



**RECEIVED**

By Town Clerk's Office at 3:20 pm, Sep 08, 2022

# TOWN OF BURLINGTON

## Meeting Posting

Email Posting to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerks Office. Thank you  
Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

DEPT./BOARD: Select Board

DATE: Monday September 12, 2022  
General Session

TIME: 6:00 p.m.

PLACE: Burlington Town Hall, 29 Center Street Main Hearing Room, 2<sup>nd</sup> Floor /  
Cisco Webex On-Line Meeting

<https://townofburlington.webex.com/townofburlington/j.php?MTID=m7b41b3ba8dad546e80c4acb6645ca788>

Meeting number (access code): 2342 166 1017 Meeting password: hZMy3RWc62H

[+1-408-418-9388](tel:+14084189388), [23421661017##](tel:+123421661017) United States Toll Dial [23421661017@townofburlington.webex.com](mailto:23421661017@townofburlington.webex.com)

“This meeting/hearing of The Burlington Select Board will be held in-person at the location provided on this notice. Members of the Public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly.”

### AGENDA

Submitted 9/8/2022

#### GENERAL SESSION

	Pledge of Allegiance	6:00 p.m.
613	Citizen's Time	6:01 p.m.
614	Discussion/Approval: CPA Committee	6:15 p.m.
615	Appointment: Accounting Technician	6:20 p.m.
616	Appointment: DPW	6:25 p.m.
	<ul style="list-style-type: none"><li>• Water and Sewer Laborer</li><li>• Water and Sewer Pumping Station Operator</li></ul>	
617	Update/Approval: DPW	6:30 p.m.
	<ul style="list-style-type: none"><li>• Future Trash Contract</li></ul>	



Select Board Meeting  
September 12, 2022  
Page 2 of 2

618	Update/Approval:	Conservation <ul style="list-style-type: none"><li>• Discussion of the Vinebrook Watershed Report</li></ul>	6:35 p.m.
619	Update:	Conservation <ul style="list-style-type: none"><li>• FEMA Flood Maps</li></ul>	6:40 p.m.
620	Appointment:	Cable Access Committee	6:45 p.m.
621	Update/Approval:	Economic Development <ul style="list-style-type: none"><li>• Mass Development</li></ul>	6:55 p.m.
622	Update:	Economic Development <ul style="list-style-type: none"><li>• General Update #3 of 4</li></ul>	7:10 p.m.
623	Update:	Housing Partnership Committee <ul style="list-style-type: none"><li>• Housing Needs Assessment Report</li></ul>	7:30 p.m.
624	Update/Approval:	Friends of Landlock Forest <ul style="list-style-type: none"><li>• Trail Maintenance</li></ul>	7:35 p.m.
625	Update/Appointments:	Scholarship Fund Update <ul style="list-style-type: none"><li>• Committee appointments</li></ul>	7:40 p.m.
626	Approval:	Victualler's License <ul style="list-style-type: none"><li>• Nick's Pizza transfer from Burlington House of Pizza</li></ul>	7:45 p.m.
627	Update:	Policy Update <ul style="list-style-type: none"><li>• Town Common</li><li>• Town Common Banner (Cambridge/Bedford Street)</li></ul>	7:50 p.m.
628	Approval:	Fall/Winter Recreation Events – Town Common	7:55 p.m.
629	Update:	Warrant Articles	8:00 p.m.
630		Subcommittee Reports	
631		Chairman's Report	
632		Town Administrator's Report	



# TOWN OF BURLINGTON

## *Meeting Posting*

---

*Email Posting to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerks Office. Thank you  
Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)*

### **EXECUTIVE SESSION**

Pursuant to G.L. c 30A s 21(b)(3) The Select Board will convene to Executive Session after adjourning from General Session to not return, in order to discuss strategy with respect to collective bargaining or litigation for outstanding union contracts (Fire) as an open meeting may have a detrimental effect on the bargaining position of the public body.



# Select Board

Item #

613



# Select Board

Item #

614

# Select Board

Item #

615



## TOWN OF BURLINGTON

Juiling de los Reyes  
Town Accountant  
Accounting Department  
29 Center Street, 2nd Floor | Burlington, MA 01803  
(781) 238-4635 | jreyes@burlington.org

### MEMORANDUM

To: Paul Sagarino, Town Administrator  
From: Juiling de los Reyes, Town Accountant  
Re: Accounting Department Appointment  
Date: September 12, 2022

---

The purpose of this memorandum is to recommend the appointment of Sarah Cawley to the position of Accounting Technician in the Accounting Department.

Ms. Cawley is a mother of 4 young children and the loyal resident of Burlington. She has earned some credits in the Skidmore College and the University of Massachusetts in Boston. She spent several years working in the private sector as an HR Specialist and she is very proficient in the office policy and procedures. She has been looking forward to returning to the workforce as her youngest child has started in the Burlington Public Schools. Ms. Cawley demonstrates time management and communication skills, attention to detail, strong problem solving skills, and customer service skills necessary for her integrate nicely into the accounting and finance team.

It is with great pleasure that I submit Sarah Cawley for appointment in the accounting department. Her appointment would be effective date September 13, 2022.

# Select Board

Item #

616



Town of Burlington  
Interoffice Memo

---

To: Paul Sagarino, Town Administrator  
From: John G. Sanchez, Public Works Director  
Date: September 8, 2022  
Subject: Brandon Cascio  
Water and Sewer Laborer

On September 8, 2022, Brian White, Operations Manager, Matt Davis, Water and Sewer Superintendent and I completed interviews for the position of Water and Sewer Laborer.

After review of qualifications I am recommending Brandon Cascio for this position.

Mr. Cascio is a resident of Burlington who has interned in the Police Department in addition to currently holding a seasonal position in the Department of Public Works.

During his time with the department Mr. Cascio has shown a willingness to learn and complete tasks as assigned to him.

I am looking forward to Brandon joining the Department of Public Works as a full time employee.



Town of Burlington  
Interoffice Memo

---

To: Paul Sagarino, Town Administrator  
From: John G. Sanchez, Public Works Director  
Date: September 8, 2022  
Subject: Michael DeSimone  
Water and Sewer - Pumping Station Operator

Brian White, Operations Manager and Matt Davis, Water and Sewer Superintendent completed interviews on September 8, 2022 for the position of Pumping Station Operator.

After review of qualifications I am recommending Michael DeSimone for this position.

Mr. Mike DeSimone has been employed in the Department of Public Works Highway Division since 2016 as a Special Motor Equipment Operator. Prior to joining the town he was employed at Stephen's Auto Repair in Burlington. Mr. DeSimone has experience in auto repair and snow removal, as well as the operation of small off road equipment. He also possesses a CDL A license, and hoisting licenses 2A, 1B, 4E and 4G. He also has the 10hr OSHA card.

Although this is a lateral move within the department, this position requires a separate type of skills which I am certain Mike will learn in a short period of time.

# Select Board

Item #

617



**TOWN OF BURLINGTON**  
*Department of Public Works*

---

**Memo**

**From:** Rachel Leonardo, DPW Business Manager  
**To:** Paul Sagarino, Town Administrator  
**Subject:** Future of Trash & Recycling  
**Date:** July 29, 2022

As previously discussed, the Town's trash and recycling collection contract with Republic Services is set to end on June 30<sup>th</sup>, 2023.

After meeting with multiple local haulers, we recommend extending our contract with Republic Services for one or more years. Due to staffing and supply chain issues, a new hauler contract may not be feasible until July 1, 2024 or later. Based on current market conditions, we can expect an annual contract increase of 20 to 40%. For Burlington, we can expect an increase of roughly \$500,000 per year, as our current contract is about \$1.5 million. We also would like to explore alternative yard waste options, as we have been cautioned that haulers no longer wish to provide yard waste curbside collection.

Here are the options we discussed in the past:

1. Eliminate Yard Waste
  - a. This would save the Town about \$250,000 per year
  - b. The DPW could host semi-annual events where residents bring their yard waste to a pre-determined location, which will later be transferred to a compost facility
2. Change to Every-Other-Week for Recycling
  - a. This would save the Town about \$200,000 per year
  - b. We could ensure that multifamily units and large households are given bigger recycling barrels to prevent overflow
3. Move to Four-Day Collection Services
  - a. This will allow for more competitive pricing
    - i. Most contractors prefer four or five collection days per week per Town
    - ii. Republic Services is considered rare by having only one-day collection
  - b. When we prepare our Request for Procurement (RFP), this will make Burlington more desirable
4. Charge a Household Fee for Collection Services to Minimize Budget Increases
  - a. \$100 per year per household x 7,000 households = \$700,000





# Select Board

Item #

618

**SELECT BOARD**  
*Meeting Agenda Item*

---

Meeting date 9/12/2022

**Requesting Department:**

Conservation

**Request Title for Agenda:**

MVP Grant

**Description:**

Vine Brook Watershed  
Flood and Urban Heat  
Island Assessment Report

**MGL, Town Bylaw, Town Policy referenced (if applicable):**

**Purpose:**

**Back up included:**

**Suggested Motion:**

**Motion made and seconded by: Resulting Vote (who was not present or abstained)**

# Select Board

Item #

619

**SELECT BOARD**  
*Meeting Agenda Item*

---

Meeting date 9/12/2022

**Requesting Department:**

Conservation

**Request Title for Agenda:**

Preliminary FEMA Floodplain Maps

**Description:**

Proposed floodplain maps with increased flood areas in Burlington scheduled for adoption in 2024.

**MGL, Town Bylaw, Town Policy referenced (if applicable):**

**Purpose:**

**Back up included:**

**Suggested Motion:**

**Motion made and seconded by: Resulting Vote (who was not present or abstained)**

# Select Board

Item #

620



## TOWN OF BURLINGTON, MA

*Office of the Select Board and Town Administrator*

### *Committee Application*

Name: Diane M. Curran Home Phone: 781-996-9986

Address: 25 Seven Springs Lane Email: dyanc@comcast.net

Occupation: \_\_\_\_\_ Present Employer: \_\_\_\_\_

I am interested in serving on the following committees and/or commissions  
(please check all you would like to apply for)

<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> Cemetery Oversight Committee	<input type="checkbox"/> Historical Committee
<input type="checkbox"/> Beautification Committee	<input type="checkbox"/> Youth and Family Services	<input type="checkbox"/> Housing Partnership
<input type="checkbox"/> Audit Committee	<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Council on Aging
<input type="checkbox"/> Scholarship Committee	<input type="checkbox"/> Information Systems Advisory	<input type="checkbox"/> Transportation
<input type="checkbox"/> Rink Oversight Committee	<input checked="" type="checkbox"/> Cable Advisory Committee	<input type="checkbox"/> Cultural Council
<input type="checkbox"/> Disabilities Access	<input type="checkbox"/> Diversity, Equity and Inclusion	<input type="checkbox"/> Other _____

Amount of time available per month:  
 4 meetings  2 meetings  1 meeting

Please indicate any relevant training or experience: I work in the industry and worked for xfinity several years.

Government or Community Volunteer Experience (Burlington or elsewhere):

Position/Activity: \_\_\_\_\_

Dates: \_\_\_\_\_

City/Town: \_\_\_\_\_

Comments: \_\_\_\_\_

*Your application will be added to the list of people who have expressed interest in serving the Town of Burlington as a member of a board and/or committee. Thank you for your interest in serving the Town and returning this completed application to the Town Administrator's Office.*

# Select Board

Item #

621

**SELECT BOARD**  
*Meeting Agenda Item*

---

Meeting date 9/12/2022

**Requesting Department:**

Economic Development Office

**Request Title for Agenda:**

"Property Assessment Clean Energy" Program

**Description:**

Vote to opt into the MassDevelopment PACE Program, which allows commercial property owners to finance energy improvements via special betterment assessments on their property tax bills

**MGL, Town Bylaw, Town Policy referenced (if applicable):**

Not applicable

**Purpose:**

Opting into the program is a local economic development strategy to attract new and retain existing business and enable environmental benefits associated with reducing energy consumption.

**Back up included:**

MassDevelopment slide presentation and Authorizing Vote Form

**Suggested Motion:**

Vote to support opting into the PACE program

**Motion made and seconded by: Resulting Vote (who was not present or abstained)**



**Vote/Resolution Authorizing the Town of Burlington to Participate in the  
Massachusetts Commercial “Property Assessed Clean Energy” Program  
(PACE Massachusetts)**

**WHEREAS**, pursuant to M.G.L. c. 23M, as amended (the “PACE Act”), the Commonwealth has established a commercial sustainable energy program known as the Massachusetts Property Assessed Clean Energy Program (“PACE Massachusetts”) to provide a financing mechanism (“PACE financing”) to private owners of commercial and industrial properties for certain qualifying commercial energy improvements (“improvements”); and

**WHEREAS**, pursuant to the PACE Act, PACE Massachusetts is administered by the Massachusetts Development Finance Agency (“MassDevelopment”), in consultation with the Massachusetts Department of Energy Resources; and

**WHEREAS**, under PACE Massachusetts, the owner of the commercial or industrial property benefitting from the improvements (the “benefitted property”) is required to repay the PACE financing through the payment of a betterment assessment (a “PACE betterment assessment”) placed on such benefitted property by the municipality in which the benefitted property is located; and

**WHEREAS**, in order for an owner of commercial or industrial property to participate in PACE Massachusetts, Section 2 of the PACE Act requires that the municipality in which such property is located must elect to participate in PACE Massachusetts; and

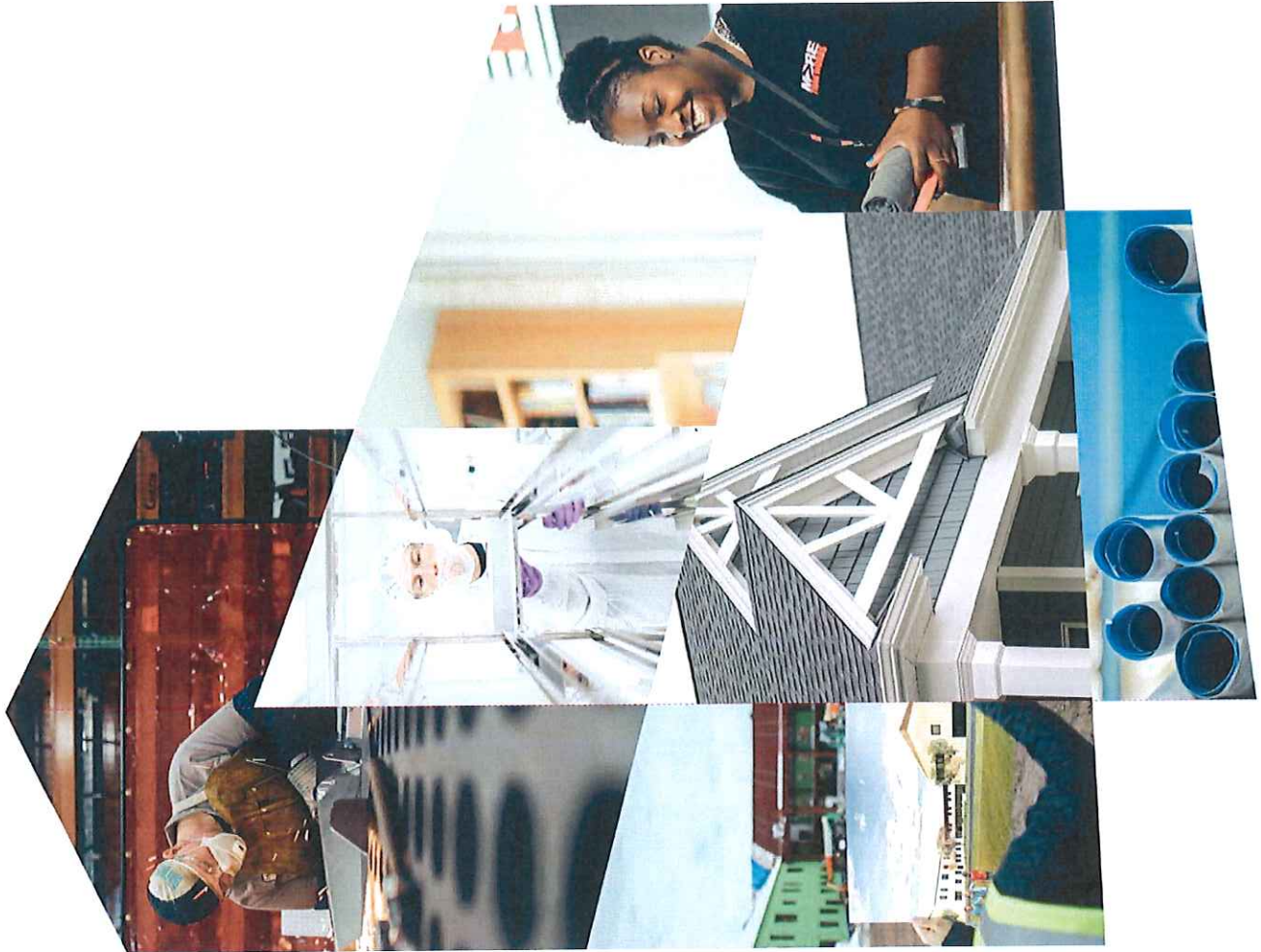
**WHEREAS**, the Town of Burlington (the “Municipality”) has determined that it is in the best interest of the Municipality to participate in PACE Massachusetts as a “participating municipality,” as provided in the PACE Act, to permit the owners of commercial and industrial properties located in the Municipality to access PACE financing for qualifying commercial energy improvements through PACE Massachusetts;

**WHEREAS, NOW THEREFORE, BE IT RESOLVED** as follows:

The Select Board of the Town of Burlington hereby approves the Municipality participating in PACE Massachusetts pursuant to the PACE Act, and authorizes the Town Administrator, Paul Sagarino to enter into a PACE Massachusetts Municipal Assessment and Assignment Agreement (the “Agreement”) with MassDevelopment, pursuant to which the Municipality will agree to (i) levy PACE betterment assessments and impose PACE betterment assessment liens on benefitted properties located in the Municipality, in the amounts determined by MassDevelopment to be sufficient to repay the PACE financing, (ii) assign the PACE betterment assessment liens to MassDevelopment, which MassDevelopment may in turn assign to the providers of the PACE financing (each a “capital provider”), as collateral for such PACE financing, (iii) include on the property tax bills for the benefitted properties the installment payments necessary to repay the PACE betterment assessments, in the amounts and at the times as determined by MassDevelopment, (iv) collect and pay over to MassDevelopment or its designee, the PACE betterment assessment installment payments, as and when collected, and (v) enforce, to the extent required by the Agreement, the PACE betterment assessments and liens; the Agreement to be substantially in the form presented to this meeting, with such changes, modifications and insertions as the Town Administrator may approve as being in the best interest of the Municipality. The Collector Treasurer of the Town of Burlington or such other Town of Burlington agency as may be designated in the Agreement is authorized to levy such PACE betterment assessments and impose the PACE betterment assessment liens on behalf of the Town of Burlington without further authorization by this legislative body.

Notwithstanding any other provision of law to the contrary, officers and officials of the Municipality, including, without limitation, municipal tax assessors and tax collectors, are not personally liable to MassDevelopment or to any other person for claims, of whatever kind or nature, under or related to PACE Massachusetts, including, without limitation, claims for or related to uncollected PACE betterment assessments. Other than fulfillment of the obligations specified in the Agreement, the Municipality has no liability to the owner of the benefitted property or to any capital provider related to the Municipality's participation in PACE Massachusetts.

ACTIVE 6211540v7



# Program Information

## April 2022



# MassDevelopment

- Works with businesses, nonprofits, financial institutions, and communities to stimulate economic growth throughout Massachusetts
- Promotes capital investment and economic development by providing financing and development solutions
- In FY21, MassDevelopment financed or managed 416 projects generating investment of more than \$1.86 billion in the Massachusetts economy
- These projects are projected to create or support more than 6,578 jobs and build or preserve more than 1,909 housing units



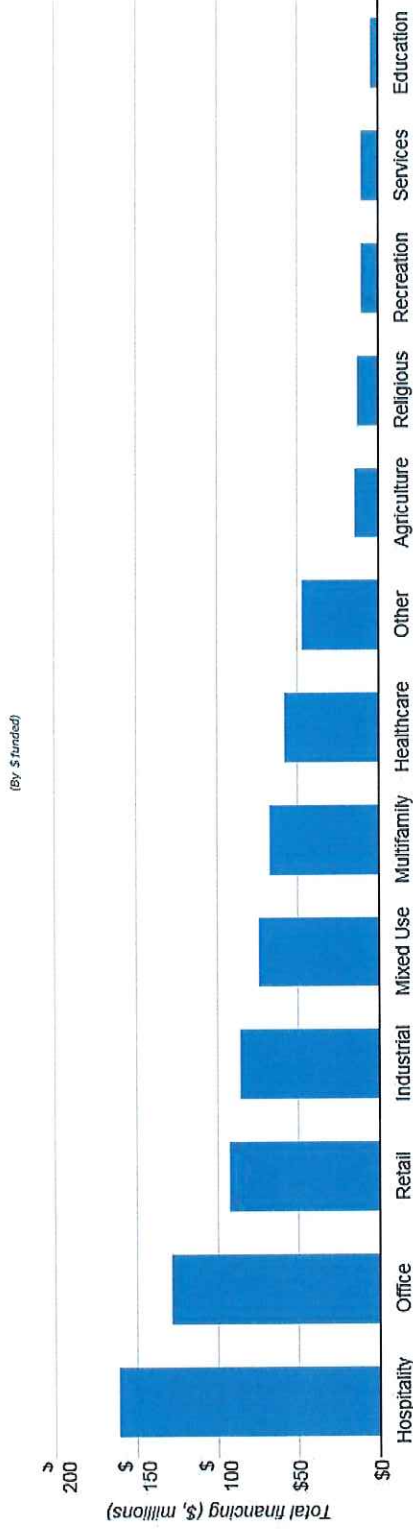
# Property Assessed Clean Energy (PACE)

- PACE allows commercial property owners to finance energy improvements via special betterment assessments on their property tax bills
- Benefits
  - Municipalities
    - Job creation, attract new and retain existing business, and environmental benefits associated with reducing energy consumption
  - Property owners
    - No new debt on balance sheet, no pay-off upon sale of property (assessments run to new owner), long-term financing (20 year max), no new mortgage lien
  - Lenders/Mortgage holders
    - Improved cash flow and reduced credit risk from lower operating costs via financing that cannot be accelerated. Capital improvements could also increase collateral property value

# National Commercial PACE Market

- 26 States (plus DC) have active commercial PACE programs
- 37 states (plus DC) have PACE enabling legislation
- \$2.07 billion financed for 2,560 projects (as of 1/2021)

C-PACE dollars funded by building type

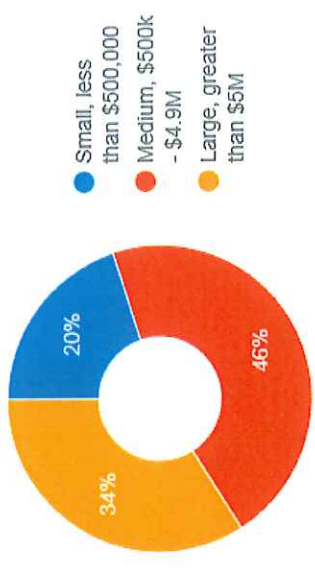


# New England Commercial PACE Programs

- Connecticut passed PACE enabling legislation in 2011; C-PACE is administered by the Connecticut Green Bank
- Rhode Island passed PACE enabling legislation in 2016; RI C-PACE is sponsored by the RI Infrastructure Bank
- New Hampshire passed PACE enabling legislation in 2016
- Maine in process

C-PACE projects by amount financed

(By \$ funded)





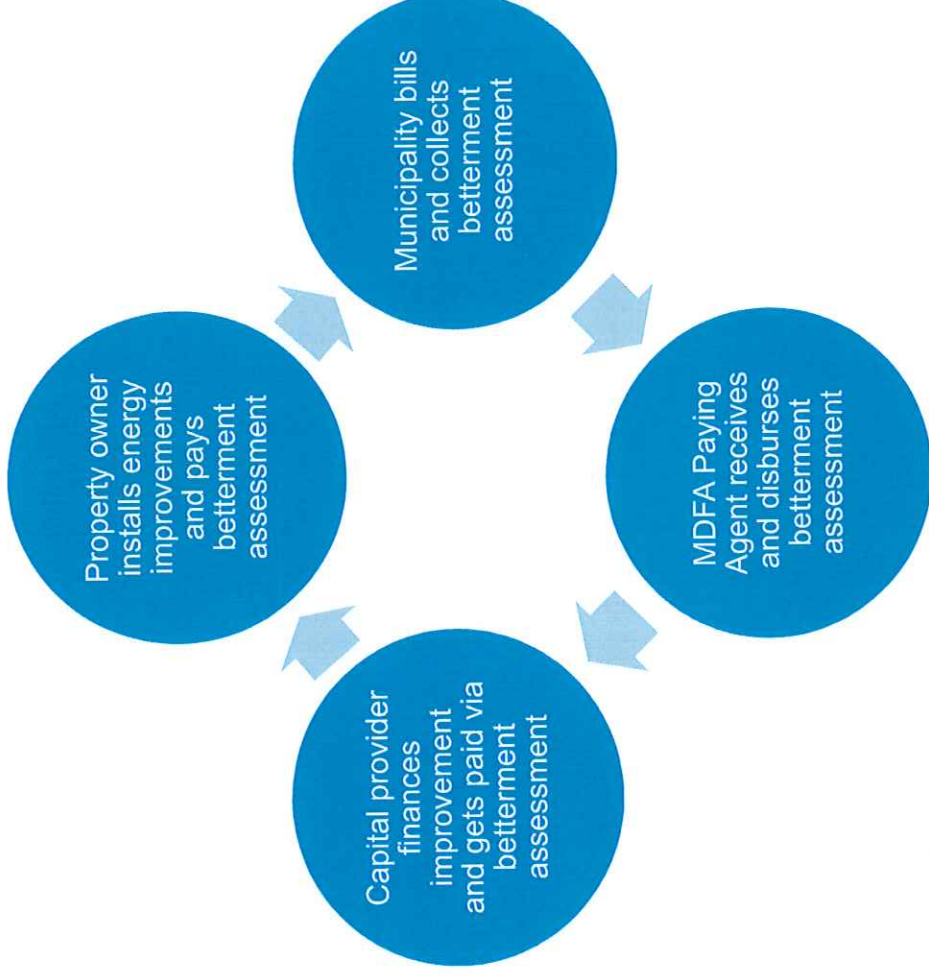
# PACE in Massachusetts



- The PACE Massachusetts Program launched July 28, 2020
  - PACE legislation passed in H4586
- MassDevelopment is Lead Program Administrator
  - Administers PACE in consultation with the Massachusetts Department of Energy Resources (DOER)
- PACE guidelines including approval requirements, financing documents and RFI for Capital Providers available at: [www.massdevelopment.com/PACE](http://www.massdevelopment.com/PACE)

# PACE Flow of Funds

- Private Capital Providers (CP) extend financing and are repaid via betterment assessments collected by the municipality

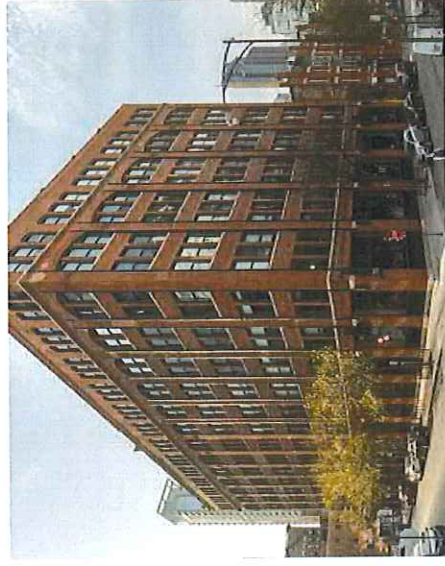




# Eligible Properties: Existing Buildings

## Commercial/Industrial

- Office buildings
- Malls
- Hotels
- Restaurants
- Manufacturers



## Not for profit

- YMCAs
- Schools
- Health Care



## Multifamily Housing

- Apartment complexes  
(5 units or more)



# Eligible Measures

## Energy Efficiency

- Energy management systems
- Insulation and air sealing
- HVAC systems
- Boilers and furnaces
- Lighting
- Energy recovery and redistribution systems



## Renewable Energy

- Solar panels
- Solar hot water
- Geothermal



# PACE Project Overview: Abercrombie Building, Bank Row, Greenfield

**Property:** A blighted, historic 12,000 sq. ft. building in Western Mass that was rescued and transformed into vibrant office space.

## Project:

- Building systems needed major upgrades and PACE allowed owner to retroactively refinance the energy improvements and consolidate the outstanding bridge financing and private loans into a longer fixed repayment term
- Installed solar photovoltaic (PV) system on roof, efficient electrification of space heating, energy recovery ventilation, LED lighting and controls and improvements to windows and insulation
- Annually saves 189,000 kWh from the grid compared to a building built to current Mass. Energy Efficiency code
- Mortgage Holder consent obtained from bank



**Amount of financing: \$450,000**      **Term: 20 yrs.**



# PACE Project Overview: Cargo Ventures, McClellan Highway, Boston

**Property:** A 121,000 sq. ft. mixed-use warehouse building housing 13 commercial tenants.

## Project:

- PACE provided owner with upfront capital enabling improvements to be installed while preserving CapEx
- Energy improvements include upgrades to the HVAC system, new LED lighting, and a new roof
- Lifetime energy efficiency savings: 1,541,380 kWh
- Mortgage Holder consent obtained from bank



**Amount of financing:** \$787,523    **Term:** 20 yrs.

# Key Elements of PACE Massachusetts

- Municipal opt-in (one time) required
- Maximum financing term allowed is 20 years (dependent on useful life of project measures)
- Energy cost savings must exceed cost of improvements (including any financing costs and associated fees)
  - no limit or maximum financing cost
- If property is sold, the remaining PACE assessment and PACE lien stays with the property and transfers to new owner
- Retroactive consideration for installed improvements
- Third party direct private financing (no public funds used)
  - open, ongoing RFI for PACE Mass. Capital Providers (CP)
  - Ten currently listed on Registry



# Key Elements of PACE Massachusetts

(Continued)

- PACE application must be approved by DOER and MassDevelopment for financing to close
  - Mortgage holders written consent required
- Betterment assessment and PACE lien placed at closing
  - MassDevelopment counsel prepares all closing documents and handles recording at Registry
  - Lien assigned to City, then assigned to MassDevelopment, then to CP
  - CP holds enforcement rights to pursue remedies in a default
    - PACE cannot be accelerated (only unpaid billed assessment can be pursued in a default)
    - Municipal liens are senior to the PACE lien; PACE lien is senior to private mortgage lien(s) in a default

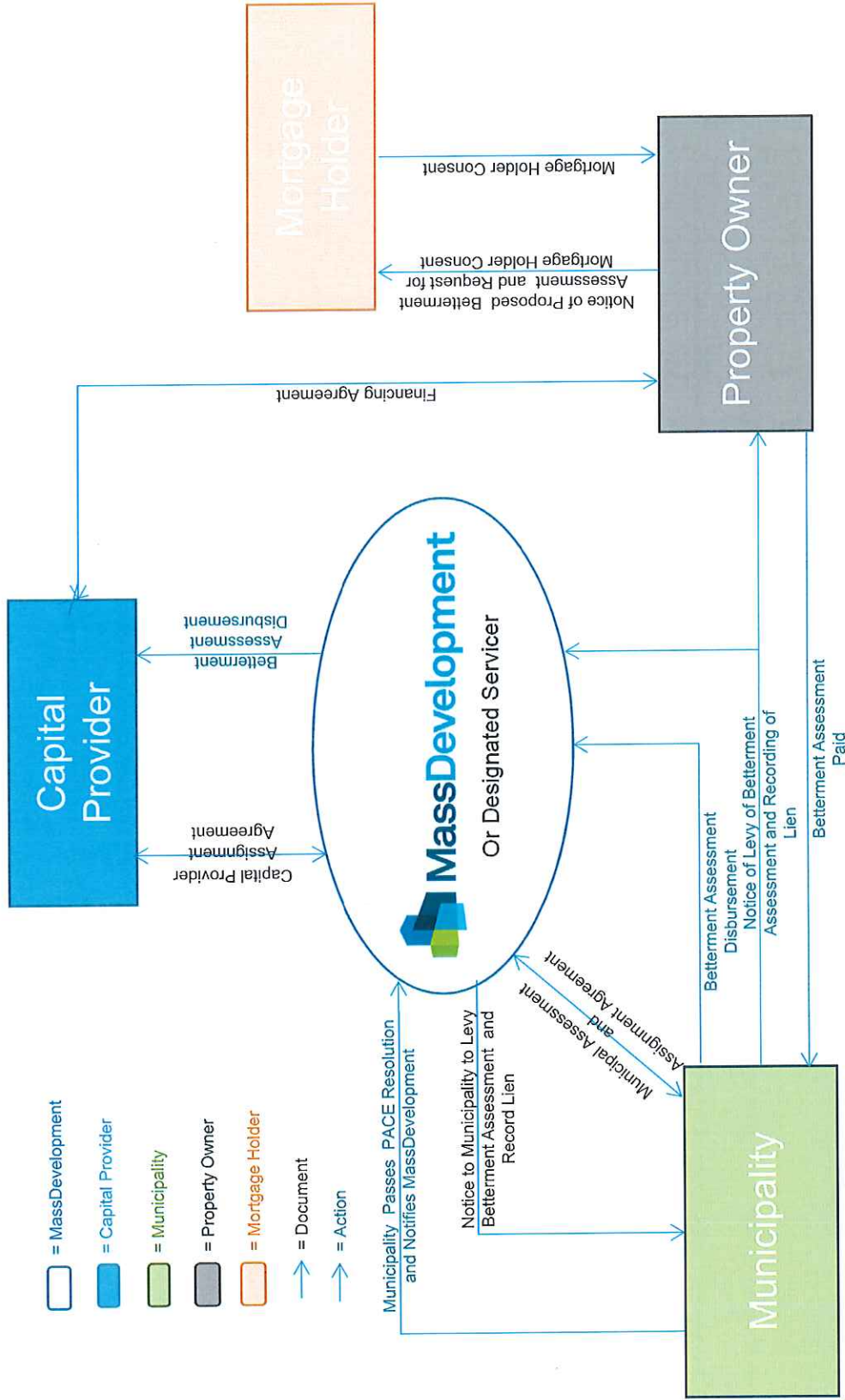
# PACE-Authorizing Municipalities

(52 as of March 15, 2022)



- Acton
- Agawam
- Amesbury
- Amherst
- Barnstable
- Bellingham
- Beverly
- Boston
- Brockton
- Chelsea
- Chicopee
- Concord
- Devens
- Dudley
- East Longmeadow
- Easthampton
- Easton
- Erving
- Fall River
- Fitchburg
- Franklin
- Gardner
- Gloucester
- Great Barrington
- Greenfield
- Holyoke
- Lanesborough
- Lexington
- Lowell
- Ludlow
- Middleborough
- Milton
- Montague
- New Bedford
- North Adams
- North Andover
- Northampton
- Norwood
- Orange
- Pittsfield
- Plymouth
- Randolph
- Rockland
- Salem
- Somerville
- Springfield
- Taunton
- Wakefield
- Wellfleet
- Wendell
- West Springfield
- Yarmouth

# Commercial PACE Structure







**Rob Dolan**

MassDevelopment

Vice President, Investment Banking

99 High Street

Boston, MA 02110

main office: 617-330-2000 fax: 617-330-2001

direct: 617-330-2074

email: [rdolan@massdevelopment.com](mailto:rdolan@massdevelopment.com)

Program Info: [www.massdevelopment.com/pace](http://www.massdevelopment.com/pace)

# Select Board

Item #

622

**SELECT BOARD**  
*Meeting Agenda Item*

---

Meeting date 9/12/2022

**Requesting Department:**

Economic Development Office

**Request Title for Agenda:**

Economic Development Office Update

**Description:**

The Economic Development Director will provide an update on current initiatives and review of the final Burlington 128 District Report

**MGL, Town Bylaw, Town Policy referenced (if applicable):**

Not applicable

**Purpose:**

Provide information and an update on activities coming from the Economic Development Office

**Back up included:**

[Burlington 128 District Report](#)

**Suggested Motion:**

No motion needed

**Motion made and seconded by: Resulting Vote (who was not present or abstained)**

# Select Board

Item #

623

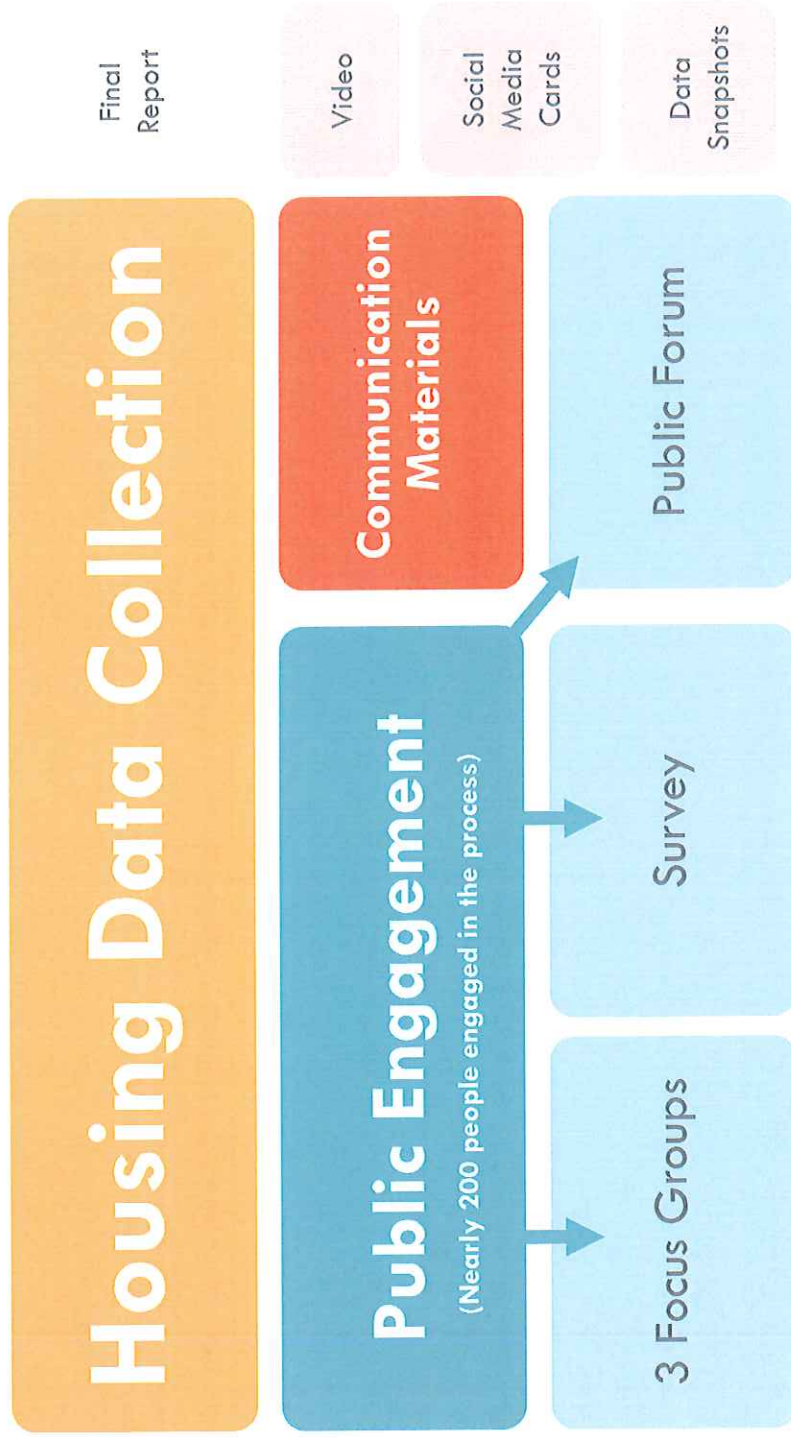
# Project Recap, Key Findings, and Potential Next Steps

Presented by the Burlington Housing  
Partnership Committee



# Project Overview

---



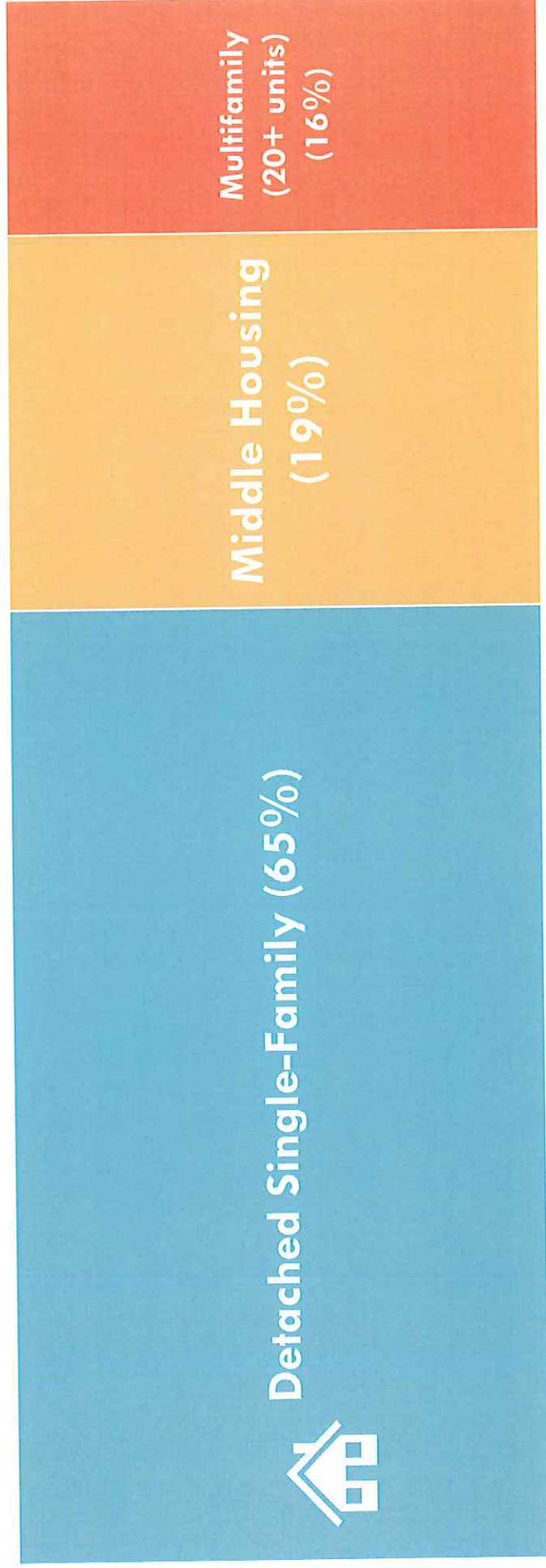


# Burlington Housing Data

(Sources: U.S. Census Bureau, Zillow, CoStar, Warren Group, and others)

# Types of Housing Burlington

---



Middle Housing are townhomes, duplexes, accessory dwelling units, and small multifamily buildings.

Source: American Community Survey, 2015-2019



# Burlington Home Prices, 2011-2021

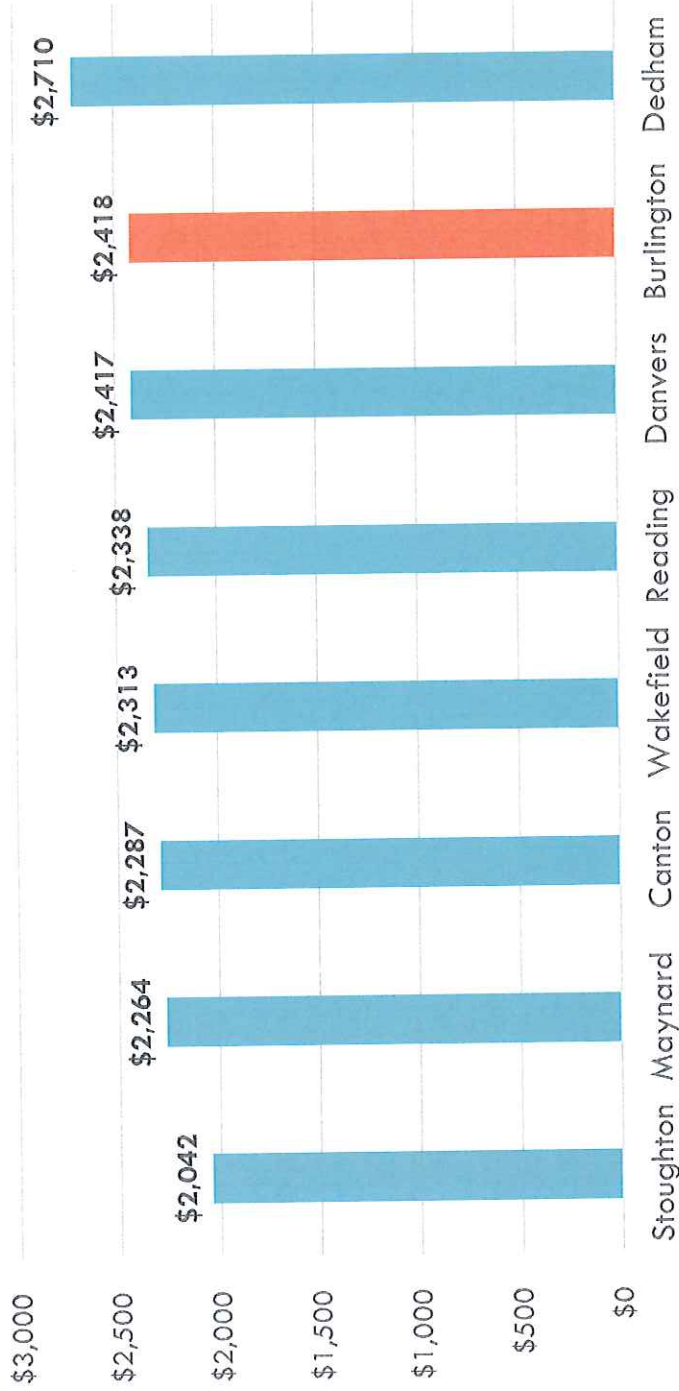


Source: Zillow

# Burlington Average Rent, 2021

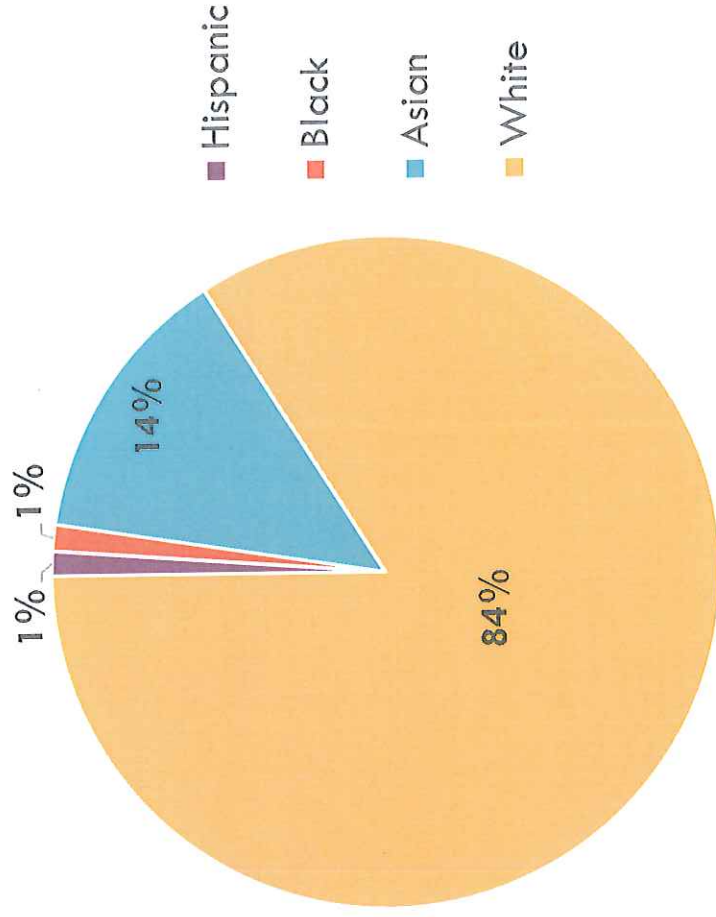
**↑ 46%**  
since 2011

Household income to  
not be cost-burdened  
**\$8,060/mo or**  
**\$96,720/yr**



Source: CoStar, 2021 Q4

# Burlington Homeowners by Race, 2019

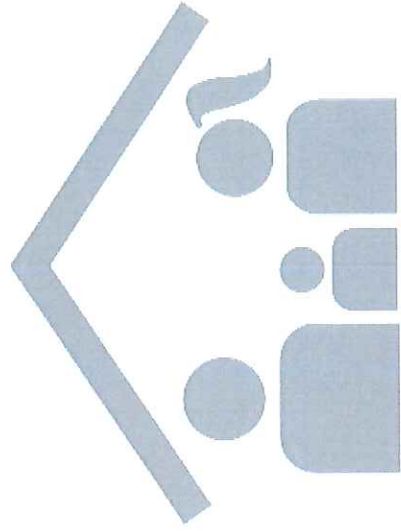


**84%**

**of all homeowners  
are white**

# Cost-Burdened Households in Burlington

(paying more than 30% of income for housing)



**2,710 (28%)**

Total cost-burdened households



**Owners**

**1,581 (22% of all owners)**



**Renters**

**1,129 (45% of all renters)**

# Burlington Community Feedback

(Sources: Focus Groups, Online Survey, and Townwide Forum)



## Top 10 Community Feedback Takeaways

---

1. Strong desire for middle housing that meets a variety of housing needs and is more likely to be affordable to seniors, young homebuyers, and small families.
2. Strong feeling that homeownership is unattainable or unaffordable in Burlington and many homeowners have maintenance needs that create or exacerbate cost burden.
3. The community values diversity and inclusion and many hope that the town will become more equitable and welcoming.

## Top 10 Community Feedback Takeaways

---

4. Concern that seniors are not able to age in place and also cannot find downsizing options that allow them to stay in the community.
5. Cost burdens causes both renters and homeowners to make difficult financial decisions, spending less on food, healthcare, transportation, etc.
6. More capital A Affordable Housing is needed because we are in an extremely high-cost housing market.

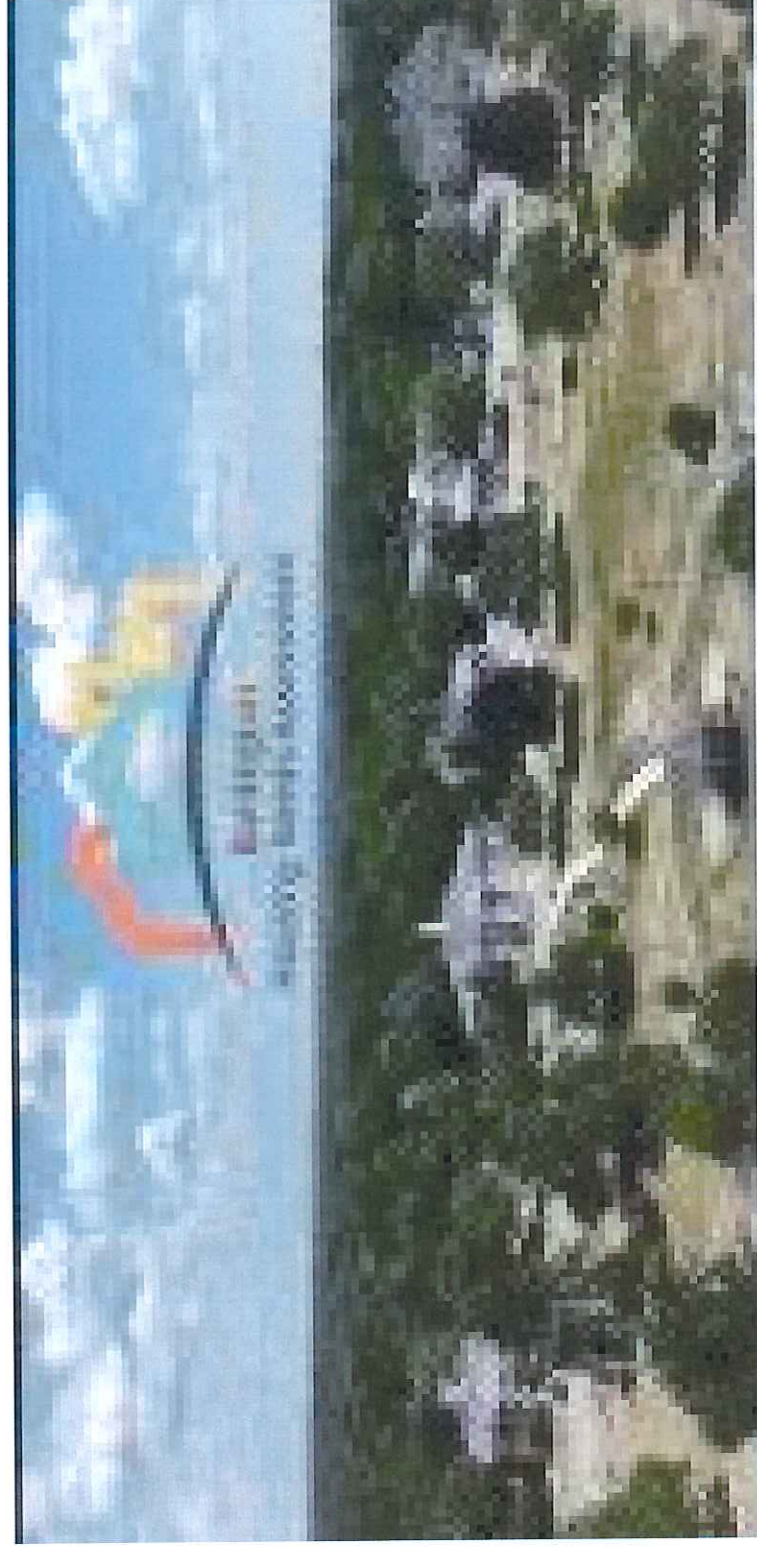
## Top 10 Community Feedback Takeaways

---

7. Single-person and small households do not have many options based on the type and cost of housing available in town.
8. Many observe teardowns occurring, resulting in a loss of “starter-homes” and an increase in large, expensive, single-family homes.
9. There’s a lack of family-sized rental housing for those who can’t afford to purchase a home. Overcrowding in rental units has also been observed by many.
10. More housing options are needed to support the local workforce.



# Burlington Housing Needs Assessment Video



## Next Steps Burlington Could Take

---

- **Create a Municipal Affordable Housing Trust**
- **Create a Housing Production Plan**
  - Identifies physical and regulatory constraints to housing development
  - Identifies specific sites for housing production
  - Establishes goals and strategies to reach housing production targets
- **Incorporate affordability with Section 3A (MBTA Communities) Zoning**
- **Create a housing strategic plan to help guide future work**
  - Establishes a five-year plan for spending Town funding on housing-related projects
  - Could also be beneficial for future Community Preservation Act (CPA) funds, if passed

# Questions?

Download the full report at:

[www.burlington.org/611/Housing-Partnership](http://www.burlington.org/611/Housing-Partnership)



**Thank you!**

Contact: [affordablehousing@burlington.org](mailto:affordablehousing@burlington.org)

# Select Board

Item #

624



To: Burlington Select Board, Paul Sagarino, John Keeley

Sept. 12, 2022

Subject: Upgrade of signage and mapping of Landlocked Forest trail system

**Background:** The current trail system at the Landlocked Forest was approved by the Board of Selectmen and Conservation Commission in 2010 or 2011. Since that time, both boards have approved boardwalks over wetlands, Eagle Scout projects, and ongoing forest management activities including closing of unauthorized trails and meadow mowing.

The forest user population has grown markedly over the past few years, and navigation and user safety has become a management challenge we need to address.

**Proposal:** The Friends of the Landlocked Forest (FLLF) and the New England Mountain Biking Association (NEMBA), Greater Boston Chapter have been collaborating for the past year on a proposal to update the forest map and install signage at appropriate intersections to enhance navigation for all trail user types. In doing so we are applying best practices for management of municipal-owned forests and trail systems. Nationwide, well-managed trail systems have become a valuable recreational resource and source of pride for town residents.

The proposal includes four key elements:

1. Selecting names for unnamed sections and renaming some existing trails –
  - a. In accordance with the town-wide initiative to focus on Diversity, Equity, Inclusion and Belonging (DEIB), the FLLF sought to honor both the agricultural and pre-Colonial history of Burlington'. Native Americans, specifically the Pennacook-Abenaki peoples, who lived in the Burlington area. To honor this part of Burlington's cultural heritage, the FLLF contacted and engaged council leaders of the Cowasuck Band of the Pennacook-Abenaki People. The result is proposed names of 8-10 trails using location-appropriate words from the Abenaki language.
2. Installing signage in the forest –
  - a. We propose to install signs at important intersections to direct users to specific trails as well as forest entry points (i.e. Turning Mill Rd., Wilson Mill). We recommend using a composite called Carsonite, which has proven to work exceptionally well in other trail systems due to its low cost, durability and resistance to vandalism.
3. Installing additional kiosks with maps –
  - a. We propose to install maps at two major intersections in the forest, and in the longer term, approach the towns of Lexington and Bedford about installing information kiosks at the other entry points. These will reinforce trail names and directions and help orient users who are not carrying maps.
4. Enhancement of existing trail loop system –
  - a. We propose to reinforce the existing color-oriented trail loops – Bannon, Aquifer, Old Kendall Road, and Landlocked Forest perimeter– by relocating and adding trail marking arrows to prevent users from getting lost in the forest. These loops will be continue, along with the newly-named trails.

**Request: The FLLF and NEMBA are seeking approval of this proposal, which we will then implement, with no cost to the Town of Burlington.**

Proposed map and other materials are included with this backup material.

1. FLLF members conducted research based on the readings of "*The history of Burlington, 1640-1950*" by Lotta Cavanagh Rice Dunham, and "*Burlington Through Time*", by Robert J. Costa.







# Burlington Landlocked Forest

Map courtesy of the Friends of the Landlocked Forest.  
 For more information and to help preserve the forest, visit:  
[www.landlockedforest.com](http://www.landlockedforest.com)  
[landlockedforest@aol.com](mailto:landlockedforest@aol.com)

**Legend**

- Point of Interest
- 23 Trail Junction
- ? Information Kiosk
- P Parking
- + Potential Vernal Pool
- \* Certified Vernal Pool
- Wetland
- Stream
- 10 ft elevation
- 50 ft elevation
- Stone Wall
- Forest Boundary
- Town line

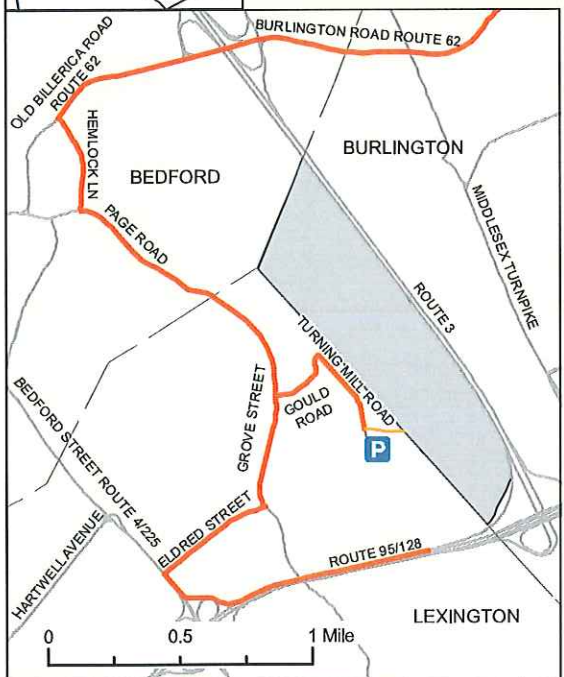
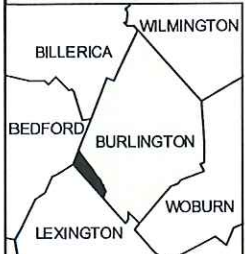
**Trails**

- Entrance
- Landlocked Forest Loop
- Bannon Hill Loop
- Aquifer Loop
- Old Kendall Rd Loop
- Unmarked
- Exits public land

Not all trails are shown

© Copyright Friends of the Landlocked Forest  
 4/3/14

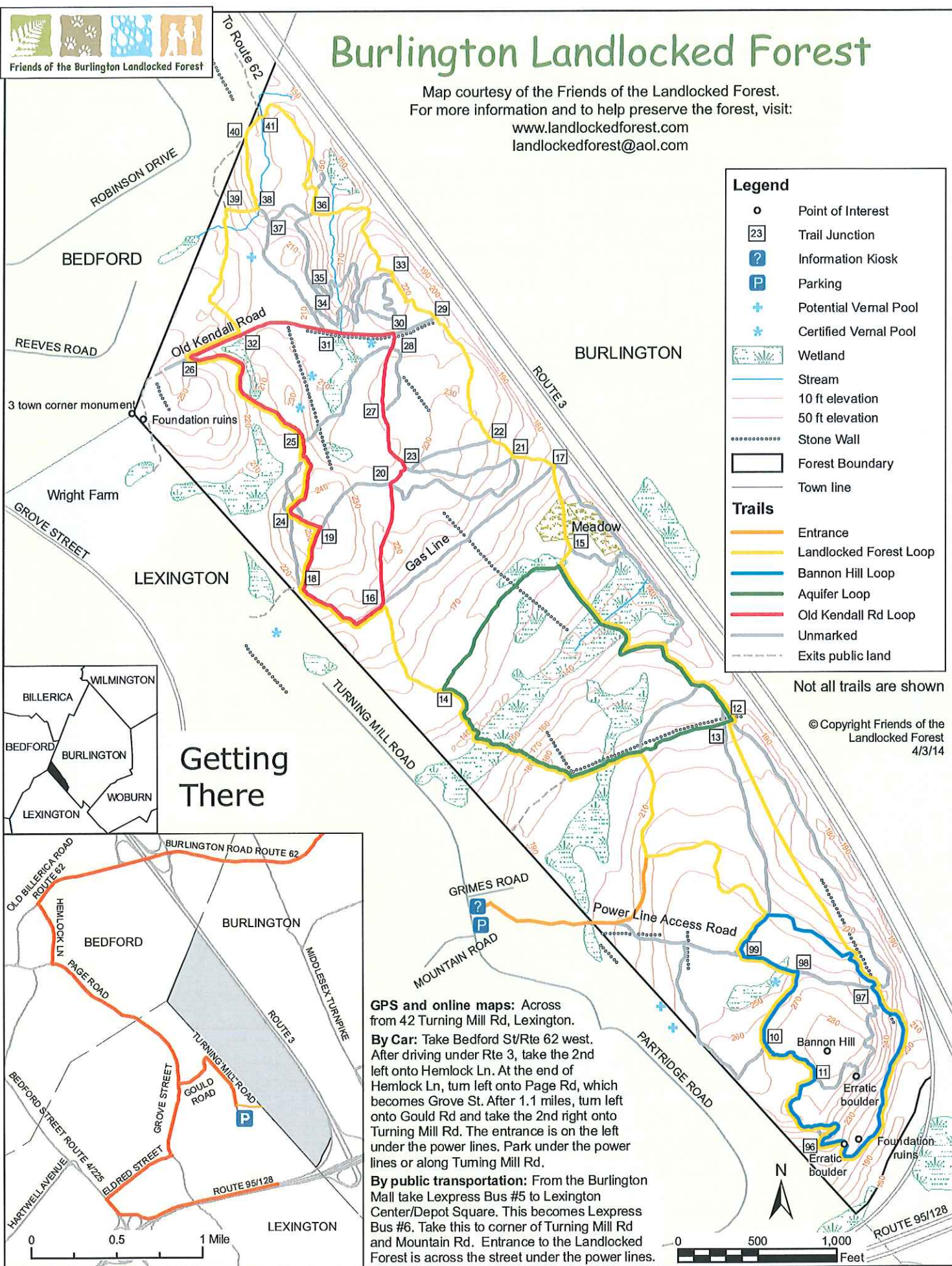
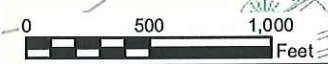
## Getting There



**GPS and online maps:** Across from 42 Turning Mill Rd, Lexington.

**By Car:** Take Bedford St/Rte 62 west. After driving under Rte 3, take the 2nd left onto Hemlock Ln. At the end of Hemlock Ln, turn left onto Page Rd, which becomes Grove St. After 1.1 miles, turn left onto Gould Rd and take the 2nd right onto Turning Mill Rd. The entrance is on the left under the power lines. Park under the power lines or along Turning Mill Rd.

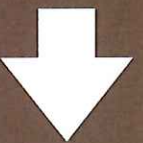
**By public transportation:** From the Burlington Mall take Lexpress Bus #5 to Lexington Center/Depot Square. This becomes Lexpress Bus #6. Take this to corner of Turning Mill Rd and Mountain Rd. Entrance to the Landlocked Forest is across the street under the power lines.



2



Megazok  
Wright Farm 0.5 mi

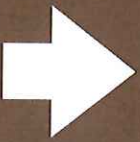


Ghost Fire  
Bamskodak 0.3 mi

2



Abenaki  
Wilson Mill 1.4 mi



Abenaki  
 Turning Mill Rd 1.0 mi

















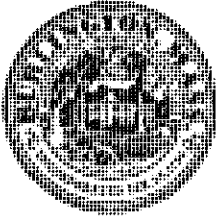


# Select Board

Item #

625





**Town Administrator's Office**  
 Paul F. Sagarino, Jr., Town Administrator  
 29 Center Street  
 Burlington, MA 01803  
 Tel: (781) 273-7600

***Town of Burlington***  
***Town Administrator Committee Application***

Name: KENDRA LAMORETTI Home Phone: 339-927-2787  
 Address: 58 BEDFORD STREET Email: kendralamoretti@gmail.com  
 Occupation: \_\_\_\_\_  
 Present Employer: SOCIAL SECURITY ADMINISTRATION

**I am interested in serving on the following committees and/or commissions (please check all that apply):**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Board of Appeals                            | <input type="checkbox"/> Cemetery Oversight Committee  | <input type="checkbox"/> Historical Commission            |
| <input type="checkbox"/> Beautification Committee                    | <input type="checkbox"/> Community Life Center         | <input type="checkbox"/> Housing Partnership              |
| <input type="checkbox"/> Bike Committee                              | <input type="checkbox"/> Conservation Commission       | <input type="checkbox"/> Information Systems Advisory     |
| <input type="checkbox"/> B-Line Advisory                             | <input type="checkbox"/> Council on Aging              | <input type="checkbox"/> Rink Oversight Committee         |
| <input checked="" type="checkbox"/> Burlington Community Scholarship | <input type="checkbox"/> Cultural Council              | <input type="checkbox"/> Senior Housing Options Committee |
| <input type="checkbox"/> Cable Advisory Committee                    | <input type="checkbox"/> Disabilities Access Committee | <input type="checkbox"/> Town Common Oversight            |
| <input type="checkbox"/> Town Government Review                      | <input type="checkbox"/> Recreation Commission         |   |
| <input type="checkbox"/> Audit Committee                             | <input type="checkbox"/> Other _____                   |   |

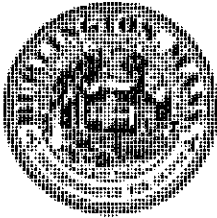
**Amount of time available:**  
 4 meetings per month  2 meetings per month  1 meeting per month  Less than 1 meeting per month  
 Other (please specify): \_\_\_\_\_

**Please indicate any relevant training or experience:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Government or Community Volunteer Experience (Burlington or elsewhere):**  
 Position/Activity: \_\_\_\_\_  
 Dates: \_\_\_\_\_  
 City/Town: \_\_\_\_\_

**Comments:**  
 \_\_\_\_\_  
 \_\_\_\_\_

*Your application will be added to the list of people who have expressed an interest in serving the Town of Burlington as a member of a board and/or commission. Thank you for your interest in serving the Town and returning this completed application to the Town Administrator's Office.*



Town Administrator's Office  
 Paul F. Sagarino, Jr., Town Administrator  
 29 Center Street  
 Burlington, MA 01803  
 Tel: (781) 273-7600

**Town of Burlington  
 Town Administrator Committee Application**

Name: CHRISTINE KIM Home Phone: 978-317-0173  
 Address: 69 BEDFORD STREET Email: CKIM@SHAWTECH.ORG  
 Occupation: ACCOUNTANT  
 Present Employer: CKK TAX & ACCOUNTING

I am interested in serving on the following committees and/or commissions (please check all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Board of Appeals                            | <input type="checkbox"/> Cemetery Oversight Committee  | <input type="checkbox"/> Historical Commission            |
| <input type="checkbox"/> Beautification Committee                    | <input type="checkbox"/> Community Life Center         | <input type="checkbox"/> Housing Partnership              |
| <input type="checkbox"/> Bike Committee                              | <input type="checkbox"/> Conservation Commission       | <input type="checkbox"/> Information Systems Advisory     |
| <input type="checkbox"/> B-Line Advisory                             | <input type="checkbox"/> Council on Aging              | <input type="checkbox"/> Rink Oversight Committee         |
| <input checked="" type="checkbox"/> Burlington Community Scholarship | <input type="checkbox"/> Cultural Council              | <input type="checkbox"/> Senior Housing Options Committee |
| <input type="checkbox"/> Cable Advisory Committee                    | <input type="checkbox"/> Disabilities Access Committee | <input type="checkbox"/> Town Common Oversight            |
| <input type="checkbox"/> Town Government Review                      | <input type="checkbox"/> Recreation Commission         |   |
| <input type="checkbox"/> Audit Committee                             | <input type="checkbox"/> Other _____                   |   |

Amount of time available:

4 meetings per month  2 meetings per month  1 meeting per month  Less than 1 meeting per month  
 Other (please specify): \_\_\_\_\_

Please indicate any relevant training or experience:

ACCOUNTANT AND SHAWSHEEN TECH SCHOOL COMMITTEE MEMBER  
PARENT OF 3 THAT WENT THROUGH THE BURLINGTON SCHOOL SYSTEMS.

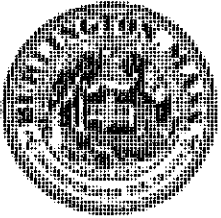
Government or Community Volunteer Experience (Burlington or elsewhere):

Position/Activity: SHAWSHEEN VALLEY TECHNICAL VOCATIONAL HIGH SCHOOL - SCHOOL COMMITTEE  
 Dates: 4/21 THROUGH CURRENT  
 City/Town: BURLINGTON

Comments:

Additional Community Volunteer Experience: Head Coach, Burlington Pop Warner 2018-current  
People Helping People / Food Pantry volunteer 10 years off and on. Burlington Performing Arts Parent Assoc.; Treasurer 2020-current  
Burlington Breakfast Rotary Club. 2021 - current. etc. etc.

*Your application will be added to the list of people who have expressed an interest  
 in serving the Town of Burlington as a member of a board and/or commission.  
 Thank you for your interest in serving the Town  
 and returning this completed application to the Town Administrator's Office.*



**Town Administrator's Office**  
 Paul F. Sagarino, Jr., Town Administrator  
 29 Center Street  
 Burlington, MA 01803  
 Tel: (781) 273-7600

*Town of Burlington*  
**Town Administrator Committee Application**

Name: DEBRA MURPHY Home Phone: 339-234-0690  
 Address: 3 LAURIE LANE, BURLINGTON, MA 01803 Email: JDMURPHY962@GMAIL.COM  
 Occupation: HCM PROJECT CONSULTANT  
 Present Employer: ADP

**I am interested in serving on the following committees and/or commissions (please check all that apply):**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Board of Appeals                            | <input type="checkbox"/> Cemetery Oversight Committee  | <input type="checkbox"/> Historical Commission            |
| <input type="checkbox"/> Beautification Committee                    | <input type="checkbox"/> Community Life Center         | <input type="checkbox"/> Housing Partnership              |
| <input type="checkbox"/> Bike Committee                              | <input type="checkbox"/> Conservation Commission       | <input type="checkbox"/> Information Systems Advisory     |
| <input type="checkbox"/> B-Line Advisory                             | <input type="checkbox"/> Council on Aging              | <input type="checkbox"/> Rink Oversight Committee         |
| <input checked="" type="checkbox"/> Burlington Community Scholarship | <input type="checkbox"/> Cultural Council              | <input type="checkbox"/> Senior Housing Options Committee |
| <input type="checkbox"/> Cable Advisory Committee                    | <input type="checkbox"/> Disabilities Access Committee | <input type="checkbox"/> Town Common Oversight            |
| <input type="checkbox"/> Town Government Review                      | <input type="checkbox"/> Recreation Commission         |   |
| <input type="checkbox"/> Audit Committee                             | <input type="checkbox"/> Other _____                   |   |

**Amount of time available:**

4 meetings per month  2 meetings per month  1 meeting per month  Less than 1 meeting per month  
 Other (please specify): \_\_\_\_\_

**Please indicate any relevant training or experience:**

\_\_\_\_\_  
 \_\_\_\_\_

**Government or Community Volunteer Experience (Burlington or elsewhere):**

Position/Activity: Burlington Performing Arts Parent Association  
 Dates: 2017-2022 Member at Large. 2017, 2018, 2020 and 2021 Scholarship Committee  
 City/Town: Burlington

**Comments:**

Pine Glen PTO - Board Member  
Pine Glen Carnival Chair  
all 3 children have completed the Burlington Public Schools and moved on to college.

*Your application will be added to the list of people who have expressed an interest  
 in serving the Town of Burlington as a member of a board and/or commission.  
 Thank you for your interest in serving the Town  
 and returning this completed application to the Town Administrator's Office.*

# Select Board

Item #

626

TOWN OF BURLINGTON – Select Board Office  
29 Center Street, Burlington, MA 01803

GENERAL LICENSE APPLICATION

TYPE OF LICENSE (please check one) – Please make check payable to “Town of Burlington”

#of \_\_\_\_\_ Amusement Devices/Bowling Alleys \$50 X # \_\_\_\_\_ Second Hand Dealer - \$ No Fee  
\_\_\_\_\_ First Class Auto - \$100 \_\_\_\_\_ Theater - \$50 per screen \_\_\_\_\_  
\_\_\_\_\_ Entertainment - \$25 (Include description & time below) \_\_\_\_\_  Victualler - \$25  
\_\_\_\_\_ Innholder - \$25 \_\_\_\_\_ Taxi/Livery \$50 per vehicle \_\_\_\_\_  
\_\_\_\_\_ Weigher \$25

LICENSE RENEWAL INFORMATION WILL BE SENT TO EMAIL ADDRESS

ALL PAPERWORK RECEIVED \_\_\_\_\_ CK # 41184155 DATE 8/24/22

BUSINESS INFO

Business Name (DBA): Nick's Place  
Burlington Address: 114 Cambridge Street  
Manager's Name: Nicholas Howardas  
Phone: 81-272-5837 EMAIL: Nick. Howardas 27 at Gmail. com  
Federal Tax I.D. # (if applicable): 88-3672396 OR SS# \_\_\_\_\_  
Days & Hours of Operation: Monday - Sunday 10 - 10:30

OWNERSHIP INFO (Please fill this portion out ONLY if business is owned by an INDIVIDUAL or PARTNERSHIP)

Owner(s) Name(s): \_\_\_\_\_  
Street Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CORPORATE INFO (Please fill this portion out ONLY if business is owned by a corporation)

Corporation Name: Burlington Nick's Place LLC  
Street Address: 114 Cambridge St City, State, Zip Burlington  
City, State, Zip: Burlington, MA 01803  
Corporate Contact's Name/Title: Nicholas Howardas President  
Phone: 81-272-5839 EMAIL: Nick. Howardas 27 at Gmail. com  
Copy of new License Emailed: \_\_\_\_\_

COMPLETE FOLLOWING INFORMATION WHEN APPLICABLE

AUCTIONEERS, Describe: \_\_\_\_\_  
ENTERTAINMENT, Describe: \_\_\_\_\_  
OTHER: \_\_\_\_\_

ANY INTENTIONAL FALSE ANSWERS TO ANY OF THE ABOVE QUESTIONS WILL BE JUST CAUSE FOR THE REVOCATION OF ANY OR ALL LICENSES ISSUED UNDER THE PROVISIONS OF THE GENERAL LAWS, AS AMENDED.

  
Signature of Applicant

8/18/22  
Date



# Select Board

Item #

627

## TOWN OF BURLINGTON Use of Burlington Town Common

Use of the Town Common is subject to the following policies and procedures, and prior approval by the Town Administrator or the Select Board.

### Policy & Procedure

All requests for use of the Town Common must be approved in advance by the Town Administrator. Certain requests may require further approval by the Select Board.

### REQUEST FOR USE PROCEDURE

Requests shall be submitted in writing to the Town Administrator at least 30 days prior to the event, and provide the following information:

Individual, group, or organization making request along with a description of the organization including any local, national, or international affiliation, a brief history of the organization, the organization's website address, its nonprofit status, and any other relevant information.

Person in charge – name, address, phone numbers.

Description of activity or event

Date of event – Rain Date

Time of event, including start and end time

The need for vehicles to be used and type of vehicles.

The request will be reviewed by the Town Administrator for compliance with the Policy below. Additional information will be requested if necessary.

A letter of approval or disapproval will be sent to the person making the request.

### Policy

Use of the Town Common shall be restricted to individuals and non-profit groups and organizations that are registered with the Massachusetts Secretary of State and Attorney General's Office, as well as Town-sponsored events. The purpose of this policy is to promote public safety and good order and protect Town property and resources. The Town will not allow for events that are deemed a threat to public safety, as determined by the Town, in its sole discretion.

All activities and events scheduled on the Town Common must be approved in advance by the Town Administrator. Overnight events are prohibited.

While the reservation for the initial date shall be honored on a "first-come, first-served" basis, reservations for the subsequent dates may not be granted if the Town deems that doing so unduly restricts the use of the Town Common and/or Gazebo by other individuals and organizations.

No vehicles may drive or park upon the Town Common unless authorized by the Town Administrator. The town reserves the right to restrict any vehicular activity for any reason and upon the recommendation of the Burlington Parks and Recreation Director.

**An executed liability waiver will be required for all events.** Depending on the size and nature of the activity or event, the Town Administrator may require the following additional information.

- Certificates of insurance naming the Town as additional insured.
- Bond
- Deposit
- Police detail
- Custodial coverage
- DPW or Rec. Dept. detail

Care must be taken to prevent damage to the Gazebo, all monuments and stones, trees, shrubs, flower beds, benches, walkways, grass and all other structures and natural features.

The following are PROHIBITED on Town Common property:

- Controlled substances
- Alcohol
- Marijuana
- Glass containers
- Open flames, campfires, candlelight vigils (controlled cooking accepted)
- Dogs or other animals (dog walking allowed outside of events)
- Digging or earth removal

All food products and by-products, like water from melted ice that was used for keeping raw fish or meats cold, must be removed from the town common, and not dumped onto the grass. People sit on that grass all summer long. If there is a question that policing this will be difficult or impossible, then an outright denial of an activity that might allow that to happen, must occur.

Individuals and organizations are responsible for obtaining all permits if necessary, including but not limited to, a permit from the Building Inspector for temporary displays or structures, or a permit from the Board of Health for the sale of foods.

Dumpsters and/or portable toilets used for events shall be restricted to a specific location near Sears and Cambridge Street, as designated and directed by the Town. After the event, the sponsoring group must clean up the Town Common and leave it in the same condition that it was in prior to the event. This must be accomplished within 24 hours after the close of the event. Individuals and organizations using the Town Common shall be responsible for any damage incurred by or as a result of their use and are responsible for ensuring that all refuse generated by their use is collected and disposed of properly. If the Town's Department of Public Works is needed to restore any portion of the area to its condition prior to usage, the individual or organization responsible will be billed for these services which may be deducted from any deposit at the Town's sole determination.

All situations not defined in this policy, or requests for exceptions to this policy, must be ruled upon by the Select Board.

- Violations of these regulations will be grounds for immediate suspension of the approved use and/or denial of future use of the common. \*

**Any requests that involve raising or displaying a flag on the Town Common must also comply with the following Flag Raising or Displaying Policy of the Town of Burlington:**

1. A third-party organization or individual may apply to have the Town raise a particular flag on the Town flagpole located on Town Common.
2. Part of an application to use the Town Common by a third party may include a request to display a flag on the Town Common.
3. Whether the application is approved or denied is in the sole discretion of the Town, acting through its Select Board, which may do so for any reason or no reason at all.
4. The choice of which flag to raise on the Town Common flagpole or to display a flag on the Town Common— including the approval or denial of the application noted above – is government speech to which the strictures of the Free Speech Clause of the First Amendment of the United States Constitution do not apply.
5. The Town does not, nor has it ever, intended for the flagpole or the Town Common to serve as a forum for free expression by the public by permitting a third party to raise a particular flag or display a particular flag on the same. Accordingly, neither this Policy, the Town's choice of which flag to raise or display, nor the manner in which it makes such choice should be interpreted as

designating the flagpole or the Town Common as a public forum. To the contrary, any flag raised on the flagpole or displayed on the Town Common is an expression of the Town's official sentiment(s); the Town is speaking for itself.

6. No event held on Town Common property or elsewhere which accompanies the raising of any third-party flag or displaying a flag shall have any effect on the Town's intent as set forth in Sections 3 and 4 above.
7. Applicants must complete the Town's flag-raising or flag display application and submit it to the Town Administrator's Office along with the request for the event. The application requires applicants to provide:
  - a. The name of the applicant;
  - b. Contact information for the same;
  - c. The purpose for which the applicant wants to raise or display the proposed flag;
  - d. If the applicant is an organization or an individual on behalf of an organization, a description of the organization including any local, national, or international affiliation, a brief history of the organization, the organization's website address, its nonprofit status, and any other relevant information;
  - e. The date and time on which the applicant is seeking to raise or display the flag;
  - f. The duration for which the applicant wishes the flag to remain raised or displayed; and
  - g. A colored picture of the proposed flag (front and back) and a measurement of its dimensions.
8. Once a completed application is submitted, as set forth in Section 6 above, the Town Administrator or his/her designee will confer with the Police Department and Department of Public works to determine whether the requested date, time, and duration of the flag-raising or displaying is operationally feasible. If so, the Town Administrator or his/her designee will put the request on the next Board meeting agenda for review and public comment. If not, the applicant will be notified as soon as practicable and given the opportunity to select an alternative date, time, and duration.
9. The Town administrator will notify the applicant of the Board's decision the day after the meeting.



10. If approved, the applicant must deliver the flag to the Town Administrator's Office 48 hours before the scheduled raising or displaying thereof and retrieve the same after the flag has come down or ceases to be displayed. The flag must be clean and serviceable with dimensions no less than #### and no greater than ####. The Town will not be responsible for flags that are not retrieved within 48 hours of the flag being taken down or removed.
11. Generally, third-party flag raisings or displays must occur on normal business workdays (state and federal holidays are not normal business workdays) between 10:00 a.m. and 3:00 p.m. An applicant may request to raise or display a flag outside of the foregoing window but must explain why it is necessary. Whether such request is approved will be in the sole discretion of the Police Department and Department of Public Works. ?? why
12. Applicants may be required to pay for security, custodial, or other costs incurred by the Town in raising or displaying the proposed flag.
13. All flags on Town flagpoles will be raised in accordance with the U.S. Flag Code 4 U.S.C § 1 *et seq.* and all applicable laws of the Commonwealth.
14. The Town will deny Applications to raise or display a third-party flag which contains content that:
  - a. Poses a danger to public health or public safety;
  - b. Violates the Town bylaws, regulations, practices, or ethics;

## Application for Use of Town Common and flag ?

1.) Name of individual or non-profit entity/organization:

---

2.) Contact information (email, phone number, and address):

---

---

3.) Description of proposed use:

---

---

---

---

4.) Purpose for raising third-party flag on Town Common (if applicable):

---

---

---

---

5.) If the applicant is an organization, please provide a description of the organization including any local, national, or international affiliation, a brief history of the organization, the organization's website address (in any), its nonprofit status, and any other relevant information:

---

---

---

---

---

---

---

---

---

---

6.) Date, time, and duration of event/use (include date, time/duration of flag raising/displaying, if applicable):

---

---

7.) Explain need for temporary structures, portable toilets, vehicular requirements, etc., if any, and estimated number of people in attendance:

---

---

---

8.) By submitting this application, I hereby acknowledge that I am in receipt of and that I have read and understand the attached Policy for Use of Town Common and Flag Policy and agree to abide by all the strictures set forth therein.

---

Signature

---

Date

---

Print Name & Title (if applicable)

# Select Board

Item #

628





Center for Human Services  
61 Center Street, Burlington, MA 01803  
Mailing Address: Town Hall 29 Center Street Burlington, MA 01803  
Phone: (781)270-1695 · Fax: (781)270-1657  
recreation@burlington.org · www.burlingtonrecreation.org

August 19, 2022

Mr. Paul Sagarino  
Town Administrator  
Town Hall  
Burlington, MA 01803

Dear Mr. Sagarino:

The following is our list of programs for which we will be utilizing the Town Common. We are requesting that the bathrooms in the Town Hall Annex be available for these events (with the exception of the 5K Turkey Trot). Please let me if you have any questions.

Program	Date(s)	Time
Truck Day	Friday - Sunday, September 16 - 18	9 am – 6 pm each day
Fitness Festival	Saturday, September 24	8 am - 2 pm
Trucktober	Saturday, October 15	9 am – 6 pm
5K Turkey Trot*	Saturday, November 19	7 am - Noon
Tree Lighting	Sunday, December 4	11 am – 7 pm

*\*We will be running the same route as the BEF 5K - starting and finishing at Burlington High School. We will be requesting an officer to be located at the intersection of Bedford and Cambridge to ensure the safety of all runners.*

Please let me know if you have any concerns or if we need to submit any additional paperwork to secure the Town Common for these events.

Sincerely,

Kelly Lehman

cc: Brendan Egan, Director of Parks & Recreation  
Bill Baker, Park Superintendent  
Thomas Browne, Police Chief  
Kevin Mehigan, Head Custodian

# Select Board

Item #

629

**INDEX OF ARTICLES  
BURLINGTON TOWN MEETING  
WEDNESDAY  
SEPTEMBER 28, 2022**

<b>ARTICLE NUMBER</b>	<b>SUBJECT</b>	<b>PAGE NUMBER</b>
<b><u>GENERAL ARTICLES (green paper)</u></b>		
1	Reports of Town Officers & Committees	1
2	Annual Town Election Date	1
<b><u>FINANCIAL ARTICLES (golden paper)</u></b>		
3	Will of Marshall Simonds	2
4	Police Station Feasibility Study	2
5	Fund the Burlington International Firefighters' Association Contract	2
6	Fund the Burlington Municipal Employees' Association Contract	3
7	Fund the Department of Public Works Contract	3
8	Fund the Administrative & Professional Compensation Plan	3
9	Fund the Part-time Compensation Plan	4
10	Form Based Code Creation	4
11	School - Curriculum Contract Approval	4
<b><u>GENERAL BYLAW ARTICLES (blue paper)</u></b>		
12	Amend General Bylaw Article XIV, Sec. 6, Burlington Stormwater Management Bylaw	5
13	Establish a Burlington Housing Partnership Committee by adding a new Section 2.9 to the Burlington General Bylaws	23
<b><u>ZONING BYLAW ARTICLES (yellow paper)</u></b>		
14	Zoning Bylaw Amendment Smoke Shop	25
15	Amend Zoning Bylaw- DISTANCE from Basement, Slab or Crawl Space and Groundwater	26
<b>COMMONWEALTH OF MASSACHUSETTS / CONSTABLE'S REPORT</b>		28
<b>TOWN COUNSEL'S LETTER</b>		