hall, photo: Terri Keene*  
*Back Cover: Burlington Town Hall and Town Hall Annex, photo: Terri Keene.*  
*Financial Reporting: Paul F. Sagarino Jr., Town Accountant & Nichole S. Coscia, Budget Analyst &*  
*Powers & Sullivan, LLC, Certified Public Accountants*  
*Government/Residential/Election/Town Meeting Reporting by Amy Warfield, Town Clerk*  
*Report compiled by: BettyMcDonough*  
*Report printed by: Goodway Group, Burlington, MA*



# BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2016

Burlington Website: [www.burlington.org](http://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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DIRECTORY	TELEPHONE	E-MAIL
Main Office Connecting all Departments	781-270-1600	
Main Fax	781-270-1608	
Accounting Department	781-270-1610	<a href="mailto:accounting@burlington.org">accounting@burlington.org</a>
Assessors	781-270-1650	<a href="mailto:assessor@burlington.org">assessor@burlington.org</a>
BCAT	781-273-5922	<a href="mailto:bcattv.org">bcattv.org</a>
Burlington Public Transit	781-270-1965	<a href="mailto:Burlingtonpublictransit@burlington.org">Burlingtonpublictransit@burlington.org</a>
Board of Health	781-270-1955	<a href="mailto:boh@burlington.org">boh@burlington.org</a>
Building Department	781-270-1615	<a href="mailto:building@burlington.org">building@burlington.org</a>
Burlington Youth & Family Services	781-270-1961	<a href="mailto:byfs@burlington.org">byfs@burlington.org</a>
Conservation Commission	781-270-1655	<a href="mailto:conservation@burlington.org">conservation@burlington.org</a>
Council on Aging	781-270-1950	<a href="mailto:coa@burlington.org">coa@burlington.org</a>
Disability Access Commission	781-270-1749	<a href="mailto:dac@burlington.org">dac@burlington.org</a>
Fire Department	781-270-1925	<a href="mailto:fire@burlington.org">fire@burlington.org</a>
Emergency/Ambulance	911	
Communications for the Deaf	911	
Library	781-270-1690	<a href="mailto:library@burlington.org">library@burlington.org</a>
Information Technology	781-270-6800	<a href="mailto:it@burlington.org">it@burlington.org</a>
Planning Board	781-270-1645	<a href="mailto:planning@burlington.org">planning@burlington.org</a>
Police Department	781-272-1212	<a href="mailto:police@bpd.org">police@bpd.org</a>
Emergency and Communications for the Deaf	911	
Public Works	781-270-1670	<a href="mailto:dpw@burlington.org">dpw@burlington.org</a>
Chestnut Hill Cemetery	781-229-1879	
Pine Haven Cemetery	781-270-1982	
Central Maintenance	781-270-1678	
Engineering	781-270-1640	<a href="mailto:engineering@burlington.org">engineering@burlington.org</a>
Highway	781-270-1677	<a href="mailto:dpw-highway@burlington.org">dpw-highway@burlington.org</a>
Water & Sewer Utilities	781-270-1679	
Sewer Section	781-270-1679	
Vine Brook Water Plant	781-270-1648	
Recreation	781-270-1695	<a href="mailto:recreation@burlington.org">recreation@burlington.org</a>
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	<a href="mailto:selectmen@burlington.org">selectmen@burlington.org</a>
Shawsheen Regional Tech	978-667-2111	
Tax Collector	781-270-1625	<a href="mailto:tax@burlington.org">tax@burlington.org</a>
Town Administrator	781-270-1635	<a href="mailto:selectmen@burlington.org">selectmen@burlington.org</a>
Town Clerk	781-270-1660	<a href="mailto:clerk@burlington.org">clerk@burlington.org</a>
Treasurer	781-270-1623	<a href="mailto:treasurer@burlington.org">treasurer@burlington.org</a>
Veterans' Agent	781-270-1959	<a href="mailto:veterans@burlington.org">veterans@burlington.org</a>
Zoning Board of Appeals	781 505-1150	<a href="mailto:boa@burlington.org">boa@burlington.org</a>

## 2016 COMMUNITY PROFILE

- 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
- Population as of January 1, 2015: 25,307
- Area of Town - 7,577 acres or 11.88 square miles
- Tax Rate FY16 - Residential: \$11.06; Commercial: \$28.10
- Elevation at Town Hall - 220 feet above sea level

## 2016 REPRESENTATION

<b>Governor:</b>	<b>Charles Baker</b> State House, Room 360 Boston, MA 02133	<b>www.mass.gov</b> 617-725-4005
<b>U.S. Senators:</b>	<b>Elizabeth Warren</b> 317 Hart Senate Office Building Washington, DC 20510	<b>www.warren.senate.gov</b> 202-224-2742
	<b>Edward Markey</b> 218 Russell Senate Office Building Boston, MA 02203	<b>www.markey.senate.gov</b> 202-224-2742
<b>Congressman:</b> 6th District	<b>Seth Moulton</b> 1408 Longworth House Office Bldg. Washington, DC 20510	<b>http://moulton.house.gov/</b> 202-225-8020
<b>Governor's Councilor</b> 3rd District	<b>Marilyn M. Petitto</b> State House, Room 184 Boston, MA 02133	<b>Marilyn.p.devaney@gov.state.ma.us</b> 617-725-4015 x 3
<b>State Senator:</b> 4th Middlesex	<b>Kenneth J. Donnelly</b> State House, Room 413-D Boston, MA 02133	<b>kenneth.donnelly@state.ma.us</b> 617-722-1432
<b>Representative:</b> 21st Middlesex	<b>Kenneth Gordon</b> State House, Room 472 Boston, MA 02133	<b>ken.gordon@mahouse.gov</b> 617-722-2014

## TOWN GOVERNMENT SCHEDULE

Scheduled board/committee meetings are posted at Town Hall and are published as a monthly calendar on the Town's web page <http://www.burlington.org/calendar.php>



# IN MEMORIAM

Notification received for following employees, board and committee members  
who passed away during 2016

NAME	DATE OF DEATH	POSITION HELD
<b>Frank Cagliuso</b>	February 23, 2016	Retired Director of Music/Schools
<b>Lawrence Carneys</b>	January 12, 2016	School Custodian - Active
<b>John DeFrancesco</b>	July 29, 2016	Planning Board Member
<b>Anna DeSantis</b>	April 5, 2016	Retired Teacher
<b>Kenneth Jay</b>	February 22, 2016	Retired Teacher, Guidance Counselor
<b>Lenore Kendall</b>	April 27, 2016	Retired Teacher
<b>Santo Lafauci</b>	June 24, 2016	Retired Teacher
<b>Eleanor McCarthy</b>	June 15, 2016	Retired Teacher
<b>Margaret Merlesena</b>	November 30, 2016	Retired Police Secretary
<b>Kathleen O'Regan</b>	October 14, 2016	Retired School Secretary
<b>Ruth Roach</b>	December 13, 2016	Retired School Cafeteria
<b>Regina Short</b>	September 5, 2016	Retired Assistant Town Clerk
<b>Donald Smith</b>	November 20, 2016	Retired LABB Teacher
<b>Albert Wilde</b>	December 2, 2016	Retired High School Guidance Counselor

## BURLINGTON ADMINISTRATION

• American Disabilities Act Coordinator	Christopher Hanafin
• Animal Control Officer	Gerald Mills
• Appraiser/Assistant Assessor	James F. Doherty
• Archivist/Records Manager	Daniel C. McCormack
• Assistant Town Administrator	Paul F. Sagarino, Jr.
• Building Inspector	John Clancy
• Community Life Center Director	Christine Shruhan
• Conservation Administrator	John Keeley
• Council on Aging Coordinator	Margery McDonald
• Director of Parks and Recreation	Brendan Egan
• Director of Public Health	Susan Lumenello
• Director of Veteran Services	Christopher Hanafin
• Emergency Management Director	Michael Patterson
• Environmental Engineer	Christine Mathis
• Fire Chief	Steven M. Yetman
• Health Agent/Sanitarian	Marlene Johnson
• Housing Authority Executive Director	Coleen Lacey
• Human Resources Director	Joanne Faust
• Labor Counsel	Collins, Loughran & Peloquin
• Library Director	Laura Hodgson
• Metropolitan Area Planning Council Rep(MAPC)	Kristin Kassner
• MWRA Designee	John Sanchez
• Planning Director	Kristin Kassner
• Police Chief	Michael R. Kent
• Superintendent of Public Works	John Sanchez
• Superintendent of Schools	Dr. Eric Conti
• Town Accountant	Paul F. Sagarino, Jr.
• Town Administrator	John Petrin
• Town Clerk	Amy E. Warfield
• Town Counsel	KP Law, P.C.
• Town Engineer	Thomas F. Hayes
• Treasurer/Tax Collector	Brian P. Curtin



## BOARD OF SELECTMEN AND TOWN ADMINISTRATOR



### **BOARD OF SELECTMEN**

*Back row (l to r) Joseph E. Morandi; Michael S. Runyan*

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

### **DEPARTMENT STAFF**

*John D. Petrin, Town Administrator*

*Katherine Moskos, Purchasing Analyst*

*Betty McDonough, Office Manager*

*Sandra Madigan, Administrative Assistant I*

*Jean Gallant, Administrative Assistant 1*

### **WEBSITE**

[http://burlington.org/town\\_government/administrationtest.php](http://burlington.org/town_government/administrationtest.php)

### **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.

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

Besides the five members of the Board and the Town Administrator, the office is staffed with an office manager, two clerks and a purchasing analyst. We are located on the second floor of Town Hall.

### **MISSION STATEMENT FOR BOARD OF SELECTMEN AND ADMINISTRATION**

- 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.

### **2016 HIGHLIGHTS**

- The April election saw the re-election of Robert Hogan to his third term and Christopher Hartling to his second term.
- Upon its annual reorganization, the Board elected Dan Grattan as Chair and Chris Hartling as Vice-Chair. The Board acknowledged the leadership offered by Mike Runyan as outgoing Chair.
- The Marion Tavern at Grand View Farm continues to be a facility that the Town can take pride in. It has now been open and operating for a two-and-a-half years. 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](http://www.burlington.org/residents/grand_view_farm/index.php).
- The Town's fiscal condition continues to be a model for communities. We have attained the highest rating of AAA from the Standard and Poors rating company for the third year in a row. 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 distinctive. 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 \$63M in property taxes from commercial as compared to \$39.9M from residential. Think about what that would mean to services if we had to convert that \$63M to residential taxes. This year's average residential tax bill increased by 1.82%, one of the lowest in the area.
- 2016 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 a 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 "economic capitol" 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.
- Several new restaurants have again been opened this past year, and we will continue to see the opening of additional restaurants in 2017. The District, formerly the New England Executive Park, continues with



their mass renovation of the site with several additional buildings slated to open in coming months. Third Avenue continues with their enhancements with a second apartment structure going up, as well as a new hotel and fitness facility being built. Millipore Sigma is well under way with the construction of their new facility and is slated to open later this year..

- The Planning Board continues to lead the process of master planning. We look forward to the insight and decisions that will be developed through this process.

## **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. We have negotiated several contracts and have two outstanding negotiations ongoing.
- We wish to continue to develop our budget and capital plan process. We have taken great strides in the last several years with the budget analyst position. 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. The issue continues to be a lack of space and the high cost of public construction.
- We did receive funds to renovate 33 Center Street for the Board of Health and Youth and Family Services. Unfortunately the initial bids came over the appropriated funds, and we will did go back to Town Meeting with a revised plan to seek full funding for that building and the Human Services Building that expands Council on Aging services. Bids will be issued this year and we seek to finish the project in 2018.
- 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 4.03% while our tax levy increased at 3.49%. The increase to the average single-family tax bill was 1.82%. Burlington increased its amount to \$8,203,000 below our allowed taxing capacity. We have a Stabilization Fund of \$7.5M with an additional Other Post Employee Benefits Fund of \$4,045,000. Our Free Cash was certified at over \$11.2M for June 30, 2016. This Free Cash will allow us to start the new year in a reasonable fiscal position. Our bond rating was approved at AAA by Standard & Poors for the second in a row. 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.
- We will be continuing our review of our water supply to determine the best course of action for the future.

## **CHANGES**

- With the commercial success we have seen the need to address public safety issues. The Town did approve an additional police officer and four new firefighter positions for the upcoming year. We will continue to address public safety in the coming years to be able to address the increased volume in calls. We also anticipate the opening of the emergency facility at Lahey Hospital that will provide a new level of emergency care to our community and the region. The Town has started a review of its level of care

for emergency medical services. We currently operate two ambulances with a third in reserve. Our firefighters are trained as emergency medical technicians and rely on an outside service to provide advance life support with paramedics. We are reviewing whether to incorporate paramedics as a part of the Fire Department staffing and switch our ambulance service from a basic life support level to advanced life support.

- We continue to address our infrastructure needs. Town Meeting approved funds for various projects this past year. We are about to go out to bid for the improvements to 33 and 61 Center Street to create additional space for our Council on Aging. We have also begun the design process for the new fire station to replace the existing fire station on Terrace Hall Avenue. We continue to plan for the future of the DPW facility which needs to replace our outdated facilities.
- We implemented another year of road improvements and upgraded a portion of the sidewalk on Bedford Street to concrete and granite. We continue to pursue improvements to our water and sewer infrastructure in order to maintain the high level of service that we provide.

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 for 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.

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## **PURCHASING ANALYST**

*Katherine Moskos*  
*Purchasing Analyst*

### **WEBSITE**

[http://www.burlington.org/town\\_government/purchasing\\_analyst.php](http://www.burlington.org/town_government/purchasing_analyst.php)

The main function of this position is to ensure town departments are in compliance with the Commonwealth of Massachusetts Office of the Inspector General Procurement laws. In addition to purchasing, the position is also responsible for managing double poles, the town's general liability, property and automobile insurance, surplus supplies, property leases for town owned buildings and water tank cell phone leases as well as the town's cell phones

### **2016 HIGHLIGHTS**

- COMMBUYS set up and training
- Snow plow & defensive driver training
- Municipal Modernization Act-changed procurement law
- Chose Owners Project Manager for Fire Station 2
- Extended aggregation agreement

## **CHANGES**

- Municipal Modernization Act-changed procurement law
- Established Purchasing Analyst website
- Updated internal forms to correspond with Municipal Modernization Act changes in procurement

## **FUTURE GOALS**

- Encourage town departments to use COMMBUYS more frequently
- Implement MUNIS purchase order module
- Implement electronic signatures for purchasing contracts
- Establish town safety committee to work with existing DPW safety committee
- Create fillable PDF's for purchasing and insurance forms

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# **HUMAN RESOURCES**

## **DEPARTMENT STAFF**

*Joanne M. Faust, SPHR, SHRM-SCP, Human Resources Director*

*Cheralyn Rosati, Human Resources Coordinator*

## **WEBSITE**

[http://www.burlington.org/town\\_government/human\\_resources/index.php](http://www.burlington.org/town_government/human_resources/index.php)

## **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.catsone.com/careers](http://www.burlington.catsone.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](mailto:hr@burlington.org).

## 2016 HIGHLIGHTS

During 2016 the Human Resources office was involved in the hiring of 22 Town employees. In total, we received applications from 351 candidates for these open positions, 107 of which were Burlington residents. From our pool of applicants, we conducted interviews with 79 candidates. Of those interviewed 31 were Burlington residents, and on 12 occasions we hired either a current or former Burlington resident. In addition am extremely pleased to report that 5 Burlington employees were promoted during 2016.

The Human Resources Office continues to support professional development of our employees. During 2016 we hosted Suffolk University's Certificate in Local Government Program, which is an 8-month graduate-level program that prepares candidates for a career in public management. This program is designed for municipal employees with an interest in furthering their professional career. We are pleased to announce that 5 Burlington employees graduated from this year's program.



The Human Resources Department was quite focused on offering wellness initiatives for all Town and School employees during 2016. During 2016 we brought another team of runners and walkers to the annual Harvard Pilgrim Corporate 5K. Although the weather on this evening in May was cold and rainy, it encouraged all who participated to keep moving! We brought in experts to lead on-site workshops on many wellness topics such as healthy eating, balancing work and family, stress reduction, and healthy living. We also provided a series of flu shot clinics for all employees.

*Cheralyn Rosati participating in 5K*

This year we expanded our popular Wellness Fair showcasing over 35 wellness providers and included health screenings, activities, and information on numerous health-related topics. The year concluded with a Maintain Don't Gain program that had many employees choosing to eat healthier during the holiday season. The Human Resources Office works closely with the Treasurer's Office in encouraging employees and their family members to make choices that promote a healthy lifestyle. In a time where we see healthcare costs rising, we see a responsibility to provide initiatives that correspond to smarter use of healthcare dollars.

*Andria O'Shea and Laura Nichols participating in 5K*

## FUTURE GOALS

In 2017 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, through both in-house and external professional development offerings.





Our wellness initiatives will continue, with a focus on education and encouragement to maintain a healthy lifestyle. We will also continue 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.

*2016 Wellness Fair*

## 2016 HUMAN RESOURCES STATISTICAL DATA

36 Positions Filled	Total Candidates	Candidates Interviewed	Hired Burlington Resident	Hired Past/Present Burlington employee
	351	79	12	6
Burlington Residents (total):	107	31		
Burlington Residents (%):	30%	39%		

*Average time to fill positions in 2016 was 62 days*

### **Burlington employees who were promoted during 2016:**

Employee Name	Former Position	Promoted To
Frank Anderson	Sr. Bldg Maintenance Craftsman	Highway Working Foreman
Robert McMahon	Highway Working Foreman	Highway Lead Foreman
Leo Fernandes	Mechanic	Master Mechanic
Jennifer Ryan	Office Assistant (Part Time)	Benefits Specialist (Full Time)
Christine Sinacola	Benefits Specialist	Benefits Administrator

### **Top 5 Candidate Sources - January 1, 2016 through December 31, 2016**

				Last Year's Rank
1	Indeed	97	37%	4
2	Burlington Website	92	36%	1
3	Burlington Employee	31	12%	not ranked
4	MA Municipal Association	21	8%	5
5	Word of Mouth	18	7%	3
Total from top sources		259		



## TOWN COUNSEL

*John W. Giorgio, for the  
Firm of KP Law, P.C.  
Town Counsel*

During 2016, 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.

Town Counsel worked closely with the Bylaw Review Committee which presented several bylaw amendments to Town Meeting including a revised ethics bylaw and a home rule petition relating to multiple office holdings by Town Meeting Representatives.

In addition, Town Counsel has been providing advice to the Zoning Board of Appeals regarding the Burlington Residences 40B application and appeals from the issuance of building permits to Advanced Auto Parts and Marriott Residence Inn.

The Police Department has requested the assistance of Town Counsel in implementing the Civil Fingerprinting Bylaw enacted by Town Meeting, and we have advised the Police Chief on a number of Constitutional issues involving the Town's Door-to-Door Solicitation and Canvassing Bylaw and the Retail Establishment Bylaw. We have also represented the Police Chief on a number of gun license revocation cases.

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.

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## GENERAL BYLAW REVIEW COMMITTEE

*Submitted by Committee Members:*

*Scott Martin – Chair*

*Sandra MacKay – Vice Chair*

*Larry Warfield – Secretary*

*Wendy Guthro*

*Adam Tigges*

### PURPOSE

The main responsibilities of the General Bylaw Review Committee are to annually review all General Bylaws, and all special Bylaws, of the Town of Burlington and to make a recommendation at Town Meeting on any proposed Bylaws that are brought before the members. The committee consists of five members that are appointed by the Moderator and serve a three-year term commitment. In 2015, the committee appointed by the Moderator realized that there had not been very much activity in recent history. It was apparent that errors had crept to the documentations and the Bylaws had not kept up with current practices.

The committee identified six areas that changes would be categorized into, they are:

- Correct Errors	- Delete Obsolete Committees
- Align with Current Practices	- Improve Clarity
- Facilitate Future Maintenance	- Improvements

In 2016 and early 2017, the committee submitted 15 warrant articles requesting the Town to vote on various changes that fall under the above mentioned areas.

Four articles corrected errors, including disagreements with state law, correcting titles, and removing obsolete references. Three articles deleted obsolete committees. Two articles aligned the bylaws with current practices. Two articles improved the clarity of the existing bylaws and two articles facilitate future maintenance of the bylaws.

Under the category of “Improvements” two articles were submitted. The first article changed the Bylaw Review Committee term of commitment from one year to three years, having overlapping appointments. This helps to eliminate the risk of losing valuable expertise and momentum by keeping at least two incumbent members on the committee each year. The second article made it possible for a Town Meeting Member to be appointed to an additional committee/board from what is currently allowed. This helps balance leveraging expertise with encouraging citizen participation in town governance.

This past fiscal year was a busy year and it is anticipated that the 2017/2018 year will be another busy year as we continue to work with Town Departments, Town Administration, Town Meeting Members and citizens of Burlington to identify problem areas and propose solutions in the current General Bylaws.

## ASSESSORS

### **BOARD OF ASSESSORS**

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

### **DEPARTMENT STAFF**

*James Doherty, Town Appraiser/Assistant Assessor  
Maureen Nicoloso, Debra Smoske, Maria Lombardo*

### **WEBSITE**

[http://www.burlington.org/town\\_government/assessors.php](http://www.burlington.org/town_government/assessors.php)

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2016. During the past year the Assessors held regular meetings and when needed, had meetings with taxpayers, interested citizens, and state/local officials. 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 clerk's 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 (defined as all the data being 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 under the direction of the Town Appraiser. 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 303 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 1<sup>st</sup>. 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. Of the 27,250 excise tax bills mailed, almost 1,060 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](http://www.cambridgedeeds.com). The Registry also provides a compact disk to the Assessors' Office approximately every 6 weeks. In 2016 the Assessors' Office processed over 145 abutters lists. Lists as well as labels are provided by the Assessors' Office for a fee. Last year the Assessors generated over \$6,315 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 (unfortunately based on information from the Town Clerk, under the recently adopted Public Records Law, we will no longer be able to charge for many of these services. Therefore we expect that this revenue will be greatly reduced next year.)

The past year was focused on updating all taxable property, effective January 1, 2016, in accordance with state law. This resulted in a Fiscal Year 2017 tax roll for the Town of Burlington of 8,316 taxable real property accounts and 1,204 personal property accounts.

The total assessed value of all taxable property was \$5,846,330,355 with a tax levy of \$102,863,547. The Selectmen voted to continue dual tax rates which resulted in an \$11.06 residential and a \$28.10 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. In addition to this information, along with other pertinent data, is available on the Town website.

The Board of Assessors would also like to thank the Administrative staff, Maureen Nicoloro, Debra Smoske, Maria Lombardo, and James Doherty for their continued service.

## TOWN CLERK



*Amy Warfield, Town Clerk*

### **DEPARTMENT STAFF**

*Pictured (l to r)*

*Assistant Town Clerk, Linda McNeill*

*Department Assistant, Julie Michutka*

*Archivist/Record Manager, Daniel McCormack*

*Town Clerk, Amy Warfield*

*Administrative Assistant, Janice Archer*

The office of Town Clerk is an important source for information and records for residents and businesses. We handle 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](http://www.burlington.org).

### **2016 HIGHLIGHTS**

- Elections: This is a monumental year for Burlington Elections with a Presidential Primary and the busy Presidential Election in Nov with 85% turnout.
- First time Early Voting with 6885 Registered Voters taking advantage of the process
- Completion of the 2016 Census with 92% of Households responding
- Processed and managing dogs licenses for the year for a total registered dogs of 2394.
- Issued 108 new “Doing Business As” (DBA) certificates, and managing renewals and changes for over 2000 small businesses in town.
- Processed and managed over 65 applications, decisions and files from Applicants, Planning Department and Board of Appeals
- Designing an early implementation of the tracking system for Public Record requests to work with the new law which will come in 2017
- Revenue generated for the year was \$156,598, including over \$90,000 of the revenue coming from online requests. This is revenue turned over to the Town Treasurer and added to the general fund.
- Management and oversight of the Burlington Town Web site, keeping the individuals and businesses informed with 24/7 access to information and data about the town.
- Continue to expand the use of online and in-house electronic forms, to better serve for the town’s residents and business.



**LOOKING FORWARD TO 2017**

Moving into the future we will continue to be improving the workflows of the office. One major area will be the electronic workflow of documents from development departments such as Planning, Building and Board of Appeals. The planning phases were begun and will continue into the next year for an implementation in late 2017. These documents usually come in the form of applications or permits from these departments and need to be distributed to various other departments for review and comment. This is creating large amount of duplicated paper that needs to be created, distributed, and stored. Then when the project work is completed it needs to be recollected, reviewed and compiled. The duplicated copies many then be able to be destroyed. This process can be greatly streamlined with an electronic document workflow.

Another issue on the horizon for next year will be the new public records laws currently being formulated at the state level, as well as continued momentum toward centralized management of electronic records. With the regulations now in place we will be able to meet the changes to public records laws, as our efficient reference and retrieval services already fulfill the structures of the laws.

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. Their extra efforts thru the year in regards to the elections really made our year successful, as a team we are able to serve the town of Burlington effectively and with a smile! But on a sad note, staff member Julie Michutka will be leaving us to pursue an opportunity in her field of genealogy, she will be sorely missed and we wish her all the best.

Following are the historical profiles on Vital Statistics (Births, Marriages, and Deaths), Voting Statistics, Election Results, and the Archives report. Town Meeting Minutes and Appointed Boards and Committees are included in the Addenda section of the Annual Reports.

**VITAL STATISTICS**

The following Births, Marriages, and Deaths were recorded in the Town Clerk's Office. 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, 2016**

	<b>Births</b>	<b>Marriages</b>	<b>Deaths</b>	<b>Residents Deaths</b>
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
2015	302	130	1028	249
2016	268	126	1002	242

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

**VOTER STATISTICS THRU 2016**

<b><u>TOWN ELECTION</u></b>	<b>Prec.1</b>	<b>Prec.2</b>	<b>Prec.3</b>	<b>Prec.4</b>	<b>Prec.5</b>	<b>Prec.6</b>	<b>Prec.7#</b>	<b>Total</b>	<b>%</b>
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%
2015	381	154	324	271	377	314	184	2005	13%
2016	730	240	577	502	672	659	333	3713	24%

**STATE PRIMARIES**

10-Sep	305	228	337	261	313	262	---	1706	11%
12-Sep	353	162	288	267	332	288	222	1,912	13%
** April-13	446	243	439	400	436	384	313	2,661	17%
14-Sep	412	220	409	329	414	370	321	2475	16%
16-Sep	113	80	161	96	138	143	98	829	5%

**STATE/PRESIDENTIAL ELECTIONS**

** Jan-10	1748	1319	1763	1267	1683	1581	---	9361	61%
10-Nov	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%
14-Nov	1619	865	1403	1227	1518	1431	1271	9334	61%
* Nov-16	2327	1493	2025	1830	2228	2175	2141	14219	86%

#7<sup>th</sup> Precinct added in 2012

\* Presidential Election

\*\* Special US Senate Elections

## ARCHIVES

*Daniel McCormack, CA, Archivist/Records Manager*

### WEBSITE

<http://www.burlington.org/residents/archives.php>

The Town of Burlington Archives was established under Article 4 of Town Meeting in May, 1999. The Archives acquires, preserves, and makes accessible records of town departments, historical records, and documents relating to the town's operations and history. It serves town officers, employees, taxpayers, ratepayers, and other interested parties. The Archives undertakes municipal records functions in accordance with Massachusetts General Laws Chapter 66, and relevant state and federal laws, rules, and regulations.

**Purpose:** The purpose of the Town of Burlington Archives is to organize, preserve, and make accessible records not in current use and to collect and maintain documentation relevant to the work of the municipal government. The Archives primarily services the municipal government operations of the Town of Burlington. The Archives holds both archival and inactive records relating to 1) current and ongoing municipal operations, 2) municipal departments, 3) committees and boards, 4) the history of the Town 5) the growth and development of the town, 6) vital documents of individuals, 7) Town Meeting, 8) municipal personnel, 9) secondary sources relating to the history of the town and its people and 10) individuals and organizations related to, or functioning within the Town.

The Archives collects documents related to Burlington history, government and operations in several different forms, including, but not restricted to: microimages, photographs, manuscripts, paper, maps, digital records, audio and visual recordings. The Archives primarily collects unpublished items but will acquire published items relating to the town, its growth and development and its history.

The Archives provides technical and advisory services related to recordkeeping and documents management, as well as compliance and regulatory functions. Reference services are undertaken on behalf of residents, taxpayers, ratepayers, and other interested parties. Recordkeeping services involve storage of documents, processing of collections, conservation and preservation activities, reformatting, and document destruction.

In exercising its operations, the Archives follows accepted technical standards and best practices, as well as state and federal laws, rules and regulations.

### 2016 HIGHLIGHTS

- Acquired 205 feet of records
- Fulfilled 806 reference requests
- Advised the Historical Commission on technical issues relating to programming and collections. Produced acquisitions policy for the panel and assisted in clearing and restructuring museum storage space. Performed research as needed for Commission members.
- Supervised destruction of obsolete records from numerous town departments.
- Participated in a major national conference (Society of American Archivists), a regional meeting (New England Archivists), and a state meeting (Massachusetts History Conference). Elected to the steering committee of SAA's Privacy and Confidentiality Roundtable. Attended a meeting of the Middlesex County Town Clerks Association in December on the subject of the state's revised Public Records Law.

- Contributed service to the Northeast Document Conservation Center Advisory Board and the Massachusetts State Historical Records Advisory Board,
- Helped facilitate a Community Shredding Day in June.

### **THE FUTURE**

The Archives received 205 cubic feet of records in 2016, a smaller amount than in previous years and much of this was incorporated into the normal collections and backlog maintained in the vault and storage area. A similar amount was destroyed, most notably items from the Town Clerk's office, Treasurer/Collector and Accountant. We continued taking notable acquisitions from certain of the Treasurer's ancillary operations (Burlington Community Scholarship Foundation, Ice Palace) and these records have filled a great gap in the history of these operations.

Our two largest acquisitions involved 60 feet of school personnel files from the BHS administrative offices, and 38.5 feet from the Department of Public Works Administrative division. We commend the personnel from these two departments, specifically Susan Boari from the schools and Terri Keene from DPW for their assistance in facilitating the smooth delivery of documents from their locations to the Archives. As we say at every occasion, the Archives is not just one person, but is composed of every town employee who assists with the smooth flow of documents and manages their records properly.

We began in late December a comprehensive review of our acquisitions and holdings in anticipation of continued movement toward the implementation of an electronic records management system. This review is largely concentrated on our permanent holdings and measuring and examining holdings related to a number of factors, including physical condition, preservation needs, arrangement status, and potential for reformatting. In the end, we want to be holding as little extraneous or obsolete material as possible while keeping or converting documents into their most durable, versatile and portable formats. At all times the Archives seeks to maintain a comprehensive record of the Town's business and operations and deliver efficiently with no interruption in service.

The end of this year was highlighted by the passage of new public records laws at the state level. We are able to meet the changes to public records laws, as our efficient reference and retrieval services already fulfill the strictures of the laws. In keeping with our comprehensive review of collections we are also expanding and altering our reference reporting functions to provide a clearer picture of our activities and promote efficiencies in our delivery of services. We encourage steps at the state level to make laws, rules, and regulations more relevant to the workings of municipal government. We appreciate the opportunity to assist in making public records and public information a vital function of municipal government and will continue to keep Burlington a leader in this field.

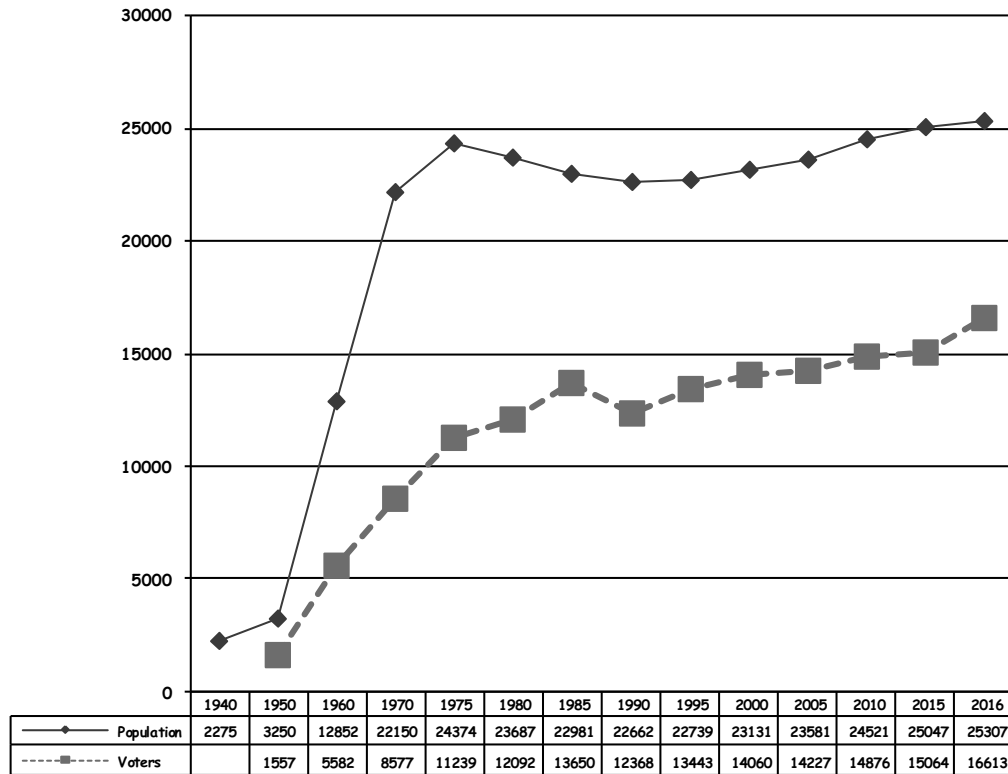
## BOARD OF REGISTRARS

*Jeanne S. Ganley,  
Jessica Senesi*

*Elmer Bud Larson  
Amy Warfield*

Working with the Town Clerk's office the Board of Registrars are responsible for overseeing Elections and Voter related issues. Following are profiles and historical data on voters and voter registration for 2016.

### POPULATION/REGISTERED VOTERS: Based on Annual Town Census



### YEAR-END SUMMARY:

<b>2470</b>	<b># of residents registered and added to the rolls</b>
<b>921</b>	<b># of residents dropped from the rolls</b>
<b>0</b>	<b>- # of voters placed on the inactive rolls</b>
<b>1822</b>	<b># of persons eligible but not registered</b>
<b>90%</b>	<b>eligible residents registered to vote</b>
<b>272</b>	<b>Registration Forms sent to 18 yr. olds</b>
<b>69</b>	<b>Mail-In Registrations Received from 18 yr. olds</b>
<b>131</b>	<b>Registrations from 18 yr. olds via VRIS and OVR</b>



## POPULATION TRENDS

<u>Age Group</u>							
	<u>1990</u>	<u>1995</u>	<u>2000</u>	<u>2010</u>	<u>2016</u>	<u>Since 1990</u>	<u>Since 2000</u>
0-10	2815	2955	2931	2703	2257	-19.8%	-23.0%
11-20	3160	2620	2833	987	2782	-12.0%	-1.8%
21-30	3889	3476	2500	2644	2777	-28.6%	11.1%
31-40	3311	3877	3624	2950	2932	-11.4%	-19.1%
41-50	3062	3208	3378	3660	2984	-2.5%	-11.7%
51-60	3031	2712	2905	3220	3653	20.5%	25.7%
61-70	1756	2220	2325	2546	2788	58.8%	19.9%
71-80	672	926	1398	1844	1875	179.0%	34.1%
81-90	220	270	417	922	1274	479.1%	205.5%
91+	24	34	75	133	243	912.5%	224.0%
Unknown	722	442	745	912	1742	141.3%	133.8%
Total	22662	22740	23131	22521	25307	11.7%	9.4%

2016 has been very active year for The Board of Registrars, having 4 elections with a Presidential Primary and State/Presidential election. A major change in the process that we had to deal with was the implementation of Early Voting.

Early Voting was done for the 2 weeks prior to November 8<sup>th</sup>. It entailed setting up a Voting location in Town Hall that had enough access and space for a large number of voters. We also needed to employ addition election workers for that period of time. We were able to handle it successfully but at an addition cost of about \$8000 for the Town. The state is still looking at whether this was an unfunded mandate and if there will be state reimbursement or not. Although this issue is not totally settled we are working with the state and the Clerk Associations and hope there will be clarity for the next implementation of Early Voting in 2018.



*Presidential Election - November 2016*

Finally, we have had a number of retirements with our election workers, long time Wardens Ellie O'Connell and Joan Hastings will be stepping down as well as Precinct Clerk Ed Hasting. We have enjoyed working with them and wish them all the best in the future.



*Ballot Box for Early Voting*

## TREASURER/TAX COLLECTOR

### DEPARTMENT STAFF

*Brian Curtin, Treasurer/Tax Collector*

*Tax Office Staff: Teresa Clement Assistant Tax Collector; Paula McMahon, Lisa Runyan*

*Lyn Mills*

*Benefit Staff: Lynn Newhouse, Eileen Ferren, Jennifer Ryan, Christine Sinacola*

*Payroll Staff: Deborah Callahan, Andria O'Shea Assistant Treasurer*

### WEBSITES

[http://www.burlington.org/town\\_government/treasurer.php](http://www.burlington.org/town_government/treasurer.php)

[http://www.burlington.org/town\\_government/tax.php](http://www.burlington.org/town_government/tax.php)

### 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.

### HIGHLIGHTS

- The Town of Burlington's average residential single-family homeowner's annual tax increase for fiscal year 2017 was 2.42 %. The commercial industrial increase was 4.17% in 2017 and the average residential tax bill increased by 1.78 % for fiscal year 2017.

### BREAKDOWN OF TAXES LEVIED ON ITS TWO TAX RATES FOR FY 2017

	LEVY	VALUATION		LEVY
CLASS	PERCENTAGE	BY CLASS	TAX RATES	BY CLASS
Residential	38.7544%	3,604,357,624.00	11.06	39,864,195.32
Open Space	0	0.0000%		0.0000%
Commercial	51.8873%	1,899,398,165.00	28.10	53,373,088.44
Industrial	4.8379%	177,095,736.00	28.10	4,976,390.18
SUBTOTAL	95.4796%	5,680,851,525.00		98,213,673.94
Personal	4.5204%	165,475,930.00	28.10	4,649,873.63
TOTAL	100.0000%	5,846,327,455.00		102,863,547.57

- 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 continued to be aggressive in managing these elements of our annual health care system.
- 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 significantly over the last five years averaging in claims of just under 3% for active and retired employees under 65 years old.
- The Town is self-insured and we have been able to increase the Town and employees trust fund to a balance to 5,404,675 as of 06/30/16.
- The two high deductible alternative HMO plans through Harvard Pilgrim Insurance called the Best Buy plan and Network Blue New England a deductible plan with BX-BS have almost identical benefits. These plans 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 decision to go to high deductible plans saved the Town well over \$ 3,000,000 in budget increases for fiscal year 2012 through 2016. The Town's budget has had an average increase of less 3% over the last 5 years. The Town continued to offer a PPO plan from BX-BS called Blue Care Elect.
- 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 has contracted with Abacus health solution the past three years to offer our employees dealing with diabetes a program to help monitor, control and reduce the cost of drugs for individuals and the Town. We currently have 22 members enrolled out of 69 eligible and have 15 that are successfully using the program. The number enrolled has increased each year. We have also contracted with CanaRX since September 2013 and have saved the Town and our employees combined \$50,015 in reduced prescription costs.

The following is a listing of Gross and Net Payrolls as well as Withholding for Benefits and other Payroll Deductions of Town Employees for the Years 2012 through 2016

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>GROSS PAYROLL</b>	<b>\$60,761,981.05</b>	<b>\$65,713,477.14</b>	<b>\$67,304,809.77</b>	<b>\$70,704,898.22</b>	<b>\$74,145,059.24</b>
<b>WITHHOLDING</b>					
<b>Federal Tax</b>	6,861,086.67	7,379,423.90	7,613,793.80	8,137,784.80	8,571,866.69
<b>State Tax</b>	2,695,736.25	2,910,254.72	2,944,899.59	3,082,419.32	3,209,902.51
<b>Retirement</b>	5,280,336.01	5,770,320.20	5,933,949.95	6,194,689.13	6,534,455.13
<b>Health Insurance</b>	2,591,650.95	2,827,573.25	2,920,284.52	3,029,706.31	3,101,136.31
<b>Disability Insurance</b>	138,868.45	183,964.40	181,150.08	190,513.94	202,295.96
<b>Delta Dental Insurance</b>	311,496.73	318,305.68	327,963.69	336,224.14	369,879.27
<b>Credit Union</b>	2,193,522.32	2,183,939.95	2,130,760.74	2,155,750.86	2,259,778.06
<b>Tax Shelter Annuities</b>	745,452.49	805,606.12	787,789.58	842,194.39	866,024.37
<b>Deferred Comp Plans</b>	1,301,218.35	1,469,025.61	1,596,973.48	1,630,838.56	1,702,061.66
<b>Teachers Association</b>	254,979.85	273,232.88	278,006.11	284,609.27	296,924.22
<b>Union Dues</b>	211,966.89	214,413.01	210,306.81	216,677.54	224,204.23
<b>Suspence</b>	19,398.58	24,939.54	18,497.00	16,126.00	18,948.14
<b>Life Insurance</b>	89,130.25	96,470.91	98,508.66	114,732.98	126,288.40
<b>Fica-Medex</b>	729,371.06	806,138.90	833,926.91	886,106.26	938,392.84
<b>Social Security</b>	3186.97	3,194.20	3,401.00		
<b>Flexible Spending</b>	427,015.08	450,927.21	483,480.25	523,392.57	558,971.72
<b>Firepac</b>	4,078.56	4,135.59	4,034.28	4,007.12	4,007.12
<b>Cops for Kids with Cancer</b>	0.00	0.00	756.00	1272.00	1,300.00
<b>Sprouts</b>	266,403.54	329,175.00	359,814.75	384,089.01	393,202.50
<b>SMART Roth</b>					2,800.00
<b>TOTAL WITHHOLDINGS</b>	<b>24,124,899.00</b>	<b>26,051,041.07</b>	<b>26,728,297.20</b>	<b>28,031,134.20</b>	<b>29,382,439.13</b>
<b>NET PAYROLL</b>	<b>\$36,637,082.05</b>	<b>\$39,662,436.07</b>	<b>\$40,576,512.57</b>	<b>\$42,673,764.03</b>	<b>\$44,762,620.11</b>

- 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 Scholarship Foundation had its Twenty first Annual Telethon in March 2016. We were able to net \$21,566 after expenses. The Scholarship Foundation received \$10,230 from residents donating from our tax billing check-off system. We were also able to raise \$43,922 from our Adopt-A-Class programs and another \$12,107 in miscellaneous donations. The Burlington Community Scholarship Foundation Adopt-A-Class awarded \$55,000 and total of \$361,025 in scholarships given out for all programs for 2016. The foundation also awards \$12,000 in adult scholarships as well.
- The Endowment funds invested at UBS Financial Services had a return of 6.30%. These funds are professionally managed. Total investment gain and interest income on scholarship funds was \$43,946.
- Town Meeting continued to support the improvement of reinvesting in our infrastructure by voting an authorization of \$8,500,000 to pay for the renovation, improvements, and construction of our Fire

Station #2 located on Terrace Hall Avenue. Town Meeting authorized \$1,100,000 for the design and construction of a salt shed on Grant Ave. The Other large project Town Meeting approved the funding for was \$3,300,000 for the renovation, improvements and construction of the Human Services Building located at 61 Center Street.

- The Town issued a \$ 730,000 one-year bond anticipation note at a low interest rate of 1.20% due 7/21/17. The bond note proceeds will be used to finance the Meadowbrook school HVAC upgrade. The Town also issued another one-year bond anticipation note for several capital projects totaling \$4,400,000 at an interest rate of .7304% maturing 7/21/17. 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 to help finance our annual bonded debt principal and interest payments. We collected \$1,700,731 in fiscal year 2016 as a revenue source to help finance these capital projects. 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 \$7,567,369 as of 6/30/16 and the Town's Free Cash balance was \$11,250,328 as of 07/01/2016. 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 \$ 8,203,885
- The economy has improved and unemployment and the housing market have had a healthy recovery. The construction industry is doing very well in Burlington with several new projects under construction. We have successfully moved forward 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.

I must acknowledge the retirement of Pat Dotson in my office who was the Town's Benefit Administrator. Pat worked for the Town for 16 years and as Benefit Administer in the Treasurer's office for thirteen years. Pat handled the retired employees of the Town with great care and respect. I received several compliments every year about how wonderful she was to all our retirees. We wish Pat a happy and healthy retirement, she will be missed.





## **FIRE DEPARTMENT**

### ***FIRE CHIEF***

*\*Steven Yetman*

### ***ASSISTANT FIRE CHIEF***

*\*Michael Patterson*

### ***CAPTAINS***

*\*Timothy Brown, \*Scott Carpenter, \*Andy Connerty, \*John Corbett*

### ***LIEUTENANTS***

*\*Mark Cedrone, \*Peter McAnespie, \*Steven McLean, \*Robert Paul,  
\*Kevin Pollicelli, \*John Skinner, \*James Sorenson, \*Jack Walthall*

### ***FIRE PREVENTION / INSPECTION SERVICES***

*Captain \*Michael Hanafin, Lieutenant \*James Browne*

### ***TRAINING / COMMUNICATIONS / EMERGENCY MEDICAL SERVICES***

*Captain \*Kevin Browne, \*Lieutenant Mark Saia*

### ***CLERICAL STAFF***

*Loreen Perron, Stacey Hindle, Karen Carlson*

### ***FIREFIGHTERS***

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

### ***EMERGENCY VEHICLE TECHNICIAN***

*Eric Moran*

### ***Civilian Dispatchers***

*\*Stephen Baia, \*Elaine Carpenter, \*Brian Letendre, \*Scott Perry*

*\*Indicates Department EMT's*

## WEBSITE

<http://www.burlington.org/departments/fire/index.php>

## MISSION

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

We accomplish this mission by providing code and regulation enforcement through inspections and plan reviews. We meet and train regularly with other town departments to provide a team approach to various issues including responding to emergent and non emergent events. The fire department provides public safety education in our schools, CPR training to our residents and Community Risk Reduction Programs. We extinguish and investigate all fires and are the emergency medical service for the Town of Burlington providing treatment and transport for the sick and injured.

## DEPARTMENT OVERVIEW

The Burlington Fire Department currently employs a total of sixty six (66) personnel, including both professional firefighters (58) and civilian support staff operating out of two stations. Headquarters, located at 21 Center Street, houses all of the administrative staff, support services and most of the emergency response personnel. Station 2 is located at 114 Terrace Hall Avenue and houses one fire engine with 3 firefighters per shift.



*Headquarters*



*Station 2*

## DIVISIONS

### **Administrative**

*(Chief, Assistant Chief, Administrative Secretary and Principal Clerk)*

Duties include the day to day operations of the Fire Department including fiduciary responsibilities in the preparation and expenditures of a 7 plus million dollar budget, capital requests / purchases, short & long term business planning.

### **Fire Prevention (Fire Prevention Captain, Fire Prevention Lieutenant and Senior Clerk)**

Assist in the oversight and approval of commercial and residential construction projects throughout the Town of Burlington. Duties include site plan reviews; permit processing, onsite inspections during construction and final inspections for the issuance of occupancy certifications.

New development in commercial and residential properties continued in 2016.

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.



*Firefighter L. Sawyer & Captain. A. Connerty extinguishing truck outside The Sonesta Hotel*

**2016 PERMITS AND INSPECTIONS****Types of Services**

Commercial Occupancy Inspections	147
Master box Certifications	9
On Site - Inspections	169
Permits Issued	656
Plan Review	237
Residential Occupancy Inspections	102
Site Plan Reviews	35
Smoke Detector Inspections	267
<b>Total</b>	<b>1621</b>

**INPECTIONS**

Commercial Occupancy	147
Fire Drills	5
Oil Burner	14
Oil Tank Installation	15
Oil Tank Removal	6
On Site - Fire Prevention	105
Propane Tank Inspection	19
Residential Occupancy	101
Smoke Detectors	267
<b>Total</b>	<b>684</b>

**PERMITS**

AST	35
Blasting	5
Campfire	2
Dumpster	40
Extinguishing System	7
Fire Alarm	104
Fireworks Display	4
Flammable Storage	54
Haz Mat	1
Oil Burner	45
Oil Line	2
Propane Storage	50
Sprinkler	129
Tank Installation	38
Tank Removal	72
Tank Truck	10
UST	17
Welding Burning	41
<b>Total</b>	<b>656</b>
Building Plans Stamped and Reviewed	237
Site Plan Reviews	35
Master Box Certifications	9
<b>Combined Totals</b>	<b>1621</b>

**Training / Emergency Medical Services / Communications / Dispatch**

*Training Captain, E.M.S. Officer, Civilian Dispatchers (4)*

The Training Captains is responsible for the ongoing training of all department members including officers, firefighters, dispatchers and maintaining all department training records. The E.M.S. Officer oversees the departments' emergency medical services including the ambulances and maintaining all associated records. Under the Massachusetts guidelines for Emergency Medical Dispatch (EMD) the Burlington Fire Department is the designated E.M.D. provider. Our dispatchers answer, screen and dispatch all incoming emergency calls and will give medical instructions over the phone when necessary.

**Training**

Burlington Firefighters continue to train on a regular basis. Training can either be given in house in a classroom session or practical hands on training. Teaching can also be given by in house instructors, instructors from the Massachusetts Firefighting Academy or private companies / vendors. When apparatus or technical equipment is newly bought usually training is included and incorporates all four shifts.

Firefighters also participate in in-service inspections to familiarize themselves with local businesses and buildings. They also take part in annual liquor licenses inspections for yearly liquor license renewals. During the holiday season firefighters participate in inspections of shopping centers on a regular basis to ensure stores are not overstocked and there are clear means of egress for all employees and patrons.

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.



*Captain S. Carpenter, Firefighters L Sawyer, C Comeau  
and S Killilea participating in ice rescues*



*Firefighters using training with hydraulic rescue tools*

### **Ambulance / Emergency Medical Services**

Burlington Firefighter / EMT's responded to a record number of ambulance calls in 2016. Fire Department ambulances responded to a total of 3,002 calls for assistance a slight increase over 2015. Emergency Medical Services (EMS) continues to play a major role in our service and our mission. The men and women of the Burlington Fire Department continue to make every effort possible to provide the best medical care to those that live in, work in and visit Burlington.

### **Emergency Response (Shift Captains, Lieutenants and Firefighters (52)**

The emergency response division of the Burlington Fire Department responds daily to all calls for assistance including the extinguishment and investigation of fires as well as a myriad of other emergencies including multiple types of rescues, hazardous materials investigation and remediation. We also provide emergency medical basic life support (BLS) treatment and transport of the sick and injured.



*In recognition of the 20th anniversary of what could have been a devastating fire at the Francis Wyman house, the Fire Department joined members of the Francis Wyman family in July*  
*Firefighters: Andy Connerty, Mike Hanafin, Rich Hovasse, Sean Connors, Brendan Micciche & Craig Callahan*



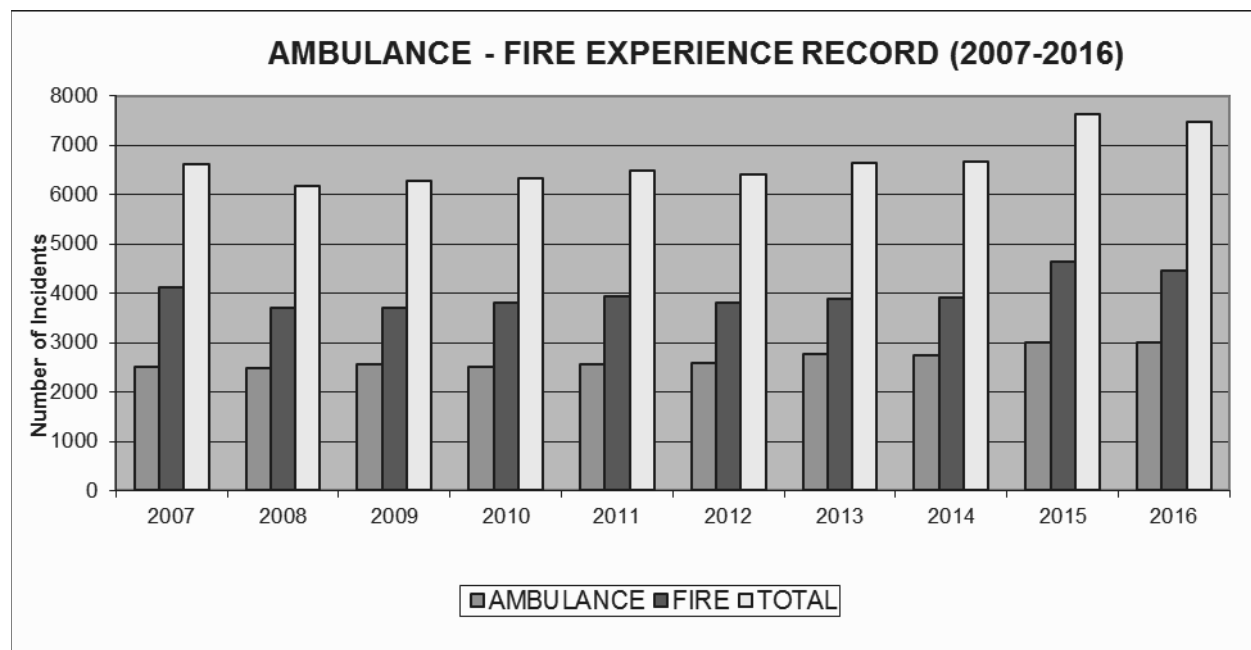
*Firefighters G. Arbing, M. Bennett, R. Blenkhorn, M. Gledhill, and J. Happeney hosting BBQ lunch for the seniors at the Council of Aging*

### Maintenance Emergency Vehicle Technician (E.V.T)

The E.V.T. is responsible for the maintenance and repair of all emergency response apparatus, staff vehicles, trailers, power equipment and self contained breathing apparatus (SCBA).

### 2016 Review

2016 was another busy year for the Burlington Fire Department. Fire responses showed a slight decrease from the previous year while ambulance responses showed a slight increase.



Fire responses showed a slight decrease in motor vehicle crashes, accidental and malfunctioning alarms, residential and brush fires, hazmat and carbon monoxide calls as well as unauthorized burning. There were increases in pedestrian accidents, cooking fires and dumpster fires as well as general service calls



*FF L. Sawyer last day after 31 years of dedicated service*



*Burlington received the last two pieces of steel from the World Trade Center at the Town's 15th Anniversary recognition ceremony*

## **New Station 2**

The process of replacing the existing Station 2 with a new facility is well underway. A Building Committee was formed late summer. An Owners Project Manager (OPM) firm (Cardinal Construction) has been hired as well as an Architectural / Design Company (Donham & Sweeney Architects). We have been meeting regularly and should have a design for the new station by mid 2017.

## **Grants**

The Burlington Fire Department received several grants and gifts in 2016. They include;

- The Burlington Fire Department was awarded a grant from the Federal Emergency Management Agencies (FEMA) SAFER Program for the hiring of 4 additional Firefighters. The grant award is in the amount of \$578,112 and will pay for the salaries and benefits of these Firefighters for 2 years.
- Two grants from the Department of Fire Services (DFS). One for the Student Awareness in Fire Education Program (SAFE) for \$4,837 and another for the Senior Awareness and Fire Education (Senior SAFE) Program for \$2,917.
- A grant from the Department of Public Health (DPH) for the maintenance of the fire departments Mobile Decontamination Unit (MDU) in the amount of \$2,000.

## **Gifts include:**

- The Oracle Corporation donated \$9,901 for the purchase of equipment.
  - The Digital Federal Credit Union (DCU) donated \$5,000 for the purchase of equipment.
- The Burlington Fire Department would like to thank these businesses and community partners for their generosity and support.

## **PERSONNEL CHANGES**

### ***Retirements***

In July of 2015 Firefighter Leonard Sawyer retired after 31 years of dedicated service. We thank Lenny for his many years of dedicated service and wish him a long and healthy retirement.

### ***New Hires***

In May Brian Letendre joined the department as one of four civilian dispatchers. We welcome Brian and wish him a long productive career

As always, on behalf of the of the members and staff of the Burlington Fire Department I would like to take the opportunity to thank our residents, elected officials, various town boards & committees as well as our local business community and partners for your continued support as we strive to serve you to the best of our availability.



**Burlington Fire Department Report of Incidents by Type of Incident**

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS
<b>Accidents</b>													
Motor Vehicle Crash	27	19	21	26	27	22	22	25	24	20	20	22	275
Pedestrian	1	0	0	3	2	1	1	0	3	1	1	2	15
<b>Medicals</b>	204	187	223	184	200	210	202	206	182	226	213	240	2477
<b>Alarms</b>													
Accidental	34	40	48	46	36	39	39	40	24	36	29	32	443
False	0	3	1	0	1	2	1	1	2	0	0	1	12
System Malfunction	18	25	10	8	11	16	6	15	12	16	17	17	171
<b>Fire</b>													
Cooking	1	0	2	2	2	2	0	0	2	0	1	1	13
Residential	1	0	1	1	0	1	0	0	2	0	0	0	6
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	1	0	1
Brush, Grass	0	1	2	4	13	23	17	10	3	0	0	1	74
Business/store/restaurant	0	0	0	0	0	0	0	0	0	0	0	0	0
Dumpster-trash	1	3	0	1	1	1	1	0	2	0	0	1	11
Motor Vehicle	1	1	1	1	1	1	2	0	5	1	1	1	16
Lightning strikes/Weather	0	0	0	0	0	0	0	0	0	0	0	0	0
Oil burner Malfunction	0	0	0	0	0	0	0	0	0	0	0	1	1
Motor Malfunction	1	2	0	0	0	2	0	1	0	1	1	0	8
Smoke Scare/Removal	5	3	3	2	1	3	3	6	5	1	3	6	41
Fire; Other	1	0	0	0	0	0	0	0	0	0	0	0	1
<b>Outside Burning</b>													
Authorized	0	0	1	0	0	0	0	0	0	0	0	0	1
Unauthorized	0	1	0	3	1	2	2	4	2	0	1	1	17
Hazmat	1	0	1	1	0	0	1	0	1	0	0	0	5
CO Problem	10	3	0	4	2	3	1	4	2	4	3	4	40
Spill Leak Fuel	2	1	2	1	1	1	1	3	1	1	5	1	20
Natural Gas Leak	8	7	4	1	3	4	1	2	2	2	4	10	48
Power lines down/ Arcing	0	6	4	3	0	0	0	1	4	0	1	3	22
Electrical Problem	0	1	2	0	3	6	0	4	2	1	0	2	21
Water Problem	0	15	1	2	2	0	0	1	1	2	0	3	27
Service Call	0	0	0	0	0	0	2	22	0	0	0	0	24
Public Service/Assistance	31	22	33	33	23	50	55	53	76	53	49	37	515
Elevator Extrication	2	1	0	0	2	1	3	1	1	0	0	2	13
Lock Outs/Ins	3	0	1	3	3	1	1	4	2	1	0	2	21
Nothing Found	3	0	5	2	1	2	2	1	4	1	2	0	23
Cancelled en-route	8	7	7	6	12	6	7	5	7	4	1	11	81
Good Intent Call	0	0	0	0	0	0	0	0	0	1	1	0	2
Cover Assignment / Mutual Aid	0	0	2	0	1	1	2	2	2	0	0	2	12
<b>Totals</b>	<b>363</b>	<b>348</b>	<b>375</b>	<b>337</b>	<b>349</b>	<b>400</b>	<b>372</b>	<b>411</b>	<b>373</b>	<b>372</b>	<b>354</b>	<b>403</b>	<b>4457</b>

## POLICE DEPARTMENT



### BURLINGTON POLICE DEPARTMENT 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*

### WEBSITE

<http://www.burlington.org/departments/police/index.php>

### POLICE DEPARTMENT PERSONNEL BY RANK & SENIORITY

*Michael R. Kent, Chief of Police*

*Thomas Duffy, Deputy Chief*

#### **Command Officers**

*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**

*Paul Callahan*

*Gary Redfern*

*Al Gagne*

*Thomas Fournier*

*Ann Marie Browne*

*James Tigges*

*Thomas Carlson*

*Gary Burdick*

#### **ACO**

*Gerry Mills*

#### **Officers**

*Steve 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 Papsedero*

*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*

#### **Officers**

*Shane Thomson*

*Christopher DiDonato*

*Ryan Griffin*

*James Hanafin*

*Gregory Gough*

*Patrick Lyons*

*Ashley Daniels*

*Nikolas Saledas*

*Brian Hanafin*

*Rameez Gandevia*

*Lindsay LaPrad*

*George D'Amelio*

#### **Head Traffic Supervisor**

*Helen Bulman*

#### **Clerks**

*Rosemarie Tieri*

*Paula Manzo*

*Kate Bozio*

#### **Dispatchers**

*Gail Fay*

*June Connolly*

*Eileen Barnard*

*Edwin Kolhonen*

**PURPOSE**

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 choose to 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 “problem solvers” and not just “report takers.”

- Captain Gregory Skehan graduated from the prestigious FBI/National Academy in December. Less than one percent of law enforcement nationally has been through this training.
- 2016 saw the retirements Detective Gary Burdick and School Resource Officer Stephen Cross. Both of these officers served the town for over 33 years.
- Officer Edward Mackey received badge #1 signifying him as the senior patrolman in the department.
- Six new officers were hired in 2016:
  - Nikolas Saledas
  - Brian Hanafin
  - Rameez Gandevia
  - Lindsey LaPrad
  - George D’Amelio
  - Eric Magee
- Our police department has partnered with the Chamber of Commerce to offer workplace violence training and on-site assessments of specific work places.
- In July, officers were sent to Columbine Colorado for training on school safety. Due to this training, our department has adopted the *Standard Response Protocol* to be used in the event of a critical incident at a school, daycare, or business in town.
- Four officers were sent to Louisiana in August for an Active Shooter Threat training hosted by Federal Law Enforcement Training Center. To date, our department has sent 13 officers for this training.
- Active shooter drills were conducted by our department at the Burlington Mall and the new Emergency Department at the Lahey Hospital and Medical Center. These drills were done in conjunction with the Burlington Fire Department and management at both facilities.
- In August, a very successful Public Safety Night was held by our department in conjunction with the Burlington Fire Department. Wegmans generously partnered with our department for the first of what hopefully will become an annual event.
- The department also investigated numerous crimes including the following incidents:
- In July, a person was shot in the Burlington Mall parking lot. Two suspects were later arrested and charged for this crime.
- A 30 year old man from Italy and a 28 year old man from Romania were charged in November with over 40 fraud charges in connection with credit card skimming. Over 120 fraudulent cards, documents appearing to be ATM card PINs, and over \$15,000.00 cash were recovered.

Burlington Police Headquarters is a functionally obsolete facility for the needs of a modern police department. The Facilities section of the DPW is kept very busy trying to keep up with the maintenance that is required in a building that is over 100 years old.

I would like to thank everyone who helped our department in 2016, including Town Administrator John Petrin, the Board of Selectmen, and all the other boards and departments in town. The residents of Burlington have been very supportive of our 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 and all who visit Burlington.

#### 2016 BREAKDOWN OF CALLS TO THE POLICE DEPARTMENT FOR SERVICE

<b>Total calls for service for 2016</b>	<b>29,793</b>
51A filed (Child abuse/neglect notifications to DCF)	38
Arrests	153
Arrests (Warrant)	48
Arson	2
Assaults	20
Assaults (Dangerous Weapons)	6
Assist Other Police/L.E. Agencies	191
Attempted Murder	1
ATVs; Dirtbikes; Go-carts	27
B & E MVs - attempted	1
B & E MVs; Thefts from MV	73
B & Es – other	1
Bomb Threats	3
Burglaries - Business/Commercial	2
Burglaries - Residential	7
Burglary attempts - Business/Commercial	2
Burglary attempts - Residential	5
Child Abuse/Neglect/Endangered	21
Civil Matters	55
Computer/Internet Crime (non theft)	8
Counterfeiting/Forgery	8
Credit/Debit Card Misuse	44
Criminal Motor Vehicle Offenses	175
Disturbances (Non domestic)	175
Domestic - Custody/Probate Issues	52
Domestic - other	52
Domestic related harassment	19
Domestic related WBC	22
Domestic Stand By	13
Domestics	174
Drug Offenses	75
Elder Issues/Abuse/Neglect	32
Exposure (Indecent)	4
Fake/Altered License or ID	3

Fatal Motor Vehicle Crashes	1
Fraud/Cons	37
Gas leaks; odor of gas	31
Group Home Incidents/Disturbances	5
Harassment	40
Harassment Order Violation	1
Harassment Orders - served/issued	3
Identity Theft	43
K9 Activity	12
License Plate Stolen	4
Liquor Violations; possession/transporting	5
Littering; Dumping	13
Malicious Damage / Vandalism	78
Miscellaneous	33
Missing Person/Found Person	24
Missing Persons	6
Missing Persons Located	2
MV Complaints / Traffic issues	411
MV Thefts	4
Narcan administrations by police officers	6
Neighbor disputes/issues	34
Noise Complaints	95
On-line Thefts/attempts/scams	9
OUI - Drugs	2
OUI - Liquor	22
Phone Calls / Text messages	14
Poles/Wires down	167
Prescriptions; false/uttering false	2
Prostitution	3
Protective Custody	20
Psych incidents	34
Rape	4
Receiving/Recovered Stolen Property	3
Recovered Stolen MVs in Burlington	5
Recovered MVs out of town stolen from Burlington	2
Restraining Orders - served/issued	33
Retail / Shoplifting	276
RO Violations	22
Road Hazards	277

Road Rage Incidents	23
Robberies, Armed	3
Robberies, Unarmed	4
Sex Offenses – all other	11
Sexual Assaults	10
Solicitors	10
Sudden Deaths	23
Suicide Attempts or Threatened	48
Suicides	4
Summoned	326
Susp persons; MVs; activity	1036
Thefts / Larcenies - Attempted	6
Thefts / Larcenies - other	76
Threats	23
Town By Law Violation	20
Trespassing	8
Using MV without authority	9
Warrant of Apprehension (non-criminal)	16
Weapons (Incidents involving weapons)	18
Well Being Checks	435
Youth Complaints	70



*Burlington Police cruiser during 2016 18th Annual Truck Day on the Town Common Video Photo by: BNEWS*

## DEPARTMENT OF PUBLIC WORKS

### **Department Office Staff**

*John G. Sanchez, Director of Public Works*  
*Teresa Keene, Administrative Assistant II*  
*Emily Wright, Operations Analyst*  
*Pialisa Manent, Accounting Specialist*  
*Patti Robichaud, Accounting Specialist*  
*Arlene Defilippo, Administrative Assistant I*

### **Central Maintenance**

<i>George T. Lee</i>	<i>Superintendent</i>
<i>Leo Fernandes</i>	<i>Master Mechanic</i>
<i>Justin Dekow</i>	<i>Motor Equip. Repair</i>
<i>Brian McCarthy</i>	<i>Motor Equip. Repair</i>

### **Engineering**

<i>Thomas Hayes</i>	<i>Town Engineer</i>
<i>Brian White</i>	<i>Asst. Town Engineer</i>
<i>Lisa Matarazzo</i>	<i>Admin. Assistant</i>
<i>Tim Mazzone</i>	<i>Sr. Engineer</i>
<i>Steve Hildreth</i>	<i>Sr. Engineer</i>
<i>Anthony Repucci</i>	<i>Jr. Engineer</i>

### **Buildings & Cemeteries**

<i>Paul Cauldwell</i>	<i>Superintendent</i>
<i>Rich Reid</i>	<i>Lead Foreman</i>
<i>Michael Quinones</i>	<i>Working Foreman</i>
<i>Pari Doherty</i>	<i>Office Assistant</i>
<i>James Bieren</i>	<i>Spec. Equip. Oper.</i>
<i>Billy Bouley</i>	<i>Bldg Maint. Crafts.</i>
<i>James Gavula</i>	<i>Sr. Bldg. Maint. Craft.s</i>
<i>Nichole Noorigian</i>	<i>Bldg. Maint. Crafts.</i>
<i>Jeffrey Sousa.</i>	<i>Bldg. Maint. Crafts.</i>
<i>Kevin Mehigan</i>	<i>Head Custodian</i>
<i>Kevin Crehan</i>	<i>Jr. Custodian</i>
<i>Steve Doyle</i>	<i>Custodian</i>
<i>Mary Hamel</i>	<i>Custodian</i>
<i>Paul Mills</i>	<i>Jr. Custodian</i>
<i>Laura Sorensen</i>	<i>Jr. Custodian</i>

### **Highway**

<i>Kevin Keene</i>	<i>Superintendent</i>
<i>Robert McMahon</i>	<i>Lead Foreman</i>
<i>Frank Anderson</i>	<i>Working Foreman</i>
<i>Donna Manning</i>	<i>Timekeeper</i>
<i>Michael DeLong</i>	<i>Spec. Equip Oper.</i>
<i>Michael DeSimone</i>	<i>Spec. Equip Oper.</i>
<i>Pat Duran</i>	<i>Spec. Equip Oper.</i>
<i>Mike Giardina</i>	<i>Spec. Equip Oper.</i>
<i>Thomas Harrington</i>	<i>Spec. Equip Oper.</i>
<i>Chris Lavoie</i>	<i>Spec. Equip Oper.</i>
<i>Rich Lembo</i>	<i>Spec. Equip Oper.</i>
<i>Daniel Matarazzo</i>	<i>Spec. Equip Oper.</i>
<i>Ricky McClenningham</i>	<i>Spec. Equip Oper.</i>
<i>Michael Murphy</i>	<i>Spec. Equip Oper.</i>

### **Water & Sewer**

<i>Paul Bieren</i>	<i>Superintendent</i>
<i>Chuck Woods</i>	<i>Lead Foreman</i>
<i>Matthew Davis</i>	<i>Working Foreman</i>
<i>Aaron Chase</i>	<i>W&amp;S Equip Maint.</i>
<i>Michael Dwyer</i>	<i>Pump. Stat. Oper.</i>
<i>Armand Marion</i>	<i>Pump. Stat. Oper.</i>
<i>Kenneth Ganley</i>	<i>W&amp;S Equip. Maint.</i>
<i>Donald McNeil</i>	<i>W&amp;S Equip. Maint.</i>
<i>Jamie Phillion</i>	<i>Pump. Stat. Oper.</i>

### **Water Treatment**

<i>Russ Makiej</i>	<i>Manager</i>
<i>Brian Sullivan</i>	<i>Chief Chemist</i>
<i>Nanette Masotta</i>	<i>Backflow Tech.</i>
<i>Robert Clougherty</i>	<i>Operator</i>
<i>James Doherty</i>	<i>Operator</i>
<i>John Doherty</i>	<i>Operator</i>
<i>Paul Dubois</i>	<i>Operator</i>
<i>Sinan Enrem</i>	<i>Operator</i>
<i>Jose Pimentel</i>	<i>Operator</i>
<i>Gabrielle Fitzgerald</i>	<i>Operator</i>
<i>Leger</i>	

## **WEBSITE**

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

## **DEPARTMENT OF PUBLIC WORKS**

*John G. Sanchez, Director of Public Works*

The goal of the Department of Public Works is to provide high quality services to all residents as well as to offer support to boards, commissions and other town departments. 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 64 full-time and part-time employees and 16 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.

### **2016 HIGHLIGHTS - DPW**

- Lucaya Pump Station and force main project was started
- Margaret Street water main replacement project
- Mount Hope HVAC upgrade project
- Human Service boilers replacement project
- Police Department boilers replacement project
- 2016 drought pushed our treatment facilities and personnel to their limits. Although water use has decreased over the years, summer supply has become an issue. Summer demand is more than double than winter demand.

### **FUTURE GOALS - DPW**

Installation of new street lights in town. As LED technology has become less expensive, Town meeting approved this project and we expect completion in 2017.





*Mill Pond Reservoir at its natural full capacity Photo: DPW*



- *Mill Pond Reservoir at extremely low depths as a result of 2016 drought conditions Photos by: John Sanchez*



*Mt. Hope boilers in need of replacement  
Town Administrator John Petrin with Rich Reid, Lead Foreman*



*Mt. Hope boilers after replacement*

## **ENGINEERING**

*Thomas F. Hayes, P.E., Town Engineer*

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

### **2016 HIGHLIGHTS - Engineering**

- Utility Permits (0031) - 311 street opening/utility permits issued.
- Lucaya Circle Pump Station (7162) – Rehabilitations of the sewer pump station and its force main, awarded to D&C Construction Co. Inc. at a contract price of \$1,290,048.05.
- Bituminous Paving - Reclaim Streets (7168) - Reclamation/paving of eight (8) streets , awarded to Lazaro Paving Corp. at a contract price of \$810,897.
- Hilltop Drive Drainage (7169) - Installation of new and upgraded drainage in Hilltop Drive, Clonmel Avenue and Polk Street, awarded to Ventresca Inc. at a contract price of \$197,757.

- Town Parking Lots (7174) - Reclamation/paving parking lots at Town Hall, Police Station, Simonds Park, Ice Palace, and Main Fire Station, awarded to Lazaro Paving Corp at a contract price of \$576,190.
- Traffic Light System Management & Upgrades (0019) – Maintenance contract awarded to Dagle Electric Construction Corp. for 3 years at the total contract value of \$77,940
- Street Light Program (7111) – Awarded to Dagle Electrical Construction Corp, for 3 years at a contract value of \$57,573
- Stream Cleaning (7175) - Sediment removal for streams in the Skelton Road, Sewall St, Violet Road area awarded to Rapid Flow Inc. at a contract price of \$189,982.
- Margaret St Water Main Replacement (7190) - Installation of approximately 800 ft of 8-inch ductile iron water main in Margaret St, awarded to Ventresca Inc at a contract price of \$98,005.
- Bituminous Paving - Coldplane Streets (7191) - Coldplane/paving of eighteen (18) streets, awarded to PJ Albert Inc. at a contract price of \$1,743,244.
- Crack Sealing (7202) - Extendo-pave cracksealing of sixty-six (66) streets, awarded to Superior Sealcoat at a contract price of \$44,259.



*Paving behind Town Hall*



*Margaret Street Water Main Repair*

## **BUILDINGS & CEMETERIES DIVISION**

*Paul Cauldwell, Buildings & Cemeteries Superintendent*

The overall mission of the Buildings Section of the Buildings and Cemeteries Division is to maintain and repair our 26 town owned buildings and the outbuildings associated with them. These buildings include the Town Hall, Town Hall Annex, Police Station, Fire Station, Library, Human Services Building, Grandview Farm and 33 Center Street, Vinebrook Treatment, Mill Pond Treatment, Highway Division garage, Water Division garage and Fire Station #2.

In 2016, we processed and completed 318 repair and maintenance jobs at various locations. Of the completed jobs, 232 were handled by in-house employees, with 86 performed by outside contractors, under department supervision.

In-house jobs included building, electrical, plumbing repairs and general maintenance work needed. Projects performed by outside contractors were related to elevator testing, inspections and repairs; HVAC inspections, maintenance and repairs; emergency generator repairs; fire alarm testing and repairs; fire extinguishers annual testing and replacements and pest control.

### **2016 HIGHLIGHTS - Buildings**

- Continuing with the evaluation and implementation of an energy management system. This system will aid in the conservation and cost savings of utilities used by the town buildings. This is done in conjunction with Eversource energy program;
- Installation of a new condensing domestic hot water heater and boilers at the Human Services Building;
- Installation of a new condensing domestic hot water heater and boilers at the Police Station;
- Installation of new condensing hot water boilers at the Mount Hope Christian School;
- Re-configuration of the entrances with new door installations at the Planning and Conservation Offices;
- Repair of the Town Hall Annex Steps: treads and new stucco covering;
- Replacement of steel door entrances at the Fire Department and Highway Division buildings.

Some of the larger completed jobs were:

- Flushing of the heating system at the Town Hall Annex;
- Fencing at the Town Hall Annex; Guard Rail at the Police Station;
- Partial flooring replacements at the Police Station, Town Hall and Town Hall Annex.
- Major projects still in progress include:

- Installation of energy management systems at the Library and Police Station;
- Rehabilitation of 33 Center Street and 61 Center Street;
- Building of a new columbarium at Pine Haven Cemetery;
- Design and Building of a new salt shed.

Unexpected issues included:

- Replacement of two heat pumps and air handling units at the Police Station due to failure.

There were less unexpected issues due to the mild winter last year as well as having stepped up the preventive maintenance program.

The Buildings Section of the Building and Cemeteries Division had a very busy year maintaining the town buildings.

### **Cemetery Section**

The overall mission of the Cemetery Section of the Buildings and Cemetery Division is maintaining the quality and standards of care of the grounds of the three town owned cemeteries that have been continuously upheld for many years.

### **2016 HIGHLIGHTS - Cemeteries**

#### ***Pine Haven Cemetery***

The Buildings and Cemeteries Division performed 90 burials at Pine Haven Cemetery and sold 52 burial plots in the new "E" Section of the cemetery.

#### ***Chestnut Hill Cemetery***

The Buildings and Cemeteries Division performed 66 burials at Chestnut Hill Cemetery. The automated irrigation system installation continued progressively in sections of Chestnut Hill.

#### ***Old Burial Ground***

Maintenance and preservation of historic markers are conducted throughout the year to keep this historic cemetery in good condition.

Regular maintenance is performed throughout the year in all cemetery areas including weed whacking of grass around headstones and trees, cutting grass, trimming trees and brush, repair and painting of fences, removal of trash and debris and lawn sprinkler repair.

The Buildings and Cemeteries Division, working in conjunction with the Engineering Division completed the Architectural Design of the Columbarium Project and look forward to the bidding stage with hopes for construction to begin this spring.

We would like to thank all Buildings and Cemeteries Division personnel for their great work throughout the year. Many thanks to DPW employees, The Middlesex County Sherriff's Office Community Work Program and Town of Burlington seasonal help work program for their assistance with heavy seasonal clean-ups and summer production. The Town of Burlington Veterans' Office and Retired Veterans continued assistance in maintaining our valued Veterans areas is also greatly appreciated.

### **CHANGES - Cemeteries**

Nicole Runyan-Noorigian, a Building Maintenance Craftsman joined the Buildings and Cemeteries Division, working in all aspects of building maintenance and grounds.

### **CENTRAL MAINTENANCE DIVISION**

*George Thomas Lee, Central Maintenance Superintendent*

The Central Maintenance Division continued to repair and perform preventive maintenance on the D.P.W., Recreation and Police vehicles and equipment. The goal of the department is a safe and efficient fleet.

In total the division maintains 121 vehicles and trucks, 22 generators and miscellaneous equipment.

In the past year we continued to update some of the older equipment with new LED lighting, and other safety components.

I would like to thank the staff at Central Maintenance, Leo Fernandes, Justin DeKow and Brian McCarthy for their hard work and dedication. I also would like to thank the rest of the D.P.W. employees who are always ready to lend a helping hand.

### **HIGHWAY DIVISION**

*Kevin Keene, Highway Division Superintendent*

The Highway Division began the winter season with only eight snow events and only five that were plowable compared to the previous year's record breaking season. Once winter season is over we commence with the sweeping of sidewalks and streets, which we have started to do more frequently with the new regulations being brought onto the cities and towns throughout the state.

Catch basin cleaning and repairs are also a big part of these new regulations. We have had all basins cleaned throughout the town the last 2 years and will continue to have this done every year.



*Photo by: Terri Keene*

The Highway is out many times a year taking care of the brush cutting throughout the town to include water stations and fields.

Our sign division repaired and/or replaced more than 170 signs throughout the town of which there are thousands to be maintained.

This division is also making sure that all pavement markings are done at least once and sometimes twice a year.

During the Spring/Summer paving of certain streets took place. These streets included: Elizabeth, Edwards Rd, Hickory Ln, Kempton, Overlook, Mary St. and Willow Way to name a few.

The Highway Division is proud of the job we do in maintaining this great Town and look forward to serving the residents for many years to come.

## **WATER & SEWER DIVISION**

### **Water Treatment**

*Paul Bieren, Water & Sewer Division Superintendent*

2016 was another year of challenges in the Water Treatment Section. We survived one of the driest summers on record. We appreciate the cooperation of our residents and businesses in complying with the outside watering restrictions that were necessary to impose and enforce due to the prolonged drought conditions.

I would like to thank our Chief Operator and our Water Treatment Plant Operators for their dedication to their profession and for their commitment to the town and its residents. Their commitment ensures the efficient operation of both the Mill Pond and the Vinebrook Treatment Facilities while producing the highest quality drinking water possible. We strive to produce a safe and high quality drinking water to our residents and visitors that meets and/or exceeds D.E.P. and E.P.A. guidelines and standards.

Some of the year's highlights are listed below.

- We produced approximately 1.063 billion gallons of water for our consumers in 2016. Vinebrook produced 541.54 million gallons and Mill Pond produced 521.6 million gallons.
- We successfully operated and maintained our 2 drinking water treatment facilities, our 7 wells, our 3 water storage tanks, our Wellesley Ave. pressure booster station, our Robin Lea drainage collection pump station and lastly our Diversion Station on the Shawsheen River in Billerica which is utilized to pump raw water to fill (when river flow permits) and maintain reservoir levels.
- We have upgraded our fluoridation system at the Vinebrook plant to ensure safer operations and work environment for our operators.
- We cleaned bulk chemical storage tanks at the Mill Pond plant to ensure chemical quality while in storage and also to restore storage capacity to designed levels.
- We added remote monitors to our SCADA system at both facilities to give the operators the tools they need to properly monitor the treatment process in various locations throughout the treatment plants.
- We collected over 700 samples for bacteria analysis. We also conducted several thousand routine bench lab tests during our plant operations. Some of the parameters analyzed on a daily basis are: pH, Turbidity, Chlorine, Fluoride, Chloramines, Iron, Hardness, Alkalinity and Phosphates.

### **Backflow Prevention**

*Russ Makiej, Water Treatment Manager*

A backflow device is used to protect water supplies from contamination or pollution, and there are 3 different types of testable backflow devices used in the Town - Reduced Pressure Zone (RPZ), Pressure Vacuum Breaker (PVB), and Double Check Valve (DC). State regulations require tests be done twice a year on RPZs and once a year on PVBs and DCs. Mechanical backflow devices have internal seals, springs and moving parts that are subject to wear and tear. Backflows have to be tested to make sure they

are functioning properly. Residential backflows only have to be tested upon installation, whereas, Commercial and Municipal buildings are required to be tested upon installation and every year after.

The Town charges a small fee per device tested. Currently, the Town has a contract with Weston & Sampson to survey each commercial building.

Total Reduced Pressure Zone devices	851
Total Pressure Vacuum Breaker devices	52
Total Double Check Valve devices	330
Total testable devices in Commercial/Municipal buildings	1233

TEST RESULTS		
	PASSED	FAILED
DC Residential	29	0
DC Municipal	18	0
DC Commercial	<u>282</u>	<u>1</u>
DC Totals	329	5

PV Residential	50	0
PV Municipality	2	0
PV Commercial	<u>41</u>	<u>1</u>
PV Totals	91	1

RPZ Residential	16	0
RPZ Municipal	92	2
RPZ Commercial	<u>1435</u>	<u>12</u>
RPZ Totals	1545	14

Grand Totals	1965	16
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SURVEY RESULTS		
Commercial	150	33
Municipal	<u>6</u>	<u>5</u>
Grand Total	156	38

### Water Distribution and Sewer Section

Water & Sewer Section commits to bring our best to work each day with a positive and professional attitude to providing the highest level of service possible to the residents of the town.

This year was a demanding and challenging year for all of us. All the hard working and highly skilled employees are thanked for their dedication and professionalism. Also Armand Marion is wished a long and happy retirement and is thanked for his service to the residents of Burlington for over 32 years.

The Water Distribution and Sewer Section employees maintain proper certifications required by the state.

This section performs many functions in order to ensure quality services: some of these functions are including the following:



It is hoped that this report provides an insight to the services provided as a team as well as a better understanding of daily operations.

**Water**

- Maintain over 135 miles of public water mains
- Perform emergency repairs on public water mains as necessary
- Repair and maintain over 1000 fire hydrants
- Flushing of water mains by use of hydrants
- Repair and maintain the operation of all town gate valves
- Install meters and M.I.U.s
- Perform meter appointments as well as trouble shoots
- Perform mark outs of water services and mains

**Sewer**

- Maintain over 156 miles of sanitary sewer pipes
- Perform emergency repairs of sewer pipes
- Responds to emergency sewer blocks
- Rodding of public sewers with Vactor truck
- Maintain 14 pumping facilities for continuous operations
- As well as sewer mark outs
- Respond to emergency sewer alarms

Other divisions are assisted when needed. The Highway Division is assisted in snow and ice removal and operations. The Building & Cemeteries Division is assisted with burials and their Memorial Day services. The Engineering Division is assisted with water & sewer projects.

**STATISTICS**

Number of appointments (meters, mark out and troubleshoots)	1026
Number of water main breaks	22
Number of hydrants repaired/replaced	51
Number of hydrants flushed	455
Water shut off/on	101
Linear feet of sewers rodded	15220
Sewer blocks responded to	36
Wet well cleaning	8
Emergency sewer alarms responded to	203
Sewer main breaks	3

These statistics are achieved through the labor and commitment that our highly skilled employees put into their jobs every day.

**BURLINGTON PUBLIC TRANSIT**

*Patti Robichaud, Burlington Public Transit Coordinator*

You've probably seen our buses traveling around Burlington. The pictures on the side of the buses depict the major destinations where the buses stop throughout the Town. The Burlington Public Transit System buses are safe, wheelchair accessible, clean and convenient (just wave us down).

Anyone can take advantage of this opportunity by using the Burlington Public Transit system as it is public transportation. We travel around the main roads of Burlington from 7:30 am until 6:30 pm getting people to and from work, school, shopping, medical appointments and connecting to the MBTA system.

The buses stop at all the supermarkets (Wegmans, Shaw's, Roche Bros. & Market Basket in Burlington), all the Malls (Crossroads, Burlington Mall, Middlesex Commons, Vinebrook Plaza and Wayside Commons) and the Lahey Clinic on Mall Road as well as the Harvard Van Guard at Wall Street (on request).

**Bus Fares are as follows:**

	Seniors (Age 65)	
	Students With ID's	
	Medicare Cardholders	
	<u>Special Needs</u>	<u>Adults</u>
Cash Ride (exact change)	\$1.00	\$3.00
Transfers	.25	.50
Children under 6 are free.		
Pass applications may be obtained from the bus drivers or on-line through the website.		
Pass rates are as follows:		
		Medicare Cardholders
Special Needs		
	<u>Adults</u>	<u>Seniors (65) &amp; Students w/ID</u>
<u>6 Month Pass</u>		
January-June or	\$250.00	\$125.00
July-December		
<u>3 Month Pass</u>		
Jan-Mar/Apr-June	\$150.00	\$ 75.00
July-Sept/Oct-Dec		

The Burlington Public Transit system connects with the MBTA and other routes:

Lowell LRT at Chestnut Ave., the Burlington Mall & Lahey Clinic  
 Burlington-Alewife (Bus #350) along Cambridge Street & Burlington Mall  
 Bedford (Bus #351) at Chestnut Ave. & the Burlington Mall  
 Boston Express (Bus #352) at Chestnut Ave.  
 Boston Express (Bus #354) on Van DeGraaff Drive

The Burlington Public Transit system does not operate on weekends or holidays.

Once again, we would like to thank the Burlington Mall for funding the cost of operating both buses for the four Saturdays between Thanksgiving and Christmas. This is a terrific way to get your holiday shopping done and not worry about fighting the traffic or finding a parking space at the Mall and it is FREE to all on those four Saturdays.

For more information, visit our web-site at [www.BurlingtonPublicTransit.com](http://www.BurlingtonPublicTransit.com) or go to the Town's website and click on "For Residents" and link to "Burlington Public Transit" for exact routes, maps and schedules.

You CAN get there from here – Buzz around Burlington on a Burlington Public Transit Bus!

## **BUILDING DEPARTMENT**

### **DEPARTMENT STAFF**

*John Clancy, Inspector of Buildings*

*John Luther, Local Building Inspector*

*James McDonough, Inspector of Wires*

*Andrew Ungerson, Senior Building Inspector*

*Glenn Paparo, Plumbing & Gas Inspector*

*Judy Sorensen, Administrative Assistant I*

*Erin Killilea, Part Time Administrative Assistant*

### **WEBSITE**

<http://www.burlington.org/departments/building/index.php>

### **PURPOSE**

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

### **2016 HIGHLIGHTS**

This office is responsible for managing plan reviews, permits and inspection 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 Inspection of certain public assembly occupancies (e.g. theaters, schools and restaurants) and responds to complaints regarding potential code violations and work done without the proper permits.

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

### **CHANGES**

The construction growth within the town over the last four (4) years has been tremendous. During these four (4) years, this office has issued permits totaling \$1.1 Billion in construction value, which resulted in the collection of \$11.1 Million in permit fees. The construction value of the permits issued during 2016 was in excess of \$362 Million, in which this office collected \$3,626,798 in fees. We performed 6,183 inspections during calendar year 2016.

### **GOALS**

Looking forward to 2017 and beyond the Town has approved another \$500/\$600 million in construction projects (as of January 1, 2017) that have not been issued building permits. This is in addition to the normal \$100/\$120 Million in construction projects that we permit on an annual basis. Therefore, we are recommending hiring one additional full-time Local Building Inspector to help in this work load and at the same time help the department transition to new staff (retirements) over the next two 2 years.

### **STAFF**

We would like to thank the Building Department Staff: Andrew Ungerson- Senior Local building Inspector, John Luther- Local Building Inspector, James McDonough- Inspector of Wires, Glenn Paparo-

Plumbing and Gas Inspector, Judy Sorensen- Principal Clerk and Erin Killilea- Administrative Assistant for their dedication and hard work during this very difficult and demanding time.

**2016 BUILDING DEPARTMENT STATISTICAL DATA**

Type Permit	# Issued	Fees Paid	Inspections
<b>Building</b>	1211	\$2,654,513	2082
<b>Electrical</b>	2076	547,664	2440
<b>Gas</b>	663	33,495	594
<b>Plumbing</b>	1031	185,218	836
<b>Sheet Metal</b>	108	194,617	108
<b>Certificates of Inspection</b>	123	8,247	123
<b>TOTAL</b>	<b>5,212</b>	<b>\$3,626,798</b>	<b>6183</b>



*Photo by : Terri Keene*

## CONSERVATION DEPARTMENT



### CONSERVATION COMMISSION

*(Back row l to r): Ed LoTurco, Indra Deb, Gail Lima  
(Front row l to r) Ann McNamara, Larry Cohen, William Boivin  
(Not pictured: Kerry Melanson)*

### DEPARTMENT STAFF

*John Keeley, Conservation Administrator  
Heather Charles Lis, Assistant Conservation Administrator  
Lisa Crockett-Crowe, Administrative Assistant  
Noel Judd, Recording Clerk*

### WEBSITE

[http://www.burlington.org/community\\_development/conservation.php](http://www.burlington.org/community_development/conservation.php)

### PURPOSE

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 2016. This was his 25<sup>th</sup> year on the Commission. William Boivin continued for a second year as the vice-chair in 2016. Jane Lynch stepped down from the Commission in 2016 and was replaced by Ed LoTurco. The Commission's membership otherwise remained intact throughout 2016, with Ann McNamara and long-time members Kerry Melanson, Indra Deb and Gail Lima continuing to serve.

The Conservation Department is staffed by Conservation Administrator John Keeley, Assistant Conservation Administrator Heather Charles Lis and Administrative Assistant Lisa Crockett-Crowe. Noel Judd is the Recording Clerk for Conservation Commission meetings. The Department is responsible for providing technical review of project proposals, ensuring compliance with timelines and administrative requirements of 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 Commission and the Conservation Department are responsible for local administration of, and 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 equal to or 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.

### **2016 HIGHLIGHTS**

- In coordination with the Nordblom Company, finalized the permanent protection of 29 acres of land through three Conservation Restrictions on the former Sun Microsystems campus.
- The Commission issued fifteen (15) Orders of Conditions/Wetland Permits for projects proposed near wetlands.
- The Commission and/or Conservation Department issued twenty-five (25) Erosion & Sedimentation Control Permits for construction projects disturbing at least 10,000 sq. ft. of land, many for teardowns of existing residential dwellings and construction of new, larger dwellings. Commercial projects permitted included the re-development of the former Building 19 1/2 site and the former Midas Muffler site on Middlesex Turnpike.
- The Commission also issued twenty-nine (29) Determinations of Applicability for smaller construction projects proposed near wetlands.
- The Commission and/or Conservation Department also issued a smaller number of Orders of Resource Area Delineation, Enforcement Orders, Emergency Certifications, and Certificates of Compliance.
- Worked with Eagle Scout candidates Adam Jankowski and Michael Pascale on their projects at the Pine Glen and Mill Pond Conservation areas.
- The Conservation Department significantly updated and expanded the Town's stormwater website, with information on reducing water pollution, flooding and erosion, and pages targeted to residential and commercial properties, as well as the construction sector:

[www.burlington.org/community\\_development/stormwater\\_management.php](http://www.burlington.org/community_development/stormwater_management.php)

### **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, as well as buffer zones to those resource areas.
- Continue to educate the public and business community about managing stormwater and reducing pavement and other impervious cover.
- Implement the new NPDES MS4 Stormwater Permit administered by the U.S. Environmental Protection Agency and the Massachusetts Department of Environmental Protection.

- Continue the environmentally-sensitive hand stream cleaning program.
- Update the Open Space & Recreation Plan.
- Improve management of conservation areas, including continuing to work with the Burlington Police Department to control illegal ATV usage, and increasing volunteer stewardship opportunities.

*Erosion protection at construction site*  
*Photo by S. Martorano*



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 other 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](mailto:conservation@burlington.org). Additionally, the Conservation Department assists the Board of Selectmen in the management of the Landlocked Forest. The Conservation Commission also holds a number of conservation restrictions (CRs) on privately-owned land. CRs are customized land use restrictions that allow a landowner to retain ownership of the land and possibly reduce their taxes, while protecting the land in its natural, scenic or undeveloped condition, typically in perpetuity.

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 schedules, agendas and minutes, helpful links and application forms are available on the Conservation Department web page.



*Pathway along Burlington Conservation hiking area*  
*Photo: Burlington Conservation Website*





## PLANNING DEPARTMENT



### **PLANNING BOARD**

*Barbara G. L'Heureux, Chairman, John D. Kelly, Vice Chairman, Paul R. Raymond, Ernest E. Covino, Jr., Joseph A. Impemba, William Gaffney, Carol A. Perna, Member Clerk (not pictured Noelle Judd, Recording Clerk)*

### **DEPARTMENT STAFF**

*Kristin E. Kassner, Planning Director*

*Josh K. Morris, Senior Planner*

*Elizabeth Bonventre, Assistant Planner*

*Jennifer Gelinas, Principal Clerk*

### **WEBSITE & LOCATION**

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](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.

### **COMITTEE 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 (Subregion 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, Tyngsborough, 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 introduced the Transportation Element, which evaluated the overall transportation network, including public transportation, bicycling and pedestrian circulation problems and possibilities throughout Burlington. In 2016 we continued to discuss all elements 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. The goal is to complete the Comprehensive Master Plan in the spring of 2017.

Information regarding the Master Plan can be found here:

[http://www.burlington.org/community\\_development/master\\_plan\\_information/index.php](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. As of December 2016, this committee is comprised of a diverse cross section of representatives of the community.

***MASTER PLAN STEERING COMMITTEE***

*Ernest Covino, Jr. – Chairman – Planning Board*

*Christopher Hartling – Vice-Chairman – Board of Selectmen*

*John D. Kelly – Planning Board, replaced mid-year by Paul Raymond, Planning Board*

*Carol Perna - Planning Board*

*Dan Grattan - Board of Selectman*

*Erin Ellis – Town Meeting Member*

*Christopher Murphy – Town Meeting Member*

*Sonia Rollins – Town Meeting Member*

*Ed Wolinski – Board of Appeals, replaced mid-year by David Kelly, Board of Appeals*

*Wayne Saltsman – Board of Health*

*Larry Cohen – Conservation Commission*

*Martha Simon – School Committee*

*Joanne Kinchla – Council on Aging*

*Kristine Brown – Recreation Commission*

*Robert Buckley – Chamber of Commerce*

*Sean P. Curtin - Resident*

*Fred Robbins - Resident*

*Charles Murphy - Resident*

*Jonathan Sachs - Resident*

*Rick Parker- Small Business Rep*



*Master Plan Cultural Planning Workshop*

## 2016 PLANNING AMENDMENT HIGHLIGHTS

Zoning Bylaw can be found here:

[http://www.burlington.org/town\\_government/town\\_clerk/bylaws.php#revize\\_document\\_center\\_rz568](http://www.burlington.org/town_government/town_clerk/bylaws.php#revize_document_center_rz568)

### PERMITTING ACTIVITIES

The Zoning By law 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 2016, there were 62 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. Eight Site Plan applications were filed in 2016.

**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 three requests for Site Plan Waivers in 2016.

**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 ten requests for Minor Engineering Changes in 2016.

**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 ten requests for Insignificant Changes in 2016.

**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. Fifteen Special Permit applications were filed in 2016.

### 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 2015, the following fees were collected:

Definitive Subdivisions	\$ 1,200.00
Approval Not Required	1,350.00
Preliminary Subdivisions	0.00
Special Permits	42,000.00
Site Plans	14,950.00
Site Plan Waivers	1,000.00
Minor Engineering Changes	4,500.00
Insignificant Changes	2,250.00
Rezoning Applications	500.00
<b>APPLICATION FEES COLLECTED</b>	<b>67,750.00</b>
PD Construction Inspection Fees	25,852.14
<b>TOTAL FEES COLLECTED</b>	<b>\$93,602.14</b>

### 2016 PERMITTING HIGHLIGHTS

Projects under construction or renovation during the past year include Oracle Phase III, Lahey Hospital 45, 000 s.f emergency room, EMD Millipore 350,000 s.f on the Summit, The Tremont Multifamily housing in NWP, 120-units at Northwest Park, The Archer Hotel, The District (formally known as New England Executive Park) restaurants, including Pressed Café and Island Creek Oyster Bar, and the Marriott Residence Inn. Projects permitted in 2016 included Lifetime Fitness, 240,000 s.f office 174 Middlesex Turnpike, Building 19 ½ Redevelopment, including multi-family residential, retail and restaurant, General Walker Estates (5-lot subdivision) and many other smaller projects throughout the year.



*The Tremont Multifamily Apartment Complex in Northwest Park*

## ZONING BOARD OF APPEALS



### **BOARD MEMBERS**

*Front row (l to r) Jim Tigges, John Alberghini, Rob Paccione*

*Back row (l to r) Ed Mikolinski, Charles Viveiros*

*(Not pictured: James Halloran, David Kelly, Jo-Ellen Carkin, Recording Clerk)*

### **WEBSITE**

[http://www.burlington.org/departments/community\\_development/board\\_of\\_appeals.php](http://www.burlington.org/departments/community_development/board_of_appeals.php)

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 of a permanent member. 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 Burlington by-laws.

The vast majority of cases heard by the Board are petitions for variance from strict compliance with the Zoning By- Laws. 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 the desired relief may be granted without substantial detriment to the public good.
3. That the desired 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 only the 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 formula 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.

## **2016 STATISTICS**

In 2016 a total of 41 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 \$14,000 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 2016 included the Planning Board's appeal of the Marriott Building Permit, and the Mill Street lot split. Some of the Signage approved included; Primark, Sears and Lahey Clinic.

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](http://www.burlington.org/departments/community_development/board_of_appeals.php)

## BOARD OF HEALTH



### **BOARD OF HEALTH MEMBERS**

*Back row (l to r) David McSweeney; Elizabeth Walendziewicz, RN; Maribeth Welch  
Front row (l to r) Edward Weiner, Ph.D., Vice Chairman; Wayne Saltsman, MD, Ph.D., Chairman  
(not pictured Betty McDonough, Recording Clerk)*

### **DEPARTMENT STAFF**

*Susan Lumenello, REHS/RS, CHMM, Director  
Christine Mathis, Environmental Engineer  
Marlene Johnson, RS, Health Agent  
Roberta Gullage, RN, Supervising Nurse  
Leslie McLaughlin, Principal Clerk  
Cathy Piccolo, Principal Clerk*

### **WEBSITE**

[http://burlington.org/departments/board\\_of\\_health/index.php](http://burlington.org/departments/board_of_health/index.php)

### **PURPOSE**

The mission of the Burlington Board of Health is to protect, promote, and prepare for all public health issues or potential crises that occur within the community. The Board of Health enforces state-mandated and local public health regulations, conducts inspections as mandated, issues town permits, investigates community-based complaints or concerns, and supports the goals of public health by providing education and community programs. In addition, the Board of Health is responsible for the review of many aspects of proposed land use and development issues—including drainage, safety and quality of life—and thus is a protector of town natural resources as well (i.e., its aquifers). The Board of Health specifically oversees and regulates (but is not limited to) town food service establishments, mobile food trucks, swimming pools, recombinant DNA-use industries, and any necessary actions that may occur as a consequence of communicable disease surveillance.



The Board of Health has and continues to play a critical role in both the investigation and coordination of care required for short and long-term remediation of the multiple “historical” contaminated sites within the community. Through local programming, routine investigations, establishment of by-laws and policies, as well as overseeing a bi-annual, household hazardous waste (HHW) program, the Board of Health is the organization for the protection of the Burlington environment.

The Board continues ongoing work as the leader in preparation for and response to any and all public health emergencies that may arise in the town. The Board focuses on the needs of the community with specific programming and education for emergency preparedness, including “drills,” a community “health fair,” and a “sharps” disposal program. The Board also works with the boards of surrounding towns, when needed, to promote public health safety and wellness as well.

## GOALS

Goals for the Board of Health include an emphasis in public health-focused training, exercises and drills, and programming for both Board staff and the Burlington Volunteer Reserve Corps (BVRC), a unique, independent volunteer group that is sponsored by the Board itself. Specifically, the BVRC will be key in advocating and improving the town’s capabilities in emergency preparedness, providing health-related information and services to residents, and maintaining the current level of regulatory oversight required to protect the Burlington community.

## 2016 HIGHLIGHTS

**Flu Clinic:** With assistance from 44 Burlington Volunteer Reserve Corps members, the Board of Health administered 401 flu vaccinations in 3 hours at the annual flu clinic. The clinic was held at the Memorial Elementary School and also served as an exercise in emergency preparedness for town departments and Medical Reserve Corps volunteers. In addition, prior to the annual clinic, the Board of Health provided flu vaccine to children by appointment.



*BOH Member Elizabeth Walendziewicz, RN and BOH Vice Chairman Dr. Edward Weiner at the 2016 Flu Clinic at Memorial School*

**Burlington Volunteer Reserve Corps Medical Reserve Corps (MRC):** The Burlington Board of Health is the Housing Agency for the Burlington Volunteer Reserve Corps (BVRC). In 2016 the BVRC contributed 2,199 hours (approximately 1,086 additional hours from 2015 and 1,386 additional hours from 2014) to the town in community events such as flu clinics, household hazardous waste collections, blood pressure clinics, first aid stations, preparedness drills, and Red Cross blood drives; training in areas such as CPR/AED, Mental Health First Aid, Trauma Response, and Sheltering; and, service on various committees working on initiatives such as recruitment, training, and educational initiatives. According to the National MRC organization, these hours equate to a dollar amount of \$63,923 in services provided to the town and in emergency preparedness training.



*BVRC Medical and Non-Medical Volunteers who assisted at the 2016 Flu Clinic and Full Scale Exercise*

***Bladder Cancer Screenings for Burlington Firefighters:***

In 2016, the Burlington Board of Health began a program offering bladder cancer screening for interested Burlington Firefighters through urinalysis screening. Studies have shown that firefighters are at risk of bladder cancer due to occupational hazards. In January 2016, the Board of Health Supervisory Nurse, with assistance from BVRC nurses, conducted bladder cancer screenings for 54 Burlington firefighters.



*The BOH began a bladder cancer screening program for Burlington Fire Department Firefighters.*

*Shown l to r, Cliff Comeau, BFD, Roberta Gullage, RN, BOH, Lt. John Skinner, BFD  
Jeff Boucher, BFD, Heidi Mover, RN, BVRC*

***Prevnar 13® Pneumonia Vaccinations:*** In response to requests from residents, the Board of Health, in 2016, began providing Prevna 13® pneumonia vaccinations to residents over 65 years of age in accordance with the Advisory Committee on Immunization Practices (ACIP) recommendations. Prior to receiving the vaccination, the Board of Health Nurse will confirm eligibility for vaccination and, following vaccination, will explain any future recommendations for pneumonia vaccine administration. In 2016, the Board of Health Nurse counseled 32 residents on pneumonia vaccine recommendations and of those, administered 18 vaccinations.

***Sun Safety Program Guide:*** Skin cancer is the most common type of cancer in the United States and is a significant concern to Public Health. The Burlington Board of Health, with assistance from a public

health intern, created a Sun Safety Program Guide to assist the town with the creation of skin cancer prevention initiatives. The guide describes working with a dermatologist from Lahey Health, the Children's Melanoma Foundation, and the Melanoma Education Foundation to create educational displays and conduct educational programs for town of Burlington residents and employees.

***Tobacco Retailer Training for Retail Owners/Managers:*** In response to tobacco sales violations occurring in Burlington, the Board of Health provided free tobacco retailer training for tobacco retail owners and managers. The goal of the training was to provide retail owners/managers with a better understanding of laws on selling tobacco, how to train employees, what to do in difficult situations, and resources to help comply with the law. Seventeen management employees attended representing 16 tobacco establishments in Burlington.

***Shelter Training & Drill:*** The Board of Health and our Medical Reserve Corps (BVRC) is available to assist should an emergency shelter be opened in Burlington. This past year, training was conducted to better prepare and train town staff and MRC volunteers in the event that they would be needed to staff an emergency shelter. Three table top exercises were held where various sheltering scenarios were presented to participants in areas such as registration, dormitory, medical services, and food services. Following



this training, a Sheltering Drill or Full Scale Exercise was held. This was a day-long event simulating the operation of a shelter at the Human Services Building. Participants included the Board of Health and the Medical Reserve Corps, Burlington's Emergency Management Director, the Council on Aging, Burlington Facilities, Suffolk University Students, Burlington Players, Lynne Emerson, Service Dog Advocate, and Emergency Preparedness Region 4A.

*BVRC volunteers check "residents" into the shelter during the 2016 Shelter Drill*

***BVRC Local Cable Access Television Show:*** In 2016, the Burlington Volunteer Reserve Corps began production of a television show aired on BCAT entitled "Be Prepared" to present the community with information on health, wellness, and safety and provide information on emergency preparedness. Ten episodes were produced and aired in 2016 on topics including "What is the BVRC?", "Staying Active While We Age", "Emerging Infectious Disease", "Looking at Domestic Violence", and "Poison Prevention and Food Safety". Guests included representatives from Lahey Health, Burlington Council on Aging, Care One, MA Department of Public Health, the Middlesex District Attorney, REACH Beyond Domestic Violence, Burlington Police Department, the MA Poison Control Center, and staff and members of the Burlington Board of Health

*Shown left to right Sandra Voltero, BVRC Host of "Be Prepared", Middlesex District Attorney Marian Ryan, Detective Anne Marie Browne, Burlington Police Department, Jessica Teperow of REACH Beyond Domestic Violence, and Merle Kushner, Social Worker at Lahey Health on the set of "Be Prepared"*



## STATISTICS

	FY2016	FY2015	% Change
<b>Complaint Investigations</b>			
Food	48	65	-1.7
Suspect Foodborne Illness	16	6	1
Housing	32	35	-0.3
Nuisance	15	18	-0.3
Environmental	13	15	-0.2
Drainage	9	13	-0.4
Smoking in the Workplace	4	1	0.3
Beaver	0	0	0
Tobacco	0	0	0
Trash	41	14	2.7
Pool	0	0	0
Animal	2	0	0.2
<b>Routine Inspections</b>			
Food Service Establishments	601	670	-6.9
Mobile Food Trucks	25	18	0.7
Swimming Pool	117	95	2.2
Tanning Establishments	4	4	0
Tobacco	30	30	0
Electronic Cigarette	16	17	-0.1
Tobacco Compliance	56	56	0
Recreational Camps	3	3	0
Hazardous Material Inspections	111	121	-1
Septic Tank Removals	1	6	-0.5
Occupancy	56	37	1.9
Test Pits	6	1	0.5
Keeping of Animals	2	6	-0.4

Kennel	6	5	0.1
Pre-Demolition	50	48	0.2
Pre-Renovation	68	66	0.2
<b>Permits</b>			
Food Service Establishments	250	261	-1.1
Temporary Food Events	56	61	-0.5
Mobile Trucks	25	18	0.7
Swimming Pools	23	22	0.1
Tanning Establishments	2	2	0
10-Day Emergency Beaver	1	0	0.1
Tobacco	30	29	0.1
Electronic Cigarette	16	17	-0.1
Septic Hauler Permits	16	19	-0.3
Funeral Homes	1	1	0
Recreational Camps	3	3	0
Keeping of Animals	2	6	-0.4
Private Wells (Monitoring & Irrigation)	2	10	-0.8
Recombinant DNA	3	4	-0.1
<b>Communicable Disease Surveillance</b>			
Amebiasis	1	1	0
Babesiosis	1	0	0.1
Calicivirus/Norovirus	1	0	0.1
Campylobacter	6	11	-0.5
Cryptosporidiosis	1	2	-0.1
Enterovirus	0	1	-0.1
Giardiasis	2	1	0.1
Group A Streptococcus	0	1	-0.1
Group B Streptococcus	1	0	0.1
Hepatitis A	0	1	-0.1
Hepatitis C (chronic)	6	12	-0.6
Influenza	74	132	-5.8
Lyme Disease	10	5	0.5
Malaria	1	0	0.1
Pertussis	0	1	-0.1
Salmonellosis	4	1	0.3
Streptococcus Pneumoniae	0	1	-0.1
Tuberculosis (latent)	4	5	-0.1
Tuberculosis (active)	1	1	0

## BURLINGTON HOUSING AUTHORITY

### **BOARD OF COMMISSIONERS**

*Michael Austin, Chairman*

*Bernice Ferguson*

*Richard Howard*

*James Langley*

*Al Fay (State Appointee)*

### **DEPARTMENT STAFF**

*Mary Lou Browne, Executive Director*

*Colleen Lacey, Tenant Coordinator*

*Al Savoie, Maintenance Superintendent*

*Michael Burke, Maintenance Technician*

### **MISSION**

The mission of the Burlington Housing Authority is to empower people of low and moderate income, especially the elderly and the non-elderly disabled, to have access to safe, decent, and affordable housing. The Housing Authority is committed to operating in an efficient, ethical and professional manner. The Housing Authority will create and maintain partnerships with its clients and with appropriate community agencies in order to accomplish this mission.



The Burlington Housing Authority manages 105 affordable apartments for seniors and young disabled: Tower Hill and Birchcrest Arms. In addition to these 105 state public housing units; two local initiative properties, two state 705 family homes and 94 Federal section eight mobile vouchers. The Section 8 voucher program is currently under contract with The Arlington Housing Authority. The Board of Commissioners continues to give preference to Burlington Veterans & Residents.

We also participate in the Massachusetts Centralized Wait List along with ninety-nine (99) other local housing authorities in the Commonwealth. Currently, the Section 8, Elderly and Young Disabled lists are all open. Applications may be obtained at the BHA office, on our website @ [burlingtonhama.org](http://burlingtonhama.org) or online @ [massnahro.org](http://massnahro.org).

*15 Birchcrest Street Apartments and Office*

### **2016 HIGHLIGHTS**

In 2016 we completed updating/repairing outdoor lighting at Tower Hill and Birchcrest Arms parking lots.

## GOALS

As we move into 2017, we will be improving sidewalk areas and repaving the driveways and parking areas in both developments and replacing a roof on a CH 705 family home.

The BHA would like to thank the Tenant Presidents, James Duggan & Richard Rensky and their Boards for their continued work throughout the year implementing and organizing socials and functions.



The Staff at the Burlington Housing Authority strives to go above and beyond to serve our seniors, veterans and young disabled by providing quality living and will continue to affect positive changes in our community.

*Birchcrest Arms Apartments located in a village setting*

## COUNCIL ON AGING

### **COUNCIL ON AGING BOARD MEMBERS**

*Joanne Kinchla, Chairperson; Eleanor Hutchinson, Vice Chair*

*Carol Parker, Mike Runyan, Selectman Liaison; Mark Burke*

*Carole Castellano,; Susan DeRosa*

### **DEPARTMENT STAFF**

*Margery McDonald, Director*

*Debra Gochis, Administrative Assistant I*

*Brenda Pappas, Outreach Coordinator*

*Andrea Cross, Outreach Worker*

*Urvi Agarwalla, Outreach Worker*

*Patricia Walsh, Van Driver*

*Michelle Vella, Van Driver*

*Lynne Murphy, Clerk*

*Joyce LeBlanc, Clerk*

*Kim Fitzgerald, Meal Site Manager*

*David Burk, 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. The COA provides information, social services and social, educational and physical activities geared toward keeping our older residents healthy and safe in their own homes as long as possible. When that is no longer possible the COA assists in the search to find the best solution for them and their families.

The COA forms collaborations and works with other town departments, state agencies, private nonprofits and for-profit entities to ensure the safety and welfare of Burlington's older residents.

### **2016 HIGHLIGHTS**

At least 55 volunteers provided more than 4100 hours of service to the senior center, a value of about \$88,300. Volunteers help 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. George Cushman was named our volunteer of the year at the 2016 Volunteer Breakfast.

In 2016 the COA was fortunate to be awarded a \$100K for 100 grant from the Cummings Foundation. This grant pays for an outreach worker to work with the Indian population as well as exploring ways to assist older adults who are unemployed or under employed and looking for support in a number of ways. The COA has the equivalent of 2 full-time outreach workers who provide a plethora of services and supports to the over 60 residents in need of help and/or guidance. Brenda Pappas is our full-time outreach worker, Andrea Cross and Urvi Agarwalla are part time. 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 Senior Spotlight, is a monthly informational newsletter that serves as a very valuable link between the Council on Aging and the over 60 community. An average of 3,830 newsletters are mailed or emailed out each month to households with someone 60 or older residing in them at no charge. 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. The COA bus also participates in the Fourth of July Parade along with several seniors.

*Millipore donated funds to buy a new mini-bus*



*Great time participating in the 4<sup>th</sup> of July Parade.*

Congregate noontime meals are served at the senior center and funded by Minuteman Senior Services and Title 111 (Federal) funds. Lunch at the Senior Center provides a nutritious meal with an opportunity to socialize with old and new friends and is available Monday through Friday for anyone over 60. 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 151 individuals who attended the congregated lunches at the senior center. A total of 1,953 meals were served, fifty-six of whom attended the Wednesday Indian Lunch. A total of 564 Indian meals were served in 2016.

Counselors from SHINE (Serving the Health Insurance Needs of Everyone) (including COA outreach worker Brenda Pappas who is a certified SHINE Counselor) served 159 clients during 2016 at the Burlington Senior Center, of the 159 clients, Brenda Pappas helped 49 of them. An average of 40 minutes is spent with each client assisting and informing elders of their rights and availability of health benefits.

The Newsletter remains the primary way to get information out to the over 6,000 seniors who live in Burlington. The COA also has a segment on the BCAT Friday night news twice a month, and accounts on Facebook ([www.facebook.com/burlingtoncoa](http://www.facebook.com/burlingtoncoa)) and Twitter (@BurlingtonCOA). We have 106 followers on Twitter and 125 "Likes" or followers on Facebook.

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. Twenty individuals were assisted with fuel assistance applications. Eleven seniors were assisted in receiving help buying groceries with SNAP for the first time.

Legal assistance with Attorney Wendy Guthro is offered September through June and Tax Assistance is available FREE from February to April 15. Fifty-four people received legal assistance during 70 visits.

During the 2016 tax season 207 seniors received assistance taxes with a total of 213 visits through the AARP Tax Assistance Program.

The Town of Burlington offers seniors 60 and older, the opportunity to apply for the Senior Citizens Property Tax Work-Off Program to receive up to a \$1,500 property tax relief benefit. The earnings are credited to their property tax obligations to the Town of Burlington at the end of the program. Minimum wage is \$10 an hour and seniors have the opportunity to volunteer up to 150 hours to receive the full benefit. If they cannot reach the 150 hours, they will be credited with the number of hours worked. Seniors must live in the home and their name must be on the deed in order to be eligible. The income guidelines are \$45,000 for a one person household and \$55,000 for a two person household. The program runs from January 2<sup>nd</sup> to October 31<sup>st</sup> of each year and seniors must apply each year. Twenty-one residents took part in this program, many working 125 hours in order to receive \$1,000 off their property tax bill as well as providing the town with well over 2,500 hours of invaluable assistance.

The BHS Student Council put on a "Spring Fling" for the seniors during the spring. They do an amazing job with Fran & Bob Tyler providing the music and lots of food to help us to forget bathing suit season is around the corner.

The COA's biggest success 2016 was the "Senior Prom." A committee made up of local business people helped plan the event with 110 seniors attending. Everyone, from the seniors to the committee to the staff at the Hilton Garden Inn had a fabulous time. Many members of the Interact Club helped out day of and also had a great time.



- The COA won an award at the BCAT Award Show for best new show with our show Telling Your Story.
- In June we celebrated 51 people who have gone beyond the age of 90 with a lovely luncheon, music and roses for each participant.
- The firefighters held a barbeque for the seniors in June and in December the we had the annual Police Holiday dinner.
- The COA continues to have great success with the Wednesday evening suppers. Begun in March 2013 and going into our fourth year, the COA asks a different Burlington restaurant or assisted living facility each month 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. Tuscan Kitchen and the area assisted livings participated in 2016. The participating assisted livings' are Brightview Concord River, Stonebridge, Atria Longmeadow Place, Billerica Crossings and Sunrise Assisted Living. This continues to bring in some new faces that have not been seen at the center before and is still one of the hottest "tickets" in town.

- The "New" New Orleans Jazz Band is also very successful and has 30 to 40 people in attendance for each event.
- Other successful programs include our Lahey Farmers Market. Fifty CSA shares are donated and distributed to seniors during the growing season to help with nutrition and the high cost of groceries.
- Representative Ken Gordon hosted a very successful housing forum which was attended by over 50 seniors. I have since received requests for information about the forum from other COA Directors.

Exercise Classes are the #1 attraction at the senior center. Lahey Health 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. Lahey also provides a therapy aide for a Monday/Wednesday 8:00am class.

Thanks to Myrna Saltman, who introduced "Bridges" to Burlington the COA has been partnering with the schools to run a very successful intergenerational program with the elementary schools, specifically 4<sup>th</sup> graders. "Seniors" (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. Kathy Lawless has been the volunteer coordinator and is doing a spectacular job. We once again filled all of the fourth grade classrooms, thanks to our dedicated volunteers.



*Ladies of the senior center took advantage of the "photo booth" at the Valentines Party put on by Erland Construction.*

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, Wegmans, Roche Bros for their continued generous donations of baked goods and other edibles throughout the year. Thank you to A Whole Bunch Flower Market and their continuous support of the COA and senior center, they donate centerpieces each month for the Wednesday night supper as well as all of the flowers needed for our annual prom. Thank you to The Original Burlington Rotary for their support of the Prom and their continued support of senior agencies. Also, thank you to Lahey Hospital & Medical Center for their funding and support that provides us with a Tai Chi instructor, senior stretch and yoga teachers, and Balance Workshops.

Thank you to the Student Council for the Spring Fling held at the senior center for the seniors and the Burlington Police Department for the annual holiday dinner.

We would also like to thank The Cummings Foundation for their 10K for 100 grant that funds one of our outreach workers, CareOne, The Breakfast Rotary, Burton's Grill, Billerica Crossings, Sunrise Assisted Living, Brightview Concord River, Hilton Garden Inn, Atria Longmeadow Place and Stonebridge Assisted Livings for their support of our efforts.

Thank you to Wegmans and the Salvation Army for their donations towards our Christmas Outreach and the Nurses from Lahey Health UBC5W Cardiac for their delivery of our Christmas Outreach gift bags. Prom committee members were Reena Scott of Reading Cooperative, Diane Robinson of Stonebridge Assisted Living, Jennifer St. Onge of Guardian Angels Senior Services, Ray Graper of Graber Assoc. Sonia Rollins of Exit Real Estate and Carolyn Brogen of Brogen Photography who also photographs the event.



Contributors to the Prom were Reimer & Braunstein, Kings Bowling, Lahey Health, Burlington Rotary, Sullivan Funeral Home, Diane Bedard, Burlington Breakfast Rotary Club, Doctor's Express, Gutierrez Company, Brookline Bank, John Petrin and Mike Runyan.

Senator Ken Donnelly and Representative Ken Gordon sponsored a boiled dinner from Shawsheen Technical High School's Culinary Department to go with some St Patty's Day fun with one of our favorite entertainers, Big Smile Productions.

#### **FUTURE GOALS**

The board and staff will continue to assess the current and future growth of older residents in Burlington and how to best assess their needs. We expect, but look forward to extra challenges when renovations start on the human service building to better serve Burlington's residents' needs now and into the future.

**2016 STATISTICAL DATA**

Not everything is logged. For instance the Burlington Medical Reserve Corps often does a blood pressure screening during Bingo but we do not log who has their blood pressure taken. Capturing everyone who comes for activities remains one of our greatest opportunities.

<b>Date range from 01/01/2016 to 12/31/2016</b>	
Check-in Count	30371
Days-in Range	258
Avg Duplicated	117.72
<b>Avg Per Weekday</b>	
Sunday	14.78
Monday	139.89
Tuesday	52
Wednesday	185.83
Thursday	125.86
Friday	105.24
<b>Avg Per Day by Month</b>	
January	118.95
February	114.8
March	127.83
April	121.76
May	122.14
June	135.91
July	108.55
August	121
September	130.33
October	114.57
November	111.63
December	84.05

<b>Summary Statistics from 01/01/2016 to 12/31/2016</b>		
<b>Activity Type</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Events	30437	1181
Rides	7361	177
Services	1403	333
Volunteers	1287	55
Logs	6625	1034
<b>Total Seniors Served</b>	<b>47113</b>	<b>1708</b>

Event Statistics from 01/01/2016 to 12/31/2016			
Category	Duplicated	Unduplicated	Hours
Community Education	706	191	940
Congregate Meal	1953	151	1953
Cultural Event	1240	269	1447
Fitness/Exercise	14185	371	33301.58
General Health	85	56	127.75
Health Screening	119	60	278.5
Information Sharing	1232	167	7723
Legislative Office Hours	37	20	37
One on One Meetings	411	354	1619
Recreation	5280	332	21623.5
Social Event	4922	504	26171
Support Group	25	23	62
<b>Total Event Sign-ins</b>	30195	1182	95283.33
<b>Total Swipes</b>	18550	597	

There are only two or three Sundays during which there are activities at the senior center. The average number above is inclusive for all Sundays of the year whether there are activities or not. There were no Saturday activities through the COA at the senior center so Saturday does not show up on the chart.



*The Curry sisters were both very proud that they were able to make the 90+ Celebration!*

## DISABILITY ACCESS COMMISSION

### **DISABILITY ACCESS COMMISSION MEMBERS**

*Maura Mazzocca and Kenneth Tigges, Co- Chairmen*

*Christopher Hanafin, ADA Coordinator; Bob Hogan, Selectman Liaison*

*Tom Carlson; Bunny Ferguson; Joe Stordy; Alfredo Arno; Rita Murphy*

*Jennifer Goldsmith, Recording Clerk*

### **WEBSITE**

[http://www.burlington.org/town\\_government/disability\\_access\\_commission/index.php](http://www.burlington.org/town_government/disability_access_commission/index.php)

The Burlington Disability Access Commission (BDAC) was established in 1991 by the Board of Selectmen to advocate for the town to ensure that all town and school public service buildings are in compliance with the ADA. The ADA requires that all local governments provide equal access to all programs and services provided by the town.

BDAC is not an enforcement agency but an advisory group which monitors the town's compliance at schools and recreation owned properties as well as programs. Non-discrimination and equal opportunity are the policies of the Town of Burlington in all aspects of business, programs and activities. The BDAC continues to work with the town and the schools to ensure accessibility and reasonable accommodations in the various town and school buildings. The Veterans' office coordinates schedules and maintains records of all BDAC business.



Since December 2014's development of operation access the commission has continued to annually fund the operation. Operation Access is when the commission utilizes handicapped parking fine funds, to provide extra police details 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. The goal of operation access is to ensure that it brings awareness to this growing issue and hoping

one day the growing number of violations will taper off. In May 2016, the Commission also assisted the Burlington Police Department in a statewide Handicap Placard Enforcement Detail. According to Burlington Police Officer William Trelegan, in a five day period 88 Handicap parking violations were issued along with 20 misuse citations within Town.

Throughout 2016, BDAC has used the fines collected from handicap parking violations within the Town of Burlington for projects to help with accessibility. Here are a few of the projects the commission undertook this year:

- Election system updates for the AutoMark Machine for the 2016 Town elections
- Assisted the Recreation Department in funding the first Full Time CTRS position.
- Assisted with funding the Therapeutic Recreation Horseback riding and rock climbing programs.

- Funded new accessible raised flower beds at the Francis Wyman school garden to ensure the current LABBB students were able to experience gardening along with the other students.
- In partnership with the Recreation Department the Commission started work on their first “Adopt-A-Park” initiative. The Commission will work alongside the Recreation Department to work on different parks each year to assist with any accessibility issues that may be present. We have pledged to sponsor a park a year, starting with Regan Park. The commission has already pledged over \$11,000 with make Regan Park a more accessible and inviting playground.

Beyond the Commission directly funding projects they continued to focus on reducing accessibility issues around Town. We have diligently worked alongside departments such as DPW, Recreation, Planning, Building Inspectors & Schools to bring awareness to areas of concern in regards to accessibility. Each department has been instrumental in ensuring that the accessibility needs and or requirements are met. One example of an accessibility project, which the School Department spearheaded at the request of the commission, was the installation of an accessible walkway, cross walk and additional brand new handicap parking spots across from the student parking lot abutting the pathway that leads to the field.



*(l to r) Kenny Tigges, Eagle Scout Matt Jankowski  
Christopher Hanafin and Maura Mazzocca*

The members continued this year with their Differently Abled presentation. The presentation is given by members of the commission in hopes to connect with students about disability awareness. In 2016 they presented this at the Marshall Simonds Middle school this past spring and their Annual presentation at the Muraco Elementary School in Winchester. The Commission hopes to do more presentations in the upcoming year especially throughout the Elementary schools within Town.



## THE OFFICE OF VETERANS SERVICES

### DEPARTMENT STAFF

*Christopher J. Hanafin, Director*

*Jennifer R. Goldsmith, Administrative Assistant*

### WEBSITE

[http://www.burlington.org/community\\_development/veterans\\_services.php](http://www.burlington.org/community_development/veterans_services.php)



### PURPOSE

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

### 2016 HIGHLIGHTS AND HISTORY

#### ☆ Memorial Day May 30, 2016 – 25<sup>th</sup> Year Anniversary of the First Gulf War

This year's Memorial Day we commemorated the 25<sup>th</sup> Anniversary since the end of the First Gulf War. In August of 1990, the Iraqi President, Saddam Hussein declared war on the sovereign nation of Kuwait, invading their northern and western border and annexing its lands, declaring it a part of Iraq. Immediately following Iraq's invasion of Kuwait, 34 nations, led by the United States formed the largest coalition force since WWII. The initial conflict to expel Iraqi troops from Kuwait began with a five week aerial and naval bombardment on 17 January 1991. This was followed by a ground assault on 24 February. A decisive victory against the world's 4<sup>th</sup> largest army was declared by the Coalition forces, which liberated Kuwait and advanced into Iraqi territory. The Coalition ceased its advance, and declared a cease-fire 100 hours after the ground campaign started. Mr. Coleman Nee was the guest speaker, giving his personal account of the conflict. Mr. Nee was the former Massachusetts Secretary of



Veteran Services, United States Marine and Gulf War Veteran. Music was provided by the Burlington High School Marching Band & Joseph McGrath on the Bagpipes. For the first time, we invited and recognized all of the Burlington residents of the Class of 2016, who were entering the military upon graduation. This year, 10 brave young men and women volunteered to serve their country, which is the largest class in the last 30 years.

The week prior to our Memorial Day celebration, over 150 volunteers helped place brand new American Flags at the foot of every Veteran buried in one of our two cemeteries in Town. Volunteers young and old helped make the event memorable with their sacrifice and dedication to their community.

★ **Veterans Day, November 11, 2016 –**

This year we commemorated the 75th anniversary of the attack on Pearl Harbor. A surprise military attack by the Imperial Japanese Navy was carried out against the U.S. naval base at Pearl Harbor, Hawaii Territory on the morning of December 7<sup>th</sup>, 1941. The attack caught the Pacific Fleet off guard, but luckily, all the carriers of the fleet were out to sea and unharmed. As the sun set on Pearl Harbor that day, 2,403 Americans were killed and 1,178 others were wounded. In total, eight battleships were damaged, with four being sunk. All but the USS Arizona were recovered, and six were returned to service and went on to fight in the war. The Japanese attack also sank or damaged three cruisers, three destroyers, one minelayer, along with 188 U.S. aircraft being destroyed.



The attack on Pearl Harbor was the catalyst that brought the U.S. into WWII. On December 8<sup>th</sup>, 1941, Congress declared war against the Japanese Empire, and three days later it declared war against Germany and Italy. The result of WWII was devastating, leading to the death of over 60 million people (3% of the world's population), which still stands as the deadliest military conflict in history. For the United States, WWII was the deadliest war since the Civil War. Over 16 million men and women fought in WWII and over 400,000 were killed and another 600,000 were wounded.



A large group of supporters came out to honor our Veterans' even in the cold, windy weather, especially our WWII Veterans. For the first time, we recognized all of the living WWII Veterans who are still living in the community today, and shared a few of their amazing stories. 95 year old WWII Veteran, Emery Loisel, was the guest speaker & music was provided by the Burlington High School Band. The American Legion continued the tradition of providing food and refreshments after the event.

*Photo Credit: Janice Archer*

Tuscan Kitchen opened its doors to Veterans' and their families for their second annual Veterans Day Luncheon. Over 500 Veterans' and family members attended the event receiving a free three course meal, followed by coffee and pastry to take home. We at the Veterans Office would like to thank all of those who participated, especially the Tuscan Kitchen! With respect to all our events, we thank those who participate, including honor guards, the scouting community, and everyone who volunteers their time to assist us. We certainly cannot do these events alone, and we are grateful for the help.

**Miscellaneous:** Quarterly Veterans Brunch: This past year we organized a Veterans brunch that we provided every quarter. The Brunch has been graciously donated by the amazing owner and staff at the Tuscan Kitchen and Coffee from True North. The brunch is free of charge to the Veteran.

### SERVICES

**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 Massachusetts definition of a veteran now coincides with the federal definition to include everyone who served in uniform for at least 180 days. The Commonwealth reimburses the town 75% of the money spent directly on the veteran in the way of veteran's benefits covered under Ch-115 MGL and for the U.S. flags placed on the graves of deceased veterans' buried in our three cemeteries.



Over the last year, Jennifer revamped our filing system, sending 18 boxes (over 2,000 files) of outdated files to archives. The system is now current and easily accessible with up to date and relevant information. Along with updating these new files, Jennifer has electronically filed over 2,500 DD-214 discharge papers, creating a readily accessible electronic system. This system not only aids our interoffice searches, but also aids the Massachusetts War Records Department with historically recording Massachusetts Veterans, going as far back as WWII.

**Veterans Affairs:** US Code, Title 38 directs federal benefits to eligible veterans' and their families. These include pensions, disability compensation, final burial expenses, education, hospitalization, mortgage loan guarantee, outpatient care and domiciliary care. Evaluation, assistance and counseling are offered at the local level to facilitate access to these programs. In 2013 we continue to have hundreds of Burlington veterans' and families receiving federal VA Benefits. More veterans' and surviving spouses are also now eligible and applying for additional state veterans' services benefits. Even as the war in Iraq has ended and Afghanistan winds down, hundreds will continue to seek advice on health care and prescription assistance from the VA as well as education, home loans and a wide range of other benefits from the state and federal governments.

**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 Burlington Office of Veterans Services thanks the Allied Veterans and other volunteers for assisting in the placement of U.S. Flags on the graves of veterans buried at the Pine Haven Cemetery, Chestnut Hill Cemetery, and the Old Burial Ground. The Burlington Office of Veterans Services wants to acknowledge the wonderful relationship and all the continued support of the Sullivan Family. Along with providing families with information and assistance with burial expenses and markers, our office now offers a Presidential Certificate, recognizing the deceased Veteran of their service. We mail the Certificate to the next of kin as token of gratitude from our Country and community.

**Graves Officer:** Section 9 of Chapter 115 MGL requires flags of the United States be placed on graves of deceased veterans each Memorial Day. The Town of Burlington honors its veterans buried here by flying the Stars and Stripes all year long on the grave of each veteran. 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. The Graves Officer is also responsible for ensuring that only veterans discharged under Honorable Conditions are given consideration for the purchase of a grave in the Veterans Section of either the Chestnut Hill or Pine Haven Cemeteries. In addition, a bronze flat marker is provided by the US Government for honorably discharged veterans and is applied for by the Graves Officer.

**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. Verification is sometimes time consuming and several visits with increased amounts of paperwork are required in order for the applicant to receive the proper amount of assistance. Obtaining all the information needed for determination of the candidate is absolutely necessary. Also, families on fuel assistance often need additional guidance and assistance and utilize this office as the resource for information and direction they need to improve their quality of life.

## GOALS

- As State or Federal Veteran's benefits are not automatic, this office will strive to continue to assist with applying for all benefits to which a client is entitled in accordance with strict state and federal laws, rules and regulations.
- Outreach will continue and this office will be committed to spending many hours counseling each veteran, their families, and surviving dependents; Helping them file claims to the Department of Veterans Services in Boston for the State, and the Department of Veterans Affairs in Washington for federal benefits.



*2015 & 2016 BHS Graduates going on Active Duty after graduation that volunteered during Memorial Day 2016*

- Creating a user friendly public cemetery database that will identify all Veterans that are buried within town which will include their grave location, and other pertinent information.

- New outreach opportunities will be held at Burlington High School, mentoring young students thinking about entering the military after graduation. The program will also lead to potential internships for graduating seniors that have already committed to joining the military.

This past year we have our first intern; Christopher Kergo; who joined the Army after graduation. We intend on increasing our number of interns to two seniors, offering more opportunities to those individuals who will be a part of our Veterans Community after graduation.



*2016 Veterans Day*

*Photo Credit: Jennifer Goldsmith*

## YOUTH AND FAMILY SERVICES



*Christine Shruhan, LMHC Executive Director*

### **DEPARTMENT STAFF**

*Pictured (l to r) Jennifer Priest, Administrative Secretary*

*K Channing Storey, LICSW Clinical Supervisor*

*Jess Reedy, LMHC Group Work Coordinator*

*Daphne Davidson, LICSW Individual & Family Therapist*

*Emily Hall-Hampton, LICSW Individual & Family Therapist*

*Christine Shruhan, LMHC Executive Director*

*David Miller, MS Individual & Family Therapist*

### **WEBSITE**

<http://www.burlington.org/byfs>

### **PURPOSE**

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 9-25). 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 Salvation Army, 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 youth and their families.

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.

### **2016 HIGHLIGHTS**

In 2016, BYFS continued expansion of its group program. FitGirls Group, which is offered to 4<sup>th</sup> and 5<sup>th</sup> grade girls 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 its pilot program in the fall of 2014 and has expanded it to three of the four elementary schools. As of March 2016, this program is now running at all elementary schools in Burlington.

In the summer of 2016, we added a 'Team Up' group. This group was designed to help elementary and middle school students who have difficulties in social situations. Kids learn best through play and practice. This Four week program engages kids using outdoor activities that help them develop the skills that are vital to developing good peer relationships.

### **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 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.

In 2016, BYFS staff continued their participation in the peer education program at BHS. BYFS staff members provide 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 7<sup>th</sup> 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.

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 2016 BYFS along with the Board of Health, Council on Aging, Fire Department and Building Department continued to be part of the Burlington Hoarding Task Force. In 2016, BYFS has been actively involved in two hoarding cases.

### **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 FY2015, BYFS staff screened 178 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 addition to the Covenant for Basic Needs, BYFS staff provides screening for those seeking assistance from the Salvation Army fund. A total of ten vouchers were given to residents for items ranging from prescriptions to utilities and clothing.

In 2013, BYFS established a new partnership with HELPIS an organization dedicated to helping those in need. This year, HELPIS has provided more than two dozen Burlington residents with items ranging from clothing to camperships.

### **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 587 rides to local medical and social service appointments for residents in need of transportation, which is an increase of approximately **22%** from 2015. Transportation needs continue to rise each year. The Rent-A-Kid referral service received 4 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. BYFS has consistently received high marks from field education offices for the training and supervision received by students at the agency.

### **2016 STATISTICAL NOTES**

An average of over 200 residents each month received counseling services, and counseling services were provided to 374 Burlington residents in 2016.

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## **BURLINGTON YOUTH AND FAMILY SERVICES BOARD OF DIRECTORS**



*l to r) Ron MacKenzie, Chair; Martha Simon, Marilyn Langley, Roberta Mills, Christine Shruhan, Executive Director, Anne Marie Browne, David Cullen (missing from photoe is Linda Collins)*

The Board of Directors at BYFS continued their involvement, and their help and support is deeply appreciated

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

## BEAUTIFICATION COMMITTEE

### ***BEAUTIFICATION COMMITTEE MEMBERS***

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

### **MISSION STATEMENT**

The Burlington Beautification 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.

Although this has been a year of change for the committee, one thing we do need to do is say Thank you to the employees of the Recreation and DPW Departments for their continued support to the Committee. They provide so much time and energy in helping keep Burlington's green areas beautiful.

The major project for the year was the development of a plan to have concrete pads put in the Town Common under the large flower containers. Although this is a small item it's something that will assist the Recreation Department when they are mowing and help the containers get less wear and tear.

### **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 – we hope that if you enjoy these areas you will mention it to the local businesses that donate their time and money.

A special Thank you to Robert and Elaine Zuccaro for all their efforts in making Burlington Beautiful!

### **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 – 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

**Town Common**

- ***The 911 Flagpole Memorial - Maintaining and changing the plantings seasonally***

Beautification Committee by Elaine Zuccaro

- ***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

- ***Five Service Flag Veterans Memorial Park section of Town Common***

Beautification Committee by Elaine Zuccaro



*Ceremony on Town Common in Memory of the 911 terror attack which occurred 15 years ago*

*Photo: Amy Warfield*

## BURLINGTON HISTORICAL COMMISSION



### MEMBERS

*(Back Row l to r) Peter Coppola, Alternate; Lisa Buoncuore; Kathi Horton; Dottie Bennett; Joyce Fay; Mike Tredeau*

*Front Row (l to r) Sandy Conveno, Mary Nohelty, Alternate*

*(not pictured: Toni Faria, Eldrine Emerson, Norma Robichaud)*

### WEBSITE

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

It's been an interesting and productive year for the Historical Commission. We continue to address the challenges presented by the ongoing residential construction boom that has resulted in many homes built in the early and mid 20<sup>th</sup> century being torn down to make way for new constructions. Because these properties have not had distinctive historical significance, the Commission has not chosen to delay demolition. However, we have actively pursued and were given access to several homes slated for demolition to identify and acquire artifacts. Among the more interesting items found this year was a variety of vintage entertainment equipment including a 1940s radio, a black and white television, a 1970s eight-track tape player, and a reel-to-reel film projector. These historical assets will be categorized and stored for future displays both at the Town Museum and at Grandview Farm.

When the Commission is notified that a property is up for demolition, members of the Commission visit the site and determine if there is anything of historical value to be salvaged and displayed for others to see and enjoy. We also invite the public to visit our website ([www.burlingtonmahistory.com](http://www.burlingtonmahistory.com)) to learn more about Burlington's history.

Two of the most exciting developments this year have been our increased participation in Town events and our growing ability to display items in a variety of venues. These developments coincided with the 350<sup>th</sup> anniversary of the oldest structure in town, the Francis Wyman House. The Museum enjoyed brisk business on Town Day when it and other historical buildings (the Francis Wyman House, the Congregational Church, and the West School) were open for visitors. We have made good progress in the wake of the flood of 2014 in setting up new displays in the Museum that showcase both Burlington's

agricultural past as well as its participation in the post-WW2 building boom along the Route 128 corridor. We look forward to partnering with teachers and students at the High School in cataloguing new items and planning for new displays at the Museum.

It has become a lot easier to see elements of Burlington's history around town. The Historical Commission has created several displays at the Library that depict life during different eras. These displays were quite well received and will continue on a regular basis in 2017.

In addition, on permanent display are a fully restored weights and measure cabinet located at Town Hall, woodworking tools at the Town Hall Annex, and items from our past dairy industry at the Grandview Farm. Burlington residents can now check in with our past when they visit these locations.



*Town's original weights and measures cabinets was fully restored  
and is now located in the Town Hall meeting room*

## PUBLIC LIBRARY AND LIBRARY TRUSTEES



### WEBSITE

<http://www.burlington.org/departments/library/index.php>

### LIBRARY STAFF

**Administration** - Lori Hodgson, Library Director, Michael Wick, Assistant Director, Gerri Gaffey, Principal Clerk

**Reference** - Marnie Smith, Donna Manoogian, Shelley Sloboder

**Youth Services** - Amanda Hogue-Lavallee, Nicole Monk, Joanna Troutt, Mary Naugle, Jenna Cantino

**Technical Services** - Nan Wang, Ann Marie McMakin, Janet Zahora, Carol Johnson

**Library Technology Specialist** – Tery Young

**Circulation** - Cara Thissell, Sarita Hegde

**Library Aides** -, Nancy Farrey-Forsyth, Annemarie Gangi, Gauri Kulkari, , Mary MacDonald, Elaine Pearl, Susan Petrowski

**Pages** -Gale Christiano, Patrice Earley, Susan Grady, Ben Grubner, Sarah Heginian, Janice Leahy, Maureen Mullen, Raymond Smith

### 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.

### 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 our e-library consisting of downloadable audio books, e-books, magazines, music and videos;
- 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 children, teens 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 "print from anywhere";
- Fax machine ;
- Collection point for People Helping People ;
- The library maintains a very dynamic website, considered a "branch" of our library. Search the catalog, access databases, check accounts, renew items, reserve museum passes, download all

formats from our e-library, and check for information about the library and its programs any time day or night;

- To reach out further with our social media, the library also maintains its own Facebook page, YouTube channel and an Instagram site for teens.

In 2016 the Library remained focused on the goals of the strategic plan and the guidelines established in its mission statement. Outreach, access, incorporation of emerging technologies, and improved physical environment remain in the forefront of our plans. We continued to expand our connection to the community through a number of avenues and our outreach via social media continues to grow.



Incorporation of emerging technology and increased and improved access continue to be a focus as well. We have over 1,600 subscribers to Constant Contact, our opt-in email service which allows subscribers to choose categories of emails that they wish to receive. We have also added our weekly newsletter to the “general news” blasts from Constant Contact and created a link to it on our website. The social media icons on the website were updated making it easier for the patron at home to find and connect to all that is offered. The “e-library” page was redesigned to improve the

organization of the continually expanding collection of e-resources. Continuous and relevant input on the library’s Facebook page and uploads on our YouTube channel are reaching more people. Postings on Facebook are made regularly with consideration to event schedules and quantity of posts. Items relevant to libraries are shared along with information specific to Burlington Public Library.

We continue to partner with BCAT sharing “Read It!” book reviews, informational segments highlighting our products and services, and programs offered by the library that are filmed and shared by BCAT.

The staff continues to have a presence at events in the community. An increase in visits and partnerships with the schools has occurred this past year including a library presence at a teacher orientation event. At this orientation, staff offered teachers an opportunity to obtain a library card, demonstrated “assignment alert” and shared information regarding databases and e-resources.



Staff also manned a table at “Celebrate Burlington.” Library cards were issued, databases and e-resources were demonstrated and library information was distributed.

A print management system was added with a “print from anywhere” feature. This feature allows patrons with their own devices in the library to send their

documents to the printer and also allows people to send their work from home to the library printer for retrieval during library hours.

We were finally able to respond to the ongoing request from our public by adding a public fax machine.

At the end of the year we began replacement of the public internet computers. All 15 computers will be replaced. We have chosen to replace these with 13 desktop computers and will be adding 2 laptops for in-house use giving patrons the flexibility of working in a quiet study area even without their own device. All staff and public computers were upgraded to Windows 10 and better security measures were added.

Every year we continue to improve the physical environment here in the library and this year was no exception. The library is open a total of 11 hours most weekends and in the past had never had any custodial coverage except for emergencies. We now have a custodian (scheduled in another building on the weekend) who does a quick visit to the library in the morning emptying trash and ensuring that the restrooms are in good shape. This is a good start to coverage and has helped with the cleanliness and physical condition of the library.



Display units have been added to house the new large print material. There is better lighting and with many books front-facing, our patrons tell us how easy it is to find the item they're looking to borrow. A much more attractive and functional display unit also replaced the old table that was used to display material in the "new book" area. Mismatched racks in the Young Adult area were removed and attractive bookcase were added, improving the appearance as you enter the library.

The offices of both the Assistant Director and the Reference staff were redesigned during the year. Bright and functional furniture was chosen to replace the dark, oversized existing furniture. Layouts were changed to allow for the most efficient use of space.

Focusing on the goals of our plan and keeping our mission statement as our gauge, we will continue to make the Burlington Public Library an institution worthy of our community.

## **2016 HIGHLIGHTS**

- Our online resources continue to be heavily used. Over the past year, 39,342 documents were downloaded or viewed online from Consumer Reports online, Ancestry.com, HeritageQuest, Morningstar, Reference USA and others.
- Hoopla is the Library's newest resource available to Burlington Library card holders. It provides free online and mobile access to movies, TV shows, music, eBooks, audiobooks and comics.
- The Burlington Public Library hosted an adult coloring group this past year. A dedicated group attended monthly to relax, color, and enjoy each other's company.
- In partnership with BCAT, the library created "Read It!" - a weekly, filmed book review series produced by BCAT. Reviews, etc. can be viewed on the library's YouTube channel.
- Display units have been added improving access to the growing, popular Large Print Collection.
- The Youth Services Department offered programs for both children and teens including storytimes, movie days, craft programs, an author visits (Erin E. Moulton author of Tracing Stars and Tui T. Sutherland author of Wings of Fire visited this year), Scrabble and Lego clubs, mother-daughter book club, along with other family friendly programs.



- In the fall of 2016 our Saturday family events really started to take off. Batman Day brought in 70 people and the “Trick-or-Treating at the Library” event brought in over 100.
- Book Buddy continues to grow in popularity - teens pair up with a younger child to read with them.
- Launchpads (preloaded tablets) were added for both adults and children. They have been very popular with children.
- The 2016 Summer Reading Program theme was “On Your Mark Get Set...Read” which was all about sports. To promote our summer reading program, Amanda and Nicole visited students in various Burlington schools.
- 602 children participate in Early Literature and Elementary School Reading Programs, and 188 for the Teen Reading program. Total signups this year was 790. Last year signup total was 680, meaning we had 110 more children and teens signup this year than last year. The library saw about 2,778 children and parents at programs this summer from June -August. That’s about 219 more than 2015.
- Program attendance at Young Adult events continued to grow, with 24% more attendance at summer events, and 37% more participation in summer reading.
- A Teen Lock-In was held this year and was a huge success.
- The Teen Advisory group has been revitalized. They planned and ran three programs this year – a Winter Carnival, a Harry Potter event and Star Wars event.
- The Adult Summer Reading Program saw 85 readers who read a total of 399 books and took part in 27 Challenges in the “Exercise Your Mind: Read” program
- The Evening Book Group moved to Thursday night. Attendance averages 16 people per session.
- The morning ‘Book Talk’ program moved to the second Tuesday of the month in August. There were 12 Book Talks with a total of 65 attendees throughout the year.
- “Library News” is updated weekly and was added to the home.
- Puzzle making has been added to our offerings for those who want to take a break from their work or just come in and relax for a bit. There is always a puzzle under construction in the Community Information area on the second floor.
- The homebound delivery program served 7 individuals this past year.
- A total of 19 volunteers contributed a total of 810 hours of their time to the library.
- The Friends of the Library sponsored and funded evening events for adults and 2 daytime discussion series in 2015 with a total of 520 attendees.
- The Friends of the Burlington Public Library held their annual May Basket Raffle which raised over \$5800. The event held for drawing the winning tickets drew almost 60 people.

## CHANGES

- Assistant Director, Susanne Sullivan, retired after 15 years with the Burlington Public Library and Michael Wick joined the team to fill this vacancy.
- Rita Gavelis resigned her position of Library Technology Specialist to pursue a fulltime position and Tery Young was hired to fill this position.

## STATISTICS

Library Statistics – Annual 2016	2014	2015	2016
items checked out (in library)	332,344	289,148	279,698
items checked out (e-library)	8,021	18,873	31,470
reference questions	23,088	23,179	25,597
database access			39,342
public internet use	49,556	27,989	26,468
wireless use	8,658	34,736	24,726

study room use	4,056	4,095	4,082
website visits	103,516	108,128	94,537
hours open	2,888	2,933	3,044
attendance in library	162,113	148,694	154,965
adult programs	85	80	97
attendance at adult program	1,229	1,337	1,244
children's programs	304	313	394
attendance at children's programs	7,618	7,765	8,613
young adult programs	58	78	119
attendance at ya programs	524	446	871
meeting room use	1,124	1,157	1,148
museum passes use	1,786	1,687	1,506
burl reads			
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burl reads			

## 2017 HIGHLIGHTS TO LOOK FORWARD TO

- All 15 public internet computers will be replaced with 13 new desktop computers and 2 laptops for in-house use.
- The Burlington Public Library along with all of the libraries in the Merrimack Valley Library Consortium (MVLCC) will be switching to a new Integrated Library System in May of 2017. There will be a new look to the catalog that our patrons search and added functionality for patrons and staff.
- Burlington Reads will be held in March 2017
- Another teen lock-in will be incorporated into our Burlington Reads program this year.

## BURLINGTON PUBLIC LIBRARY TRUSTEES



*Back row (l to r) Steve Wasserman, Bob Thys, Rob Neufeld  
Front row(l to r) Geri Degurski, Paula Bernard, Edith Entwistle*

The Board of Library Trustees is a group of six elected officials whose main role is to govern and set policies for the library.

## RECREATION DEPARTMENT

### **RECREATION COMMISSIONERS**

*Kristine Brown  
Kevin Sullivan  
David Norden  
Paul Raymond  
Tom Murphy  
Leslie McLaughlin, Recording Clerk*

### **RECREATION DEPARTMENT STAFF**

*Brendan Egan, Director of Parks and Recreation  
Melinda Sullivan, Principal Clerk  
Beth Garvey, Principal Clerk  
Nancy Santilli, Permanent Part-Time Clerk*

### **RECREATION MAINTENANCE STAFF**

*Rich Cote, Supt. of Parks  
Mike Kelly, Lead Working Foreman  
Bill Baker, Working Foreman  
Mark Gerbrands, Maintenance Craftsman  
John Lancelotte, Maintenance Craftsman  
Brian Cullinan, Maintenance Craftsman  
Robert Lee, Maintenance Craftsman  
Lewis McMahon, Maintenance Craftsman  
Matt Ganley, Maintenance Craftsman*

### **RECREATION PROGRAM STAFF**

*Kelly Lehman, Program Coordinator  
Jessie Hampson, Assistant Program Coordinator  
Laurel Rossiter, Therapeutic Recreation Specialist  
Mary Nelson, Part-Time Program Administrator*

### **WEBSITE**

[http://www.burlington.org/community\\_development/recreation/](http://www.burlington.org/community_development/recreation/)

### **2016 HIGHLIGHTS AND CHANGES**

The Burlington Parks and Recreation Department continued to transition and grow throughout 2016. The department added a full time Certified Therapeutic Recreation Specialist, transitioned to a new Assistant Program Coordinator and operated with fully staffed the Maintenance division for the first time in a number of years. The department also continued to improve our technology, develop partnerships and increase professional development through attendance at conferences and trainings.

Through these transitions and growth the Parks and Recreation Department staff maintained a high level of programs and services for the residents of Burlington. We are proud to report the program staff offered 54 new programs, free special events, partnered with Al Fay to bring back Truck Day, completed a conceptual plan for a Dog Park and added new credit card readers in the office to maintain a secure environment and meet PCI compliance. The Maintenance division continued to make improvements to Burlington's parks, playgrounds and athletic facilities.

*Rahanis Park*

The success of the Recreation Department over the last year was the result of the continued 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:



- David Norden, was elected to the Recreation Commission for the first time to replace Michael Winn
- Leslie McLaughlin, provided support for the Recreation Commission as the Recording Clerk

## CHANGES

The department also experienced a number of personnel changes throughout the year. The changes included the departure of the Assistant Program Coordinator and a Maintenance Craftsman, the hiring of a full-time Certified Therapeutic Recreation Specialist and 2 Maintenance Craftsman.

- David Grubb left the position of Assistant Program Coordinator after 7 years for a new opportunity. We thank David for his time and dedication to the Burlington Parks and Recreation Department and wish him well.
- Jessie Hampson was hired as new Assistant Program Coordinator in October and acclimated quickly to her new position visiting programs, meeting instructors and planning programs for the next season. We are looking forward to having her as a member of our program team for a long time.
- Lewis McMahon was hired as a Maintenance Craftsman in March after working for the department as a seasonal employee for a number of summers. With his prior experience he was able to quickly adapt to his new role and has been a solid addition to the team. We look forward to having Lewis on the staff for years to come.
- Maintenance Craftsman, Adam Porter left his position to start his own business. We wish him the best of luck.
- Matt Ganley was hired in May to replace Adam Porter. Matt came over from the DPW and brings with him a good amount of experience. We are excited to have him on board and look forward to having him on the staff for years to come.
- Laurel Rossiter was hired as the Department's first, full-time Certified Therapeutic Recreation Specialist (CTRS). Laurel had been our part-time Certified Therapeutic Recreation Specialist since 2015 and we are excited to have her leading our growing Therapeutic division in a full-time capacity.

The Maintenance Division continued to maintain the town's parks, playgrounds and athletic fields with organic fertilizers. The summer of 2016 proved to be a challenge for our staff as the region experienced a summer long drought. The staff continued to make the playing fields safe for play by keeping them irrigated, on a reduced schedule until a complete water ban was enacted. We were fortunate to receive a new John Deere tractor / loader through Town Meeting and put it to use immediately on projects in our parks.

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

- Replacement of railings and installation of a new access door on the Town Common bandstand
- Planting of three new trees on the Town Common
- Assisted in the renovation of the Veterans Park basketball court
- Renovation of the Simonds Park Bathrooms
- Creation of a temporary skating rink at Simonds Park
- Installation of a new railing system at the wading pool
- Installation of landscaping and plantings along Church Lane in Simonds Park
- Installation of memorial benches in Parks and the Town Common
- Installation of an accessible bubbler and walkway in Wildmere Park
- Worked with the Burlington Garden Club on a new Colonial garden
- Worked with the Beautification Committee on replacing the planters on the Town Common
- Decoration of the Town Common and town buildings for the holidays

- Worked with Oracle on community service projects in our parks and town properties



*Oracle employees during service projects on Burlington parks*

The second phase of the Simonds Park Wall project on Church lane was put out to bid and completed. The project replaced approximately 140' of the existing wall to match the section that was replaced in 2015. The work consisted of removing the existing wall, adding drainage, installing new fencing and regarding an area to create a 3:1 slope. The work was funded through the Simonds Trust.

A conceptual plan for a Dog Park, to be located at Rahanis Park was completed. The park will be funded through a grant from the Stanton Foundation and donations from the Friends of the Burlington Dog Park. We hope to break ground in 2017.

The Recreation Division continued to offer a diverse selection of programming to meet the needs of every community member. We hope to have offered a program that you participated in and enjoyed. Here are some highlights from 2016:



- In an effort to develop fitness programs that reach a wider variety of participants, we added several new programs throughout the year like cize-live, piyo, pound, and insanity to name a few. Our most popular new program is Pound. This cardio jam session is inspired by the infectious, energizing and sweat-dripping fun of playing the drums. At the close of 2016, we are offering 3 sessions of this class and anticipate that this class will continue to grow!
- Burlington has jumped into the Pickleball craze! Pickleball is one of the fastest growing sports in America. It is a racquet sport that combines tennis, ping pong and badminton. Throughout the year,

we have hosted pick-up Pickleball in our gym on both Monday and Wednesday afternoons. If you have an opportunity, you should come and check it out!

- Our Community Gardens were popular once again this year. We leased 12 plots, 4 of which were leased to gardeners with a disability. Our Summer Saturday Therapeutic Recreation program was able to grow and harvest vegetables in one of our raised beds.
- Our Easter Egg Hunt saw some changes this year. Our event was held at the Recreation Center and featured photos with the Easter Bunny and some games and activities for children to participate in.



Moving forward, we plan to keep a similar structure to the event, but host it at Simonds Park.

- On April 2, we sent a group of 17 participants to a Zumba Gold Master Class at AliKat Moves in Framingham. The participants enjoyed over 2 hours of participating in a class with participants from around the state.
- Our Therapeutic Recreation division expanded on a number of our offerings throughout the year. They are now offering track & field, soccer, gymnastics and floor hockey as part of our Burlington Pride Athletics program. Additionally, we have had

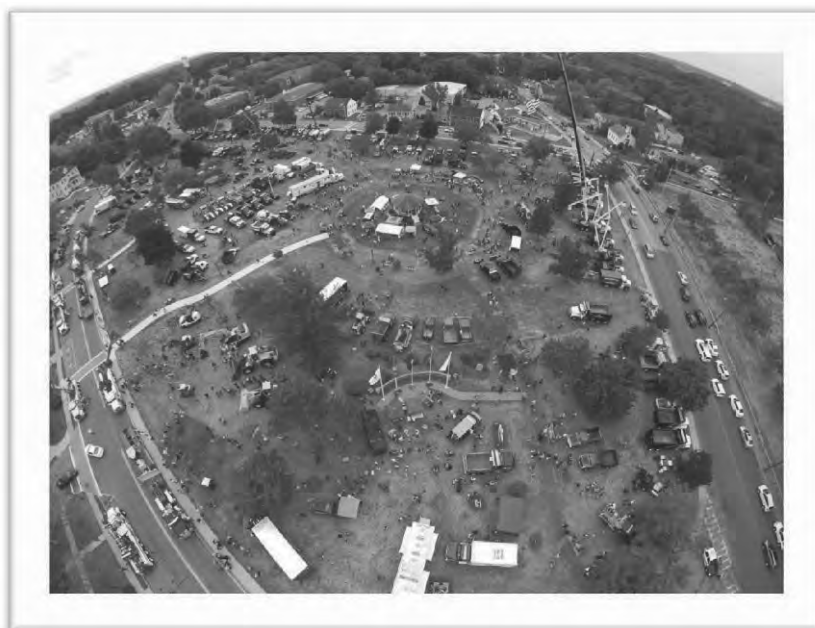
many participants experience new programs like therapeutic horseback riding, indoor rock climbing and a community service club.

- After careful consideration, we decided that the Spring of 2016 would be the last time that we host birthday parties. This will allow us to offer additional programs utilizing both the gym and function room.
- We expanded our social media footprint with the addition of a Twitter and Instagram account. Residents can now find us on Facebook at BurlingtonRecreation, on Twitter @Burlington\_Rec or on Instagram at burlington\_recreation.
- Our ever-popular Outdoor Adventure (formerly Wilderness) program was restructured for the summer of 2016. We now offer this program for children in grades 4 - 10 (grade completed) depending on the week. Those in grades 8 - 10 had the opportunity to go on a 2 night overnight in the White Mountains. Additional offerings included whitewater rafting, Carter Notch hike, zip lining, sea kayaking and a photo scavenger hunt on George's Island.
- As always, our Town Common is a popular place throughout the summer months. Through a generous donation from the Simonds Trust, we hosted 7 children's shows on Monday evenings. Additionally, through a number of local sponsorships, we hosted 8 family concerts on Tuesday evenings. On Wednesday evenings we hosted 7 movies throughout the summer.



- In the fall we were approached by Jourdan Marino, our gymnastics director and a science teacher at the Marshall Simonds Middle School about providing a different perspective to our special events. As some of you may have seen, Jourdan is using his drone to take some aerial photos of our events. If you haven't seen his photos yet, please check out his Twitter account @MrMarinoScience, the photos are amazing!
- On Sunday, December 4th we hosted our annual Breakfast with Santa event at the Hilton Garden Inn. We had 175 participants join us, and Santa, for some fun! Families not only had breakfast, they got to visit with Santa, complete an ornament for their tree, and decorate cookies and more.
- In 2016 we completed our 49<sup>th</sup> year as a Parks and Recreation Department and look forward to celebrating our 50<sup>th</sup> anniversary in 2017. As we celebrate the past and look forward to a bright future we introduced our new logo at Celebrate Burlington. The new logo represents the best of Burlington Parks and Recreation, with active parks and people.

Throughout 2017 we will be celebrating our past accomplishments and new opportunities with monthly special events for residents. We encourage you to join us throughout the year as we celebrate part of what makes Burlington a truly great community to live and work. We hope you participate in one of our programs or special events and provide feedback, so we can continue to be one of the best recreation department's in the state.



*2016 Truck Day with Recreation Department and Al Fay Drone photo by: @MrMarinoScience!*



## COMMUNITY EVENTS • TRUCK DAY

Al Fay coordinated with the Burlington Recreation Department for a successful 18th Annual Burlington Truck Day on the Town Common. The event was held in September and was a great time for families and children to see the large collection of dump trucks, cranes, front-end loaders, bulldozers, fire and police vehicles and much, much more.



*Early morning sunrise - Truck Day  
Drone photo by @metmikeWCVB*



*Al Fay, Truck Day Co-Coordinator*

## 4TH OF JULY

<https://www.facebook.com/burlingtonJuly4thCommittee/#>

<http://burlingtonjuly4th.com/>

The Town of Burlington held its annual 4th of July parade along Cambridge and Winn Streets on July 4, 2016. The sponsoring organization is Burlington's American Legion. The Town and the July 4th Committee are extremely grateful to the many who donated funds and time.



*2016 July 4th Parade Grand Marshal*



*Float awards: Adrienne Simeone for Mama Bear Effect  
Nancy D'Amico & Julie Eggleston, (Garden Club) Shirley Estrella,  
(St Marks Pumpkin Patch)*

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## FOX ZIP TRIP



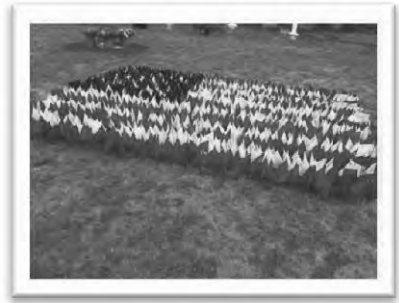
BURLINGTON, MA - The FOX25 News Team visited in September for a special broadcast as Burlington played host to the final Zip Trip of the Season. The Town also hosted a Zip Trip visit in 2007. FOX25 Morning News anchors Gene Lavanchy, Sara Underwood, Daniel Miller, Julie Grauert, Meteorologist Shiri Spear and FOX25 and "Around Town" Host Michele Lazcano hosted the broadcasts. As in 2007 Burlington showed huge community support for this event.



## 15TH ANNIVERSARY CEREMONY REMEMBERING 9-11

*Robert C. Hogan, 2016 9-11 Ceremony Coordinator*

Burlington hosted an emotionally charged 15th anniversary 9-11 ceremony to a large gathering on Sunday morning, September 11 on Burlington's Town Common. Fifteen years ago, we all said "We Shall Never Forget" that horrific day, and Burlington continues to reinforce those words.



The ceremony was to honor and remember all the innocent souls lost on September 11, 2001, including Burlington residents Captain Thomas McGuinness; Robert Hayes and BHS teacher James Trentini and his wife Mary. We also recognized those brave First Responders who died serving us then, and those who serve us today. Also honored were the men and women who served in one of the Branches of our Military Service and died or were wounded serving to protect us from harm. Burlington lost a very brave young local Marine, L/Cpl. Gregory MacDonald, who died in Iraq too soon and too young.



A 9ft x 12ft U.S. Flag was created at the site of the ceremony using more than 1500 small red, white and blue flags. The names of the firefighters and police officers who died at the World Trade Center and the military personnel who died at the Pentagon were handwritten on the white flags by students from BHS.

The following very special four letters, addressed to the residents of the Town of Burlington, were read during the ceremony.

NYC Fire Commissioner Daniel Nigro; NYC Police Commissioner Bill Bratton; Chairman of the Joint Chiefs of Staff at the Pentagon, General Joseph Dunford, USMC; and NYC Mayor Bill de Blasio.

After many conversations with 9-11 artifacts officers, they were convinced to release the last two items to Burlington - two train rails removed from beneath the WTC. During the ceremony Firefighter Ed McLean described the trip he, Assistant Fire Chief Mike Patterson and I made to New York to pick up these gifts. At the ceremony, one each was presented to the Police and Fire Departments to be used as a memorial in the future. Bagpipers were present as well as a woman's choir and a static display. Our Guest Speaker was Colonel Roman L. Hund, Commander, 66<sup>th</sup> Air Base Group, Hanscom AFB. Burlington's and other community police dogs were present in memory of the K-9 lost on 9-11. Before the second tolling of the bells, the clouds opened with a heavy rain with barely a warning, and Firefighter Clifford Comeau remained at his post and rang the second set of bells at precisely 10:28 in recognition of the collapse of the second tower. Following the ceremony, refreshments were served under a large tent on the Town Common. All who assisted with planning, set up and the ceremony are truly thanked for this very important experience.



*Firefighters Ernie Covino, Cliff Comeau, Jeff Boucher, and John Corbett*

## BURLINGTON LANDLOCKED FOREST



### WEBSITE

[www.landlockedforest.com](http://www.landlockedforest.com)

### THINGS TO KNOW ABOUT THE FOREST

1. **A warrant article is being presented at the January 2017 Town Meeting** for a request for Town Meeting to consider the rezoning of 23 parcels of land at the Landlocked Forest (also known as Landlocked Parcel) from General Industrial District to the Open space District.

2. **In 1986, Burlington Town Meeting took the Landlocked Forest by eminent domain** to protect the water supply and preserve open space because water from the Landlocked Forest contributes to the Vinebrook, the Shawsheen River, and Mill Pond, our sources of drinking water.

3. **There is legal pedestrian access to the Burlington Landlocked Forest.** The Paint Mine Conservation Area in Lexington borders on the forest and from that facility's parking lot on Turning Mill Road, just a 12 minute drive from Burlington Town Hall, anyone can walk unimpeded into the forest's trail network. The parking lot holds 17 cars and there is on-street parking nearby. Note that the Friends of the Burlington Landlocked Forest and Town of Lexington Conservation Stewards built and installed an Information Kiosk for the parking lot with maps of the forest and of the Paint Mine.



4. **There are nearly 12 miles of trails and paths that wind their way through the Burlington Landlocked Forest.** The trails are kept clear of brush, debris, and trash by the hundreds of individuals who walk, run, bicycle, and snowshoe through the forest each season. As a result of this network of trails, a person can choose to take almost any length of walk they desire; it is always possible to find a crossing trail that will lead you back to the Turning Mill Road parking lot.

**5. In 2012, Burlington Cub Scout Troop #105 and Chet Maguire made and then installed trail junction markers throughout the Landlocked Forest.** A trail map that displays these numbered junction markers is available on the Friends of the Burlington Landlocked Forest web site. This marked trail system was created using GPS technology. The website map also gives driving directions to the Turning Mill Road parking lot from Route 128 and from Route 62/Bedford Street.

**6. The trails are very interesting because they take you through a wide variety of habitats** (distinct areas that support different types of plants and animals). For example, a two-hour round trip walk from the parking lot will take a hiker through two cleared meadows, a dense forest, an extensive wetlands around a small stream, a lovely and fragrant grove of pine trees, and a small vernal pool.

**7. Walking through the Landlocked Forest brings up the question: Who was here before?** We know that three hundred years ago Native Americans lived in the Burlington area. Burlington is believed to have been a borderline area between two tribes: the Massachusetts and the Pennacooks. We also know that the Landlocked Forest has numerous stone walls. These walls marked out the fields on colonial farms and were used as property markers through the 19<sup>th</sup> century. In fact, we have found a stone foundation from a homestead that probably dates to the 1700s and it is surrounded by two mounds that may hold garbage relics from those years.

**8. In partnership with the New England Mountain Biking Association (NEMBA) and with prior approval from the Board of Selectmen, the Friends of the Landlocked Forest have built three long boardwalks** through the forest wetlands to ensure easy access to all areas of the forest. Together we raised more than \$10,000 for wood and other materials. For each of the two boardwalk projects on the west side of the forest, between 15 and 20 people worked in the mud and water for a day to put in support posts and lay cross ties. The longest boardwalk, located on the east side of the forest took three days of work and more than 30 people volunteered a day of labor to get the project done. Try walking on them!

They give you a unique perspective on a wetlands area.





## MARY CUMMINGS PARK

### WEBSITES

<http://marycummingspark.org/blog-post/stantec-volunteer-groups-clear-trails/>

<http://marycummingspark.org/blog-post/vmware-volunteers-at-mary-cummings-park/>

### 2016 HIGHLIGHTS

The big news for Mary Cummings Park this year was that Boston and The Trustees of Reservations have been working on an agreement for The Trustees to manage the park. There was an RFP to which the Trustees were the only respondents. Work continues on the completion of this process.



During the year a lot of trail maintenance was accomplished and the trail signs will continue to be improved.

Various groups continue to visit Mary Cummings Park.





*Burlington Scouting Group on a visit to Martha Simonds Park*

Other major activities include organized volunteer days to work at the park, with such local companies as VMware and Stantec bringing large groups of volunteers to the park for trail work and other needed work, such as cementing in the trail sign posts that were wobbly.

### GOALS

Invitations to Nature Walks will continue featuring The Trustees leading the walks and discussing the past and future of the park.



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## BURLINGTON SCHOOL COMMITTEE



### ***SCHOOL COMMITTEE MEMBERS***

*(l to r back row) Martha Simon; Student Representative Dalena Huynh; Kristin Russo; Christine Monaco  
(l to r front row) Stephen Nelson, Chairman; Thomas F. Murphy, Jr., Vice-Chairman*

### *Stephen A. Nelson, Chairman's Report*

2016 was an exciting and productive year for the Burlington School system. With the support of town meeting, the process of updating the System's Master Plan is now underway, and a full report will be presented to the Committee in February/March of 2017. The firm Knight, Bagge and Anderson (project architect for the new Memorial Elementary School and the \$22 million renovation/addition project at the Marshall Simonds Middle School), was selected by the Committee to prepare the Master Plan. The Committee is anxious to review and discuss the recommendations set forth in the Master Plan with the community at large and district personnel with the goal of evaluating our existing facilities, enrollment projections, and current and future educational program needs and to develop a plan to meet those needs.

The School Committee continued its focus on improving instruction and maintaining small class sizes. New programs at the Middle School for children with special needs are being developed with the goal of reducing out of district placements and meeting the needs of all learners within the district.

One of the major issues under review in Burlington and throughout the Commonwealth is whether or not high school start times should be delayed based upon evolving scientific evidence that later wake times will have significant health benefits for adolescents. Superintendent Eric Conti is currently working with other superintendents throughout the Middlesex League to determine whether or not a consensus can be reached and to develop recommendations moving forward.

The health and safety of our students continues to be of prime importance to the School Committee. Work is ongoing to improve the Youth Risk Behavior Survey and to develop ways to share the results of the survey with other communities. Identifying at-risk students and providing early intervention services are a Committee priority.

The Committee continues to work closely with Chief Kent and the entire police department to develop safety protocols and staff training to insure the safety of our students in the event of a threat. Over the past several years, all of the school buildings have been assessed for recommended security improvements, and those improvements have been accomplished with the support of the Ways and Means Committee and Town Meeting. The School Committee is grateful for that support and for the overall support from the town administration, the Selectmen, Ways and Means and Town Meeting in funding the School Department's operating budget and its capital budget. The Committee is particularly proud of the well maintained buildings, playgrounds and athletic facilities throughout the system, none of which would be possible without the town's generous support.

The Committee's biggest point of pride lies in the accomplishments of its students, from kindergarten through high school. The list of awards and recognitions, both at the state and national level, earned by Burlington students gets longer and more impressive each year. The Committee would like to acknowledge the exceptional work of the teaching staff. Keeping up with constant changes in curriculum, major changes in the educator evaluation process, changes and modifications in standardized testing, (from MCAS to PARCC to MCAS 2.0) has been a challenge which our staff has embraced, with the ultimate goal of improving and mastering instruction.

The Burlington School Committee welcomes your phone calls and emails if you have any questions or concerns. The Committee meets every second and fourth Tuesday during the school year, and also welcomes your attendance and input at our public meetings.

**School Committee Members****Term Expires**

Stephen A. Nelson, Chairman, 25 Fairfax Street	2017
Christine M. Monaco, Chairman, 18 Corcoran Road	2019
Thomas F. Murphy, Jr., Vice Chairman, 3 Lexington Street	2019
Kristin Russo, 5 Kingsdale Street	2017
Martha Simon, 5 Willow Way	2018
Dalena Hyunh, Student Representative	

## BURLINGTON SCHOOL ADMINISTRATION

### **Superintendent of Schools**

Eric M. Conti

B.S., Brown University  
M.A., Brown University  
Ed.D. University of Wisconsin

### **Assistant Superintendent of Learning**

Patrick Larkin

B.A., Assumption College  
M.Ed., Framingham State College

### **Director of Finance and Operations**

Craig Robinson

B.S., University of Vermont

### **Director of Special Education**

Louise D'Amato

B.S., Salem State University  
M.Ed., Lesley College

### **Burlington High School Administration**

Mark J. Sullivan

Principal

B.A., University of Massachusetts  
M.Ed., Cambridge College

Richard T. Sheehan, Jr.

Associate Principal

B.A., Stonehill College  
M.Ed., Salem State College

Deborah Deacon

Assistant Principal

B.S., Westfield State College  
M.Ed., Cambridge College

### **Marshall Simonds Middle School**

Richard J. Connors

Principal

B.S., Salem State College  
M.Ed., Boston University

### **Elementary Schools**

Deborah Dressler

Principal

Memorial School

B.S., University of New Hampshire  
M.S., Worcester State College

David Rosenblatt

Assistant Principal Memorial School

B.A., University of Massachusetts  
M.Ed., Lesley University

Nicole McDonald

Principal

Francis Wyman School

B.S., Fitchburg State College  
M.Ed., California State University

Darryl Doiron

Assistant Principal Francis Wyman

B.S., Salem State College  
M.Ed., Fitchburg State College

Ellen Johnson

Principal

Fox Hill School

B.S., Keene State College  
M.S., Emerson College  
C.A.G.S., Salem State College

John Lyons

Principal

Pine Glen School

B.A., Merrimack College  
M.Ed., Simmons College

## SUPERINTENDENT OF SCHOOLS

*Eric Conti, Superintendent*

*Patrick Larkin, Assistant Superintendent*

In 2016 the Burlington Public Schools continued to build on the work accomplished in 2015. Our main focal points continue to be student achievement and communication. Mirroring the real world, authentic learning opportunities play an increasing part in the learning happening in our schools. Learning; however, takes involved parents, engaged students, exceptional faculty and staff and the continued support of the community.

Our learning focus in 2016 was the continued implementation of the comprehensive changes that are the result of recent state regulations in the areas standards (the Massachusetts Frameworks), state assessments (MCAS 2.0), evaluation and sheltered English immersion training. All of these new initiatives are being implemented in addition to our existing, local 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.

At all levels our students 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 teachers and effective and well-supported programs. We continue to improve our state measures of student growth at Burlington High School where our students take the MCAS. At the elementary level, our internal benchmark assessments also continue to show achievement growth at all levels in ELA and Math.

In 2016 we continue to have in-depth conversations about what learning needs to look like in the 21<sup>st</sup> century. 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 150 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.

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 held, at Burlington High 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.

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 professional development team as well as 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 (MassCUE). 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.

## SCHOOLS AND DEPARTMENTS

### BURLINGTON HIGH SCHOOL

*Principal Mark Sullivan*

Burlington High School was fortunate enough to host yet another outdoor commencement exercise on Varsity Field in June. Administration and faculty welcomed the entire BHS community to celebrate the graduation of the Class of 2016 on Sunday, June 5, 2016.

At the conclusion of the school year 2015-16 school year, Phyllis Petitto, a veteran tutor, retired from BHS. Several other faculty members also moved on, namely: Anne Ford (English), Jonathan Granger (Music), Dawn Mills (Tutor), Jenn Scheffer (Help Desk), Meg Sheehy (Math), Tara Sullivan (Spanish), and Molly Valbuena (English).

The new BHS faculty members for the 2016-17 school year are:

Jeanne DeRosa	Math
Kristen Duhamel	Spanish
Jessica McCarthy	Tutor
Julie Weller	Music
LeRoy Wong	Help Desk

For the third consecutive time, BHS earned the distinction as an Apple Distinguished School for the school years 2015-2017. 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 learning environment, have a strong relationship with Apple, and possess a willingness to develop outreach activities. The five best practices of an Apple Distinguished School are:

- Visionary Leadership
- Innovative Learning and Teaching
- Ongoing Professional Development
- Compelling Evidence of Success
- 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 enhance student learning. Parents and students have expanded use of an online portal that allows grades and assignments to be seen in real time. With this portal, BHS has an online method of sending report cards and progress reports home to families and we have phased out the printing and mailing of these documents altogether.

BHS continues to offer relevant and challenging curricula to its students. New courses being offered include Robotics, Forensic Science, A Military Perspective of World War II, Examining Feminism through Popular Culture, Comparative Religion, and Reasoning and Argumentation. Dual enrollment courses continue to be a popular part of our program. BHS has agreements with Middlesex Community

College, Massachusetts Bay Community College, and Bay Path College, where students can simultaneously earn credit from both BHS and the higher education institution. To amplify our program, BHS also offers a number of online courses to students through its membership with Virtual High School.

Burlington High School students continue to be our biggest point of pride. Year in and year out, Burlington students excel in academics, athletics, fine and performing arts, and much more. Excellence and creativity is displayed in many different ways and through many different distinctions. Students earned Advanced Placement scholar awards, BHS Collab (Student Literary Magazine) earned a top ranking in a National Competition, many students qualified for the John & Abigail Adams Scholarship, and our students continue to perform exceptionally well on the MCAS and AP tests. Outside the classroom, 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 the most competitive teams in the Middlesex League, our students excel in individual accomplishments.

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 an alternate-year Italian and Spanish Student Exchange Programs, and the Junior/Senior Prom.

For the latest news from Burlington High School, please visit my blog at [markjsullivan.org](http://markjsullivan.org). Thank you.

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### **ART PROGRAM**

*George Ratkevich, Visual Arts Program Coordinator*

Burlington art students explored a variety of materials and processes and developed a wide range of skills. They were engaged in creative thinking, in generating and developing their ideas, and in different methods of problem-solving. They were encouraged to look closely and carefully at things, to discuss their observations, and to critique their own work and that of their peers.

Students had their work published in the Marble Collection, Massachusetts' High School Magazine for the Arts, and in Collab, the high school's literary magazine.

Student work was on display in the Scholastic Art Awards, the Massachusetts Art Education Association's Youth Art Month Exhibition, the Sixth Congressional District Art Competition, the high school's 43rd annual Art Exhibition, fourth annual Fashion Show, and tenth annual Portfolio exhibition, the Regional High School Art Exhibition in Lexington, in other competitions and exhibitions, and on display in the high school's Cambridge Street Gallery, which continues to provide exhibition space to BHS alumni artists, community members, students, and faculty. All the elementary art teachers held their annual school art exhibitions in May. Middle school teachers shared the work of their students during their Open House night.

The Art Department organizes other special events: the eighth annual Alumni Artists Day at the high school and guest speakers and the first-ever fashion runway show at the Massachusetts State House. In May, State Representative Kenneth Gordon hosted this "Fashion on the Hill" event featuring the work of

our fashion design students at the Massachusetts State House. In October, BHS alum Erik Langley (Class of '97) spoke to our classes about his work at Pixar. He focused his talk on the making of "Finding Dory", on what it's like to work for Pixar, and his personal journey to the company. In November, the Art Department hosted architect and designer Benjamin Uyeda as a visiting artist for its students in architecture, art and business classes. The visit gave students an opportunity to hear how he combines architecture and sustainable design with marketing to create a thriving social media based business.

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## ENGLISH DEPARTMENT

*Benjamin Taylor Lally, English Department Head*

In the fall of 2016, we organized a repeat trip to New York City, to allow our sophomores and our Journalism students to see a Broadway production of *The Front Page*, starring Nathan Lane, John Goodman, and John Slattery, among others. In the fall of the 2016-17 school year, we also held a field trip for our juniors, who went to Salem to learn about the Salem Witch Trials, as a supplement to our American Literature units on Puritanism and Arthur Miller's *The Crucible*. This was the second year of our whole-class trip to Salem, which we hope to see continue as an annual trip in the future. Our fall play brought Shakespeare back to the stage at BHS, as the students put on a performance of *Twelfth Night*. In the fall of 2016, BHS hosted a Student Day of Poetry, sponsored by MASSLeap, which involved student writers from BHS as well as from other nearby communities, who took writing workshops, watched live performances of spoken-word poems, and performed their own original works in an Open Mic performance. Collab, the school's literary magazine, earned national recognition in contests run by the National Council of Teachers of English, and the American Scholastic Press Awards. And the Devil's Advocate, our school newspaper, also returned to competitions, and was recognized by the NESPA for their excellent work. We did not have any staffing changes for 2016-17, although Shannon Janovitz took on a one-year position as part-time curricular advisor for the department, and was crucial in driving the changes to our department's philosophy, core questions, and writing curriculum that we are beginning to implement this year.

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## WORLD LANGUAGE DEPARTMENT

*Renee Dacey, World Language Department Head*

The World Language Department offers students a rigorous and challenging curriculum in French, Italian, Latin and Spanish. 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 5<sup>th</sup> year, although Spanish offers an Advanced Placement course in place of year five. In August, we welcomed Spanish teacher Kristen Duhamel to the department. Ms. Duhamel exhibits her passion for Spanish language acquisition through authentic learning opportunities that involve collaborative projects and assessments that she creates with her Spanish teaching colleagues at BHS.

Most importantly, World Language teachers continue to collaborate and share best teaching practices. Specifically, the department began integrating resources from *Keys to Literacy* into their daily lessons.



Furthermore, the Burlington Public Schools curriculum office rented the *National Geographic Giant Traveling Map of South America* for two weeks in June, which allowed the Spanish IV students to spearhead an adventure through South America through hands-on activities for the visiting elementary students from Burlington schools.

The World Language department continuously presents opportunities for students to engage in the language and culture by traveling abroad. In March, the Italian Exchange program welcomed students from the Istituto Tecnico Pilati of Cles in Northern Italy. In addition, in November, a group of 20 students from Collado Villalba, Spain arrived in Burlington to participate in our Spanish Exchange Program. As part of the exchanges, BHS language students and their guests visited historical and cultural sites in Boston, Lexington and Salem.

In conclusion, the French, Italian, Latin and Spanish clubs continue to expose students to various cultural practices through field trips to the Isabella Stewart Gardner Museum and the Museum of Fine Arts, Boston. Most notably, our language club advisors encourage students to participate in various fundraising opportunities to support the *American Red Cross Haitian Relief Fund* and the *YWCA Fina House of Lawrence*.

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## MATHEMATICS DEPARTMENT

*Brian D. McNeill, Mathematics Department Head*

The Mathematics Department has continued its mission of preparing students for lifelong mathematical competence and sound logical reasoning skills.

This past spring saw Ms. Meghan Sheehy leave BHS when she moved back home to Long Island, NY. With the opening, Ms. Jeanne DeRosa joined us from West Boylston High School for the 2016-17 school year. A passionate educator of 20+ years, Ms. DeRosa has transitioned seamlessly into her position, and has shown evidence that she is more than capable of working collaboratively with the other twelve members of the department.

The 2016-17 school year also saw the first implementation of a new course in logic and reasoning titled Reasoning and Argumentation – a joint interdisciplinary venture of the Mathematics and Social Studies Departments. The Mathematics Department continues in its leadership role - both curricular and extra-curricular - at Burlington High School.

Now in my sixth 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

*Joe 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 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 hosts events throughout the year to keep parents involved including the Guidance Breakfast Series and several parent/student planning nights. Planning nights are also shown on BCAT.

This year we have started to film our parent breakfasts as well due to several partner requests. While some topics are geared toward specific grade levels, others can be applicable across grade levels, such as “Dealing with Stress and Coping Strategies”, “the Course Selection Process,” an “Overview of Standardized Testing,” and presentations on the basics of Financial Aid. The Guidance Counselors work closely with students to develop competencies in the areas of educational, personal and vocational development. Through individual counseling, small group meeting and large group presentations, counselors help students understand their learning strengths and weaknesses, select appropriate courses, plan for the transition to college and career, and meet personal challenges in a mature, productive way.

The Guidance Department has used several student surveys over the past few years to better help our practice and confirm how we do. We used data from freshman students, parents and seniors to give us information on whether our clientele understands how to access support services when needed, to ensure they are seeking appropriate post secondary opportunities and to make sure we are offering informative parental presentations. All this data has certainly made us much more aware of who we work with. Our hope this year is to pilot a program in which guidance staff members offer more community outreach by being available at various housing developments in Burlington.

Profile of the Class of 2016 (as reported in June of 2016):	Students
Size of Graduating Class:	247
Four Year College	185
Four Year College - Public in-State	58
Four Year College - Private in-State	59
Four Year College - Public Out-of-State	31
Four Year College - Private Out-of-State	37
Two Year College	26
Two Year College Public in-State	25
Two Year College - Public Out-of-State	1
Non U.S. College	1
College Prep Schools	5
Career Education	2
Military	11
Other Schools	1
Apprenticeship Program	1
Employed	15
2016 CEEB Test Summary	
84% of Class that took the SAT Exam	
Mean Critical Reading Score: 521	Mean Math Score: 539
	Mean Writing Score: 517

<b>TESTING STATISTICS 2016</b>			
<b># of SAT Scores in a Given Range</b>	<b>Reading</b>	<b>Math</b>	<b>Writing</b>
700-800	15	19	12
600-690	32	45	40
500-590	69	67	63
400-490	68	58	63
300-below	23	18	29
<b>SAT Subject Mean Scores:</b>			
Biology, Molecular: 668	Biology Ecology: 662	Math Level II: 657	Math Level: 657
Chemistry: 711	Literature: 678	Physics 598	

Eight students were commended for the 2016 National Merit Scholarship Program. Two-Hundred and fourteen students took a total of 405 Advanced Placement (A.P.) exams for college credit. Sixty-three students were recognized as Advanced Placement Scholars for their performance on the 2016 Advanced Placement Examinations. Three students were recognized as an AP National Scholar. Twenty-six students were recognized as AP Scholars with distinction, twelve members were recognized as AP scholars with honor, and twenty-two members were recognized as AP scholars.

## SCIENCE DEPARTMENT

*Peter Nassiff, Science Department Head*

The Burlington High School Science Department has had another successful year. We added a new forensics science course this fall to our curriculum and revised our standards for our Program of Studies. Dr. Nassiff and Mrs. Czerwinski published another paper in the international CHEM 13. Our students continue to excel in the 9<sup>th</sup>-10<sup>th</sup> grade MCAS science exams (99% passed) and in the four A.P. Science courses (85% passing).

Alex Allaire and Briana Cheever took time off due to successful pregnancies. Matt Leonard taught three sections of A.P. Biology and Julia Carey's new course in Forensic Science had over 100 enrolled students.

We have a new BHS science website available to the community and have revised the Program of Studies to include 21<sup>st</sup> century learning goals. Our courses include the latest technology, for example, using probes and applications, providing electronics for freshmen physics, and biotechnology for our biology classes.

## HIGH SCHOOL SPECIAL EDUCATION DEPARTMENT

*Christina Cicolini, Special Education Head*

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 2016/2017 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. The special education department is pleased to introduce our newest member of our team, Scooter. He is an assistance dog that provides social/emotional support to all students. Social symbolism course is 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.

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## SOCIAL STUDIES

*Todd Whitten, Social Studies Department Chair*

This year the Social Studies Department, led by Todd Whitten, Department Chair, continued transitioning away from a traditional textbook and making greater use of online resources. Over the summer, teachers met to redesign the US History I course both to make greater use of digital materials and to streamline the teaching objectives so that there is greater consistency to the 9<sup>th</sup> grade student experience. In all courses, teachers continued to stress reading primary source documents and incorporating the use of evidence in their written arguments, in accordance with Common Core Reading and Writing Standards. The department continued to integrate the Keys to Literacy Protocol, and this year is examining the writing aspects of the keys protocol for implementation in coming years. The department is pleased to offer two new courses this year: Examining Feminism in Popular Culture and a Military Perspective of World War II, a class that was co-designed and taught with a senior. The department is offering another interdisciplinary course with the Math department this year, which focuses on logical reasoning and argumentation. Looking ahead, the Social Studies department began a discussion with the Burlington Town Museum to create a local history-focused independent study for students in order to assist the town in its composition of a digital catalog of artifacts pertaining to Burlington history. Additionally, this summer the department will redesign the US History II course to ensure a greater integration of digital materials and a greater consistency of experience for 10<sup>th</sup> grade students. On the staffing front, Michael Coughlin has taken a leave of absence for the second part of this year, and the school has hired Dara Poulten to fill in. The department continues to maintain a blog at [BHSsocialstudiesdepartment.com](http://BHSsocialstudiesdepartment.com), and a twitter feed at [@BHShistory](https://twitter.com/BHShistory).

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## DEPARTMENT OF ATHLETICS

*Shaun Hart, Athletic Director*

The Burlington Athletic Department has had yet another successful year with teams exceeding further in tournament play than ever before. The Girls Ice Hockey team coached by Marty Conley and Chrissy Conceison were Middlesex League Champions for the first time in the history of the program moving on to MIAA Division 2 State Tournament play. The Girls Soccer team moved on to tournament play - the first time in over 15 years. The Golf team won the Freedom League Championship and the Girls Volleyball team were State Semi-Finalists. Boys Ice Hockey were Super-8 5<sup>th</sup> seeded highest by a public school. Baseball and Softball were both Semi-Finalist in tournament play for the spring season. The Boys Outdoor Track team won the League title as well as the State Division 3 Championship. Both Wrestling and Girls Tennis had members of their team who were state champions.

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## HIGH SCHOOL LIBRARY

*Susan Kelley DiSanto, Librarian*

We started the year reorganizing the fiction books by genre. Both students and teachers have said it makes it much easier for them to browse the books they love most. Whether it be romance, dystopian, mystery, realistic, science fiction or classic, having books organized by genre has already proven to be beneficial to the high school community.

Below are pictures of the completed process.



Once again the Rotary Club held their annual meeting in the high school library. With their generous donation the librarian, Susan Kelley DiSanto, added more race and diversity books to the Rotary Club bookcase. These books support and encourage Burlington High School's Mission to respect human differences in an increasingly diverse society.

A 3D printer, books, and materials were purchased for our new Makerspace area in the back of the library to encourage student creativity. The library also purchased LED's, copper tape, and battery packs, to engage students with electronics and the Hour of Code.

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## MARSHALL SIMONDS MIDDLE SCHOOL

*Richard Connors, Principal*

Marshall Simonds Middle School experienced a successful year for students and staff in 2016. Goals continue to emphasize a strong academic curriculum and healthy social development for students. The middle school continues to be responsive to early adolescent development by the establishment of 9 interdisciplinary teams that break down the size of the school. These focus groups personalize the quality of adult student relationships, give ample room for peer groups to flourish, acknowledge diverse areas of

competence, involve students in participatory activities, emphasize self exploration and activity, and encompass all these in a clearly defined structured environment.

The program defines many school initiatives that occurred during the past year. “Keys To Literacy” is completing its second year of professional development training for middle school teachers. Faculty members in the areas of English language arts, social studies, mathematics, science, foreign language, reading and special education are participating in coordinating essential learning practices. The comprehension routine is a combination of writing and study strategies that helps students understand and learn content information. The routine helps teachers provide effective comprehension instruction using existing subject area material.

A variety of instructional practices are being used to provide engaging, rigorous and relevant programs to meet the academic, social and emotional needs of each student. They include differentiated instruction, increased use of technology, classes for children with special needs, a review of current instructional materials and the re-design of curriculums in the areas of technology education, science and music.

Diversity became a special theme for Marshall Simonds throughout the school year. Surveys, the Spring Open House, student field trips, assemblies, service proposals and extra curricula activities provided adolescents with multiple opportunities to gain valuable information about other cultures, bias and tolerance.

The following teachers joined the middle school faculty in 2016: Diane Byrne - grade 8 science; Robert Conceison and Dianna Wyllie - guidance; John Walsh - grade 6 - 8 Latin, Courtney Mulcahy - Life Skills; Caitlin Pazdziorko - Bridge; and Rebecca Schauer - music.

I would like to express my gratitude to those teachers who retired from the Burlington School system in 2016, namely, Fred Hickman - science, 16 years, Jerry Sullivan - Latin, 9 years and Gayle Lynch - Special Education, 15 years.

Finally, it is with much regret that I report the death of guidance counselor, Cindy Dubois. She gave 35 years of dedicated service to her students and their families. She will be greatly missed!

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## FOX HILL SCHOOL

*Ellen Johnson, Principal*

Fox Hill School’s enrollment has steadily increased and in September 2016, Fox Hill School welcomed approximately 410 students. Our kindergarten consists of five classrooms, grades 1, 2 and 4 consists of four classrooms and grades 3 and 5 consists of three classrooms with a class size of approximately 18 students. Our school community is becoming increasingly more culturally diverse and this diversity has enriched our school community both academically and socially. Our school theme “One School, Many Cultures” for the 2016-2017 school year honors and respects the diversity within the walls of Fox Hill School as we function as one school community practicing values of kindness, respect, responsibility and safety. Grade level “Community Circles” held monthly, celebrate our successes and identify solutions to challenges we encounter as a school community.

Fox Hill School has a long-standing tradition for achieving excellence and for embracing innovation. This tradition continues into the 2016-2017 school year. This year, Fox Hill School in partnership with the district and the community, developed a school improvement plan called “Planning for Success.” “Planning for Success” highlights, organizes and strengthens our work and efforts to achieve academic excellence, to facilitate social emotional development, and to strengthen communication, inclusivity, and relationships at Fox Hill School. Our “Planning for Success” school improvement plan provides professional development opportunities for *Responsive Classroom*, and for learning about current inclusive teaching and learning practices. A community outreach project enlisted the efforts of Rudy Poirier as he willingly planned and built Fox Hill School a fence around its school garden. Our Bridges Program connected our wisest community members to its youth. Fox Hill School is fortunate to have many community members give an hour weekly to fourth grade Fox Hill students to share generational stories and to serve as role models. During the 2016-2017 school year our integration technology specialist created the first elementary school help desk where students teach students how to use our district’s core technology applications such as *Book Creator*. We also created a weekly news team where Fox Hill students write, produce and air a weekly newscast that communicates daily activities at Fox Hill School.

The 2016-2017 school year brought several changes to our teaching staff. Fox Hill School welcomed Ms. Keefe, and Ms. Miele as kindergarten teachers. We also welcomed Mrs. Miri and Mrs. Smith as kindergarten assistants. Mrs. Carroll was hired as a grade 1 teacher and Mr. Lisano was assigned to grade 4. Ms. Scheffer became Fox Hill School’s integration specialist and Mr. Donoff transferred to Pine Glen. Mr. Zarvisza joined Fox Hill School as music specialist as a result of saying good-bye to Mrs. Coroniti, Fox Hill School’s beloved music specialist for 30 years. Mrs. Field and Ms. Festa were assigned as Fox Hill School’s permanent substitutes.

Our future goals for the 2017-2018 school year is to focus on inclusion, what it means, what it looks like and how it can enrich the academic and social emotional learning experience at Fox Hill School. The impact of successful inclusion practices better integrates students with diverse learning strengths and needs and students from different cultures. This provides the Fox Hill community with a rich educational experience that prepares its students for success in a 21<sup>st</sup> century world.

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## FRANCIS WYMAN ELEMENTARY SCHOOL

*Principal Nicole McDonald*

As I enter my third year as principal of Francis Wyman School I remain grateful for the opportunity to build on a strong, committed learning community that is well established at Francis Wyman. The year 2016 was marked by a continued commitment of all staff members to provide a positive, nurturing learning environment that supports all students in their academic, emotional, and physical development. The students here continue to thrive with an expanded focus on social/emotional learning (SEL), community partnerships and inclusive programs that strive to meet the needs of our diverse learning community.

In conjunction with building upon our current rigorous academic standards, one of our priorities for 2016 has been to highlight and extend social emotional learning (SEL) for all students. All students at Francis Wyman participate in a positive behavior intervention system (PBIS) that reinforces the values of self-control, outstanding effort, acts of kindness, and respect (SOAR). Teachers are taking advantage of

further training in Responsive Classroom as we strive to be a positive, inclusive environment for all learners. We routinely gather as a school community united in celebrating the success of working collaboratively to meet common goals and expectations.

Through PTO support, grants, and community outreach programs, Francis Wyman students have benefited from a wide array of community volunteers. Parents often volunteer at school to share their talents and varied cultural experiences, the Bridges program continues to thrive pairing seniors with 4<sup>th</sup> grade students to share intergenerational experiences, and high school students often seize the opportunity to return to Francis Wyman to perform musically, mentor students in Lego robotics, or work in our after school programs. In addition, the community garden located at Francis Wyman continues to grow and thrive, Nate Solder from the New England Patriots joined us in celebrating Read Across America Day, and Representative Ken Gordon assisted our students in passing a bill that made May the official Month of Kindness. Our talented Francis Wyman staff, in conjunction with all of these community volunteers, helps to enrich our school community.

We are fortunate at Francis Wyman to welcome a new Assistant Principal, Darryl Doiron, who adds significant value as an instructional leader and administrative support member of our school leadership team. At the conclusion of the 2016 school year, four experienced teachers retired from Francis Wyman. Celebrating their impact on all of us here, we said good-bye to Dr. John Shoudt, School Psychologist, Steve Levin, Library/Media specialist, Carol Finkle, Art teacher, and Maria Cormier who was a dedicated teacher in the LABBB program for multiply handicapped students. Although their talents will be greatly missed, several experienced, enthusiastic new staff members have been added to our Francis Wyman team. These include Michelle Ardizonni, IT teacher, Megan Carney, Library/Media, Michael Poland, School Psychologist, and Lauren Vigneau, Art teacher. We are also fortunate to welcome Miss Shannon Conroy as the new lead teacher in the primary LABBB classroom. As a school community we also continue to mourn the passing of one of our school custodians, Larry Carney, who passed away unexpectedly in 2016.

After working diligently with the other elementary school principals to develop a 3 year Plan for Success, the entire staff at Francis Wyman will be working to implement more effective inclusive practices, implement research based strategies to support social/emotional learning and closely monitor student progress, and improve communication amongst all stakeholders of our school community. We look forward to another exciting year!

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## MEMORIAL ELEMENTARY SCHOOL

*Deb Dressler, Principal*

In September 2016, the new Memorial Elementary School opened its doors for the sixth year to approximately 400 students. Our student population includes families with long standing roots in Burlington as well as newcomers from all corners of the world. We currently have families with traditions from 6 different continents and 59 different countries. Thank you to all the families that were a part of our cultural identity display in the Great Hall. We are a proud community that embraces our cultural diversity and focuses on building tolerance and peace.





As I enter my fourth year as principal of Memorial School I remain grateful for the opportunity to work with such a talented and dedicated staff. We are truly fortunate to be working in a community that values education and supports the common goal of raising well rounded children. Thanks to the generous support of the school committee and town, Memorial School hired an assistant principal, Mr. David Rosenblatt. Mr. Rosenblatt comes from the

Malden School System where he most recently taught fourth grade. David has been a wonderful addition to our busy school providing support and guidance to parents, students and staff.

As you know, schools are busy places for both students and teachers. This year, our teachers continue to explore different strategies to improve learning for all students. Marie Murray, math specialist at Memorial School, has been working with each grade level to build math centers for students to explore mathematical concepts independently and in small groups after a whole class lesson. Nicole Mondello and Margie Johnson, literacy specialists at Memorial School, have been successfully co-teaching in classrooms expanding writing skills using reading response journals and building stronger comprehension skills in guided reading groups.

Along with changes to our instructional practices, teachers have modified homework schedules for students. Many teachers have created homework choice boards for families to choose from a variety of supporting activities to solidify understanding of new concepts. Finding the balance between “schoolwork” and “homework” can be challenging but it is our intention to create engaging activities for children. Of course, reading each and every day with your child remains the most important literacy activity for young children.

The transformation of the library into a Learning Commons is another exciting change we have started this school year. Learning Commons are educational spaces, similar to libraries and classrooms that share space for information technology, tutoring, collaboration, content creation, meetings and reading or study. Our new librarian, Cathi Myer, and Paula Weldon, our technology integration teacher, have a combined space that fosters technology integration into all learning for our students. Students are programming robots to solve geometry problems. Students are participating in Global Read Alouds and connecting to other students from around the world to gain a different perspective. Students are creating video’s using a green screen to share their opinions and persuade others. Learning Commons represent the future in education and we are already on our way.

Thank you for the opportunity to serve this community.

## PINE GLEN SCHOOL

*John Lyons, Principal*



We continue to see fantastic social and academic growth in our safe, nurturing environment at Pine Glen Elementary School. We have adopted a Positive Behaviors Interventions and Support (PBIS) school-wide system at Pine Glen Elementary School. A PBIS system includes proactive strategies for defining, supporting, and instructing appropriate student behaviors and creating a positive school environment. Staff recognize students, a class, or whole grade, or the entire student body by presenting them with a “Hoot” card when observing appropriate, safe and kind (ASK) behaviors. Pine Glen’s mascot, an owl, is displayed on the “Hoot” cards. The

“Owl’s Nest” (located outside the conference room) displays the number of “Hoot” cards the different grades receive in recognition of their positive behaviors. When the school earns a designated amount of “Hoot” cards, we have an all school celebration. Staff and students have greatly enjoyed celebrating the many positive behaviors at Pine Glen Elementary School.

In addition to our growth, we have also worked to take even more steps to keep us safe through our collaboration with the Burlington Police Department. This fall we adopted a Standard Response Protocol. A Standard Response Protocol is a uniform response for any incident at Pine Glen Elementary School and all the schools in Burlington. This response could be for an accident, intruder, weather event, wildlife, fire or any given situation. Through a standard vocabulary (Lockout, Lockdown, Evacuate, Shelter), parents, teachers, students, and public safety can understand the response and status of the event. Also, the Standard Response Protocol enables a rapid response determination when an unforeseen event occurs. We have also provided our Pine Glen families and staff with a book, [How I Can Stay Safe at School!](#),

A change to our physical plant this summer was the installment of a new roof on the building. Also, we saw the installment of a new sound system in the cafeteria. The prior system was over fifty years old. This system has enhanced our school performances and enrichment presentations.

We have also seen an increase in our student population - particularly at the primary grades. For example, we have had to move a position from fifth grade to first grade. It is our hope that we can continue to maintain teacher/student ratios and current class sizes.

We were pleased to welcome new staff members to our Pine Glen Community during the 2016-2017 school year. Emily Jackson joined us as a new first grade teacher. Rachel Small joined us as our teacher-librarian, and Dan Donoff as our technology integration specialist. Ashley Petelle became our new kindergarten teacher. Katharine Trahan and Emily Miliano became kindergarten instructional assistants. Paige Burke is our new speech, language pathologist. Nicole Calvino became our new RTI tutor. Emily Manna came aboard as a special education instructional assistant. Mike Kippenberger joined our physical education staff. Completing our new hires this year were Molly Niemy and Kate Allender as our permanent substitutes. Karen Potts retired this summer. We are very thankful to Mrs. Potts for all her wonderful years as a kindergarten teacher.

We are incredibly grateful to the Burlington community for the investment they make in students. Resources such as Response to Intervention tutors, a school psychologist, class size, reading specialist, librarian, technology intervention specialist, and interventions, as well as sustainable technology on which to run them, have provided us with the means to see our students make great social and academic growth.

## BURLINGTON SCIENCE CENTER

*Wendy Pavlicek and Sean Musselman*

The Burlington Science Center enjoyed another year of exciting science! Here are some of the activities conducted this year to make “Science Come Alive” in Burlington Public Schools.

### Classrooms and Community:

- The Burlington Science Center’s show, “Our Trash, Our Choices” visited each of the Burlington elementary schools over the course of the winter. During the show students got a full look at the amount of trash they produce on a daily basis in their school’s cafeteria. The goal of the show is to get students thinking more critically about their trash and the opportunities missed everyday to reduce the amount of waste we create each day.
- The Science Center presented at the Cambridge College Colloquium about implementing the MA Next Generation Science Standards. The new science standards will be implemented over the next 3 years throughout K-5 Burlington classrooms.
- The Science Center is managing the start up of an aquaponics lab at BHS. The goal for this lab is to provide an educational experience for students and to harvest the vegetables and fish for the school cafeteria.
- The Science Center participated in the BCAT TV show, “Something to Talk About”, to talk about birds of prey. The show features 3 live birds of prey and conversations about raptor natural history, state and federal laws and common hazards.
- The Pine Glen PTO and Burlington Science Center teamed up to host an 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 continued its summer robotics program for elementary students. It also continued its support for Burlington boy and girl scout troops, as well as Eagle Scout projects.
- The Science Center continued its goal of providing high-powered science education to the Burlington Public Schools via the following activities: chick hatching, live animal visitors, field trips, growing contests, life science programs, physical, earth, and engineering science programs.



*Chloe Liljegren, Winner of the 2016 Burlington Science Center Tomato Contest*



*Girl Scout, Annabelle Murphy with Leopard Gecko from the Burlington Science Center*



*Aquaponics Lab at Burlington High School*



*Sean Musselman from the Burlington Science Center  
teaching 6th grade students at  
Marshall Simonds Middle School*



*Wendy Pavlicek from the Burlington Science Center at  
the Scout Open House*



*John Mirra and Michael Woodgilla from the  
Elementary Summer Robotics Program*

## MUSIC AND PERFORMING ARTS

*John Middleton-Cox, Performing Arts Director*

Thanks to the hard work and dedication of our Music Faculty, we had another successful year in Music. The Department welcomed Julie Weller as the BHS Choral Director. Rebecca Schauer joined our department at the MSMS String and General Music teacher. Benjamin Zavisza was hired at Fox Hill to replace the long term retiring music teacher, Jeanne Coroniti. We thank Ms. Coroniti for her 39 years of service. Andrew Mullen was appointed as the K-12 Music Curriculum Coach and Michele DeMartinis' position at Pine Glen was increased to 0.5 due to increased enrollment.

Some highlights from 2016 include the infusion of the Music Learning Theory and Jump Right In Curriculum. Based upon the research of Dr. Edwin Gordon, this practice re-orders the way we teach to match the way students learn. Children learn language first by hearing and speaking it. Then they learn to read and write. In the same way, children learn music by ear: singing and moving. Then they learn to read and write music. While our music teachers are encouraged to keep their time tested individual curriculum materials and activities, we are infusing that curriculum with the same warm-up activities and skill building exercises. Our district will finally be unified in the way we count, sing, read and write music. Until now, each of the four elementary schools taught the language of music in a different way. This year, all of the students in the town are learning to count rhythms and sing melodies and harmonies using the same language and practices. This will reap rewards in years to come. For instance, when elementary students move to the middle school, each student will speak the same musical language as their peers. The new curriculum coach, Andrew Mullen has been leading professional development training, modeling lessons and sharing strategies with our staff.

BHS produced **Twelfth Night** in the fall and **Mary Poppins** in the spring. In July, the Burlington Educational Summer Theatre, (B.E.S.T) produced **Shrek, Jr.** Our Marching Band produced **The Lunar Project** halftime show and went to its first competition.

Finally, we encourage you to attend the concerts in the schools at all levels where the hard work, talents and dedication of the students and staff come to life. We are grateful for your continued support.

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## ATTENDANCE MONITOR

*Debra Miller*

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-school program. Daily attendance is monitored. Telephone contact is made with the home when notification of absence by the parent has not occurred.

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. Students out of school ten days or longer due to medical purposes are provided with home/hospital tutorial services once a Physician's Statement is filled out and signed by a Physician. Student's tutoring hours and length of service are overseen and documented.

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.

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### **SCHOOL NURSES**

*Anne Azarian, Nurse Leader*

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 enrollments of over 3,600 students and a staff of over 700 people. The nurses had over 30,000 visits in their offices during the 2015-2016 school year. We monitor mandated immunizations, annual hearing, vision, heights, weights and scoliosis screenings. We consult with other town departments such as the Board of Health, Police and Fire Departments, as necessary. The nurses work tirelessly with the utmost professionalism by giving the best care and support to the students, families and staff.

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 governing the District:***

***Bedford:*** Donald Drouin and Glenn McIntyre

***Billerica:*** Kenneth L. Buffum and Paula McShane Lambert, Secretary

***Burlington:*** Paul V. Gedick and Robert Gallagher

***Tewksbury:*** Patricia W. Meuse and Lisa Puccia, Treasurer

***Wilmington:*** James M. Gillis, Vice Chair and Robert G. Peterson, Chairman  
Recording Clerk, Karen Faiola

*Timothy Broadrick has been Superintendent/Director of the District since 2015.*

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2016 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 45<sup>th</sup> 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 thirty-six (1,336) high-school students were enrolled in SVTHS's day school programs in October of 2016, and more than 400 adults participated in the school's various adult and continuing education courses.

In June of 2016, SVTHS graduated 331 seniors. Sixty-two percent (62%) of the graduates planned to attend college or other post-secondary schooling in the fall. Thirty-two percent (32%) of the students intended to continue working in their trade and one percent (1%) entered the armed forces. Five percent (5%) of the graduates were undecided about their future plans.

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-five (145) full-time teachers as well as ten (10) paraprofessionals. Of those full-time teachers, twelve (12) are department chairs, and seventeen (17) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

**Academic Programs**

Sixty-two percent of the Class of 2016 transitioned to either 4- or 2-year post-secondary programs. Shawsheen graduates were accepted at and are currently attending the following schools.

American Intl College	Florida Southern University	Saint Anselm College
Anna Maria College	Framingham State University	Saint Joseph's College
Arizona State University	Franklin Pierce University	Saint Lawrence University
Assumption College	Full Sail University	Salem State University
Babson College	Hampshire College	Salve Regina University
Barry University	Hope College	Seton Hall University
Bay Path University	Husson University	Simmons College
Becker College	Ithaca College	Slippery Rock Univ of Penn
Beloit College	Johnson & Wales Univ Miami	So Maine Cmnty College
Benj Franklin Inst of Tech	Johnson State College	So New Hampshire University
Bentley University	Keene State College	Springfield College
Boston College	Lasell College	State Univ of New York
Boston University	Lawrence Mem Regis College	Stonehill College
Bradley University	Le Cordon Bleu Col of Cul Arts	Stony Brook University
Brandeis University	Lesley University	Suffolk University
Bryant University	Loyola University Maryland	SUNY Morrisville State College
Bridgewater State Univ	Lynchburg College	Syracuse University
Bryant University	Lynn University	The Camb School of Cul Arts
Bunker Hill Cmnty College	Maine College of Art	The Los Angeles Film School
Calvin College	Mass Bay Community College	Thomas College
Cape Cod Cmnty College	Newbury College	UMASS Amherst
Central Maine Cmnty College	New England Culinary Institute	UMASS Boston
Champlain College	New Hampshire Institute of Art	UMASS Dartmouth
Clark College	New York Inst of Technology	UMASS Lowell
Colby-Sawyer College	NHTI, Concord Cmnty College	University of Arizona
College of the Holy Cross	Nichols College	University of Central Florida
Columbia University	North Shore Community College	University of Connecticut
Converse College	Northeastern University	University of Georgia
Culinary Institute of America	Northern Essex Cmnty College	University of Maine
Curry College	OCAD University of Canada	University of New England
Daniel Webster College	Ohio Technical College	University of New Hampshire
Dean College	Parsons New School for Design	University of New Haven
DigiPen Inst of Technology	Plymouth State University	University of Northwestern OH
Eastern Conn State College	Porter & Chester Institute	University of Rhode Island
Easter Nazarene College	Pratt Institute	University of Southern Maine
Elmira College	Quinnipiac University	University of Tampa
Fisher College	Regis College	University of Vermont
Fashion Inst of Technology	Rensselaer Polytechnic Institute	University of York, England
Fitchburg State University	Rivier University	Vermont Technical College
Florida Atlantic University	Rochester Inst of Technology	Wentworth Inst of Technology
Florida Gulf Coast University	Roger Williams University	
Florida Inst of Technology	Rollins College	



## **Outstanding MCAS Growth and Achievement Scores**

*Student Growth Percentile.* Of the 288 Massachusetts public and charter schools who administered the tenth-grade ELA test, Shawsheen ranked third (top one percent) in Student Growth—a statistic that measures the degree to which students mature (or regress) academically between grade 8 and grade 10. Only two very small charter schools—neither of which tested more than 50 students—outperformed Shawsheen on this measure. Shawsheen tested 304 students. Of the same number of Massachusetts public and charter schools who administered the tenth-grade Mathematics test, Shawsheen again ranked third (again, top one percent) in Student Growth. And again, only two small charter schools outperformed Shawsheen.

*Scaled Score.* Shawsheen's mean (average) ELA Scaled Score was 260—which is the threshold for the Advanced performance rating. Shawsheen's mean Mathematics Scaled Score of 260 impressively paralleled the ELA score and reflected significant between-year improvement in the performance of this school's sophomores. Completing the triad of academic distinction, Shawsheen's Honors students scored a mean 260 on the Chemistry test. Eighty-nine percent of Shawsheen's College-Preparatory science students scored at or above Proficiency on the Biology test. Shawsheen's mean Scaled Scores in ELA, Mathematics, and Science were superior to the Scaled Scores of all District high schools as well as all Massachusetts vocational-technical high schools.

*Composite Performance Index (CPI).* CPI is calculated by awarding 100 points to Advanced or Proficient scores, 75 points to scores within the upper half of the Needs Improvement range, 50 points to scores within the lower half of the Needs Improvement range, 25 points to scores within the upper half of the Failure range, and 0 points to scores within the lower half of the Failure range. The CPI reported by the Department of Elementary and Secondary Education is the mean of all individual CPI scores. Shawsheen's ELA CPI of 99.7 was highest among all District towns—whose scores ranged from 97.4 to 98.2. Similarly, Shawsheen's Mathematics CPI of 95.8 was highest among all District towns—whose scores ranged from 91.8 to 94.7.

Consistent with this trend, Shawsheen's Science CPI of 96.7 was highest among all District towns—whose scores ranged from 91.3 to 95.1.

*Adams Scholars.* Shortly after recognizing the superior performance of Shawsheen's sophomores, the Department of Elementary and Secondary Education lauded the school's senior class by naming eighty-two (82) recipients of the John and Abigail Adams Scholarship Award.

## **Curriculum Revision.**

The Mathematics Department revised and implemented elements of the curriculum that more effectively scaffolded MCAS and Accuplacer test preparation by revisiting specific topics throughout the 4-year sequence. The English Language Arts faculty continued to develop and thoughtfully implement writing outcomes focused on the planning, research, and drafting of exposition and argument in response to various literary genres. The Science Department continues to oversee developments at the state level with respect to evolving STE Frameworks and their implications for curriculum, instruction, and assessment.

## **New Staff**

Timothy Finn, a Wilmington resident, joined the Support faculty as a Science teacher. He most recently taught in middle school in the Andover Public Schools system.

Alexandra Hurtubise is no stranger to Shawsheen Tech. In 2014 she was hired as a paraprofessional, assisting in English Language Arts classrooms while she completed an M.Ed. in secondary history at Merrimack College. In the fall, she joined Shawsheen's Social Studies faculty as a History teacher.

James Muthig joins Shawsheen Tech to provide instruction in the school's new interdisciplinary pre-engineering program, Project Lead the Way. Muthig holds a bachelor's degree in electrical engineering and a Masters Degree in Education.

### **Summer Classes**

In the summer of 2016, 43 students remediated at Shawsheen in courses that they failed during the school year in order to recover credit required for promotion or graduation. All courses were on-site, face-to-face offerings that provided the frequency and depth of teacher interaction necessary for regular and special education students who revisit and master content during the summer. Ninety-eight percent (42 of 43) of the enrolled students successfully recovered course credit.

In addition to the remedial courses, Shawsheen offered enrichment—"Summer at Shawsheen"—opportunities to 113 District students in areas that included college-application essay writing, SAT Verbal and Math preparation, creative writing, kitchen fundamentals, and technology application (Tech Jam.)

### **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, Ms. Catherine Comeau and Mr. Peter Udstuen, the Seniors held a gala prom at the Danversport Yacht Club. The Junior class, advised by Ms. Marygrace Ferrari and Ms. Maria Baker, donned gowns and tuxedos at DiBurro's in Haverhill. The Sophomores, advised by Ms. Bethany Keane, collaborated with the Freshman class, advised by Ms. Marshall and Mr. Considine, on the annual Spring Fling semiformal, which was held at the school.

The Seventeenth 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. Behind the strong offensive performance of Jessica "Cash" Cacciola, the junior girls earned year-long bragging rights with a 14-6 victory over the seniors.

*Literary Magazine.* Magazine advisors, Ms. Stacy LaBella of the English Department and Mr. Doug Michaud of the Design and Visual Communication shop, are currently awaiting results of the annual publication contest sponsored by The New England Scholastic Press Association (NESPA) affiliated with Boston University's College of Communication. For the eighth consecutive year, Shawsheen's literary magazine, *Ramblings*, received awards for excellence by that organization—recognizing the special talents of the SVTHS students who supplied the content and designed the layout of the annual publication.

*School Newspaper.* In 2015-2016, *Rampage* advisor Ms. Kerry O'Brien of the English Department published her last editions of the newspaper, passing the journalistic baton to department colleague Ms. Jessica Brierley—who will continue to work with Mr. Michael Azevedo of the Design and Visual Communication Shop and Mr. Tom Struthers of the Graphics Art shop in this model academic-vocational co-curricular collaboration.

*National Honor Society.* Under the advisorship of Ms. Shannon Becker of the English Department, the SVTHS chapter of the National Honor Society inducted 30 eleventh graders and three twelfth graders in the spring during its 26<sup>th</sup> annual induction ceremony. The keynote speaker was Ms. Beecher Grogan, the

founder of Lucy's Love Bus—an organization that provides comfort and care to children with cancer. Throughout the year, members of the Honor Society thoughtfully and enthusiastically worked with Lucy's Love Bus and other charitable organizations 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. Throughout the school year, Ms. Mountain continued the Council's formidable efforts to recycle paper, cardboard, and plastic from all classrooms and shops. In addition, the Council sponsored fundraisers for the Catie's Closet, local animal shelters, Operation Christmas Wish, the Billerica Food Pantry, and the Teens for Jeans program.

*Oratory Club.* Coached by faculty advisor Ms. Kristin Doucette of the English Department, the 2015-2016 Oratory Club participated in three contests over the course of the year. In the Fall, five students took part in the annual Lions Club Youth Speech Competition, responding to the question, "How has social media changed society?" in a variety of ways. In the spring of 2016, two Shawsheen students participated in the speech competitions of the SkillsUSA State Contest. Both students prepared well and performed admirably. Their experience was positive enough to convince them to try again in 2017.

*The Traveling Rams.* The 2015-2016 Traveling Rams worked all year with Ms. Doucette to prepare for a trip to Athens and the Greek Islands. Students studied the history and culture of each location and prepared presentations for each other at bi-weekly meetings. The Travelers raised funds through several raffles and brought a spectacular hypnotist in for an evening of fun shared by the Shawsheen Community. In Greece, students explored the ancient treasures of Athens, Agamemnon's tomb in Mycenae, and consult the Oracle at Delphi. They spent a good portion of the trip with the wonderful people of the picturesque Chania on Crete. Overall, it was an exciting and beautiful adventure. Students returned with a fuller understanding of history, and appreciation for a hospitable and proud culture. Any parents or students interested in information about The Traveling Rams should contact the club's new advisor, Ms. Alison Ouellette at 978-671-3667 or at [aouellette@shawtech.org](mailto:aouellette@shawtech.org).

*Robotics Club.* The Robotics Club had another successful year. The Club consisted of two independent competition teams (Team 5313A and Team 5313B) with a total of twenty-one members. Seventeen of the twenty-one team members were new to robotics this year. Each team competed in seven qualifying tournaments and were led by a veteran from the previous year. The A Team qualified for the New England Championship early in the season at a competition in Framingham, and the B team finished in first place at Boston University on January 10<sup>th</sup>. In addition to finishing in first place, the "B" team also won the top award for Engineering Excellence and qualified for the New England Championship a total of three times. The B team also qualified to compete in the International CREATE Competition in Iowa. Shawsheen Tech was invited to display their robotics skills at the University of Massachusetts, Lowell, on April 30<sup>th</sup> where they showcased their competition robots as well as several other robots that had been made in shop. A freshmen in the Electronics Shop was chosen by UMass to be interviewed on camera for the local cable news program.

*Science Club.* The Science Club, advised by Mr. Ed O'Mara 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 plants—in general observing, recording, and discussing laboratory results and animal behavior that broadened their understanding of scientific theory and its applications.

*Outdoor Club.* The Outdoor Club, advised by Mr. Brian Considine of Culinary Arts, took four overnight trips to the White Mountains. Students learned outdoor safety and leadership skills while snowshoeing and climbing mountains. Interested students should contact Mr. Considine at [bconsidine@shawtech.org](mailto:bconsidine@shawtech.org)

*Ski Club.* The Ski Club, advised by Mr. William Lannon of the Carpentry shop, planned a series of after-school ski trips to the Mt. Wachusett Mountain Ski Area in Princeton, MA. Interested skiers or boarders of any experience level should contact Mr. Lannon at [wlannon@shawtech.org](mailto:wlannon@shawtech.org).

*Sportsmen Club.* Under the direction of Electrical teacher and eminent sportsman Mr. John Bagni, members of the Sportsman Club honed their archery skills during the late fall and winter, fished the Shawsheen River in April, competed with rod and reel at the Burlington Reservoir in May, and capped their season with a deep-sea fishing outing originating in Gloucester. Avid or budding sports archery or fishing enthusiasts should contact Mr. Bagni at [jbagni@shawtech.org](mailto:jbagni@shawtech.org).

*Parent Advisory Council (PAC).* The SVTHS Parent Advisory Council, under the direction of its faculty advisor, Mr. Ronald Fusco, and its co-chairs, Taryn Gillis and Deborah Azevedo, sponsored another successful All-Night Graduation Party—which, throughout the years, has kept the newest Rams alumni safe and entertained during the night following the commencement ceremony. PAC fundraisers defray the cost of the All-Night Party and provide twenty scholarships to outstanding Shawsheen seniors from each shop. Parents interested in assisting with this year's traditional fete should contact party chair Carla Duffy at [Carla.duffy@comcast.net](mailto:Carla.duffy@comcast.net).

*Teen Dating Violence Awareness Group (TDVAG).* Shawsheen's social consciousness and collective voice of principled young adults speak clearly through TDVAG led by Ms. Christine Tobin of the Dean's office. TDVAG conducts regular meetings and participates in community activities to lend support to issues that pose harm to the physical and emotional well-being of young adults. Members of the club provided assistance for a REACH event at the Boston Waterfront. Project REACH (Racial and Ethnic Approaches to Community Health) has earned an outstanding reputation in the local and public health community for its work in raising awareness of racial and ethnic health problems. Ms. Tobin and TDVAG members extended their community involvement by participating in a 5K Walk for Change sponsored by BARCC (Boston Area Rape Crisis Center.)

*Anti-Bullying Club.* In collaboration with Wilmington Public Schools, Ms. Caira and Shawsheen student leaders promote anti-bullying awareness through the CARES (Children's Art, Recreation, and Enrichment Services) program. Ms. Caira and members of the Anti-Bullying Club visit Wilmington intermediate schools throughout October and November to promote self-confidence, self-respect, self-advocacy, responsible choice making, and friendship-building among children. Shawsheen students who would like to participate in the enrichment of children's lives should contact Ms. Caira in the Guidance Department.

*Book Club.* The Reading Rams met monthly throughout the year to discuss their respective club selections—titles that included *Ready Player 1*, *Brown Girl Dreaming*, *Orphan Train*, *Maximum Ride*, *19 Minutes*, and *Caleb's Crossing*. The club enjoyed a Yankee-Swap holiday party in December as well as an end-of-year party and field trip in the spring.

*Art and Chess Club.* Students with talents ranging from prodigious to casual participated in both the Art and Chess Clubs—the former advised by Mr. Michael Azevedo of the Design and Visual Communication Shop; the latter, by Mr. Gerry Perriello of the Bakery.

*Alumni Association.* The energetic and omnipresent Rams Alumni joined Shawsheen's Orientation Leaders to sponsor the Annual Fall Fair, whose proceeds fund, in part, Alumni-sponsored scholarships for Shawsheen seniors. In addition, the Association organized a Homecoming-morning road race—along with fourth annual Thanksgiving-eve social and a third-annual Texas Hold 'Em Tournament, both at the Billerica Elks. Any SVTHS alumni interested in planning future events should contact Mr. Tildsley at [jtildsley@shawtech.org](mailto:jtildsley@shawtech.org).

### **Support Services**

The SVTHS Support Services Department services one of the largest populations of students with special needs in Vocational Education within Massachusetts, approximately 335 students comprising about 25% of our student body. The most frequently occurring area of need is the category of Specific Learning Disability indicating that a history of academic difficulty existed prior to their arrival at Shawsheen. Nevertheless, SVTHS has had a strong graduation rate of this group of students with 100% of seniors graduating in June, 2016, among the highest of any high school in Massachusetts. This compares to a state average of 69.1% percent for special needs students.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2016 MCAS examinations. These results occurred due to 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 yielding the following Composite Score Index in each area: English Language Arts, 98.8; Mathematics, 85.6; and Biology, 88.5. Students who initially experience difficulty passing one or more of the MCAS exams eventually attain graduation status through the district's MCAS remediation programs and re-taking the examination.

Parents of special education students at SVTHS are very highly involved in the IEP Team process, parent attendance at scheduled IEP Team meetings approaches 100%. Efforts occur to accommodate parent requests for IEP Team meeting dates to ensure their participation. Prior to the IEP Team meeting, parents are forwarded forms which request their input for current concerns regarding their student's educational progress. Responses are documented in the IEP. A written IEP draft is usually developed by the time of the IEP meeting. This draft is reviewed at the meeting so that the parents can fully understand all the elements of the IEP and initiate any questions. Any necessary revisions to the draft are then incorporated into the proposed version of the IEP.

### **Athletics**

The three seasons comprising the 2016 athletic year were memorable and unique for Shawsheen Athletics. Over 500 Shawsheen students participated in interscholastic sports, earning eight league championships and seven state vocational championships.

The overall winning percentage of the varsity teams ranked among the highest in school history. Shawsheen received the Walter J. Markham Award for the 11<sup>th</sup> time in 14 years. This award is given to the vocational high school with the highest combined winning percentage of all varsity sports. Sixteen teams qualified for postseason play. Dozens of student athletes were honored with All Star recognition by the Commonwealth Athletic Conference and the Lowell Sun. Wrestlers Jake Ferri and Joe Fusco were All State Champs and both earned All American honors; Jake Ferri was a New England Champ as well. Numerous school records were set by the Spring Track team – the Boys and Girls 4 x 100 Relay and the Boys and Girls 4 x 800 Relay teams. An individual school record was set by Kyle Simonds in the 400 meter hurdles. School swimming records were set in the Girls 400 Relay and 200 Free Relay. Individual school records were set by Molly Harrington in the 50 Freestyle and the 100 Butterfly and by Ryan

Phelan in the 100 Backstroke, the 100 Butterfly, 200 Individual Medley, 200 Freestyle and 500 Freestyle. Overall, it was clearly one of the most successful athletic years in Shawsheen Tech history.

### **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 for the 21<sup>st</sup> century workplace. In addition to our vocational and occupational courses offered during two semesters from September to June, the community education program offers a wide variety of enrichment classes including culinary arts, cosmetology, home repair, basic woodworking and metal working, to name a few. 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 Correction's (BHOC) Education Director leads all prison education initiatives beyond the already established culinary arts program. SVTHS continues to collaborate through the Workforce Development and Community Services Coordinator 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.

*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.

*SVRTHS and Microsoft Partnership.* A new partnership was forged in 2016 between SVRTHS and the Microsoft Corporation to bring opportunities to middle school students to experience the latest technologies. The result of this partnership was a highly successful event, Tech Jam, held in April 2016. The event attracted over two-hundred and fifty students from the Greater Merrimack Valley for a day of exploration and discovery.

*School of Practical Nursing.* The 2016 year graduated 38 Practical Nurses (PN). Since its inception, a total of 752 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 experiences with preparation for the National PN examination included. A review of prior graduates revealed 100% successfully passing NCLEX-PN and 90% placement as an LPN. 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 or view our website at [www.shawsheenpracticalnursing.com](http://www.shawsheenpracticalnursing.com).

*Project Explore.* Nearly 450 middle-school students from the District participated in after-school career awareness activities during the 2016 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 and 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 2016. 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 Mr. Jay Tildsley, Aquatic Director, at (978) 671-3699.

### **Computer Services**

During the 2016 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, and the SSDR (School Safety and Discipline Report) data.

This year Computer Services planned a migration from the district's special education system to a new module within the Aspen Student Information System. The data conversion was completed from eSped to Aspen and training was facilitated for all staff utilizing the system. Special Education staff have been creating new Individualized Education Plans and 504's within Aspen which instantly allows for all involved staff to be notified when updates are made. Aspen launched a significant update this year which included improvements for teachers to continue to utilize the built-in Gradebook function with ease. Aspen continues to support effective communication between district and family through its Family Portal Access and the use of mass mailing from class rosters. Student progress can be tracked anytime through almost any computer or mobile device via the Aspen Family Portal. Access to this portal was distributed to all new students and parents requesting access.

Computer Services continues to improve the Aspen system by making additional customizations as needed by the Shawsheen district. Family portal access has been streamlined by providing an electronic method of accessing and completing applications through the district's website. New Aspen components will continue to be implemented with online progress and report cards currently being planned for implementation in the near future. These reports will be accessible directly through the Family Portal saving the district costs in materials and mailings.

The summer of 2016 was the season of upgrades. With the help of Microsoft, Computer Services upgraded 750 desktop and laptop computers to the latest Operating System, Windows 10. On Microsoft's recommendation, Office 2013 was also upgraded to Office 2016 on every computer in the building. The Apple Environment also improved this year. The Apple server was upgraded to the latest Operating system and imaging software. All Apple desktop and laptop computers were also converted to the latest Operating System, El Capitan, Office 2016, and Adobe's latest software, Adobe Creative Cloud.

2015 saw Shawsheen move to Office 365. In an attempt to become even more cloud centric, Computer Services decided to move to a Cloud Infrastructure in 2016. The transition includes moving teacher's home directories to Microsoft Onedrive for Business, which is part of Office 365. Department shared directories are moving to Sharepoint in Office 365 as well. This will allow teachers and students the ability to collaborate and access all files 24 hours a day, 365 days a year. In the backend, computers will be moving to Microsoft's new Azure Domain which is also located in the cloud.

2016 saw Computer Services continue the transition to a more mobile workforce. Laptops were distributed to Support Services and all members of the Science Department. With this upgrade, all academic teachers now utilize a laptop of their own. Docking stations were purchased and placed in every classroom allowing teachers to travel with their laptops and connect in any classroom. All traveling related shop teachers were also supplied with mobile devices. Health Assisting, Medical Lab Assisting, and Dental Assisting teachers were upgraded to the latest model laptop. Design and Visual Lab A was supplied with new desktop computers, and new desktops were purchased for a redesigned DVC & Graphics related room. Due to expansion, more computers were added to our Programming and

Web and Business Technology shops, as well as to Shawsheen's newly created program, Project Lead the Way.

### **Guidance**

*Admissions.* Approximately 500 applications were received for the class of 2020. This year, presentations occurred at our district town middle schools in Billerica, Wilmington, Tewksbury, Bedford and Burlington. Students, parents and community members were invited to events on site including the Guidance-Admissions Luncheon on January 14<sup>th</sup>, 8<sup>th</sup> Grade Career Night on January 20<sup>th</sup>, and Community Open House on November 1<sup>st</sup>.

*9<sup>th</sup> Grade Orientation.* The Class of 2020 participated in SVTHS 9<sup>th</sup> 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 seventy-five percent (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. Our annual College & Career Fair hosted over 85 colleges, universities, technical schools, military representatives and financial institutions. There were over 300 attendees and each received a copy of our College & Career Planning Guide reflecting the new PSAT/SAT format and updated admissions standards for the Massachusetts State University System and the University of Massachusetts. Senior guidance counselors were available to answer student and parent questions.

*Scholarships and Awards.* SVTHS students were awarded 156 scholarships totaling over \$127,650 in scholarship funds.

*Cooperative Education Program.* SVTHS had 216 seniors (64% of the class) out on co-op positions and 122 juniors (38% of the class) out on co-op at the end of June, 2016. Cooperative education built momentum this fall with many of the vocational/technical programs increasing cooperative education placement. As of December 31, 2016, 58% of the seniors were working in co-op positions.

*Mental Health.* With the significant rise in mental health issues impacting schools, the district provided mental health training for all faculty members to inform of current trends as well as area resources. We hosted speakers from *Cultivate Counseling Center* on January 4<sup>th</sup> and *North Shore Counseling Center, Inc. (self-injury)* on March 25<sup>th</sup>. Additionally, our School Psychologist provided faculty with an area-wide informational event (grief & loss) on May 19<sup>th</sup>.

*Student Health.* SVTHS complied with the state mandate to conduct BMI testing for all 10<sup>th</sup> graders. In response to a state-wide opioid crisis and through affiliation with the Billerica Substance Abuse Task Force, the SVTHS health and guidance departments co-hosted an event for juniors and seniors that included: Alcohol Awareness Speaker, Kathi Sullivan (lost daughter to alcohol overdose) on April 5<sup>th</sup>. The Physical Education and Guidance Department co-sponsored various young-adult addicts in recovery



telling their stories, as well as Bill & Gail Johnson of Learn to Cope (parents who lost their daughter to drug overdose). We also hosted a Middlesex Partnership for Youth Underage Substance Abuse speaker for parents on December 1<sup>st</sup> and faculty on December 2<sup>nd</sup>.

Area-wide informational events focusing on substance abuse awareness and prevention were also publicized to the faculty. Events included: Greater Lowell Health Alliance sponsored events in September & October 2016 and Dr. Ruth Pottet “Addiction the new Family Crisis” in Lowell on December 8<sup>th</sup>.

### **School Council**

Under the direction of its co-chairs—school principal Dr. Robert Kanellas and faculty member Jason Tildsley—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 2016-2017 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 sixty-two medals at the 2016 district competition and twenty-five medals at the state competition, including twelve gold medals. Twelve Shawsheen students represented Massachusetts at the National competition in Louisville, KY. Once again, Shawsheen’s DVC program had a talented student whose design was chosen to be the state-trading pin depicting this year’s theme “Connecting You to Career Success”. Additionally, Shawsheen’s DVC program sent a team of three to compete in promotional bulletin board. The Business Technology shop sent a team for Entrepreneurship; Heath Technologies competed in Basic Health Care, displaying the utmost in professional care and earning 5<sup>th</sup> place in the nation; our Automotive Refinishing technologist joined eight other high school young women from across the country to compete in the Automotive Refinishing Technologist contest, placing 6<sup>th</sup> in the nation. For the fourth year in a row Shawsheen has had a state officer elected. This year’s student is a junior in the Drafting program from Wilmington.

*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; Automotive Collision Repair & Refinishing; Machine Tool Technology; Metal Fabrication & Joining Technologies; Culinary Arts; Drafting Technology; and Heating, Ventilation, Air Conditioning, and Refrigeration.

### **Transportation Cluster**

*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 – twelve students participated in SkillsUSA with three winning Gold in Districts, and two winning Silver medals. These students then competed in the SkillsUSA State Competition, with one student winning a Bronze medal. 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 purchased a new pressure washer. The program had great success with fourteen of eighteen junior students entering the cooperative education program. The Automotive program also participated in Shawsheen’s Project Explore and gathered great interest from seventh grade students from the surrounding communities.

*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 require cosmetic repairs. The

relationship provides the students an endless supply of vehicles to work on to learn their craft. During the year several students competed in SkillsUSA, with one senior winning the State Gold Medal. She participated in the National Conference and placed sixth out of thirty-eight competitors. The Program applied for a Makeover Grant through the Collision Repair Education Foundation and was awarded: a one-year curriculum through I-CAR; a vehicle to repair for auction (where the proceeds will buy tools listed through the Grant application); a one thousand dollar (\$1,000) grant for tools; several products donated by 3M; and safety glasses for the shop. The students will be competing through the World of Wheels in Boston in March of 2017 with a Pedal Car Challenge sponsored by Summit Racing and Autorama (World of Wheels) where the pedal cars will be auctioned off after the event closes with the proceeds going to the show winner's program. The Frame Straightening Equipment and the Computerized Laser Measuring system were updated to meet Industry standards.

### **Health Cluster**

*Medical Lab Assisting.* The Medical Assisting program has a robust curriculum for shop and related across all four grades. The Medical Assisting Program is now certified through the American Medical Technologists (AMT), which is a nationally recognized organization allowing the students to take the certification examination upon graduation. All seniors are gaining clinical experience either through the co-operative education program or through the 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 a variety of medical offices. Several graduates are employed by Lahey Clinic and have received full compensation for the cost of the certification examination.

*Health Assisting.* Health Assisting successfully certified 26 students via the Department of Public Health as CNA's (Certified Nursing Assistants). One hundred percent (100%) of the students successfully passed both the written and performance test on their initial attempt. 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, One Care Concord, and Woodbriar of Wilmington. Students enjoy co-operative placement in area assisted living centers and long-term care facilities. The majority of graduating students are enrolled in Bachelor of Science in Nursing programs.

*Dental Assisting.* Dental Assisting's first senior class graduated in June 2016. Most of the students are attending post-secondary programs, with the intent of being dental hygienists or dentists. Seven of the current sixteen senior students are presently on co-op. The program continues to be oversubscribed with first-choice freshman students. Six of the students have successfully passed the Dental Assisting National Board certification exams. The three Dental Assisting teachers are continuing to work on building partnerships to provide clinical experiences for senior students as well as junior students during the fourth-quarter.

### **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 sophomores and juniors toured Johnson and Wales and The Culinary Institute of America during the school year. The restaurant and bakery continue to serve the public daily with continued high volume of guests. New text books were purchased as well as Servsafe books for related classes.

*Cosmetology.* The Cosmetology students began the school year with three new manicure tables and lamps as the students have shown an increasing interest in manicuring, in particular, soak off gel nails.

Offering manicuring and other services to the community has remained an important component of the Cosmetology program as hundreds of local clients were served in the shop last year. The program also ordered 36 of the latest edition of the Cosmetology textbook (Milady Cosmetology 2016). This will ensure that our students are receiving the most current information as they prepare for the State exam. Cosmetology students showed great pride in their skill as eight students participated in the SkillsUSA District Competition. Senior student Rachel Canty received a Bronze medal. All nineteen of the seniors acquired their Cosmetology License from the Massachusetts State Board of Cosmetology and are currently working in local salons or pursuing post-graduate studies.

### **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:

- **Billerica Animal Control Building** – Students from Carpentry, Electrical, Plumbing, Masonry and HVAC&R worked together to renovate/remodel the existing 24' x 70' structure used by the animal control officers to house lost/stray animals for the towns of Billerica and Tewksbury. The renovation included the replacement of the existing roof with a roof-truss system which extended the overhang to enclose the outdoor dog kennels. A new central heating and air conditioning system was installed. The interior plumbing was reworked to accommodate the new roof and heating systems as well as a new underground electrical service and new wiring and lighting were installed throughout the entire building. The Masonry department closed in an old, unused kennel door in the exterior block walls as well as extending the concrete pad and adding new drainage at the main door to the building.
- **Tewksbury Senior Center** – Construction of a 32' x 21' building to serve as an Arts & Crafts annex was completed in the early spring. The completed Arts & Craft Center will incorporate pottery and ceramic activities for the senior citizens of Tewksbury. The Carpentry, Electrical and HVAC&R programs were involved in this project.
- **Tewksbury Department of Public Works** – Renovation of the existing Department of Public Works office including new lobby area and counter, new office spaces and reconfiguration of existing office space. The work is being performed by students from Carpentry, Electrical and HVAC&R. This project was a two-phase project – Phase 1 was completed in the spring of 2016 and Phase 2 is scheduled for completion early in 2017.
- **Billerica Housing Authority** – The Masonry department was involved in numerous repairs at the River Street location for the Billerica Housing Authority. Included in the scope of work was the rebuilding of a brick paver patio, patching a hole in the brick façade of building 1, repoint/repair of chimney in the basement of the main building, removal/repair of numerous sections of concrete walkways and the addition of a new concrete pad for an outside grill and a new horseshoe pit. Masonry and Carpentry were involved in this project.

### **Arts and Communication Cluster**

*Business Technology & Marketing.* This department has completed its third year with an approved Chapter 74 Marketing program element. This continues to be an instrumental part of shop student enrollment and allows the department to continue to implement new course offerings and schedules. The

school store operation has completed the “Traveling Rams Pride School Store” curriculum/project which resulted in the creation of a portable retail kiosk which has allowed the store further flexibility to attend additional school events, and facilitated students earning shop hours. Additional computer workstations have been installed in one of the three computer labs, eliminating the need for splitting the current junior class into two groups during shop week. Our accounting students continue to augment their problem-solving skills, analytical thought processes, and understanding of executive-level business decisions. Many of the students currently working on co-op are using QuickBooks at their jobs, creating the need to move QuickBooks from a senior related course to junior related. Ethics is also a prominent theme infused throughout the curriculum. The program’s Microsoft Office Specialist certification testing lab continues to thrive, giving students the opportunity throughout the school year to certify in Microsoft Office 2013 applications that are industry-based, enhancing their employability skills.

*Information Support Services & Networking; Programming & Web Development.* This department has completed its fourth year with a Programming and Web Chapter 74 program which has seen significant growth. A total of fifteen students took the AP Computer Science exam last spring. Students continue to participate in SkillsUSA as well. Throughout the month of December all students at Shawsheen have an opportunity to participate in an after school program titled an “Hour of Code”. Course offerings are available to students in the Networking, Security and Information Services areas which focus on cyber security, a very important issue in today’s world, providing students the opportunity to gain valuable knowledge in all aspects of Computer Science. As a result, students have been instrumental in piloting a student run “help desk.” This provides assistance to the entire Shawsheen community with computer challenges as they present. The students also maintain and update the school’s website and social media accounts and update our growing number of digital display boards throughout the school.

*Design & Visual Communications.* The Design & Visual Communications (DVC) program had another very productive year in 2016 with students continuing to set the bar for college placement into 4-year art & design programs nationally and internationally. Two college acceptance firsts for the shop are Digipen located in Seattle, Washington and OCAD, the Ontario College of Art & Design located in Ontario, Canada. Students are now able to participate in a Drawing I dual enrollment program with Montserrat College of Art. This enables a student to earn 3 college credits during their senior year of high school. DVC students continue to pursue and gain certifications in Adobe applications and Photoshop. In the SkillsUSA State competition, DVC students once again placed with Gold and Bronze pin design. DVC students also participated in a college level art show at UMASS Dartmouth. Several students are employed through our co-op program with nationally and internationally recognized corporations. Our students continue to perform their designing talents in many community projects that serve non-profit organizations and town governments within the district.

*Graphic Communications.* The Graphics program continues to have great success in the pressroom and all other facets of the program enabling them to provide services for community partnerships. Graphics continues to produce a large number of live jobs for schools, town governments, and nonprofit organizations. In keeping with outside connections, students have an excellent opportunity to experience the real-world pressures and rewards of working in a printing company. With the implementation of embroidery and variable data to the curriculum, we continue to open new avenues for student cooperative education placements. Overall the Graphics shop had 7 out of 9 students placed in seven different companies for coop, including printing companies, screen printing and on-demand copy centers. In the classroom, workplace ethics have become a major focus along with the development and implementation of a social media curriculum to teach the importance of keeping yourself safe as well as keeping a professional social media presence. These items have become increasingly important in the digital age. In the SkillsUSA district competition, Graphics once again won a gold medal in the screen printing

competition as well as a silver in customer service and a bronze in graphic communications; at the state level the Graphics shop won a bronze in screen printing.

### **Advance Manufacturing Cluster**

*Drafting.* Drafting started with 9 out of 19 students participating in the cooperative education program (co-op). The senior class graduated with 15 attending a four-year college, 3 graduates attending a 2-year college and 1 entering the United States Marine Corps. Drafting had strong representation at SkillsUSA State Competition with 2 students to participate in Technical Drafting, 2 to Architectural Drafting and 2 to Automated Manufacturing. Throughout the year the drafting students supported a number of community service efforts including the Billerica Housing Authority Evacuation Plans, and various in-house drafting support. The Drafting Shop hosted the annual Drafting Summit at Shawsheen for all Drafting teachers statewide in October; as well as participating in Tech Jam in April and Summer Tech Jam in July.

*Electronics / Robotics.* The Electronics program expanded itself by incorporating more applied hands-on projects around school. Projects included repair and installation of classroom/shop liquid-crystal display (LCD) projectors and miscellaneous electronic repairs. At the SkillsUSA District Competition, students received Silver and Bronze medals in Electronics; Gold, Silver, and Bronze medals in Mechatronics; a Gold medal in Mobil Robotics; and a Gold medal in the Urban Search and Rescue Challenge. Seven of the sixteen seniors were on coop, and the department drew fourteen full-time freshman. Finally, ninety-one percent of the Electronic students who were eligible for OSHA passed their test and were certified.

*Machine Tool Technology.* Over this past year the Machine Tool Technology shop was tasked with identifying equipment that would be jettisoned by means of an auction. The current machines and equipment were pared down to make room for the impending engineering lab. The Shop enjoyed the purchase of a new 3 axis MillPower CNC Knee Mill from their capital equipment expenditures. There are currently twelve students out on co-op with the remaining shop students supporting many machining projects around the school. The students produced cribbage boards, chess sets, the Vietnam Veteran chair plaque and fabricated custom keys for the all gender bathrooms. The Machine Shop teachers participated in the first Tech Jam during April vacation and also over the summer. Since September of this year, the teachers have supported the Life Science and the Skills Capital Grant.

*Metal Fabrication & Joining Technologies.* Metal Fabrication has worked on various welding and sheet metal projects that supported multiple school clusters and community at large. Through capital budget process, the program purchased two swing-arm ventilation hoods and two state-of-the-art welding machines. Ms. Stefanie DiCecca was hired as an aide, bringing a strong design and multi-talent component to the program. The Metal Fabrication shop had 100% senior co-op placement. In SkillsUSA, a gold medal was awarded in Sheet Metal Skills at the District conference, and a silver in Sculpture at the State conference.

**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 2016. Those retirees are: Chet Flynn, Dean of Students; Gerald Perriello, Culinary/Bakery Instructor; Lynn Spicer, Support Services Instructor and Frank Scott, Director of Support Services

# 2016 ANNUAL REPORT

## ADDENDA

156 Accountant and Comprehensive Annual Financial Report FY2016  
Reports on Federal Award Programs FY2016-Powers & Sullivan  
Elected Officials and Appointed Boards and Committees  
Town Meeting Members

- January 2016 Town Meeting Minutes
- Special May 2016 Town Meeting Minutes
- May 2016 Town Meeting Minutes
- September 2016 Town Meeting Minutes
- Presidential Primary Election Results - March 1, 2016
- Town Election Results - April 2016
- State Primary Election Results - September 8, 2016
- Presidential/State Election Results - November 8, 2016

## ACCOUNTANT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT FY2016

### **DEPARTMENT STAFF**

*Paul F. Sagarino Jr., Town Accountant;*

*Nichole S. Coscia, Budget Analyst;*

*Laura Nichols, Accounting Specialist*

*Mickey Maguire, Accounting Specialist*

*Janine Carpenter, Accounting Technician*

### **WEBSITE**

[http://www.burlington.org/town\\_government/accounting.php](http://www.burlington.org/town_government/accounting.php)

### **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, 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.

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.

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: \$ 7,567,369
- Certified Free Cash: \$11,250,328
- Excess Levy Capacity: \$ 8,203,885
- 

### **2016 HIGHLIGHTS**

The Accounting Office is also responsible for the management of the annual audit. Again this year, for the second time, we have prepared a Comprehensive Annual Financial Report (CAFR) which encompasses the traditional audit of our financial statements as of June 30, 2016, but also includes substantial supplementary financial information and schedules. This had been a long-term goal of the accounting department and we are pleased to *again* present this complex financial data in a report that our residents will find useful. The CAFR appears in its entirety immediately following this report, as well as the Reports on Federal Award Programs for the year ended June 30, 2016.

# **TOWN OF BURLINGTON, MASSACHUSETTS**

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT**



**For the Year Ended June 30, 2016**



**On the cover:**

*Pictured on the cover is the Veterans Section of Pine Haven Cemetery, located on Bedford Street. The Town of Burlington honors its veterans buried here by flying the Stars and Stripes all year long on the grave of each veteran.*

*(Photographer: Terri Keene, Burlington DPW)*



*The Mill Pond Water Treatment Plant has the capacity to treat up to 6 million gallons of water per day from the Mill Pond Reservoir. The Mill Pond Water Treatment Plant and the Reservoir are located in the northeast corner of the Town adjacent to the Towns of Wilmington and Woburn. The Town of Burlington has produced water for its residents since 1949.*

*(Photographer: Terri Keene, Burlington DPW)*

# **TOWN OF BURLINGTON, MASSACHUSETTS**

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**For the Year Ended June 30, 2016**



**Prepared by:**

**Accounting Department**

# **TOWN OF BURLINGTON, MASSACHUSETTS**

## ***Comprehensive Annual Financial Report For the Year ended June 30, 2016***

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# *Introductory Section*



*Firefighter William Toland of the Burlington Fire Department waves to bystanders as Tower One makes its way toward Winn Street during Burlington's Fourth of July Parade on Cambridge Street.*

*The Fourth of July Parade had been dormant for 12 years, prior to its resurrection in 2006. The Burlington Fourth of July Committee, a group of volunteers, is responsible for organizing the festivities.*

*(Photographer: Terri Keene, Burlington DPW)*

# ***Introductory Section***



# TOWN OF BURLINGTON

## *Board of Selectmen/Town Administrator's Office*

*John Petrin, Town Administrator*

*Betty McDonough, Office Manager*

### **Letter of Transmittal**

December 23, 2016

To the Honorable Members of the Board of Selectmen and citizens of the Town of Burlington:

State law requires the Town of Burlington to publish at the close of each year a complete set of financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) that are audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to that requirement, I hereby issue the Comprehensive Annual Financial Report (CAFR) of the Town of Burlington, Massachusetts, for the year ending June 30, 2016 for your review.

The CAFR is intended for use by elected and appointed Town officials, as well as any other party with an interest in the management, development, and progress of the Town, such as, financial institutions, credit rating agencies, bond analysts, and the residents and tax payers of the Town of Burlington. The report is designed to present complex financial data in a manner that is easy for the user to review and interpret.

This report consists of management's representations concerning the finances of the Town of Burlington. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

Because the cost of internal controls should not outweigh their benefits, the Town of Burlington's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement.

The Town of Burlington's financial statements have been audited by Powers and Sullivan, LLC, a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the Town of Burlington for the year ended June 30, 2016 are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the Town of Burlington's financial statements for the year ended June 30, 2016 are fairly presented in conformity with GAAP. The independent auditors report is presented as the first component of the financial section of this report.

The independent audit of the financial statements of the Town of Burlington was part of a broader, federally mandated "Single Audit" designed to meet the special needs of federal grantor agencies. The standards governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the audited government's internal controls and compliance with legal requirements, with special emphasis on internal controls and legal requirements involving the administration of federal awards. These reports are available in the Town of Burlington's separately issued Single Audit Report.

Generally accepted accounting principles (GAAP) requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of an MD&A. This letter of transmittal is designed to complement, and should be read in conjunction with, the MD&A. The Town's MD&A can be found immediately following the independent auditor's report from Powers & Sullivan, LLC.

### ***Profile of the Town***

The Town of Burlington is located in Middlesex County, approximately 14 miles from Boston. It is bordered in the west by the Town of Bedford, on the north and northeast by the Town of Billerica and the Town of Wilmington, and on the south and southeast by the City of Woburn and the Town of Lexington. Established as a Town in 1799, Burlington occupies a land area of 11.88 square miles. According to the 2016 census conducted by the Burlington Town Clerk, Burlington is home to a population of approximately 25,463.

Government is by representative Town Meeting and a five member Board of Selectmen assisted by a Town Administrator. Local school affairs are administered by a School Committee of five persons, elected for three years on a staggered basis. Local taxes are assessed by a Board of Assessors elected for staggered three-year terms.

The Town of Burlington provides general government services for the territory within its boundaries, including police and fire protection, disposal of garbage, public education for kindergarten through grade twelve, sewer services, street maintenance, public libraries, parks and recreational facilities. The principal services provided by the Commonwealth are jails and houses of correction and registries of deeds and probate.

The Shawsheen Valley Regional Technical-Vocational School District provides vocational technical education for the Town.

The Burlington Housing Authority provides housing for eligible low-income families and handicapped persons. The Massachusetts Bay Transportation Authority provides a bus service to the Town and the Minibus (Burlington B-Line) serves the Town locally. The Town of Burlington has its own wells and water treatment system, and is a member of Massachusetts Water Resource Authority (MWRA) for sewer services only.

### ***Local Economy***

Upon its completion in 1954, Route 128 acted as a catalyst for commercial expansion in the Town of Burlington. Economic Development continues to be a priority for the Board and 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 consistent delivery services. Our tax structure in Burlington is very unique with one of the highest ratios of commercial to residential property value in the State. In many communities, it is not uncommon to have a ratio of 95% residential to 5% commercial on property taxes. In Burlington, that ratio is 39% residential to 61% commercial. This results in a property tax levy consisting of \$60.5 million in property taxes from commercial property owners as compared to \$38.9 million from residential homeowners.



During 2016, the Town of Burlington continued a trend of increased commercial development in Burlington. Burlington has a very high occupancy rate and a strong appeal to businesses. Many of the open offices spaces in Town have been filled. The Town is considered 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 “economic capitol” for the 128 belt and is a main cog in the economic engine for the State. There has been a lot of recent recognition of that in this area. Millipore/Sigma is currently building their new headquarters and our commercial growth is at an all-time high. New restaurants continue to open with several additional openings expected in 2017. The redevelopment of the former New England Executive Park into “The District” is proceeding with additional office space, a new hotel, and restaurants. These changes will enhance its retail appeal. In a September 2015 article, the Boston Globe called Burlington dining “chic” and stated that it is the new alternative to the Boston dining experience.

With an eye on the future, the Planning Board is in the middle of leading the Town in the creation of a new master plan. We look forward to the insight and decisions that will be developed through this process.

### ***Long Term Financial Health***

The Town of Burlington has performed admirably when it comes to financial stability, and will continue to employ a conservative methodology in managing its budgeting and tax levy. As noted above, the commercial base that the Town enjoys has afforded it 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 levels without having to impose higher property taxes or onerous fees. Unlike many Massachusetts communities, layoffs or reductions in services have been avoided. The Town will 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 4.14% while our tax levy increased at 3.95%. The increase to the average single-family tax bill was 1.64%. The Town of Burlington increased its unused taxing capacity to \$6.2 million in 2016 and currently has a Stabilization fund of \$7.6 million with an additional Other Postemployment Benefits Fund of \$4 million. Free cash was certified at over \$9 million for June 30, 2016 and the Town’s bond rating remains at the highest possible level at AAA by Standard & Poor’s which is reflective of the status of our finances.

The Town created the position of budget analyst in 2012, which continues to add to its capacity to develop, maintain and monitor financial plans. Over the years, the Town has developed financial and capital plans that guide decision making during the budget process. The finance team regularly meets with the Board of Selectmen, School Committee and Ways and Means Committee to develop guidelines so that direction is properly set by our elected and appointed officials.

During 2012, the Town began its funding of Other Postemployment Benefits and has contributed over \$4 million to that reserve over the last four years. A policy has been developed and discussed at length which sets a target to fully fund the liability over a thirty year period.

### ***Budgetary Controls***

The Town Accountant is responsible for preparing the budget and reviewing it with the various departments, boards and committees. This budget is then presented to the Town Administrator who, in turn, after review, presents the budget to the Board of Selectmen. The Selectmen review all requests and Town-wide issues and present a budget to Town Meeting for approval. A fifteen-member Ways and Means Committee made up of citizen volunteers appointed by the Town Moderator reviews the budget and makes recommendations to Town Meeting. A separate Capital Committee made up of seven citizen volunteers appointed by the Town Moderator reviews capital expenditure plans.

The level of budgetary control is established by Town Meeting and this approval defines the level at which expenditures may not exceed appropriations. This level is typically at the individual department salary and expense level. The Town Accountant is responsible for ensuring all payroll and invoices are within the budgetary control level before authorizing payment. Additional appropriations may be approved at subsequent Town Meetings. During the year, the Ways and Means Committee, upon request of the Town Administrator, may approve a transfer from a reserve fund previously established by Town Meeting. These controls ensure compliance with the budget approved by Town Meeting.

### ***Awards and Acknowledgements***

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of Burlington for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2015. This was the first award for the Town. In order to achieve this prestigious award, a government must publish an easily readable and efficiency organized CAFR that satisfies both generally accepted accounting principles and applicable legal requirements.

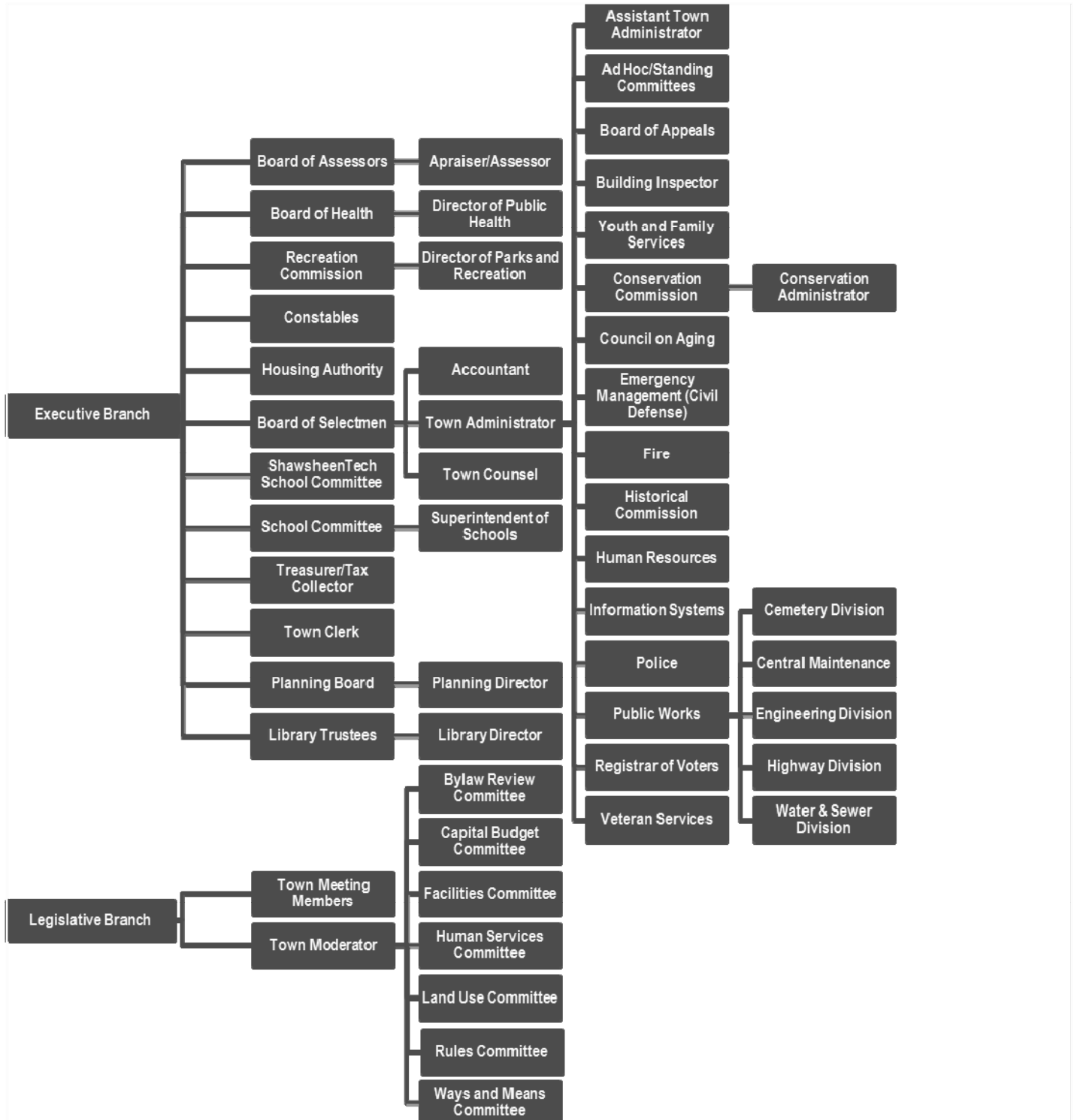
We would like to express our appreciation to all the members of the departments who assisted and contributed to the preparation of this report. Credit must also be given to the Board of Selectmen and Audit Committee for their unfailing support for maintaining the highest standards of professionalism in the management of the Town, including its finances.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'John Petrin', written over a light gray rectangular background.

John Petrin  
Town Administrator

# The Town of Burlington



# Principal Town Officials

## Elected Officials

## Term Expires

Board of Selectmen	Michael S. Runyan, Chair	2018
	Christopher Hartling, Vice Chair	2019
	Daniel J Grattan	2017
	Robert C. Hogan	2019
	Joseph E. Morandi	2018
Moderator	Sally Willard	2017
Town Clerk	Amy E. Warfield	2021
Assessors	Louise Crocker	2017
	Catherine O'Neil	2019
	Paul Sheehan	2018
Treasurer/Collector	Brian Curtin	2019
School Committee	Christine Monaco, Chair	2019
	Stephen A. Nelson, Vice Chair	2017
	Thomas Murphy, Jr.	2019
	Kristin A. Russo	2017
	Martha A. Simon	2018

## Appointed Officials

Town Administrator	John Petrin
Assistant Town Administrator/	
Town Accountant	Paul Sagarino, Jr.
Superintendent of Schools	Eric M. Conti
Assistant Superintendent of Schools	Patrick E. Larkin
Assessor	James Doherty



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Town of Burlington  
Massachusetts**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2015**

Executive Director/CEO

# *Financial Section*



*The Town of Burlington is a center of economic development within the Massachusetts economy.*

*The former New England Executive Park has undergone a major transformation and was rebranded as 'The District Burlington' to reflect additional amenities supporting new collaborative and connected work space and open space.*

*The District Burlington is located just off of Route 128 in a prime location with many existing walkable amenities such as the Burlington Mall, Tuscan Kitchen and Market, Tavern on the Square and other surrounding retailers. The planned redevelopment has introduced new amenities that include a hotel, restaurants, retail and a 350 car parking garage, and will also include upgrades and renovations for select buildings to create new state of the art workplace.*

*(Photo: DistrictBurlington.com)*

# ***Financial Section***

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100 Quannapowitt Parkway

Suite 101

Wakefield, MA 01880

T. 781-914-1700

F. 781-914-1701

[www.powersandsullivan.com](http://www.powersandsullivan.com)

## **Independent Auditor's Report**

To the Honorable Board of Selectmen  
Town of Burlington, Massachusetts

## **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental 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, 2016, 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, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of June 30, 2016, 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 financials 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 Information*

Our audit was conducted for the purpose of forming opinions on the financials statement that collectively comprise the Town of Burlington, Massachusetts' basic financial statements. The introductory section, combining and individual fund statements, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund statements are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 23, 2016 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.



December 23, 2016

# ***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, 2016. We encourage readers to consider the information presented in this report in conjunction with additional information that we have furnished in our letter of transmittal.

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.

Governments must adhere to GASB pronouncements in order to issue their financial statements in conformity with GAAP. The users of financial statements also rely on the independent auditor's opinion. If the Town of Burlington's financial statements have significant departures from GAAP the independent auditors may issue a qualified opinion or a disclaimer (where no opinion is given). These types of opinions may have an adverse effect on the Town's bond rating and our ability to borrow money at favorable interest rates. The Town of Burlington has enjoyed an unmodified opinion on its financial statements for many years.

### **Financial Highlights**

- The assets and deferred outflows of resources of the Town of Burlington's exceeded its liabilities and deferred inflows of resources at the close of the most recent year by \$46.5 million (net position).
- The Town recognized their total net pension liability of \$104.6 million along with a deferred outflow and (inflow) of resources related to pension of \$5.3 million and (\$683,000), respectively on the statement of net position.
- At the close of the current year, the Town's general fund reported an ending fund balance of \$38.6 million, an increase of \$5 million in comparison with the prior year. Total fund balance represents 28.7% of total general fund expenditures. Approximately \$28 million of this total amount is available for appropriation at the government's discretion, \$2.6 million is committed for capital articles approved by Town Meeting and \$8 million is assigned for encumbrances carried forward to the subsequent year.
- The Town's total debt (short-term and long-term combined) was \$54 million at year end, a net decrease of \$1.6 million during the current year.
- The Town's other postemployment employee benefit (OPEB) liability increased by \$1.4 million. The Town also made a contribution of \$900,000 to the OPEB trust fund.

### **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 of the Town's assets and deferred outflows of resources, liabilities and deferred inflows of resources, 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).

The government-wide financial statements report functions that are primarily supported by taxes and intergovernmental revenues (governmental 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 is useful in assessing the Town of Burlington's near-term 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

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 is reporting one major governmental fund that is presented separately in the governmental fund financial statements. The remaining non-major funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

In accordance with accounting standards, the Town reports fund balance components as nonspendable, restricted, committed, assigned and unassigned. Additionally, the Town's stabilization fund is reported within the general fund as unassigned. 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. These services 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 2016 in comparison to 2015.

### ***Government-wide Financial Analysis***

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town of Burlington, government-wide assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$46.5 million at the close of 2016.

Net position of \$116.6 million 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 of Burlington's net position totaling \$3.2 million represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position resulted in a \$73.4 million deficit, due to the cumulative effect of recording \$104.6 million net pension liability and \$21.6 million of other postemployment benefit liabilities through June 30, 2016.

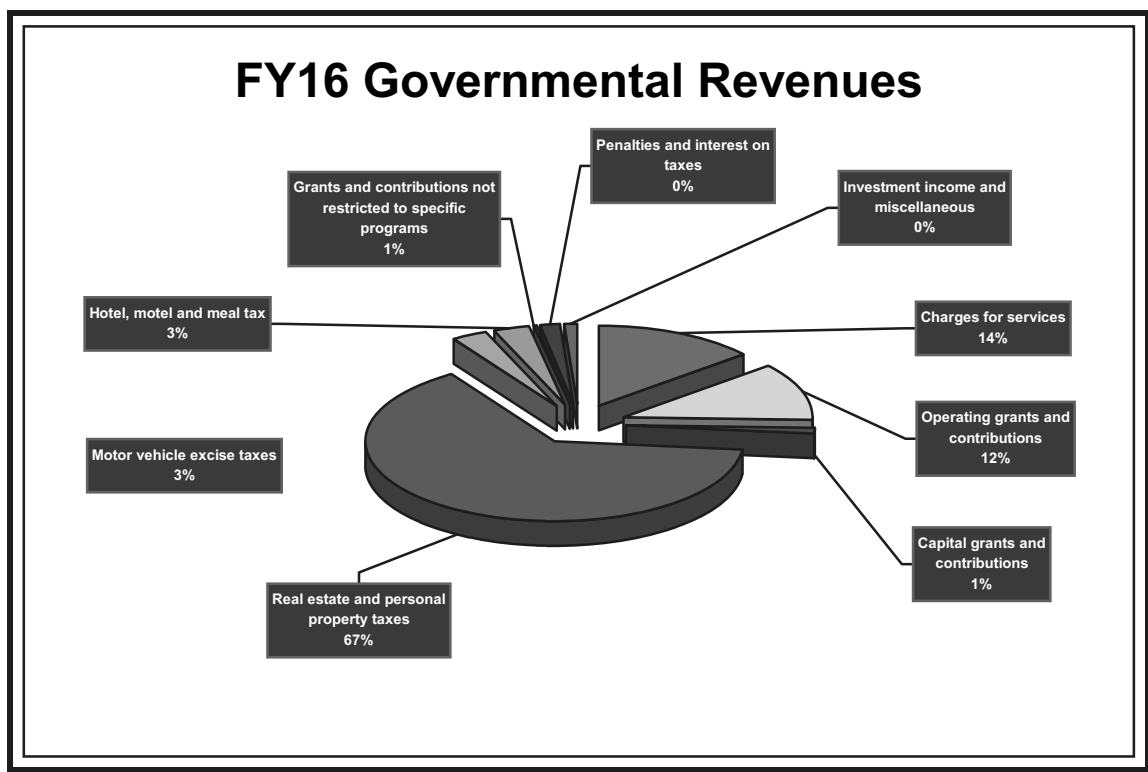
The financial analysis of the Town's governmental activities is presented on the following pages.

## 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 \$46.5 million at the close of 2016.

	Balance at June 30, 2016	Balance at June 30, 2015
<b>Assets:</b>		
Current assets.....	\$ 75,839,129	\$ 65,785,195
Noncurrent assets (excluding capital).....	259,000	518,000
Capital assets.....	166,507,471	168,417,813
<b>Total assets.....</b>	<b>242,605,600</b>	<b>234,721,008</b>
<b>Deferred outflows of resources.....</b>	<b>5,331,574</b>	<b>331,133</b>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	16,331,888	13,731,859
Noncurrent liabilities (excluding debt).....	129,891,362	122,624,639
Current debt.....	4,828,115	5,247,243
Noncurrent debt.....	49,159,507	49,760,814
<b>Total liabilities.....</b>	<b>200,210,872</b>	<b>191,364,555</b>
<b>Total deferred inflows of resources.....</b>	<b>1,264,111</b>	<b>59,331</b>
<b>Net Position:</b>		
Net investment in capital assets.....	116,649,672	117,056,689
Restricted.....	3,214,610	2,365,972
Unrestricted.....	(73,402,091)	(75,794,406)
<b>Total net position.....</b>	<b>\$ 46,462,191</b>	<b>\$ 43,628,255</b>
<b>Program revenues:</b>		
Charges for services.....	\$ 21,042,797	\$ 20,770,246
Operating grants and contributions.....	17,655,199	14,584,113
Capital grants and contributions.....	2,087,136	3,047,454
<b>General Revenues:</b>		
Real estate and personal property taxes.....	97,533,719	94,505,632
Motor vehicle excise taxes.....	4,569,562	3,636,722
Nonrestricted grants.....	2,448,330	2,446,724
Unrestricted investment income.....	746,779	236,962
Other revenues.....	6,094,430	5,578,419
<b>Total revenues.....</b>	<b>152,177,952</b>	<b>144,806,272</b>
<b>Expenses:</b>		
General government.....	8,635,518	8,657,177
Public safety.....	23,631,927	22,379,342
Education.....	83,728,960	77,578,174
Public works.....	14,849,928	13,331,433
Water and sewer.....	8,216,296	9,239,696
Human services.....	2,489,924	2,177,276
Culture and recreation.....	5,791,638	5,271,687
Interest.....	1,999,825	1,448,616
<b>Total expenses.....</b>	<b>149,344,016</b>	<b>140,083,401</b>
<b>Change in net position.....</b>	<b>2,833,936</b>	<b>4,722,871</b>
<b>Net position - beginning of year.....</b>	<b>43,628,255</b>	<b>38,905,384</b>
<b>Net position - end of year.....</b>	<b>\$ 46,462,191</b>	<b>\$ 43,628,255</b>

- The governmental activities net position increased by \$2.8 million during the current year. The increase in net position is primarily due to the receipt of capital grants \$2.1 million, a \$5 million surplus in the general fund budgetary activity, and a \$4.3 million net change in deferred outflows/(inflows) of resources related to pensions. These positives were offset by an increase in the liability relating to OPEB and pension expense by \$1.4 million and \$6.5 million, respectively.
- Charges for services represent about 14% of governmental activities resources. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by the Board of Selectmen are included in this category.
- Operating grants and contributions account for 12% of the governmental activities resources. Most of these resources apply to education operations.
- Capital grants and contributions account for 1% of the governmental activities resources. Most of these resources apply to roadway improvements.



- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 64% of all resources. Real estate and personal property tax collections increased 3.2% from the prior year. In Massachusetts, proposition 2 ½ allows municipalities to increase tax levies up to 2 ½ percent of the prior levy limit adjusted for new construction and certain approved debt service. Other taxes and other revenues comprised a total of 9% of the governmental activities resources. These primarily include excise taxes, hotel motel and meals tax, penalties and interest on taxes, and investment earnings.
- Education is by far the largest governmental activity of the Town with 56% of total governmental expenses. Program revenues of \$20.2 million provided direct support to education and \$63.5 million in taxes and other general revenue were needed to cover the remaining 2016 operating expenses.



- Public safety and public works are the second and third largest activities of the Town. Approximately \$19.2 million and \$12.3 million, respectively, of taxes and other revenue were needed to cover their 2016 operating expenses.

## **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 \$48.9 million and increase of \$7 million from the prior year. This increase is due to a \$5.1 million general fund budgetary surplus combined with a \$2 million increase in the nonmajor funds that is due to timing differences between the receipt and expenditure of grant funds and capital project expenditures and funding sources.

The general fund is the chief operating fund of the Town of Burlington. The general fund balance increased by \$5 million during the current year. This increase is due to stronger than expected collections in all revenue categories. Another contributing factor was, with the exception of snow and ice, budgetary turn backs of appropriations by departments.

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 \$7.6 million which represents 5.6% of general fund expenditures. The funds can be used for general or capital purposes upon Town Meeting approval.

At the end of the current year, unassigned fund balance of the general fund totaled \$28 million, while total fund balance totaled \$38.6 million. The \$2.6 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$8 million of assigned fund balance represents amounts that have been encumbered at year end to meet contractual obligations at year end. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 20.8% of total general fund expenditures, while total fund balance represents 28.7% of that same amount.

## **General Fund Budgetary Highlights**

The final general fund budget appropriations, including transfers, were approximately \$800,000 higher than the original budget primarily due to increases in state and county charges and the reserve fund.

General fund revenues came in over budget by \$6.4 million. The majority of this surplus \$2.1 million (33%) was generated from licenses and permits, \$1.1 million (18%) was generated from motor vehicle excise taxes, \$778,000 (12%) was generated from hotel, motel and meals tax, and \$520,000 (8%) was generated from water charges.

Actual general fund expenditures, including carryovers, were less than budgeted amounts by \$1.9 million or 1.4%.

## **Capital Asset and Debt Administration**

Major capital additions during the period included building improvements, purchase of vehicles and equipment, 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 \$53.2 million of which \$27.3 million is related to school projects, \$5.5 million is related to the water treatment facility, \$4.3 million relates to road construction, \$7.9 million related to water and sewer construction, \$400,000 relates to the Town Hall remodeling, and the balance of \$7.8 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, 2016 the Town is scheduled to receive approximately \$518,000 of future reimbursements for approved construction costs.

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, 2016

	Governmental Activities
<b>ASSETS</b>	
<b>CURRENT:</b>	
Cash and cash equivalents.....	\$ 58,736,600
Investments.....	8,616,562
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes.....	992,233
Tax liens.....	1,591,817
Motor vehicle excise taxes.....	295,432
Water and sewer fees.....	2,881,804
Departmental and other.....	179,300
Intergovernmental.....	2,154,875
Other assets.....	298,664
Tax foreclosures.....	91,842
Total Current Assets.....	75,839,129
<b>NONCURRENT:</b>	
Receivables, net of allowance for uncollectibles:	
Intergovernmental.....	259,000
Capital assets:	
Nondepreciable.....	27,878,859
Depreciable (net of accumulated depreciation).....	138,628,612
Total Noncurrent Assets.....	166,766,471
<b>TOTAL ASSETS.....</b>	<b>242,605,600</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows of resources related to pensions.....	5,331,574
<b>LIABILITIES</b>	
<b>CURRENT:</b>	
Warrants payable.....	2,991,814
Accrued payroll.....	3,530,928
Health claims payable.....	1,196,120
Tax refunds payable.....	3,532,000
Accrued interest.....	845,271
Other liabilities.....	1,198,215
Capital lease obligations.....	267,540
Compensated absences.....	2,259,000
Workers' compensation.....	511,000
Notes payable.....	750,000
Bonds payable.....	4,078,115
Total Current Liabilities.....	21,160,003
<b>NONCURRENT:</b>	
Capital lease obligations.....	850,149
Compensated absences.....	2,884,000
Other postemployment benefits.....	21,600,751
Net pension liability.....	104,556,462
Bonds payable.....	49,159,507
Total Noncurrent Liabilities.....	179,050,869
<b>TOTAL LIABILITIES.....</b>	<b>200,210,872</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>	
Advance collections.....	581,095
Deferred inflows of resources related to pensions.....	683,016
Total Deferred Inflows of Resources.....	1,264,111
<b>NET POSITION</b>	
Net investment in capital assets.....	116,649,672
Restricted for:	
Permanent funds:	
Expendable.....	195,767
Nonexpendable.....	588,055
Gifts and grants.....	2,430,788
Unrestricted.....	(73,402,091)
<b>TOTAL NET POSITION.....</b>	<b>\$ 46,462,191</b>

See notes to basic financial statements.

# STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2016

Functions/Programs	Expenses	Program Revenues				Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions		
<b>Primary Government:</b>						
<i>Governmental Activities:</i>						
General government.....	\$ 8,635,518	\$ 1,982,034	\$ 2,815	\$ -	\$ (6,650,669)	
Public safety.....	23,631,927	3,916,389	551,743	-	(19,163,795)	
Education.....	83,728,960	3,627,629	16,578,104	-	(63,523,227)	
Public works.....	14,849,928	344,201	112,690	2,087,136	(12,305,901)	
Water and sewer.....	8,216,296	9,812,063	-	-	1,595,767	
Human services.....	2,489,924	287,617	352,478	-	(1,849,829)	
Culture and recreation.....	5,791,638	1,072,864	37,467	-	(4,681,307)	
Interest.....	1,999,825	-	19,902	-	(1,979,923)	
Total Primary Government.....	\$ 149,344,016	\$ 21,042,797	\$ 17,655,199	\$ 2,087,136	\$ (108,558,884)	

See notes to basic financial statements.

(Continued)

# STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2016

	Primary Government
	Governmental Activities
<b>Changes in net position:</b>	
Net (expense) revenue from previous page.....	\$ <b>(108,558,884)</b>
<i>General revenues:</i>	
Real estate and personal property taxes, net of tax refunds payable.....	97,533,719
Tax liens.....	265,140
Motor vehicle excise taxes.....	4,569,562
Hotel, motel and meal tax.....	4,553,039
Penalties and interest on taxes.....	502,940
Payments in lieu of taxes.....	521,090
Grants and contributions not restricted to specific programs.....	2,448,330
Unrestricted investment income.....	746,779
Miscellaneous.....	252,221
Total general revenues.....	111,392,820
Change in net position.....	2,833,936
<i>Net Position:</i>	
Beginning of year.....	43,628,255
End of year.....	\$ 46,462,191

See notes to basic financial statements.

(Concluded)

**GOVERNMENTAL FUNDS  
BALANCE SHEET**

JUNE 30, 2016

	General	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>			
Cash and cash equivalents.....	\$ 42,361,400	\$ 11,113,421	\$ 53,474,821
Investments.....	5,543,227	572,115	6,115,342
Receivables, net of uncollectibles:			
Real estate and personal property taxes.....	992,233	-	992,233
Tax liens.....	1,591,817	-	1,591,817
Motor vehicle excise taxes.....	295,432	-	295,432
Water fees.....	1,021,689	-	1,021,689
Sewer fees.....	1,860,115	-	1,860,115
Departmental and other.....	176,390	2,910	179,300
Intergovernmental.....	518,000	1,895,875	2,413,875
Other assets.....	298,664	-	298,664
Tax foreclosures.....	91,842	-	91,842
<b>TOTAL ASSETS.....</b>	<b>\$ 54,750,809</b>	<b>\$ 13,584,321</b>	<b>\$ 68,335,130</b>
<b>LIABILITIES</b>			
Warrants payable.....	\$ 1,902,018	\$ 1,089,797	\$ 2,991,815
Accrued payroll.....	3,527,043	3,885	3,530,928
Tax refunds payable.....	3,532,000	-	3,532,000
Other liabilities.....	236,655	-	236,655
Notes payable.....	-	750,000	750,000
<b>TOTAL LIABILITIES.....</b>	<b>9,197,716</b>	<b>1,843,682</b>	<b>11,041,398</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Unavailable revenues.....	6,348,986	1,445,499	7,794,485
Advance collections.....	581,095	-	581,095
<b>TOTAL DEFERRED INFLOWS OF RESOURCES.....</b>	<b>6,930,081</b>	<b>1,445,499</b>	<b>8,375,580</b>
<b>FUND BALANCES</b>			
Nonspendable.....	-	588,055	588,055
Restricted.....	-	9,707,085	9,707,085
Committed.....	2,642,772	-	2,642,772
Assigned.....	8,017,447	-	8,017,447
Unassigned.....	27,962,793	-	27,962,793
<b>TOTAL FUND BALANCES.....</b>	<b>38,623,012</b>	<b>10,295,140</b>	<b>48,918,152</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES.....</b>	<b>\$ 54,750,809</b>	<b>\$ 13,584,321</b>	<b>\$ 68,335,130</b>

See notes to basic financial statements.



**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION**

JUNE 30, 2016

Total governmental fund balances.....	\$ 48,918,152
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	166,507,471
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....	7,794,485
Certain changes in the net pension liability are required to be included in pension expense over future periods. These changes are reported as deferred outflows of resources or (deferred inflows of resources) related to pensions.....	4,648,558
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.....	5,605,320
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(845,271)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds payable.....	(53,237,622)
Capital lease obligations.....	(1,117,689)
Workers compensation.....	(511,000)
Compensated absences.....	(5,143,000)
Net pension liability.....	(104,556,462)
Other postemployment benefits.....	(21,600,751)
Net effect of reporting long-term liabilities.....	<u>(186,166,524)</u>
Net position of governmental activities.....	<u>\$ 46,462,191</u>

See notes to basic financial statements.

**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**YEAR ENDED JUNE 30, 2016**

	General	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>			
Real estate and personal property taxes, net of tax refunds.....	\$ 97,422,787	\$ -	\$ 97,422,787
Tax liens.....	597,682	-	597,682
Motor vehicle excise taxes.....	4,445,017	-	4,445,017
Hotel, motel and meal tax.....	4,553,039	-	4,553,039
Ambulance.....	854,582	-	854,582
Water and sewer charges.....	9,857,220	-	9,857,220
Penalties and interest on taxes.....	502,940	-	502,940
Fees and rentals.....	599,641	-	599,641
Payments in lieu of taxes.....	521,090	-	521,090
Licenses and permits.....	3,100,402	-	3,100,402
Intergovernmental.....	16,616,975	4,963,631	21,580,606
Departmental and other.....	960,792	5,724,946	6,685,738
Contributions.....	-	38,742	38,742
Investment income.....	536,764	24,689	561,453
Miscellaneous.....	252,271	222,006	474,277
<b>TOTAL REVENUES.....</b>	<b>140,821,202</b>	<b>10,974,014</b>	<b>151,795,216</b>
<b>EXPENDITURES:</b>			
Current:			
General government.....	4,998,269	1,004,679	6,002,948
Public safety.....	15,286,091	671,606	15,957,697
Education.....	57,995,067	6,038,977	64,034,044
Public works.....	8,651,924	3,973,991	12,625,915
Water and sewer.....	3,406,007	-	3,406,007
MWRA assessment.....	4,930,668	-	4,930,668
Human services.....	1,474,650	272,151	1,746,801
Culture and recreation.....	3,162,453	1,000,243	4,162,696
Pension benefits.....	15,818,297	-	15,818,297
Employee benefits and insurance.....	12,823,927	-	12,823,927
State and county charges.....	669,535	-	669,535
Debt service:			
Principal.....	3,629,243	-	3,629,243
Interest.....	1,826,655	-	1,826,655
<b>TOTAL EXPENDITURES.....</b>	<b>134,672,786</b>	<b>12,961,647</b>	<b>147,634,433</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	<b>6,148,416</b>	<b>(1,987,633)</b>	<b>4,160,783</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Issuance of bonds.....	-	1,735,200	1,735,200
Issuance of refunding bonds.....	2,058,000	-	2,058,000
Premium from issuance of bonds and notes.....	1,091,629	-	1,091,629
Premium from issuance of refunding bonds.....	313,910	-	313,910
Payments to bond escrow agent.....	(2,347,806)	-	(2,347,806)
Transfers in.....	72,772	2,325,000	2,397,772
Transfers out.....	(2,325,000)	(72,772)	(2,397,772)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>(1,136,495)</b>	<b>3,987,428</b>	<b>2,850,933</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>5,011,921</b>	<b>1,999,795</b>	<b>7,011,716</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>33,611,091</b>	<b>8,295,345</b>	<b>41,906,436</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 38,623,012</b>	<b>\$ 10,295,140</b>	<b>\$ 48,918,152</b>

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, 2016

Net change in fund balances - total governmental funds.....	\$	7,011,716
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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.....	7,630,493	
Depreciation expense.....	<u>(9,540,835)</u>	

Net effect of reporting capital assets.....		(1,910,342)
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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.....

197,410

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.

Issuance of bonds and notes.....	(3,793,200)	
Payment to bond escrow agent.....	2,347,806	
Debt service principal payments.....	<u>3,629,243</u>	

Net effect of reporting long-term debt.....		2,183,849
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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.....	(393,000)	
Net change in accrued interest on long-term debt.....	(228,623)	
Net change in workers compensation.....	(156,000)	
Net change in capital lease obligations.....	347,792	
Net change in amortization of bond premiums.....	(1,350,086)	
Net change in other postemployment benefit accrual.....	(1,383,075)	
Net change in deferred outflow/(inflow) of resources related to pensions.....	4,317,425	
Net change in net pension liability.....	<u>(6,503,257)</u>	

Net effect of recording long-term liabilities and amortizing deferred losses.....		(5,348,824)
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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>700,127</u>
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Change in net position of governmental activities.....	\$	<u><u>2,833,936</u></u>
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See notes to basic financial statements.

**PROPRIETARY FUNDS**  
**STATEMENT OF NET POSITION**

JUNE 30, 2016

	Governmental Activities - Internal Service Funds
<b>ASSETS</b>	
<b>CURRENT:</b>	
Cash and cash equivalents.....	\$ 5,261,779
Investments.....	2,501,220
	<u>7,762,999</u>
Total current assets.....	<u>7,762,999</u>
<b>LIABILITIES</b>	
<b>CURRENT:</b>	
Warrants payable.....	961,559
Health claims payable.....	1,196,120
	<u>2,157,679</u>
TOTAL LIABILITIES.....	<u>2,157,679</u>
<b>NET POSITION</b>	
Unrestricted.....	\$ <u><u>5,605,320</u></u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION

YEAR ENDED JUNE 30, 2016

	Governmental Activities - Internal Service Funds
<u>OPERATING REVENUES:</u>	
Employee contributions .....	\$ 3,736,972
Employer contributions .....	<u>8,690,140</u>
TOTAL OPERATING REVENUES .....	<u>12,427,112</u>
<u>OPERATING EXPENSES:</u>	
Employee benefits .....	<u>11,912,311</u>
OPERATING INCOME (LOSS).....	514,801
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Investment income.....	<u>185,326</u>
CHANGE IN NET POSITION.....	700,127
NET POSITION AT BEGINNING OF YEAR.....	<u>4,905,193</u>
NET POSITION AT END OF YEAR.....	<u>\$ 5,605,320</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2016

	Governmental Activities - Internal Service Funds
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from interfund services provided.....	\$ 12,427,112
Payments for interfund services used.....	<u>(11,158,141)</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>1,268,971</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>	
Purchase of investments.....	(2,501,220)
Investment income.....	<u>185,326</u>
NET CASH FROM INVESTING ACTIVITIES.....	<u>(2,315,894)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	(1,046,923)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	<u>6,308,702</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	<u>\$ 5,261,779</u>
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ <u>514,801</u>
Adjustments to reconcile operating income (loss) to net cash from operating activities:	
Working capital deposit.....	98,027
Warrants payable.....	551,843
Health claims payable.....	<u>104,300</u>
Total adjustments.....	<u>754,170</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>\$ 1,268,971</u>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2016

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds	Agency Funds
<b>ASSETS</b>			
<b>CURRENT:</b>			
Cash and cash equivalents.....	\$ -	\$ 93,172	\$ 332,164
Investments:			
PRIT.....	4,045,266	-	-
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	-	-	503,264
<b>TOTAL ASSETS.....</b>	<b>4,045,266</b>	<b>93,172</b>	<b>835,428</b>
<b>LIABILITIES</b>			
Warrants payable.....	-	-	336
Payroll liabilities.....	-	-	38,833
Liabilities due depositors.....	-	-	796,259
<b>TOTAL LIABILITIES.....</b>	<b>-</b>	<b>-</b>	<b>835,428</b>
<b>NET POSITION</b>			
Held in trust for OPEB benefits and other purposes.....	\$ 4,045,266	\$ 93,172	\$ -

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

YEAR ENDED JUNE 30, 2016

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
<u>ADDITIONS:</u>		
Contributions:		
Employer.....	\$ 900,000	\$ -
Other.....	-	89,416
Total contributions.....	900,000	89,416
Net investment income (loss):		
Investment income.....	72,540	36
TOTAL ADDITIONS.....	972,540	89,452
<u>DEDUCTIONS:</u>		
Educational scholarships.....	-	60,482
CHANGE IN NET POSITION.....	972,540	28,970
NET POSITION AT BEGINNING OF YEAR.....	3,072,726	64,202
NET POSITION AT END OF YEAR.....	\$ 4,045,266	\$ 93,172

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, 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 is a member of the Shawsheen Valley Technical High School that serves the members' students seeking an education in academic, technical and agriculture studies. 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 members' share in the operations of the Shawsheen Valley Technical High School and each member is responsible for its proportionate share of the operational and capital cost of the Shawsheen Technical High School, which are paid in the form of assessments. The Town does not have an equity interest in the Shawsheen Technical High School and the 2016 assessment was \$1,921,279. The School issues a publically available audited financial report that may be obtained by contacting the School located at 100 Cook Street, Billerica, MA 01821.

**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. *Governmental activities* are primarily supported by taxes, charges for services and intergovernmental revenues. The Town does not report any *business-type activities* since the user fees charged are not designed to recover all the costs of providing these services.

*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 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. However, the effect of

interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

#### *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 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 projects.

The *capital projects fund* is used to account for 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* is used to account for 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. The Town's agency fund consists primarily of student activity funds, planning deposits, and police and fire details.

#### 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. Fair Value Measurements

The Town reports required types of financial instruments in accordance with the fair value standards. These standards require an entity to maximize the use of observable inputs (such as quoted prices in active markets) and minimize the use of unobservable inputs (such as appraisals or valuation techniques) to determine fair value. Fair value standards also require the government to classify these financial instruments into a three-level hierarchy, based on the priority of inputs to the valuation technique or in accordance with net asset value practical expedient rules, which allow for either Level 2 or Level 3 depending on lock up and notice periods associated with the underlying funds.

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level 1 – Quoted prices are available in active markets for identical instruments as of the reporting date. Instruments, which are generally included in this category, include actively traded equity and debt securities, U.S. government obligations, and mutual funds with quoted market prices in active markets.

Level 2 – Pricing inputs are other than quoted in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies. Certain fixed income securities, primarily corporate bonds, are classified as Level 2 because fair values are estimated using pricing models, matrix pricing, or discounted cash flows.

Level 3 – Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgment or estimation.

In some instances the inputs used to measure fair value may fall into different levels of the fair value hierarchy and is based on the lowest level of input that is significant to the fair value measurement.

Market price is affected by a number of factors, including the type of instrument and the characteristics specific to the instrument. Instruments with readily available active quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. It is reasonably possible that change in values of these instruments will occur in the near term and that such changes could materially affect amounts reported in these financial statements. For more information on the fair value of the Town's financial instruments, see Note 2 – Cash and Investments.

#### F. 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 1<sup>st</sup> 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 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup> 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.

The revenue generated by the water rates is designed to cover all operation and maintenance costs associated with the production of water, maintenance of water facilities and operation and maintenance of the water main infrastructure. The revenue generated by the sewer rates is designed to cover the costs of the Massachusetts Water Resources Authority (MWRA) assessment.

Both water and sewer capital costs are funded through other General fund revenues.

**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.

G. 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.

H. Capital Assets*Government-Wide 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 government-wide 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 \$25,000 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:

Capital Asset Type	Estimated Useful Life (in years)
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.

#### I. 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 has reported deferred outflows of resources related to pensions 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 recorded deferred inflows of resources related to pensions and advance tax collections in this category.

##### *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.

J. 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.

K. 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.

L. 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.

“Gifts and grants” represents restrictions placed on assets from outside parties such as gifts, and state and federal grants.

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.

#### *Fund Financial Statements (Fund Balances)*

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 adoption of a Town Meeting warrant article, 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.

M. 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.

N. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Middlesex County Retirement System (MCRS) and the Massachusetts Teachers Retirement System (MTRS). Additions to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

O. 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.

P. 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.

Q. 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.

#### R. 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 (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.

The effective weighted duration rate for PRIT investments ranged from .14 to 24.23 years.

#### 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 \$57,918,708 and the bank balance totaled \$58,755,635. Of the bank balance, \$9,269,264 was covered by Federal Depository Insurance, \$3,762,991 was covered by SIF insurance, \$17,120,054 was covered by DIF insurance and \$28,603,326 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, 2016, the Town of Burlington had the following investments:

Investment Type	Maturity					Rating
	Fair Value	Under 1 Year	1-5 Years	6-10 Years	Over 10 Years	
<u>Debt Securities</u>						
Federal Home Loan Mortgage Corp.....	\$ 490,460	\$ -	\$ 238,543	\$ -	\$ 251,917	AA+
Federal Home Loan Bank.....	126,658	76,522	50,136	-	-	AA+
Federal National Mortgage Assoc. (FNMA)....	1,339,943	25,086	152,622	-	1,162,235	AA+
US Treasury Notes.....	811,041	-	589,995	221,046	-	AA+
Corporate Bonds.....	4,131,874	322,531	3,567,055	242,288	-	BB+ to AA+
Municipal Bonds.....	43,500	-	43,500	-	-	BB
Total Debt Securities.....	6,943,476	\$ 424,139	\$ 4,641,851	\$ 463,334	\$ 1,414,152	
<u>Other Investments</u>						
MMDT.....	1,243,228					
PRIT.....	4,045,266					
Equity Securities.....	1,673,086					
Total Investments.....	\$ 13,905,056					

Investments in MMDT are unrated.

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 Towns of investments of \$617,118 in government sponsored enterprises, \$1,339,943 in FNMA securities, \$811,041 in U.S. treasury notes, \$4,131,874 in corporate bonds, and \$43,500 in municipal bonds, and 1,673,086 in equity securities all have custodial credit risk exposure because the related securities are uninsured, unregistered and are not held in the Town's name.

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, 2016, the Town had more than 5% of its investments in the following securities:

<u>Issuer</u>	<u>Percentage of total Investments</u>
CitiGroup Inc.....	12%
General Electric.....	8%
Goldman Sachs.....	16%
JP Morgan Chase.....	6%
Morgan Stanley.....	6%
Morgan Stanley DW & Co.....	7%
Santander UK.....	12%
Toronto Dominion Bank.....	6%

#### Fair Market Value of Investments

The Town holds investments that are measured at fair value on a recurring basis. Because investing is not a core part of the Town’s mission, the Town determines that the disclosures related to these investments only need to be disaggregated by major type. The Town chooses a tabular format for disclosing the levels within the fair value hierarchy.

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Town has the following recurring fair value measurements as of June 30, 2016:

Investment Type	6/30/16	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
<u>Debt Securities:</u>				
Federal Home Loan Mortgage Corp.....	\$ 490,460	\$ 490,460	\$ -	\$ -
Federal Home Loan Bank.....	126,658	126,658	-	-
Federal National Mortgage Assoc.....	1,339,943	1,339,943	-	-
US Treasury Notes.....	811,041	811,041	-	-
Corporate Bonds.....	4,131,874	-	4,131,874	-
Municipal Bonds.....	43,500	-	43,500	-
Total debt securities.....	6,943,476	2,768,102	4,175,374	-
<u>Other investments:</u>				
Equity securities.....	1,673,086	1,673,086	-	-
Total investments measured at fair value.....	\$ 8,616,562	\$ 4,441,188	\$ 4,175,374	\$ -
<b>Investments measured at net asset value (NAV)</b>				
PRIT.....	4,045,266			
<b>Investments measured at amortized cost</b>				
MMDT.....	1,243,228			
Total investments.....	\$ 13,905,056			

Government sponsored enterprises, U.S. treasury notes, and equity securities classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Corporate bonds and municipal bonds classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices. The Town does not have investments classified in Level 3.

PRIT investments are valued using the net asset value method. This investment pool was established by the Treasurer of the Commonwealth of Massachusetts, who serves as Trustee. PRIT is administered by the Pension Reserves Investment Management Board (PRIM). The fair values of the positions in each investment Pool are the same as the value of each Pool's shares. The Town does not have the ability to control any of the investment decision relative to its funds in PRIT.

MMDT investments are valued at amortized cost. Under the amortized cost method, an investment is valued initially at its cost and adjusted for the amount of interest income accrued each day over the term of the investment to account for any difference between the initial cost and the amount payable at its maturity. If amortized cost is determined not to approximate fair value, the value of the portfolio securities will be determined under procedures established by the Advisor.

**NOTE 3 - RECEIVABLES**

At June 30, 2016, 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
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 1,277,049	\$ (284,816)	\$ 992,233
Tax liens.....	1,591,817	-	1,591,817
Motor vehicle excise taxes.....	570,339	(274,907)	295,432
Water fees.....	1,021,689	-	1,021,689
Sewer fees.....	1,860,115	-	1,860,115
Departmental and other.....	317,893	(138,593)	179,300
Intergovernmental.....	2,413,875	-	2,413,875
Total.....	\$ 9,052,777	\$ (698,316)	\$ 8,354,461

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	Other Governmental Funds	Total
<u>Receivables and other asset types:</u>			
Real estate and personal property taxes.....	\$ 1,374,796	\$ -	\$ 1,374,796
Tax liens.....	1,591,817	-	1,591,817
Motor vehicle excise taxes.....	295,432	-	295,432
Water and sewer fees.....	2,881,804	-	2,881,804
Departmental and other.....	176,390	2,910	179,300
Intergovernmental.....	518,000	1,442,589	1,960,589
Tax foreclosure.....	91,842	-	91,842
Total.....	\$ 6,930,081	\$ 1,445,499	\$ 8,375,580

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2016, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 18,595,910	\$ -	\$ -	\$ 18,595,910
Construction in progress.....	5,261,822	5,998,336	(1,977,209)	9,282,949
Total capital assets not being depreciated.....	23,857,732	5,998,336	(1,977,209)	27,878,859
<u>Capital assets being depreciated:</u>				
Land improvements.....	7,797,967	24,000	(25,093)	7,796,874
Buildings.....	93,925,538	-	(159,138)	93,766,400
Building improvements.....	34,232,629	1,186,776	(32,017)	35,387,388
Equipment.....	11,386,346	580,092	(446,831)	11,519,607
Vehicles.....	8,426,858	1,351,246	(66,278)	9,711,826
Infrastructure.....	119,375,668	467,252	(850,349)	118,992,571
Total capital assets being depreciated.....	275,145,006	3,609,366	(1,579,706)	277,174,666
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(2,756,907)	(285,773)	25,093	(3,017,587)
Buildings.....	(33,169,577)	(1,871,283)	159,138	(34,881,722)
Building improvements.....	(15,485,027)	(1,684,941)	32,017	(17,137,951)
Equipment.....	(6,987,181)	(1,283,858)	446,831	(7,824,208)
Vehicles.....	(4,463,736)	(625,657)	66,278	(5,023,115)
Infrastructure.....	(67,722,497)	(3,789,323)	850,349	(70,661,471)
Total accumulated depreciation.....	(130,584,925)	(9,540,835)	1,579,706	(138,546,054)
Total capital assets being depreciated, net.....	144,560,081	(5,931,469)	-	138,628,612
Total governmental activities capital assets, net.....	\$ 168,417,813	\$ 66,867	\$ (1,977,209)	\$ 166,507,471

Depreciation expense was charged to functions/programs of the primary government as follows:

**Governmental Activities:**

General government.....	\$ 769,510
Public safety.....	605,983
Education.....	3,830,079
Public works.....	3,876,453
Human services.....	12,371
Culture and recreation.....	446,439

Total increases to accumulated depreciation - governmental activities..... \$ 9,540,835



**NOTE 5 – INTERFUND TRANSFERS**

Interfund transfers for the year ended June 30, 2016, are summarized as follows:

Transfers Out:	Transfers In:		
	General Fund	Nonmajor Governmental Funds	Total
General Fund.....	\$ -	\$ 2,325,000	\$ 2,325,000 (1)
Nonmajor Governmental Funds.....	72,772	-	72,772 (2)
Total.....	<u>\$ 72,772</u>	<u>\$ 2,325,000</u>	<u>\$ 2,397,772</u>

- (1) Represents budgeted transfers of \$2,180,000 from the general fund to the public works capital project fund and a transfer of \$145,000 to the mini bus special revenue fund.  
 (2) Represents budgeted transfers to close out unexpended grant funds.

**NOTE 6 – CAPITAL LEASES**

The Town has entered into lease agreements as lessees for a Town wide computer network and 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:

Asset:	Governmental Activities
Equipment.....	\$ 2,646,868
Less: accumulated depreciation.....	<u>(2,333,690)</u>
Total.....	<u>\$ 313,178</u>

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2016, were as follows:

Years Ending June 30	Governmental Activities
2017.....	\$ 300,000
2018.....	300,000
2019.....	300,000
2020.....	300,000
Total minimum lease payments.....	1,200,000
Less: amounts representing interest.....	(82,311)
Present value of minimum lease payments.....	\$ <u>1,117,689</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, 2016, are as follows:

Type	Purpose	Interest Rate (%)	Due Date	Balance at June 30, 2015	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2016
BAN	Municipal Purpose.....	1.00	7/24/15	\$ 1,618,000	\$ -	\$ 1,618,000	\$ -
BAN	Municipal Purpose.....	1.25	7/22/16	-	750,000	-	750,000
	Total.....			\$ <u>1,618,000</u>	\$ <u>750,000</u>	\$ <u>1,618,000</u>	\$ <u>750,000</u>

On July 22, 2016, the Town paid down \$500,000 of the BANS outstanding and the remaining \$250,000 was rolled into a \$4,400,000 BAN with an interest rate of 2% due on July 21, 2017.

**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 general obligation indebtedness at June 30, 2016, 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, 2015	Issued	Redeemed	Outstanding at June 30, 2016
Municipal Purpose Bonds of 1996.....	2016	\$ 5,755,000	5.90	\$ 265,000	\$ -	\$ 265,000	\$ -
Municipal Purpose Bonds of 1998.....	2018	10,000,000	4.70	1,500,000	-	500,000	1,000,000
Municipal Purpose Bonds of 2001.....	2019	2,150,000	5.43	420,000	-	105,000	315,000
Municipal Purpose Bonds of 2006.....	2025	4,867,000	4.23	2,550,000	-	2,550,000	-
MCWT Bonds of 2007.....	2027	7,797,482	2.00	5,055,225	-	376,488	4,678,737
MCWT Bonds of 2008.....	2028	300,000	2.00	208,647	-	14,195	194,452
Municipal Purpose Bonds of 2008.....	2027	3,321,000	4-5	1,680,000	-	230,000	1,450,000
Municipal Purpose Bonds of 2010.....	2030	6,100,000	1.5-4.1	3,175,000	-	380,000	2,795,000
Municipal Purpose Bonds of 2011.....	2036	8,800,000	3-5	6,830,000	-	490,000	6,340,000
MWRA Bonds of 2011.....	2016	81,675	0.00	16,335	-	16,335	-
Municipal Purpose Bonds of 2012.....	2042	12,200,000	2-5	10,420,000	-	590,000	9,830,000
MWRA Bonds of 2012.....	2017	169,125	0.00	67,650	-	33,825	33,825
Municipal Purpose Bonds of 2013.....	2042	13,976,000	2-4	13,345,000	-	325,000	13,020,000
MWRA Bonds of 2013.....	2018	242,000	0.00	145,200	-	48,400	96,800
Municipal Purpose Bonds of 2015.....	2036	7,712,000	2-5	7,712,000	-	-	7,712,000
Municipal Purpose Bonds of 2016.....	2031	1,500,000	2-5	-	1,500,000	-	1,500,000
Municipal Purpose Refunding of 2016.....	2025	2,058,000	2-5	-	2,058,000	-	2,058,000
MWRA Bonds of 2016.....	2021	235,200	0.00	-	235,200	-	235,200
Total Future Debt Service Requirements.....				53,390,057	3,793,200	5,924,243	51,259,014
Unamortized Premium on Bonds.....				628,522	1,405,539	55,453	1,978,608
Total Governmental Bonds Payable.....				\$ 54,018,579	\$ 5,198,739	\$ 5,979,696	\$ 53,237,622

Debt service requirements for principal and interest for Governmental bonds payable in future years are as follows:

Year	Principal	Interest	Total
2017..... \$	3,937,840	\$ 1,849,178	\$ 5,787,018
2018.....	3,827,067	1,718,551	5,545,618
2019.....	3,296,882	1,572,033	4,868,915
2020.....	3,190,262	1,442,243	4,632,505
2021.....	2,873,812	1,317,083	4,190,895
2022.....	2,740,495	1,201,434	3,941,929
2023.....	2,654,394	1,097,151	3,751,545
2024.....	2,673,473	999,308	3,672,781
2025.....	2,692,735	904,197	3,596,932
2026.....	2,387,184	814,921	3,202,105
2027.....	2,371,824	731,950	3,103,774
2028.....	1,808,046	656,662	2,464,708
2029.....	1,800,000	590,134	2,390,134
2030.....	1,805,000	528,790	2,333,790
2031.....	1,535,000	468,439	2,003,439
2032.....	1,435,000	413,068	1,848,068
2033.....	1,420,000	357,112	1,777,112
2034.....	1,415,000	300,621	1,715,621
2035.....	1,440,000	245,180	1,685,180
2036.....	1,205,000	196,036	1,401,036
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..... \$	<u>51,259,014</u>	<u>\$ 17,930,172</u>	<u>\$ 69,189,186</u>

In order to take advantage of favorable interest rates, the Town issued \$2,058,000 of General Obligation Refunding Bonds on July 23, 2015. \$2,295,000 of General Obligation bonds were refunded by placing the proceeds of the refunding bonds in an irrevocable trust to provide for all future debt service payments on the refunded bonds. As a result, the refunded bonds are considered to be defeased and the liability has been removed from the statement of net position. This refunding was undertaken to reduce total debt service payments over the next 10 years by \$241,385 and resulted in an economic gain of \$212,893. At June 30, 2016, approximately \$2,295,000 of bonds outstanding from the refunding is considered defeased.

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, 2016, the outstanding principal amount of these loans totaled \$365,825.

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 2016, approximately \$259,000 of such assistance was received. Approximately \$518,000 will be received in future years. Of this amount, \$518,000 represents

reimbursement of approved construction costs. Accordingly, a \$518,000 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 Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2016, the Town had the following authorized and unissued debt:

Purpose	Amount
Sewer (MWRA).....	\$ 669,600
Planning (Human Services Building).....	250,000
Water Mains.....	1,000,000
Sewer.....	912,200
Street Light LED Conversion.....	850,000
Meadowbrook School HVAC Upgrade.....	730,000
Human Services Building Renovation.....	3,300,000
Fire Station #2.....	8,500,000
Salt Shed - Grant Avenue.....	1,100,000
Total.....	\$ <u>17,311,800</u>

#### Changes in Long-term Liabilities

During the year ended June 30, 2016, the following changes occurred in long-term liabilities:

	Balance at June 30, 2015	Additions	Retirements and Other	Balance at June 30, 2016	Current Portion
<b>Governmental Activities:</b>					
Long-term bonds.....	\$ 53,390,057	\$ 3,793,200	\$ (5,924,243)	\$ 51,259,014	\$ 3,937,840
Unamortized premium.....	628,522	1,405,539	(55,453)	1,978,608	140,275
Capital lease obligations.....	1,465,481	-	(347,792)	1,117,689	267,540
Compensated absences.....	4,750,000	2,480,000	(2,087,000)	5,143,000	2,259,000
Workers' compensation.....	355,000	389,597	(233,597)	511,000	511,000
Other postemployment benefits.....	20,217,676	6,452,597	(5,069,522)	21,600,751	-
Net pension liability.....	98,053,205	15,412,703	(8,909,446)	104,556,462	-
Total.....	\$ <u>178,859,941</u>	\$ <u>29,933,636</u>	\$ <u>(22,627,053)</u>	\$ <u>186,166,524</u>	\$ <u>7,115,655</u>

Compensated absence liabilities, pension and other postemployment benefit liabilities are normally paid from the general fund.

**NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS**

The Town has adopted GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Types Definitions*. 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.

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.

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 \$7,567,370 and is reported as unassigned fund balance within the General Fund.

As of June 30, 2016, the governmental fund balances consisted of the following:

	General	Nonmajor Governmental Funds	Total Governmental Funds
<b>FUND BALANCES</b>			
Nonspendable:			
Permanent fund principal..... \$	- \$	588,055 \$	588,055
Restricted for:			
Town revolving funds.....	-	1,568,689	1,568,689
Town gift funds.....	-	311,466	311,466
School gift funds.....	-	55,928	55,928
School revolving funds.....	-	952,996	952,996
School activity funds.....	-	769,983	769,983
Federal grants.....	-	94,798	94,798
State and local grants.....	-	1,127,269	1,127,269
Town special purpose funds.....	-	650,677	650,677
Town capital projects.....	-	3,939,446	3,939,446
School capital projects.....	-	40,066	40,066
Town libraries.....	-	848	848
Cemetery perpetual care.....	-	194,919	194,919
Committed to:			
Assessor.....	124,722	-	124,722
Planning board.....	97,006	-	97,006
Police department.....	17,555	-	17,555
Fire department.....	360,547	-	360,547
Building department.....	13,877	-	13,877
Education.....	320,143	-	320,143
Public works.....	1,647,323	-	1,647,323
Board of health.....	9,963	-	9,963
Youth and family services.....	1,284	-	1,284
Recreation maintenance.....	50,352	-	50,352
Assigned to:			
Moderator.....	150	-	150
Ways and means.....	114	-	114
Selectmen.....	1,029	-	1,029
Assessor.....	3,825	-	3,825
Treasurer/collector.....	710	-	710
Central administration.....	88,121	-	88,121
Management information systems.....	20,225	-	20,225
Town clerk.....	1,000	-	1,000
Planning board.....	7,248	-	7,248
Negotiated settlements.....	467,095	-	467,095
Police department.....	22,609	-	22,609
Fire department.....	56,252	-	56,252
Education.....	653,062	-	653,062
Public works.....	299,165	-	299,165
Street lights.....	66,273	-	66,273
Board of health.....	598	-	598
Youth and family services.....	113	-	113
Public library.....	3,937	-	3,937
Recreation director.....	3,649	-	3,649
Recreation maintenance.....	12,927	-	12,927
Health insurance.....	218,900	-	218,900
FY17 capital budget.....	6,090,445	-	6,090,445
Unassigned.....	27,962,793	-	27,962,793
<b>TOTAL FUND BALANCES..... \$</b>	<b>38,623,012 \$</b>	<b>10,295,140 \$</b>	<b>48,918,152</b>

**NOTE 10 - PENSION PLAN***Plan Descriptions*

The Town is a member of the Middlesex County Retirement System (System), a cost-sharing multiple-employer defined benefit pension plan covering eligible employees of the member units. The system is administered by the Middlesex Retirement Board (the "Board") on behalf of all current employees and retirees except for current teachers and retired teachers. Chapter 32 of MGL assigns authority to establish and amend benefit provisions of the plan. The audited financial report may be obtained by visiting <http://middlesexretirement.org>.

The Town is a member of the Massachusetts Teachers' Retirement System (MTRS), a cost-sharing multi-employer defined benefit plan. MTRS is managed by the Commonwealth of Massachusetts (Commonwealth) on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for 100% of the contributions and future benefit requirement of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, education collaboratives and Quincy College. The MTRS is part of the Commonwealth's reporting entity and the audited financial report may be obtained by visiting <http://www.mass.gov/osc/publications-and-reports/financial-reports/>.

*Special Funding Situation*

The Commonwealth is a nonemployer contributor and is required by statute to make 100% of all actuarially determined employer contributions on behalf of the Town to the MTRS. Therefore, the Town is considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a nonemployer contributor in MTRS. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. The total of the Commonwealth provided contributions have been allocated based on each employer's covered payroll to the total covered payroll of employers in MTRS as of the measurement date of June 30, 2015. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$7,958,562 is reported in the general fund as intergovernmental revenue and pension expense in the current year. The portion of the Commonwealth's collective net pension liability associated with the Town is \$98,121,938 as of the measurement date.

*Benefits Provided*

Both Systems provides retirement, disability, survivor and death benefits to plan members and beneficiaries. Massachusetts Contributory Retirement System benefits are, with certain minor exceptions, uniform from system to system. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For persons who became members on or after April 2, 2012, average salary is the average annual rate of regular compensation received during the five consecutive years that produce the highest average, or, if greater, during the last five years (whether or not consecutive) preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation, and group classification. Members become vested after ten years of creditable service.

Employees who resign from service and who are not eligible to receive a retirement allowance or are under the age of 55 are entitled to request a refund of their accumulated total deductions. Survivor benefits are extended to eligible beneficiaries of members whose death occurs prior to or following retirement.

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 Board and are borne by the System. There were no changes in pension benefits since the last measurement date.



*Contributions*

Chapter 32 of the MGL governs the contributions of plan members and member units. Active plan members are required to contribute to the System at rates ranging from 5% to 9% of gross regular compensation with an additional 2% contribution required for compensation exceeding \$30,000. The percentage rate is keyed to the date upon which an employee's membership commences. The member units are required to pay into the System a legislatively mandated actuarial determined contribution that is apportioned among the employers based on active current payroll. The Town's proportionate share of the required contribution equaled its actual contribution for the year ended December 31, 2015 was \$7,895,297 and 25.99% of covered payroll, actuarially determined as an amount that, when combined with plan member contributions, is expected to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability.

*Pension Liabilities*

At June 30, 2016, the Town reported a liability of \$104,556,462 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2014. Accordingly, update procedures were used to roll forward the total pension liability to the measurement date. The Town's proportionate share of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At December 31, 2015, the Town's proportion was 8.105%, which was a decrease of 0.57% from the last measurement date.

*Pension Expense*

For the year ended June 30, 2016, the Town recognized a pension expense of \$10,081,127. At June 30, 2016, the Town reported deferred outflows and (inflows) of resources related to pensions of \$5,331,574 and (\$683,016), respectively, from the net difference between projected and actual investment earnings on pension plan investments. Since the system performs an actuarial valuation bi-annually, there are no reported differences between expected and actual experience or changes of assumptions as of December 31, 2015.

The balances of deferred outflows and inflows at June 30, 2016 consist of the following:

<u>Deferred category</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Total</u>
Difference between projected and actual earnings.....	\$ 5,331,574	\$ -	\$ 5,331,574
Changes in proportionate share of contributions.....	-	(683,016)	(683,016)
Total Deferred Outflows/(Inflows) of Resources.....	<u>\$ 5,331,574</u>	<u>\$ (683,016)</u>	<u>\$ 4,648,558</u>

The Town's net deferred inflows (outflows) of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2017.....	\$ 1,182,691
2018.....	1,182,691
2019.....	1,182,691
2020.....	<u>1,100,485</u>
Total.....	<u>\$ 4,648,558</u>

*Actuarial Assumptions*

The total pension liability in the January 1, 2014 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement that was updated to December 31, 2015:

Valuation date.....	January 1, 2014
Actuarial cost method.....	Entry Age Normal Cost Method.
Amortization method.....	Prior year's total contribution increased by 6.5% for fiscal 2016 through fiscal 2020, and thereafter the remaining unfunded liability will be amortized on a 4.0% annual increasing basis; ERI liability amortized in level payments.
Remaining amortization period.....	As of July 1, 2014, 5 years remaining for 2002 ERI liability, 6 years remaining for 2003 ERI liability, 8 years remaining for 2010 ERI liability and 21 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 five-year period. Asset value is adjusted as necessary to be within 20% of the market value.
Inflation rate.....	4.00%
Projected salary increases.....	Varies by length of service with ultimate rates of 4.25% for Group 1, 4.50% for Group 2, and 4.75% for Group 4. (previously, 4.75% for group 1 and 5.25% for group 4).
Cost of living adjustments.....	3.0% of first \$14,000 of retirement income.
Rates of retirement.....	Varies based upon age for general employees, police and fire employees.
Rates of disability.....	For general employees, it was assumed that 45% of all disabilities are ordinary (55% are service connected). For police and fire employees, 10% of all disabilities are assumed to be ordinary (90% are service connected).
Mortality Rates:	
Pre-Retirement.....	The RP-2000 Employee Mortality Table projected 22 years with Scale AA.
Post-Retirement.....	The RP-2000 Employee Annuitant Mortality Table projected 17 years with Scale AA.
Disabled Retiree.....	The RP-2000 Healthy Annuitant Mortality Table set forward three years projected 17 years with Scale AA.
Investment rate of return/Discount rate.....	7.875%, net of pension plan investment expense, including inflation previously 8.0%

*Investment policy*

The pension plan's policy in regard to the allocation of invested assets is established by PRIT. Plan assets are managed on a total return basis with a long-term objective of achieving a fully funded status for the benefits provided through the pension plan.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of January 1, 2014 are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return	Long-Term Expected Asset Allocation
Domestic equity.....	6.49%	19.60%
International developed markets equity.....	7.16%	15.60%
International emerging markets equity.....	9.46%	6.50%
Core fixed income.....	1.68%	15.30%
High-yield fixed income.....	4.76%	8.30%
Real estate.....	4.37%	9.90%
Commodities.....	4.13%	3.90%
Short-term government money market.....	1.11%	0.00%
Hedge fund, GTAA, risk parity.....	3.60%	9.80%
Private equity.....	11.04%	11.10%
		100.00%

#### *Rate of return*

For the year ended December 31, 2015, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expenses, was 0.61%. The money-weighted rate of return expresses investment performance, net of investment expenses, adjusted for the changing amount actually invested.

#### *Discount rate*

The discount rate used to measure the total pension liability was 7.875%. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

#### *Sensitivity of the net position liability to changes in the discount rate*

The following presents the net position liability, calculated using the discount rate of 7.875%, as well as what the net position liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.875%) or 1-percentage-point higher (8.875%) than the current rate:

	1% Decrease (6.875%)	Current Discount (7.875%)	1% Increase (8.875%)
The Town's proportionate share of the net pension liability.....	\$ 125,552,590	\$ 104,556,462	\$ 86,676,800

*Pension plan fiduciary net position*

Detailed information about the pension plan's fiduciary net position is available in the separately issued Middlesex County Retirement System financial report.

**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) that includes non-incremental claims adjustments. 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
2016.....	\$ 1,091,820	\$ 12,055,990	\$ (11,951,690)	\$ 1,196,120
2015.....	1,065,172	11,901,135	(11,874,487)	1,091,820

(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, 2016, the amount of the liability for workers' compensation claims totaled \$511,000. Changes in the reported liability are as follows:

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End
2016.....	\$ 355,000	\$ 389,597	\$ (233,597)	\$ 511,000
2015.....	313,000	431,061	(389,061)	355,000

**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.....	\$ 5,981,702
Interest on existing net OPEB obligation.....	1,566,870
Adjustments to annual required contribution.....	<u>(1,095,975)</u>
Annual OPEB cost (expense).....	6,452,597
Contributions made.....	<u>(5,069,522)</u>
Increase/Decrease in net OPEB obligation.....	1,383,075
Net OPEB obligation - beginning of year.....	<u>20,217,676</u>
Net OPEB obligation - end of year.....	<u>\$ 21,600,751</u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2016 was as follows:

<u>Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
6/30/2016	\$ 6,452,597	79%	\$ 21,600,751
6/30/2015	6,147,451	79%	20,217,676
6/30/2014	7,605,955	67%	18,917,028

*Funded Status and Funding Progress* – As of December 31, 2014, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$75.5 million, the actuarial value of assets was approximately \$2 million, and the remaining \$73.5 million was unfunded; resulting in a funded ratio of 2.68%. The covered payroll (annual payroll of active employees covered by the plan) was \$67.3 million, and the ratio of the UAAL to the covered payroll was 109.2 percent.

The Town established an OPEB trust in 2012, reported as a fiduciary fund, and in 2016 made a contribution of \$900,000. The OPEB trust fund totaled \$4,045,266 at June 30, 2016.

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, 2014 actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. The actuarial assumptions included a discount rate of 7.75%, a 7.75% 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 9% initially, decreasing by 0.5% to an ultimate level of 5% and included a 4% inflation assumption. Assets are valued at market value. The UAAL is being amortized over a 30 year closed period, with amortization payments increasing at 4% per year. The remaining amortization period at December 31, 2015 is 29 years.

**NOTE 13 - COMMITMENTS**

The Town is committed to expend \$17,311,800 for the various projects listed below:

Purpose	Amount
Sewer (MWRA).....	\$ 669,600
Planning (Human Services Building).....	250,000
Water Mains.....	1,000,000
Sewer.....	912,200
Street Light LED Conversion.....	850,000
Meadowbrook School HVAC Upgrade.....	730,000
Human Services Building Renovation.....	3,300,000
Fire Station #2.....	8,500,000
Salt Shed - Grant Avenue.....	1,100,000
Total.....	\$ <u>17,311,800</u>

**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 Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, 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, 2016, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2016.

**NOTE 15 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through December 23, 2016, which is the date the financial statements were available to be issued. On July 22, 2016, the Town paid down \$500,000 of the BANs outstanding and the remaining \$250,000 was rolled into a \$4,400,000 BAN with an interest rate of 2% due on July 21, 2017.

**NOTE 16 - IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS**

During 2016, the following GASB pronouncements were implemented:

- *GASB Statement #72, Fair Value Measurement and Application.* Notes to the basic financial statements were changed to provide additional disclosure on fair value measurement.
- *GASB Statement #73, Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68.* This pronouncement did not impact the basic financial statements.
- *GASB Statement #76, The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments.* This pronouncement did not impact the basic financial statements.
- *GASB Statement #79, Certain External Investment Pools and Pool Participants.* The basic financial statements and related notes were updated to be in compliance with this pronouncement.

The following GASB pronouncements will be implemented in the future:

- The GASB issued *Statement #74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, which is required to be implemented in 2017.
- The GASB issued *Statement #75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, which is required to be implemented in 2018.
- The GASB issued *Statement #77, Tax Abatement Disclosures*, which is required to be implemented in 2017.
- The GASB issued *Statement #78, Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*, which is required to be implemented in 2017.
- The GASB issued *Statement #80, Blending Requirements for Certain Component Units – an amendment of GASB Statement #14*, which is required to be implemented in 2017.
- The GASB issued *Statement #81, Irrevocable Split-Interest Agreements*, which is required to be implemented in 2018.
- The GASB issued *Statement #82, Pension Issues – an amendment of GASB Statements #67, #68, and #73*, which is required to be implemented in 2018.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.



# *Required Supplementary Information*

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# ***General Fund***

## ***Budgetary Comparison Schedule***

The General Fund is the general operating fund of the Town. It is used to account for all the financial resources, except those required to be accounted for in another fund.

**GENERAL FUND**  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2016

	Budgeted Amounts			Actual	Amounts	
	Original	Final		Budgetary	Carried Forward	Variance to
	Budget	Budget		Amounts	To Next Year	Final Budget
<b>REVENUES:</b>						
Real estate and personal property taxes, net of tax refunds.....	\$ 98,443,041	\$ 98,399,287	\$	98,724,153	\$ -	\$ 324,866
Tax liens.....	-	-		597,682	-	597,682
Motor vehicle excise taxes.....	3,250,002	3,319,302		4,445,017	-	1,125,715
Hotel, motel, and meals tax.....	3,650,000	3,775,000		4,553,039	-	778,039
Ambulance.....	625,000	625,000		854,582	-	229,582
Water charges.....	3,100,000	3,100,000		3,619,977	-	519,977
Penalties and interest on taxes.....	300,000	300,000		502,940	-	202,940
Fees and rentals.....	425,000	425,000		599,641	-	174,641
Payments in lieu of taxes.....	520,000	520,000		521,090	-	1,090
Licenses and permits.....	1,000,000	1,000,000		3,100,402	-	2,100,402
Intergovernmental.....	8,627,359	8,656,556		8,657,975	-	1,419
Departmental and other.....	850,000	820,000		960,792	-	140,792
Investment income.....	100,000	100,000		240,614	-	140,614
Miscellaneous.....	210,000	210,000		252,271	-	42,271
<b>TOTAL REVENUES.....</b>	<b>121,100,402</b>	<b>121,250,145</b>		<b>127,630,175</b>	<b>-</b>	<b>6,380,030</b>
<b>EXPENDITURES:</b>						
<b>GENERAL GOVERNMENT</b>						
<b>TOWN MEETING &amp; REPORTS</b>						
Salaries.....	2,518	3,797		3,797	-	-
Expenses.....	12,575	13,775		13,700	-	75
<b>TOTAL.....</b>	<b>15,093</b>	<b>17,572</b>		<b>17,497</b>	<b>-</b>	<b>75</b>
<b>MODERATOR</b>						
Salaries.....	300	300		150	150	-
<b>WAYS AND MEANS</b>						
Salaries.....	3,654	3,682		2,733	114	835
Expenses.....	268	273		273	-	-
<b>TOTAL.....</b>	<b>3,922</b>	<b>3,955</b>		<b>3,006</b>	<b>114</b>	<b>835</b>
<b>CAPITAL BUDGET COMMITTEE</b>						
Salaries.....	812	821		567	-	254
<b>TOWN ADMINISTRATION/SELECTMEN</b>						
Salaries.....	499,624	489,341		461,584	-	27,757
Expenses.....	12,500	12,500		10,668	-	1,832
Special accounts.....	17,500	17,500		16,144	1,029	327
Capital articles.....	15,322	15,322		15,322	-	-
<b>TOTAL.....</b>	<b>544,946</b>	<b>534,663</b>		<b>503,718</b>	<b>1,029</b>	<b>29,916</b>
<b>ACCOUNTING</b>						
Salaries.....	313,125	317,336		308,561	-	8,775
Expenses.....	4,720	4,720		4,123	-	597
<b>TOTAL.....</b>	<b>317,845</b>	<b>322,056</b>		<b>312,684</b>	<b>-</b>	<b>9,372</b>
<b>ASSESSORS</b>						
Salaries.....	266,877	269,751		251,729	-	18,022
Expenses.....	145,840	144,340		135,879	3,825	4,636
Capital articles.....	114,522	124,722		-	124,722	-
<b>TOTAL.....</b>	<b>527,239</b>	<b>538,813</b>		<b>387,608</b>	<b>128,547</b>	<b>22,658</b>
<b>TREASURER/COLLECTOR</b>						
Salaries.....	625,967	630,921		630,921	-	-
Expenses.....	22,673	22,673		21,963	710	-
Special accounts.....	100	100		-	-	100
<b>TOTAL.....</b>	<b>648,740</b>	<b>653,694</b>		<b>652,884</b>	<b>710</b>	<b>100</b>
<b>CENTRAL ADMINISTRATION</b>						
Central supply.....	110,155	110,155		104,661	5,339	155
Central machines.....	27,794	25,658		17,380	8,278	-
Town insurance.....	825,000	826,492		761,988	64,504	-
Financial audit.....	66,492	67,136		53,713	10,000	3,423
<b>TOTAL.....</b>	<b>1,029,441</b>	<b>1,029,441</b>		<b>937,742</b>	<b>88,121</b>	<b>3,578</b>
<b>LEGAL</b>						
Legal expenses.....	214,954	214,954		145,938	-	69,016

(Continued)

**GENERAL FUND**  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2016

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>HUMAN RESOURCES</b>					
Salaries.....	112,019	114,727	113,734	-	993
Expenses.....	4,185	4,185	3,882	-	303
Special accounts.....	14,840	14,840	9,166	-	5,674
<b>TOTAL.....</b>	<b>131,044</b>	<b>133,752</b>	<b>126,782</b>	<b>-</b>	<b>6,970</b>
<b>MANAGEMENT INFORMATION SYSTEMS</b>					
Salaries.....	300,329	317,618	317,618	-	-
Expenses.....	249,069	249,069	212,428	20,225	16,416
<b>TOTAL.....</b>	<b>549,398</b>	<b>566,687</b>	<b>530,046</b>	<b>20,225</b>	<b>16,416</b>
<b>TOWN CLERK</b>					
Salaries.....	262,740	264,784	263,818	-	966
Expenses.....	17,650	17,650	16,441	1,000	209
Special accounts.....	40,632	40,632	39,430	-	1,202
<b>TOTAL.....</b>	<b>321,022</b>	<b>323,066</b>	<b>319,689</b>	<b>1,000</b>	<b>2,377</b>
<b>REGISTRAR OF VOTERS</b>					
Salaries.....	1,150	1,150	1,000	-	150
Expenses.....	7,100	7,100	6,029	-	1,071
<b>TOTAL.....</b>	<b>8,250</b>	<b>8,250</b>	<b>7,029</b>	<b>-</b>	<b>1,221</b>
<b>CONSERVATION</b>					
Salaries.....	191,822	198,219	181,342	-	16,877
Expenses.....	3,345	3,345	3,318	-	27
Special accounts.....	14,000	14,000	14,000	-	-
<b>TOTAL.....</b>	<b>209,167</b>	<b>215,564</b>	<b>198,660</b>	<b>-</b>	<b>16,904</b>
<b>PLANNING BOARD</b>					
Salaries.....	271,443	275,129	249,739	574	24,816
Expenses.....	24,259	24,259	13,791	6,674	3,794
Capital articles.....	159,874	147,781	50,775	97,006	-
<b>TOTAL.....</b>	<b>455,576</b>	<b>447,169</b>	<b>314,305</b>	<b>104,254</b>	<b>28,610</b>
<b>BOARD OF APPEALS</b>					
Salaries.....	12,000	18,429	17,549	-	880
Expenses.....	250	250	228	-	22
Special accounts.....	2,015	2,015	196	-	1,819
<b>TOTAL.....</b>	<b>14,265</b>	<b>20,694</b>	<b>17,973</b>	<b>-</b>	<b>2,721</b>
<b>NEGOTIATED SETTLEMENTS.....</b>	<b>613,111</b>	<b>541,328</b>	<b>74,233</b>	<b>467,095</b>	<b>-</b>
<b>Total General Government.....</b>	<b>5,605,125</b>	<b>5,572,779</b>	<b>4,550,511</b>	<b>811,245</b>	<b>211,023</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE DEPARTMENT</b>					
Salaries.....	6,904,275	6,905,850	6,860,434	-	45,416
Expenses.....	576,957	576,957	530,721	22,144	24,092
Special accounts.....	290,747	290,747	289,923	465	359
Capital articles.....	74,340	74,340	56,785	17,555	-
<b>TOTAL.....</b>	<b>7,846,319</b>	<b>7,847,894</b>	<b>7,737,863</b>	<b>40,164</b>	<b>69,867</b>
<b>FIRE DEPARTMENT</b>					
Salaries.....	6,099,086	6,102,348	6,071,247	-	31,101
Expenses.....	457,763	457,763	384,732	35,492	37,539
Special accounts.....	154,205	154,205	122,722	20,760	10,723
Capital articles.....	742,732	742,732	382,185	360,547	-
<b>TOTAL.....</b>	<b>7,453,786</b>	<b>7,457,048</b>	<b>6,960,886</b>	<b>416,799</b>	<b>79,363</b>
<b>BUILDING DEPARTMENT</b>					
Salaries.....	530,425	561,131	561,131	-	-
Expenses.....	36,456	45,856	45,498	-	358
Capital articles.....	21,532	21,532	7,655	13,877	-
<b>TOTAL.....</b>	<b>588,413</b>	<b>628,519</b>	<b>614,284</b>	<b>13,877</b>	<b>358</b>
<b>SEALER OF WEIGHTS</b>					
Expenses.....	7,800	7,800	7,800	-	-

(Continued)

**GENERAL FUND**  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2016

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>EMERGENCY MANAGEMENT SERVICE</b>					
Salaries.....	10,000	10,040	10,040	-	-
Expenses.....	21,457	21,457	20,677	-	780
Special Accounts.....	1,000	1,000	1,000	-	-
<b>TOTAL.....</b>	<b>32,457</b>	<b>32,497</b>	<b>31,717</b>	<b>-</b>	<b>780</b>
Total Public Safety.....	15,928,775	15,973,758	15,352,550	470,841	150,367
<b>EDUCATION</b>					
<b>PUBLIC SCHOOLS</b>					
Salaries and expenditures.....	58,414,583	58,414,585	54,668,628	3,742,201	3,756
Capital articles.....	2,198,578	2,198,578	1,775,323	320,143	103,112
<b>TOTAL.....</b>	<b>60,613,161</b>	<b>60,613,163</b>	<b>56,443,951</b>	<b>4,062,344</b>	<b>106,868</b>
<b>SHAWSHEEN VALLEY TECH</b>	<b>1,921,279</b>	<b>1,921,279</b>	<b>1,921,279</b>	<b>-</b>	<b>-</b>
Total Education.....	62,534,440	62,534,442	58,365,230	4,062,344	106,868
<b>PUBLIC WORKS</b>					
Salaries.....	4,654,746	4,665,719	4,549,752	-	115,967
Expenses.....	3,437,379	3,460,520	3,131,457	245,782	83,281
Special accounts.....	405,438	405,438	342,277	53,383	9,778
Capital articles.....	3,272,396	3,284,488	1,540,336	1,647,323	96,829
<b>TOTAL.....</b>	<b>11,769,959</b>	<b>11,816,166</b>	<b>9,563,822</b>	<b>1,946,488</b>	<b>305,855</b>
<b>SNOW AND ICE</b>					
Expenses.....	350,000	350,000	523,601	-	(173,601)
<b>RUBBISH AND GARBAGE</b>					
Expenses.....	1,749,164	1,749,164	1,749,164	-	-
<b>STREET LIGHT</b>					
Expenses.....	426,959	426,959	359,959	66,273	727
<b>DEP DRINKING WATER</b>					
Expenses.....	15,000	15,000	9,144	-	5,856
Total Public Works.....	14,311,082	14,357,289	12,205,690	2,012,761	138,837
<b>HEALTH AND HUMAN SERVICES</b>					
<b>BOARD OF HEALTH</b>					
Salaries.....	411,423	415,204	405,213	-	9,991
Expenses.....	61,232	61,232	47,313	598	13,321
Special accounts.....	84,236	84,236	67,721	-	16,515
Capital articles.....	9,963	9,963	-	9,963	-
<b>TOTAL.....</b>	<b>566,854</b>	<b>570,635</b>	<b>520,247</b>	<b>10,561</b>	<b>39,827</b>
<b>COUNCIL ON AGING</b>					
Salaries.....	292,592	297,056	285,105	-	11,951
Expenses.....	7,830	7,830	6,401	-	1,429
Special accounts.....	7,442	7,442	7,217	-	225
<b>TOTAL.....</b>	<b>307,864</b>	<b>312,328</b>	<b>298,723</b>	<b>-</b>	<b>13,605</b>
<b>VETERANS' SERVICES</b>					
Salaries.....	135,369	102,859	102,839	-	20
Expenses.....	2,995	2,995	2,901	-	94
Special accounts.....	118,000	118,000	103,778	-	14,222
<b>TOTAL.....</b>	<b>256,364</b>	<b>223,854</b>	<b>209,518</b>	<b>-</b>	<b>14,336</b>
<b>YOUTH AND FAMILY SERVICES</b>					
Salaries.....	395,363	401,814	394,577	-	7,237
Expenses.....	25,428	25,428	21,497	113	3,818
Capital articles.....	30,000	30,000	28,716	1,284	-
<b>TOTAL.....</b>	<b>450,791</b>	<b>457,242</b>	<b>444,790</b>	<b>1,397</b>	<b>11,055</b>
<b>DISABILITY ACCESS</b>					
Salaries.....	2,453	2,478	972	-	1,506
Expenses.....	400	400	400	-	-
<b>TOTAL.....</b>	<b>2,853</b>	<b>2,878</b>	<b>1,372</b>	<b>-</b>	<b>1,506</b>
Total Health and Human Services.....	1,584,726	1,566,937	1,474,650	11,957	80,330

(Continued)

**GENERAL FUND**  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2016

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>CULTURE AND RECREATION</b>					
<b>PUBLIC LIBRARY</b>					
Salaries.....	1,185,887	1,176,742	1,169,600	-	7,142
Expenses.....	69,162	69,162	63,790	1,897	3,475
Special accounts.....	149,700	149,700	147,660	2,040	-
<b>TOTAL.....</b>	<b>1,404,749</b>	<b>1,395,604</b>	<b>1,381,050</b>	<b>3,937</b>	<b>10,617</b>
<b>RECREATION DIRECTOR</b>					
Salaries.....	559,728	562,801	562,801	-	-
Expenses.....	50,917	41,290	35,146	2,234	3,910
Special accounts.....	18,820	18,820	10,350	1,415	7,055
<b>TOTAL.....</b>	<b>629,465</b>	<b>622,911</b>	<b>608,297</b>	<b>3,649</b>	<b>10,965</b>
<b>RECREATION MAINTENANCE</b>					
Salaries.....	737,642	739,910	648,444	-	91,466
Expenses.....	220,725	230,352	206,544	12,927	10,881
Capital articles.....	362,260	362,260	311,908	50,352	-
<b>TOTAL.....</b>	<b>1,320,627</b>	<b>1,332,522</b>	<b>1,166,896</b>	<b>63,279</b>	<b>102,347</b>
<b>HISTORICAL COMMISSION</b>					
Expenses.....	10,015	10,015	6,210	-	3,805
<b>Total Culture and Recreation.....</b>	<b>3,364,856</b>	<b>3,361,052</b>	<b>3,162,453</b>	<b>70,865</b>	<b>127,734</b>
<b>PENSION BENEFITS</b>					
County retirement.....	7,895,297	7,868,242	7,859,297	-	8,945
<b>EMPLOYEE BENEFITS</b>					
Health insurance.....	12,621,130	12,621,130	11,840,484	218,900	561,746
Medicare tax.....	994,707	994,707	918,492	-	76,215
Unemployment compensation.....	142,896	142,897	64,951	-	77,946
<b>TOTAL.....</b>	<b>13,758,733</b>	<b>13,758,734</b>	<b>12,823,927</b>	<b>218,900</b>	<b>715,907</b>
<b>CAPITAL IMPROVEMENTS.....</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>-</b>	<b>-</b>
<b>RESERVE FUND.....</b>	<b>200,000</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>300,000</b>
<b>STATE AND COUNTY ASSESSMENTS.....</b>	<b>-</b>	<b>656,975</b>	<b>669,535</b>	<b>-</b>	<b>(12,560)</b>
<b>DEBT SERVICE PRINCIPAL.....</b>	<b>3,530,683</b>	<b>3,530,683</b>	<b>3,530,683</b>	<b>-</b>	<b>-</b>
<b>DEBT SERVICE INTEREST.....</b>	<b>1,866,212</b>	<b>1,866,212</b>	<b>1,826,655</b>	<b>-</b>	<b>39,557</b>
<b>TOTAL EXPENDITURES.....</b>	<b>130,879,929</b>	<b>131,647,103</b>	<b>122,121,181</b>	<b>7,658,914</b>	<b>1,867,008</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....</b>	<b>(9,779,527)</b>	<b>(10,396,958)</b>	<b>5,508,994</b>	<b>(7,658,914)</b>	<b>8,247,038</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Issuance of refunding bonds.....	-	-	2,058,000	-	2,058,000
Premium from issuance of bonds.....	-	-	1,091,629	-	1,091,629
Premium from issuance of refunding bonds.....	-	-	313,910	-	313,910
Payments to bond escrow agent.....	-	-	(2,347,806)	-	(2,347,806)
Transfers in.....	700,000	700,000	772,772	-	72,772
Transfers out.....	(2,325,000)	(2,325,000)	(2,325,000)	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>(1,625,000)</b>	<b>(1,625,000)</b>	<b>(436,495)</b>	<b>-</b>	<b>1,188,505</b>
<b>NET CHANGE IN FUND BALANCE.....</b>	<b>(11,404,527)</b>	<b>(12,021,958)</b>	<b>5,072,499</b>	<b>(7,658,914)</b>	<b>9,435,543</b>
<b>BUDGETARY FUND BALANCE, Beginning of year.....</b>	<b>26,726,111</b>	<b>26,726,111</b>	<b>26,726,111</b>	<b>-</b>	<b>-</b>
<b>BUDGETARY FUND BALANCE, End of year.....</b>	<b>\$ 15,321,584</b>	<b>\$ 14,704,154</b>	<b>\$ 31,798,610</b>	<b>\$ (7,658,914)</b>	<b>\$ 9,435,543</b>

See Note A in required supplementary information.

(Concluded)

## ***Pension Plan Schedules - Town***

The Schedule of the Town's Proportionate Share of the Net Pension Liability presents multi-year trend information on the Town's net pension liability and related ratios.

The Schedule of Town's Contributions presents multi-year trend information on the Town's required and actual contributions to the pension plan and related ratios.

The Schedule of Special Funding Amounts of Net Pension Liability for the Massachusetts Teachers Contributory Retirement System presents multi-year trend information on the liability and expense assumed by the Commonwealth of Massachusetts on behalf of the Town along with related ratios.

These schedules are intended to present information for ten years. Until a ten year trend is complied, information is presented for those years for which information is available.



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**SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY  
MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

	December 31, 2014	December 31, 2015
Town's proportion of the net pension liability (asset).....	8.162%	8.105%
Town's proportionate share of the net pension liability (asset).....	\$ 98,053,205	\$ 104,556,462
Town's covered employee payroll.....	\$ 29,210,227	\$ 30,378,636
Net pension liability as a percentage of covered-employee payroll.....	335.68%	344.18%
Plan fiduciary net position as a percentage of the total pension liability.....	47.65%	46.13%

Note: this schedule is intended to present information for 10 years.  
Until a 10-year trend is compiled, information is presented for those years for  
which information is available.

See notes to required supplementary information.

**SCHEDULE OF TOWN'S CONTRIBUTIONS  
MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

	December 31, 2014	December 31, 2015
Actuarially determined contribution.....	\$ 7,511,305	\$ 7,895,297
Contributions in relation to the actuarially determined contribution.....	<u>(7,511,305)</u>	<u>(7,895,297)</u>
Contribution deficiency (excess).....	\$ <u>-</u>	\$ <u>-</u>
Covered-employee payroll.....	\$ 29,210,277	\$ 30,378,636
Contributions as a percentage of covered- employee payroll.....	25.71%	25.99%

Note: this schedule is intended to present information for 10 years.  
Until a 10-year trend is compiled, information is presented for those  
years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE SPECIAL FUNDING AMOUNTS  
OF THE NET PENSION LIABILITY  
MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM**

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The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both a revenue and pension expense recognized by the Town; and the Plan's fiduciary net position as a percentage of the total liability.

Year	Commonwealth's 100% Share of the Net Pension Liability Associated with the Town	Town's Expense and Revenue Recognized for the Commonwealth's Support	Plan Fiduciary Net Position as a Percentage of the Total Liability
2016.....	\$ 98,121,938	\$ 7,958,562	55.38%
2015.....	75,221,631	5,226,008	61.64%

Note: this schedule is intended to present information for 10 years.  
Until a 10-year trend is compiled, information is presented for those years for which information is available.

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**

YEAR ENDED JUNE 30, 2016

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)
12/31/2014	\$ 2,024,351	\$ 75,528,350	\$ 73,503,999	2.68%	\$ 67,304,810	109.2%
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%

Schedule of Employer Contributions

Year Ended	Annual Required Contribution (ARC)	Actual Contributions Made	Percentage of the ARC Contributed
2016	\$ 5,981,702	\$ 5,069,522	85%
2015	5,687,328	4,846,803	85%
2014	7,371,981	5,064,824	69%
2013	7,077,925	4,789,300	68%
2012	8,263,053	5,259,794	64%
2011	8,131,431	4,313,542	53%

See notes to required supplementary information.

**OTHER POSTEMPLOYMENT BENEFIT PLAN**  
**ACTUARIAL METHODS AND ASSUMPTIONS**

YEAR ENDED JUNE 30, 2016

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Actuarial Methods:

Valuation date.....	December 31, 2014
Actuarial cost method.....	Projected Unit Credit
Amortization method.....	Payment increasing at 4.0%
Remaining amortization period.....	30 years closed (previously 30 years open)
Asset valuation method.....	Market value

Actuarial Assumptions:

Discount rate.....	7.75% (previously 5.50%)
Inflation rate.....	4.00%
Asset rate of return.....	7.75%
Medical/drug cost trend rate.....	9.00% decreasing by 0.50% for 8 years to to an ultimate level of 5.00%
Non-Medicare cost trend rate.....	8.00% decreasing by 0.50% for 6 years to an ultimate level of 5.00%
Administrative expense increase rate.....	3.00%
Part B premium.....	5.00% (previously 6.00%)

Plan Membership:

Current retirees, beneficiaries, and dependents.....	806
Current active members.....	<u>591</u>
Total.....	<u><u>1,397</u></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.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original 2016 approved budget for the General Fund authorized approximately \$133.2 million in appropriations and other amounts to be raised and \$7.3 million in encumbrances and appropriations carried over from previous years. During 2016, the Town increased the original budget by \$800,000.

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, 2016, is presented below:

Net change in fund balance - budgetary basis.....	\$	5,072,499
<u>Basis of accounting differences:</u>		
Net change in revenue accruals.....		(1,301,366)
Increase in revenue due to on-behalf payments.....		7,959,000
Increase in expenditures due to on-behalf payments.....		(7,959,000)
Net change in expenditure accruals.....		436,623
<u>Perspective difference:</u>		
Perspective differences in reporting of sewer fund activities.....		508,015
Activity of the stabilization fund recorded in the general fund for GAAP.....		296,150
Net change in fund balance - GAAP basis.....	\$	<u>5,011,921</u>



### 3. Excess of Expenditures over Appropriations

For the year ended June 30, 2016, actual expenditures exceeded appropriations for public works snow and ice and state and county assessments budget. These over-expenditures will be raised and funded through available funds during 2017.

## **NOTE B – PENSION PLAN**

### ***Pension Plan Schedules - Town***

#### A. Schedule of the Town's Proportionate Share of the Net Pension Liability

The Schedule of the Town's Proportionate Share of the Net Pension Liability details the allocated percentage of the net pension liability (asset), the proportionate share of the net pension liability, and the covered employee payroll. It also demonstrates the net position as a percentage of the pension liability and the net pension liability as a percentage of covered payroll.

#### B. Schedule of Town's Contributions

Governmental employers are required to pay an annual appropriation as established by PERAC. The appropriation includes the amounts to pay the pension portion of each member's retirement allowance, an amount to amortize the actuarially determined unfunded liability to zero in accordance with the system's funding schedule, and additional appropriations in accordance with adopted early retirement incentive programs. The appropriations are payable on July 1 and January 1. The Town may choose to pay the entire appropriation in July at a discounted rate. Accordingly, actual contributions may be less than the "total appropriation". The pension fund appropriation is allocated to the Town based on covered payroll.

#### C. Schedule of the Special Funding Amounts of the Net Pension Liabilities

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both a revenue and pension expense recognized by the Town; and the Plan's fiduciary net position as a percentage of the total liability.

#### D. Changes in Assumptions:

None.

#### E. Changes in Plan Provisions:

None.

**NOTE C – 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 2.68%. 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.

# ***Combining and Individual Fund Statements***

The combining financial statements provide a more detailed view of the “Basic Financial Statements” presented in the preceding subsection.

Combining statements are presented when there are more than one fund of a given fund type.

# ***Nonmajor Governmental Funds***

## ***Special Revenue Funds***

Special revenue funds are used to account for the proceeds of specific revenue sources (other than permanent funds or capital project funds) that are restricted by law or administrative action to expenditures for specified purposes. The Town's special revenue funds are grouped into the following categories:

**Town Revolving Fund** – This fund is used to account for various municipal programs such as affordable housing monitoring, recreation activities, and wetland protection.

**School Revolving Fund** – This fund is used to account for various school programs, such as operation of public school lunch program, athletic receipts, and tuition costs.

**Town Gifts Fund** – This fund is used to account for gifts which have been accepted by the Town to be used for the purpose specified by the donor.

**School Gifts Fund** – This fund is used to account for gifts which have been accepted by the School Department to be used for the purpose specified by the donor.

**School Activity Programs Fund** – This fund is used to account for school activity, such as operation of after school programs, summer programs, and integrated preschool.

**Federal Grant Fund** – This fund is used to account for all federal grants used for Town and School related projects and activities.

**State and Local Grant Fund** – This fund is used to account for all state and local grants used for Town and School related projects and activities.

**Town Special Purpose Funds** - These funds are used to account for specific revenues that are legally restricted, such as insurance recoveries, sale of graves and real estate, and handicap fines.

## ***Capital Projects***

Capital project funds are used to account for financial resources used in the acquisition or construction of major capital facilities (other than those financed by enterprise funds). Such resources are derived principally from proceeds of general obligation bonds and grants. The Town's grouping for non-major capital project funds is as described as follows:

**Town Capital Projects Fund** – This fund is used to account for and report financial resources for the acquisition or construction of non-school capital facilities and other capital assets of the governmental funds

**School Capital Projects Fund** – This fund is used to account for and report financial resources for the acquisition or construction of school capital facilities.

### ***Permanent Funds***

Permanent funds are used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support governmental programs.

***Town Libraries Fund*** – These funds are used to account for all contributions received to support the public library.

***Cemetery Perpetual Care Fund*** – These funds are used to account for all contributions associated with cemetery care and maintenance.

***Conservation Fund*** – These funds are used to account for all contributions associated supporting the land conservation within the Town.

**NONMAJOR GOVERNMENTAL FUNDS**  
COMBINING BALANCE SHEET

YEAR ENDED JUNE 30, 2016

	Special Revenue Funds						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
<b>ASSETS</b>							
Cash and cash equivalents.....	\$ 1,641,241	\$ 986,347	\$ 319,081	\$ 55,928	\$ 771,509	\$ 100,351	\$ 1,184,582
Investments.....	-	-	-	-	-	-	-
Receivables, net of uncollectibles:							
Departmental and other.....	2,910	-	-	-	-	-	-
Intergovernmental.....	-	-	-	-	-	-	1,895,875
<b>TOTAL ASSETS.....</b>	<b>\$ 1,644,151</b>	<b>\$ 986,347</b>	<b>\$ 319,081</b>	<b>\$ 55,928</b>	<b>\$ 771,509</b>	<b>\$ 100,351</b>	<b>\$ 3,080,457</b>
<b>LIABILITIES</b>							
Warrants payable.....	\$ 70,943	\$ 33,351	\$ 7,615	\$ -	\$ 1,526	\$ 5,553	\$ 509,758
Accrued payroll.....	1,609	-	-	-	-	-	841
Notes payable.....	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES.....</b>	<b>72,552</b>	<b>33,351</b>	<b>7,615</b>	<b>-</b>	<b>1,526</b>	<b>5,553</b>	<b>510,599</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>							
Unavailable revenues.....	2,910	-	-	-	-	-	1,442,589
<b>FUND BALANCES</b>							
Nonspendable.....	-	-	-	-	-	-	-
Restricted.....	1,568,689	952,996	311,466	55,928	769,983	94,798	1,127,269
<b>TOTAL FUND BALANCES.....</b>	<b>1,568,689</b>	<b>952,996</b>	<b>311,466</b>	<b>55,928</b>	<b>769,983</b>	<b>94,798</b>	<b>1,127,269</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES.....</b>	<b>\$ 1,644,151</b>	<b>\$ 986,347</b>	<b>\$ 319,081</b>	<b>\$ 55,928</b>	<b>\$ 771,509</b>	<b>\$ 100,351</b>	<b>\$ 3,080,457</b>

Special Revenue Funds		Capital Project Funds			Permanent Funds				Total Nonmajor Governmental Funds
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal	
\$ 652,121	\$ 5,711,160	\$ 5,150,488	\$ 40,066	\$ 5,190,554	\$ 5,345	\$ 205,332	\$ 1,030	\$ 211,707	\$ 11,113,421
-	-	-	-	-	-	572,115	-	572,115	572,115
-	2,910	-	-	-	-	-	-	-	2,910
-	1,895,875	-	-	-	-	-	-	-	1,895,875
<u>\$ 652,121</u>	<u>\$ 7,609,945</u>	<u>\$ 5,150,488</u>	<u>\$ 40,066</u>	<u>\$ 5,190,554</u>	<u>\$ 5,345</u>	<u>\$ 777,447</u>	<u>\$ 1,030</u>	<u>\$ 783,822</u>	<u>\$ 13,584,321</u>
\$ 9	\$ 628,755	\$ 461,042	\$ -	\$ 461,042	\$ -	\$ -	\$ -	\$ -	\$ 1,089,797
1,435	3,885	-	-	-	-	-	-	-	3,885
-	-	750,000	-	750,000	-	-	-	-	750,000
<u>1,444</u>	<u>632,640</u>	<u>1,211,042</u>	<u>-</u>	<u>1,211,042</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,843,682</u>
-	1,445,499	-	-	-	-	-	-	-	1,445,499
-	-	-	-	-	4,497	582,528	1,030	588,055	588,055
650,677	5,531,806	3,939,446	40,066	3,979,512	848	194,919	-	195,767	9,707,085
<u>650,677</u>	<u>5,531,806</u>	<u>3,939,446</u>	<u>40,066</u>	<u>3,979,512</u>	<u>5,345</u>	<u>777,447</u>	<u>1,030</u>	<u>783,822</u>	<u>10,295,140</u>
<u>\$ 652,121</u>	<u>\$ 7,609,945</u>	<u>\$ 5,150,488</u>	<u>\$ 40,066</u>	<u>\$ 5,190,554</u>	<u>\$ 5,345</u>	<u>\$ 777,447</u>	<u>\$ 1,030</u>	<u>\$ 783,822</u>	<u>\$ 13,584,321</u>

**NONMAJOR GOVERNMENTAL FUNDS**  
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2016

	<b>Special Revenue Funds</b>						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
<b>REVENUES:</b>							
Intergovernmental.....	\$ 4,801	\$ 57,608	\$ 300	\$ -	\$ -	\$ 3,110,795	\$ 1,107,327
Departmental and other.....	1,288,946	2,180,929	134,067	28,467	1,195,200	-	750,046
Contributions.....	-	-	130	2,503	-	-	-
Investment income.....	101	-	-	-	-	-	-
Miscellaneous.....	-	-	-	-	-	-	-
<b>TOTAL REVENUES.....</b>	<b>1,293,848</b>	<b>2,238,537</b>	<b>134,497</b>	<b>30,970</b>	<b>1,195,200</b>	<b>3,110,795</b>	<b>1,857,373</b>
<b>EXPENDITURES:</b>							
Current:							
General government.....	235,390	-	86,516	-	-	-	586,325
Public safety.....	9,200	-	931	-	-	321,771	309,500
Education.....	-	2,203,178	-	26,148	1,036,538	2,759,495	13,618
Public works.....	20,868	-	-	-	-	-	629,202
Human services.....	13,481	-	27,149	-	-	-	150,958
Culture and recreation.....	922,777	-	63,654	-	-	-	13,812
<b>TOTAL EXPENDITURES.....</b>	<b>1,201,716</b>	<b>2,203,178</b>	<b>178,250</b>	<b>26,148</b>	<b>1,036,538</b>	<b>3,081,266</b>	<b>1,703,415</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....</b>	<b>92,132</b>	<b>35,359</b>	<b>(43,753)</b>	<b>4,822</b>	<b>158,662</b>	<b>29,529</b>	<b>153,958</b>
<b>OTHER FINANCING SOURCES (USES):</b>							
Issuance of bonds and notes.....	-	-	-	-	-	-	-
Transfers in.....	145,000	-	-	-	-	-	-
Transfers out.....	-	-	-	-	-	(52,120)	(5,199)
<b>TOTAL OTHER FINANCING SOURCES (USES)...</b>	<b>145,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(52,120)</b>	<b>(5,199)</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>237,132</b>	<b>35,359</b>	<b>(43,753)</b>	<b>4,822</b>	<b>158,662</b>	<b>(22,591)</b>	<b>148,759</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>1,331,557</b>	<b>917,637</b>	<b>355,219</b>	<b>51,106</b>	<b>611,321</b>	<b>117,389</b>	<b>978,510</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 1,568,689</b>	<b>\$ 952,996</b>	<b>\$ 311,466</b>	<b>\$ 55,928</b>	<b>\$ 769,983</b>	<b>\$ 94,798</b>	<b>\$ 1,127,269</b>



Special Revenue Funds		Capital Projects Funds			Permanent Funds				Total Nonmajor Governmental Funds
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal	
\$ -	\$ 4,280,831	\$ 682,800	\$ -	\$ 682,800	\$ -	\$ -	\$ -	\$ -	\$ 4,963,631
146,996	5,724,651	295	-	295	-	-	-	-	5,724,946
-	2,633	-	-	-	-	36,109	-	36,109	38,742
650	751	-	-	-	24	23,910	4	23,938	24,689
222,006	222,006	-	-	-	-	-	-	-	222,006
369,652	10,230,872	683,095	-	683,095	24	60,019	4	60,047	10,974,014
80,172	988,403	16,276	-	16,276	-	-	-	-	1,004,679
30,204	671,606	-	-	-	-	-	-	-	671,606
-	6,038,977	-	-	-	-	-	-	-	6,038,977
-	650,070	3,323,921	-	3,323,921	-	-	-	-	3,973,991
80,563	272,151	-	-	-	-	-	-	-	272,151
-	1,000,243	-	-	-	-	-	-	-	1,000,243
190,939	9,621,450	3,340,197	-	3,340,197	-	-	-	-	12,961,647
178,713	609,422	(2,657,102)	-	(2,657,102)	24	60,019	4	60,047	(1,987,633)
-	-	1,735,200	-	1,735,200	-	-	-	-	1,735,200
-	145,000	2,180,000	-	2,180,000	-	-	-	-	2,325,000
(15,453)	(72,772)	-	-	-	-	-	-	-	(72,772)
(15,453)	72,228	3,915,200	-	3,915,200	-	-	-	-	3,987,428
163,260	681,650	1,258,098	-	1,258,098	24	60,019	4	60,047	1,999,795
487,417	4,850,156	2,681,348	40,066	2,721,414	5,321	717,428	1,026	723,775	8,295,345
\$ 650,677	\$ 5,531,806	\$ 3,939,446	\$ 40,066	\$ 3,979,512	\$ 5,345	\$ 777,447	\$ 1,030	\$ 783,822	\$ 10,295,140

## *Agency Fund*

The Agency Fund is used to account for assets held in a purely custodial capacity. The Town's agency fund consists primarily of student activities and planning deposits.

**AGENCY FUNDS**  
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

YEAR ENDED JUNE 30, 2016

	Agency Funds June 30, 2015	Additions	Deletions	Agency Funds June 30, 2016
<b>ASSETS</b>				
CURRENT:				
Cash and cash equivalents.....	\$ 726,303	\$ 4,110,540	\$ (4,504,679)	\$ 332,164
Receivables, net of allowance for uncollectibles:				
Departmental and other.....	187,533	503,264	(187,533)	503,264
TOTAL ASSETS.....	<u>\$ 913,836</u>	<u>\$ 4,613,804</u>	<u>\$ (4,692,212)</u>	<u>\$ 835,428</u>
<b>LIABILITIES</b>				
Warrants payable.....	-	15,982	(15,646)	\$ 336
Payroll liabilities.....	\$ 21,302	\$ 38,833	\$ (21,302)	38,833
Liabilities due depositors.....	892,534	4,558,989	(4,655,264)	796,259
TOTAL LIABILITIES.....	<u>\$ 913,836</u>	<u>\$ 4,613,804</u>	<u>\$ (4,692,212)</u>	<u>\$ 835,428</u>

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# *Statistical Section*



*Burlington's Fourteenth Annual Municipal Truck Day at the Town Common held annually in September. This event has proven to be a favorite amongst the community and attendance continues to grow each year.*

*(Photo: Burlington Recreation Department)*

# ***Statistical Section***

This part of the Town of Burlington's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

## ***Financial Trends***

- These schedules contain trend information to help the reader understand how the Town's financial performance and well-being have changed over time.

## ***Revenue Capacity***

- These schedules contain information to help the reader assess the Town's most significant local revenue source, the property tax.

## ***Debt Capacity***

- These schedules present information to help the reader assess the affordability of the Town's current levels of outstanding debt and the Town's ability to issue additional debt in the future.

## ***Demographic and Economic Information***

- These schedules offer demographic and economic indicators to help the reader understand the environment within which the Town's financial activities take place.

## ***Operating Information***

- These schedules contain service and infrastructure data to help the reader understand how the information in the Town's financial report relates to the services the Town provides and the activities it performs.

SOURCES: Unless otherwise noted, the information in these schedules is derived from the Town's financial reports for the relevant year.

**Town of Burlington, Massachusetts**

**Net Position By Component**

**Last Ten Years**

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>Governmental activities:</b>										
Net Investment in capital assets.....	\$ 62,233,320	\$ 66,576,624	\$ 67,532,644	\$ 73,581,193	\$ 82,470,226	\$ 96,639,005	\$ 106,844,287	\$ 112,419,808	\$ 117,056,689	\$ 116,649,672
Restricted.....	998,810	2,188,153	1,358,679	1,963,823	2,515,660	2,998,905	1,313,764	959,629	2,365,972	3,214,610
Unrestricted.....	21,166,210	19,228,121	16,893,182	11,172,892	13,749,367	19,910,758	20,586,182	(74,474,053)	(75,794,406)	(73,402,091)
Total governmental activities net position.....	\$ 84,398,340	\$ 87,992,898	\$ 85,784,505	\$ 86,717,708	\$ 98,735,253	\$ 119,548,668	\$ 128,744,233	\$ 38,905,384	\$ 43,628,255	\$ 46,462,191
<b>Business-type activities:</b>										
Net Investment in capital assets.....	705,676	834,672	971,347	1,108,685	-	-	-	-	-	-
Unrestricted.....	190,357	234,363	31,505	19,782	-	-	-	-	-	-
Total business-type activities net position.....	\$ 896,033	\$ 1,069,035	\$ 1,002,852	\$ 1,128,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Primary government:</b>										
Net Investment in capital assets.....	62,938,996	67,411,296	68,503,991	74,689,878	82,470,226	96,639,005	106,844,287	112,419,808	117,056,689	116,649,672
Restricted.....	998,810	2,188,153	1,358,679	1,963,823	2,515,660	2,998,905	1,313,764	959,629	2,365,972	3,214,610
Unrestricted.....	21,356,567	19,462,484	16,924,687	11,192,474	13,749,367	19,910,758	20,586,182	(74,474,053)	(75,794,406)	(73,402,091)
Total primary government net position.....	\$ 85,294,373	\$ 89,061,933	\$ 86,787,357	\$ 87,846,175	\$ 98,735,253	\$ 119,548,668	\$ 128,744,233	\$ 38,905,384	\$ 43,628,255	\$ 46,462,191

The Town discontinued the operation of the Ice Palace Enterprise fund in 2011.

The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015 and adjusted 2014 for the beginning balance change.

**Town of Burlington, Massachusetts**  
**Changes in Net Position**  
**Last Ten Years**

**Year**

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>Expenses</b>										
Governmental activities:										
General government.....	\$ 7,849,393	\$ 7,548,256	\$ 8,459,662	\$ 7,813,766	\$ 8,385,657	\$ 8,234,335	\$ 8,973,916	\$ 8,933,778	\$ 8,657,177	\$ 8,635,518
Public safety.....	14,676,456	17,197,170	18,431,272	19,775,102	19,983,723	19,886,936	21,329,943	20,004,254	22,379,342	23,631,927
Education.....	58,544,715	58,489,359	65,300,541	66,903,094	70,186,700	73,899,689	74,101,607	81,817,139	77,578,174	83,728,960
Public works.....	8,539,972	9,177,761	9,662,429	10,134,929	9,708,911	9,530,650	10,678,127	10,966,318	13,331,433	14,849,928
Water and sewer.....	6,635,964	7,393,229	7,944,289	8,327,213	8,405,199	9,226,171	9,250,784	8,838,002	9,239,696	8,216,296
Human services.....	1,553,910	1,731,666	1,992,081	1,851,921	2,075,523	2,090,245	2,124,869	2,098,766	2,177,276	2,489,924
Culture and recreation.....	3,366,966	4,379,119	4,590,373	4,793,427	4,889,380	5,085,224	5,154,268	5,293,996	5,271,687	5,791,638
Interest.....	1,226,467	1,104,857	1,047,441	959,569	1,285,155	1,223,790	1,917,491	1,823,582	1,448,616	1,999,825
Total government activities expenses.....	102,393,813	107,021,417	117,428,088	120,565,021	124,920,248	129,177,040	133,531,005	139,775,835	140,083,401	149,344,016
Business-type activities:										
Ice Palace.....	624,671	591,237	731,015	64,543	59,588	-	-	-	-	-
Total primary government expenses.....	\$ 103,018,484	\$ 107,612,654	\$ 118,159,103	\$ 120,629,564	\$ 124,979,836	\$ 129,177,040	\$ 133,531,005	\$ 139,775,835	\$ 140,083,401	\$ 149,344,016
<b>Program Revenues</b>										
Governmental activities:										
Education charges for services.....	\$ 1,844,477	\$ 1,572,380	\$ 1,750,051	\$ 2,326,499	\$ 2,500,576	\$ 3,055,634	\$ 2,871,218	\$ 3,160,902	\$ 3,378,914	\$ 3,627,629
Public Safety charges for services.....	2,302,360	1,797,960	1,951,849	1,742,183	2,020,420	2,160,275	2,583,570	3,477,953	3,800,655	3,916,389
Water and sewer charges for services.....	5,528,441	7,197,018	7,754,170	5,605,736	9,879,275	8,795,125	8,701,323	9,335,360	9,463,040	9,812,063
Other charges for services.....	2,829,231	2,856,133	2,960,232	3,102,622	3,264,617	3,346,047	3,160,184	4,014,165	4,127,637	3,686,716
Operating grants and contributions.....	15,255,811	15,894,900	17,012,906	18,700,912	17,694,926	19,797,276	20,362,729	20,108,510	14,584,113	17,655,199
Capital grant and contributions.....	-	2,206,646	404,336	3,318,410	8,551,819	18,489,036	5,714,298	3,686,648	3,047,454	2,087,136
Total government activities program revenues.....	27,760,320	31,525,037	31,833,544	34,796,362	43,911,633	55,643,393	43,393,322	43,763,538	38,401,813	40,785,132
Business-type activities:										
Charges for services.....	710,891	758,470	662,860	190,158	135,693	-	-	-	-	-
Total primary government program revenues.....	\$ 28,471,211	\$ 32,283,507	\$ 32,496,404	\$ 34,986,520	\$ 44,047,326	\$ 55,643,393	\$ 43,393,322	\$ 43,763,538	\$ 38,401,813	\$ 40,785,132
<b>Net (Expense)/Program Revenue</b>										
Governmental activities.....	\$ (74,633,493)	\$ (75,496,380)	\$ (85,594,544)	\$ (85,768,659)	\$ (81,008,615)	\$ (73,533,647)	\$ (90,137,683)	\$ (95,992,297)	\$ (101,681,588)	\$ (108,558,884)
Business-type activities.....	86,220	167,233	(68,155)	125,615	76,105	-	-	-	-	-
Total primary government net (expense)/program revenue.....	\$ (74,547,273)	\$ (75,329,147)	\$ (85,662,699)	\$ (85,643,044)	\$ (80,932,510)	\$ (73,533,647)	\$ (90,137,683)	\$ (95,992,297)	\$ (101,681,588)	\$ (108,558,884)

(Continued)



**Town of Burlington, Massachusetts**  
**Changes in Net Position**  
**Last Ten Years**

	Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>General Revenues and other Changes in Net Position</b>										
Governmental activities:										
Real estate and personal property taxes, net of tax refunds payable.....	\$ 64,634,263	\$ 68,910,879	\$ 74,149,116	\$ 78,024,335	\$ 81,198,186	\$ 83,728,004	\$ 87,525,940	\$ 91,085,231	\$ 94,505,632	\$ 97,533,719
Tax liens.....	31,676	138,283	204,413	461,580	210,130	559,358	371,618	567,733	281,302	285,140
Motor vehicle excise taxes.....	2,906,393	3,126,512	2,913,520	2,886,060	3,166,382	3,139,309	3,468,964	3,554,381	3,636,722	4,569,562
Hotel, motel and meals taxes.....	1,344,911	1,432,492	1,308,935	1,287,634	1,871,735	3,349,317	3,636,393	3,657,526	4,255,813	4,553,039
Penalties and interest on taxes.....	387,565	390,611	323,433	300,476	334,113	338,128	383,922	291,353	255,365	502,940
Payment in lieu of taxes.....	541,071	548,314	547,878	548,087	521,092	520,000	520,347	520,000	521,090	521,090
Grants and contributions not restricted to specific programs.....	3,313,286	3,379,354	3,042,580	2,424,372	2,331,313	2,328,361	2,366,346	2,389,509	2,446,724	2,448,330
Unrestricted investment income.....	1,208,798	680,300	460,915	252,090	239,593	199,527	335,618	273,217	236,962	746,779
Gain of sale of capital assets.....	-	-	-	-	605,316	-	521,600	-	-	-
Miscellaneous.....	-	484,193	435,461	517,228	1,343,728	185,058	202,500	181,101	264,849	252,221
Transfers.....	-	-	-	-	1,204,572	-	-	-	-	-
<b>Total governmental activities.....</b>	<b>74,367,963</b>	<b>79,090,938</b>	<b>83,386,151</b>	<b>86,701,862</b>	<b>93,026,160</b>	<b>94,347,062</b>	<b>99,333,248</b>	<b>102,520,051</b>	<b>106,404,459</b>	<b>111,392,820</b>
Business-type activities:										
Unrestricted investment income.....	7,019	5,769	1,972	-	-	-	-	-	-	-
Transfers.....	-	-	-	-	(1,204,572)	-	-	-	-	-
<b>Total business-type activities.....</b>	<b>7,019</b>	<b>5,769</b>	<b>1,972</b>	<b>-</b>	<b>(1,204,572)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total primary government general revenues and other changes in net position.....</b>	<b>\$ 74,374,982</b>	<b>\$ 79,096,707</b>	<b>\$ 83,388,123</b>	<b>\$ 86,701,862</b>	<b>\$ 91,821,588</b>	<b>\$ 94,347,062</b>	<b>\$ 99,333,248</b>	<b>\$ 102,520,051</b>	<b>\$ 106,404,459</b>	<b>\$ 111,392,820</b>
<b>Changes in Net Position</b>										
Governmental activities.....	\$ (265,530)	\$ 3,594,558	\$ (2,206,421)	\$ 933,203	\$ 12,017,545	\$ 20,813,415	\$ 9,195,565	\$ 6,527,754	\$ 4,722,871	\$ 2,833,936
Business-type activities.....	93,239	173,002	(66,183)	125,615	(1,128,467)	-	-	-	-	-
<b>Total primary government changes in net position.....</b>	<b>\$ (172,291)</b>	<b>\$ 3,767,560</b>	<b>\$ (2,272,604)</b>	<b>\$ 1,058,818</b>	<b>\$ 10,889,078</b>	<b>\$ 20,813,415</b>	<b>\$ 9,195,565</b>	<b>\$ 6,527,754</b>	<b>\$ 4,722,871</b>	<b>\$ 2,833,936</b>

The Town discontinued the operation of the Ice Palace Enterprise fund in 2011.  
The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015.

(Concluded)

**Town of Burlington, Massachusetts**

**Fund Balances, Governmental Funds**

**Last Ten Years**

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>General Fund</b>										
Committed.....	\$ -	\$ -	\$ -	\$ -	\$ 1,197,206	\$ 2,445,246	\$ 2,635,593	\$ 1,705,171	\$ 2,692,084	\$ 2,642,772
Assigned.....	2,029,012	1,733,658	2,362,290	1,834,572	3,002,537	3,892,016	5,238,888	7,624,521	6,861,393	8,017,447
Unassigned.....	7,449,414	8,266,587	8,828,675	10,179,879	16,235,802	18,150,496	21,765,606	25,037,238	24,057,614	27,962,793
<b>Total general fund.....</b>	<b>\$ 9,478,426</b>	<b>\$ 10,000,245</b>	<b>\$ 11,190,965</b>	<b>\$ 12,014,451</b>	<b>\$ 20,435,545</b>	<b>\$ 24,487,758</b>	<b>\$ 29,640,087</b>	<b>\$ 34,366,930</b>	<b>\$ 33,611,091</b>	<b>\$ 38,623,012</b>
<b>All Other Governmental Funds</b>										
Reserved.....	\$ 4,755,276	\$ 4,307,500	\$ 4,181,921	\$ 3,669,686	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved, reported in:										
Special revenue funds.....	2,898,304	3,179,680	2,417,335	3,139,071	-	-	-	-	-	-
Capital projects funds.....	3,118,051	857,097	(935,224)	3,365,397	-	-	-	-	-	-
Permanent funds.....	70,322	86,260	111,767	124,569	-	-	-	-	-	-
Nonspendable.....	-	-	-	-	413,880	488,630	482,459	570,480	561,251	588,055
Restricted.....	-	-	-	-	6,982,974	8,772,669	5,679,557	3,303,818	7,734,094	9,707,085
Unassigned.....	-	-	-	-	(280,739)	(281,552)	(1,624,076)	(7,485,398)	-	-
<b>Total all other governmental funds.....</b>	<b>\$ 10,841,953</b>	<b>\$ 8,430,537</b>	<b>\$ 5,775,799</b>	<b>\$ 10,298,723</b>	<b>\$ 7,136,115</b>	<b>\$ 8,979,747</b>	<b>\$ 4,537,940</b>	<b>\$ (3,611,100)</b>	<b>\$ 8,295,345</b>	<b>\$ 10,295,140</b>

The Town implemented GASB 54 in 2011, fund balances prior to 2011 have been reported in the pre-GASB 54 format.

Town of Burlington, Massachusetts

Changes in Fund Balances, Governmental Funds

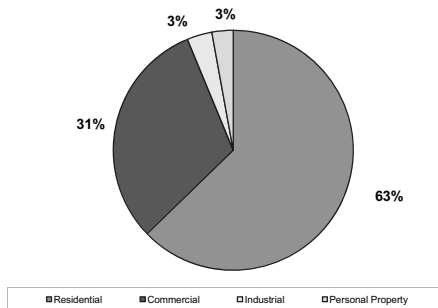
Last Ten Fiscal Years

	Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>Revenues:</b>										
Real estate and personal property taxes, net of tax refunds.....	\$ 64,800,315	\$ 68,838,117	\$ 73,940,044	\$ 78,080,006	\$ 81,079,532	\$ 83,917,539	\$ 87,511,573	\$ 91,419,009	\$ 94,364,342	\$ 97,422,787
Tax liens.....	115,510	82,568	35,813	77,469	213,009	249,692	281,902	218,654	173,535	597,682
Motor vehicle excise taxes.....	2,822,105	3,123,333	3,088,661	2,850,959	3,026,761	3,123,877	3,525,991	3,612,156	3,654,777	4,445,017
Hotel, motel and meals taxes.....	1,344,911	1,432,492	1,308,835	1,287,634	1,871,735	3,349,317	3,636,393	3,657,526	4,255,813	4,553,039
Charges for service.....	738,394	788,792	545,845	522,563	475,101	618,487	743,470	699,605	691,362	854,582
Water and sewer charges.....	5,590,497	6,060,638	7,200,057	7,012,986	9,310,898	8,878,775	9,240,758	10,007,241	10,164,519	9,857,220
Penalties and interest on taxes.....	387,565	390,611	323,433	300,476	334,113	338,128	383,922	291,353	255,365	502,940
Fees and rentals.....	274,651	263,653	388,618	404,593	441,306	430,100	342,461	453,284	504,411	599,641
Payment in lieu of taxes.....	541,071	548,314	547,878	548,087	521,092	520,347	520,000	520,000	521,090	521,090
Licenses and permits.....	1,823,565	1,352,798	1,450,119	1,253,915	1,411,288	1,293,115	2,046,545	2,772,859	2,878,533	3,100,402
Intergovernmental.....	19,090,491	20,670,124	20,963,142	24,278,648	29,101,027	39,567,666	30,078,008	24,583,703	18,719,275	21,580,606
Departmental and other.....	4,934,401	3,878,102	4,245,845	4,912,444	5,322,845	6,815,023	5,535,692	6,044,841	6,427,038	6,685,738
Contributions.....	3,263	7,479	13,017	28,016	15,709	46,174	26,489	1,501,903	1,002,596	38,742
Investment income.....	1,099,686	604,587	428,623	240,167	233,569	196,172	330,339	267,563	230,164	561,453
Miscellaneous.....	7,149	336,451	512,677	474,972	874,808	271,503	255,126	228,519	502,723	474,277
<b>Total Revenue.....</b>	<b>103,573,574</b>	<b>108,378,059</b>	<b>114,992,607</b>	<b>122,272,935</b>	<b>134,232,793</b>	<b>149,615,588</b>	<b>144,459,016</b>	<b>146,238,196</b>	<b>144,345,543</b>	<b>151,795,216</b>
<b>Expenditures:</b>										
General government.....	3,867,680	4,280,871	5,880,994	5,352,889	5,692,875	5,893,759	6,394,853	6,511,826	7,802,938	5,804,651
Public safety.....	11,124,011	12,384,267	12,160,737	13,249,192	13,347,165	12,833,413	13,488,718	13,733,599	14,870,137	14,721,094
Education.....	47,564,580	42,490,307	46,208,782	45,927,698	49,475,780	51,719,838	53,328,943	58,699,538	57,398,922	60,331,384
Public works.....	9,201,967	7,006,444	6,189,351	6,467,606	5,986,086	5,627,985	6,342,475	6,568,070	11,487,236	11,196,412
Water and sewer.....	2,922,669	2,908,367	3,093,945	3,631,069	3,205,804	3,719,362	3,754,705	3,200,730	3,528,114	2,617,549
MWRA assessments.....	3,713,295	3,860,156	4,158,552	3,988,371	4,468,551	4,744,850	4,785,864	4,865,690	4,962,214	4,930,668
Human services.....	1,167,627	1,221,699	1,388,888	1,352,605	1,439,541	1,491,404	1,504,393	1,503,817	1,582,618	1,746,801
Culture and recreation.....	2,937,764	3,344,486	3,476,835	3,476,835	3,450,315	3,536,753	3,864,371	3,797,414	3,625,733	3,887,724
Pension benefits.....	4,856,218	13,724,677	15,138,019	15,821,783	16,495,297	17,333,291	18,235,052	18,916,521	12,701,305	15,818,297
Employee benefits and insurance.....	9,009,841	9,642,611	9,963,571	9,964,115	10,277,959	12,188,672	12,080,516	11,850,607	12,461,980	12,823,927
State and county charges.....	518,033	531,620	606,387	629,368	578,764	587,147	601,693	624,546	639,045	669,535
Capital outlay.....	7,302,652	7,082,129	6,070,157	13,645,746	25,856,866	32,941,925	16,789,218	13,344,606	5,488,898	7,630,493
Debt service:										
Principal.....	2,688,711	2,936,044	3,049,436	2,966,147	2,790,482	3,165,380	3,801,490	4,099,923	3,686,506	3,629,243
Interest.....	1,251,988	1,245,337	1,125,265	1,106,719	1,284,304	1,642,702	1,801,458	2,043,937	1,759,278	1,826,655
Payment to bond escrow agent.....	-	-	-	-	-	-	-	-	793,918	-
<b>Total Expenditures.....</b>	<b>108,127,036</b>	<b>112,499,986</b>	<b>118,378,570</b>	<b>127,580,143</b>	<b>144,349,789</b>	<b>157,406,481</b>	<b>146,733,749</b>	<b>149,760,824</b>	<b>142,788,822</b>	<b>147,634,433</b>
<b>Excess of revenues over (under) expenditures.....</b>	<b>(4,553,462)</b>	<b>(4,121,927)</b>	<b>(3,385,963)</b>	<b>(5,307,208)</b>	<b>(10,116,996)</b>	<b>(7,790,913)</b>	<b>(2,274,733)</b>	<b>(3,522,628)</b>	<b>1,556,721</b>	<b>4,160,783</b>
<b>Other Financing Sources (Uses)</b>										
Issuance of bonds and notes.....	-	-	-	-	-	-	-	-	-	1,735,200
Issuance of debt refunding.....	-	-	-	-	-	-	-	-	-	2,055,000
Premium from issuance of refunding bonds.....	-	-	-	-	-	-	-	-	-	313,910
Payments to refunded bond escrow agents.....	-	-	-	-	-	-	-	-	-	(2,347,806)
Premium from issuance of bonds.....	30,277	69,330	21,945	173,618	567,177	541,633	374,786	100,431	81,885	1,091,629
Sale of capital assets.....	-	-	-	-	-	-	-	-	-	-
Capital lease financing.....	-	-	-	-	-	-	-	-	-	-
Transfers in.....	2,819,185	2,340,898	2,487,961	2,055,818	1,139,655	1,641,477	846,869	375,443	1,800,000	2,397,772
Transfers out.....	(2,519,185)	(1,940,898)	(2,487,961)	(2,055,818)	(1,133,025)	(1,641,477)	(1,507,562)	(375,443)	(4,829,186)	(2,397,772)
<b>Total other financing sources (uses).....</b>	<b>10,227,759</b>	<b>2,232,330</b>	<b>1,921,945</b>	<b>10,653,618</b>	<b>15,375,482</b>	<b>13,686,758</b>	<b>2,985,255</b>	<b>100,431</b>	<b>9,593,885</b>	<b>2,850,933</b>
<b>Net change in fund balance.....</b>	<b>\$ 5,674,297</b>	<b>\$ (1,889,597)</b>	<b>\$ (1,464,018)</b>	<b>\$ 5,346,410</b>	<b>\$ 5,258,486</b>	<b>\$ 5,895,845</b>	<b>\$ 710,522</b>	<b>\$ (3,422,197)</b>	<b>\$ 11,150,606</b>	<b>\$ 7,011,716</b>
Debt service as a percentage of noncapital expenditures.....	3.91%	3.97%	3.72%	3.57%	3.44%	3.86%	4.31%	4.50%	3.97%	3.90%

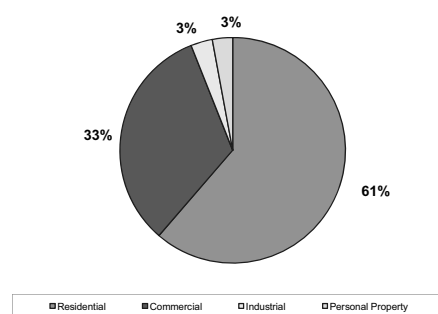
**Town of Burlington, Massachusetts**  
**Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates**  
**Last Ten Years**

Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Direct Tax Rate	Total Town Value
2007	\$3,153,355,610	\$9.20	\$1,021,337,885	\$230,982,000	\$109,074,580	\$1,361,394,465	\$26.00	30.2%	\$14.27	\$4,514,750,075
2008	\$3,100,676,555	\$9.60	\$1,204,863,610	\$190,844,300	\$115,680,810	\$1,511,388,720	\$26.30	32.8%	\$15.07	\$4,612,065,275
2009 (1)	\$3,101,128,425	\$9.90	\$1,383,575,400	\$202,918,400	\$132,268,300	\$1,718,762,100	\$25.90	35.7%	\$15.61	\$4,819,890,525
2010	\$2,938,363,015	\$10.90	\$1,267,650,950	\$176,476,500	\$136,843,360	\$1,580,970,810	\$29.70	35.0%	\$17.48	\$4,519,333,825
2011	\$2,880,926,535	\$11.50	\$1,276,438,427	\$173,181,200	\$138,221,020	\$1,587,840,647	\$30.80	35.5%	\$18.36	\$4,468,767,182
2012 (1)	\$2,948,417,550	\$11.55	\$1,340,593,248	\$178,475,200	\$131,561,270	\$1,650,629,718	\$30.95	35.9%	\$18.51	\$4,599,047,268
2013	\$2,981,261,150	\$11.85	\$1,366,644,948	\$177,084,100	\$138,298,620	\$1,682,027,668	\$31.70	36.1%	\$19.01	\$4,663,288,818
2014	\$3,040,672,350	\$12.00	\$1,405,152,603	\$171,648,200	\$149,821,880	\$1,726,622,683	\$32.24	36.2%	\$19.33	\$4,767,295,033
2015 (1)	\$3,318,511,275	\$11.35	\$1,641,350,579	\$177,610,700	\$152,236,170	\$1,971,197,449	\$29.40	37.3%	\$18.08	\$5,289,708,724
2016	\$3,396,245,775	\$11.46	\$1,805,825,709	\$171,725,500	\$161,002,910	\$2,138,554,119	\$28.28	38.6%	\$17.96	\$5,534,799,894

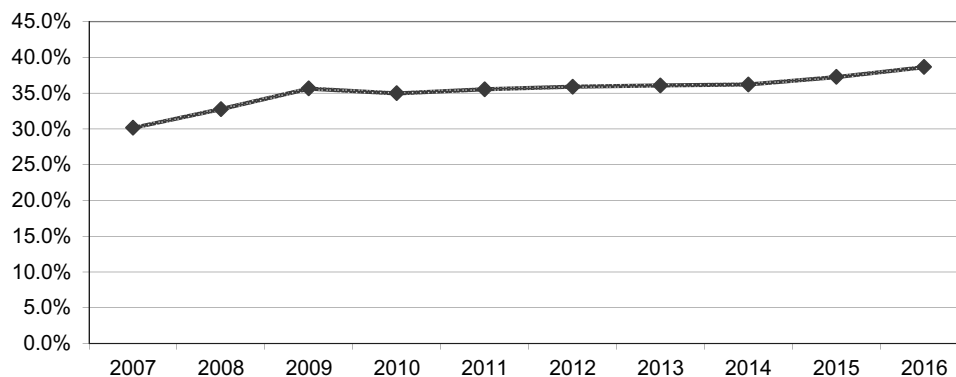
**Total Assessed Value by Classification  
Fiscal Year Ended June 30, 2015**



**Total Assessed Value by Classification  
Fiscal Year Ended June 30, 2016**



**Commercial Value as % of Total Value**



(1) Revaluation year.

Source: Assessor's Department, Town of Burlington

All property in the Commonwealth of Massachusetts is assessed at 100% of fair cash value.

Note: Chapter 59, Section 21C of the Massachusetts General Laws, known as "Proposition 2 1/2", imposes 2 separate limits on the annual tax levy of the Town. The primary limitation is that the tax levy cannot exceed 2 1/2 percent of the full and fair cash value. The secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding year as determined by the State Commissioner of Revenue by more than 2 1/2 percent, subject to an exception for property added to the tax rolls and for certain substantial valuation increases other than as part of a general revaluation. The secondary limit may be exceeded in any year by a majority vote of the voters, however it cannot exceed the primary limitation.

Town of Burlington, Massachusetts

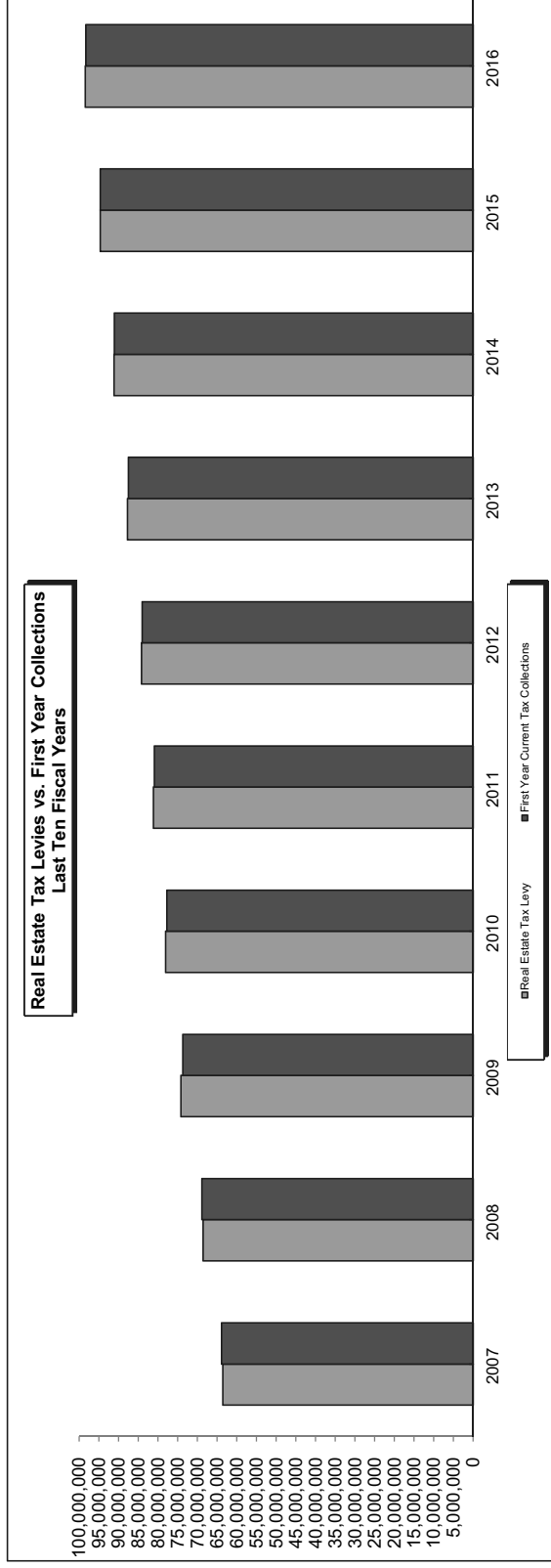
Principal Taxpayers

Current Year and Nine Years Ago

Name	Nature of Business	2016			2007		
		Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value	Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value
Bellwether Property Of Mass	Office Building	\$ 203,352,700	1	3.7%	-	-	
Network Drive Owner LLC	Office Building	\$ 167,369,600	2	3.0%	-	-	
Neep Investors Holdings LLC	Office Building	\$ 140,965,300	3	2.5%	\$ 90,459,600	3	2.0%
Burlington Centre Owner LLC	Office Building	\$ 67,579,500	4	1.2%	-	-	
Wayside Commons Invest.	Office Building/Retail	\$ 66,209,600	5	1.2%	-	-	
Burlington Mall FB-1 LLC	Office Building/Retail	\$ 57,537,700	6	1.0%	\$ 169,904,600	1	3.8%
Oracle USA Inc	Computer Network Systems	\$ 54,768,600	7	1.0%	-	-	
Prim 25 Mail Road LLC	Office Building	\$ 43,083,700	8	0.8%	-	-	
Piedmont 5 & 15 Wayside LLC	Office Building	\$ 40,603,300	9	0.7%	-	-	
CH Rity VII-PHG H Bos Burl LLC	Office Building	\$ 39,976,600	10	0.7%	-	-	
Nordblom	Office Building	-	-		\$ 90,665,200	2	2.0%
E&A Northeast LP	Office Building	-	-		\$ 55,635,600	4	1.2%
Hekimian & Finard	Office/Real Estate Development	-	-		\$ 51,331,300	5	1.1%
Sun Micro	Computer Network Systems	-	-		\$ 44,697,800	6	1.0%
Gutierrez/Auburn-Oxford	Office/Real Estate Development	-	-		\$ 37,689,100	7	0.8%
Corporation Drive	Office Building	-	-		\$ 28,674,600	8	0.6%
Ma 25 Mail Office LLC	Office Building	-	-		\$ 26,734,600	9	0.6%
One Wheeler Road Assoc.	Office/Real Estate Development	-	-		\$ 22,662,800	10	0.5%
Totals		\$881,456,600		15.8%	\$618,455,200		13.6%
Source: Town of Burlington, Assessor Department							

**Town of Burlington, Massachusetts**  
**Property Tax Levies and Collections**  
**Last Ten Years**

Year	Total Tax Levy	Less Allowance for Abatements & Exemptions	Net Tax Levy	Net as % of Total	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Net Tax Levy
2007	\$64,407,127	\$ 868,365	\$63,538,762	98.65%	\$63,881,114	100.54%	\$ 519,722	\$64,400,836	101.36%
2008	\$69,516,018	\$ 1,021,024	\$68,494,994	98.53%	\$68,806,312	100.45%	\$ 490,909	\$69,297,221	101.17%
2009	\$75,217,111	\$ 1,033,640	\$74,183,471	98.63%	\$73,662,038	99.30%	\$ 564,922	\$74,226,960	100.06%
2010	\$78,982,990	\$ 955,024	\$78,027,966	98.79%	\$77,751,205	99.65%	\$ 496,723	\$78,247,928	100.28%
2011	\$82,036,147	\$ 933,064	\$81,103,083	98.86%	\$80,860,884	99.70%	\$ 427,237	\$81,288,121	100.23%
2012	\$85,136,212	\$ 1,001,805	\$84,134,407	98.82%	\$84,009,338	99.85%	\$ 404,439	\$84,413,777	100.33%
2013	\$88,648,222	\$ 950,000	\$87,698,222	98.93%	\$87,445,667	99.71%	\$ 426,846	\$87,872,513	100.20%
2014	\$92,154,384	\$ 1,020,328	\$91,134,056	98.89%	\$91,020,060	99.87%	\$ 461,263	\$91,481,323	100.38%
2015	\$95,618,308	\$ 1,000,000	\$94,618,308	98.95%	\$94,591,684	99.97%	\$ 351,832	\$94,943,516	100.34%
2016	\$99,399,287	\$ 1,000,000	\$98,399,287	98.99%	\$98,252,845	99.85%	-	\$98,252,845	99.85%



The allowance for abatements and exemptions is the tax year estimate of potential reductions of taxes. If the estimate is lower than actual then the percent of tax collections compared to the net levy can exceed 100%.

**Town of Burlington, Massachusetts**

**Ratios of Outstanding Debt and General Bonded Debt**

Last Ten Years

Year	Governmental Bonded Debt					
	Population Estimates	Personal Income	Assessed Value	General Obligation Bonds	Per Capita	Percentage of Personal Income
2007	23,223	\$684,706,932	\$4,514,750,045	\$32,727,588	\$1,409	4.78%
2008	23,299	\$718,075,180	\$4,612,065,275	\$32,083,384	\$1,377	4.47%
2009	24,895	\$752,053,055	\$4,819,890,565	\$29,305,108	\$1,177	3.90%
2010	24,498	\$796,797,450	\$4,519,333,825	\$35,389,459	\$1,445	4.44%
2011	24,985	\$878,422,630	\$4,468,767,182	\$46,769,231	\$1,872	5.32%
2012	24,708	\$851,635,344	\$4,599,047,268	\$56,748,976	\$2,297	6.66%
2013	25,008	\$870,103,344	\$4,663,288,818	\$54,189,486	\$2,167	6.23%
2014	25,176	\$902,383,368	\$4,767,295,033	\$50,089,563	\$1,990	5.55%
2015	25,190	\$867,266,510	\$5,289,708,724	\$54,018,579	\$2,144	6.23%
2016	25,463	\$1,003,445,904	\$5,534,799,894	\$53,237,622	\$2,091	5.31%

Year	Total Governmental Activity			
	Capital Leases	Total Debt Outstanding	Per Capita	Percentage of Assessed Value
2007	\$ -	\$32,727,588	\$1,409	0.72%
2008	\$ -	\$32,083,384	\$1,377	0.70%
2009	\$ -	\$29,305,108	\$1,177	0.61%
2010	\$ 1,200,000	\$36,589,459	\$1,494	0.81%
2011	\$ 900,000	\$47,669,231	\$1,908	1.07%
2012	\$ 586,500	\$57,335,476	\$2,321	1.25%
2013	\$ 921,476	\$55,110,962	\$2,204	1.18%
2014	\$ 349,863	\$50,439,426	\$2,003	1.06%
2015	\$ 1,465,481	\$55,484,060	\$2,203	1.05%
2016	\$ 1,117,689	\$54,355,311	\$2,135	0.98%

Source: Audited Financial Statements, U. S. Census

**Town of Burlington, Massachusetts**

**Direct and Overlapping Governmental Activities Debt**

**As of June 30, 2016**

<u>Town of Burlington, Massachusetts</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable</u>	<u>Estimated Share of Overlapping Debt</u>
Debt repaid with property taxes			
Shawsheen Valley Technical Vocational School..... \$	7,600,000	8.38%	\$ 636,590
MWRA.....	3,690,804,000	1.07%	39,575,880
Subtotal, overlapping debt.....			<u>40,212,470</u>
Direct debt:			
Capital Lease Obligations.....			1,117,689
General Governmental Debt.....			<u>53,237,622</u>
Town total direct debt.....			<u>54,355,311</u>
Total direct and overlapping debt.....			<u><u>\$ 94,567,781</u></u>

Source: Town of Burlington, Finance Department and related organizations.

Note: Overlapping governments are those that coincide, at least in part, with geographic boundaries of the Town. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the taxpayers of Town. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the property taxpayers should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.



**Town of Burlington, Massachusetts**

**Computation of Legal Debt Margin**

**Last Ten Years**

	<b>Year</b>									
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Equalized Valuation.....	\$ 4,563,513,000	\$ 5,138,693,700	\$ 5,138,693,700	\$ 4,963,154,800	\$ 4,963,154,800	\$ 4,948,189,000	\$ 4,948,189,000	\$ 5,185,943,200	\$ 5,185,943,200	\$ 6,191,239,400
Debt Limit -5% of Equalized Valuation.....	\$ 228,175,650	\$ 256,934,685	\$ 256,934,685	\$ 248,157,740	\$ 248,157,740	\$ 247,409,450	\$ 247,409,450	\$ 259,297,160	\$ 259,297,160	\$ 309,561,970
Less:										
Outstanding debt applicable to limit.....	\$ 29,566,665	\$ 28,393,621	\$ 14,437,346	\$ 16,691,200	\$ 16,777,475	\$ 26,269,865	\$ 38,037,305	\$ 35,290,745	\$ 32,150,185	\$ 36,847,825
Authorized and unissued debt.....	\$ 38,752,000	\$ 30,954,518	\$ 46,894,762	\$ 77,210,034	\$ 60,675,442	\$ 39,697,256	\$ 23,595,526	\$ 29,631,288	\$ 15,926,977	\$ 17,311,800
Legal debt margin.....	\$ 159,856,985	\$ 197,586,546	\$ 195,602,577	\$ 154,256,506	\$ 170,704,823	\$ 181,442,329	\$ 185,776,619	\$ 194,375,127	\$ 211,219,998	\$ 255,402,345
Total debt applicable to the limit										
as a percentage of debt limit.....	29.94%	23.10%	23.87%	37.84%	31.21%	26.66%	24.91%	25.04%	18.54%	17.50%

Source: Town of Burlington, Treasurer's Department

**Town of Burlington, Massachusetts**

**Demographic and Economic Statistics**

**Last Ten Years**

<b>Year</b>	<b>Population Estimates</b>	<b>Personal Income</b>	<b>Per Capita Personal Income</b>	<b>Median Age</b>	<b>School Enrollment</b>	<b>Unemployment Rate</b>
2007	23,223	\$ 684,706,932	\$ 29,484	41.0	3,528	3.0%
2008	23,299	\$ 718,075,180	\$ 30,820	41.0	3,686	4.8%
2009	24,895	\$ 752,053,055	\$ 30,209	41.0	3,650	6.9%
2010	24,498	\$ 796,797,450	\$ 32,525	42.0	3,711	6.3%
2011	24,985	\$ 878,422,630	\$ 35,158	42.0	3,652	5.9%
2012	24,708	\$ 851,635,344	\$ 34,468	42.0	3,626	5.0%
2013	25,008	\$ 870,103,344	\$ 34,793	42.0	3,606	4.8%
2014	25,176	\$ 902,383,368	\$ 35,843	42.0	3,579	4.9%
2015	25,190	\$ 867,266,510	\$ 34,429	42.0	3,799	3.8%
2016	25,463	\$ 1,003,445,904	\$ 39,408	42.0	3,508	3.4%

Source: U. S. Census, Division of Local Services

Median age is based on most recent census data  
MA Department of Elementary and Secondary Education  
School and Town Clerk Departments, Town of Burlington  
MA Office of Workforce Development  
Information came from Burlington Town Report.

Town of Burlington, Massachusetts

Principal Employers

Current Year and Nine Years Ago

Employer	Nature of Business	2016			2007		
		Employees	Rank	Percentage of Total Town Employment	Employees	Rank	Percentage of Total Town Employment
Lahey Clinic	Hospital	5,040	1	36%	4,025	1	30%
Oracle/Sun*	Computer Network Systems	2,300	2	16%	-	-	-
Siemens-Nixdorff	Information Technology & Electronics	1,000	3	7%	1,800	3	13%
Avid Tech	Software Systems (Video)	800	4	6%	-	-	-
Burlington Mall	Retail	750	5	5%	550	5	4%
Keurig Green Mountain	Retail	750	6	5%	-	-	-
Wegmans	Retail	630	7	5%	-	-	-
Nuance Systems	Software/Communications	525	8	4%	-	-	-
ONE Communications	Telecom	420	9	3%	-	-	-
Federal Aviation Admin.	Government	385	10	3%	385	9	3%
Sun Microsystems*	Computer Network Systems	-	-	-	1,950	2	14%
Oracle*	Computer Network Systems	-	-	-	1,050	4	8%
Raytheon	Research & Development	-	-	-	400	6	3%
M/A - Com	Research & Development	-	-	-	450	7	3%
EG & G Dynatrent	Research & Development	-	-	-	425	8	3%
SAP Systems	Software Systems	-	-	-	350	10	3%
Total		12,600		90%	11,385		84%

Source: Massachusetts Workplace Development

\* Oracle acquired Sun Microsystems in 2010.

**Town of Burlington, Massachusetts**

**Full-time Equivalent Town Employees by Function**

**Last Ten Years**

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Function										
General government.....	40	39	39	38	38	38	42	43	43	43
Public Safety.....	143	143	144	144	144	144	144	144	146	147
Education.....	516	517	524	530	527	512	544	564	570	576
Public works.....	62	62	61	61	61	58	58	58	61	64
Human services.....	20	20	20	20	20	20	20	20	20	20
Culture and recreation.....	29	29	29	29	29	29	29	29	26	31
Total .....	810	810	817	822	819	801	837	858	866	879

Source: Town personnel records and various Town departments.

Town of Burlington, Massachusetts

Operating Indicators by Function/Program

Last Ten Years

Function/Program	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
General Government										
Population.....	23,223	23,299	24,895	24,498	24,985	24,708	25,008	25,176	25,190	25,463
Registered Voters, Annual Town Election.....	13,980	14,384	14,956	1,861	14,835	15,160	15,652	15,230	15,065	15,776
Town Clerk										
Births.....	271	282	302	293	305	305	282	296	252	201
Marriages.....	115	118	128	132	126	119	125	106	130	103
Deaths.....	788	735	842	882	840	848	875	907	1,040	776
Dogs licensed.....	N/A	1,876	2,020	2,067	2,097	2,182	2,213	2,216	2,314	2,365
Police										
Documented calls for police services.....	25,587	22,523	20,753	23,287	22,950	26,820	31,524	30,305	21,186	27,629
Uniform crimes reported.....	956	883	962	934	768	818	605	573	489	592
Arrests.....	313	322	267	238	256	256	232	243	175	225
Traffic citations issued.....	5,723	5,862	4,051	3,598	2,746	3,367	4,258	3,974	3,176	4,332
False burglary alarms.....	2,139	2,083	1,787	1,804	1,871	1,749	1,622	1,636	1,365	1,558
Total number of animal complaints.....	462	451	369	478	381	368	389	454	325	411
Fire										
Inspections.....	1,034	1,055	780	719	766	762	783	789	763	774
Plan reviews.....	305	311	262	225	235	305	268	319	315	268
Permits/certificates issued.....	668	740	658	561	650	765	736	800	785	980
Emergency responses.....	6,526	6,601	6,173	6,261	6,327	6,477	6,394	6,650	6,662	7,436
Building Department										
Permits issued.....	2,858	2,678	2,323	2,704	3,185	3,176	3,454	3,492	2,726	3,632
Education										
Public school enrollment.....	2,528	3,686	3,650	3,711	3,652	3,626	3,606	3,579	3,499	3,508
Public Works										
Cemetery										
Lots sold.....	40	66	58	46	49	48	54	53	54	51
Interments.....	133	152	132	151	144	139	148	150	148	144
Recycling/tons.....	1,461	1,519	1,592	2,161	2,212	2,183	2,040	1,980	2,297	2,392
Human Services										
Board of Health										
Permits issued.....	689	716	614	738	746	660	617	462	294	430
Inspections.....	1,400	1,315	1,202	1,237	1,382	1,101	1,191	1,071	809	1,357
Libraries										
Volumes in collection.....	103,467	106,723	109,287	111,850	112,140	113,663	111,713	113,487	115,599	111,892
Circulation.....	350,986	369,485	384,798	391,072	374,225	363,747	331,618	311,460	285,019	277,987
Program attendance.....	9,556	3,828	10,625	7,543	7,443	10,878	9,233	9,214	9,010	9,578
Visits.....	143,257	145,733	142,198	163,898	182,089	177,578	163,047	162,113	150,292	148,684
Hours of operation.....	2,962	3,017	3,020	3,049	2,956	2,977	2,989	2,888	2,992	2,993
Youth & Family Services										
Misc resident clinical consultation hours.....	340	360	387	413	349	314	410	320	339	503
Recreation										
Participants.....	25,735	35,909	27,762	28,684	30,679	28,438	30,126	39,568	39,809	29,374

NA: Information not available

Source: Various Town Departments

**Town of Burlington, Massachusetts**

**Capital Asset Statistics by Function/Program**

**Last Ten Years**

<u>Function/Program</u>	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
General Government										
Number of Buildings.....	13	13	13	13	13	13	13	13	14	14
Police										
Number of Stations.....	1	1	1	1	1	1	1	1	1	1
Police personnel and officers.....	72	72	73	73	73	73	73	73	75	75
Fire										
Number of Stations.....	2	2	2	2	2	2	2	2	2	2
Fire personnel and officers.....	65	65	65	65	65	65	65	65	65	66
Education										
Number of elementary schools.....	4	4	4	4	4	4	4	4	4	4
Number of middle schools.....	1	1	1	1	1	1	1	1	1	1
Number of high schools.....	1	1	1	1	1	1	1	1	1	1
Number of teachers.....	280	286	296	293	288	283	300	295	299	299
Number of students.....	3,528	3,686	3,650	3,711	3,652	3,626	3,606	3,579	3,799	3,508
Public Works										
Water mains (miles).....	149	149	149	149	149	149	149	149	149	149
Sanitary sewers (miles).....	121	121	121	121	121	121	121	121	121	121
Storm sewers (miles).....	117	117	117	117	117	117	117	117	117	117
Human Services										
Senior Center Facility.....	1	1	1	1	1	1	1	1	1	1
Culture and Recreation										
Libraries.....	1	1	1	1	1	1	1	1	1	1
Conservation land (acreage).....	277	277	277	277	277	283	283	283	283	283

Source: Various Town Departments

***TOWN OF BURLINGTON, MASSACHUSETTS***

***REPORTS ON FEDERAL AWARD PROGRAMS***

***YEAR ENDED JUNE 30, 2016***

**TOWN OF BURLINGTON, MASSACHUSETTS**  
**REPORTS ON FEDERAL AWARD PROGRAMS**  
**YEAR ENDED JUNE 30, 2016**

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100 Quannapowitt Parkway

Suite 101

Wakefield, MA 01880

T. 781-914-1700

F. 781-914-1701

[www.powersandsullivan.com](http://www.powersandsullivan.com)

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

**Independent Auditor's Report**

To the Honorable Board of Selectmen  
Town of Burlington, Massachusetts

We have audited, in accordance with the 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, the 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, 2016, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated December 23, 2016.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identifying. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink, appearing to read "Bowers & Sullivan LLC", is written over a light gray rectangular background.

December 23, 2016



100 Quannapowitt Parkway

Suite 101

Wakfield, MA 01880

T. 781-914-1700

F. 781-914-1701

[www.powersandsullivan.com](http://www.powersandsullivan.com)

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;  
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT  
ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
REQUIRED BY THE UNIFORM GUIDANCE**

**Independent Auditor's Report**

To the Honorable Board of Selectmen  
Town of Burlington, Massachusetts

**Report on Compliance for Each Major Federal Program**

We have audited Town of Burlington Massachusetts' compliance with the types of compliance requirements described in *OMB Compliance Supplement* that could have a direct and material effect on each of Town of Burlington's major federal programs for the year ended June 30, 2016. Town of Burlington's major federal programs are identified in the summary of auditors' results section in the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the Town of Burlington's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town of Burlington's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Town of Burlington's compliance.

**Opinion on Each Major Federal Program**

In our opinion, the Town of Burlington complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

## Report on Internal Control Over Compliance

Management of the Town of Burlington is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town of Burlington's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Burlington's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

## **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Burlington as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Town of Burlington's basic financial statements. We issued our report thereon dated December 23, 2016, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

A handwritten signature in black ink, appearing to read "Brewer & Sullivan LLC", is written over a faint, illegible printed name.

December 23, 2016

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

FOR THE YEAR ENDED JUNE 30, 2016

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Agency or Pass-through Number	Passed through to Subrecipients	Expenditures
<b>CHILD NUTRITION CLUSTER:</b>				
U.S. DEPARTMENT OF AGRICULTURE:				
<u>Passed through Massachusetts Department of Elementary and Secondary Education:</u>				
Non-Cash Assistance (Commodities):				
National School Lunch Program.....	10.555	09-048	\$ -	\$ 62,754
Cash Assistance:				
National School Lunch Program.....	10.555	09-048	-	253,912
Total National School Lunch Program.....			-	316,666
Cash Assistance:				
School Breakfast Program.....	10.553	09-048	-	10,817
TOTAL CHILD NUTRITION CLUSTER.....			-	327,483
<b>SPECIAL EDUCATION CLUSTER:</b>				
U.S. DEPARTMENT OF EDUCATION:				
<u>Passed through the Massachusetts Department of Elementary and Secondary Education:</u>				
Special Education - Grants to States (IDEA, Part B).....	84.027	240-333-6-0048	-	844,872
Special Education - Grants to States (IDEA, Part B).....	84.027	274-070-6-0048	-	34,441
Total Special Education - Grants to States (IDEA, Part B).....			-	879,313
<u>Passed through the Massachusetts Department of Elementary and Secondary Education:</u>				
Special Education - Preschool Grants (IDEA, Preschool).....	84.173	298-657-6-0048	-	6,365
<u>Passed through the Massachusetts Department of Early Education and Care:</u>				
Special Education - Preschool Grants (IDEA, Preschool).....	84.173	26216	-	34,977
TOTAL SPECIAL EDUCATION CLUSTER.....			-	920,655
<b>OTHER PROGRAMS:</b>				
U.S. DEPARTMENT OF CRIMINAL JUSTICE:				
<u>Direct Program:</u>				
Edward Byrne Memorial Justice Assistance Grant Program.....	16.738	Not Applicable	-	1,872
<b>PASS-THROUGH PROGRAMS:</b>				
U.S. DEPARTMENT OF TRANSPORTATION:				
<u>Passed through the Highway Safety Bureau:</u>				
State and Community Highway Safety.....	20.600	OT ENF 8/14-9/7/15	-	4,798
National Priority Safety Program.....	20.616	OT ENF 8/14-9/7/15	-	1,737
TOTAL TRANSPORTATION.....			-	6,535
U.S. DEPARTMENT OF EDUCATION:				
<u>Passed through the Massachusetts Department of Elementary and Secondary Education:</u>				
Title 1 Grants to Local Educational Agencies.....	84.010	305-070357-2016-0048	-	199,322
Improving Teacher Quality State Grants.....	84.367	140-077368-2016-0048	-	79,405
TOTAL EDUCATION.....			-	278,727
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES:				
<u>Passed through National Association of County and City Health Officials:</u>				
Medical Reserve Corps Small Grant Program.....	93.008	Not available	-	3,472
National Bioterrorism Hospital Preparedness.....	93.889	INTF6207P01W21916382	-	2,000
TOTAL HEALTH AND HUMAN SERVICES.....			-	5,472
U. S. SOCIAL SECURITY ADMINISTRATION:				
<u>Passed through Massachusetts Rehabilitation Commission:</u>				
Vocational Rehabilitation Determination.....	96.001	1493SEVERANCE GEORG952660	-	75
U. S. DEPARTMENT OF HOMELAND SECURITY:				
<u>Passed through Massachusetts Emergency Management Agency</u>				
Assistance to Firefighters Grant.....	97.044	EMW-2014-FO-01133	-	300,057
TOTAL.....			\$ -	\$ 1,840,876

See notes to schedule of expenditures of federal awards.

**Note 1 – Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal award activity of the Town of Burlington, Massachusetts under programs of the federal government for the year ended June 30, 2016. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Town of Burlington, Massachusetts, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Town of Burlington, Massachusetts.

**Note 2 – Summary of Significant Accounting Policies**

The accounting and reporting policies of the Town of Burlington, Massachusetts are set forth below:

- a) Basis of Presentation – The accompanying Schedule of Expenditures of Federal Awards is presented on the modified accrual basis of accounting. Accordingly, expenditures are recognized when the liability is incurred. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.
- b) Cash Assistance – School Breakfast and Lunch Program – Program expenditures represent federal reimbursement for meals provided during the year.
- c) Non-Cash Assistance (Commodities) – School Lunch Program – Program expenditures represent the value of donated foods received during the year.
- d) The Town of Burlington, Massachusetts has not elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

**A. Summary of Auditor's Results**

1. The auditor's report expresses an unmodified opinion on the financial statements of the Town of Burlington, Massachusetts.
2. No significant deficiencies relating to the audit of the financial statements are reported in the Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of the Town of Burlington, Massachusetts were disclosed during the audit.
4. No significant deficiencies relating to the audit of the major federal award programs are reported in the Report on Compliance for Each Major Federal Program and on Internal Control over Compliance required by the Uniform Guidance.
5. The auditor's report on compliance for the major federal award programs for the Town of Burlington, Massachusetts, expresses an unmodified opinion on all major federal award programs.
6. There were no audit findings relative to the major federal award programs for the Town of Burlington, Massachusetts.
7. The program tested as a major program is the Special Education cluster.
8. The threshold for distinguishing Types A and B programs was \$750,000.
9. The Town of Burlington, Massachusetts, was determined to be a low-risk auditee.

**B. Findings – Financial Statements Audit**

None

**C. Findings and Questioned Costs – Major Federal Award Programs**

None

**D. Summary Schedule of Prior Audit Findings**

None





## Town of Burlington, MA - Elected Officials

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**Town Clerk (5 Yrs.)****Term**

Amy E. Warfield	56 Skilton Ln.	(781) 229-6090	2021	Elected 4/11
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**Moderator (1 Yr.)****Term**

Sally Willard	13 Foster Rd	(781) 229-6530	2017	Elected 4/15
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**Selectmen (3 Yrs.)****Term**

Daniel J. Grattan	9 Fieldstone Dr.	(781) 221-6923	2017	Elected 4/11
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Christopher Hartling	V Ch 1 Colleen Cir	(781) 789-9203	2019	Elected 4/13
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Robert C. Hogan	35 Pontos Ave.	(781) 273-3135	2019	Elected 4/10
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Joseph E. Morandi	7 Winona Rd	(781) 273-1189	2018	Elected 4/15
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Michael S. Runyan	Chr. 15 Mildred Rd	(781) 272-2521	2018	Elected 4/12
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**Assessors (3 Yrs.)****Term**

Louise Crocker	15 Thornton Dr.	(781) 272-7851	2017	Appt 9/14 Elected 4/15
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Catherine O'Neil	31 Arthur Woods Ave	(781) 229-1998	2019	Elected 4/10
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Paul. Sheehan	Chr. 5 Thornton Dr.	(781) 272-8844	2018	Appt. 1/99 Elected 4/99
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**Treasurer/Collector (3 Yrs.)****Term**

Brian P. Curtin	3 Lee Ave.	(781) 270-1628	2019	Elected 4/76
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**School Committee (3 Yrs.)****Term**

Christine Monaco	Chr. 18 Corcoran Rd.	(781) 272-8922	2019	Elected 4/92
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Thomas Murphy, Jr.	3 Lexington St.	(781) 273-0204	2019	Elected 4/95
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Stephen A. Nelson	V Ch 25 Fairfax St.	(781) 221-5802	2017	Elected 4/96
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Kristin A. Russo	5 Kingsdale St.	(781) 270-3270	2017	Elected 4/11
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Martha A. Simon	5 Willow Way	(781) 273-0074	2018	Elected 4/15
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**Library Trustees (3 Yrs.)****Term**

Paula Bernard, Jr.	Chr. 4 Dunlap St.	(781) 272-7453	2018	Appt. 10/02 Elected 4/03
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Geraldine A. Degurski	245 Cambridge ST #201	(781) 272-1590	2018	Elected 4/15
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Edith F. Entwistle	62 Beaverbrook Rd.	(781) 272-1445	2017	Elected 4/96
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Robert H. Neufeld	3 Meadowvale Rd.	(781) 272-9594	2019	Elected 4/16
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Robert Thys	8 University Ave.	(781) 365-4321	2017	Appt. 6/09 Elected 4/11
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Steven E. Wasserman	3 Indian Hill Rd.	(781) 272-8583	2019	Elected 4/04
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**Planning Board (5 Yrs.)****Term**

Ernest E. Covino, Jr.		4 Donna Ln	(781) 273-2899	2020	Elected 4/89
William Gaffney		8 Joanne Rd	(781) 273-3595	2020	Appt. 9/2014, Elected 4/15
Joseph A. Impemba		11 Briarwood Ln.	(781) 221-5606	2021	Elected 4/06
John D. Kelly	VChr	14 Oxbow Ln.	(781) 272-6273	2017	Elected 4/12
Barbara G. L'Heureux	Chr.	10 Woodside Ln.	(781) 272-3350	2017	Elected 4/12
Carol A. Perna		6 Beaverbrook Rd	(780) 771-8091	2019	Elected 4/15
Paul R. Raymond	Clrk	1 Dorothy Rd.	(781) 272-9647	2018	Elected 4/90

**Board of Health (3 Yrs.)****Term**

David B. McSweeney		23 Tinkham Ave	(781) 270-5839	2018	Elected 4/15
Wayne S. Saltsman	Chr.	24 Wheatland St.	(781) 273-0361	2019	Elected 4/07
Elizabeth Walendziewicz		17 Wildwood St.	(781) 272-7668	2018	Appt. 10/10, Elected 4/11
Edward J. Weiner	V Ch	43 Freeport Dr.	(781) 272-0488	2019	Elected 4/89
Maribeth Welch		10 Harris Dr	(781) 229-6480	2017	Elected 4/14

**Constable (3 Yrs.)****Term**

William F. Pepicelli		5 Ridgewood Ln.	(781) 789-0605	2019	Elected 4/10
Anthony J. Saia		27 Alcine Ln.	(781) 718-4612	2019	Elected 4/77

**Housing Authority(5 Yrs.)****Term**

Michael Austin	Chr.	8 Partridge Ln.	(781) 270-9379	2017	Appt. 9/05 Elected 4/06
Albert Fay, Jr		11 Raymond Rd.	(781) 272-2516		Gov. Appt. (2011)
Bernice H. Ferguson		19 Bedford St.	(781) 270-9279	2021	Appt. 6/05 Elected 4/06
Richard H. Howard		158 Wilmington Rd.	(781) 273-1787	2019	Elected 4/09
James H. Langley, Jr.		13 Algonquin Dr.	(781) 272-0398	2018	Elected 4/03

**Recreation Commission (3 Yrs.)****Term**

Kristine E. Brown		8 Luther Rd.	(781) 270-0424	2019	Elected 4/04
Thomas Murphy, Jr.		3 Lexington St.	(781) 273-0204		School Appt.
David Norden		13 Mahattan Dr.		2018	Elected Write In 4/16
Paul Raymond		1 Dorothy Rd.	(781) 272-9647		Planning Bd 1998
Kevin J. Sullivan	Chr	14 Frothingham Rd.	(781) 229-7951	2017	Elected 4/01

**Shawsheen Tech (3 Yrs.)****Term**

Robert J. Gallagher, Jr		9 Evergreen Ave.	(617) 293-3821	2017	Elected 4/10
Paul Gedick		2 Mooney Circle	(781) 750-8565	2018	Elected 4/03



## Town of Burlington, MA - Committee List

Office of the Town Clerk

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### Beautification Committee(5)

1 year

Standing

Town Administrator

Carolyn R. Engel	9 Park Dr.	781-272-5004	2017	
Andrew A. Giordano	3 Belmont Rd.	781-272-3745	2017	
George M. Major ,Chr.	29 Lantern Ln.	781-272-3775	2017	
Michael Runyan	15 Mildred Road	781-273-0430	2017	Selectmen Rep
Amy E. Warfield	56 Skilton Lane	781-229-6090	2017	ex officio
Elaine Zuccaro	6 Pearson Cir.	781-272-0612	2017	

### Board of Appeals(5)

5 years

Standing

Town Administrator

John A. Alberghini Chr	2 Elm Ave.	781-272-1133	2018	
James F. Halloran	20 Fernglade Rd	617-755-0444	2020	
David Kelly	4 Cathy Rd	617-872-8071	2017	ALT
Edward Mikolinski	8 Burton Rd	781-365-0207	2019	
Rob Paccione	137 Mill St	617-794-7759	2017	ALT
James Tigges	2 Maryvale Rd	781-505-4920	2019	
Charles Viveiros	1 Cedar St	781-273-5686	2019	

### Board of Registrars(4)

3 years

Standing

Town Administrator

Jeanne Ganley Chr.	26 Beacon St. #42A	781-272-3376	2019	
Elmer Bud Larson	23 County Rd.	781-272-4948	2017	
Jessica Senesi	13 Town Line Rd	617-448-9750	2018	
Amy E. Warfield	56 Skilton Lane	781-229-6090	2021	ex officio

### Burlington Public Transit (B-Line)

1 year

Ad Hoc

Town Administrator

Jennifer Gelinas	3 Hallmark Garden #2	781-221-1689	2017	
Barbara L'Heureux	10 Woodside Lna	781-272-3350	2017	Planning
Mildred J. Nash	39 Sunset Dr.	781-272-0206	2017	
Patti Robichaud	29 Center St.	781-270-1671	2017	DPW
Sonia Rollins	8 Paula St.	781-221-0313	2017	
Michael S. Runyan	15 Mildred Road	781-273-0430	2017	Selectmen Rep

### Bylaw Review Committee(5)

1 year

Standing

Moderator

Wendy Guthro	17 Treetop Ct.	781-270-6594	2018	
Sandra MacKay	15 Arbor Ct	781-272-6992	2018	
Scott Martin	6 Cormier Rd	781-270-0304	2017	
Adam Tigges	2 Maryvale Rd	781-572-4343	2019	
Larry Warfield	56 Skilton Ln.	781-229-6090	2019	

### Cable Advisory Committee(7)

1 year

Ad Hoc

Town Administrator

Bradford Bond	8 Mullberry Ln.	781-272-8698	2017	
Bob Cunha	29 Center St	781-270-1600	2017	
Jennifer Dodge	123 Cambridge St	781-273-5922	2017	
Robert Hogan	29 Center St.	781-270-1600	2017	Selectman's Rep
Kate Moskos	29 Center St	781-270-1600	2017	
John Petrin	29 Center St	781-270-1600	2017	

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**Capital Budget Committee(7)****3 years****Standing****Moderator**

Gary Mercier	14 Heathstone Dr.	781-273-9080	2017	
Patrick Moreno	12 Patriot Rd	781-272-5375	2017	
Myrna A. Saltman	15 Greystone Ct.	781-272-4430	2017	
Adam Senesi	13 Town Line Rd	781-233-7986	2019	
Steven L. Stamm	56 Washington Ave	781-273-0641	2019	Appt.1/14
Ismael Valentin	4 Shady Lane Dr	857-236-2206	2018	
Ernest Zabolotny ,Chr.	33 Paulson Dr.	781-272-3227	2017	Appt. 2/11

**Cemetery Oversight Committee****1 year****Ad Hoc****Town Administrator**

William C. Beyer	67 Peach Orchard Rd.	781-273-0457	2017	
Frank P. Monaco ,Chr.	18 Corcoran Rd	781-272-8922	2017	
Michael Runyan	15 Mildred Road	781-273-0430	2017	Selectmen Rep

**Conservation Commission(7)****3 years****Standing****Town Administrator**

William Boivin V,Chr	213 Fox Hill Rd		2019	
Larry S. Cohen Chr.	8 Wilhelmina Ave.	781-272-5828	2018	
Indra Deb	17 Pathwoods Ave.	781-272-5807	2017	
Gail M. Lima	188 Mill St.	781-221-5653	2017	
Jane Lynch	6 Patriot Rd	781-270-3255	2018	
Ann Louise McNamara	79 Mountain Rd.	781-272-0596	2018	
Kerry Melanson	8 Freeport Dr.	781-273-0387	2019	
Michael Runyan	15 Mildred Road	781-273-0430	2017	Selectmen Rep

**Council on Aging(7)****1 year****Standing****Town Administrator**

Mark Burke	1 Arnold Terrace		2018	
Carole J. Castellano	12 Garrity Rd.	781-272-5627	2019	
Frances Cioffi	75 Peach Orchard Rd		2017	Alternate 1 yr
Susan Derosa	3 Ledgewood Dr	781-835-6944	2018	
Eleanor Hutchinson	4 Frances Rd		2019	
Joanne L. Kinchla	8 Arnold Terrace	781-272-8152	2014	fills three year
Carol Parker	15 Burlington St		2017	
Suzanne J. Trousil ,Chr.	2 Lucaya Cir.	781-750-8130	2014	

**Cultural Council(5-22)****3 years****Standing****Town Administrator**

Sandra Covenio	59 Center St. #102		2019	
Julia Eggleston	10 Gedick Rd		2016	
Antoinette Faria	6 Butters Ln.	781-272-1049	2019	
Joyce Fay	11 Raymond Rd.		2016	
Barbara Fisher	38 Purity Springs Rd.		2016	
Brenda Fisher	38 Purity Springs Rd.		2016	
Joanne Kinchla	8 Arnold Terrace	781-272-8152	2016	
Roberta Lasky	30 Sunset Dr		2019	
Judi Lichtenfels	21 Purity Springs Rd		2016	
Dorothy Macdonald	238 Fox Hill Rd		2019	
Teresa Pignatone	9 Jonathan Rd.	781-272-1555	2015	
Vincent J. Sferrino	10 Liberty Ave.	781-272-9549	2016	

**Disabilities Access Commission(9)****1 year****Standing****Town Administrator**

Alfredo Arno	40 Peach Orchard Rd		2017	
Thomas Carlson	1 Violet Rd.		2017	Appt.5/12
Bernice H. Ferguson	19 Bedford St.	781-270-9279	2017	
Robert Hogan	61 Center St.	781-270-1960	2017	Selectmen Rep
Maura F. Mazzocca Chr	5 Black Horse Ln.	781-270-5852	2017	
Joseph D. Stordy	303 Farms Dr.	781-273-5850	2017	Appt. 3/10
Kenneth Tigges Chr	4 Ellen Rd.	781-272-5187	2017	

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**Facilities Committee (7)**

		<b>2 years</b>	<b>Standing</b>	<b>Moderator</b>
William C. Beyer	67 Peach Orchard Rd.		781-273-0457	2017
Daniel J. Hanafin	4 Maple St.		781-229-4378	2017
James Robert Mackey	9 Dolores Dr.		781-272-7115	2017
Frank P. Monaco	18 Corcoran Rd.		781-272-8922	2017
Bruce A. Morey	5 Ellery Ln.		781-272-7107	2017
John E. O'Keefe	69 Mill St.		781-272-3362	2017
Julianne Ouellet	3 Hancock St.		781-724-0074	2018

**Historical Commission(7)**

		<b>3 years</b>	<b>Standing</b>	<b>Town Administrator</b>
Dorothy Bennett	23 Wilmington Rd.		781-272-1306	2019 Alternate 3 yr.
Norman B. Biggart	4 Baron Pk. Ln. Apt. 1		781-272-1537	Emeritus
Lisa Buoncoure	17 Beaverbrook Rd.		203-808-1285	2019
Peter Coppola	2 Garrity Rd.		617-957-1489	2017 Alternate 1 yr.
Sandra J. Covenio	59 Center St. #102		781-272-2712	2017
Eldrine F. Emerson	39 Arborwood Dr.		781-270-5633	2018
Toni Faria C-Chr	6 Butters Ln.		781-272-1049	2018
Joyce Fay	11 Raymond Rd.		781-272-2516	2017
Kathleen Horton	11 Westwood St		781-229-2242	2019
Mary Nohelty	32 Manhattan Dr		781-272-1516	2017 Alternate 1 yr.
Hope M. Paulsen	59 Center St. #201		781-272-0607	2017 Advisory
Christopher Pereira	3 Eugene Rd		978-604-9748	2017 Alternate 1 yr.
Norma C. Robichaud	5 Highland Way		781-272-4393	2017 Alternate 1 yr.
Michael Tredeau C-Chr	12 Myrna St.		781-273-2036	2017

**Housing Partnership**

		<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>
Ernest E. Covino, Jr.	29 Center St.		781-270-1645	2017
James Doherty	29 Center ST		781-270-1650	2017
Phyllis Etsell	3 Eisenhower Dr.		781-270-5072	2017 Murray Hills
Kent Moffat	21 Crystal Cr			2017
Virginia E. Mooney	28 Mohawk Rd.		781-272-3644	2017
Michael S. Runyan	15 Mildred Road		781-273-0430	2017 Selectmen Rep
Charles Viveiros	1 Cedar St		781-273-5686	2017
Henry Wu	3 Bennett Lane			2017
Robert Young	3 Valley Cir			2017

**Human Services Building Committee**

		<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>
David Castellano	5 Manor Ave		781-272-5627	2014
John Clancy	25 Center St.		781-8270-1619	2014
Thomas Hickey	29 Center ST		781-270-1600	2014
Robert Hogan	61 Center St.		781-270-1960	2014 Selectmen Rep
Joanne L. Kinchla	8 Arnold Terrace		781-272-8152	2014
Marge McDonald	61 Center St.		781-270-1960	2014
Frank P. Monaco	18 Corcoran Rd.		781-272-8922	2014
John Petrin	29 Center ST		781-270-1600	2014

**Human Services Committee(7)**

		<b>3 years</b>	<b>Standing</b>	<b>Moderator</b>
Anne P. Coady	8 Woodside Ln.		781-272-5019	2016
Monica Faiella	6 Birchcrest St.		617-548-0776	2019
Joanne Frustaci ,Chr.	6 Valley Cir.		781-272-9422	2019
Joanne M. Horgan	12 Eastern Ave.		781-221-7101	2017
Gary B. Kasky	8 Radcliff St.		781-272-3199	2017
Kent Moffatt	21 Crystal Cir		781-221-6726	2019
Cynthia J. Phillips	55 Arborwood Dr		781-273-0231	2019

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**Land Use Committee(9)****3 years****Standing****Moderator**

Daniel DiTucci, Jr	6 Ridgewood Rd.	781-272-5434	2019
Erin J. Ellis	13 Corcoran Rd	781-365-1337	2018
Joanne L. Kinchla	8 Arnold Terrace	781-272-8152	2017
Gary Mercier	14 Hearthstone Dr.	781-273-9080	2019
John O'Keefe	69 Mill St.	781-272-3362	2019
Andrew H. Olney	21 Julia Connors Dr.	781-229-0062	2017
Monte L. Pearson, Chair	5 Willow Way	781-273-0074	2018
Paul A. Valleli	14 Marrett Rd.	781-272-8946	2017
David F. Webb	23 Eugene Rd.	781-272-7617	2018

**Master Plan Steering Committee****Ad Hoc****Joint**

Kristine Brown	8 Luther Rd		2018	
Robert Buckley	7 New England Exec Park		2017	BACC Rep
Larry S. Cohen	8 Wilhelmina Ave		2018	Conservation Rep
Karen Cooper	69 Francis Wyman Rd		2018	Town Meeting Rep
Ernest E. Covino	4 Donna Lane		2017	Planning Rep
Sean Curtin	18 Woodhill Rd		2017	Citizen Rep
Daniel J. Grattan	9 Fieldstone Dr		2017	Selectmen Rep
Christopher Hartling	1 Colleen Cir	781-221-3005	2015	Selectmen Rep
John D. Kelly	14 Oxbow Ln		2017	Planning Bd Rep
Joanne L. Kinchla	8 Arnold Terrace		2017	Council on Aging
Edward Mikolinski	8 Burton Rd		2019	
Charles Murphy	19 Sears St		2016	
Rick Parker			2018	Business Rep
Carol Perna	6 Beaverbrook Rd		2018	
Roger Riggs	4 Briarwood Ln		2018	Town Meeting Rep
Fred Robbins	7 Williams Cir		2018	
Sonia Rollins	8 Paula St.		2018	Town Meeting Rep
Jonathan Sachs	7 Oxbow LN	781-272-1989	2017	Town Meeting Rep
Wayne S. Saltsman	24 Wheatland St.		2019	Board of Health
Martha Simon	5 Willow Way		2017	Citizen Rep

**Rink Oversight Committee(5)****1 year****Ad Hoc****Town Administrator**

Nicole Coscia	29 Center St	781-270-8183	2017	Town Admin
Brian Curtin ,Chr.	29 Center St.	781-270-1600	2017	Treasurer/Collector
Brendan Egan	61 Center St.	781-270-1695	2017	Recreation Director
Shaun Hart	123 Cambridge St	781-270-1800	2016	School Dept
Christopher E. Hartling	1 Colleen Cir.	781-221-3005	2016	Selectmen
Paul Noonan	5 Ward St	781-272-7160	2017	Ways & Means
Craig Robinson	123 Cambridge St.	781-273-1800	2016	School Dept.

**RT3A Subcommittee****1 year****Ad Hoc****Town Administrator**

John Clancy	25 Center St.	781-8270-1619	2015	
Phyllis Etsell	3 Eisenhower Dr.	781-270-5072	2017	Murray Hills
Daniel J. Grattan	9 Fieldstone Dr	781-270-1600	2015	Selectmen Rep
Christopher E. Hartling	1 Colleen Cir.	781-221-3005	2017	
Tom Hayes	29 Center St	781-270-1644	2015	
Kathleen Horton	11 Westwood St	781-229-2242	2015	
Joseph Impemba	11 Briarwood Ln		2015	
Kristen Kassner	29 Center St	781-270-1646	2015	
Michael Murray, Jr	2 Hannah Way		2015	
Michael O'Neil	3 Kinney Ave		2015	
Sonia Rollins	8 Paula St	781-221-0313	2015	
Paul Roth	249 Fox Hill Rd		2015	Planning Rep
Michael Tredeau	12 Myrna St.	781-273-2036	2015	

**Rules Committee(13)**

		1 year	Standing	Moderator
John Cormier	8 Chester Ave		781-221-3403	2017
Monica Faella	6 Birchcrest St		617-548-0776	2017
Paul Girouard	1 Joanne Rd		781-273-3070	2017
John Glynn	149 Mill St		781-273-4475	2017
Gary Kasky	8 Radcliff St		781-272-3199	2017
Eleanor O'Connell	33 Peach Orchard Rd		781-272-9085	2017
James Patterson	5 Hancock St.		978-660-0707	2017
Roger Riggs	4 Briarwood Ln		781-229-2041	2017
Myrna A. Saltman	15 Greystone Ct.		781-272-4430	2017
Adam Senesi	13 TownLine Rd		781-233-7986	2017
Eileen Sickler	13 Foster Rd		617-480-5832	2017
Mark Woods	12 Eugene Rd		781-270-9692	2017

**Ways & Means Committee(15)**

		3 years	Standing	Moderator
Brad D. Bond	8 Mullberry Ln.		781-272-8698	2018
Robert Bunker	11 Arthurwoods Ave		781-696-1064	2019
Diane Kendrigan Creedon	12 Gibson St.		781-229-6652	2019
Lucy M. Damiani	7 Hearthstone Dr.		781-272-3458	2019
Christian Delaney	18 Phillip Ave		508-826-1671	2018
Michael J. Hardy	7 Thornton Dr.		781-273-5797	2018
Susan Harrigan	6 Julia Connors		781-273-3243	2017 Appt. 5/11
Joan Hastings	14 College Rd		781-272-5777	2019
Joan Kennedy-Constant	8 Azalea Dr.		781-729-1318	2019
Thomas C. Killilea VChr	15 Wheatland St.		781-272-2225	2017
Frank P. Monaco	18 Corcoran Rd.		781-272-8922	2017 Appt. 3/10
Steve Morin	52 Greenwood Rd		413-478-5256	2017
Sonia Rollins Chr	8 Paula St		781-221-0313	2017
David S. Tait	9 Meadowvale Rd.		781 229-4981	2018
Larry Way	25 Hillcrest Rd		781-270-9001	2018 Appt. 5/12

**Youth & Family Serv. Advisory (7)**

		2 years	Standing	Town Administrator
Ann Marie Browne	45 Center St		781-270-1212	2018 Police Rep
Linda K. Collins	18 Town Line Rd.		781-272-2682	2017 Appt. 3/10
David Cullen	4 Hershey Rd		781-315-1405	2018
Marilyn Langley	13 Algonquin Dr.		781-272-0398	2017
Ronald J. MacKenzie Chr.	15 South Bedford St.		781-272-2879	2017
Ann Louise McNamara	79 Mountain Rd.		781-272-0596	2018
Roberta E. Mills	19 Corcoran Rd.		781-272-6138	2018
Martha Simon	5 Willow Way		781-273-0074	2017

**Zoning Bylaw Review -Study Committee**

		Ad Hoc	Moderator
Shari Ellis	3 Hickory Ln.	781-270-7966	2018
Scott Martin	6 Cormier Rd	781-270-0304	2018
David Miller	19 Gloria Cir	781-272-3937	2018
Patricia O'Brien	1 Oak St	781-221-3048	2018
Myrna Saltman	15 Greystone Ct.	781-272-4430	2018
Larry Way	25 Hillcrest Rd	781-270-9001	2018
Ernest Zabolotny	33 Paulson Dr.	781-272-3227	2018



## Town of Burlington, MA - Town Meeting Members

Office of the Town Clerk

				<u>Term</u>	<u>Member</u>	
				<u>Expires</u>	<u>Since</u>	
<b>PRECINCT 1</b>						
Bradford D. Bond	8 Mullberry Ln.	(781) 272-8698	2019	2006		<a href="mailto:bdb007@comcast.net">bdb007@comcast.net</a>
Domenic Caraco	25 Rocky Hill Rd.	(781) 273-5177	2017	2010		<a href="mailto:dcaraco@gmail.com">dcaraco@gmail.com</a>
Gary J Gianino	11 Thornton Dr.	(781) 272-7292	2017	2014		<a href="mailto:GJGIANINO@yahoo.com">GJGIANINO@yahoo.com</a>
Nolan H. Glantz	9 Redcoat Ln.	(781) 270-9535	2017	2005		<a href="mailto:nolan@stanfordalumni.org">nolan@stanfordalumni.org</a>
John M. Glynn, II	149 Mill St.	(781) 273-4475	2019	2010		<a href="mailto:jgii@aol.com">jgii@aol.com</a>
Donna D. Gregorio	11 Donald Rd.	(781) 272-8280	2018	2003		<a href="mailto:dgregorio20@gmail.com">dgregorio20@gmail.com</a>
Michael J. Hardy	7 Thornton Dr.	(781) 273-5797	2018	2007		<a href="mailto:mjhardy@us.ibm.com">mjhardy@us.ibm.com</a>
Sandra M. Madigan	14 Upland Rd	(781) 272-7039	2019	2016		<a href="mailto:smadigan06@gmail.com">smadigan06@gmail.com</a>
Michael Marchese, Jr.	11 Michael Dr.	(781) 365-4005	2017	1999		<a href="mailto:mmarchese@netzero.com">mmarchese@netzero.com</a>
Patrick A Moreno	12 Patriot Rd	(781) 272-5375	2017	2014		<a href="mailto:morenosp@verizon.net">morenosp@verizon.net</a>
Bruce A. Morey	5 Ellery Ln.	(781) 272-7107	2017	2003		<a href="mailto:bamorey32@gmail.com">bamorey32@gmail.com</a>
John E. O'Keeffe	69 Mill St.	(781) 272-3362	2018	2006		<a href="mailto:annjack55@gmail.com">annjack55@gmail.com</a>
Gregory F. Ryan	3 Donald Rd.	(781) 273-3443	2019	2001		<a href="mailto:Gregory.f.ryan@gmail.com">Gregory.f.ryan@gmail.com</a>
Maureen Monaco Ryan	3 Donald Rd.	(781) 273-3443	2019	1998		<a href="mailto:memryan@gmail.com">memryan@gmail.com</a>
Mark S. Saia	8 Sumner St.	(781) 272-9081	2018	2000		<a href="mailto:msaia@burlington.org">msaia@burlington.org</a>
Robert Sears	200 Mill St	(978) 395-1834	2019	2016		<a href="mailto:robssea@yahoo.com">robssea@yahoo.com</a>
Adam Senesi	13 Town Line Rd	(774) 240-8201	2018	2015		<a href="mailto:asenesi1@yahoo.com">asenesi1@yahoo.com</a>
David J. Woodilla	3 Barnum Rd.	(781) 229-9684	2018	2001		<a href="mailto:dwoodilla@gmail.com">dwoodilla@gmail.com</a>
<b>PRECINCT 2</b>						
				<u>Term</u>	<u>Member</u>	
				<u>Expires</u>	<u>Since</u>	
Catherine E. Beyer	67 Peach Orchard Rd	(781) 273-0457	2017	2016		<a href="mailto:cathybeyer@comcast.net">cathybeyer@comcast.net</a>
William C. Beyer	67 Peach Orchard Rd.	(781) 273-0457	2019	1991		<a href="mailto:beyerbill@comcast.net">beyerbill@comcast.net</a>
Lisa Cline	80 Peach Orchard Rd	(781) 270-4863	2017	2013		<a href="mailto:lbcline1@verizon.net">lbcline1@verizon.net</a>
Doug R. Davison	6 Birch St.	(781) 365-0255	2019	2012		<a href="mailto:ddavisondc@comcast.net">ddavisondc@comcast.net</a>
Nancy J. DeCarlucci	74A Peach Orchard Rd	(781) 272-4781	2017	2008		<a href="mailto:decar@comcast.net">decar@comcast.net</a>
Wendy Guthro	17 Treetop Ct.	(781) 270-6594	2017	2008		<a href="mailto:guthrolaw@comcast.net">guthrolaw@comcast.net</a>
Angela J. Hanafin	4 Maple St.	(781) 229-4378	2019	2001		<a href="mailto:Hanafin15@verizon.net">Hanafin15@verizon.net</a>
Daniel J. Hanafin	4 Maple St.	(781) 229-4378	2019	2001		<a href="mailto:Hanafin15@verizon.net">Hanafin15@verizon.net</a>
Susan R. Harrigan	6 Julia Connors Dr.	(781) 273-3243	2017	2008		<a href="mailto:sue.harrigan@comcast.net">sue.harrigan@comcast.net</a>
Marie Mikolinski	8 Burton Rd	(781) 365-0207	2018	2014		<a href="mailto:mariemikolinski12@gmail.com">mariemikolinski12@gmail.com</a>
Patricia O'Brien	1 Oak ST	(781) 221-3048	2019	2012		<a href="mailto:mapss123@gmail.com">mapss123@gmail.com</a>
Eleanor N. O'Connell	33 Peach Orchard Rd.	(781) 272-9085	2018	1988		<a href="mailto:Redrosetraveler@yahoo.com">Redrosetraveler@yahoo.com</a>
Andrew H. Olney	21 Julia Connors Dr.	(781) 229-0062	2017	2002		<a href="mailto:akolney@verizon.net">akolney@verizon.net</a>
Cynthia J. Phillips	55 Arborwood Dr.	(781) 273-0231	2019	1998		<a href="mailto:cjp520@live.com">cjp520@live.com</a>
Gene J. Rossi	174 Winn St.	(781) 272-9089	2018	2009 (90-94)		
John J. Ryan	7 Grandview Ave	(617) 799-2854	2018	2016		<a href="mailto:jryan@bu.edu">jryan@bu.edu</a>
Myrna A. Saltman	15 Greystone Ct	(781) 272-4430	2018	2012		<a href="mailto:mymasaltman@verizon.net">mymasaltman@verizon.net</a>
Kimberley Trainor	3 Lt. Litchfield Way	(617) 797-5575	2018	2016		<a href="mailto:kimberley_trainor@yahoo.com">kimberley_trainor@yahoo.com</a>



PRECINCT 3			<u>Term Expires</u>	<u>Member Since</u>	
Sean P. Connors	14 Sears St.	(781) 270-4943	2019	1998	<a href="mailto:sconnors@burlington.org">sconnors@burlington.org</a>
Lucy M. Damiani	7 Hearthstone Dr.	(781) 272-3458	2018	2006	<a href="mailto:rdamiani@comcast.net">rdamiani@comcast.net</a>
Shari Lynn Ellis	3 Hickory Ln.	(781) 270-7966	2019	1995	<a href="mailto:shari.l.ellis@gmail.com">shari.l.ellis@gmail.com</a>
Monica Faiella	6 Birchcrest St	(617) 548-0776	2019	2015	<a href="mailto:mf7303@yahoo.com">mf7303@yahoo.com</a>
James M. Frost	14 Chadwick Rd.	(781) 221-6731	2017	2010	<a href="mailto:jmattfrost@gmail.com">jmattfrost@gmail.com</a>
Joanne Frustaci	6 Valley Cir.	(781) 272-9422	2018	2009	<a href="mailto:frustacijoanne@hotmail.com">frustacijoanne@hotmail.com</a>
Jon Mancini	27 Bedford St	(781) 491-4354	2019	2016	<a href="mailto:fenwayjon@gmail.com">fenwayjon@gmail.com</a>
Stephen G. Marchese	4 Sears St.	(781) 229-6063	2018	1984	<a href="mailto:sprink7m@aol.com">sprink7m@aol.com</a>
Gary D. Mercier	14 Hearthstone Dr.	(781) 273-9080	2017	2012	<a href="mailto:gm991@yahoo.com">gm991@yahoo.com</a>
Mildred J. Nash	39 Sunset Dr.	(781) 272-0206	2018	1973	<a href="mailto:mjanash@massed.net">mjanash@massed.net</a>
Paul Gerard Noonan	5 Ward St.	(781) 272-7160	2018	2006	<a href="mailto:pnoonan@yahoo.com">pnoonan@yahoo.com</a>
Julianne Ouellet	3 Hancock St.	(781) 724-0074	2018	2014	<a href="mailto:patterson.jules@gmail.com">patterson.jules@gmail.com</a>
James Patterson	5 Hancock St.	(781) 229-2983	2017	2002	<a href="mailto:jim@staticclean.com">jim@staticclean.com</a>
Monte L. Pearson	5 Willow Way	(781) 273-0074	2017	2011	<a href="mailto:mlpearson@rcn.com">mlpearson@rcn.com</a>
Daniel J. Raske	3 Mildred Rd.	(781) 272-4840	2017	1997	<a href="mailto:draske@verizon.net">draske@verizon.net</a>
Roger S. Riggs	4 Briarwood Ln.	(781) 229-2041	2017	2001	<a href="mailto:rriggs9000@comcast.net">rriggs9000@comcast.net</a>
Faydeen A Sateriale	95 Lexington St	(781) 272-3755	2019	2013 (2011)	<a href="mailto:faydeen@hotmail.com">faydeen@hotmail.com</a>
Paul A. Velleli	14 Marrett Rd.	(781) 272-8946	2019	1995 (93-94)	<a href="mailto:valleli@rcn.com">valleli@rcn.com</a>
PRECINCT 4			<u>Term Expires</u>	<u>Member Since</u>	
Gerald Beuchelt	13 Highland Way	(781) 266-8260	2019	2012	<a href="mailto:tmm@beuchelt.com">tmm@beuchelt.com</a>
Thomas D. Conley, Jr.	20 Corcoran Rd.	(781) 272-1489	2019	1996	<a href="mailto:tc1@yankeefleet.com">tc1@yankeefleet.com</a>
Karen Cooper	69 Francis Wyman Rd.	(781) 272-2510	2017	1988	<a href="mailto:kcooper65@yahoo.com">kcooper65@yahoo.com</a>
Erin J. Ellis	13 Corcoran Rd	(781) 365-1337	2017	2014	<a href="mailto:eellis1002@yahoo.com">eellis1002@yahoo.com</a>
Louise S. Freeman	4 Bates St	(781) 750-8030	2017	2014	<a href="mailto:sullief@yahoo.com">sullief@yahoo.com</a>
Mark V. Gerbrands	3 Laurel Ln.	(781) 272-0136	2019	2012	<a href="mailto:mvgerb@verizon.net">mvgerb@verizon.net</a>
Joan B. Hastings	14 College Rd.	(781) 272-5777	2018	1972	<a href="mailto:joan.hastings@rcn.com">joan.hastings@rcn.com</a>
Carolyn Little	7 Pleasant St	(781) 272-1894	2017	2016	<a href="mailto:cslittle22@aol.com">cslittle22@aol.com</a>
Patricia Martorano	1 Laurel Lane	(781) 272-3907	2019	2015	<a href="mailto:smartorano@earthlink.net">smartorano@earthlink.net</a>
David Miller	19 Gloria Cir	(781) 272-3937	2019	2016	<a href="mailto:davidmiller71nu@alumni.neu.edu">davidmiller71nu@alumni.neu.edu</a>
Frank P. Monaco	18 Corcoran Rd.	(781) 272-8922	2018	1994	<a href="mailto:frankpmonaco@aol.com">frankpmonaco@aol.com</a>
Virginia E. Mooney	28 Mohawk Rd.	(781) 272-3644	2018	2009 (72-88,92-93)	<a href="mailto:vemooney@comcast.net">vemooney@comcast.net</a>
Steven R. Morin	52 Greenwood Rd	(413) 478-5256	2018	2012	<a href="mailto:steve@srmorin.com">steve@srmorin.com</a>
Laura G. Nichols	20 Mohawk Rd	(781) 272-0648	2018	2015	<a href="mailto:lauraln63@yahoo.com">lauraln63@yahoo.com</a>
Michael A. Proulx	76 Francis Wyman Rd.	(781) 710-0214	2017	1992 (88-89)	<a href="mailto:proulxmike@yahoo.com">proulxmike@yahoo.com</a>
Eileen Claire Sickler	13 Foster Rd	(617) 480-5832	2018	2015	<a href="mailto:eileen@esickler.com">eileen@esickler.com</a>
Steven L. Stamm	56 Washington Ave.	(781) 273-0641	2017	2012 (89)	<a href="mailto:sls2111@comcast.net">sls2111@comcast.net</a>
Christine Warren	29 Greenwood Rd		2017	2017	

PRECINCT 5				<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Patricia J. Angelo	2 Austin St.	(781) 272-5339	2018	1974		
Joseph P. Calandrelli	11 Chestnut Rd	(857) 366-1353	2019	2014		<a href="mailto:jcalandrelli@gmail.com">jcalandrelli@gmail.com</a>
Albert L. Fay, Jr.	11 Raymond Rd	(781) 272-2516	2018	2012		<a href="mailto:joalfay@comcast.net">joalfay@comcast.net</a>
Lawrence Gelberg	15 Saint Marys Rd	(781) 273-1978	2019	2016		<a href="mailto:larry@gelberg.com">larry@gelberg.com</a>
Adrienne C. Gerbrands	1 Maureen Dr.	(781) 272-5964	2019	2004		<a href="mailto:vgerbrands@verizon.net">vgerbrands@verizon.net</a>
Paul Girouard, Jr	1 Joanne Rd	(781) 273-3070	2017	2014		<a href="mailto:Paul@girouard.us">Paul@girouard.us</a>
Paula McMahon	7 Arthur Woods Dr	(781) 221-0467	2018	2015		<a href="mailto:PMC1256@lcloud.com">PMC1256@lcloud.com</a>
Richard Melo	24 Pathwood Ave	(781) 365-0275	2017	2013		<a href="mailto:rjmelo21@gmail.com">rjmelo21@gmail.com</a>
Christopher P. Murphy	22 Bedford St.	(781) 273-1183	2018	2002		<a href="mailto:cpm1183@comcast.net">cpm1183@comcast.net</a>
Frank P. O'Brien	3 Paul St.	(781) 270-7012	2017	2011		<a href="mailto:Fklobrien@verizon.net">Fklobrien@verizon.net</a>
Mary Ellen Osowski	1 Rahway Rd.	(781) 273-3393	2019	2010		<a href="mailto:me_osowski@yahoo.com">me_osowski@yahoo.com</a>
Kelly A. Pappas	10 Carey Ave	(617) 620-7777	2019	2016		<a href="mailto:kpappas@fostersullivan.com">kpappas@fostersullivan.com</a>
Michele Prendergast	20 Princeton Rd	(781) 273-2829	2017	2012		<a href="mailto:michelepren@rcn.com">michelepren@rcn.com</a>
Norman A. Steeves	7 Violet Rd.	(781) 272-2517	2018	2009		<a href="mailto:normsteeves@verizon.net">normsteeves@verizon.net</a>
David S. Tait	9 Meadowvale Rd.	(781) 229-4981	2017	2002		<a href="mailto:taitdt@comcast.net">taitdt@comcast.net</a>
Larry Way	25 Hillcrest Rd	(781) 270-6204	2019	2013		<a href="mailto:lway54@cs.com">lway54@cs.com</a>
Richard M. Wing	4 Wing Ter.	(781) 272-2598	2017	2005 (72-74)		<a href="mailto:rwing2@comcast.net">rwing2@comcast.net</a>
Ernest R. Zabolotny	33 Paulson Dr.	(781) 272-3227	2018	2009		<a href="mailto:e.zabolotny@verizon.net">e.zabolotny@verizon.net</a>
PRECINCT 6				<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Roger A. Bell	18 Lisa St.	(781) 272-8966	2018	2000		<a href="mailto:Rbell@versatileprint.com">Rbell@versatileprint.com</a>
Teresa Tarpey Clement	1 Holly St	(781) 710-9276	2019	2013 (98-03)		<a href="mailto:t.tarpey@comcast.net">t.tarpey@comcast.net</a>
John G. Cormier	8 Chester Ave.	(781) 221-3043	2017	2002		<a href="mailto:jcepegleg@aol.com">jcepegleg@aol.com</a>
Diane Kendrigan Creedon	12 Gibson St.	(781) 229-6652	2018	2006		<a href="mailto:dianecreedon@verizon.net">dianecreedon@verizon.net</a>
Sean P. Curtin	18 Woodhill Rd	(617) 645-2061	2019	2016 (08-14)		<a href="mailto:seanpatrickcurtin@gmail.com">seanpatrickcurtin@gmail.com</a>
Daniel R. DiTucci	8 Lisa St	(781) 273-3346	2018	2015		<a href="mailto:danditucci@yahoo.com">danditucci@yahoo.com</a>
Daniel DiTucci, Jr	6 Ridgewood Rd	(781) 272-5434	2019	2013		<a href="mailto:dditucci@gmail.com">dditucci@gmail.com</a>
John K. Iler	9 Brookside Ln	(781) 229-1129	2017	2014		<a href="mailto:johniler@alum.mit.edu">johniler@alum.mit.edu</a>
Gary B. Kasky	8 Radcliff St.	(781) 272-3199	2018	2008		<a href="mailto:GBK48@aol.com">GBK48@aol.com</a>
James Robert Mackey	9 Dolores Dr.	(781) 272-7115	2017	2011		<a href="mailto:jmackeyconstruction@gmail.com">jmackeyconstruction@gmail.com</a>
Rose Manni	13 Kingsdale St.	(781) 221-7116	2017	2008		<a href="mailto:Rmanni1@verizon.net">Rmanni1@verizon.net</a>
David F. Peterson	9 Cutting Ln.	(781) 273-5521	2019	2007		<a href="mailto:jd6990@msn.com">jd6990@msn.com</a>
Brian T. Pupa	5 Goodwin Dr.	(781) 221-3072	2017	2011		<a href="mailto:btpupa@hotmail.com">btpupa@hotmail.com</a>
Sonia Rollins	8 Paula St	(781) 221-0313	2018	2012		<a href="mailto:sonia.rollins@yahoo.com">sonia.rollins@yahoo.com</a>
Joanna Schlansky	4 Gibson St.	(781) 270-7083	2017	2002		<a href="mailto:joanna@smarthomeseearch.net">joanna@smarthomeseearch.net</a>
Anisha Shaikh	25 Upland Rd		2017	2017		
Michael Souza	4 Ridgewood Rd	(508) 237-9151	2016	2016		<a href="mailto:souzamev@gmail.com">souzamev@gmail.com</a>
Adam Tigges	2 Maryvale Rd	(781) 572-4343	2019	2016		<a href="mailto:adamjtigges@gmail.com">adamjtigges@gmail.com</a>

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PRECINCT 7				<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Jorge A Andrade	13 Sylvester Rd	(617) 462-2574	2019	2016		<a href="mailto:jorgea.andrade@gmail.com">jorgea.andrade@gmail.com</a>
Elliot Brown	23 Winn Valley Dr.	(781) 273-1819	2018	2014		<a href="mailto:elliottc23@aol.com">elliottc23@aol.com</a>
David Castellano	5 Manor Ave	(781) 229-2682	2017	2012		<a href="mailto:champwoods@aol.com">champwoods@aol.com</a>
Anne P. Coady	8 Woodside Ln.	(781) 272-5019	2018	1991		<a href="mailto:tmm7_apcoady@yahoo.com">tmm7_apcoady@yahoo.com</a>
Brenda Haney	17 Harriett Ave.	(781) 272-6648	2018	2008		
Miriam R. Kelly	14 Oxbow Ln.	(781) 272-6273	2019	2012		<a href="mailto:mkelly43@gmail.com">mkelly43@gmail.com</a>
Joan Kennedy-Constant	8 Azalea Dr	(781) 729-1319	2017	2016		<a href="mailto:jkennedyconstant@gmail.com">jkennedyconstant@gmail.com</a>
Scott H Martin	6 Cormier Rd	(781) 270-0304	2017	2014		<a href="mailto:smithmartin224@verizon.net">smithmartin224@verizon.net</a>
Maria O'Connor	10 Mountain View Way	(781) 272-4174	2019	2013		<a href="mailto:Ryan74200@gmail.com">Ryan74200@gmail.com</a>
Eric J. Parker	15 Burlington St	(781) 272-4482	2019	2016		<a href="mailto:parker0515@verizon.net">parker0515@verizon.net</a>
Jonathan Sachs	12 Oxbow Ln	(781) 272-1989	2017	2012		<a href="mailto:jon@jonsachs.com">jon@jonsachs.com</a>
Lois Smith Martin	6 Cormier Rd	(781) 270-0304	2018	2014		<a href="mailto:smithmartin224@verizon.net">smithmartin224@verizon.net</a>
Seat Vacant			2019			
Seat Vacant			2018			
Tammy Vallas	1 Oxbow Ln	(781) 229-6340	2017	2013		<a href="mailto:TammyLvallas@hotmail.com">TammyLvallas@hotmail.com</a>
David R. Van Camp	14 Brown Ave	(781) 270-5278	2019	2012		<a href="mailto:davidvancamp@comcast.net">davidvancamp@comcast.net</a>
David F. Webb	23 Eugene Rd.	(781) 272-7617	2017	2012		<a href="mailto:webbdf@verizon.net">webbdf@verizon.net</a>
Mark Woods	12 Eugene Rd.	(781) 270-9692	2018	2011		<a href="mailto:woodsmml@yahoo.com">woodsmml@yahoo.com</a>

**THURSDAY, JANUARY 14, 2016  
Grand View Farm Conference Center  
55 Center St**

At 6:04 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 2 and 5 assembled to fill the vacancies in their respective Precincts.

Precinct 5 members present were Pat Angelo, Larry Way, Ernest Zabolonty, Mary Ellen Osowski, and Paul Girouard, Jr. Larry Gelberg, 15 St. Marys Rd was nominated and unanimously voted in to serve until the next Town Election.

Precinct 2 members present were Eleanor O'Connell, Gene Rossi, Cindy Phillips, and Patricia O'Brien. Kimberley Trainor, 3 Lt. Litchfield Way and John J. Ryan, 7 Grandview Ave were nominated and unanimously voted in to serve until the next Town Election.

This meeting was adjourned at 6:23 PM

**ADJOURNED TOWN MEETING  
MONDAY, JANUARY 25, 2016  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:42 PM. Audio/Video staff for tonight's meeting included: Will Rizza, Jess Gavin, Connor Pustizzi, Minji Kim and Sanjana Manghani. The Moderator, Sally Willard, opened the meeting with the Pledge of Allegiance. Then the Marshal Simons Middle School woodwind ensemble played the National Anthem. Members are Mikaila Gnerre, Sarah Newhall, Kristen Harder, Christina Manners, Liz Gillespie, Jolie Atwood, Carolin O'Callaghan, Sarah Pottle and Julia Margalit, under the direction of

The Moderator, reviewed the procedures and asked for motions for voting by a show of hands, requested a motion if business is not completed this evening for adjournment to Wednesday, January 27, 2016 if necessary, it was seconded and moved. Then a motion was made and seconded to accept Brad Bond, TMM Pct #1, as Deputy Moderator for the purpose of this meeting. It was moved to accept this. Next, Sally Willard, gave a presentation on the procedures for the evening. Members will be requested to come to the front and use the microphones there. If someone was unable to get to them, there will be a roving microphone brought to them. After some discussion on the matter the work of the warrant was started.

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**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.

An announcement was made by Marge McDonald regard the Senior Prom that is held every year by the Council on Aging. It will be held XXX

A presentation was made by the Master Plan Steering Committee to overview the members of the current committee and what dates where their upcoming meetings.

Dr. Conti, spoke on the Schools upcoming budget discussions, these have started, and the date of their budget hearing will be March 22rd.

Bill Beyer, Chairman of Ways & Means outlined the financial condition of the town and reminded Town Meeting of the town budget guidelines of 4% that will be used by the Department Heads in their budget processes.

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**ARTICLE 2 RE: Rules of Town Meeting  
Rules for Length of Time**

To see if Town Meeting will adopt the following "Rule of Town Meeting," related to the length of time available to speak on a Warrant Article.

1. In an effort to increase broader participation of Town Meeting members to speak on an Article, the Rules Committee proposes a rule to limit each Town Meeting member to three minutes for each time they speak.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Rules Comm. - 9-0-0

**ACTION: DEFEATED BY A MAJORITY**

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**ARTICLE 3 RE: Rules of Town Meeting  
Rules for Description**

To see if Town Meeting will adopt the following nonbinding resolution related to the presentation of descriptive information in the Warrant.

1. So Town Meeting Members can immediately learn the purpose of an Article, the Rules Committee proposes that Town Meeting vote to request that the Board of Selectmen include on the Warrant a brief description printed in italics immediately after the "action" line. When additional material is provided, then a statement will be noted at the end of the description. This does not preclude providing any additional backup material.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Rules Comm. - 9-0-0

**ACTION: PASSED BY A MAJORITY**

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**ARTICLE 4 RE: Rules of Town Meeting  
Rules for Town Meeting Backup**

To see if Town Meeting will adopt the following "Rule of Town Meeting," related to the presentation of descriptive information in the Warrant.

1. So that Town Meeting members have the information related to a Warrant, the backup material shall be made available at the same time as the Warrant Article.

**MAIN MOTION:** As printed in the Warrant, Motion to Postpone was made and seconded.

Recommendations: Rules Comm. – 9-0-0

**ACTION: POSTPONED INDEFINITELY**

**ARTICLE 5 RE: Street Acceptance  
Rosario Meadows**

To see if the Town will vote to accept the layout as a public Town Way of Rosario Meadows, as laid out by approval of the Planning Board as a Definitive Subdivision, a copy of which plan was filed with the Town Clerk not later than seven days prior to this vote, and to authorize the Board of Selectmen to acquire easements for all purposes for which public ways are used in the Town of Burlington, within such layout, by gift, purchase or eminent domain; or to act in any manner in relation thereto.

**MAIN MOTION: WITHDRAWN**

**ARTICLE 6 RE: Amend Zoning Bylaw and  
Zoning Map**

To see if the Town will vote to amend Article III of the Zoning Bylaw and adopt new Zoning Maps as follows:

To amend Section 3.2.0 "Location of Districts" of the Zoning Bylaw, as follows:

**SECTION 3.2.0 LOCATION OF DISTRICTS**

All districts, except for the ~~Special Overlay~~ Districts listed in Section 3.1.40, are as shown on the map entitled "~~Town of Burlington, Mass. Zoning Map 1979~~" "**Town of Burlington, MA Zoning Map 2016**". Individual zoning district changes, identified by number on the Zoning Map, are shown in more detail in the "~~Town of Burlington, Mass. Zoning Map Booklet~~". The Zoning Map with all explanatory matter thereon, and the Burlington Zoning Map Booklet, is hereby made a part of this Bylaw.

The location of the special districts is shown on the following maps:

100-year Flood Plain District: as described in Section 8.1.2 "(100 Year Flood Plan) District Boundaries," and shown on Flood Insurance Rate Maps (consisting of an index sheet and four map pages) and the Flood Boundary and Floodway Maps (consisting of an index sheet and three maps pages), Town of Burlington, dated July 5, 2984 and prepared by the Federal Emergency Management Agency.

Wetlands Districts: as shown on maps entitled, "Wetlands, 1977," prepared on the topographic base maps, consisting of an index and 60 map pages.

Aquifer and Water Resource Districts: As shown on the map entitled, "Town of Burlington, Aquifer and Water Resource District Map, **2016**," prepared by Alan C. Nelson, Senior Engineer, Town of Burlington Engineering Dept., and dated January 9, 1996.

Wireless Communications Facilities Overlay Districts: As shown on the map entitled, "Town of Burlington Wireless Communications Overlay Districts **and Civic Center and Central Business Districts, 2016**" prepared by the Town of Burlington, and dated September 2000.

~~Town Center~~ **Civic Center and Central Business Districts:** As shown on the map entitled, "Town of Burlington ~~Town Center Districts~~ **Wireless**

**Communications Overlay Districts and Civic Center and Central Business Districts, 2016."** prepared by the Town of Burlington, and dated December 2005.

**AND** further to adopt a new color Zoning Map, entitled "Town of Burlington, MA Zoning Map 2016";

**AND** further to adopt a new Zoning Overlay Map depicting the Aquifer and Water Resource Districts, entitled "Town of Burlington, Aquifer and Water Resource District Map, 2016";

**AND** further to adopt a new Zoning Overlay Map depicting the Wireless Communications Districts and the Civic Center and Central Business Districts, said map entitled, "Town of Burlington Wireless Communications Overlay Districts and Civic Center and Central Business Districts, 2016"; or to act in any other manner in relation thereto.

**MAIN MOTION: WITHDRAWN**

**ARTICLE 7 RE: Transfer from 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 2016 Reserve Fund, or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Selectmen 5-0-0  
Ways & Means 13-0-0

**ACTION: PASSED BY MAJORITY**

**ARTICLE 8 RE: Rescind Previous  
Borrowing Authorizations**

To see if the Town will vote to rescind borrowing authorizations previously approved at Town Meeting; or to act in any other manner in relation thereto.

- Article 13 Annual Town Meeting May 2010 - \$265,000 to fund Water System Storage Tank Repair and Painting
- Article 32 Annual Town Meeting May 2010 - \$4,556,072 to fund the Marshall Simonds Middle School Renovation
- Article 14 Annual Town Meeting May 2012 - \$500,000 to fund the Repaving of Roadways and Municipal Parking Lots.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Selectmen 5-0-0  
Ways & Means 13-0-0

**ACTION: PASSED UNANIMOUSLY**

**ARTICLE 9 RE: Transfer of Insurance  
Reimbursement to Repair 45  
Center Street**

To see if the Town will vote to appropriate the sum of \$43,914.22 from the Insurance Account to pay for the repairs at 45 Center Street due to a gutter falling off the side of the building on March 3, 2015. When the gutter fell, two air conditioning units were damaged and the interior of the building sustained water damage due to ice dams; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Selectmen 5-0-0  
Ways & Means 13-0-0

**ACTION: PASSED UNANIMOUSLY**

**ARTICLE 10 RE: Amendment to General  
Bylaw Representative Town  
Meeting**

To see if the Town will vote to amend Article II (Representative Town Meeting) Section 2.0 paragraph 7 by deleting the current text in its entirety and replacing it with the following:

Town Meeting Members shall not hold any other elected Town office, nor be appointed to more than one Town Board, committee, or commission, except the following: Town Meeting committees appointed by the Moderator; membership on advisory committees appointed for a special temporary purpose by the Selectmen, School Committee, or any other Town Board; members of Town committees of political parties; officers of elections, or Town employees. For purposes of this section only, "Town office" shall not be construed to include Police Officers, Special Police Officers or the Animal Control Officer.

**MAIN MOTION:** WITHDRAWN

**ARTICLE 11 RE: Amendment to General Bylaw  
Filling of Vacancies Other Than  
Selectmen**

To see if the Town will vote to amend Article IV Selectmen of the General Bylaws, Section 1.0 General Duties, subsection 1.10 Filling of Vacancies on the Board of Selectmen by deleting the current text in its entirety and replacing it with the following:

1.10 Filling of Vacancies, other than Selectmen

If there is a failure to elect or if a vacancy occurs in any elected town office, other than offices of Selectmen, Town Clerk, Treasurer, Collector of Taxes or Auditor, the Selectmen shall fill the vacancy in accordance with Massachusetts General Law Chapter 41, Section 11. Vacancies for appointed positions shall be filled by the appointing authority for the office, board, commission or committee;

or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED BY MAJORITY**

**ARTICLE 12 RE: Amendment to General  
Bylaw Fee Schedule - Weights  
and Measures**

To see if the Town will vote to amend Article IV (Selectmen) of the General Bylaws, Section 10 (Fee Schedule - Weights and Measures) by deleting the current text in its entirety and replacing it with the following:

10.0 Fee Schedule - Weights and Measures

The schedule of fees to be charged by the Sealer of Weights and Measures under the provisions of Massachusetts Chapter 98 Section 56 may be revised by the Board of Selectmen in accordance with Massachusetts Chapter 40 Section 22F, accepted at the May 22, 1999 Town Meeting. A copy of the fees so adopted shall be posted and shall be available in the office of the Town Clerk and posted on the town website. The initial fees will be those in effect on the effective date of this Bylaw;

or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to amend Article IV (Selectmen) of the General Bylaws, Section 10 (Fee Schedule - Weights and Measures) by deleting the current text in its entirety and replacing it with the following:

10.0 Fee Schedule - Weights and Measures

The schedule of fees to be charged by the Sealer of Weights and Measures under the provisions of Massachusetts Chapter 98 Section 56 may be revised by the Board of Selectmen in accordance with Massachusetts Chapter 40 Section 22F, accepted at the May 21, 1997 Town Meeting. A copy of the fees so adopted shall be posted and shall be available in the office of the Town Clerk and posted on the town website. The initial fees will be those in effect on the effective date of this Bylaw;

or to act in any other manner in relation thereto.

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED BY MAJORITY**

**ARTICLE 13 RE: Amendment to General  
Bylaw Fees - Automatic  
Amusement Devices**

To see if the Town will vote to amend Article IV (Selectmen) of the General Bylaws, Section 11 (Automatic Devices Licenses) by deleting the current text in its entirety and replacing it with the following:

11.0 Fees – Automatic Devices Licenses

The schedule of fees to be charged by the Board of Selectmen for Automatic Amusement Devices under the provisions of Massachusetts General Laws Chapter 140 Section 177A may be revised by the Board of Selectmen in accordance with Massachusetts

General Laws Chapter 40 Section 22F, accepted at the May 22, 1999 Town Meeting. Such fee, however, shall not exceed \$100 as set forth in Massachusetts General Laws Chapter 140 Section 177A. A copy of the fees so adopted shall be posted and shall be available in the office of the Town Clerk and posted on the town website. The initial fees will be those in effect at the time this Bylaw is ratified.  
or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to amend Article IV (Selectmen) of the General Bylaws, Section 11 (Automatic Devices Licenses) by deleting the current text in its entirety and replacing it with the following:

#### 11.0 Fees – Automatic Devices Licenses

The schedule of fees to be charged by the Board of Selectmen for Automatic Amusement Devices under the provisions of Massachusetts General Laws Chapter 140 Section 177A may be revised by the Board of Selectmen in accordance with Massachusetts General Laws Chapter 40 Section 22F, accepted at the May 21, 1997 Town Meeting. Such fee, however, shall not exceed the maximum amount set forth in Massachusetts General Laws Chapter 140 Section 177A. A copy of the fees so adopted shall be posted and shall be available in the office of the Town Clerk and posted on the town website. The initial fees will be those in effect on the effective date of this Bylaw.  
or to act in any other manner in relation thereto.

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED UNANIMOUSLY**

Motion was made, Seconded and Moved to take Article 17 out of order with Articles 14 and 15.

#### **ARTICLE 14 RE: Amendment to General Bylaws Consumer Advisory Commission**

To see if the Town will vote to strike Article V (Authorities, Commissions, and Committees) of the General Bylaws, Section 1.3 (Consumer Advisory Commission); or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED MAJORITY**

#### **ARTICLE 15 RE: Amendment to General Bylaws/Bicentennial Commission**

To see if the Town will vote to strike Article V (Authorities, Commissions, And Committees) of the General Bylaws, Section 1.5 (Bicentennial Commission); or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED MAJORITY**

#### **ARTICLE 17 RE: Amendment to General Bylaws Citizens Advisory Committee**

To see if the Town will vote to strike Article V (Authorities, Commissions, And Committees) of the General Bylaws, Section 3.1 (Citizens Advisory Committee); or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED MAJORITY**

#### **ARTICLE 16 RE: Amendment to General Bylaws Bylaw Review Committee**

To see if the Town will vote to amend Article V (Bylaw Review Committee) of the General Bylaws, Section 2.3, paragraph 1 by deleting the current text in its entirety and replacing it with the following:

The General Bylaws, and all special Bylaws, shall be reviewed annually by the Bylaw Review Committee consisting of five members to be appointed annually, for a term of three (3) years, by the Moderator within thirty (30) days after the final adjournment of the May Town Meeting. In the absence of an active committee, two (2) members will be appointed for three (3) years, two (2) members will be appointed for two (2) years and one (1) member will be appointed for one (1) year. The Committee shall choose a chair, vice-chair, and secretary. Thereafter, all appointments shall be three years;

**MAIN MOTION:** As printed in the Warrant

Recommendations: Bylaw Review 4-0-0  
It was recommended by Shari Ellis, Land Use Committee, that a committee be created to look at the Zoning Bylaws.

**ACTION: PASSED MAJORITY**

#### **ARTICLE 18 RE: Amendment to General Bylaws Nuisance to Public Safety**

To see if the Town will vote to amend Article XIII Public Safety of the General Bylaws, Section 1.36 Nuisances to Health and Safety, subsection 1.36.4 by deleting the reference to "Executive Secretary to the Board of Selectmen" and replacing it with "Town Administrator;"

**MAIN MOTION:** As printed in the Warrant

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED UNANIMOUSLY**

**ARTICLE 19 RE: Amendment to General Bylaws Wetlands Protection/Enforcement**

To see if the Town will vote to amend Article XIV (Environment – Wetlands Protection) of the General Bylaws, Section 1.11 (Enforcement), paragraph 5 follows by deleting the current text in its entirety and replacing it with the following:

Any person who violates any provision of this Bylaw, regulations, permits, or administrative orders issued thereunder, may be punished by a fine of not more than Three Hundred Dollars (\$300.00) each day or portion thereof during which a violation continues, or unauthorized fill or other alteration remains in place, shall constitute a separate offense; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to amend Article XIV (Environment – Wetlands Protection) of the General Bylaws, Section 1.11 (Enforcement), paragraph 5 follows by deleting the current text in its entirety and replacing it with the following:

Any person who violates any provision of this Bylaw, regulations, permits, or administrative orders issued thereunder, may be punished by a fine of not more than Three Hundred Dollars (\$300.00) per day. Each day or portion thereof during which a violation continues, or unauthorized fill or other alteration remains in place, shall constitute a separate offense, and each provision of the Bylaw, regulations, permits, or administrative orders violated shall constitute a separate offense.

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED UNANIMOUSLY**

**ARTICLE 20 RE: Amendment to General Bylaws Delete References to Personnel Board**

To see if the Town will vote to amend Article IV (Selectmen) of the General Bylaws, Section 1.13 by deleting the current text in its entirety and replacing it with the following:

- 1.13 On all collective bargaining negotiations between the Town and any authorized collective bargaining unit, the responsible authority shall invite in an advisory capacity to each negotiating session, representative of the Ways and Means Committee. Further, department heads responsible for the employees of the respective bargaining unit shall be appraised in writing of the results of each negotiating session;

**MAIN MOTION:** To see if the Town will vote to amend Article IV (Selectmen) of the General Bylaws, Section 1.13 by deleting the current text in its entirety and replacing it with the following:

- 1.13 On all collective bargaining negotiations between the Town and any authorized collective bargaining unit, the responsible authority shall invite in an advisory capacity to each negotiating session, representative of the Ways and Means Committee.

Further, department heads responsible for the employees of the respective bargaining unit shall be appraised in writing of the results of each negotiating session;

or to act in any other manner in relation thereto.

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED UNANIMOUSLY**

**ARTICLE 21 RE: Amendment to General Bylaws Delete References to Personnel Board**

To see if the Town will vote to strike Article V (Authorities, Commissions, And Committees) of the General Bylaws, Section 2.1 (Moderator Appointments – Finance Committee (Ways & Means), Subsection 2.1.5;

**MAIN MOTION:** As printed in the Warrant

Recommendations: Bylaw Review 5-0-0

**ACTION: PASSED BY MAJORITY**

**ARTICLE 22 RE: Amendment to General Bylaws Town Counsel at Town Meeting**

To see if the Town will vote to amend Article IV (Selectmen) of the General Bylaws, Section 5.2 (Responsibilities of Town Counsel), Subsection 5.2.5 by deleting the current text in its entirety and replacing it with the following:

- 5.2.5 Attend each session of all regular and special Town Meetings;

or at in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED BY MAJORITY**

**ARTICLE 23 RE: Amendment to General Bylaws Alcohol Consumption on Public Property**

To see if the Town will vote to amend Article XIII (Public Safety) of the General Bylaws, Section 1.35 (Alcoholic Beverages), Subsection 1.35.1 to read as follows:

- 1.35.1 No person shall consume any alcoholic beverage while in or upon any street, public place, public building, or any place to which the public has right of access as invitees or licensees. Consumption of alcohol is allowed with the Grandview Farm facility and grounds where alcohol can be consumed only in compliance with rules and regulations established by the Board of Selectmen. No person shall possess or consume alcoholic



beverages upon any land or within any building under the control of the School Committee or Recreation Commission; or at in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to amend Article XIII (Public Safety) of the General Bylaws, Section 1.35 (Alcoholic Beverages), Subsection 1.35.1 to read as follows:

1.35.1 No person shall consume any alcoholic beverage while in or upon any street, public place, public building, or any place to which the public has right of access as invitees or licensees. Consumption of alcohol is allowed within the Grand View Farm facility and grounds where alcohol can be consumed only in compliance with rules and regulations established by the Board of Selectmen. No person shall possess or consume alcoholic beverages upon any land or within any building under the control of the School Committee or Recreation Commission;

or to act in any other manner in relation thereto.

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED BY MAJORITY**

**ARTICLE 24 RE: Amendment to General Bylaws Department Budgets to Include Benefits Article I, Section 8.0**

To see if the Town will modify Article I, Section 8.0

From:

8.0 All budgets and special articles dealing with any municipal expenses shall be submitted whenever possible to the Town Accountant, or other appropriate bodies as set forth in Chapter 41, Section 59, of the General Laws of the Commonwealth of Massachusetts, by December 15 of each year.

To:

8.0 All budgets and special articles dealing with any municipal expenses including the costs associated with salaries, employee benefits, pensions, insurances and other post-employment benefits shall be submitted by each department whenever possible to the Town Accountant, or other appropriate bodies as set forth in Chapter 41, Section 59, of the General Laws of the Commonwealth of Massachusetts, by December 15 of each year; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will modify Article I, Section 8.0

From:

8.0 All budgets and special articles dealing with any municipal expenses shall be submitted whenever possible to the Town Accountant, or other appropriate bodies as set forth in Chapter 41, Section 59, of the General Laws of the Commonwealth of Massachusetts, by December 15 of each year.

To:

8.0 All budgets and special articles dealing with any municipal expenses including the costs associated with salaries, employment taxes, employee benefits, pensions, insurances and other post-employment benefits shall be submitted by each department (using reasonable estimates if determined actuals are not possible). Costs of Health Insurance shall be considered estimates and may be amended by the Administration without the approval of Town Meeting due to employees requesting differing plans during the fiscal year. These expenses shall be submitted to the Town Accountant, or other appropriate bodies as set forth in Chapter 41, Section 59, of the General Laws of the Commonwealth of Massachusetts, by December 15 of each year.

or to act in any other manner in relation thereto.

Recommendations: Bylaw Review 0-4-0  
Ways & Means 1-12-0

Motion was made and seconded to Postpone – it failed; next after discussion a motion was made a seconded to close discussion – it passed and a Roll Call Vote was called for. The Roll Call to close debate FAILED 59 For and 34 Against.  
Discussion Continued.

**ACTION: MAIN MOTION FAILED**

**ARTICLE 25 RE: Amendment to General Bylaws Department Budgets to Include Benefits Article I, Section 8.0/8.1**

To see if the Town will modify Article I, Section 8.0 to add the following paragraph:

Current:

8.1 Each numbered line account of the Annual Budget shall be a separate appropriation. Any transfers between such numbered line accounts shall be made only by vote of the Town Meeting, except as otherwise provided by statute.

Addition:

8.1.1 If a Town department hires a new employee during any fiscal year that was not accounted for in the annual operating budget for that department, the additional costs of any employee benefits that are due the employee shall be paid from the department account. Benefits to such an employee include pensions, insurances and other post-employment benefits that must be approved through the town budget process; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will modify Article I, Section 8.0 to add the following paragraph:

Current:

8.1 Each numbered line account of the Annual Budget shall be a separate appropriation. Any transfers between such numbered line accounts shall be made only by vote of the Town Meeting, except as otherwise provided by statute.

Addition:

- 8.1.1 If a numbered account (department) hires a new employee that was not accounted for in the budget, but uses other funds such as grants or gifts to hire the employee, the department will not only be responsible for the cost of the salary, but must also assume the costs associated with employment including employment taxes, pensions, insurances and other post-employment benefits that must be approved through the town budget process. Transfers from a department budget to an account that pays for such costs of employment may be made at the department's request without Town Meeting's approval. If such grants or gifts are anticipated to be used for the employment of benefited personnel the department must include these costs of employment in their proposed budget for the fiscal year.

or to act in any other manner in relation thereto.

Recommendations: Bylaw Review 0-4-0  
Ways & Means 2-11-0

**ACTION: Motion was made and seconded to POSTPONE INDEFINITELY, PASSED BY MAJORITY**

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**ARTICLE 26 RE: Discontinuance of Health Insurance Benefit for Non-Full Time Elected Officials**

To see if the Town will vote to the following:

Inasmuch as the Selectmen are considering the discontinuance of the Health Insurance benefit for non-full time elected officials, at this time we request that the Board of Selectmen vote to discontinue this practice, giving the individuals currently on the plan two years to make other arrangements, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to the following:

Inasmuch as the Selectmen are considering the discontinuance of the Health Insurance benefit for non-full time elected officials, at this time we request that the Board of Selectmen vote to discontinue this practice, giving the individuals currently on the plan two years to make other arrangements, or to act in any other manner in relation thereto.

Recommendations: Bylaw Review 4-0-0

**ACTION:** Moderator stepped down and Deputy Moderator Bradford Bond chaired the discussion. Motion was made and seconded to Postpone Indefinitely. **A Standing count was called for and the Motion at POSTPONE INDEFINITELY PASSED BY A VOTE OF 55 FOR and 32 AGAINST**

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**RESOLUTION #1**

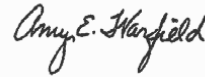
Be it known that Burlington Town Meeting supports the Board of Selectman's Initiative to negotiate a "Friendly 40B" Proposal. As such, Town Meeting requests that the Board Members select only one of the two projects before them, whichever will serve the best interests of the town; as one proposal is all that is needed to enhance the town's affordable housing stock for the foreseeable future.

Submitted by Monte Pearson  
Town Meeting Member PCT#3  
Land Use Comm. Chairman

**ACTION: PASSED UNANIMOUSLY**

At 9:00 PM, a motion to adjourn was moved, seconded and so voted.

Respectfully Submitted:



Amy E. Warfield, Town Clerk

**SPECIAL TOWN MEETING  
MONDAY, May 9, 2016  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

**Prior to the start of Town Meeting, Selectmen Joe Morandi, recognized and presented a proclamation to Whitney Sharp the current reigning Miss Massachusetts.**

A quorum being present, the meeting was called to order at 7:35 PM. The Moderator, Sally Willard led the meeting in the Pledge of Allegiance. The Moderator recognized the new Town Meeting members and sworn them in. the AV team for the evening, Minji Kim, Jess Gavin, Ashley DeFrancesco, Owen Johnson and Connor Pustizzi. Then a motion was suggested by the Moderator to limit the speaking time to 10 minutes, there was no second so it failed. It was also called for, and seconded to set Wednesday, May 11, 2016 as the date of the next meeting in case the business of the Special Meeting is not completed this evening. A motion was requested, moved and seconded to accept Lucy Damiani as the Deputy Moderator, in case the Moderator must step down or is sick. Then the Moderator reviews the rules of the body.

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**GENERAL ARTICLES**

**ARTICLE 1 RE: Funding NEEP Hotel Appeal**

To see if the Town will vote, to intervene in the name of Town Meeting, in a civil suit filed by fourteen (14) individuals acting in their capacity as Town Meeting and Land Use Committee members, pursuant to Article IV, Section 5.2.4.1 of the Burlington General Bylaws, to raise and appropriate or transfer from available funds, a sum of money to retain outside legal counsel for the appeal of the ZBA Decision #2016-96 regarding the Inspector of Buildings issuance of Building Permit No. 36996, for the proposed Marriott Residence Inn Hotel at 400 The District, dated September 23, 2015; said civil suit being Shari Ellis, et. al. v. the Burlington Zoning Board of Appeals, the Burlington Inspector of Buildings, and the Burlington Planning Board, Massachusetts Land Court Docket No. 16 Misc. 000150 as filed or as may be amended; and further to authorize the Town Moderator, to appoint the Land Use Committee or any other suitable individuals, pursuant to Article IV, Section 5.2.4.1 of the Burlington General Bylaws, to select and retain counsel other than the duly appointed Town Counsel to represent the Plaintiffs (Shari Ellis, et. al.) in said civil suit; and to make such fee arrangement with said counsel; and to direct and control the litigation authorized by this vote; or to act in any matter in relation thereto.

**MAIN MOTION:** As printed in the Warrant and that the sum of \$40,000 be transferred from Free Cash for this purpose.

**RECOMMENDATION:** Selectmen voted 0-5-0 against and Land Use 7-0-0 in favor and Ways and Means voted 3-9-0 against.

Discussion was allowed by Town Meeting members, first and then to residents and other Tax Payers. During the discussion two motions were made for ending discussion but both failed with standing count taken then after everyone had spoken a motion was made and passed to Move the question which **PASSED** with a standing vote count of 88 For and 22 Against, then a vote was made on the Main Motion

**ACTION: DEFEATED by a Vote of 56 For and 58 Against, with 1 Abstention**

Motion to adjourn and dissolve the Special Town Meeting was made and seconded. The Moderator adjourned the meeting at 10:20 PM.

A motion was made that the Annual Town Meeting would begin on Wednesday, May 11th at 7:30 PM in the Performing Arts Center. It was agreed and the Moderator reminded everyone about coming back on Wednesday.

Submitted:

*Amy E. Warfield,*  
Town Clerk

**TUESDAY, APRIL 26, 2016**  
**Grand View Farm Conference Center**  
**55 Center St**

At 6:02 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 7 assembled to fill the vacancy in their Precinct. The members present were Eric Parker and Jorge Andrade, Joan Kennedy-Constant of 8 Azalea Dr was nominated and unanimously voted in to serve until the next Town Election.

**ANNUAL TOWN MEETING**  
**WEDNESDAY, May 11, 2016**  
**FOGELBURG PERFORMING ARTS CENTER**  
**BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:38 PM. The Moderator, Sally Willard led the meeting in the Pledge of Allegiance. Then a motion was made to use the method of voting as a show of hands or standing count if needed, it was also called for moved and seconded to set Monday, May 16, 2016 as the date of the next meeting in case that all business was not completed this evening, it passed unanimously. A motion was requested, moved and seconded to accept Lucy Damiani as the Deputy Moderator, in case the Moderator must step down or is sick. It was also, noted that in case it was needed the counters for the evening would be Brian Curtin and Paul Sagarino. Then the Moderator reviews the rules of the body.

**GENERAL ARTICLES**

**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.

John Petrin, Town Administrator was called on to present the financial status of the town. Kristen Kassner, Planning Director, also gave a short presentation on the Master Plan Study Committee and encourage everyone to attend one of the upcoming meetings.

**FINANCIAL ARTICLES**

**ARTICLE 2 RE: Transfer of Funds FY 2016 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 2016 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:** Transfer the sum of \$82,357 from available funds for the purpose of paying for expenses incurred in Fiscal Year 2016 to various accounts, same to be expended under the direction of the appropriate authorities as follows:

<u>LINE ITEM #</u>	<u>FROM:</u>	<u>SOURCES</u>
9	Selectmen - Salaries	\$11,379
15	Assessors - Expenses	\$ 1,300
76	Veterans – Salaries	\$33,678
83	Library –	\$12,000
	Salaries – Overtime	
95	County Retirement (AA)	\$24,000

<u>LINE ITEM #</u>	<u>TO:</u>	<u>USES</u>
6	Ways & Means	\$ 5
	- Expenses	
14	Assessors – Salaries	\$ 1,300
16	Treasurer/Collector	\$ 1,000
	- Salaries	
33	MIS – Salaries	\$11,826
45	Board of Appeals	\$ 5,009
	- Salaries	
48	Facilities – Occupancy	\$23,143
55	Building – Salaries	\$27,766
56	Building – Expenses	\$ 9,400
73	COA – Salaries	\$ 2,908

**RECOMMENDATIONS:**

Way & Means voted 10-0-0

**ACTION: MAJORITY PASSED**

**ARTICLE 3 RE: Fund FY 2017 Operating Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money, \$ 124,919,082, sufficient to cover the requests of the various departments for Fiscal Year 2017; or to act in any other manner in relation thereto.

**MAIN MOTION:** Raise and appropriate the sum of \$124,919,090 to cover the requests of the various departments for Fiscal Year 2017.

**RECOMMENDATIONS:** Ways & Means 10-0-0

As is normal procedure, the budget is read thru by Department sections and either voted to Pass or Hold. Then vote to Pass the passed budgets and review the Holds. (the Held budgets are Highlighted)

TOWN MEETING & REPORTS (Lines 1-2)	
TOTAL MEETINGS & REPORTS	\$15,257
MODERATOR (Lines 3-4)	
TOTAL MODERATOR	\$150
WAYS AND MEANS (Lines 5-6)	
TOTAL WAYS & MEANS	\$3,955
CAPITAL BUDGET COMMITTEE (Lines 7-8)	
TOTAL CAPITAL BUDGET	\$821
TOWN ADM/SELECTMEN (Lines 9-11)	
TOTAL TOWN ADM/SELECTMEN	\$537,791
ACCOUNTING (Lines 12-13)	
TOTAL ACCOUNTING	\$323,853
ASSESSORS (Lines 14-15)	
TOTAL ASSESSORS	\$372,574

TREASURER/COLLECTOR (Lines 16-18)	
TOTAL TAX COLL./TREASURER	\$638,870
CENTRAL ADMINISTRATION (Lines 19-28)	
19- Central Supply	\$110,000
20- Central Machines	\$25,658
21- Chapter 32B - Health Ins. (AA)	\$12,394,855
22- Transfer to OPEB Fund (AA)	\$546,500
23- Unemployment Comp (AA)	\$125,000
24- Pension Reimbursement (AA)	\$2,000
25- Town Insurance (AA)	\$906,000
26- Financial Audit (AA)	\$65,000
27- Medicare Tax (AA)	\$1,068,633
28- 4th of July/Town Event	\$0
TOTAL CENTRAL ADMIN.	\$15,243,646
LEGAL (Line 29)	
TOTAL LEGAL	\$202,000
HUMAN RESOURCES (Lines 30-32)	
TOTAL - HUMAN RESOURCES	\$134,030
MANAGEMENT INFO. SYSTEMS (Lines 33-34)	
TOTAL MNGMNT INFO. SYS.	\$554,103
TOWN CLERK (Lines 35-37)	
TOTAL TOWN CLERK	\$358,327
REGISTRARS OF VOTERS (Lines 38-39)	
TOTAL REGISTRARS	\$8,360
CONSERVATION (Lines 40-42)	
TOTAL CONSERVATION	\$226,096
PLANNING BOARD (Lines 43-44)	
TOTAL PLANNING BOARD	\$298,278
BOARD OF APPEALS (Lines 45-47)	
TOTAL BOARD OF APPEALS	\$12,870
TOWN FACILITIES (Line 48)	
TOTAL TOWN FACILITIES	\$111,202
POLICE DEPARTMENT (Lines 49-51)	
TOTAL -- POLICE DEPARTMENT	\$7,909,836
FIRE DEPARTMENT (Lines 52-54)	
TOTAL FIRE DEPARTMENT	\$7,028,578
BUILDING DEPARTMENT (Lines 55-57)	
TOTAL-- BUILDING DEPT	\$578,708
SEALER OF WEIGHTS (Line 58)	
TOTAL SEALER OF WEIGHTS	\$7,800
EMERGENCY MGT SERVICE (59-61)	
TOTAL EMERG. SERVICES	\$23,602
REGIONAL SCHOOL ASSESSMENTS (Line 62)	
62- TOTAL (AA)	\$2,098,479
LOCAL EDUCATION (Line 63)	
63- TOTAL - LOCAL EDUCATION	\$56,909,589
DEPT. OF PUBLIC WORKS (Lines 64-69)	
TOTAL PUBLIC WORKS	\$10,784,251
BOARD OF HEALTH (Lines 70-72)	
TOTAL -- BOARD OF HEALTH	\$568,656
COUNCIL ON AGING (Lines 73-75)	
TOTAL COUNCIL ON AGING	\$314,750

VETERANS' SERVICES (Lines 76-78)	
TOTAL VETERANS SERVICES	\$234,192
YOUTH AND FAMILY SERVICES (Lines 79-80)	
TOTAL --YOUTH AND FAMILY SERVICES	\$430,071
DISABILITY ACCESS (Lines 81-82)	
TOTAL DISABILITY ACCESS	\$2,445
PUBLIC LIBRARY (Lines 83-85)	
TOTAL -- PUBLIC LIBRARY	\$1,419,374
RECREATION DIRECTOR (Lines 86-88)	
TOTAL REC. DIRECTOR	\$647,769
RECREATION MAINTENANCE (Lines 89-90)	
TOTAL RECREATION MAINT.	\$966,603
HISTORICAL COMMISSION (Line 91)	
TOTAL -- HISTORICAL COMM.	\$10,015
DEBT SERVICE (Lines 92-93)	
TOTAL DEBT SERVICE (AA)	\$6,178,922
OTHER ACCOUNTS (94-99)	
94- RESERVE FUND	\$200,000
95- COUNTY RETIREMENT (AA)	\$8,368,267
96- NEG SETTLEMENTS	\$750,000
97- STABILIZATION (AA)	\$0
98- LOCAL TRANSPORT (AA)	\$145,000
99- CAPITAL IMPROVE (AA)	\$300,000

Total Budget \$124,919,090  
 On the first review \$15,808,839 worth was Passed.  
 The Held budget items equaled \$109,110,251.

On review of the Held Budgets an Amendment was made and seconded by Town Meeting member Steve Stamm . It was moved and seconded that the budget for Central Administration be reduced by \$546,500 the amount of the OPEB Fund Transfer (line item 22).  
 The Amendment **Failed**

The remaining Budget items were discussed and approved

**ACTION: MAJORITY PASSED the entire budget of \$124,919,090.**

Motion to adjourn was made and seconded, the Moderator adjourned the meeting at 11:18 PM.  
 Town Meeting will continue on Monday, May 16, 2016.

Submitted:

*Amy E. Warfield,*  
 Town Clerk

**ANNUAL TOWN MEETING  
MONDAY, May 16, 2016  
FOGELBURG PERFORMING ARTS  
CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:36 PM. The Moderator, Sally Willard led the meeting in the Pledge of Allegiance. Then a motion was made to use the method of voting as a show of hands or standing count if needed, it was also called for moved and seconded to set Wednesday, May 18, 2016 as the date of the next meeting in case that all business was not completed this evening, it passed unanimously. The Moderator introduced the AV staff for the evening, Jess Gavin, Connor Pustizzi, Erin Cody, Aaron Yu and Cole Lasco. Also, that State Rep Ken Gordon and that John Georgio, Esq from Kopelman and Paige is our Legal Council were present. It was motioned and seconded that the meeting would adjourn at 11 PM and if the business of the Town was not completed this evening it would be continued on Wednesday, May 18<sup>th</sup> at 7:30 PM. Then the Moderator reviews the rules of the body.

**ARTICLE 4 RE: Transfer from Free Cash to Stabilization Fund**

To see if the Town will vote a sum of money from Free Cash to place in the Town's Stabilization Account, or to act in any other manner in relation thereto.

**MAIN MOTION: WITHDRAWN**

**ACTION: NONE**

**ARTICLE 5 RE: Transfer from Free Cash to OPEB Trust Fund**

To see if the Town will vote a sum of money 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.

**MAIN MOTION: WITHDRAWN**

**ACTION: NONE**

**ARTICLE 6 RE: Fund Revolving Accounts**

**MAIN MOTION:** 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, 2016; 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	Spending	Revenue	Allowed	Expenditure	Year End
Account	Authority	Source	Expenses	Limits	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
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
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
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
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
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
Ice Palace Improvement & Maintenance	Board of Selectmen	Rent from Lease	Improvements & Maintenance	\$175,000	Available for expenditure next year

**RECOMMENDATIONS:** Ways & Means 11-0-0

**ACTION: MAJORITY PASSED**

**ARTICLE 7 RE: Establish & Fund Meadowbrook School Revolving Fund**

To see if the Town will vote to authorize a revolving fund for the maintenance and improvements, or debt service therein, of the Meadowbrook School under Massachusetts General Laws Chapter 44, Section 53E1/2 for the fiscal year beginning July 1, 2016; or to act in any other manner in relation thereto:

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Meadowbrook School Maintenance and Improvements, or Debt Payments therein	Board of Selectmen	Rent from Lease of Meadowbrook School	Improvements & Maintenance, and Debt Service related thereto	\$110,000	Available for Expenditure Next Year

**MAIN MOTION:** As printed in the warrant

**RECOMMENDATIONS:** Ways & Means 10-0-0

**ACTION:** MAJORITY PASSED

**ARTICLE 8 RE: Fund FY 2017 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 2017 Capital Budget, same to be expended under the appropriate authorities as indicated:

**PROJ# DEPT. - PROJECT NAME**  
**AUTHORITY AMOUNT**  
**FROM FREE CASH (8-1) – (8-20):**

8-1	DPW	Stream Cleaning/Drainage Repair Selectmen	\$ 200,000
8-2	DPW	DPW Vehicle Replacement Prog Selectmen	\$ 410,000
8-3	DPW	Police Headquarters Lighting/Facility Upgrades Including Energy Conservation Measures Town Facilities	
		Selectmen	\$ 70,000
8-4	DPW	Museum Painting Town Facilities Selectmen	\$ 24,000
8-5	FIRE	Administrative Vehicle Selectmen	\$ 41,283
8-6	FIRE	Command Vehicle Selectmen	\$ 55,026
8-7	FIRE	Air Compressor Selectmen	\$ 58,547
8-8	FIRE	Fire Station Access Control Sys Selectmen	\$ 29,942
8-9	POLICE	Animal Control Vehicle Selectmen	\$ 37,085
8-10	REC.	Aerator/Turf Renovating Machine Recreation Comm.	\$ 27,000
8-11	REC.	Ford F-350 Service Truck Recreation Comm.	\$ 53,000
8-12	REC.	John Deere 5075M FT4 Tractor Recreation Comm.	\$ 72,000
8-13	REC.	Regan Park Playground Renovation Recreation Comm.	\$ 110,000

8-14	REC.	Town Common Electrical Recreation Comm.	\$ 20,000
8-15	SCHOOL	Pine Glen Roof Replacement School Committee	\$ 695,000
<b>AMENDED</b> from the floor by Frank Monaco, to be \$595,000, to reflect the Bid that has been received. Motion was accepted and Seconded. Amended amount <b>PASSED</b>			
8-16	SCHOOL	Burlington School Department Master Plan School Committee	\$ 140,000
8-17	SCHOOL	BHS Re-tube of Three Boilers School Committee	\$ 150,000
8-18	SCHOOL	BHS Performing Arts Center Improvements School Committee	\$ 80,000
8-19	SCHOOL	Fox Hill School Kitchen Renovations & Improvmnts School Committee	\$ 135,000
8-20	TOWN CLERK	Ele. Document, Permitting and Inspection System Various depts.	\$ 80,000

**FROM SEWER ENTERPRISE (8-21) - (8-23)**

8-21	DPW	Sewer Pump Station Rehabilitation Selectmen	\$ 250,000
8-22	DPW	Lucaya Pump Station and Force Main Construction Selectmen	\$ 1,450,000
8-23	DPW	Crossroads/Wayside Rd Sewer Repair Selectmen	\$ 700,000

**MAIN MOTION:** Transfer from Free Cash, Sewer Enterprise and Overlay Surplus as follows, for those items contained within the following proposed Fiscal Year 2017 Capital Budget, same to be expended under the appropriate authorities as indicated:

**RECOMMENDATIONS:**

Ways & Means : Supported with various votes all in Majority

Capital Budget Voted in Majority for All items – except 8-3 (2-4-0); 8-4 (0-6-0); 8-13 (0-7-0)

Recreation: Voted unanimously for items 8-10 thru 14  
 School Committee : Voted Unanimously for items 8-15 thru 8-19 – as amended.

## CONTINUED ARTICLE 8

Selectmen Voted Unanimously for all items

**ACTION: MAJORITY PASSED, Items 8-7 and 8-22 were Unanimous. Total amount \$ 4,787,883.**

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**ARTICLE 9 RE: Sidewalk Upgrade Bedford Street**

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$250,000, or any other sum, for the purpose of Funding the repair or repaving of existing sidewalks, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$250,000 for the purpose of Sidewalk Upgrade on Bedford Street, including the payment of all costs incidental or related thereto.

**RECOMMENDATIONS:** Ways & Means 11-1-0  
Capital Budget 6-0-0  
Selectmen 5-0-0

**ACTION: MAJORITY PASSED**

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**ARTICLE 10 RE: Street Lights LED Conversion**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$850,000, or any other sum, for the purpose of funding the conversion of existing streetlights to energy efficient and long lasting LED, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to appropriate the sum of \$850,000 for the purpose of funding the conversion of existing streetlights to energy efficient and long lasting LED, same to be spent under the direction of the Town Administrator; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$850,000 pursuant to General Laws Chapter 44, sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor.

**RECOMMENDATIONS:** Ways & Means 12-0-0  
Capital Budget 6-0-0  
Selectmen 5-0-0

**ACTION: PASSED** with a Standing count 79 for and 2 against.

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**ARTICLE 11 RE: Road & Parking Paving**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$3,000,000, or any other sum, for the purpose of funding resurfacing/reconstruction of Town roads and parking lots, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$3,000,000 for the purpose of funding resurfacing/reconstruction of Town roads and parking lots, same to be spent under the direction of the Town Administrator.

**RECOMMENDATIONS:** Ways & Means 10-1-0  
Selectmen 5-0-0

**ACTION: MAJORITY PASSED**

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**ARTICLE 12 RE: Meadowbrook School HVAC Upgrade**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$730,000, or any other sum, for the purpose of funding installation of HVAC system at the Meadowbrook School, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to appropriate the sum of \$730,000 for the purpose of funding installation of HVAC system at the Meadowbrook School, same to be spent under the direction of the Town Administrator; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$730,000 pursuant to General Laws Chapter 44, sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor.

**RECOMMENDATIONS:** Ways & Means 11-1-0  
Capital Budget 5-2-0  
Selectmen 5-0-0

**ACTION: PASSED** with a Standing Count of 68 For and 9 Against.

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**ARTICLE 13 RE: MWRA I/I Debt Service**

To see if the Town will vote to transfer from the Sewer Inflow/Infiltration fund the sum of \$TBD for the purpose of paying the FY 2017 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:** To see if the Town will vote to transfer from the Sewer Inflow/Infiltration Fund the sum of \$82,225 for the purpose of paying the FY 2017 debt service on the Town's three existing 0% MWRA I/I loans.



## CONTINUED ARTICLE 13

**RECOMMENDATIONS:** Ways & Means 11-0-0  
Selectmen 5-0-0

**ACTION: MAJORITY PASSED**

Motion to adjourn was made and seconded. The Moderator adjourned the meeting at 11:02 PM, we will reconvene on Wednesday, May 18<sup>th</sup>.

Submitted:

*Amy E. Warfield,*  
Town Clerk

**ANNUAL TOWN MEETING  
WEDNESDAY, May 18, 2016  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:31 PM. The Moderator, Sally Willard led the meeting in the Pledge of Allegiance. Then a motion was made to use the method of voting as a show of hands or standing count if needed, it was also called for but not moved or seconded to set Monday, May 23, 2016 as the date of the next meeting in case that all business was not completed this evening.. The Moderator introduced the AV staff for the evening, Jess Gavin, Connor Pustizzi, Erin Cody, Aaron Yu and Cole Lasco and John Georgio, Esq from Kopelman and Paige is our Legal Council is present for the evening. It was motioned and seconded that the meeting would adjourn at 11 PM. Then the Moderator reviews the rules of the body. It was then requested have Article 34 be taken out of order in consideration for the citizens' that have brought it forward. It was moved and seconded and then proceeded to the business of the town:

**ARTICLE 34 RE: Amend the Zoning Map and  
Rezone Property to General  
Business (BG) District**

To see if the Town of Burlington will vote to amend the Zoning Map of the Town of Burlington, as most recently amended, by rezoning a certain parcel of land to the General Business (BG) District. Said parcel of land is generally identified as being located at 49 Harriett Ave on the corner of Ardmore Road consisting of Assessors Map 43 Parcel 104. The land consists of a total of 10, 500± S.F. or 0.241 Acres and is further identified as follows:

Said parcels being further bounded and described as follows:

A certain parcel of land together situated in Burlington, Middlesex County, Massachusetts being shown as Lots 31, 32, and 33 on a plan entitled "Winnmere Section 1, Burlington Mass. Owned by Michael R. Connolly" dated September 1916 by H.A. Millhouse, C.E. recorded with the Middlesex South District Deeds in Plan Book 259, Plan 17, said lots together are bounded and described as follows:

SOUTHEASTERLY: by Harriett Ave, one hundred and forty (140) feet

SOUTHWESTERLY: by Ardmore Avenue, seventy-five (75) feet

NORTHWESTERLY: by lot 34, as shown on said plan, one hundred forty (140) feet

NORTHEASTERLY: by lots 48, 50, and 51 as shown on said plan, seventy five (75) feet

Parcel 104 with lots 31, 32, and 33 containing a total of 10,500 square feet or 0.241 acres, more or less.

**MAIN MOTION:** As printed in the warrant

**RECOMMENDATIONS:** Planning Board

**ACTION: PASSED by 2/3rds** with a Standing Count of 80 For and 2 Against.

**ARTICLE 14 RE: 33 Center Street Renovation**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$400,000 or any other sum to add to the sum appropriated in Article 12 of the Annual Town Meeting of May 11, 2015 for the purpose of funding the renovation, improvements, and construction, including the payment of all costs incidental or related thereto of the municipal building at 33 Center Street for general government offices; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$400,000 to add to the sum appropriated in Article 12 of the Annual Town Meeting of May 11, 2015 for the purpose of funding the renovation, improvements, and construction, including the payment of all costs incidental or related thereto of the municipal building at 33 Center Street for general government offices.

**RECOMMENDATIONS:** Ways & Means 13-0-0  
Capital Budget 0-7  
Selectmen 5-0-0

**ACTION: MAJORITY PASSED** a standing count was done with 50 For and 35 Against.

**ARTICLE 15 RE: Human Services Building Renovation**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$3,300,000 or any other sum for the purpose of funding the renovation, improvements, and construction, including the payment of all costs incidental or related thereto of the Human Services building at 61 Center Street or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to appropriate the sum of \$3,300,000 for the purpose of funding the renovation, improvements, and construction, including the payment of all costs incidental or related thereto of the Human Services building at 61 Center Street; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow

**CONTINUED ARTICLE 15**

\$3,300,000 pursuant to General Laws Chapter 44, sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor.

**RECOMMENDATIONS:** Ways & Means 12-0-0  
Capital Budget 0-7  
Selectmen 5-0-0

**ACTION: PASSED by 2/3rds** with a Standing count of 69 For and 15 Against.

**ARTICLE 16 RE: Bond Authorization-  
Fire Station #2**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$8,500,000 or any other sum for the purpose of funding the design and construction, including the payment of all costs incidental or related thereto of a fire station located on Terrace Hall Avenue or to act in any other manner in relation thereto.

**MAIN MOTION:** Appropriate the sum of \$8,500,000 for the purpose of funding the design and construction, including the payment of all costs incidental or related thereto of a fire station located on Terrace Hall Avenue; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$8,500,000 pursuant to General Laws Chapter 44, sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor.

**RECOMMENDATIONS:** Ways & Means 9-1-1  
Capital Budget 0-7  
Selectmen 5-0-0

**ACTION: PASSED by 2/3rds** with a Standing count of 78 For and 8 Against.

**ARTICLE 17 RE: DPW Yard/Salt Facility-  
Adams ST**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$2,100,000 or any other sum for the purpose of funding the design and construction, including the payment of all costs incidental or related thereto of a DPW Yard to include a salt shed and building located on Adams Street or to act in any other manner in relation thereto.

**MAIN MOTION:** WITHDRAWN

**ACTION:** NONE

**ARTICLE 18 RE: Salt Shed – Grant Avenue**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$1,100,000 or any other sum for the purpose of funding the design and construction, including the payment of all costs incidental or related

thereto of a salt shed located on Grant Avenue or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to appropriate the sum of \$1,100,000 for the purpose of funding the design and construction, including the payment of all costs incidental or related thereto of a salt shed located on Grant Avenue; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$1,100,000 pursuant to General Laws Chapter 44, sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor.

**RECOMMENDATIONS:** Ways & Means 12-0-0  
Capital Budget 6-0  
Selectmen 5-0-0

**ACTION: PASSED UNANIMOUSLY**

**ARTICLE 19 RE: Chapter 90**

**MAIN MOTION:** To see if the Town will vote to accept funds from the Commonwealth of Massachusetts for improvements to roadways, known as Chapter 90 funds, in the amount of \$1,095,024 for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator.

**RECOMMENDATIONS:** Ways & Means 12-0-0  
Selectmen 5-0-0

**ACTION: PASSED UNANIMOUSLY**

**ARTICLE 20 RE: Transfer of Funds-Health  
Insurance**

**MAIN MOTION:** To see if the Town will vote to transfer from the Health Insurance Trust Fund the sum of \$300,000 to place in the Town's OPEB (Other Post-Employment Benefits) Trust Fund; or to act in any other manner in relation thereto.

**RECOMMENDATIONS:** Ways & Means 11-0-0  
Selectmen 5-0-0

**ACTION: MAJORITY PASSED**

**ARTICLE 21 RE: Amend Administrative and  
Professional Classification Plan**

**MAIN MOTION:** WITHDRAWN

**ACTION:** NONE

**ARTICLE 22 RE: Fund the Administrative &  
Professional Classification Plan**

**MAIN MOTION:** WITHDRAWN

**ACTION:** NONE

**ARTICLE 23 RE: Fund the Part-Time Compensation Plan****MAIN MOTION:** WITHDRAWN**ACTION:** NONE**ARTICLE 24 RE: Fund the Burlington Police Patrolmen's Association Contract****MAIN MOTION:** WITHDRAWN**ACTION:** NONE**ARTICLE 25 RE: Fund the Burlington Police Command Officer's Contract****MAIN MOTION:** WITHDRAWN**ACTION:** NONE**ARTICLE 26 RE: Will of Marshall Simonds**

**MAIN MOTION:** To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds the sum of \$82,650 for the improvement of Simonds Park, same to be expended under the direction of the Recreation Commissioners.

**RECOMMENDATIONS:** Ways & Means 14-0-0  
Recreation 5-0-0

**ACTION:** PASSED UNANIMOUSLY**ARTICLE 27 RE: School Community Custodial Services**

**MAIN MOTION:** Transfer from Free Cash the sum of \$37,562 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, Adopt-A-Class and other non profit Burlington Civic Organizations.

**RECOMMENDATIONS:** Ways & Means 12-1-0  
Schools 5-0-0

**ACTION:** PASSED UNANIMOUSLY**ARTICLE 28 RE: Fourth of July Parade**

**MAIN MOTION:** Transfer the sum of \$15,000 from Free Cash to be expended at the direction of the Board of Selectmen to pay the costs associated with the annual 4<sup>th</sup> of July parade.

**RECOMMENDATIONS:** Ways & Means 11-0-0  
Selectmen 5-0-0

**ACTION:** MAJORITY PASSED**ARTICLE 29 RE: Sewer Service Enterprise Fund MWRA Assessment**

**MAIN MOTION:** To see if the Town will vote to transfer the sum of \$5,159,626 to operate the FY 2017 Sewer Services Enterprise Fund of which \$5,159,626 will come from the FY 2017 Sewer Services Enterprise Estimated Revenue Account.

**RECOMMENDATIONS:** Ways & Means 12-0-0  
Selectmen 5-0-0

**ACTION:** PASSED UNANIMOUSLY**ARTICLE 30 RE: Acceptance of Traffic Control Easement Linear Retail**

**MAIN MOTION:** To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, a permanent easement, for traffic control purposes, including, without limitation, for the installation and maintenance of signal poles and mast arm traffic lights, in, on and under portions of the property owned Linear Retail Burlington #1 LLC, located at 68-82 Burlington Mall Road, Burlington, which portions are approximately shown on a plan entitled "Permanent Easement Plan of Burlington Mall Road," dated November 5, 2015, a copy of which is on file with the Town Clerk.

**RECOMMENDATIONS:** Selectmen 5-0-0**ACTION:** PASSED UNANIMOUSLY**ARTICLE 31 RE: Acceptance of Traffic Control Easement NEEP**

**MAIN MOTION:** To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, a permanent easement, for traffic control purposes, including, without limitation, for the installation and maintenance of signal poles and mast arm traffic lights, in, on and under portions of the property owned by NEEP INVESTORS HOLDINGS LLC, located at ADDRESS, Burlington, (formerly 24 Executive Mall Road) which portions are approximately shown on a plan entitled "Permanent Easement Plan of Burlington Mall Road," dated November 5, 2015, a copy of which is on file with the Town Clerk, or to act in any other manner in relation thereto.

**RECOMMENDATIONS:** Selectmen 5-0-0**ACTION:** PASSED UNANIMOUSLY**ARTICLE 32 RE: 2016 Street Acceptance**

**MAIN MOTION:** To see if the Town will vote to accept the layouts as a public Town ways as laid out by order of the Board of Selectmen and listed below, copies of which order and plan were filed with the Town Clerk not later than seven days prior to this vote, and to authorize the Board of Selectmen to acquire easements for all purposes for which public ways are used in the Town of Burlington, within such

layouts, by gift, purchase or eminent domain, or take any action relative thereto.

<b>STREET</b>	<b>PLAN TITLE</b>	<b>DATE</b>
<b>Bristol St</b>	Definitive Subdivision Plan - Bristol St	April 8, 1996
<b>Kay Rd</b>	Casa De Angles Street Acceptance Plan	July 18, 1996
<b>Kelly Farm Way</b>	Definitive Plan & Profile Kelly Farm Way	July 14, 2003
<b>McCafferty Way</b>	McCafferty Estates - As-built Plan	March 10, 2004
<b>Shamrock Drive</b>	Definitive Subdivision Plan at Shamrock Drive	Dec 6, 2004
<b>Sheighla Drive</b>	Sheighla Drive - As-built plan	Dec 15, 2013
<b>Toomey Cir</b>	McCafferty Estates - As-built Plan	March 10, 2004
<b>Rosario Meadows Way</b>	Rosario Way Street Acceptance Plan	Sept 17, 2015

**RECOMMENDATIONS:** Selectmen 5-0-0

**ACTION: PASSED UNANIMOUSLY**

#### **ARTICLE 33 RE: 15 South Avenue Easement**

**MAIN MOTION:** To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, an access easement to use, for all purposes for which public ways may be used, the portions of the property located at 15 South Street, which portions are shown "Non-Exclusive Right-of-Way Easement A, Area = 9,376 sq.ft." and "Non-Exclusive Right-of-Way Easement B, Area = 1,779 sq.ft." (together, "Easement Area") on a plan entitled "Easement Plan of Land in Burlington, Massachusetts", dated February 27, 2014, prepared by Vanasse Hangen Brustlin, Inc., on file with the Town Clerk, said easement to be on such terms and conditions as the Board of Selectmen deems appropriate, or to act in any other manner in relation thereto.

**ACTION: PASSED UNANIMOUSLY**

#### **RESOLUTION #1**

Town Meeting respectfully requests that the Board of Selectmen create a long-term Sidewalk Construction and Replacement Plan that can be implemented over the next 12 – 15 years. The plan should prioritize which major streets and connector roads in our 50-mile system will have what grade of sidewalks and curbing and identify those streets where no sidewalks will be constructed.

In addition, we ask that the Selectmen adopt this plan by the fall of 2016 so that it can be used as a guide during the FY 2018 budgeting process as funds are allocated for sidewalk improvements.

SUBMITTED BY THE LAND USE COMMITTEE

**ACTION: PASSED UNANIMOUSLY**

Motion to adjourn was made and seconded. The Moderator adjourned the meeting at 10:41 PM.  
Next Town Meeting will be on September 26, 2016

Submitted:

*Amy E. Warfield,*  
Town Clerk

**TOWN MEETING MEMBER MEETING  
WEDNESDAY, JUNE 8, 2016  
TOWN CLERK'S OFFICE  
TOWN HALL, 29 Center ST.**

At 7:04 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 4 assembled to fill the vacancy in their respective Precinct.

**Present from Pct 4** were Karen Cooper, Joan Hastings, Patricia Martorano, Constance McElwain, David Miller, Virginia Mooney and Steve Stamms. Nominees were as follows :

Carolyn Little  
and  
Anil Shah

Ballots were cast with the following results

Carolyn Little - 6  
Anil Shah - 1

Ms. Little was appointed to fill the vacancy until the next election.

With business concluded the meeting was adjourned at 7:13 PM

**TOWN MEETING MEMBER MEETING  
WEDNESDAY, JUNE 27, 2016  
TOWN CLERK'S OFFICE  
TOWN HALL, 29 Center ST.**

At 6:00 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precinct 6 assembled to fill the vacancy.

**Present from Pct 6** were Roger Bell, Terry Clement, Diane Kendrigan, Daniel DiTucci, Daniel DiTucci, Jr, John Iler, Gary Kasky, Rose Manni, Sonia Rollins and Joanna Schlansky. Nominees were as follows :

Tom Killilea  
Mike Souza  
and  
Rob Schlansky

Ballots were cast with the following results

Tom Killilea – 4  
Mike Souza – 5  
Rob Schlansky – 1

Mr. Souza was appointed to fill the vacancy until the next election.

With business concluded the meeting was adjourned at 6:20 PM

**ADJOURNED TOWN MEETING  
WEDNESDAY, SEPTEMBER 28, 2016  
FOGELBURG PERFORMING ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:32 PM. Prior to the start of the meeting Burlington High School Freshman, Arya Nagraj sang the National Anthem. The Moderator, Sally Willard, opened the meeting with the Pledge of Allegiance. and introduced the Audio/Video staff for tonight's meeting included: Will Rizza, Caleb Toews, William

Waisnor III, Ashley Defrancesco and Sanjana Manghani.

The Moderator, reviewed the procedures and asked for motions for voting by a show of hands, requested a motion if business is not completed this evening for adjournment to Monday October 3, 2016 if necessary, it was seconded and moved. Then a motion was made and seconded to accept Lucy Damiani, TMM Pct #3, as Deputy Moderator for the purpose of this meeting. It was moved to accept this.

**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.

Committee reports were made by Chairman of Ways & Means, Sonja Rollins and John Petrin. Ms Rollins introduced the three new members of the committee and thanked the retiring member for their service. New members are Joan Hastings, Joan Kennedy-Constant and Robert Bunker and the retiring members are William Beyer, Paul Noonan and Roger Riggs. Sonja also outlined the process that the Committee goes thru starting in the next few months. John Petrin recognized the Accounting Dept for the receipt of an Excellence Award. He also presented that the Selectmen voted at their meeting prior to this meeting that the Town would be going to a complete Water Ban. No outside watering will be allowed.

**ARTICLE 2 RE: 2017 Annual Town Election Date**

To see if the Town will vote to set the date of the 2017 Annual Town Election as Saturday, April 08, 2017; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

**ACTION: PASSED BY MAJORITY**

**ARTICLE 3 RE: Create an Ad Hoc Committee to Study and Report to Town Meeting on the Procedures and Estimated Cost to Review the Zoning Bylaws**

To see if the Town will vote to request that the Moderator appoint an Ad Hoc Committee to study and report to Town Meeting on the procedures and estimated cost to review the Zoning Bylaws. The purpose of the Ad Hoc Committee will be to determine the:

- preferred structure and composition of a Zoning Bylaw Review Committee
- anticipated process/procedures/methods needed to complete a thorough review of the Zoning Bylaw
- any estimated costs for consultants

- estimated duration of the Zoning Bylaw Review Committee.

The purpose of a Zoning Bylaw Review Committee, once approved by Town Meeting, will be, among others, to:

- update references to State Statute/Massachusetts General Laws
- identify inconsistencies and conflicts in the text
- identify specific sections that may need to be rewritten for clarity and understanding
- work with Town Departments/Committees in order to determine any new zoning requests, or any problem areas within the Zoning Bylaw

The Ad Hoc Committee will report their progress at interim sessions of Town Meeting under Article 2 of the Warrant, and have a final report at the September 2017 Town Meeting; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to request that the Moderator appoint an Ad Hoc Committee to study and report to Town Meeting on the procedures and estimated cost to review the Zoning Bylaws.

The purpose of the Ad Hoc Committee will be to determine the:

- preferred structure and composition of a Zoning Bylaw Review Committee
- anticipated process/procedures/methods needed to complete a thorough review of the Zoning Bylaw
- any estimated costs for consultants
- estimated duration of the Zoning Bylaw Review Committee.

The purpose of a Zoning Bylaw Review Committee, once approved by Town Meeting, will be, among others, to:

- update references to State Statute/Massachusetts General Laws
- identify inconsistencies and conflicts in the text
- identify specific sections that may need to be rewritten for clarity and understanding
- work with Town Departments/Committees in order to determine any new zoning requests, or any problem areas within the Zoning Bylaw

The Ad Hoc Committee will report their progress at interim sessions of Town Meeting under Article 1 of the Warrant, and have a final report at the September 2017 Town Meeting; or to act in any other manner in relation thereto.

Recommendations: Bylaw Review 4-0-0

**ACTION: PASSED BY A MAJORITY**

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#### **ARTICLE 4 RE: Home Rule Petition - Special Legislation Concerning Liquor Licenses**

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 authorizing the Town to issue within the Town Center Overlay Zoning District six (6) additional licenses for the sale of all alcoholic beverages to be drunk on premises, two (2) additional licenses for the sale of wine and malt beverages to be drunk on premises; and provided further that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Selectmen 5-0-0

**ACTION: PASSED BY MAJORITY**

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#### **ARTICLE 5 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 \$82,650.00 for the improvement of Simonds Park, same to be expended under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant

Recommendations: Ways & Means 14-0-0  
Recreation 5-0

**ACTION: PASSED UNANIMOUSLY**

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#### **ARTICLE 6 RE: MWRA I/I Debt Service**

To see if the Town will vote to transfer from the Sewer Inflow/Infiltration fund the sum of \$47,040 for the purpose of paying the FY 2017 debt service on the Town's 0% MWRA I/I loan previously approved as Article 8 of the May 2014 Annual Town Meeting.

**MAIN MOTION:** Transfer from the Sewer Inflow/Infiltration fund the sum of \$47,040 for the purpose of paying the FY2017 debt service on the Town's five year 0% I/I loan, previously approved as Article 8 at the May 2014 Annual Town Meeting

Recommendations: Ways & Means 14-0-0  
Selectmen 5-0-0

**ACTION: PASSED UNANIMOUSLY**

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**ARTICLE 7 RE: Amend Administrative and Professional Classification Plan**

To see if the Town will vote to amend the existing Administrative and Professional Classification Plan for FY 2017; or to act in any other manner in relation thereto.

**MAIN MOTION:** That the Town adopt Article 7, the Administrative and Professional Classification Plan for FY 2017, as set forth in the handout available at this Town Meeting.

Recommendations: Ways & Means 14-0-0  
Selectmen 4-0-1

**ACTION: PASSED BY MAJORITY**

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**ARTICLE 8 RE: Fund the Administrative & Professional Compensation Plan**

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for FY 2017, and transfer from the FY 2017 Negotiated Settlement Account the sum of \$ or any other amount for the purpose of funding the plan under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

**MAIN MOTION:** That the Town adopt Article 8, the Administrative & Professional Compensation Plan for FY 2017, as proposed and set forth in the handout available at this Town Meeting, and transfer from the FY 2017 Negotiated Settlement Account the sum of \$103,545 for the purpose of funding the plan, same to be expended under the direction of the appropriate authorities.

Motion to postponed was made and seconded, but failed to pass by a vote of 41 to 53.

Recommendations: Ways & Means 10-2-0  
Selectmen 4-0-1

**ACTION: PASSED MAJORITY**

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**ARTICLE 9 RE: Fund the Part-time Compensation Plan**

To see if the Town will vote to transfer from the FY 2017 Negotiated Settlement Account the sum of \$ for the purpose of funding the Part-time Salary Plan (under 20 hours) for FY 2017, same to be expended under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** That the Town adopt Article 9, the FY 2017 Part-time Compensation Plan, as proposed and set forth in the handout available at this Town Meeting, and transfer from the FY 2017 Negotiated Settlement Account the sum of \$14,039 for the purpose of funding the Part-time Compensation plan (under 20 Hours) for FY 2017, same to be expended under the appropriate authorities.

Recommendations: Ways & Means 11-0-1  
Selectmen 4-0-1

**ACTION: PASSED MAJORITY**

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**ARTICLE 10 RE: Fund the Burlington Police Patrolmen's Association Contract**

To see if Town Meeting will vote to transfer from the Negotiated Settlement Account the sum of \$ for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Patrolmen's Association for FY 2016 and FY 2017, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

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**ARTICLE 11 RE: Fund the Burlington Police Command Officers' Contract**

To see if Town Meeting will vote to transfer from the FY17 Negotiated Settlement Account the sum of \$ for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington Police Command Officers' Contract for FY17, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

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**ARTICLE 12 RE: Fund the Burlington Municipal Employees' Association Contract**

To see if the Town will vote to transfer from the FY 2017 Negotiated Settlement Account the sum of \$ for the purpose of funding the Burlington Municipal Employees Association Contract for FY 2017, same to be expended under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** that the Town adopt Article 12, the Burlington Municipal Employees' Association Contract for FY 2017, as proposed and set forth in the handout at this Town Meeting, and transfer from the FY 2017 Negotiated Settlement Account the sum of \$189,894 for the purpose of funding the contract, same to be expended under the direction of the appropriate authorities.

Recommendations: Ways & Means 10-2  
Selectmen 4-0-1

**ACTION: PASSED MAJORITY**

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**ARTICLE 13 RE: Fund the Department of Public Works Contract**

To see if Town will vote to transfer from the FY 2017 Negotiated Settlement Account the sum of \$ for the purpose of funding the approved Collective Bargaining Agreement between the Town of

Burlington and the Department of Public Works for FY 2017, same to be spent under the appropriate

authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** that the Town adopt Article 13, the Department of Public Works Contract for FY 2017, as proposed and set forth in the handout available at this Town Meeting, and transfer from the FY 2017 Negotiated Settlement Account the sum of \$88,146 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Department of Public Works, same to be expended under the direction of the appropriate authorities.

Recommendations: Ways & Means 10-2  
Selectmen 4-0-1

**ACTION: PASSED MAJORITY**

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**ARTICLE 14 RE: Fund the Burlington International Firefighters' Association Contract**

To see if the Town will vote to transfer from the FY 2017 Negotiated Settlement Account the sum of \$ for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for FY 2017, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** That the Town adopt Article 14, the Burlington International Firefighters' Association Contract for FY 2017, as proposed and set forth in the handout available at this Town Meeting, and transfer from the FY 2017 Negotiated Settlement Account the sum of \$161,115 for the purpose of funding the approved collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for FY 2017, same to be expended under the appropriate authorities.

Recommendations: Ways & Means 10-2  
Selectmen 4-0-1

**ACTION: PASSED MAJORITY**

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**ARTICLE 15 RE: Meadowbrook School HVAC Upgrade**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$ , or any other sum to add to the sum appropriated in Article 12 of the Annual Town Meeting of May 9, 2016, for the purpose of funding installation of an HVAC system at the Meadowbrook School, same to be spent under the direction of the Town Administrator; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

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**ARTICLE 16 RE: Amend the Zoning Map and Rezone Property to Open Space (OS) District**

To see if the Town will vote to amend the Zoning Map of the Town of Burlington by rezoning a parcel of land, generally identified as the "Burlington Canyon" property and located off Wheeler Road and shown on Assessors Map 55 and 56 as Parcel 20-2 (15.27 ac.), from RO (One Family Dwelling) to OS (Open Space) District; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

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At 10:25 PM, a motion to adjourn was moved, seconded and so voted.  
Respectfully Submitted:



Amy E. Warfield, Town Clerk



## TOWN OF BURLINGTON

## TOTAL TALLY SHEET - Final

MARCH 1, 2016

Presidential Primary Election

# Eligible Voters

15,638

Total Votes Cast

7,952

Percent

50.9%

PRECINCT	1	2	3	4	5	6	7	TOTAL
Democrat	727	491	703	574	734	689	652	4,570
Republican	632	288	492	405	596	524	426	3,363
Green-Rainbow	0	0	0	0	0	1	1	2
United- Independent	4	3	1	2	1	1	5	17
								0
TOTAL VOTES CAST	1,363	782	1,196	981	1,331	1,215	1,084	7,952
	DEMOCRATIC PARTY							
Presidential Preference								
Blanks	3	1	7	4	1	2	4	22
Bernie Sanders	338	236	333	226	366	335	297	2,131
Martin O'Malley	3	1	6	2	3	8	4	27
Hillary Clinton	371	251	349	333	353	332	339	2,328
Roque "Rocky" De La Fuente	1	0	0	0	1	1	1	4
No Preference	7	2	8	5	5	8	6	41
Write-ins	4	0	0	4	5	3	1	17
TOTAL	727	491	703	574	734	689	652	4,570
State Committee Man								
Blanks	228	158	231	179	221	187	207	1,411
Robert D. Peters	494	327	469	392	505	495	439	3,121
Write-ins	5	6	3	3	8	7	6	38
TOTAL	727	491	703	574	734	689	652	4,570
State Committee Woman								
Blanks	222	148	229	176	225	186	200	1,386
Melanie A. Thompson	503	340	472	395	502	499	450	3,161
Write-ins	2	3	2	3	7	4	2	23
TOTAL	727	491	703	574	734	689	652	4,570
Democratic								
Town Committee Slate	265	199	251	222	273	268	265	
Blanks	14,999	9,434	14,764	11,568	15,103	13,536	12,715	92,119
Larry Kerstein	317	227	283	269	325	306	291	2,018
Teresa F. Travaline	295	219	290	242	304	305	288	1,943
Phyllis B. Neufeld	299	222	273	242	323	298	284	1,941
Janet Bellizia-O'Connell	301	228	278	247	310	316	294	1,974
Ernestine C. Grasso	307	223	287	236	302	298	319	1,972
Ann Assarsson-Kresntz	278	216	265	233	285	292	278	1,847
Paul R. Raymond	305	225	303	264	337	321	294	2,049
Alison Skelly	293	215	274	241	319	306	289	1,937
Katherine N. Kayemba-Watson	286	234	264	240	291	290	284	1,889
Christian N. Delaney	304	218	275	236	299	309	283	1,924
Cynthia J. Phillips	305	237	273	246	292	298	288	1,939
Joanne Frustaci	298	218	291	241	298	309	293	1,948
John D. Ramsdell	280	213	266	238	286	284	279	1,846
Robert D. Young	288	210	270	235	293	292	279	1,867
Philip H. Wachslar	277	206	261	238	286	279	274	1,821
Sally B. Moroney	290	223	273	237	301	298	296	1,918
Joan M. Stack	277	213	269	236	310	297	278	1,880
Janice S. Cohen	313	228	286	247	302	312	294	1,982
Larry S. Cohen	316	219	288	247	300	317	293	1,980
John D. Kelly	289	216	296	238	304	301	295	1,939
Miriam R. Kelly	288	221	286	234	298	291	295	1,913
Martin V. Grace	317	227	296	251	306	308	298	2,003
Charles A. Murphy	402	254	387	306	387	379	333	2,448
Jonathan Sachs	278	208	267	231	289	284	287	1,844
David Lovece	281	219	256	228	281	285	273	1,823
Mireille L. Leger	296	217	260	234	283	293	279	1,862
Myrna A. Saltman	287	226	280	236	295	294	278	1,896
Donald J. Madden	283	214	265	23	286	288	281	1,640
Daniel J. Raske	284	211	304	237	290	295	287	1,908
Ramesh K. Naidu	299	213	269	238	296	303	283	1,901

PRECINCT	1	2	3	4	5	6	7	TOTAL
<b>Democrate Town Comm. Continued</b>								
Ruth E. Kessler	290	217	277	233	305	302	292	1,916
Rita R. Shah	307	221	276	253	306	312	284	1,959
Ann M. Sullivan	307	224	293	246	338	308	294	2,010
Christopher D. Campbell	307	213	271	236	288	302	278	1,895
William C. Beyer	302	256	289	240	302	307	293	1,989
<b>TOTAL</b>	<b>25,446</b>	<b>17,185</b>	<b>24,605</b>	<b>19,851</b>	<b>25,720</b>	<b>24,115</b>	<b>22,823</b>	<b>159,740</b>
PRECINCT	1	2	3	b	5	6	7	TOTAL
	REPUBLICAN PARTY							
<b>Presidential Preference</b>								
Blanks	3	0	0	0	0	0	1	4
Jim Gilmore	0	0	2	0	1	0	1	4
Donald J. Trump	339	112	231	221	340	271	235	1,749
Ted Cruz	54	36	52	43	53	63	41	342
George Pataki	0	0	0	0	0	0	0	0
Ben Carson	8	10	11	13	15	4	12	73
Mike Huckabee	0	0	0	1	0	0	0	1
Rand Paul	4	0	2	0	0	2	1	9
Carly Fiorina	1	1	0	1	0	1	0	4
Rick Santorum	0	0	0	0	0	0	1	1
Chris Christie	1	1	2	2	1	1	1	9
Marco Rubio	122	76	102	63	100	103	65	631
Jeb Bush	6	0	2	4	5	3	7	27
John R. Kasich	94	52	85	56	74	72	54	487
No Preference	0	0	2	0	5	3	5	15
Write-ins	0	0	1	1	2	1	2	7
<b>TOTAL</b>	<b>632</b>	<b>288</b>	<b>492</b>	<b>405</b>	<b>596</b>	<b>524</b>	<b>426</b>	<b>3,363</b>
<b>State Committee Man</b>								
Blanks	174	79	141	119	157	154	129	953
Scott Michael Brinch	201	70	158	140	162	158	121	1,010
Sean Harrington	255	135	193	145	277	211	175	1,391
Write-ins	2	4	0	1	0	1	1	9
<b>TOTAL</b>	<b>632</b>	<b>288</b>	<b>492</b>	<b>405</b>	<b>596</b>	<b>524</b>	<b>426</b>	<b>3,363</b>
<b>State Committee Woman</b>								
Blanks	223	99	197	162	236	196	175	1,288
Helen A. Hatch	407	186	294	240	359	326	249	2,061
Write-ins	2	3	1	3	1	2	2	14
<b>TOTAL</b>	<b>632</b>	<b>288</b>	<b>492</b>	<b>405</b>	<b>596</b>	<b>524</b>	<b>426</b>	<b>3,363</b>
<b>Republican</b>								
<b>Town Committee Slate</b>	<b>231</b>	<b>93</b>	<b>179</b>	<b>130</b>	<b>187</b>	<b>193</b>	<b>139</b>	
Blanks	19,389	8,932	15,141	12,576	18,603	16,061	13,257	103,959
Gene J. Rossi	278	121	228	160	237	236	187	1,447
Joan T. Kennedy-Constant	251	103	195	146	213	213	160	1,281
Larry A. Way	255	104	202	149	217	213	154	1,294
John M. Glynn, II	298	115	200	153	212	224	159	1,361
Marianne Girouard	267	127	207	165	257	226	168	1,417
Jon C. Casey	285	109	216	160	224	228	155	1,377
Constance K. McElwain	247	100	202	181	221	214	153	1,318
Patricia A. Martorano	273	113	222	182	240	227	158	1,415
Claire M. Putnicki	284	126	200	150	217	234	167	1,378
Paul J. Putnicki	286	124	204	147	213	229	165	1,368

PRECINCT	1	2	3	4	5	6	7	TOTAL
<b>Republican Town Committee -continued</b>								
Write-in Adam Senesi	2	1						3
Write-in Lisa Burke	1							1
Write-in Helen Pinto	1							1
Write-in Hakan Y. Can			1					1
Write-in M. Ellen McGee Dipersio			1					1
Write-in Patrick Moreno		1						1
Write-in Theodore Shediach							1	1
Write-in Ann Way					1			1
Write-in Matthew Lee					1			1
Write-in								0
Write-ins Ineligible Others	6	4	1	7	4	1	1	24
<b>TOTAL</b>	<b>22,123</b>	<b>10,080</b>	<b>17,220</b>	<b>14,176</b>	<b>20,860</b>	<b>18,306</b>	<b>14,885</b>	<b>117,650</b>
	<b>GREEN-RAINBOW PARTY</b>							
<b>Presidential Preference</b>								
Blanks	0	0	0	0	0	0	0	0
Sedinam Kinamo Christin Moyowasifza Curry	0	0	0	0	0	0	1	1
Jill Stein	0	0	0	0	0	0	0	0
William P. Kreml	0	0	0	0	0	0	0	0
Kent Mesplay	0	0	0	0	0	0	0	0
Darryl Cherney	0	0	0	0	0	0	0	0
No Preference	0	0	0	0	0	1	0	1
								0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>State Committee Man</b>								
Blanks	0	0	0	0	0	1	1	2
Write-ins	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>State Committee Woman</b>								
Blanks	0	0	0	0	0	0	1	1
Write-ins	0	0	0	0	0	1	0	1
	0	0	0	0	0			
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Town Committee</b>								
Blanks	0	0	0	0	0	10	10	20
Write-ins	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>20</b>
	<b>UNITED INDEPENDENT PARTY</b>							
<b>Presidential Preference</b>								
Blanks	1	0	0	0	0	0	1	2
No Preference	0	0	1	1	0	0	2	4
Write-ins	3	3	0	1	1	1	2	11
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>17</b>
<b>State Committee Man</b>								
Blanks	3	3	1	2	0	1	5	15
Write-ins	1	0	0	0	1	0	0	2
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>17</b>
<b>State Committee Woman</b>								
Blanks	4	3	1	2	0	1	5	16
Write-ins	0	0	0	0	1	0	0	1
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>17</b>
<b>Town Committee</b>								
Blanks	39	30	10	17	10	10	50	166
Write-ins	1	0	0	3	0	0	0	4
<b>TOTAL</b>	<b>40</b>	<b>30</b>	<b>10</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>50</b>	<b>170</b>

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:	<u>Votes Cast</u>	Registered <u>Voters</u>	<u>%</u>	<u>% of Total Voting</u>	
Prec. 1 Elliot Chikofsky	1,363.00	2,577	52.9%	DEM	57.47%
Prec. 2 Eleanor O'Connell	782.00	1,609	48.6%		
Prec. 3 Ruth Ann Covino	1,196.00	2,270	52.7%	REP	42.29%
Prec. 4 Patricia Stanford	981.00	2,067	47.5%		
Prec. 5 Joan Hastings	1,331.00	2,464	54.0%	Green-Rainbow	0.03%
Prec. 6 James Shramek	1,215.00	2,406	50.5%		
Prec. 7 Steven Wasserman	1,084.00	2,249	48.2%	UIP	0.21%
Total	7,952	15,642			

The above figures include Absentee Ballots cast by precinct as follows:

1=101, 2=44 ,3=93, 4=79 , 5=69, 6=48, 7=77      \*\*Total      511

\*\* contains UOC Absentees (6)

Weather: Sunny and mid 50s

Attest:      Amy E. Warfield      Town Clerk

TOWN OF BURLINGTON									Student Vote	
FINAL TALLY SHEET										
April 9, 2016										
Election										
# Eligible Voters Total Votes Cast Percent										
15,776										
3,713										
23.54%										
PRECINCT	1	2	3	4	5	6	7	GRAND TOTAL		
TOTAL VOTES CAST	730	240	577	502	672	659	333	3,713	188	
TOWN CLERK - 5 YR (1)										
Blanks	154	49	130	106	151	158	74	822	33	
Amy E. Warfield *	568	191	446	390	518	495	259	2,867	148	
Write-ins	8	0	1	6	3	6	0	24	7	
TOTAL	730	240	577	502	672	659	333	3,713	188	
MODERATOR - 1 YR (1)										
Blanks	84	20	56	46	60	66	35	367	23	
Sally Willard *	384	145	307	282	351	300	180	1,949	85	
Teresa Tarpey Clement	261	75	213	174	261	293	118	1,395	80	
Write-ins	1	0	1	0	0	0	0	2	0	
TOTAL	730	240	577	502	672	659	333	3,713	188	
SELECTMEN - 3 YR (2)										
Blanks	277	80	233	175	237	257	148	1,407	66	
Christopher E. Hartling*	439	148	344	292	401	361	178	2,163	108	
Robert Hogan*	484	152	352	322	415	442	214	2,381	94	
Virginia E. Mooney	248	96	215	196	265	239	122	1,381	104	
Write-ins	12	4	10	19	26	19	4	94	4	
TOTAL	1,460	480	1,154	1,004	1,344	1,318	666	7,426	376	
ASSESSOR - 3 YR (1)										
Blanks	197	74	169	137	176	188	100	1,041	35	
Catherine O'Neil*	531	165	407	363	496	471	233	2,666	152	
Write-ins	2	1	1	2	0	0	0	6	1	
TOTAL	730	240	577	502	672	659	333	3,713	188	
TREASURER/COLLECTOR - 3YR (1)										
Blanks	158	56	148	135	182	163	84	926	31	
Brian P. Curtin*	571	184	427	364	486	494	247	2,773	152	
Write-ins	1	0	2	3	4	2	2	14	5	
TOTAL	730	240	577	502	672	659	333	3,713	188	
SCHOOL COMMITTEE - 3 YR (2)										
Blanks	80	39	73	65	79	82	50	468	33	
Christine M. Monaco*	445	115	321	299	345	375	187	2,087	98	
Thomas F. Murphy, Jr.*	413	120	359	310	389	416	196	2,203	70	
Karen O. Lavi	260	109	209	168	259	219	133	1,357	80	
David J. Levitt	262	97	192	161	272	226	100	1,310	95	
Write-ins	0	0	0	1	0	0	0	1	0	
TOTAL	1,460	480	1,154	1,004	1,344	1,318	666	7,426	376	
LIBRARY TRUSTEES - 3 YR (2)										
Blanks	408	129	351	276	388	399	204	2,155	93	
Steven E. Wasserman*	462	150	371	336	405	419	212	2,355	114	
Robert H. Neufeld	342	116	291	240	371	313	151	1,824	78	
Ram Rao Voruganti	245	85	139	149	180	186	99	1,083	87	
Write-ins	3	0	2	3	0	1	0	9	4	
TOTAL	1,460	480	1,154	1,004	1,344	1,318	666	7,426	376	
PLANNING BOARD - 5 YR (1)										
Blanks	180	58	171	136	195	200	96	1,036	40	
Joseph A. Impemba*	546	182	405	359	474	456	237	2,659	144	
Write-ins	4	0	1	7	3	3	0	18	4	
TOTAL	730	240	577	502	672	659	333	3,713	188	
BOARD OF HEALTH - 3 YR (2)										
Blanks	428	161	377	282	433	442	210	2,333	104	
Wayne S. Saltsman *	518	162	388	362	457	441	231	2,559	132	
Edward J. Weiner *	512	157	388	359	452	435	225	2,528	137	
Write-ins	2	0	1	1	2	0	0	6	3	
TOTAL	1,460	480	1,154	1,004	1,344	1,318	666	7,426	376	
CONSTABLE - 3 YR (2)										
Blanks	335	108	275	238	339	302	174	1,771	93	
William F. Pepicelli*	411	130	290	282	358	369	166	2,006	82	
Anthony J. Saia*	455	140	348	312	399	421	210	2,285	103	
Dennis C. Otis	259	102	241	171	248	225	116	1,362	94	
Write-ins	0	0	0	1	0	1	0	2	4	
TOTAL	1,460	480	1,154	1,004	1,344	1,318	666	7,426	376	
HOUSING AUTHORITY - 5 YR (1)										
Blanks	219	71	189	145	206	221	106	1,157	38	
Bernice H. Ferguson*	510	168	387	355	466	437	227	2,550	146	
Write-ins	1	1	1	2	0	1	0	6	4	
TOTAL	730	240	577	502	672	659	333	3,713	188	

RECREATION COMM. - 3 YR (1)								
Blanks	183	63	148	121	187	176	95	973
Kristine E. Brown*	522	170	400	371	461	451	227	2,602
Write-ins	25	7	29	10	24	32	11	138
TOTAL	730	240	577	502	672	659	333	3,713
RECREATION COMM. - 2 YR (1)								
Blanks	592	197	424	389	540	545	268	2,955
Write-ins								
David Norden	75	21	95	58	71	51	33	404
Tim Burke	27	6	18	19	25	25	6	126
Other Write-ins	36	16	40	36	36	38	26	228
TOTAL	730	240	577	502	672	659	333	3,713
PRECINCT 1								
TOWN MEETING - 3 YR (6)								
Blanks	1,166							1,166
Bradford D. Bond*	472							472
John M. Glynn, II*	445							445
Gregory F. Ryan*	463							463
Maureen Monaco Ryan*	474							474
Sandra M. Madigan	371							371
Brenda Lynn Rappaport	362							362
Robert A. Sears	390							390
Ram Rao Voruganti	232							232
Write-ins	5							5
TOTAL	4,380							4,380
PRECINCT 1								
TOWN MEETING - 2 YR (1)								
Blanks	215							215
Adam Senesi	507							507
Write-ins	8							8
TOTAL	730							730
PRECINCT 2								
TOWN MEETING - 3 YR (6)								
Blanks		468						468
William C. Beyer*		152						152
Doug R. Davison*		150						150
Angela J. Hanafin*		176						176
Daniel J. Hanafin*		178						178
Patricia A. O'Brien*		155						155
Cynthia J. Phillips*		158						158
Write-Ins		3						3
TOTAL		1,440						1,440
PRECINCT 2								
TOWN MEETING - 2 YR (2)								
Blanks		145						145
John J. Ryan		166						166
Kimberley A. Trainor		169						169
Write-ins		0						0
TOTAL		480						480
PRECINCT 2								
TOWN MEETING - 1 YR (1)								
Blanks		68						68
Catherine E. Beyer		172						172
Write-ins		0						0
TOTAL		240						240
PRECINCT 3								
TOWN MEETING - 3 YR (6)								
Blanks			1,195					1,195
Sean P. Connors*			381					381
Shari Lynn Ellis*			361					361
Faydeen A. Sateriale*			376					376
Paul A. Velleli*			320					320
Monica L. Faiella			323					323
Jon Mancini			317					317
Ismael Valentin			181					181
Write-Ins			8					8
TOTAL			3,462					3,462
PRECINCT 4								
TOWN MEETING - 3 YR (6)								
Blanks				1,247				1,247
Gerald Beuchelt*				318				318
Thomas D. Conley, Jr.*				362				362
Mark V. Gerbrands*				339				339
Constance K. McElwain*				332				332
Patricia A. Martorano				343				343
Write-ins								
David Miller				44				44
Other Write-ins				27				27
TOTAL				3,012				3,012

PRECINCT 5																																																																																					
TOWN MEETING - 3 YR (6)																																																																																					
Blanks						1,294			1,294																																																																												
Joseph P. Calandrelli*						391			391																																																																												
Adrienne C. Gerbrands*						404			404																																																																												
Mary Ellen Osowski*						395			395																																																																												
Larry A. Way*						364			364																																																																												
Robert F. Bunker, II						356			356																																																																												
Lawrence Gelberg						400			400																																																																												
Kelly A. Pappas						417			417																																																																												
Write-ins						11			11																																																																												
TOTAL						4,032			4,032																																																																												
PRECINCT 6																																																																																					
TOWN MEETING - 3 YR (6)																																																																																					
Blanks						1,081			1,081																																																																												
Teresa Tarpey Clement*						366			366																																																																												
Daniel Richard Ditucci, Jr*						362			362																																																																												
Jaclyn B. Killilea*						307			307																																																																												
Thomas C. Killilea*						292			292																																																																												
David F. Peterson*						307			307																																																																												
Robert G. Schlansky*						263			263																																																																												
Sean Curtin						361			361																																																																												
Michael Kelly						212			212																																																																												
Adam Tigges						400			400																																																																												
Write-ins						3			3																																																																												
TOTAL						3,954			3,954																																																																												
PRECINCT 7																																																																																					
TOWN MEETING - 3 YR (6)																																																																																					
Blanks								696	696																																																																												
Miriam R. Kelly*								226	226																																																																												
Maria C. O'Connor*								221	221																																																																												
David R. Van Camp*								210	210																																																																												
Lorraine J. Wassermann*								218	218																																																																												
Jorge A. Andrade								208	208																																																																												
Eric J. Parker								218	218																																																																												
Write-ins								1	1																																																																												
TOTAL								1,998	1,998																																																																												
PRECINCT 7																																																																																					
TOWN MEETING - 2 YR (1)																																																																																					
Blanks								313	313																																																																												
Faydeen Sateriale - ineligible								2	2																																																																												
Other Write-ins								18	18																																																																												
TOTAL								333	333																																																																												
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## TOWN OF BURLINGTON

## FINAL TOTAL TALLY SHEET

Thursday, September 08, 2016

# Eligible Voters

15,688

State Primary Election

Total Votes Cast

829

Percent

5.3%

PRECINCT	1	2	3	4	5	6	7	TOTAL
Democrat	77	56	111	67	89	98	80	578
Republican	35	23	50	29	49	45	17	248
Green-Rainbow	0	0	0	0	0	0	0	0
United Independent	1	1	0	0	0	0	1	3
TOTAL VOTES CAST	113	80	161	96	138	143	98	829
Representative in Congress	DEMOCRATIC PARTY							
Blanks	7	5	10	4	13	15	8	62
Seth Moulton*	68	51	101	62	76	82	70	510
Write-ins	2	0	0	1	0	1	2	6
TOTAL	77	56	111	67	89	98	80	578
Councillor								
Blanks	9	2	16	7	13	5	15	67
Marilyn M. Petitto Devaney	44	29	55	32	36	47	39	282
Peter Georgiou	18	19	25	18	32	27	18	157
William Bishop Humphrey	6	6	15	10	8	18	8	71
Write-ins	0	0	0	0	0	1	0	1
TOTAL	77	56	111	67	89	98	80	578
Senator in General Court								
Blanks	10	10	14	10	11	16	15	86
Kenneth J. Donnelly	65	45	97	57	78	81	65	488
Write-ins	2	1	0	0	0	1	0	4
TOTAL	77	56	111	67	89	98	80	578
Representative in General Court								
Blanks	7	7	10	7	7	18	14	70
Kenneth I. Gordon	69	48	101	60	81	78	66	503
Write-ins	1	1	0	0	1	2	0	5
TOTAL	77	56	111	67	89	98	80	578
Sheriff								
Blanks	2	2	9	3	3	4	7	30
Peter J. Koutoujian	53	34	57	42	64	54	55	359
Barry S. Kelleher	22	19	45	22	22	40	17	187
Write-ins	0	1	0	0	0	0	1	2
TOTAL	77	56	111	67	89	98	80	578
PRECINCT	1	2	3	4	5	6	7	TOTAL
Representative in Congress	REPUBLICAN PARTY							
Blanks	31	20	41	27	44	34	13	210
Write-ins	4	3	9	2	5	11	4	38
TOTAL	35	23	50	29	49	45	17	248
Councillor								
Blanks	32	20	41	26	46	39	15	219
Write-ins	3	3	9	3	3	6	2	29
TOTAL	35	23	50	29	49	45	17	248
Senator in General Court								
Blanks	32	20	41	26	46	40	15	220
Write-ins	3	3	9	3	3	5	2	28
TOTAL	35	23	50	29	49	45	17	248
Representative in General Court								
Blanks	2	0	0	5	1	1	2	11
Paul Girouard, Jr.	33	23	50	24	46	43	15	234
Write-ins	0	0	0	0	2	1	0	3
TOTAL	35	23	50	29	49	45	17	248
Sheriff								
Blanks	26	15	35	19	33	35	13	176
Write-in - Angelo LaCivita	5	5	9	8	8	4	2	41
Write-ins	4	3	6	2	8	6	2	31
TOTAL	35	23	50	29	49	45	17	248

PRECINCT	1	2	3	4	5	6	7	TOTAL
GREEN-RAINBOW PARTY								
Representative in Congress								
Blanks	0	0	0	0	0	0	0	0
Write-ins	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
Councillor								
Blanks	0	0	0	0	0	0	0	0
Write-ins	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
Senator in General Court								
Blanks	0	0	0	0	0	0	0	0
Write-ins	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
Representative in General Court								
Blanks	0	0	0	0	0	0	0	0
Write-ins	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
Sheriff								
Blanks	0	0	0	0	0	0	0	0
Write-ins	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
UNITED INDEPENDENT PARTY								
Representative in Congress								
Blanks	1	1	0	0	0	0	1	3
Write-ins	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	0	0	1	3
Councillor								
Blanks	1	1	0	0	0	0	1	3
Write-ins	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	0	0	1	3
Senator in General Court								
Blanks	1	1	0	0	0	0	1	3
Write-ins	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	0	0	1	3
Representative in General Court								
Blanks	1	1	0	0	0	0	1	3
Write-ins	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	0	0	1	3
Sheriff								
Blanks	1	1	0	0	0	0	1	3
Write-ins	0	0	0	0	0	0	0	0
TOTAL	1	1	0	0	0	0	1	3

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.

		Registered	
Wardens:	Votes Cast	Voters	%
Prec. 1 Elliot Chikofsky	113	2,573	4.4%
Prec. 2 Eleanor O'Connell	80	1,585	5.0%
Prec. 3 Elaine Perachi	161	2,274	7.1%
Prec. 4 Patricia Stanford	96	2,063	4.7%
Prec. 5 Joan Hastings	138	2,459	5.6%
Prec. 6 Jim Sharmek	143	2,419	5.9%
Prec. 6 Steve Wasserman	98	2,315	4.2%
		15,688	
	Inactive Voters	1,628	
The above figures includes 137 Absentee Ballots cast by precinct as follows: 1=16, 2=17, 3=29, 4=14, 5=20, 6=21, 7=20.			
VOTER PROFILE:	AGE	TOTAL	%
	18-30	2451	15.6%
	31-40	2060	13.1%
	41-50	2391	15.2%
	51-60	3188	20.3%
	61-70	2569	16.4%
	71-80	1682	10.7%
	80+over	1347	8.6%
	Total	15688	

WEATHER: 80's and sunny

Attest: Amy E. Warfield, CMC  
Town Clerk

\*Denotes Candidate for Re-election

## TOWN OF BURLINGTON

## Preliminary Presidential/State Election Totals

Tuesday, November 08, 2016

# Eligible Voters

16,613

Total Votes Cast

14,219

Percent

85.6%

PRECINCT	1	2	3	4	5	6	7	TOTAL
TOTAL VOTES CAST	2,327	1,493	2,025	1,830	2,228	2,175	2,141	14,219
President/Vice President								
Blanks	38	24	43	26	51	27	33	242
Clinton and Kaine	1,188	863	1,070	1,002	1,161	1,134	1,215	7,633
Johnson and Weld	93	74	79	74	76	81	81	558
Stein and Baraka	16	14	17	18	19	15	24	123
Trump and Pence	946	495	777	683	902	884	747	5,434
Write-ins all others	42	18	34	23	15	31	40	203
Write-ins - Evan McMullin and Nathan Johnson	4	5	5	4	4	3	1	26
TOTAL	2,327	1,493	2,025	1,830	2,228	2,175	2,141	14,219
Representative in Congress								
Blanks	626	353	519	471	582	573	501	3,625
Seth Moulton*	1,658	1,117	1,477	1,325	1,605	1,567	1,606	10,355
Write-ins	43	23	29	34	41	35	34	239
TOTAL	2,327	1,493	2,025	1,830	2,228	2,175	2,141	14,219
Councillor								
Blanks	711	415	615	544	686	686	592	4,249
Marilyn M. Petitto Devaney*	1,581	1,060	1,383	1,259	1,508	1,466	1,520	9,777
Write-ins	35	18	27	27	34	23	29	193
TOTAL	2,327	1,493	2,025	1,830	2,228	2,175	2,141	14,219
Senator in General Court								
Blanks	748	439	629	566	719	702	643	4,446
Kenneth J. Donnelly*	1,546	1,037	1,371	1,240	1,486	1,446	1,471	9,597
Write-ins	33	17	25	24	23	27	27	176
TOTAL	2,327	1,493	2,025	1,830	2,228	2,175	2,141	14,219
Representative in General Court								
Blanks	100	78	136	105	98	114	130	761
Kenneth I. Gordon*	1,161	843	1,031	955	1,136	1,068	1,140	7,334
Paul Girouard, JR	1,062	572	855	769	994	992	871	6,115
Write-ins	4	0	3	1	0	1	0	9
TOTAL	2,327	1,493	2,025	1,830	2,228	2,175	2,141	14,219
Sheriff								
Blanks	669	396	577	496	634	644	550	3,966
Peter J. Koutoujian*	1,624	1,081	1,428	1,319	1,572	1,502	1,566	10,092
Write-ins	34	16	20	15	22	29	25	161
TOTAL	2,327	1,493	2,025	1,830	2,228	2,175	2,141	14,219
Questions								
Question # 1 - Additional Gambling/slot machines								
Blanks	97	87	138	113	111	92	110	748
Yes	815	506	733	647	890	829	790	5,210
No	1,415	900	1,154	1,070	1,227	1,254	1,241	8,261
TOTAL	2,327	1,493	2,025	1,830	2,228	2,175	2,141	14,219

<b>Question # 2 Additional Charter Schools</b>								
Blanks	32	36	57	55	39	46	54	319
Yes	831	562	669	609	744	753	797	4,965
No	1,464	895	1,299	1,166	1,445	1,376	1,290	8,935
<b>TOTAL</b>	<b>2,327</b>	<b>1,493</b>	<b>2,025</b>	<b>1,830</b>	<b>2,228</b>	<b>2,175</b>	<b>2,141</b>	<b>14,219</b>
<b>Question # 3 - Handling of Farm Animals</b>								
Blanks	41	52	63	58	57	40	56	367
Yes	1,785	1,114	1,504	1,355	1,715	1,649	1,639	10,761
No	501	327	458	417	456	486	446	3,091
<b>TOTAL</b>	<b>2,327</b>	<b>1,493</b>	<b>2,025</b>	<b>1,830</b>	<b>2,228</b>	<b>2,175</b>	<b>2,141</b>	<b>14,219</b>
<b>Question # 4 - Legalizing Marijuana</b>								
Blanks	26	30	43	47	33	33	42	254
Yes	995	712	856	778	1,039	944	979	6,303
No	1,306	751	1,126	1,005	1,156	1,198	1,120	7,662
<b>TOTAL</b>	<b>2,327</b>	<b>1,493</b>	<b>2,025</b>	<b>1,830</b>	<b>2,228</b>	<b>2,175</b>	<b>2,141</b>	<b>14,219</b>

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		<u>Registered</u>	
Wardens:	Votes Cast	Voters	%
Prec. 1 Elliot Chikofsky	2327	2,667	87.3%
Prec. 2 Eleanor O'Connell	1493	1,749	85.4%
Prec. 3 Elaine Perachi	2025	2,370	85.4%
Prec. 4 Patricia Stanford	1830	2,197	83.3%
Prec. 5 Joan Hastings	2228	2,563	86.9%
Prec. 6 Jim Sharmek	2175	2,522	86.2%
Prec. 6 Steve Wasserman	2141	2,545	84.1%
		16,613	
	Inactive Voters	1,306	

The above figures includes - 818

Absentee Ballots cast by precinct as follows: 1=136, 2=73, 3=134, 4=86, 5=120, 6=109, 7=160.

The above figures includes - 6885

Early vote Ballots cast by precinct as follows: 1=1175, 2=722, 3=931, 4=860, 5=1136, 6=1029, 7=1032.

<b>VOTER PROFILE:</b>	<u>Age Group</u>	<u>Number of Voters</u>	<u>%</u>
(eligible)	up to 19	435	2.6%
	20 to 29	2339	14.1%
	30 to 39	2332	14.0%
	40 to 49	2535	15.3%
	50 to 59	3289	19.8%
	60 to 69	2588	15.6%
	70 to 79	1721	10.4%
	80 to 89	1172	7.1%
	90 and over	202	1.2%
		16613	100.00%

WEATHER: 60's and sunny - a beautiful day

\*Denotes Candidate for Re-election

Attest:

Amy E. Warfield, CMC  
Town Clerk



Cover: Mill Pond Reservoir Back: Burlington Town Hall and Burlington Town Hall Annex, *photos: Terri Keene*

