

TOWN OF BURLINGTON



Proposed Operating Budget & 10-Year Capital Plan

Fiscal Year 2024

July 1, 2023 - June 30, 2024

Prepared by the Accounting Department



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TABLE OF CONTENTS

SECTION 1. GENERAL INFORMATION

Ways and Means Budget Recommendation.....	11
Town Administrator’s Budget Message.....	13
Organizational Chart.....	19
Town Information.....	20
Budget Process.....	21
Budget Cycle.....	22
FY24 Budget Overview.....	23
Five Year Budget Summary.....	24
Recurring Expenditures.....	25
Accommodated Accounts.....	25
General Government.....	25
Education.....	26
Allowance for Abatements	26
State Assessments (Cherry Sheet).....	26
State Offset Items (Cherry Sheet).....	26
Non Recurring Expenditures.....	27
Deficit Accounts.....	27
Special Warrant Articles.....	27
Recurring Revenues.....	27
Taxes Budget to be Levied.....	27
Local Receipts.....	28
State Receipts (Cherry Sheet).....	29
Non Recurring Revenues.....	30
Free Cash.....	30
Special Revenue Funds.....	31
Prior Unexpended Appropriations.....	31
Overlay Surplus.....	31

SECTION 2. OPERATING BUDGETS

General Government.....	35
Town Meeting and Reports.....	35
Other Legislative Committees.....	36
Town Administrator/Select Board.....	38

Town Accountant.....	41
Assessors.....	44
Treasurer/Collector.....	46
Central Administration.....	48
Legal.....	50
Human Resources.....	51
Management Information Systems.....	54
Town Clerk.....	57
Board of Registrars.....	60
Conservation.....	61
Planning.....	63
Board of Appeals.....	66
Town Facilities.....	67
Public Safety.....	68
Police.....	68
Fire.....	72
Building.....	76
Sealer of Weights and Measures.....	78
Emergency Management.....	79
Education.....	80
Local Education.....	80
Regional School Assessments.....	81
Public Works.....	82
Engineering.....	82
Administration.....	82
Highway.....	83
Water and Sewer.....	84
Buildings and Cemeteries.....	86
Central Maintenance.....	87
Human Services.....	89
Board of Health.....	89
Council on Aging.....	93
Veterans' Services.....	96
Youth and Family Services.....	99
Disability Access.....	101
Culture and Recreation.....	102
Public Library.....	102
Recreation.....	105
Historical Commission.....	108
Debt Service.....	109

Other Accounts.....	110
Reserve Fund.....	110
County Retirement.....	110
Negotiated Settlements.....	110
Local Transportation.....	110
Capital Improvements.....	110

SECTION 3. SUPPLEMENTAL INFORMATION

Personnel Chart (FTEs).....	113
Statistical Information.....	119
Local Economy.....	121
Revenue Trends.....	123
New Growth and Excess Capacity.....	124
Community Comparison.....	125
Share of Value v. Share of Levy.....	126

SECTION 4. CAPITAL IMPROVEMENT PLAN

Overview.....	128
10 Year Plan.....	129

SECTION 5. GLOSSARY OF TERMS

Glossary of Terms.....	133
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SECTION 1: GENERAL INFORMATION

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Town of Burlington

Ways and Means Committee

Annual Budget Recommendation Fiscal Year 2024

Dear Town Meeting Members,

The Ways and Means Committee is pleased to present the proposed budget for FY23 for your consideration. The Committee has worked with the Town's financial team and elected bodies to prepare the budget since early January. This budget supports the level of services expected by Burlington residents and is supported by Burlington's elected boards and commissions.

In my message to you last year, I wrote that we had a long way to go before we fully understood what the full impact of the pandemic would be to the Town's finances. A year later, clarity is starting to emerge. If you've been Dear Town Meeting Members,

The budget process each year is both lengthy and thorough. Departments develop draft budgets in January. Budgets are then reviewed by either the Town Administrator or supervising Board/Committee. Next, each department reviews their budget first with a Ways & Means subcommittee, and then with the full Ways & Means committee. The result of this process is the budget on which you will be voting at Town Meeting. Warrant articles go through a similar process, with additional review by the Capital Budget Committee. I thank the Administration, all of the Boards, Commissions, Departments, Committees, and my Ways and Means colleagues for their diligence in creating a budget that balances the often competing needs and desires of the Town.

We enter FY24 with several large projects previously approved by Town Meeting coming to completion. The second of two buildings for the DPW, and Parks & Recreation project was completed and put into service. The Mill Pond treatment plant PFAS filter construction is complete and will be coming online shortly. Phase 2A of our MWRA connection is just a few months from bringing online an additional 3.5 million gallons per day of water capacity.


In January, Town Administration, the School Committee and Department, and Ways & Means agreed to a budget increase guideline of 3.75% for operating budgets (similar to previous years) and 9.0% for Accommodated Accounts (larger than usual). With salary expenses increasing at approximately 5% per year, operating targets are difficult to achieve, particularly in light of the Town's desire to minimize taxes, but not at the expense of reduced services. In some areas, services have expanded which puts pressure on the operating budget. The Schools in particular are addressing increased English Language Learner needs, a free lunch for all students program, and expanded mental health needs in the wake of the pandemic. The end of our favorable refuse disposal contract along with large Special Education and Shawsheen assessment increases helped drive a larger-than-usual FY24 Accommodated Accounts increase. The number of Full Time Equivalent (FTE) employees is unchanged for the Town, while Schools have added 8 FTEs and converted four part time employees to full time. It is noteworthy that the presented budget achieves the target guidelines on the Town side, while the School operations budget (not finalized at press time) is slightly over at 4.0%.

We have several planning challenges ahead of us. In particular, the Town has several large, near term, projects to consider. The Police station is in need of replacement and Town Meeting has already approved

funds for studying the best approach. The Fox Hill elementary school is slated for replacement. The High School requires, at a minimum, significant renovation. Finally, the MWRA project Phase 2B will expand our connection by an additional 3.0 million gallons per day. With all of these multi-million dollar projects coming up, the Town must carefully manage the resulting debt service to ensure our budget does not become overwhelmed by debt payments. Additionally, the uncertainty of a possible recession adds to our planning challenges.

There is much cause for optimism, and the Town has many financial accomplishments to be proud of. Our free cash (\$23.6 million after January 2023 Town Meeting) and stabilization (\$10.2 million in July 2022) balances are strong. If all warrant articles are approved, it is expected that a healthy \$13.4 million in free cash will carry into FY24. We have significant unused levy capacity (\$13.2 million) in reserve. Additionally, Burlington still has \$6 million unallocated from the \$8.5 million we received via the American Rescue Plan Act (ARPA). It is also heartening to see that the COVID pandemic's casualty rate has generally dropped during FY23. While hotel tax local receipts are still depressed, concerns about property tax base reductions due to the pandemic were fortunately not realized. Our continuing OPEB contributions, as per plan, helps ensure we do not have runaway liabilities. Finally, local receipt revenue and state aid is expected to continue to grow modestly. In total, the Town's responsible financial stewardship has resulted in a continued AAA bond rating and has left us well positioned for our future needs.

Respectfully submitted,



John K. Iler, Chair

The Ways and Means Committee
Fiscal Year 2024

John K. Iler, Chair
Doug Davison, Vice Chair
Shayan Bhattacherya
Brad D. Bond
Christopher Campbell

Christian Delaney
Michael J. Hardy
Frank P. Monaco
Steve Morin
Meghan Nawoichik

Rob Neufeld
Ed Parsons
Roger S. Riggs
Sonia Rollins
David S. Tait



Town of Burlington

Town Administrator

Town Administrator's Budget Message Fiscal Year 2024

Town Meeting Members:

Enclosed please find the FY24 proposed operating budget and capital plan for the Town of Burlington and Burlington Public Schools.

As always, I would like to begin with expressing my gratitude to Town and School staff and our appointed and elected officials who have worked hard to continue to provide the highest level of service to the community.

The Administration's overarching goal with this budget as presented, is to continue to build a sustainable financial model, which is designed to maintain a high level of service and allow for continued investments in critical infrastructure, while controlling the increase in the tax levy, maintaining reasonable fees, and addressing long-term liabilities and reserves.

Operating Budget

This FY24 budget proposal represents a commitment to conservative budgeting and careful financial planning. The Administration requested that each department level fund their budget, with the exception of pre-existing contractual obligations.

The Administration maintains its commitment to controlling the increase on the tax levy. The finance team initially proposed an operating budget guideline of 3.75%.

The proposed operating budget totals \$168,408,828 which represents a 5.53% (3.72% General Government, 4.0% Education, and 8.39% Accommodated) increase over the prior year. This increase was driven primarily by financial obligations largely outside the control of the Administration such as waste removal, special education tuition, regional school assessments and health insurance. These accounts are referred to as "Accommodated Accounts" also known as "Fixed Costs", which have been separated from department budgets because they are universally applicable, mandated expenses, or would unfairly impact the ability of the department to meet guidelines.

Capital Improvement Plan

The Town's Capital Improvement Plan (CIP) was developed as a mechanism to ensure the continued maintenance of infrastructure and assets, while actively planning for future needs. This year's plan contains a variety of projects and purchases designed to meet that goal.

Infrastructure:

This year's plan includes a number of projects geared towards maintaining and improving the Town's water and sewer, and road and sidewalk infrastructure. Starting in 2001, the plan has included funding for drainage improvements and stream cleaning in an effort to relieve localized flooding of residents' property,

and clean accumulated sediment from various streams. The plan also includes a long-range schedule for maintaining and improving the Town's pump stations. This year's requests are for design work for the Douglas Avenue pump station, along with a number of sewer station replacements and equipment. For example, we are requesting a sewage grinder for Terrace Hall Station that will prevent the force main from clogging and overflowing through the sewer system.

The Department of Public Works (DPW) has also developed a long range plan of investing in roads and sidewalks and water main repair and replacement. In alternating fiscal years, the plan will contain either a request to bond for roads and sidewalks or water mains. This year's plan contains \$1.5 million dollars for water mains.

Asset Preservation and Maintenance:

The DPW maintains a carefully constructed vehicle replacement program aimed at maximizing the useful life of equipment and vehicles, while replacing before the associated maintenance costs outweigh their value. This budget includes requests for five DPW vehicles, a Fire department pickup, and Recreation dump truck that meet that standard.

The plan also includes a number of items relating to building maintenance and repair. Requests run the gamut from energy conservation measures to a roof replacement at the Pine Haven Cemetery. The Town is working to improve energy conservation in all Town buildings in order to reduce the Town's overall energy output by 20% in 5 years (starting in FY19). We have accomplished many energy efficient upgrades since becoming a designated Green Community, but there remains more work to be done.

Public Safety:

This year's plan also demonstrates the Town's continued commitment to public safety. The plan includes requests for the replacement of an aerial tower fire truck and ambulance. The new ambulance would be the frontline ambulance, the current ambulance would become the backup, and the third ambulance will be held in reserve in case of repair or maintenance of the other units. The current aerial apparatus is deteriorating, and the costs of maintenance and emergency repairs are climbing. The aerial truck is critical to the department's operations and the safety of the community and our residents.

Big Projects on the Horizon:

Over the next several years the Town will consider two major investments in the replacement of buildings. A feasibility study is now underway to consider the size, location, and potential cost of a new Police Station. The current station (a converted school) is well past its useful life and the layout is not up to standard for modern policing. Town Meeting has also provided funding for the feasibility phase of the Fox Hill School Building Project. A building Committee is in place and currently studying several possibilities related to the future of the Fox Hill/ Pine Glen districts. Both of these projects are much needed investments in the Town's infrastructure and will serve the Town for the next 50 years. This will impact our debt service budget as we move forward and this upward pressure may have an impact on operating budget guidelines in the future.

General Goals and Objectives

As always, the main goal of the Administration is to provide quality service at the best value to the taxpayer. Our approach to financial planning and the guideline setting process is aimed at carefully

managing the tax levy increase, now and into the future. Beyond that, there are a number of other goals and initiatives that are reflected in the FY24 proposed budget that I would like to highlight for the community.

Optimizing Organizational Structure:

The Town of Burlington is a complex community. As the community's needs evolve the Town government must evolve accordingly to meet those needs. Over the past several years the Administration has been systematically undertaking a review of the organizational structure of the Town and implementing incremental changes aimed at achieving an optimal and sustainable structure.

This review began in FY19, when the Administration engaged the services of the Department of Revenue Division of Local Services to analyze the Town's financial departments and provide recommendations. As a result of those recommendations, over the course of several years the position of Budget Analyst was converted to Budget Director and Chief Procurement Officer, and the position of Purchasing Analyst, then housed in the Select Board's Office was transferred to the oversight of the Budget Director/CPO. During the time the Town also transitioned from and elected to an appointed Town Treasurer/Collector. The final piece of the puzzle was completed in FY23, when the position of Assistant Town Administrator/Town Accountant was split into two positions, with Assistant Town Administrator now providing proper oversight of all financial departments.

In FY22 and FY23 a similar analysis was conducted for the Department of Public Works. As a result, the DPW was reorganized to manage the department in a more efficient way, providing support to all divisions both operationally and administratively. The Business Manager (formerly Operations Analyst) and Operations Manager report to the Director and oversee the Superintendents of the other divisions. Due to the careful and measured way in which these changes were implemented these changes were accomplished without affecting the Department's FTE (full-time equivalent) headcount.

Now the Administration is turning its attention to the structure of the Town's Land Use departments (Building, Planning, Conservation, and Economic Development). Burlington's Land Use departments are critical to the success and prosperity of the Town. These departments work tirelessly to provide the best services to the residents, businesses, and visitors and any other entity that interacts with the Town.

Revising the Town's Administrative and Professional (Management Level) Compensation Plan:

In concert with the organizational structure review, the Administration is seeking to revise the Town's compensation plan for our Administrative and Professional employees. This group, which is not a formal collective bargaining unit, is a collection of the Town's management and mid-management level employees. In the current plan, each position is assigned to a group and each group consists of a number of steps, which the employee moves through on an annual basis. The constraints of this plan have made it difficult for the Administration to attract and retain employees. The talent pool of qualified municipal leadership positions is small, and the competition is fierce. Burlington is falling behind, and revising this compensation plan is the key to righting that ship. Simply put, shortcomings in compensation pose a serious threat to the long term success of the Town.

The Town has engaged the services of a professional Human Resources consultant, and been awarded a Community Compact Grant from the state in order to fund the cost of those services. The purpose of this analysis is to create a new compensation plan for these employees that is designed to allow for the ability to attract and retain qualified employees and ensure that compensation is adequate and competitive.

Financial Goals and Objectives

Maintain Bond Rating:

The Administration aims to maintain the Town's AAA bond rating. This rating, which is the highest rating assigned by S&P Global Ratings, is used to demonstrate the creditworthiness of a municipality, ensuring that we receive the most favorable rates for borrowing. This rating is a testament to the Administration's commitment to stable financial management, and sustainable budgeting.

Manage Debt and Reduce Liabilities:

The Administration strives to continue to effectively manage the Town's debt. As infrastructure needs grow and capital costs rise, the financial team will work to address those needs while controlling increases in debt services.

One of the major long-term liabilities for Town, and all other municipalities in the state, continues to be funding Other Post-Employment Benefits (OPEB). Since 2016, the Town has engaged the services of an actuarial firm to address that liability. As a result, a voluntary recommended payment schedule was developed. The Administration has consistently made the recommended payments. The schedule was revised in December of 2020 and the Administration commits to continue following the schedule.

Infrastructure Goals and Objectives

One of the greatest challenges currently facing the Town is the management of our water supply system. The reduction in water treatment capacity due to groundwater contamination and the need to stay ahead of increasingly stringent, and constantly changing water quality requirements, has created a strain on the system. Years of planning a response to this issue are finally coming to fruition.

In May 2018, Town Meeting approved joining the MWRA (Massachusetts Water Resources Authority) and appropriated funds for the construction of the Phase 1 connection project. Phase 1 was designed to tap into the Town of Lexington's water distribution system to increase our capacity temporarily while a new water main is being constructed that will connect directly with the MWRA's water system. Lexington gets all of its drinking water from the MWRA.

In December 2020, after a lengthy environmental permitting process, the Phase 1 pipe connection was established on Adams Street through Lexington. This connection allows the Town to take up to 1 million gallons per day (MGD). The Town's current daily demand is 3 MGD.

The Phase 1 connection has been open since May 19, 2021, and provides 1 million gallons of water per day.

We are currently in Phase 2A of our MWRA connection project. The Phase 2A contract was awarded and is on schedule to be completed in May 2023. Once complete, we will be able to take a total of 3.5 MGD of water from the MWRA in combination with the connection of Phase 1.

Phase 2B will be completed in 2025, and will extend the pipe connection down Middlesex Turnpike from Adams Street to Mall Road. As a separate project, the MWRA will complete a meter interconnection project in 2026. The total supply capacity with both projects completed will be 6.5MGD, which will accommodate Burlington's future Maximum Daily Demand of 6.45 MGD by the year 2041.

Once Phase 2A is completed, the Town will abandon the Vine Brook Water Treatment Plant, but will continue to utilize water produced at the Mill Pond Treatment Plant.

Economic Development Goals and Objectives

A diverse and thriving local economy remains a priority for Town Administration. To that end, the goals are similar to the year prior: 1) promote Burlington and support existing businesses, 2) enhance the ecosystems that support life sciences and other innovative research, 3) invest in the Town Center and support our small businesses, and 4) proactively plan for the long-term growth with an eye on infill and mixed-use development opportunities.



Developing an online presence with a commercially focused website has been a key strategy of promoting Burlington beyond our borders. BringMeToBurlington.com highlights the Town's locational advantages and industry clusters such as healthcare, additive manufacturing, and life sciences as well as our community's rich amenity base. The website has seen over 2,000 visitors in 2022. We met last year's goal to add more value to the site by providing an aggregated list of available commercial properties online to engage with potential businesses. In addition, the Town has implemented a social media program with content targeting key audiences and sharing the ingenuity of our residents and local businesses. The goal this upcoming year is to enhance the amenities-section of the website with video content and sample itineraries as well as augment the followings on our social media platforms.

Regarding ecosystems that foster innovation, Town Meeting has approved various new land use policies over the years that have amplified the message that Burlington is open and ready for the research and development industries. These efforts have resulted in renewed interest in the Town's office properties. For instance, this past year Fractyl Laboratories, a company focused on therapies that target type two diabetes, executed a large lease for nearly 80,000SF at 3 Van De Graaff Drive. In addition, Montana Avenue Capital Partners acquired 5 Burlington Woods, 103,380SF, for \$32.8M to reposition the building for life sciences. And earlier in 2022, the Broad Institute and Vericel broke ground on a new 230K SF life sciences building at Network Drive -- renamed to "Blue Sky Drive" which reflects the growing innovation cluster in the area. These companies and investments complement our local retail and hospitality industries that continue to recover from the pandemic, staffing shortages, and inflation. This year the Town also adopted the Property Assessment Clean Energy program; a financing mechanism to encourage investments in energy efficient upgrades. This program works in concert with MassDevelopment allowing for a betterment assessment on a property, sufficient to repay the financing for the upgrades that improve the buildings and reduce impacts on our environment.

Regarding the Town Center, the goal is to bring new foot traffic to the area and develop plans for the improvement to the 3A corridor. Last year, the Town worked with local businesses to host a beer garden series every Thursday for the month of September, which totaled over 1,200 attendees. The pocket park in Town Center also remains – this was a collaboration between the Town and Murray Hills Realty to convert four vehicle parking spaces into outdoor seating for the area's businesses. The goal for next year is to continue with placemaking efforts, enhance the appearance of the pocket park, and install a mural on the exterior wall of one of the main commercial buildings in the Center.

Lastly, as we look to the future, our goal is to create a new vision and regulatory framework for the community's key commercial district along Mall Road and Middlesex Turnpike. In the summer of 2022 we completed the "Burlington 128 Concept Plan" with MassDevelopment. Our goal for the upcoming year is to refine the vision and craft a new zoning proposal for Town Meeting to consider in September 2023. This is

a long-term effort designed to set the stage for a more walkable village-oriented form that would evolve incrementally over the next 20 years.

Planning for the Future

The Administration is committed to continuing to budget conservatively, while maintaining high quality services. We anticipate the most critical future needs will be related to Town and School buildings and water infrastructure. The Town maintains a robust 20 year debt planning document which includes all major projects anticipated. The schedule is regularly adjusted as needs and priorities change, but it provides a roadmap which has proven to be invaluable in allowing to plan for, and fund large projects without adversely impacting the tax levy or service levels.

The Town has several major capital projects to contemplate over the next decade and we will work diligently to bring these projects forward in a manner that will not be disruptive to Town and School operating budgets. Much of the timeline will be determined once the picture becomes clearer on the costs associated with the Fox Hill School Project. In the meantime we will continue to free up borrowing capacity on the debt schedule by using free cash to fund capital warrant articles and keep long term debt off the schedule, refunding and refinancing existing debt for lower interest rates, and delaying the start date of future projects.

Conclusion

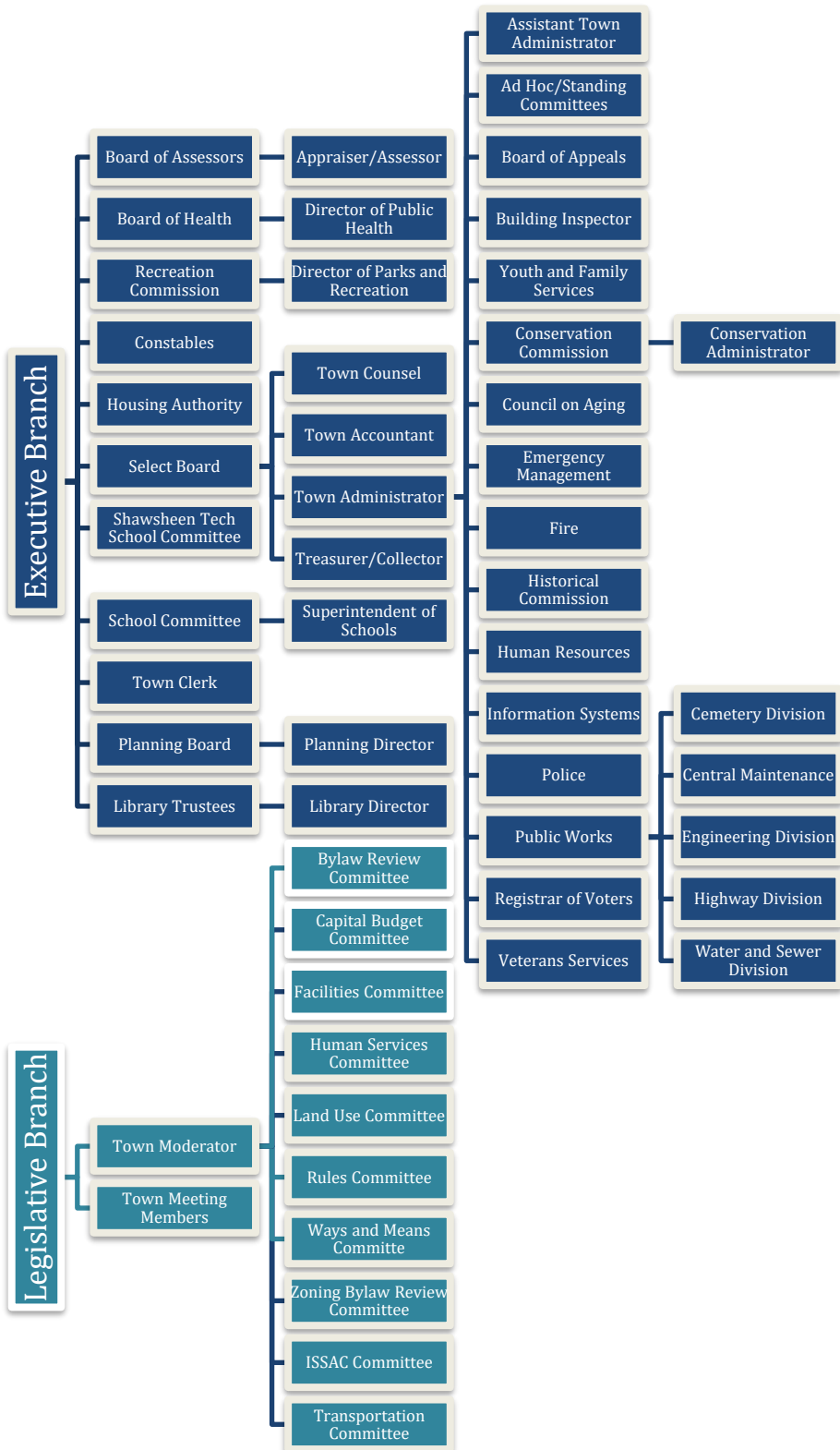
This document presented for your consideration is really a representation of all of the work done by our department heads, town and school staff, and board and committee members throughout the year. Although every year I am increasingly impressed by and grateful for all that they do for this community, the extraordinary circumstances from the past few years have shown that our team is second to none.

Sincerely,



Paul F. Sagarino Jr.
Town Administrator

TOWN ORGANIZATIONAL CHART



TOWN PROFILE

The Town of Burlington is located in Middlesex County, approximately 14 miles from Boston. It is bordered to the west by the Town of Bedford, to the northwest by the Town of Billerica, to the northeast by the Town of Wilmington, and to the south/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 2021 U.S. Census, the population is 25,989.

The Town is governed by a 126 member representative Town Meeting, and a five member Select Board assisted by a Town Administrator. Local school affairs are administered by a School Committee of five members, 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, collection and disposal of solid waste and recycling, public education for grades PK-12, sewer services, street maintenance, public libraries, parks, and recreational facilities. The principal services provided by the Commonwealth of Massachusetts 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 rail and bus service. 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 and partial water services, supplemented by Town water plants.

TOWN DATA

Official Name:	Town of Burlington	Per Capita Income:	\$60,260
Year Settled:	1641	School Enrollment	3,412 (2022-23)
Year Incorporated:	1799		
County:	Middlesex		
Form of Government:	Representative Town Meeting		
Total Area:	11.9 square miles		
Land	11.8 square miles		
Water	.01 square miles		
Population	25,989 (2021)		
Households:	10,093 (2021)		
Owner Occupied:	74.8% (2021)		
Median Household Income:	\$124,755 (2021)		



Terri Keene, Burlington DPW

Source: US Census, MA Dept. of Elementary and Secondary Education

BUDGET PROCESS

The Town of Burlington is governed by representative Town Meeting and a five member Select Board 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 Administrator is responsible for the preparation and format of a uniform budget document, which is acceptable to the Ways and Means Committee; for all departments or agencies under the Select Board's jurisdiction.

Select Board

The Select Board reviews all requests and presents the budget to Town Meeting for approval.

Ways and Means

The members of the Ways and Means Committee are appointed by the Town Moderator. Ways and Means is responsible for reviewing all financial aspects of the Town government and providing a recommendation to Town Meeting on the operating budget or any warrant articles

Capital Budget Committee

The members of the Capital Budget Committee are also appointed by the Town Moderator and consider all matters relating to proposed expenditures of money by the Town for capital items and projects.

BUDGET CALENDAR

July Fiscal year begins on July 1.

September Amount to be raised by taxation, for current fiscal year, is determined.

November Select Board determines current fiscal year tax rate. Town officials prepare and submit tax rate to Department of Revenue.

December Current fiscal year tax rate is approved by Department of Revenue.

Ways and Means, Board of Select Board and, School Committee, and the Administration develop budget guidelines for next fiscal year.

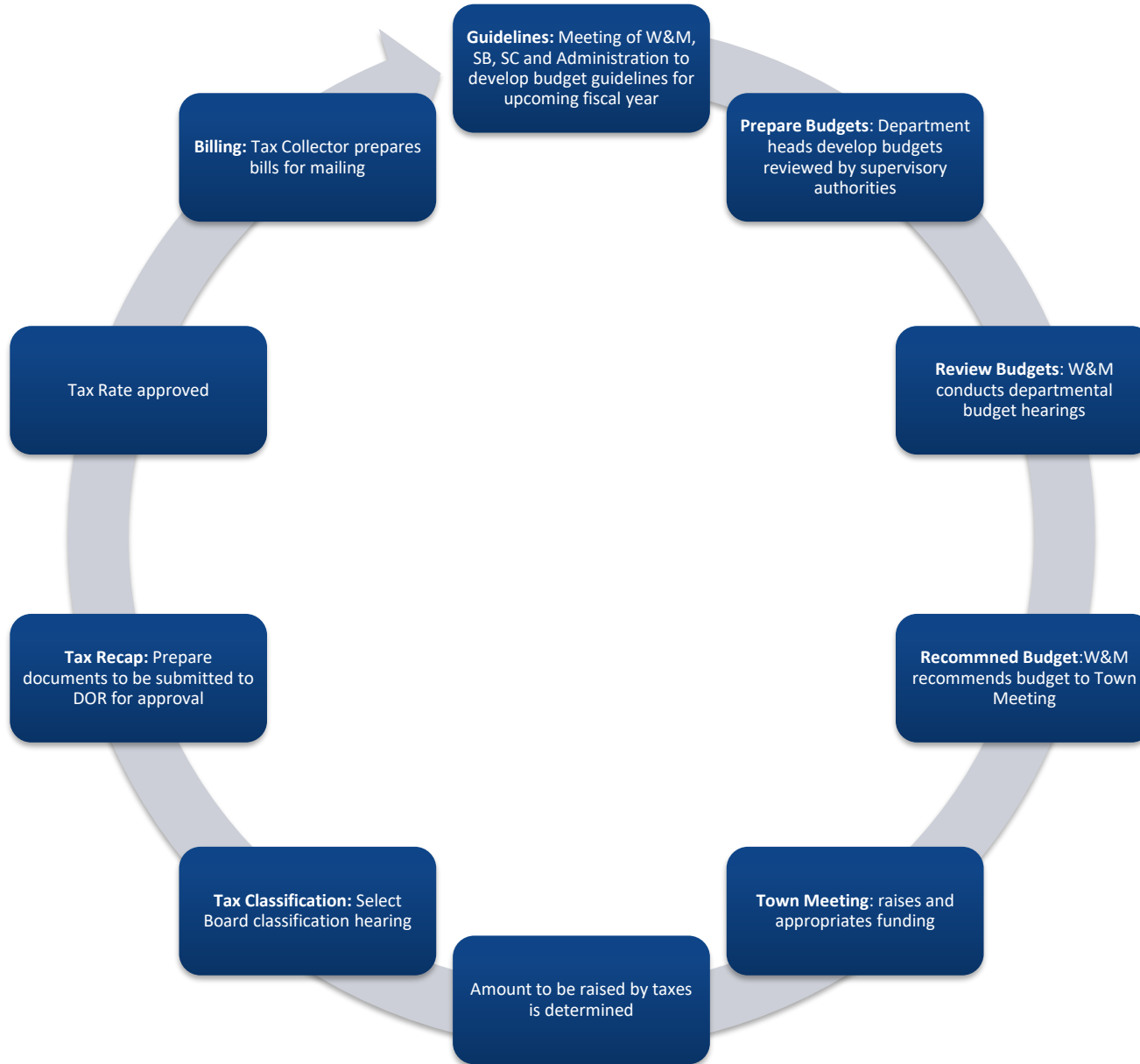
January Department heads develop budgets with supervisory authority.

February-April Departments present budgets to Ways and Means.

May Annual Town Meeting votes to raise and appropriate funds for next fiscal year.

June Fiscal year ends June 30.

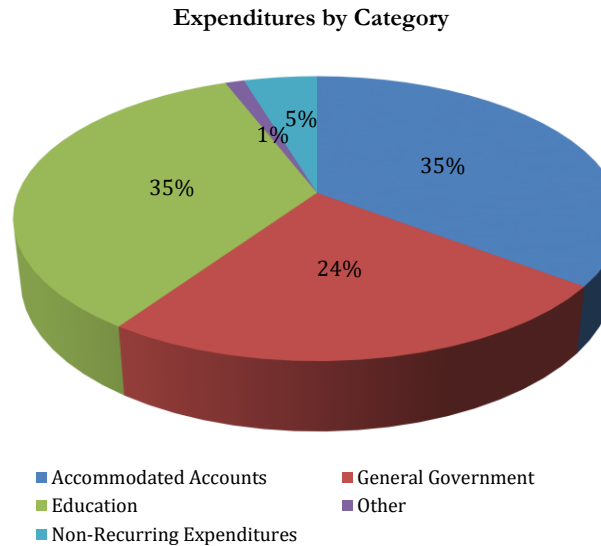
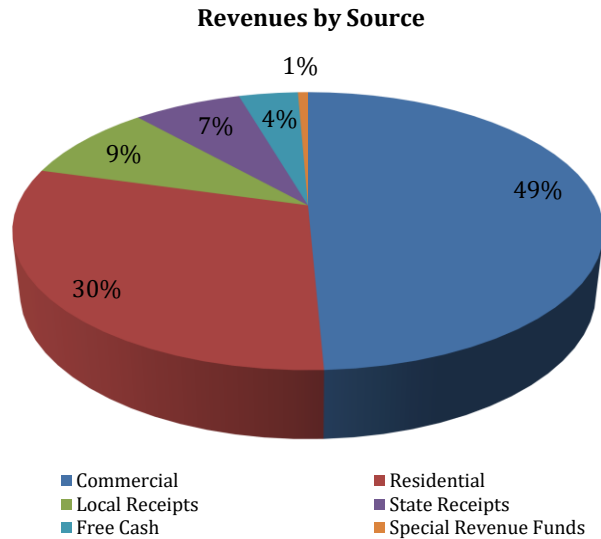
THE BUDGET CYCLE



REVENUES

<i>Recurring Revenues</i>	
Tax Levy	141,940,563
Commercial	88,145,090
Residential	53,795,473
State Receipts	12,675,344
School Chapter 70	9,285,068
Charter School Reimbursement	5,276
School Offset Programs	106,000
Unrestricted General Govt. Aid	3,094,311
Veterans Benefits Reimbursement	61,030
Veterans Blind & Surviving Spouse	70,285
Public Libraries	53,374
Local Receipts	16,138,404
Motor Vehicle Excise	4,214,976
Other Excise	1,500,000
Local Meals Tax	1,750,000
Penalties and Interest	334,750
In Lieu of Taxes	520,000
Water Usage Charges	3,708,000
Ambulance User Charges	600,000
Rentals	412,000
Licenses & Permits	865,200
Department Revenues	1,250,000
Fines & Forfeits	4,120
Interest of Invested Cash	211,558
Medical Assistance Reimbursement	267,800
Other (ARPA)	500,000
<i>Non-Recurring Revenues</i>	
Free Cash	6,917,136
Special Revenue Funds	1,179,400
Prior Appropriations Transferred	0
Overlay Excess	0
TOTAL	178,850,847

FY2024 OVERVIEW



EXPENDITURES

<i>Recurring Expenditures</i>	
Accommodated Accounts	63,221,703
Unemployment	100,000
Health Insurance	16,248,398
FICA/Medex	1,389,291
Retirement Contribution	0
General Town Insurance	1,364,219
Audit	60,000
Waste Removal	3,159,710
Street Lights	360,500
DEP Drinking Water Assessment	15,000
Hazardous Waste Collection	50,000
Mosquito Control	45,743
Debt Principal	4,963,473
Debt Interest	3,225,197
Middlesex Retirement	13,403,482
SPED Tuition & Transportation	14,202,037
Regional School-Shawsheen	2,976,385
Regional School-Essex Tech/Minute	139,838
Local Transportation	100,000
OPEB	1,018,430
Capital Improvements	400,000
General Government	43,269,228
Education	61,917,897
Other	2,145,483
State Assessments	986,109
Allowance for Abatements	1,000,000
Cherry Sheet Offsets	159,374
<i>Non-Recurring Expenditures</i>	
Deficit Accounts (Snow & Ice)	200,000
Special Warrant Articles	8,096,536
TOTAL	178,850,847

FIVE YEAR BUDGET SUMMARY

	<u>Budget</u> <u>FY 2020</u>	<u>Projection</u> <u>FY 2021</u>	<u>Projection</u> <u>FY 2022</u>	<u>Projection</u> <u>FY 2023</u>	<u>Projection</u> <u>FY 2024</u>	<u>%</u> <u>Increase</u>
Tax Levy Limit	\$ 130,007,611	\$ 136,366,075	\$ 141,619,356	\$ 147,733,018	\$ 152,926,343	
RECURRING REVENUES						
Taxes levied or Budgeted to be levied	\$ 117,292,075	\$ 123,791,535	\$ 129,801,144	\$ 134,491,166	\$ 141,940,563	5.54%
Local Receipts	\$ 16,692,758	\$ 14,592,758	\$ 15,062,209	\$ 15,061,606	\$ 16,138,404	7.15%
State Receipts (Cherry Sheet)	\$ 9,991,068	\$ 10,146,226	\$ 10,315,584	\$ 12,511,792	\$ 12,675,344	1.31%
TOTAL REVENUES	\$ 143,975,901	\$ 148,530,519	\$ 155,178,937	\$ 162,064,564	\$ 170,754,311	5.36%
RECURRING EXPENDITURES						
Accommodated Accounts	\$ 51,114,054	\$ 52,567,844	\$ 55,333,645	\$ 58,328,873	\$ 63,221,703	8.39%
General Government	\$ 37,655,496	\$ 38,665,631	\$ 40,171,044	\$ 41,716,324	\$ 43,269,228	3.72%
Education	\$ 53,468,307	\$ 55,204,938	\$ 57,387,111	\$ 59,539,128	\$ 61,917,897	4.00%
Allowance for Abatements (overlay)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	0.00%
State Assessments (Cherry Sheet)	\$ 836,734	\$ 1,001,304	\$ 1,013,969	\$ 1,061,326	\$ 986,109	-7.09%
State Offset Items (Cherry Sheet)	\$ 155,937	\$ 163,375	\$ 164,603	\$ 158,609	\$ 159,374	0.48%
<i>Sub-total - Recurring Expenditures</i>	<i>\$ 144,230,528</i>	<i>\$ 148,603,092</i>	<i>\$ 155,070,372</i>	<i>\$ 161,804,260</i>	<i>\$ 170,554,311</i>	<i>5.41%</i>
NON-RECURRING EXPENDITURES						
Deficit Accounts	\$ 176,025	\$ 67,428	\$ 208,565	\$ 360,304	\$ 200,000	-44.49%
Special Warrant Articles	<u>\$ 7,300,857</u>	<u>\$ 3,764,310</u>	<u>\$ 5,504,044</u>	<u>\$ 7,838,401</u>	<u>\$ 8,096,536</u>	3.29%
TOTAL EXPENDITURES	\$ 151,707,410	\$ 152,434,829	\$ 160,782,981	\$ 170,002,965	\$ 178,850,847	5.20%
<i>SURPLUS/(DEFICIT)</i>	<i>\$ (7,731,509)</i>	<i>\$ (3,904,310)</i>	<i>\$ (5,604,044)</i>	<i>\$ (7,938,401)</i>	<i>\$ (8,096,536)</i>	
NON-RECURRING REVENUES						
Free Cash	\$ 5,819,576	\$ 2,522,544	\$ 4,234,005	\$ 6,769,589	\$ 6,917,136	2.18%
Non Recurring Local Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Revenue Funds	\$ 1,201,281	\$ 1,231,766	\$ 1,170,039	\$ 1,168,812	\$ 1,179,400	0.91%
Prior Unexpended Appropriations	\$ 330,652	\$ -	\$ -	\$ -	\$ -	
Excess Allowance for Abatements	\$ 380,000	\$ 150,000	\$ 200,000	\$ -	\$ -	#DIV/0!
TOTAL NON-RECURRING REVENUES	\$ 7,731,509	\$ 3,904,310	\$ 5,604,044	\$ 7,938,401	\$ 8,096,536	1.99%
<i>SURPLUS/(DEFICIT)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	

RECURRING EXPENDITURES

Accommodated Accounts

This category is utilized by the Town to classify several types of budgets. The first type is expenditures that are applicable to all departments such as employee benefit costs, general insurance, and debt service. Another is expenditures that have proven difficult to control which have been broken out of Town and School operating budgets as their inclusion would put those departments at an unfair disadvantage in meeting the Town's budget guidelines. Examples of these budgets would be Special Education from the School Department and Trash Removal from Public Works. Another common attribute of budgets classified as Accommodated is that they are typically mandated expenditures for which the Town has little control over the cost. This year's budget includes the seventh year of the Town's scheduled payment to address its liability for Other Post Employment Benefits (OPEB) in accordance with the plan that was presented at Town Meeting in February of 2015. The Town continues to evaluate the funding schedule biannually as the actuarial study is updated. The next actuarial study for OPEB is in progress and should be completed by fall of 2023. Accommodated Accounts are denoted with an (AA) in the detail of the budget document section of this book. The chart below illustrates a five year comparison of these budgeted costs.

Accommodated Accounts – 5 Year Comparative

	Budget FY 2020	Projection FY 2021	Projection FY 2022	Projection FY 2023	Projection FY 2024	% Increase
Unemployment	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	0.00%
Health Insurance	\$ 13,739,380	\$ 14,222,730	\$ 15,028,422	\$ 15,633,054	\$ 16,248,398	3.94%
F.I.C.A./Medex	\$ 1,142,979	\$ 1,200,128	\$ 1,260,128	\$ 1,323,134	\$ 1,389,291	5.00%
Retirement Contribution	\$ 1,256	\$ 1,256	\$ -	\$ -	\$ -	#DIV/0!
General Town Insurance	\$ 1,006,273	\$ 1,106,273	\$ 1,156,399	\$ 1,214,219	\$ 1,364,219	12.35%
Audit	\$ 80,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	0.00%
Waste Removal	\$ 2,113,530	\$ 2,198,030	\$ 2,244,200	\$ 2,322,124	\$ 3,159,710	36.07%
Street Lights	\$ 370,500	\$ 370,500	\$ 370,500	\$ 360,500	\$ 360,500	0.00%
DEP Drinking Water Assessment	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
Hazardous Waste Collection	\$ 32,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	0.00%
Mosquito Control	\$ 43,953	\$ 44,846	\$ 45,743	\$ 45,743	\$ 45,743	0.00%
Debt Principal	\$ 4,623,222	\$ 4,348,634	\$ 4,386,593	\$ 4,833,144	\$ 4,963,473	2.70%
Debt Interest	\$ 2,259,025	\$ 2,200,743	\$ 2,390,179	\$ 2,772,553	\$ 3,225,197	16.33%
Middlesex Retirement System	\$ 9,987,321	\$ 10,675,811	\$ 11,757,449	\$ 12,543,435	\$ 13,403,482	6.86%
Special Ed Tuition & Transportation	\$ 12,018,051	\$ 12,615,139	\$ 12,333,456	\$ 12,873,799	\$ 14,202,037	10.32%
Shawsheen Regional School	\$ 2,389,971	\$ 2,516,373	\$ 2,593,065	\$ 2,667,214	\$ 2,976,385	11.59%
Regional School - Other	\$ 58,000	\$ 217,424	\$ 240,018	\$ 133,179	\$ 139,838	5.00%
Local Transportation	\$ 120,000	\$ 120,000	\$ 50,000	\$ 50,000	\$ 100,000	100.00%
Other Post Employment Benefits T/	\$ 713,593	\$ 104,957	\$ 852,493	\$ 931,775	\$ 1,018,430	9.30%
Capital Improvements	\$ 300,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	0.00%
Total	\$ 51,114,054	\$ 52,567,844	\$ 55,333,645	\$ 58,328,873	\$ 63,221,703	8.39%

General Government

This category is utilized by the Town to budget for all aspects of Town operations with the exception of Education. These areas include General Government, Public Safety, Public

Works, Human Services, Culture and Recreation, and the Ways and Means Reserve Fund. Within the category of General Government budgets individual department budgets may exceed the operating budget guideline, but it is the intention of management that the overall General Government percentage increase will meet the guideline. The Town administration is happy to report that the Town Operating budget increase is approximately 3.72% which is in line with the operating budget guideline of 3.75% set by the Ways and Means Committee for FY24.

Education

This category is utilized by the Town to budget for all of the operating costs of the Burlington Public Schools with the exception of the Shawsheen Regional High School Assessment, the non-member tuition for Essex North Shore Agricultural and Technical School and Minuteman High School, and the tuitions and transportation portion of Special Education which are included as Accommodated Accounts. The School Committee is expected to approve an overall operating budget increase of 4.0% for FY24. (Not voted at time of printing.)

Allowance for Abatements & Exemptions (Overlay)

The Allowance represents funds reserved for property tax abatements and statutory exemptions. This estimate is subject to the approval of the Board of Assessors. Approximately \$300,000 of this amount is used annually to fund the statutory exemptions that are granted to the elderly, the infirmed, and veterans as well as the Senior Property Tax Work-off Program. Our elected officials and town staff continue to make access to all available abatements and exemptions a high priority. To that end, the Select Board submitted letters of support for several bills that are making their way through the State House approval process. These bills are aimed at increasing access to existing abatements and exemptions by increase the income and asset limits. Along the same lines the Board of Assessors and their staff have submitted two articles on this Town Meeting warrant. One of them they hope will help with these same qualifying limitations, and the second will allow the Town to provide some relief to those in need.

State Assessments (Cherry Sheet)

State Assessments represent charges that are levied for services provided to the Town by state and other governmental agencies. The Town budgets for State Assessments based upon the most current information provided to us from our legislative delegation. This estimate is subject to change as the State budget progresses through the legislature.

State Offset Items (Cherry Sheet)

State Offset Items are various state programs for which the Town receives funding as a component of State Revenue (Cherry Sheet). These funds are not available to support the Town's operating budget as they can only be spent for a particular purpose. Since these

estimates are included as part of the revenue portion of the Town’s budget, the state requires that we “offset” (**) an equal amount as an expenditure during the budget process.

State Assessments and Offsets – 5 Year Comparative

	Budget FY 2020	Projection FY 2021	Projection FY 2022	Projection FY 2023	Projection FY 2024	% Increase
Air Pollution Dist (C.676)	\$ 11,102	\$ 11,801	\$ 12,198	\$ 11,994	\$ 12,235	2.01%
RMV Non-renewal	\$ 18,780	\$ 15,429	\$ 15,771	\$ 11,540	\$ 16,780	45.41%
MBTA	\$ 587,098	\$ 643,774	\$ 648,351	\$ 609,104	\$ 630,324	3.48%
Metro Area Planning Council	\$ 13,880	\$ 15,080	\$ 15,080	\$ 14,732	\$ 15,061	2.23%
Tuition Assessments	\$ 205,874	\$ 315,220	\$ 322,569	\$ 413,956	\$ 311,709	-24.70%
School Offsets **	\$ 123,469	\$ 120,000	\$ 120,000	\$ 110,000	\$ 106,000	-3.64%
Public Libraries (C78,S19A) **	\$ 32,468	\$ 43,375	\$ 44,603	\$ 48,609	\$ 53,374	9.80%
Total	\$ 992,671	\$ 1,164,679	\$ 1,178,572	\$ 1,219,935	\$ 1,145,483	-6.10%

NON RECURRING EXPENDITURES

Deficit Accounts

This amount represents an estimate for the Town’s projected deficit for Snow and Ice Removal from FY23. The Town annually provides for \$350,000 in the Public Works budget for this purpose; however it typically costs between \$700,000 and \$800,000. Due to the unpredictability of this budget from year to year it is common practice within the state to budget for Snow and Ice Removal in this manner.

Special Warrant Articles

Special Warrant Articles totals all of the individual requests within the Town Meeting Warrant that require financial funding. These articles are separately numbered in the warrant and the supporting documents related to these requests are provided separately from this budget book. The administration has included assumptions on warrant article funding for illustrative purposes.

RECURRING REVENUES

Taxes Budgeted to be Levied

Under Massachusetts General Law, property taxes on the whole are restricted to increases of 2.5% plus tax revenues derived from New Growth. This is referred to as the annual “levy limit”. New Growth is the additional tax revenue generated by new construction, renovations and other increases in the property tax base during the calendar year.

The amount shown for the FY24 projection is an estimate based upon consultation with the Assessing and Building Departments. The actual value of New Growth will be certified by the Department of Revenue in the fall prior to the Town tax rate setting process. To date,

the Town has not passed an override or debt exclusion which would have additional ramifications for the calculation of the annual “levy limit”.

The following chart details the past several years of this calculation.

Property Taxes Levy Actual and Budgeted – Five Year Comparative

	Budget FY 2020	Projection FY 2021	Projection FY 2022	Projection FY 2023	Projection FY 2024
Previous Levy Limit	\$ 123,645,874	\$ 130,007,611	\$ 136,366,075	\$ 141,619,356	\$ 147,733,018
2.5% Limit	\$ 3,091,147	\$ 3,250,190	\$ 3,409,152	\$ 3,540,484	\$ 3,693,325
New Growth	\$ 3,270,590	\$ 3,108,274	\$ 1,844,130	\$ 2,573,178	\$ 1,500,000
Override	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 130,007,611	\$ 136,366,075	\$ 141,619,357	\$ 147,733,018	\$ 152,926,343
Exclusion Debt	\$ -	\$ -	\$ -	\$ -	\$ -
Exclusion - Capital Asset	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Levy Limit	\$ 130,007,611	\$ 136,366,075	\$ 141,619,357	\$ 147,733,018	\$ 152,926,343
Excess Capacity	\$ 12,715,535	\$ 12,574,540	\$ 11,818,212	\$ 13,241,852	\$ 10,985,779
Property Taxes Levied	\$ 117,292,075	\$ 123,791,535	\$ 129,801,145	\$ 134,491,166	\$ 141,940,564
% levy increase over prior year	4.87%	4.61%	4.85%	3.61%	5.54%

It should be noted that the Town has not taxed up to its maximum annual “Levy Limit”. The difference between what the Town actually levies and the annual “Levy Limit” is called “Excess Taxing Capacity”. This is an important reserve for Burlington and is looked upon favorably by the rating agencies.

Local Receipts

This category includes locally generated revenue other than real and personal property taxes and makes up approximately 9.45% of the Town’s recurring revenues. These amounts are budgeted based upon the prior year actual receipts, five year averages, and specific recommendations from department heads responsible for a particular revenue. These estimates are subject to the approval of the Department of Revenue.

For several years before the pandemic the Town had been able to utilize increases in local receipts provided by a robust local economy to offset increases to the tax levy. During FY21, the economic effects of the global pandemic resulted in a midyear budget reduction of \$2.1M. After several years of flat budget projections the local receipts budget is starting to rebound, and while not quite making back to pre-pandemic levels yet, the estimates for FY24 are encouraging.

The following chart details the previous five years of budgeted local receipts.

Budgeted Local Receipts – Five Year Comparative

	Budget FY 2020	Projection FY 2021	Projection FY 2022	Projection FY 2023	Projection FY 2024
Motor Vehicle Excise	\$ 4,097,758	\$ 4,097,758	\$ 4,097,758	\$ 4,092,209	\$ 4,214,976
Hotel Excise	\$ 2,710,000	\$ 1,400,000	\$ 1,415,000	\$ 1,415,000	\$ 1,500,000
Local Meals Tax	\$ 1,750,000	\$ 1,260,000	\$ 1,300,000	\$ 1,400,000	\$ 1,750,000
Penalties & Interest (Tax & Excise)	\$ 400,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 334,750
In Lieu of Taxes (Limited)	\$ 520,000	\$ 520,000	\$ 520,000	\$ 520,000	\$ 520,000
Water User Charges	\$ 3,505,000	\$ 3,505,000	\$ 3,600,000	\$ 3,600,000	\$ 3,708,000
Ambulance User Charges	\$ 775,000	\$ 775,000	\$ 594,451	\$ 500,000	\$ 600,000
Rentals	\$ 450,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 412,000
Departmental Revenues	\$ 900,000	\$ 840,000	\$ 840,000	\$ 840,000	\$ 865,200
Licenses & Permits	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,250,000
Fines & Forfeits	\$ 25,000	\$ 10,000	\$ 10,000	\$ 4,000	\$ 4,120
Investment Earnings	\$ 300,000	\$ 200,000	\$ 200,000	\$ 205,397	\$ 211,558
Medical Assistance Reimbursements	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 267,800
Other (ARPA)		\$ -	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL LOCAL RECEIPTS	\$ 16,692,758	\$ 14,592,758	\$ 15,062,209	\$ 15,061,606	\$ 16,138,404

State Receipts (Cherry Sheet)

State Aid represents approximately 7.4% of the Town’s recurring revenues. The Town receives revenue for both General Government and Education purposes. All of these funds with the exception of “offsets” (***) are available to be used to support any Town purpose and are not earmarked for one department’s use. The Town normally forecasts State Receipts based upon the most current information available from the State as of the time of Annual Town Meeting.

It is important to note that there is a significant increase included for Chapter 70 aid. This increase is the result of the State’s commitment to continuing to implement the formula change put in place by the Student Opportunity Act. These amounts are subject to change as the State’s budget process progresses. The following chart details a five year history of the various types of State Receipts.

State Receipts – Five Year Comparative

	Budget FY 2020	Projection FY 2021	Projection FY 2022	Projection FY 2023	Projection FY 2024	% Increase
School Chapter 70	\$ 6,851,477	\$ 7,002,131	\$ 7,104,731	\$ 9,149,844	\$ 9,285,068	1.48%
Charter Tuition Assess Reimb	\$ 30,436	\$ 33,549	\$ 6,566	\$ 13,728	\$ 5,276	-61.57%
School Offset Programs **	\$ 123,469	\$ 120,000	\$ 120,000	\$ 110,000	\$ 106,000	-3.64%
Subtotal Education	\$ 7,005,382	\$ 7,155,680	\$ 7,231,297	\$ 9,273,572	\$ 9,396,344	1.32%
Unrestricted General Govt Aid	\$ 2,780,883	\$ 2,780,883	\$ 2,878,214	\$ 3,033,638	\$ 3,094,311	2.00%
Veterans Benefits Reimbursed	\$ 66,584	\$ 59,544	\$ 79,937	\$ 79,359	\$ 61,030	-23.10%
Vets, Blind & Surviving Spouse (C59)	\$ 105,751	\$ 106,744	\$ 81,533	\$ 76,614	\$ 70,285	-8.26%
Public Libraries (C78,S19A) **	\$ 32,468	\$ 43,375	\$ 44,603	\$ 48,609	\$ 53,374	9.80%
Subtotal General Government	\$ 2,985,686	\$ 2,990,546	\$ 3,084,287	\$ 3,238,220	\$ 3,279,000	1.26%
TOTAL STATE RECEIPTS	\$ 9,991,068	\$ 10,146,226	\$ 10,315,584	\$ 12,511,792	\$ 12,675,344	1.31%

NON RECURRING REVENUES

Free Cash

Free Cash is defined as the remaining, unrestricted funds from operations of the previous fiscal year. Free Cash is the result of collecting revenue in excess of estimates and expending less than what was appropriated, added to any unexpended Free Cash from the previous fiscal year. Unpaid property taxes and certain deficits reduce the amount that can be certified as Free Cash. The Town submits its June 30 Balance Sheet to the Department of Revenue for certification on an annual basis. Free Cash is not “available” for appropriation until it is certified by the State.

Due to the unpredictability and wide fluctuation of certified Free Cash amounts, it is suggested that Free Cash be used to fund one-time expenditures as opposed to annual operating budgets. The following chart shows a history of the Town’s certified Free Cash over the last eight fiscal years. The FY2024 Projection specifies approximately \$5.5M of Free Cash to fund the “pay as you go” capital plan and other recurring financial warrant articles. Additionally, the Administration and the Ways and Means committee are recommending the use of \$3.5M of Free Cash to help keep some larger capital items appearing on the warrant from being included in the debt plan. This will allow for continued financial flexibility in the Town’s borrowing program for large construction projects. This amount would be adjusted down with the postponement of any warrant articles referenced in the non-recurring expenditure section.

Certified Free Cash – Recent History

June 30 2013	June 30 2014	June 30 2015	June 30 2016	June 30 2017	June 30 2018	June 30 2019	June 30 2020	June 30 2021	June 30 2022
\$ 9,021,382	\$ 9,162,834	\$ 9,774,949	\$ 11,250,328	\$ 12,732,930	\$ 11,672,567	\$ 13,359,958	\$ 16,778,709	\$ 18,749,255	\$ 24,975,130

Special Revenue Funds

The Special Revenue Fund category of revenues summarizes all revenue from special funds used to either offset the operating budget or provide funding for a warrant article. The following chart details the proposed use of special revenue funds for this Town Meeting.

Sewer Inflow Infiltration.....	\$ 107,975
Chapter 90 Highway.....	\$ 1,071,425
Total.....	\$ 1,179,400

Prior Unexpended Appropriations

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

Overlay Surplus

Overlay surplus is declared by the Board of Assessors when it is determined that the Town’s potential liability for abatements and exemptions in any fiscal year has been extinguished. Once the Board is satisfied that the funds are no longer needed, a surplus is declared and these funds are available to be appropriated by Town Meeting.

If the overlay surplus is not appropriated by the end of the fiscal year, it closes out to undesignated fund balance and will eventually become part of free cash. For FY24 the Board of Assessors have not declared any funds as surplus. The amount of overlay surplus declared surplus and appropriated over the past five fiscal years is as follows:

Projection FY 2020	Projection FY 2021	Projection FY 2022	Projection FY 2023	Projection FY 2024
\$ 380,000	\$ 150,000	\$ 200,000	\$ -	\$ -

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SECTION 2: OPERATING BUDGETS

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GENERAL GOVERNMENT

113 - TOWN MEETING AND REPORTS

DESCRIPTION OF SERVICES/MISSION

This budget is comprised of costs associated with the preparation and administration of Town Meeting. The salary portion of the budget funds the checkers and public address workers. The expense budget includes the printing and mailing of official Town Meeting documents, such as the warrant, backup, annual operating and capital budgets, and any other costs associated with the meetings.

This budget also reflects the costs associated with the printing and binding of the Town's annual report as required by M.G.L. Ch. 40 §49.

STAFFING

None.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	3,297	7,521	3,333	3,333	3,333	3,333	
1- TOTAL SALARIES	3,297	7,521	3,333	3,333	3,333	3,333	
Expenses							
	11,807	15,531	12,575	12,575	12,575	12,575	
2- TOTAL EXPENSES	11,807	15,531	12,575	12,575	12,575	12,575	
GRAND TOTAL	15,104	23,052	15,908	15,908	15,908	15,908	0.00%

119 - LEGISLATIVE COMMITTEES

DESCRIPTION OF SERVICES/MISSION

The Legislative Committees budget represents a consolidation of the Town Moderator budget and the budgets of committees appointed by the Town Moderator.

Town Moderator is responsible for directing the Town's three Town Meetings in accordance with Massachusetts General Law and Roberts Rules.

Information Systems Security Advisory Committee (ISSAC) works with Town Administration and Superintendent of Schools regarding technology issues facing the Town.

Land Use Committee is charged with reviewing zoning proposals for Town Meeting.

Ways and Means Committee is responsible for reviewing all financial matters and providing recommendations to Town meeting.

Capital Budget Committee is responsible for reviewing all funding requests for capital purchases and providing recommendations to Town Meeting.

Zoning Bylaw Review Committee is responsible for monitoring, reviewing and making recommendations to Town Meeting regarding any zoning bylaws.

General Bylaw Review Committee is responsible for reviewing general and special bylaws and making recommendations to Town Meeting.

SIGNIFICANT CHANGES

None.

BUDGET ISSUES

None.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	0	0	1,500	1,500	1,500	1,500	
	0	0	1,500	1,500	1,500	1,500	
	5,218	1,154	3,756	3,756	3,756	3,756	
	0	0	838	838	838	838	
	474	779	1,400	1,400	1,400	1,400	
	702	599	1,500	1,500	1,500	1,500	
	150	150	150	150	150	150	
3-	TOTAL SALARIES	6,544	2,682	10,644	10,644	10,644	10,644
Expenses							
	0	0	373	373	373	373	
4-	TOTAL EXPENSES	0	0	373	373	373	373
	GRAND TOTAL	6,544	2,682	11,017	11,017	11,017	11,017
							0.00%

112 SELECT BOARD/TOWN ADMINISTRATOR

DESCRIPTION OF SERVICES/MISSION

The Select Board is the Chief Executive Officer of the Town of Burlington. The Board appoints a Town Administrator as the Chief Administrative Officer to run the day to day operations of the Town.

The Board issues all licenses as authorized by statute, approves all payroll and vendor warrants, signs all major contracts within the Town, not otherwise provided for in the Town's By-Laws, oversees all departments under its control, and is responsible for all Town assets. The Select Board also prepares and approves all warrants for Town Meetings under the provisions of Chapter 686 of The Acts of 1970.

The Town Administrator is responsible for all day to day operations of the agencies/departments under the control of the Select Board. Additional responsibilities include management of all policies, directives and votes of the Select Board.

The Town Administrator is the appointing authority for all departments under the jurisdiction of the Select Board, negotiates all collective bargaining agreements with employee unions, prepares the overall Town operating budget in consultation with the Budget Director and the Ways and Means Committee, and assures compliance with all provisions of Massachusetts General Laws, federal statutes and Town regulations.

Specific duties and responsibilities of the Town Administrator are further described in Chapter 549 of the Acts of 1978 and Article IV, Section 2.0 of the Town bylaws.

In 2020, Burlington's Economic Development Office was established under the purview of the Town Administrator. The EDO is responsible for a wide range of activities that strives for a vibrant, innovative, diverse, and thriving economic base. The Economic Development Office leads long-range land use and economic development plans, supports existing businesses through permitting processes, and leads marketing and promotion efforts to keep Burlington top-of-mind site selection decisions for companies considering the Boston area market

SIGNIFICANT CHANGES

None.

FY23 ACCOMPLISHMENTS

- Awarded Community Compact Grant to analyze Administrative and Professional (A&P) Compensation plan.

- Awarded 3rd place in Massachusetts Municipal Association (MMA) Town Report Contest for Towns with a population greater than 15,000.
- Awarded the two grants from the Commonwealth’s “One Stop for Growth” grant that helped to fund the rezoning initiative for the Mall Road corridor
- Completed the MassDevelopment economic and land use concept plan for Middlesex Turnpike and Mall Road that developed a vision for the corridor.
- Adopted the Property Assess Clean Energy program. This program in concert with MassDevelopment supports investment in upgrading commercial spaces to become more energy efficient.
- Enhanced Burlington’s commercially focused website (BringMeToBurlington.com) by enhancing adding and webpages that highlight “things to do” as well as available commercial spaces in Town
- Executed Town Center placemaking efforts and hosted a community beer garden with 16 small businesses involved and over 1,200 attendees.

FY24 GOALS

- Maintain a sustainable multi-year financial plan and sustain AAA Bond Rating
- Improve internal collaboration and coordination between departments to improve efficiencies.
- Complete development of communications plan, and initiate implementation.
- Conduct analysis and implement compensation plan aimed at attracting and retaining talent.
- Finalize a proposal for new land use regulations that unlocks new development opportunities along the Mall Road corridor for Town Meeting to consider.
- Develop a business permitting guide and update the online permitting process to facilitate the process for new businesses to establish in Town.
- Create a public realm and infrastructure financing plan for the Mall Road corridor to identify improvements and direct public and private investments.

STAFFING

(1) Town Administrator, (1) Assistant Town Administrator, (1) Economic Development Director, (1) Office Manager, (1) Administrative Assistant II (2) Administrative Assistant I

BUDGET ISSUES

None.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	590,248	733,195	762,866	787,188	787,188	787,188	
	3,726	2,400	3,048	3,048	3,048	3,048	
	4,000	4,000	5,500	5,500	5,500	5,500	
	0	0	500	500	500	500	
5-	597,974	739,595	771,914	796,236	796,236	796,236	
Expenses							
	7,000	25,289	51,000	51,000	51,000	51,000	
	14,979	4,977	40,000	56,900	49,300	49,300	
	26,035	9,453	17,015	17,015	17,015	17,015	
6-	48,014	39,719	108,015	124,915	117,315	117,315	
Special Accounts							
	17,500	11,617	17,500	17,500	17,500	17,500	
7-	17,500	11,617	17,500	17,500	17,500	17,500	
	663,488	790,931	897,429	938,651	931,051	931,051	3.75%

135 - ACCOUNTING

DESCRIPTION OF SERVICES/MISSION

The Town Accountant is appointed by, and subject to the supervision and control of, the Select Board. This appointed authority works collaboratively and effectively with the Town Administrator and the administrative team.

Performs financial management duties in accordance with Massachusetts General Laws, Town bylaws, and all “Generally Accepted Accounting Principles” (GAAP).

Maintains a complete set of financial records for all town accounts, appropriations, debts, and contracts; maintains a general ledger and journal for the recording of all transactions. Has full audit responsibility for all departmental receipts and expenditures; coordinates the Town’s outside audit.

Manages expenditures of all Town funds; examines all vouchers, department bills and payrolls for appropriateness of expenditure and for accuracy and availability of funds before payment by Treasurer; reconciles Treasurer/Collector’s cash and receivables balances with the general ledger; oversees preparation of weekly payroll and accounts payable warrants for review by the Select Board.

Oversees and participates in the posting of weekly warrants in ledger; posts cash receipts in ledger as received and monthly entries in journal. Assists other town officials in monitoring the town’s financial condition; notifies departments of expenditures and account balances monthly; makes recommendations to improve financial condition.

Compiles and submits required state and federal reports during and at the close of the fiscal year; prepares annual balance sheet and breakdown of cash receipts; prepares annual reports for town report.

The Accounting Department prepared, for the fifth time, an Annual Comprehensive Financial Report (ACFR), for the year ended June 30, 2022. This report took the place of the basic financial statement report issued in prior years. The issuance of an ACFR had been a long-term goal of the department. In addition, the department continues to make annual improvements to the budget document with a goal of providing decision makers with superior information for their deliberations.

The Budget Director is responsible for development, preparation, and monitoring of the Town’s annual operating budget and ten-year capital improvement plan. The Office assists departments, Town boards and committees, residents and other stakeholders with information, support and analysis of fiscal matters, and works to ensure that the budget reflects the goals of the Administration and community.

The purchasing function of the office is responsible for ensuring that all goods and services, construction, and real property is procured/acquired, or disposed of, in accordance with Massachusetts General Law and applicable local regulations.

SIGNIFICANT CHANGES

None.

FY23 ACCOMPLISHMENTS

- Received the GFOA Award for *Excellence in Financial Reporting* for the Annual Comprehensive Financial Report for the year ending June 30, 2022
- Continued to provide support to all the Town departments
- Enhanced staff cross-training

FY24 GOALS

- Continue to safeguard the financial assets of the Town and maintain appropriated legal levels of control over revenues and expenditures
- Continue to provide timely and accurate financial reporting
- Implement upgraded version of financial software MUNIS and assist the training for the upgrade
- Work to ensure staff continue to grow with professional development training and seminars
- Continue to improve content and presentation of the budget book, and online budget resources.

STAFFING

(1) Town Accountant, (1) Budget Director, (1) Purchasing/Financial Analyst, (1) Assistant Town Accountant, (1) Accounting Specialist, (1) Part-Time Accounting Technician (20 hours)

BUDGET ISSUES

None.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	421,218	416,290	425,325	453,483	453,483	453,483	
	1,991	12,503	23,763	28,178	28,178	28,178	
8-	423,209	428,793	449,088	481,661	481,661	481,661	
Expenses							
	966	159	425	425	425	425	
	1,255	2,514	4,870	4,870	4,870	4,870	
9-	2,221	2,673	5,295	5,295	5,295	5,295	
	425,430	431,466	454,383	486,956	486,956	486,956	7.17%

141 - ASSESSORS

DESCRIPTION OF SERVICES/MISSION

The Board of Assessors determines the value of all taxable real and personal property within the Town.

The Department also administers all Motor Vehicle Excise Bills, Real Estate Exemptions and Real Estate/ Personal Property Abatements.

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

Mail annual "Form of List" to business owners and analyze the resulting data provided to value all business personal property.

Income and Expense Forms are mailed to commercial property owners at the beginning of the year. The returns are data entered and analyzed to determine values on commercial and industrial properties.

The office also mails exemption applications annually to residents who have previously qualified for an exemption and processes the applications when they are returned.

The Board of Assessors reviews all abatements for real estate and personal property.

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

The office also maintain the Databases for Patriot, MUNIS, GIS, and the website.

SIGNIFICANT CHANGES

Contracted with Patriot Properties to perform data collection and permit inspections, resulting in over \$20,000 in savings.

FY23 ACCOMPLISHMENTS

- Helped establish Elderly and Disabled Taxation Fund.

FY24 GOALS

- Restart the annual workshop with the Council on Aging regarding exemptions, which was unfortunately cancelled due to the COVID-19 pandemic.
- Assist administration in development of economic development strategic plans

STAFFING

(1) Department Head, (1) Administrative Assistant 2, (1) Administrative Assistant 1

BUDGET ISSUES

None.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	288,763	327,604	277,719	285,302	285,302	285,302	
	2,600	2,600	2,600	2,600	2,600	2,600	
10-	291,363	330,204	280,319	287,902	287,902	287,902	
Expenses							
	74,330	94,330	181,330	180,980	180,980	180,980	
	2,975	2,826	3,150	3,150	3,150	3,150	
	2,501	1,957	6,965	7,315	7,315	7,315	
	0	0	1,530	1,530	1,530	1,530	
11-	79,806	99,113	192,975	192,975	192,975	192,975	
	371,169	429,317	473,294	480,877	480,877	480,877	1.60%

145 – TREASURER/COLLECTOR

DESCRIPTION OF SERVICES/MISSION

The Treasurer/Collector performs all duties as outlined in the Town’s General Bylaws Article VII, Sections 1.0 – 5.0 “Town Treasurer/Collector”.

The Department’s mission is to provide efficient, timely collection of monies due to the Town of Burlington. This includes, but is not limited to Real Estate Tax, Personal Property Tax, Water & Sewer Tax and Motor Vehicle Excise Tax.

The Treasurer/Collector is responsible for the safeguarding of all of the funds of the Town of Burlington and issuing debt as authorized by Town Meeting.

This Department also oversees fund expenditures as well as payroll and benefits for Town employees and retirees, and all employee benefits, which include-health, life, disability, dental, deferred compensation, tax shelter, pension, flexible spending, and other related accounts that support such benefits.

The Department administers weekly payroll for all employees, including Federal and State Tax withholdings, as well as the quarterly and annual reporting and payment of those taxes. Issues and reports W-2s for all employees.

SIGNIFICANT CHANGES

None.

FY23 ACCOMPLISHMENTS

- Cleared all management comments from the FY21 audit report
- Received no new comments in the FY22 audit report
- Restructured positions to facilitate a clearer structure within the Treasurer/Collector Team.

FY24 GOALS

- Integrate updated MUNIS into the operating efficiencies of the Department
- Initiate “Time and Attendance” upgrades to the payroll system.
- Continue to promote online payment options for residents

STAFFING

(1) Appointed Treasurer/Collector, (1) Deputy Treasurer Collector, (1) Assistant Treasurer, (1) Benefits Administrator, (1) Payroll Administrator, (1) Senior Collector (1) Accounting Specialist, (1) Collector Specialist (1) Administrative Assistants I.

BUDGET ISSUES

None.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	630,395	638,191	688,673	713,226	713,226	713,226	
12-	TOTAL SALARIES	630,395	638,191	688,673	713,226	713,226	713,226
Expenses							
	2,345	0	2,500	4,250	4,250	4,250	
	7,906	17,719	22,150	22,150	22,150	22,150	Typo in book
	3,125	2,030	6,100	6,100	6,100	6,100	
13-	TOTAL EXPENSES	13,376	19,749	30,750	32,500	32,500	32,500
Special Accounts							
	0	0	100	100	100	100	
14-	TOTAL SPECIAL	0	0	100	100	100	100
	643,771	657,940	719,523	745,826	745,826	745,826	3.66%

149 – CENTRAL ADMINISTRATION

DESCRIPTION OF SERVICES/MISSION

The Central Administration budget is comprised of various expense accounts that impact all Town departments.

Unemployment Compensation funds all Town and School unemployment claims as directed by Massachusetts General Law.

Chapter 32B Benefits funds health insurance and other employee benefits. The Administration and union representatives, work closely with a professional consultant to monitor and analyze trends in claims to review and propose plan design changes in order to control cost increases.

Other Post-Employment Benefits (OPEB) represents the Town's contribution to the OPEB Trust fund. The amount of the appropriation corresponds to the amount identified in the Town's funding schedule. The Town engages the services of an actuary every two years to update the plan.

Town Insurance funds all Town and School property, casualty, auto, and professional liability insurance. In addition, the budget also supports the Town's self-insured Workers' Compensation Program for all Town and School employees other than public safety officers (Police and Fire) which is funded in those departmental budgets.

Financial Services covers the cost of the Town's annual audit, as well as any other targeted audits, or financial analysis that may be required.

The Central Supply and Central Machine appropriations cover the cost of general office supplies, paper, and postage, as well as the annual lease payments and maintenance agreements of office equipment.

SIGNIFICANT CHANGES

None.

STAFFING

None.

BUDGET ISSUES

Chapter 32B – Health and other employee benefits continue to be a challenging component of the overall budget. The Town has worked very closely with employee unions to monitor trends in health claims and review plan design changes to keep the cost increases to the program at a modest level with some success over the past several years. Past performance is no guarantee of future success and we will continue to work diligently in tandem with our employees to contain costs wherever possible. This budget line item will require a 3.94% increase for FY24.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
15- Unemployment Comp. (A)	84,193	4,840	100,000	100,000	100,000	100,000	
16- Ch. 32B Benefits (A)	13,235,137	13,813,600	15,633,054	16,248,398	16,248,398	16,248,398	
17- Medicare (A)	1,161,854	1,207,993	1,323,134	1,389,291	1,389,291	1,389,291	
18- Transfer to OPEB (A)	104,957	852,493	931,775	1,018,430	1,018,430	1,018,430	
19- Town Insurance (A)	1,106,273	1,156,399	1,214,219	1,364,219	1,364,219	1,364,219	
20- Financial Services (A)	60,000	60,000	60,000	60,000	60,000	60,000	
21- Central Supply	110,000	110,000	110,000	110,000	110,000	110,000	
22- Central Machine	26,550	26,550	27,920	28,000	28,000	28,000	
TOTAL ACCOMODATED	15,752,414	17,095,325	19,262,182	20,180,338	20,180,338	20,180,338	4.77%
TOTAL OPERATING	136,550	136,550	137,920	138,000	138,000	138,000	0.06%
GRAND TOTAL	15,888,964	17,231,875	19,400,102	20,318,338	20,318,338	20,318,338	4.73%

151 - LEGAL

DESCRIPTION OF SERVICES/MISSION

The Town utilizes third-party counsel for its legal needs. This budget is for the majority of town-wide legal expenses (with the exception of certain specialty areas). This budget reflects the anticipated costs related to both general counsel and labor counsel.

STAFFING

None.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Expenses							
Contracted Services							
Legal Fees	102,198	76,510	125,000	125,000	125,000	125,000	
Labor	22,660	30,656	72,000	72,000	72,000	72,000	
Cable TV Negotiations	18,400	1,170	1,500	1,500	1,500	1,500	
Tax Title	7,469	51,520	3,500	3,500	3,500	3,500	
23- TOTAL EXPENSES	150,727	159,856	202,000	202,000	202,000	202,000	
GRAND TOTAL	150,727	159,856	202,000	202,000	202,000	202,000	0.00%

152 – HUMAN RESOURCES

DESCRIPTION OF SERVICES/MISSION

The Human Resources Department serves as a partner to all Town and School employees, and provides support in the areas of recruitment and selection, compensation, employee relations, labor relations, as well as organization and employee development.

Examples of the Human Resources Department's responsibilities include:

- Monitors, reviews, and interprets current personnel policies, job classifications, salary structures, and collective bargaining agreements.
- Oversees personnel records and data for all employees, and maintains a complete file for each employee.
- Plans and coordinates recruitment and selection procedures for exempt and non-exempt employees including: Preparation and placement of recruitment announcements and advertising; recommendation of appropriate recruitment process; assisting department heads and school administrators with screening of applications and identification of most highly qualified candidates; and assisting departments in developing interviews and other selection procedures, and performance of reference/background checks.
- Provides support in the administration of the municipality's and school department's classification and pay plans including: Making recommendations on reclassification of existing positions; assisting in the conducting of classification studies; assisting in the conducting of salary surveys to evaluate positions and make recommendations on salary schedules in preparation for collective bargaining, and to ensure the municipality and school department is paying market-competitive wages and offering benefits comparable to other geographic communities similar in demographics.
- Coordinates workers compensation claims.
- Maintains personnel policies and procedures, ensuring consistent interpretation and application to collective bargaining agreements, and local, state and federal laws. Ensures the Town and School Department employment practices are in accordance with all applicable state and federal requirements.
- Assists in the preparation of civil service correspondence and forms in accordance with Chapter 31 of the General Laws of the Commonwealth of Massachusetts.
- Assists municipal and school management teams in the annual renewal of the Town's health insurance and dental plans; discusses premium increases, plan design changes and records minutes of meetings with the Insurance Advisory Committee.
- Coordinates in-house training sessions for staff as necessary, and assists with selecting appropriate external training opportunities. Assists and participates in annual new teacher orientation.
- Acts as a liaison with the Employee Assistance Program.

- Assists in the administration, as appropriate, of collective bargaining agreements and preparing recommendations for the Town Administrator and Superintendent of Schools prior to commencement of negotiations. Assists with negotiations where appropriate. Involvement with grievance hearings and arbitrations as necessary.
- Serves as the information resource for town and school personnel in the areas of personnel policies, hiring practices, dispute resolution and employee assistance. Meets, as appropriate, with employees to discuss individual job-related issues.
- Promotes Equal Opportunity Employment (EEO) and diversity in the workplace as well as the prevention of sexual harassment, discrimination and claims of hostile work environment. Oversees the preparation of the Affirmative Action Report, EEO-4 Report, and other required workforce documents.

SIGNIFICANT CHANGES

None.

FY23 ACCOMPLISHMENTS

- Participated in collective bargaining process for all union contracts within the Town departments.
- Increased diversity equity and inclusion initiatives.
- Introduced efficiencies in services and communications, including processing of personnel changes.
- Introduced a Management Academy consisting of management-level training for department heads and others in a supervisory role.
- Partnered with the Town of Lexington to jointly hire a Sealer of Weights & Measures to serve both communities – providing efficiency and cost savings to both communities

FY24 GOALS

- Continue diversity equity and inclusion initiatives to include training opportunities for all staff.
- Continue to explore efficiencies in services and communications, including processing of personnel changes and onboarding.
- Explore methods to increase awareness of career opportunities with the Town of Burlington.
- Work with department heads and IT to enhance onboarding and offboarding process.
- Continue to provide health and wellness education to our employees with the goal of receiving maximum benefit from the plans offered while encouraging decisions that keep claims costs at a minimum.
- Continue to provide health and wellness education to our employees with the goal of receiving maximum benefit from the plans offered while encouraging decisions that keep claims costs at a minimum.

STAFFING

(1) Human Resources Director, (1) Human Resources Coordinator

BUDGET ISSUES

None.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	139,915	145,198	154,176	154,176	154,176	154,176	
24-	TOTAL SALARIES	139,915	145,198	154,176	154,176	154,176	154,176
Expenses							
	0	0	450	450	450	450	
	809	1,062	1,250	1,250	1,250	1,250	
	2,298	677	2,690	2,755	2,755	2,755	
25-	TOTAL EXPENSES	3,107	1,739	4,390	4,455	4,455	4,455
Special Accounts							
	5,000	939	5,000	7,500	7,500	7,500	
	3,975	2,755	4,000	6,310	6,310	6,310	
	4,238	5,395	5,500	6,000	6,000	6,000	
26-	TOTAL SPECIAL	13,213	9,089	14,500	19,810	19,810	19,810
	GRAND TOTAL	156,235	156,026	173,066	178,441	178,441	178,441 3.11%

155 – MANAGEMENT INFORMATION SYSTEM

DESCRIPTION OF SERVICES/MISSION

The purpose of the Management Information Systems (MIS) Department is to provide the entire Town's municipal organizations with the information and technology it needs to support its operations, make strategic decisions, and achieve its goals. This include tasks such as maintaining servers and networks, troubleshooting and resolving technical issues, implementing and maintaining software and hardware, and ensuring that the organizations' technology is secure and compliant with relevant regulations. Additionally, evaluating new technologies and recommending systems that can improve the organization's performance and providing guidance and training on the use of technology is another one of our regular tasks. In summary, the MIS department is responsible for the management of information and technology, and to support the organizations' goals and objectives by providing relevant and timely information.

Our infrastructure is based on 10Gb network with wireless access in most of the Town Buildings. The department continues to maintain the VOIP (Voice Over IP) phone system for all other departments town-wide, and a separate mass notification system for alerting residents of emergencies and unexpected events. The backbone of the Town's network is an extensive fiber optic cable plant connecting town facilities, schools, water towers, & sewer pumps; and carries all data, telephone, & video involving Town business at significant savings over alternative methods of data transport. Installed over 15 years ago and connecting 54 sites.

Many proprietary software applications, unique to the public sector, are necessary for the smooth operation of the town's day-to-day function, among those, without mentioning them specifically, are:

Our Enterprise Resource Planning system that combines and manages the financial system keeping track of the town's receivables/collectibles, payroll, and budgets.

Computer Assisted Mass Appraisal solution employed by the Assessor's office to maintain accurate commercial & residential property records and values. The public is welcome to access this data at <https://burlington.patriotproperties.com>

Supervisory control and data acquisition that *assists* the Department of Public Works in controlling, direct, record and monitoring their systems.

The permitting application software that improves the town's productivity by facilitating the workflow by routing, approving and issuing permits electronically in a timely manner.

The Recreation Management application used to track activity reservations and programs at the Recreation Department; available in the cloud for residents www.burlingtonrecreation.org

These systems, and many others, are maintained, updated, and backed up by MIS department. They are all large and complex; each sporting their own quirks. Some utilize security certificates; require multiple servers; or connection to state/federal agencies.

SIGNIFICANT CHANGES

None.

FY23 ACCOMPLISHMENTS

- Supported the Town's extensive fiber optic cable plant network backbone to connect different Town facilities, schools, water towers, & sewer pumps that carries all data, telephone, & video involving Town business has been a critical role that demands designing, implementing and maintaining the network infrastructure, ensuring network security, managing network bandwidth and providing technical support to organizations connected to the network.
- In accordance with our Towns/Schools Network Infrastructure/ Enterprise Security Solutions 5-year plan replaced and upgraded existing network equipment that reached its end of life, or support.
- Assisted the Town's Department of Public Works with the technology installation and deployment during construction of the new facility at 1 Great Meadow Rd

FY24 GOALS

- Continue with the implementation of Cybersecurity Awareness Program to all Town's personnel. Our goal carries on fostering a culture of security within an organization by encouraging employees to think about security in everything they do. We all know how important is to protect sensitive data, prevent cyber-attacks, meet compliance requirements and be cost-effective.
- Work together with all organizations on upgrading their applications server/software as well as the implementation of new software modules that automates many financial tasks such as billing, accounts payable, budgeting and financial reporting, that helps the Town's municipality to improve their efficiency and reduce the burden on staff.
- Collaborate with the Board of Health implementing a new Shared Services Workspace with other entities, for Food Safety and Environment Health record inspection, code violations and observations.
- Assess, assist and work with the Fire & Police Departments to implement their new system that provides automation, flexibility, reporting and analytics, security, scalability, compliance, customer support and integrates with other software systems, such as GIS, permitting, and land records, providing a more comprehensive and streamlined solution to their requirement and administrative needs.

STAFFING

(1) Critical Systems/Applications Administrator; (1) System/Application Administrator; (2) Network/Repair Technician

BUDGET ISSUES

The budget reflects the town’s 4-5 year replacement cycle of desktops and laptops, along with robust backup and server solutions. Another significant burden placed on the department is the increasing cost to protect and secure our data infrastructure from cyber threats. The department is also addressing the recommendations as presented through the Information Systems Security Advisory Committee (ISSAC).

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	344,483	345,729	369,573	373,709	373,709	373,709	
			25,000	25,000	25,000	25,000	
27-	344,483	345,729	394,573	398,709	398,709	398,709	
Expenses							
	89,737	103,236	127,826	143,035	132,235	132,235	
	117,612	122,469	129,917	138,269	138,269	138,269	
	981	469	1,000	1,000	1,000	1,000	
	97,767	101,273	101,000	101,000	101,000	101,000	
28-	306,097	327,447	359,743	383,304	372,504	372,504	
	650,580	673,176	754,316	782,013	771,213	771,213	2.24%

161 – TOWN CLERK

DESCRIPTION OF SERVICES/MISSION

Vital Records: Record, index, and, in some instances, create the town’s “vital records” (births, deaths, marriages); issue certified copies thereof; serve as burial agent.

Elections: Conduct all elections in conformance with federal and state laws and regulations, train poll workers, prepare the ballot for local elections, certify and report results, administer campaign finance laws for local elections, administer oaths of office and provide officials with copies of the State’s Conflict of Interest and Opening Meeting Laws.

Town Meeting: Serve as clerk to the Town Meeting, take attendance and minutes, certify votes, submit bylaw articles to the Attorney General for approval, and publish and codify the town’s zoning and general bylaws.

Public Records: Receive applications and certify decisions for special permits, variances, subdivisions, minor engineering changes, and Approval Not Required; record and renew Business Certificates (DBA’s); record, index, and invoice utility pole/conduit locations; oversee the Town’s Archives and Records Management Program; provide copies of public records upon request; post meetings of all town boards, commissions, and committees. The Clerk is also the Records Access Officer for the Town which handles the management of all FOIA requests.

Census and Voter Registration: Conduct an annual listing of all residents/voters and maintain the State’s Central Voter Registry; initiate voter registration outreach; publish the Annual Street List; prepare and distribute annual reports to schools, veterans, jury commission, Council on Aging and police; provide demographic data to various town departments and the general public. Also, oversees the Board of Registrar’s budget and is the Clerk for the Board.

Elections: As the Chief Elections office, the Town Clerk oversees the running of all the elections for the Town. Working with the office we manage the distribution of Absentee Ballots, both local and overseas, for the 3 weeks prior to the election; for Federal elections run Early Voting for 1 or 2 weeks prior and then set up and execute the processes on Election Day. Afterward for 5-7 days we work on the processing and certifying of the election.

Licensing/Permits: Dogs, storage of flammable materials, raffles.

Public Information and Services: Maintain a high level of customer service providing general information (using press releases, postings, internet, office, and phone) to both the general public and other town departments; serves as Web Master for the Town, oversees the

content editing for the Town calendar and various other sections on the Town website; serves as Record Access Officer, Notary Public, Justice of the Peace, and Commissioner to Qualify Public Officers.

In the calendar year 2021, the Clerk's office brought in \$170,091 in revenue, an increase of 3% which was turned into the Treasurer's office and goes into the General Fund.

FY23 ACCOMPLISHMENTS

- Continued to run an efficient and effective front door for the Town of Burlington, the Clerk's office is the place where whether it's on the phone or in person people come to get an answer. Many times on the phone people will say "I know this is not the department to handle this but can you help me with . . ."
- Ran 3 Elections with constant changes on the legal requirements from the State Legislature. Implement efficient processes for Vote by Mail and Early In-Person Voting. Handled over 5,000 application for Vote by Mail for the Primary and State Elections.
- The office has processed over 1,700 vital records registration which includes Births, Deaths and Marriages. These are permanent records that are processed and the archived by our office, bringing our archives to over 66,000 vital records.
- We continue to handle a large number of record requests from vital records only we brought in \$120,000 on revenue. As well as over 2,500 dog license and 1100 Business certificates
- We have handled over 400 FOIA requests in the year
- Implemented New Voting and Electronic Check tools for Elections

FY24 GOALS

- Major goal for this year will be to review and update processes and procedures for all office tasks
- Further Implement ViewPoint/OpenGov workflows and tools to help us work "smarter not harder"
- As well as the continued high level of customer service that we provide for all the residents and businesses of the Town and all of the above listed services!

STAFFING

(1) Department Head, (1) Archivist/Records Manager, (1) Administrative Assistant II, (2) Administrative Assistant I.

BUDGET ISSUES

The Elections special account fluctuates from year to year depending on the federal, state, and local election cycle.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	246,162	265,409	283,029	296,395	296,395	296,395	
	517	0	0	0	0	0	
	97,362	101,986	106,382	118,720	118,720	118,720	
29-	344,041	367,395	389,411	415,115	415,115	415,115	
Expenses							
	12,589	12,160	12,500	13,300	13,300	13,300	
	2,329	2,423	3,000	3,000	3,000	3,000	
	4,065	3,825	3,700	3,900	3,900	3,900	
	1,118	1,135	1,500	1,500	1,500	1,500	
30-	20,101	19,543	20,700	21,700	21,700	21,700	
Special Accounts							
	83,537	28,551	94,287	78,680	78,680	78,680	
31-	83,537	28,551	94,287	78,680	78,680	78,680	
	447,679	415,489	504,398	515,495	515,495	515,495	2.20%

162 – BOARD OF REGISTRARS

DESCRIPTION OF SERVICES/MISSION

The Registrars of Voters responsibilities include:

- Census and Voter Registration: Conduct an annual listing of all residents/voters and maintain the State’s Central Voter Registry; initiate voter registration outreach; publish the Annual Street List in conjunction with the Town Clerk’s Department; conducts hearings on challenges to residents’ eligibility to vote.
- Petitions and Nominations: Certify names of registered voters who sign state and local petitions and nomination papers, in conjunction with the Town Clerk’s office.
- Overseeing voter issues during and following elections.
- Recounts: Conduct recounts of contested election races.

STAFFING

(1) Town Clerk*, (3) Appointed Board Members

*Town Clerk serves as Clerk to, and as member of, the Board of Registrars.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	Elected/Appointed	1,150	1,250	1,250	1,250	1,250	1,250
32-	TOTAL SALARIES	1,150	1,250	1,250	1,250	1,250	1,250
Expenses							
	Contracted Services	9,372	9,721	11,000	11,000	11,000	11,000
	Materials & Supplies	851	869	900	900	900	900
33-	TOTAL EXPENSES	10,223	10,590	11,900	11,900	11,900	11,900
	GRAND TOTAL	11,373	11,840	13,150	13,150	13,150	13,150

0.00%

171 - CONSERVATION

DESCRIPTION OF SERVICES/MISSION

Provides technical support to the appointed Conservation Commission in their role as regulators and enforcers of the MA Wetlands Protection Act (MGL Chapter 131, section 40), the MA wetland regulations (310 CMR 10.00), the Burlington Wetland Bylaw/Regulations (Article XIV, section 1.0) and the Burlington Erosion & Sediment Control Bylaw (Article XIV, section 6.0).

Provides administrative and logistical support for the Conservation Commission,

Reviews and provides comments on projects and proposals to Planning Board and other boards on wetlands and/or environmental issues.

Manages several parcels of Town-owned land under the Conservation Commission's jurisdiction. These include the Mill Pond, Sawmill Brook, Marion Road and Little Brook Conservation Areas, in addition to several smaller parcels. This includes the hiring of a part-time worker to do land-management tasks, including trail maintenance and enhancing the security of the conservation areas.

Promotes the acquisition of additional open space throughout the Town through several means, including conservation restrictions, land donations, land transfers, and outright purchases.

Manages seasonal hand stream-cleaning program, for which 2-4 seasonal workers are hired.

Coordinates the Town's National Pollutant Discharge Elimination System (NPDES) compliance program with several other departments (DPW, Engineering, and Health). Two seasonal stormwater interns will perform the water quality sampling.

SIGNIFICANT CHANGES

None.

FY23 ACCOMPLISHMENTS

- Managed Town compliance with minimum control measures of EPA NPDES Phase 2 MS4 permit
- Continued stormwater outfall monitoring to comply with EPA permit.
- Coordinated Conservation Commission hybrid meetings and site visits.
- Updated Stormwater Bylaw.
- Completed MA MVP Grant project for climate resiliency planning.
- Continued to educate the public and business community about the importance of wetlands and about managing stormwater and reducing pavement and other impervious cover.

FY24 GOALS

- Enhance resource areas and groundwater quality by protecting and increasing green space and reducing discharge of untreated stormwater in streams and wetlands.
- Continue to educate the public and business community about the importance of wetlands and about managing stormwater and reducing pavement and other impervious cover.
- Explore additional MVP climate resiliency planning projects

STAFFING

(1) Conservation Administrator (Department Head), (1) Assistant Conservation Administrator, (1) Administrative Assistant I, (1) Part-Time Recording Clerk, (2) Part-Time Stormwater Interns, (1) Part-Time Land Management Intern and (3-4) Seasonal Stream Cleaners

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	223,313	232,682	245,856	263,614	263,614	263,614	
	6,784	3,237	15,130	15,583	15,583	15,583	
34-	230,097	235,919	260,986	279,197	279,197	279,197	
Expenses							
	641	635	5,700	5,700	5,700	5,700	
	1,411	2,004	4,350	4,350	4,350	4,350	
35-	2,052	2,639	10,050	10,050	10,050	10,050	
Special Accounts							
	5,073	5,047	8,320	8,320	8,320	8,320	
	6,822	5,743	11,000	11,000	11,000	11,000	
36-	11,895	10,790	19,320	19,320	19,320	19,320	
	244,044	249,348	290,356	308,567	308,567	308,567	6.27%

175 – PLANNING BOARD

DESCRIPTION OF SERVICES/MISSION

Responsibilities include the review of development proposals, long-range planning, direct assistance to the Planning Board, assistance to the public, and as needed assistance to other Town departments and committees. Day-to-day responsibilities include: long-range planning, permit coordination, economic development, consensus building, GIS data management, addressing citizen inquiries and concerns, monitoring construction activity, and conducting research to provide the Planning Board with background information.

The Planning Department reviews all commercial and multi-family development proposals for compliance with Town Bylaws and regulations, as well as statutory conformance. The department's 'Site Plan Review' process is defined in Article 9 of the Zoning Bylaw, as well as the Planning Board Site Plan Rules and Regulations. In addition, uses defined in the Zoning Bylaw, which have a potential detrimental impact on the environment, traffic, town infrastructure, or the water supply, require special permit review. The process of special permit review is a statutory requirement outlined in MGL Chapter 40A section 9, as well as the Planning Board Special Permit Rules and Regulations. By State Law, the department is responsible for the exercise of the Subdivision Control Law (MGL Chapter 41), which affects all divisions and boundary modification of property in Burlington. The department advises the Planning Board of local bylaw conformance, applicable state and federal laws, and case law, which affect land-use decisions.

Comprehensive master planning is mandated under MGL Chapter 41 Section 81-D. The planning department is required to undertake planning studies, and research to identify existing and future land use issues and opportunities, as well as, monitors innovative state and national planning initiatives and applicable case law. The department proposes courses of action to address such issues and opportunities to guide the comprehensive master planning process. The department initiates the implementation of master plan recommendations by such courses of action as the drafting of bylaw and regulation revisions, facilitating public forums and hearings, required for adoption of such amendments. The department also has assisted many town committees over the years such as the Land Use Committee and Housing Partnership, Small Cell Committee and Zoning Bylaw Review Committee.

SIGNIFICANT CHANGES

No significant changes for FY24. The Department is still actively seeking to fill the Senior Planner and Development Coordinator positions.

FY23 ACCOMPLISHMENTS

- Life Science Innovation rezonings and conversions continued. These buildings command top value in the market as well as support an industry where people are coming to work, which greatly supports our existing hospitality, retail and restaurant industries. We of course could not do any of this alone and thank all departments especially the Board of Health and Town Meeting for their support.

- Passage of a groundwater separation bylaw requiring the basement elevation of all new construction be above the estimated seasonal high water mark. The bylaw provides additional protection for existing homeowners by reducing the amount of groundwater displacement. This displaced water disproportionately effects neighboring properties and those at lower elevations.

FY24 GOALS

- Focus on long-range planning efforts to encourage and support a more diversified tax base.
- Continue working towards achieving compliance with Section 3A of MGL c. 40A, also known as the MBTA Communities Law. The law requires every community within the MBTA catchment area to provide at least one zoning district that allows multi-family housing by-right.
- Continue to attract companies that require employees be on-site in Burlington such as, R&D, medical device, additive manufacturing in our growing 3D printing sector.
- Effective land use policy to increase commercial property value in the Town of Burlington.
- Advance the Mall Road/Middlesex Turnpike Form Based Code zoning initiative in conjunction with the Economic Development department.
- Pursue providing Burlington with access to the state’s existing bike network. We are specifically looking at providing a connection to the Minuteman Bikeway for both commuter and recreational use.
- Support the ZBRC Sign Bylaw subcommittee in their pursuit to reimagine how signage is managed within the town.
- Review “Wireless” from a regulatory and legal as well as infrastructure perspective. How can we best control the roll out and regulate without litigation? Our bylaws are out of date and not in compliance with federal regulations, you will see proposed zoning changes to address these concerns as well as a report about what is coming and how best to embrace and more importantly control what’s next.

STAFFING

(1) Department Head, (1) Senior Planner, (1) Assistant Planner, (1) Planning Assistant, (1) Development Coordinator (1) Recording Clerk

BUDGET ISSUES

GIS Coordination - To date, each development department has utilized their own budgets and their own consultants to manage mapping, GIS software licensing and GIS data. This fragmented approach results in redundancies, increased costs, and underutilization of GIS as a tool to provide better services to the community. Long term, the Town should investigate the addition of dedicated GIS staff, or centralized consultant to manage the Geographic Information System within the town. Currently, development departments, including Planning, Engineering, Conservation and the Assessors departments all utilize ESRI’s ArcGIS mapping software to inform current and future land use, facility and infrastructure decisions. The Planning Department already provides the public with an online parcel map viewer through

a contract with AppGeo. The company provides an array of spatial data services including a managed services program that builds organizational capacity to use geospatial platform technologies and location intelligence more effectively. Implementation would require centralized funding through the IT department and a coordinated on-boarding effort. The consolidation of this software system will result in both savings and the opportunity to provide better services to the town. It should be prioritized.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	310,473	316,964	416,330	401,914	401,914	401,914	
	2,846	2,210	4,986	4,986	4,986	4,986	
	4,400	4,336	4,400	4,400	4,400	4,400	
	734	739	0	2,394	2,394	2,394	
37-	TOTAL SALARIES	318,453	324,249	425,716	413,694	413,694	413,694
Expenses							
	22,832	22,832	22,832	39,652	39,652	39,652	
	1,419	709	1,500	1,800	1,800	1,800	
	4,387	4,472	9,016	10,506	10,506	10,506	
38-	TOTAL EXPENSES	28,638	28,013	33,348	51,958	51,958	51,958
	GRAND TOTAL	347,091	352,262	459,064	465,652	465,652	465,652
							1.44%

176 – BOARD OF APPEALS

DESCRIPTION OF SERVICES/MISSION

Established under Section 9.5.1 of the Zoning By-Law pursuant to Chapter 40A of the Massachusetts General Laws; Appointed by the Select Board.

The Board is charged with the following duties; to hear and decide appeals from an adverse decision of the Building Inspector or any Town Board, to make determinations in Flood Hazard Districts, to hear and decide petitions for variances, to issue comprehensive permits under MGL Chapter 40B, and to permit signs in particular instances.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	13,481	19,353	13,481	13,481	13,481	13,481	
39-	TOTAL SALARIES	13,481	19,353	13,481	13,481	13,481	13,481
Expenses							
	105	0	250	250	250	250	
40-	TOTAL EXPENSES	105	0	250	250	250	250
	GRAND TOTAL	13,586	19,353	13,731	13,731	13,731	13,731 0.00%

192 – TOWN FACILITIES

This budget is considered part of the Department of Public Works budget, and includes occupancy costs for the Library, as that classification results in an indirect cost savings. Although building occupancy is presented in the Town Facilities budget, Ways and Means continues to monitor these costs and take them into consideration when reviewing the Library's budget as a whole. For further explanation, please reference the budget narrative of the Library, contained in this document.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Expenses							
Occupancy	62,796	63,629	98,163	98,163	98,163	98,163	
41- TOTAL EXPENSES	62,796	63,629	98,163	98,163	98,163	98,163	
GRAND TOTAL	62,796	63,629	98,163	98,163	98,163	98,163	0.00%

210 - POLICE

DESCRIPTION OF SERVICES/MISSION

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.

The Department is comprised of a very dedicated group of professionals that have made it their calling to serve the public. The Department is structured into various divisions, made up of units and described in more detail below.

Office of the Chief of Police: the Chief of Police oversees the department and is responsible for the day to day operations of the department, policy formulation and enforcement, and fiscal responsibility for the department. Assisted by a Deputy Chief of Police, ultimate authority of the police department falls within this Office.

Operations Division: managed by a Captain. This division encompasses patrol, traffic and detectives. Additionally, the following units fall under this Division:

Patrol Unit-is an operational component of the Burlington Police Department. Its main function is to provide all law enforcement patrol and related duties to the citizens of Burlington.

Bike Unit - works to increase patrol coverage in areas where traditional vehicles cannot access. Bike officers on their mount can easily maneuver parks, alleys, and shopping districts.

Detective Unit- is responsible for the investigation of serious crimes.

Domestic Violence Unit- focuses on the victims of domestic violence in order to offer services to help them recover from and escape their abusive situations.

Drone Unit- utilizes the advantages of aerial drone capabilities in many various situations. The unit started in 2017, and continues to grow as the use of drones evolves in law enforcement. Not only is the unit used to assist law enforcement within Burlington, it is also utilized through the regional SWAT team, NEMLEC.

K-9 Unit-assists in the general duties of patrol officers. Handlers and their K-9 partners go through vast specialized trainings to both fulfil the duties of patrol officers and specialized duties of the K-9 Unit.

Traffic-is a specialized division within the Operations Bureau of the department.

Administrative Division: managed by a Captain. This division encompasses training, Information technology, line of duty injuries, off the job injuries, grants, mental health and substance abuse clinicians, budget and other ancillary services. The following units also fall under this Division:

Community Service Unit- is responsible for implementing community policing initiatives, in addition to accident and incident reporting requests and animal control services. The Unit also handles firearms licensing.

Crime Analysis Unit- is tasked with providing crime statistics, intelligence information and analysis of crime trends and patterns.

Information Technology Unit-addresses information technology needs of the Department.

Mental Health, Elder Services and Substance Abuse-provides resources, and assists individuals and families with a broad range of issues.

Records-maintains records and responds to requests for records.

Departmental Statistics	2019	2020	2021	2022
Documented calls for service	28,333	33,494	29,427	41,190
Uniform crimes reported	526	473	371	496
Arrests	186	165	225	377
Traffic Citations issues	4,588	1,742	1,414	2,190
Animal Complaints	437	406	332	450

SIGNIFICANT CHANGES

The department had two high ranking command officers retire in 2022 resulting in promotions of two Captains, three Lieutenants and two Sergeants.

FY23 ACCOMPLISHMENTS

- The department brought back a police motorcycle and now has deployed this in the field. The motorcycle unit has been extremely beneficial in both our outreach and enforcement efforts.
- We have also begun a transition to ProPhoenix, a new Records Management/Computer-Aided Dispatch software program that will work in tandem with the Fire Department.
- We are also in the process of bringing body-worn cameras into the workplace and expect to have both new systems in place by the summer.

FY24 GOALS

- Completion of the radio system upgrades, along with Burlington Fire, which will include new portable radios and better coverage in town for the entire radio system.
- Final implementation of the ProPhoenix and Body-Worn camera systems. We are also aiming to recruit and hire to backfill sworn positions left vacant through attrition.

STAFFING

(1) Chief, (1) Deputy Chief, (2) Captains, (5) Lieutenants, (9) Sergeants, (50) Patrol, (3) Civilian Dispatchers, (7) Traffic Supervisors, (1) Animal Control Officer, (1) Administrative Secretary, (2) Administrative Assistants, (1) Mental Health Clinician, (1) Recovery Coach (1) Crime Analyst.

BUDGET ISSUES

With the addition of ProPhoenix and the Body-Worn cameras, the department's budget needs to increase for the annual support and maintenance contracts that come with the software. The ProPhoenix software contract calls for increases in years 2-6, inclusive, of the implementation of the software. The Body-Worn camera program also calls for support and maintenance fees. These are static across a five-year period from implementation.

The cost of cruisers is going to increase again this year substantially. We have opted to purchase gas combustible cruisers. This past year, we bought three hybrid cruisers and have lost significant time and money due to down time. Many departments have had negative experiences with the hybrid vehicles as they do not stand up to the high demand of being part of a patrol fleet. They are also expensive to repair and the time they spent out of service put a higher demand on the other vehicles.

The FY 24 budget reflects these necessary increases.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	7,407,338	7,299,111	8,115,512	8,204,507	8,143,255	8,143,255	
	110,953	119,908	222,151	226,484	226,484	226,484	
	853,959	807,834	605,200	605,200	605,200	605,200	
42-	8,372,250	8,226,853	8,942,863	9,036,191	8,974,939	8,974,939	
Expenses							
	140,859	101,115	167,678	167,678	167,678	167,678	
	175,537	188,174	148,240	226,789	226,789	226,789	
	72,636	66,507	68,988	118,988	118,988	118,988	
	3,325	3,325	3,325	3,325	3,325	3,325	
	202,874	199,216	251,400	283,500	283,500	283,500	
43-	595,231	558,337	639,631	800,280	800,280	800,280	
Special Accounts							
	159,279	139,006	129,500	129,500	129,500	129,500	
	19,650	32,023	40,000	40,000	40,000	40,000	
	98,081	74,918	80,810	80,810	80,810	80,810	
	5,029	4,676	1,000	1,000	1,000	1,000	
	41,750	114,877	94,000	94,000	94,000	94,000	
	0	5,500	6,500	6,500	6,500	6,500	
44-	323,789	371,000	351,810	351,810	351,810	351,810	
	9,291,270	9,156,190	9,934,304	10,188,281	10,127,029	10,127,029	1.94%

220 - FIRE

DESCRIPTION OF SERVICES/MISSION

The Fire Department (FD) protects and preserves life and property in the community through code enforcement, incident response to fires and medical emergencies and a myriad of other calls for service.

The FD provides code and regulation enforcement of local, state and federal statutes, regulations, and bylaws pertaining to fire safety. We inspect commercial properties and participate in quarterly inspections in all hotels, schools, and health care facilities. The FD works and trains with other municipal public safety departments such as the PD, DPW, Board of Health and Building Department to ensure the safest possible environment for residents and visitors of our community. We make safety recommendations to other boards and departments during the plan review process. We ensure compliance of all underground and above ground storage tanks for fuels or other hazardous fluids when required.

The FD is a Massachusetts Approved Community EMS Provider. This allows our department to participate in home safety evaluations, fire and burn prevention education, Flu vaccines, Narcan information and training and behavioral health community referrals. We train both members of the general public and town departments in CPR. We conduct Blood Pressure clinics and assist in Stop the Bleed programs. The FD participates in special programs such as providing smoke and CO detectors to our seniors when funding is available. This program is conducted by both the FD and Council on Aging. The FD consults with commercial property managers regarding fire drills and emergency planning.

The FD maintains the municipal fire alarm system, emergency radio communications system, and computerized state and federal fire incident reporting system. Four Civilian Dispatchers operate our Fire Dispatch Center. Our Dispatchers handle a large volume of Fire and EMS calls as well as an increasing number of business related calls. All of our members are trained Emergency Medical Dispatchers that are capable in determining the most appropriate EMS response as well as being able to provide medical instruction to the caller.

The FD provides emergency medical services at the Advanced Life Support (ALS) level. The FD responds to, extinguishes and investigates all fires and their causes. We respond to fire alarm activations in both residential and commercial properties. We also respond to utility emergencies such as electrical and gas emergencies. The FD responds to rescue calls such as motor vehicle crashes, workplace accidents, and elevator rescues. The department is also trained in ice and water rescue. The FD is trained to the Operational Level in regards to hazardous materials response. For hazardous materials incidents beyond our capability, the department relies on the MA State Hazardous Materials Team. Our department responds to a large number of service calls in which we assist the public in mitigating a variety of issues, for example; water, electrical, and odor calls.

In addition to responding to an increasing number of calls for service, Firefighters receive weekly training, participate in residential and business safety inspections, and maintain all emergency apparatus and equipment on a daily basis. As well as protecting our own community, our Firefighters respond to our neighboring Mutual Aid communities when requested for either Fire or EMS assistance.

Departmental Statistics	2019	2020	2021	2022
Emergency responses	7,597	7,203	7,262	8,247
Inspections	729	738	779	887
Plan reviews	47	326	240	67
Permits/certificates issued	731	680	716	733

SIGNIFICANT CHANGES

- In FY23 the Chief of the Department retired, taking with him over a decade of administrative experience. This led to a series of promotions and hiring from Chief of Department on down.
- Phase 1 of the Public Safety Communications upgrade has been completed. The goal of this important upgrade project is improve public safety communication reliability throughout the town, making FD and PD operations safer and more efficient.
- The FD continues to work on increasing our staffing levels to 15 personnel per group.

FY23 ACCOMPLISHMENTS

- The FD advanced life support (ALS) ambulance service continues to provide the community a superior level of service. Run numbers have not only returned to pre-COVID amounts but have surpassed any prior year's numbers.
- COVID-19 responses and impacts continue to ebb and flow, and effect FD operations. The policies and procedures that were implemented have minimized but not completely eliminated the impact to our members both out in the field and in the fire stations. These impacts did not affect our response capabilities.
- Phase Two of the Public Safety Communications upgrade is in motion. Radio equipment is being purchased and sites for the equipment have been identified.
- The Police and Fire Department's new software system that includes computer aided dispatch, incident reporting, and data management is being set up for use.

FY24 GOALS

- Continue to manage COVID-19 impacts as we see variants emerge.
- Achieve the objective of staffing each of our four groups with 15 fire personnel.
 - Fill vacancies more rapidly to reduce the impacts on the budget and personnel.
 - Make our hiring process more competitive
- Continue to build on our highly successful paramedic program.
- Complete Phase Two of the Public Safety Communications upgrade.
- Fully implement the Police and Fire Department's new software system that includes computer aided dispatch, incident reporting, and data management

STAFFING

(1) Chief, (1) Assistant Chief, (6) Captains, (14) Lieutenants, (44) Firefighters, (4) Civilian Dispatchers, (1) Emergency Vehicle Technician, (1) Administrative Secretary, (1) Administrative Assistant and (1) Part-time Office Assistant (30 hours)

BUDGET ISSUES

- The department continues to work on bringing our staffing levels up to full complement. The hiring process takes 6-12 months. It is also very competitive. Fortunately, the BFD is a desirable Department to join.
- Injuries and illnesses can limit a firefighter's ability to perform the duties. When this occurs it impacts the overtime and medical payments budget.
- The department has minimum staffing requirements in order to provide an adequate number of personnel for firefighting, emergency medical services and a wide range of other emergencies. This is beneficial to both the community and the firefighters.
- Contractual obligations for the accrued time off are predictable. These can be forecasted and a reasonable budget can be calculated. Vacancies and long-term injuries and illnesses create an unpredictable strain on the budget.
- A minimum of 7 members of the department will be retiring in FY24. Along with the vacancies that these will generate for potentially months, we will have to fund their Termination Buybacks. Typically, there have been 0 to \$10 in this line item. If there are funds available in Full Time Salaries, those funds have been used. If hiring occurs more rapidly, then less of those funds would be available, causing a strain on the budget in other areas.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024
Salaries						
	6,838,452	7,162,363	7,487,433	7,639,430	7,639,430	7,639,430
	48,023	50,755	54,082	57,663	57,663	57,663
	1,164,764	1,453,408	1,099,282	1,999,000	1,422,620	1,422,620
45-	TOTAL SALARIES	8,051,239	8,666,527	8,640,796	9,696,093	9,119,713
Expenses						
	85,296	97,599	117,238	117,238	117,238	117,238
	109,606	67,540	134,750	163,020	163,020	163,020
	248,578	267,126	232,210	265,300	265,300	265,300
	11,664	12,000	12,000	12,000	12,000	12,000
	60,900	60,530	62,754	64,877	64,877	64,877
46-	TOTAL EXPENSES	516,044	504,795	558,952	622,435	622,435
Special Accounts						
	0	0	10	10	10	10
	3,655	12,000	17,000	17,000	17,000	17,000
	8,242	9,633	8,700	8,700	8,700	8,700
	4,700	4,700	4,700	4,700	4,700	4,700
	1,191	0	1,200	1,200	1,200	1,200
	19,043	26,103	25,000	25,000	25,000	25,000
	6,300	6,299	6,300	6,300	6,300	6,300
	3,363	2,628	2,500	2,500	2,500	2,500
	73,750	51,089	42,000	72,000	42,000	42,000
	86,063	92,650	92,650	92,650	92,650	92,650
	2,752	3,598	11,000	11,000	11,000	11,000
	0	0	3,500	3,500	3,500	3,500
47-	TOTAL SPECIAL	209,059	208,700	214,560	214,560	214,560
	GRAND TOTAL	8,776,342	9,380,022	9,414,308	10,563,088	9,956,708

5.76%

241 - BUILDING

DESCRIPTION OF SERVICES/MISSION

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

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

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

The Building Departments goals for the future are: (1) hire enough staff to perform the duties of the office in an efficient and effective manner and time including new hires to replace long term staff that will be retiring over the next few years, (2) plan for future growth, and (3) continue the expansion of the department's records in electronic format were the public can access those records in an effective and efficient manner. We have been trying to attain these goals we have set, however with the continued economic construction growth within the town; it has been extremely difficult and at times impossible to keep up with the demand on services.

Departmental Statistics	2019	2020	2021	2022
Permits issued	4,173	3,269	3,561	3,945

SIGNIFICANT CHANGES

- Local Inspector promoted to Senior Inspector
- New Microfiche computer system for older plans (able to email, print or download onto a USB)

FY23 ACCOMPLISHMENTS

- An uninterrupted flow of plan reviews, permits and inspections for the citizens of Burlington.
- Issued over 3,000 permits to date (an increase of over 500 at this time last year)

FY24 GOALS

- Have all property files fully scanned into the online software system

- Encouraging anticipation of all departments, as well as the public to utilize ViewPoint software
- Improve online software system, known as ViewPoint.

STAFFING

One (1) Inspector of Buildings, (1) Senior Building Inspector, (1) Local Building Inspector, (1) Inspector of Wires, (1) Plumbing and Gas Inspector, (2) Administrative Assistants.

BUDGET ISSUES

None.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	652,863	661,666	609,008	723,515	633,647	633,647	
	3,478	4,869	48,000	48,000	48,000	48,000	
48-	TOTAL SALARIES	656,341	666,535	657,008	771,515	681,647	681,647
Expenses							
	11,274	12,942	21,448	21,448	21,448	21,448	
	4,837	4,835	6,250	6,700	6,700	6,700	
	6,540	12,612	13,425	13,425	13,425	13,425	
	0	0	1,400	1,400	1,400	1,400	
49-	TOTAL EXPENSES	22,651	30,389	42,523	42,973	42,973	42,973
	GRAND TOTAL	678,992	696,924	699,531	814,488	724,620	724,620
							3.59%

244 – SEALER OF WEIGHTS AND MEASURES

DESCRIPTION OF SERVICES/MISSION

Historically (since 2012), the Town contracted with the State to perform the Sealer of Weights and Measures function. The operating budget included half the cost of that contract and materials and supplies for the billing and mailing of invoices. (The other half of the contract was funded through the Sealer of Weights and Measures revolving fund.)

Partway through Fiscal Year 2023, the State announced that it would no longer be providing this service. In response, the Town partnered with the Town of Lexington, through an intermunicipal agreement to hire a Part Time Sealer of Weights and Measures to serve both communities.

This budget now represents Burlington’s portion of that employee’s salary.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	0	0	0	16,848	16,848	16,848	
50-	TOTAL SALARIES	0	0	0	16,848	16,848	16,848
Expenses							
	7,500	7,500	7,500	0	0	0	
	0	0	300	0	0	0	
51-	TOTAL EXPENSES	7,500	7,800	0	0	0	
	GRAND TOTAL	7,500	7,800	16,848	16,848	16,848	116.00%

291 – EMERGENCY MANAGEMENT

DESCRIPTION OF SERVICES/MISSION

Duties are prescribed as per Town Bylaws 3.0 Civil Defense and MGL Ch639 §1 of the Acts of 1950.

SIGNIFICANT CHANGES

None.

STAFFING

(1) Appointed Director

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	Elected/Appointed	10,000	10,000	10,000	10,000	10,000	10,000
52-	TOTAL SALARIES	10,000	10,000	10,000	10,000	10,000	10,000
Expenses							
	Materials & Supplies	8,081	8,100	8,100	8,100	8,100	8,100
53-	TOTAL EXPENSES	8,081	8,100	8,100	8,100	8,100	8,100
Special Accounts							
	Education/Tuition	5,500	5,500	5,500	5,500	5,500	5,500
54-	TOTAL SPECIAL	5,500	5,500	5,500	5,500	5,500	5,500
	GRAND TOTAL	23,581	23,600	23,600	23,600	23,600	23,600 0.00%

300-LOCAL EDUCATION

The School Committee's recommended FY 2024 Operating Budget is attached for your review and consideration. This budget is being sent to all Town Meeting Members as a guide to better understand the details contained in the comprehensive budget document which was reviewed in detail by the School Committee and the Ways and Means Subcommittee over the last several months.

The FY24 budget includes:

- Funding to support our contractual obligations.
- Funding to maintain class sizes and programming.
- Funding for the known legal commitments for Special Education and English Language Learner support and tuitions.

All of our labor contracts are settled for this fiscal year. Next year we will need to negotiate new contracts across all of our local unions as well as a new transportation contract. A significant impact on this year's budget is the state's decision to increase tuition for students placed in programs outside of the district by 14%. This increase can be seen in our accommodated account request.

While our enrollment has been relatively steady in numbers, we continue to see a growing number of students needing language and learning support. We currently have 57 languages spoken by students throughout the district. We are asking for several positions to create a Newcomer Academy to better serve these students when they first enroll at the high school level.

As mentioned last year, the students in some of our successful, elementary district programs and LABBB Collaborative programs are becoming middle school students. As a result, we are continuing to expand our district program for students with autism into the middle school. We will be working to continue this expansion into high school in the coming years as these students get older.



Eric M. Conti, Ph.D.
Superintendent

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M* 2024	
Local Education							
	53,859,531	56,773,660	59,539,128	61,917,897	61,904,445	61,904,445	3.97%
	12,217,361	11,846,521	12,873,799	14,202,037	14,202,037	14,202,037	10.32%
55-	TOTAL LOCAL ED.	66,076,892	68,620,181	72,412,927	76,119,934	76,106,482	5.10%
GRAND TOTAL							
	66,076,892	68,620,181	72,412,927	76,119,934	76,106,482	76,106,482	5.10%

301-REGIONAL SCHOOL ASSESSMENTS

Shawsheen Regional School District provides vocational technical education area youth (grades 9-12) and residents. The Town pays and assessment to cover the operating and capital costs of the district based upon local student enrollment.

Prior to FY17 the Town's portion of the funding for the Essex North Shore Agricultural and Technical School was taken as an assessment by the Commonwealth directly from state aid. Changes to organizational structure of the school now require that Town Meeting appropriate funds in the same manner as the Shawsheen Regional School. Since FY21, funding for the Minuteman Technical School is also included in this budget.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M* 2024	
Regional School Assessments							
	256,373	2,593,065	2,667,214	2,976,385	2,976,385	2,976,385	
	93,877	82,276	106,865	112,208	106,865	106,865	
	72,792	48,559	26,314	27,630	0	0	
56-	TOTAL REG. SCHOOL (A)	350,250	2,675,341	2,800,393	3,116,223	3,083,250	3,083,250
GRAND TOTAL							
	350,250	2,675,341	2,800,393	3,116,223	3,083,250	3,083,250	10.10%

DEPARTMENT 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. To accomplish this goal the department is made up of six divisions including Administration, Buildings and Cemeteries, Central Maintenance, Engineering, Highway, and Water and Sewer. With its 75 employees: 65 full-time, 1 part-time and 9 seasonal employees the department maintains the Town's roadways, drainage, water, sewer, street lights, traffic lights, town buildings and cemetery infrastructure. In addition the department provides daily services such as water, sanitary sewer, trash pick-up and winter maintenance operations. Following it's a description of each division responsibilities:

411 – ENGINEERING DIVISION

The Engineering Division evaluates, designs, bids, and manages Town funded infrastructure improvement projects. Engineering staff manages consulting engineers hired to design projects outside the expertise of the division. In addition, the division provides support to other Public Works Divisions as well as any Town Department that requests technical assistance. This office maintains and updates infrastructure plans, and project files

DESCRIPTION OF SERVICES/MISSION

Maps, Project Management such as roadway, water main and sewer inflow & infiltration, Street Lights, Surveyor List, Utility Permits, Pavement Management

STAFFING

(1) Town Engineer, (1) Assistant Town Engineer (2) Senior Engineers, (1) Civil Engineer, (1) Engineering Aide.

420 – ADMINISTRATION DIVISION

Provide citizens, boards and commissions and other town departments with exceptional service and support through the consistently managed efforts of the department.

DESCRIPTION OF SERVICES/MISSION

Water & Sewer Billing, Trash Collection & Recycle Contract Management, 1st and 2nd Meter Management, Cross Connection Program, Accounts Payable for entire DPW Dept., Green Communities Coordination, and Maintenance of Personnel records for entire DPW Dept.

STAFFING

(1) Dept. Head, (1) Operations Manager, (1) Business Manager, (1) Administrative Assistant II, (2) Accounting Specialists, (1) Office Assistant.

421 – HIGHWAY DIVISION

The Highway Division is responsible for the maintenance of 105 miles of roadways including drainage systems and culverts. The division is also responsible for winter maintenance operations.

DESCRIPTION OF SERVICES/MISSION

- Street signs and line painting
- Weed spraying
- Street sweeping
- Pot holes, road paving, sidewalk and berm repair
- Drain manholes and catch basin repairs
- New drainage lines or repair to existing drainage lines
- Rod clogged drain lines
- Brush cutting on overgrown streets
- Guard rail repairs
- Sweep sidewalk
- Oil spills
- Tree maintenance and clean up after storms
- Assist other departments with various projects and special events
- Snow and Ice Maintenance operations and all other roadway emergencies

STAFFING

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (1) Time Keeper, (10) Special Equipment Operators

451 – WATER AND SEWER DIVISION

WATER AND SEWER DIVISION: WATER TREATMENT SECTION

The Town of Burlington's drinking water system contains two separate water treatment plants drawing water from both surface and ground water sources. The Mill Pond Water Treatment Plant treats water from the Mill Pond reservoir. The Mill Pond Treatment Plant has the capacity to treat up to 4.5 million gallons of water per day. The Vine Brook Water Treatment Plant treats water from seven ground wells located within the Vine Brook Aquifer. The Vine Brook Water Treatment Plant has the capacity to treat 3 million gallons of water per day.

Both plants filter and clarify the water to remove contaminants, and provide fluoridation, corrosion control and disinfection.

The Water Treatment Section also performs the following testing:

- Inorganic testing (manganese, ph, alkalinity, etc.)
- Organic testing (trichlorethylene, THM's, HAA5's, etc.)
- Synthetic Organic Chemicals (herbicides, pesticides, etc.)
- Bacteriological test
- Nitrate-Nitrite testing
- Radiological testing
- Normal quality control and quality assurance testing at all facility operational points
- Lead and copper testing for corrosion control
- Maintain a state certified Cross Connection testing and plan approval program

The Water Treatment Section oversees maintenance and security at three water storage tanks, seven (7) ground water wells and one diversion station on the Shawsheen River. This section also oversees maintenance of a pressure booster station on Wellesley Ave, and a water level control station located at Mill Pond main dam

STAFFING

Plant Manager, (1) Chief Operator, (6) Plant Operators, (1) Meter/Backflow Prevention Device Technician

WATER AND SEWER DIVISION: WATER DISTRIBUTION SECTION

The Water Distribution Sections maintains the water distribution system including hydrants.

DESCRIPTION OF SERVICES/MISSION

- Hydrant repairs and replacements
- Water main maintenance and repair of water main breaks and leaks
- Water gate maintenance or replacements as needed
- Water metering - repairs, installations, security seals and testing
- Handle courtesy leak and pressure testing for residents
- Coordinate work with private contractors on private jobs
- Landscape in and around water stations and water breaks
- Assist Sewer section and Treatment Plant as needed
- Available for emergencies 24/7
- Personnel are licensed by State with minimum Grade 2D for distribution work

WATER AND SEWER DIVISION: SEWER COLLECTION SECTION

The Sewer Collection Sections maintains the sewer collection system including 14 pump stations and metering station.

DESCRIPTION OF SERVICES/MISSION

- General preventative rodding of sewer mains and cleaning of sewer manholes
- Landscape sewer pump station grounds
- Repair and replace broken or leaking pipes in stations or at sewer main breaks
- Sewer section assists other sections as needed
- Operate in house shop where repairs or rebuilds of department owned parts for Water and Sewer use
- Handle all station alarms, sewer blockages and resident complaints
- Operate heavy equipment and Vector truck
- Available for all emergencies 24/7

STAFFING

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (3) Sewer Pumping Operators, (3) Water Service Craftsmen, (2) Laborers.

490 – CENTRAL MAINTENANCE DIVISION

Maintain entire fleet of vehicles for the Town of Burlington, excluding Fire Department. Various types of repairs from welding, metal fabrication, brazing, making hydraulic lines, fixing snow plows, and all other repairs as needed. In the spring we host the Animal Clinic for Rabies shots.

The following is a list of over 150 items serviced:

Board of Health:	1 vehicle
Building:	5 vehicles
Council On Aging:	2 vehicles
Conservation:	1 vehicle
Police:	34 vehicles
Recreation:	12 vehicles, 4 off road pieces of equipment, 1 air compressor, 1 wood chipper
Town Hall:	2 vehicles
Youth and Family	1 vehicle
School Department	3 vehicles, 1 off road piece of equipment

DPW

Engineering:	4 vehicles
Buildings/Cemeteries:	7 vehicles, 1 backhoe, 1 bobcat, 1 Kubota Utility Vehicle, and 11 generators
Central Maintenance:	4 vehicles
Highway:	18 vehicles, 13 off road pieces of equipment, 1 sweeper, 1 compressor, 1 wood chipper, 1 generator
Water:	8 vehicles, plus 1 backhoe, 1 compressor, 1 light tower
Sewer:	3 vehicles, 11 generators, 4 water pumps, and 2 portable generators

STAFFING

(1) Superintendent, (1) Master Mechanic, (2) Mechanics

491 – BUILDINGS AND CEMETERY DIVISION

In order to provide maintenance to town facilities, the Cemetery Division merged with the Facilities and Custodial Department creating the Buildings and Cemeteries Division. In addition to the maintenance of the cemeteries, the new division maintains town owned buildings that fall under the Board of Selectmen.

BUILDINGS SECTION

The Buildings section is responsible for the daily maintenance, repair and custodial services for the following buildings:

Town Hall, Town Hall Annex, Fire Station, Library, Police Station, Human Services, Grandview, 33 Center Street, Fire Station #2, Museum, Carpenter House, West School, Vine Brook Treatment Plant, Mill Pond Treatment Plant, Terrace Hall Pump Station, Wilmington Road Pump Station, Chestnut Hill Office, Pine Haven Chapel, 1 Great Meadow Rd, and 10 Great Meadow Rd.

The division also coordinates repairs and maintenance contracts performed by private contractors. In addition, the division manages the facilities capital improvements program.

CEMETERY SECTION

The Cemetery Section maintains three non-denominational cemeteries, Pine Haven, Chestnut Hill and Ye Olde cemetery.

DESCRIPTION OF SERVICES/MISSION

Personnel are available 24/7 to meet with funeral homes and families to make burial arrangements and locate graves. Cemetery personnel prepare gravesites for burials.

Work closely with Engineering Division to lay out new gravesites. Also work with Highway Division to plow streets in Town as well as the roads within the cemetery.

Work with monument companies regarding headstone specifications and foundations. Personnel layout and dig the foundations for the headstones and markers.

Perform perpetual care of all three cemeteries including grass cutting, weed whacking, trimming of trees and bushes, and spring and fall leaf clean up. Maintain and repair sprinkler systems at Pine Haven and Chestnut Hill Cemeteries.

Prepare cemetery for special events held in Cemetery throughout the year such as Memorial Day and Veterans Day.

STAFFING

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (1) Senior Craftsman/laborer (3) Craftsman/laborers, (1) Special Equipment Operator (1) Head Custodian, (2) Lead Custodians, (3) Custodians, (1) Administrative Assistant I.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024
Salaries						
	4,878,305	5,004,966	5,472,548	5,644,521	5,644,521	5,644,521
	59,749	27,568	87,934	87,934	87,934	87,934
	538,154	444,464	432,021	349,425	349,425	349,425
57-	SALARIES TOTAL	5,476,208	5,476,998	5,992,503	6,081,880	6,081,880
Expenses						
	922,747	974,190	1,031,600	977,600	977,600	977,600
	1,762,172	1,545,020	1,470,844	1,755,046	1,755,046	1,755,046
	965,087	1,130,782	977,725	1,026,760	1,026,760	1,026,760
	22,124	28,053	30,615	32,115	32,115	32,115
	63,023	57,429	38,500	43,000	43,000	43,000
58-	EXPENSES TOTAL	3,735,153	3,735,474	3,549,284	3,834,521	3,834,521
Special Accounts						
	18,007	16,518	18,000	18,000	18,000	18,000
	30,888	31,568	35,700	37,300	37,300	37,300
	108,917	135,000	112,500	120,000	120,000	120,000
	8,765	10,000	10,000	0	0	0
	164,947	162,691	165,000	110,000	110,000	110,000
	66,660	67,194	69,500	105,000	105,000	105,000
	34,738	35,000	35,000	45,000	45,000	45,000
	558,564	710,304	350,000	350,000	350,000	350,000
	3,863	5,708	6,000	6,500	6,500	6,500
59-	SPECIAL TOTAL	995,349	1,173,983	801,700	791,800	791,800
Accommodated						
60-	Rubbish & Garbage (A)	2,193,085	2,154,752	2,322,124	3,159,710	3,159,710
61-	Street Lights (A)	370,229	368,544	360,500	360,500	360,500
62-	DEP Assessment (A)	9,776	9,792	15,000	15,000	15,000
	TOTAL ACCOMDATED	2,573,090	2,533,088	2,697,624	3,535,210	3,535,210
	TOTAL OPERATING	10,206,710	10,386,455	10,343,487	10,708,201	10,708,201
	THE GRAND TOTAL	12,779,800	12,919,543	13,041,111	14,243,411	14,243,411

510 – BOARD OF HEALTH

DESCRIPTION OF SERVICES/MISSION

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 required by its Health Agent, Associate Health Inspector, Environmental Engineer, Supervising Nurse, or Director; 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 medical sharps disposal program. The Board also works with the boards of surrounding towns, when needed, to promote public health safety and wellness as well.

One of the goals of the Burlington Board of Health, for the next five to fifteen years, includes 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.

SIGNIFICANT CHANGES

The Special Commission on Local and Regional Public Health was created by a legislative resolve signed by Governor Charles Baker. The Commission was a 25-member body charged to “assess the effectiveness and efficiency of municipal and regional public health systems and to make recommendations regarding how to strengthen the delivery of public health services and preventive measures.” The

Commission completed a Blueprint for Public Health Excellence report and one of the recommendations in this report was to increase cross-jurisdictional sharing of public health services to strengthen capacity. In April, 2020, the State Action for Public Health Excellence (SAPHE) Act was passed creating the Public Health Excellence Grant Program.

In FY23, the Burlington Board of Health, in collaboration with the Lexington and Wilmington Boards of Health, was awarded \$300,000 per year for three years in grant funding from the Massachusetts Department of Public Health (DPH) Public Health Excellence (PHE) Grant program. The purpose of this grant is to increase cross-jurisdictional sharing of public health services to strengthen capacity. Burlington will serve as the lead agency for the grant which includes responsibility for overall budget and program management and supervision of grant staff. One of the specifications of the grant is that funding must be used to augment, and not replace, the work currently being done by the three public health departments. The grant will allow coalition municipalities to share resources and staff, such as a Health Inspector, Community Service Worker, Public Health Nurse, and Epidemiologist.

The Board of Health will continue to be prepared to provide the services, resources, and guidance that our residents, businesses, and Town departments require and need and to appropriately respond to future needs. In the upcoming years, it is expected that the number of biological safety laboratories will increase in Burlington. The Board of Health has been preparing to respond through the enactment and revision of local regulations on biological safety and hazardous material storage & disposal.

FY23 ACCOMPLISHMENTS

Throughout FY23, the Board of Health continued to enforce all state mandated and local public health regulations as well as provide public health programs for our residents. Also, in addition to the PHE grant funding, the Board of Health has received approximately \$100,000 in additional funding from other grants. Some specific accomplishments include:

- **National Food Regulatory Standards:** The Board of Health received grant funding to work on meeting the Food & Drug Administration (FDA) Voluntary National Retail Food Regulatory Program Standards, a highly effective and responsive program for the regulation of foodservice and retail food establishments. Meeting the standards helps health departments improve and build upon existing programs and provides a framework for both traditional and emerging approaches to food safety.
- **Revisions of Local Regulations:** The Board of Health Regulations Restricting the Sale of Tobacco Products and Regulations Prohibiting Smoking in the Workplace and Other Public Places were revised to incorporate the MA minimum standards 105 CMR 665.000: Minimum Standards for Retail Sale of Tobacco and Electronic Nicotine Delivery Systems
- **Burlington Volunteer Reserve Corps Training:** Extensive training for the Burlington Volunteer Reserve Corps was provided through the funding of a grant from the National Association of City and County Health Officers Association. Trainings included, but were not limited to, “Cultural Considerations in Disaster Mental Health”, “Increasing Cultural Awareness and Responsiveness in Clinics”, “Psychological First Aid”, and “Vicarious/Secondary Trauma and Compassion Fatigue/Burnout”.

FY24 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.
- The Board of Health will strive to improve the town's capabilities in emergency preparedness, provide health-related information and services to residents, and maintain the current level of regulatory oversight required to protect the Burlington community.
- In addition, the Board of Health will work towards strengthening the coalition with the Wilmington and Lexington Boards of Health through the shared services program

STAFFING

(5) Elected Members of three year terms, (1) Director of Public Health, (1) Associate Director of Public Health (1) Health Agent/Sanitarian, (1) Environmental Engineer, (1) Associate Health Inspector (1) Supervising Public Health Nurse, (1) Administrative Assistant, and (1) Part-time Administrative Assistant (30 hours)

BUDGET ISSUES

In FY24 all accounts have been level funded. Major budget drivers, as in previous years, include enforcement of local and state mandated public health regulations and services to citizens, including vaccination clinics, blood pressure clinics, household hazardous waste collections, and mosquito control.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	479,136	554,118	628,596	656,062	656,062	656,062	
	6,554	35,057	38,086	43,597	43,597	43,597	
	3,562	7,682	7,182	7,182	7,182	7,182	
	4,127	1,869	10,330	10,330	10,330	10,330	
63-	TOTAL SALARIES	493,379	598,726	684,194	717,171	717,171	717,171
Expenses							
	3,236	4,181	11,896	11,897	11,897	11,897	
	5,486	5,501	5,500	5,500	5,500	5,500	
	4,399	11,578	12,400	12,400	12,400	12,400	
	2,150	2,150	2,150	2,150	2,150	2,150	
64-	TOTAL EXPENSES	15,271	23,410	31,946	31,947	31,947	31,947
Special Accounts							
	1,000	1,000	1,000	1,000	1,000	1,000	
65-	TOTAL SPECIAL	1,000	1,000	1,000	1,000	1,000	1,000
Accommodated							
66-	Hazardous Waste (A)	40,755	25,886	50,000	50,000	50,000	50,000
67-	Mosquito Control (A)	44,846	44,846	45,743	45,743	45,743	45,743
	TOTAL ACCOMODATED	85,601	70,732	95,743	95,743	95,743	95,743
	TOTAL OPERATING	509,650	623,136	717,140	750,118	750,118	750,118
	GRAND TOTAL	595,251	693,868	812,883	845,861	845,861	845,861
							0.00%
							4.60%
							4.06%

541 – COUNCIL ON AGING

DESCRIPTION OF SERVICES/MISSION

The Council on Aging (COA) is committed to helping seniors of all ages and stages remain active, engaged and independent members of the community. The Department is here to help through times of crisis as well as providing a wide range of activities and services to prevent crisis from happening and help seniors remain healthy and in their homes as long as possible.

The COA works with other Town departments and outside agencies that have contact with seniors in both emergency and nonemergency situations. The goal is to provide information and services to Burlington's older residents and to ensure their safety and well-being by advocating for their needs.

The COA provides information and referral for both callers and walk-ins. The outreach workers are social workers who conduct in-home visits to assist elders in defining their needs and to facilitate access to services. They make appropriate referrals with follow-up visits to ensure adequacy of assistance and provide advocacy in areas such as legal issues, social security, SNAP (formerly food stamps), health, housing, medical and fuel assistance. Medical advocacy consists of helping the client prepare for medical appointments, reminding clients of issues to speak with the physician about, speaking with the physician to be sure the physician understands issues and understanding the physicians instructions in order to assist the client in understanding any health issues and/or treatment, and setting up necessary appointments for clients who are unable to do so themselves. The social workers also help elders and their family members fill out appropriate assistance forms and ensure seniors don't fall "through the cracks". The COA social workers seek/accept referrals from private individuals, other social service agencies, religious, fraternal and community organizations and are in contact with hospital discharge planners, Visiting Nurse Associations, Minuteman Senior Services and mental health facilities. The social works are often the coordinator between various agencies assisting an elder. The social workers facilitate support groups and workshops such as caregiver groups and our memory café for people living with memory issues and their care partners.

The COA puts out a monthly newsletter, The Spotlight, which is the town's primary link to its older residents. We also provide educational presentations and workshops. Serving Health Information Needs of Everyone (SHINE) counselors are available to meet with clients once a week. An attorney and podiatrist come once a month. Volunteers through AARP provide seniors with tax assistance February through April. The COA manages the 'Property Tax Work-off Program', which gives seniors the opportunity to work in order to obtain abatement on their property taxes. We have a contract with the Department of Transitional Assistance as Outreach Partners for SNAP, which allows us to better assist our clients who need help with food security through better visual access to their SNAP accounts as well as getting reimbursed for any applications that are approved.

The COA offers a variety of classes and workshops to promote health and fitness. Social activities allow opportunities for otherwise isolated seniors to remain engaged with their community. The COA hosts the home delivered meals and congregate meal site via Minuteman Senior Services. The COA offers transportation services to medical appointments, grocery stores and to the senior center, and provides advocacy on a local, state, and national level. Grants pay for fitness classes, one part-time outreach worker and one van driver.

When a senior or family member(s) isn't sure where to call on an issue, we are one of the first points of contact... a reflection of the level of trust and dependability put in the COA.

SIGNIFICANT CHANGES

The Department hired a temporary social worker to assist with the caseload. We did have a part-time social worker before the pandemic and with an increase in mental health issues post-pandemic there is a larger case load.

FY23 ACCOMPLISHMENTS

- We continue to offer hybrid activities, all activities can be participated in via an online platform by request, giving people a choice while still remaining engaged with the senior center community. From Fitness classes to coffee hour seniors can join activities whether you are immunocompromised or completely healthy.
- Participation in the "Burlington Community Transportation Program" utilizing rideshare and concierge service continues to be robust. Criteria for this program include being over 60, being disabled and having an income of less than 300% of the Federal Poverty level.

FY24 GOALS

- We will continue to assess programming and build on what we have done so far. We hope to have new technology in place to improve the hybrid experience. We also hope to discover how much larger the social workers caseload is so we can figure out how to best serve our clients going forward.
- We will be hiring for our 20-hour van driver position that has not been needed since the pandemic began. As participation continues to increase so does the need for rides to the senior center for those that don't drive.

STAFFING

(1) Director, (2) Full-Time Social Workers, (1) Part-Time Social worker (1) Full-Time Administrative Assistant I, (2) Part-Time Front Desk Clerk (19 hours, 15 hours), (3) PT Van Drivers (30 hours, 20 hours, as needed), (1) Part-Time Program & Activity Coordinator (15-19 hours)

BUDGET ISSUES

None.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	302,001	314,011	334,435	343,391	343,391	343,391	
	83,840	71,568	108,893	109,103	109,103	109,103	
68-	TOTAL SALARIES	385,841	385,579	443,328	452,494	452,494	452,494
Expenses							
	0	3,730	7,200	7,400	7,400	7,400	
	644	821	1,050	1,050	1,050	1,050	
	0	0	1,300	1,350	1,350	1,350	
69-	TOTAL EXPENSES	644	4,551	9,550	9,800	9,800	9,800
Special Accounts							
	6,942	6,942	6,942	0	0	0	
	0	0	500	500	500	500	
70-	TOTAL SPECIAL	6,942	6,942	7,442	500	500	500
	GRAND TOTAL	393,427	397,072	460,320	462,794	462,794	462,794 0.54%

543 – VETERANS SERVICES

DESCRIPTION OF SERVICES/MISSION

Veterans' Agent

The Veterans' Agent processes applications for emergency State Chapter 115, 108 CMR assistance benefits that are paid to veterans and/or their dependents for short periods of time when they may not be able to support themselves. Chapter 115 benefits are also administered to eligible, low-income veterans and/or their dependents for longer durations of time, as required. Veterans' Agents also administer State benefits for burial expenses of veterans and their dependents who die without sufficient means to pay for funeral expenses. All benefits need to be applied for. No benefit is automatic.

As the Graves Officer in Burlington, The Veterans Agent ensures that only eligible veterans are given consideration, through application procedure, for the purchase of a grave in the Veterans Section of our Burlington cemeteries and ensures that every eligible veteran has a new flag on his or her grave each Memorial Day, and all year long.

The U.S. Department of Veterans Affairs provides a wide range of benefits to U.S. veterans and their families, and the Veterans Agent provides the local assistance needed to apply for the myriad of federal benefits available.

Veterans Services – State Benefits– Chapter 115, 108 CMR

Interview and counsel veterans to determine eligibility and determine needs. Collects all State required supporting documentation: military separation documents, various certificates, asset verification, income, savings, expenses, shelter and medical expenses, proof of residency, court records, etc. Use State Website VS-MIS Program for forms to complete for the State within required timelines in order to receive 75% reimbursement from the State: application (VS1), request for authorization (21A), certification of expenditures co-signed by Treasurer (5&6) for request of reimbursement from the State, notice of various determination to veteran and/or widow. Indigent and poor deceased veterans: request authorization of burial expenses for reimbursement from the State.

Record and index veterans recently discharged or released from active duty.

Assist with applications for eligible discharged veterans to receive bonus for their service.

Assist and advise veterans about sales and excise and property tax exemptions.

Assist with application to apply for State annuity to eligible veterans and/or surviving family members. Assist veterans and families in applying to other permanent sources of income (Aid & Attendance, SS disability, Supplemental income Federal low-income pension, etc.)

U.S. Department of Veterans Affairs, Federal VA Benefits

The VA offers its benefit system through three major units: the Veterans Benefits Administration, National Cemetery Administration, and the Veterans Healthcare System. In addition to medical centers, the healthcare system includes nursing homes, domiciliary, and Vet Centers offering readjustment counseling.

The Veterans Agent guides eligible veterans and their dependents to appropriate benefits. The Agent assists in completing the various Federal VA forms to apply for care at VA Hospital, receipt of low-income pension, disability compensation, Aid & Attendance, education, etc. Assists surviving spouses in applying for a low-income pension, final burial expenses and cemetery markers and conducts consultations advising veterans about retirement and pension issues, employment, education, health care, rehab, etc.

Memorial Day, Veterans Day and Special Ceremonies

Seek out and secure speakers, chaplains, and honor guards, rifle/musket squads, buglers, high school band, chorus, BCAT, sound system, bagpiper, photographer, refreshments, and more as required. Write and distribute press releases, guide speakers with their words to gathering for ceremony themes, prepare wreaths (order bows/flowers) for memorials to veterans honored throughout the community, and coordinate with service organizations for placement around town. Collect death certificates and obituaries to track passing of Burlington veterans for annual roll call on Memorial Day and for permanent office record as well as on website. Order new flags for all graves of Burlington veterans (3500), and seek out volunteers to assist cemetery staff with annual placement of new flags for each veteran's grave as well as new flag holders as needed.

Meetings attended

Allied Veterans Council, Northeast Veterans Services Officers Association, Massachusetts Veterans Service Officers Association meetings and annual training, Marine Corps League, DAV, VFW, American Legion.

Youth Assistance

Help steer High School students thinking about the military in the right direction. Talk to parents seeking honest information about military service for their son or daughter. Take on interns already committed to joining the military in the 4th quarter of the school year (Through the Guidance and Associate Principals Offices). Speak to every Junior and Senior Class at the High School about common recruiting practices from the Military Branches. Speak at the High School Career day. Provide the Schools with guest speakers throughout the year on topics related to military service.

Other general responsibilities

Payroll, Filing, Phone calls, assist clients who show up here with information and direction with other basic needs and services, maintain website – burlington.org and click on Veterans under "Your Government" → "Departments"
Maintain a current Facebook.com page.

SIGNIFICANT CHANGES

The reason for a significant increase in Materials & Supplies is partially due to large increases in flag prices, but more so because our office is looking to streamline the acquisition process of purchasing and distributing the flags to the Town's departments. Previously, the department purchased all the flags for the Town. Departments then reimburse our office for the flags that their department manages. Our office has budgeted this process in the past, expecting to be reimbursed. The proposed increase allows this department to purchase the flags and distribute them to the departments, eliminating the need to be reimbursed. This is save the town money in both man hours and treasury costs of cutting inter-department transfers and checks.

FY23 ACCOMPLISHMENTS

- Our office continued to increase our VA case development in 2023, totaling over \$125,000.00 in new aid.
- Our office increased our MA case development by 5% in 2023, totaling over \$3,000.00 in new aid.

FY24 GOALS

- The 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 to be a priority for the office, as we are committed to counsel each veteran, their families, and surviving dependents.
- Continue to assess the benefits of Federal aid over State aid, and the other way around. Look to facilitate transitions from either benefit to better benefit the Veteran or their families.

STAFFING

(1) Department Head, (1) Administrative Assistant I

BUDGET ISSUES

None.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	133,954	143,001	152,014	161,505	161,505	161,505	
71-	TOTAL SALARIES	133,954	143,001	152,014	161,505	161,505	161,505
Expenses							
	2,439	2,314	2,349	3,697	3,697	3,697	
	599	710	760	760	760	760	
72-	TOTAL EXPENSES	3,038	3,024	3,109	4,457	4,457	4,457
Special Accounts							
	2,127	2,000	3,000	3,000	3,000	3,000	
	110,781	87,790	112,000	115,000	115,000	115,000	
73-	TOTAL SPECIAL	112,908	89,790	115,000	118,000	118,000	118,000
	249,900	235,815	270,123	283,962	283,962	283,962	5.12%

549 – YOUTH AND FAMILY SERVICES

DESCRIPTION OF SERVICES/MISSION

The primary function of BYFS is to provide counseling and social work for children (target ages of 9-25) and their parents with individual, family, and group therapy modalities. Included in our functions are violence and suicide risk assessments for the schools, crisis intervention, and community education.

We provide other social work, consultation, and case management functions for other town departments, clergy, and community groups around problematic issues for residents. We are also charged with screening residents who are experiencing financial emergencies and need access to the resources of the state and local non-profit and volunteer groups such as People Helping People, Helpis and Salvation Army.

Staff also provide prevention services to the freshman health classes on teen depression and suicide prevention.

In 2019, BYFS organized a new initiative – The Community Response Team. Participating in this initiative are the Police, Fire, Council on Aging, Board of Health, Building Department, and Youth & Family Services. The group has worked together to address some of the more complex issues and needs in the community.

We also provide training for 3-4 unpaid graduate interns who work at the center each academic year.

SIGNIFICANT CHANGES

With the increased need for mental health services, BYFS is looking to add a Spanish speaking clinician using ARPA funds.

FY23 ACCOMPLISHMENTS

- BYFS secured a 2-year, \$700K federal grant aimed at preventing youth homelessness. The grant will provide funding and support for youth between the ages of 17 and 25. This is a new federal grant. Recipients that are successful in providing housing will continue to receive funding annually provided the federal government continues funding the program.
- We continue to provide a variety of services that address the emotional and social needs of Burlington youth and their families. We also continue to provide social services for all residents of Burlington. This year we have provided both in person and Telehealth services
- We have continued to expand our group program. This summer, we added a Yoga Therapy group for kids with anxiety, depression and ADHD. The group will continue to run throughout the school year.

FY24 GOALS

- Research cost/effectiveness of third party billing. Implementing changes necessary.

- Conduct a community wide needs assessment to help determine the types of mental health services needed and how we can best meet those needs.
- Continue to expand our group program.
- Develop creative ways to reach community members in need of services

STAFFING

(1) Department Head, (1) Clinical Supervisor, (1) Group Work Coordinator, (2) Social Workers, (2) Part Time Social Workers (19 hours, 22 hours), (1) Administrative Secretary

BUDGET ISSUES

An increase in funding is needed to provide INTERFACE support for mental health. In addition, an increase is needed for training and consultation. We continue to have difficulty finding skilled trainers who accept the current fee.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	324,905	377,041	402,700	407,144	407,144	407,144	
	82,180	66,830	84,134	86,212	86,212	86,212	
74-	407,085	443,871	486,834	493,356	493,356	493,356	
Expenses							
	10,225	12,140	11,500	22,800	22,800	22,800	
	5,167	8,716	6,850	6,850	6,850	6,850	
	4,352	2,624	5,106	6,106	6,106	6,106	
	0	776	800	800	800	800	
75-	19,744	24,256	24,256	36,556	36,556	36,556	
	426,829	468,127	511,090	529,912	529,912	529,912	3.68%

590 – DISABILITY ACCESS

DESCRIPTION OF SERVICES/MISSION

In accordance with MGL Ch. 40 § 8J, responsibilities include:

- Advising and assisting municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities
- Reviewing and making recommendations about policies, procedures, services, activities, and facilities of departments, boards and agencies of the Town as they affect people with disabilities
- Coordinating activities of other local groups organized for similar purposes
- Maintain DAC website and Facebook pages
- Have a Burlington Disability Access Commission logo created and received Select Board approval to utilize the new “moving forward” HP symbol.

STAFFING

(5) Members appointed by the Town Administrator to one year terms, (1) Recording Clerk

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	405	608	565	608	608	608	
76-	405	608	565	608	608	608	
Expenses							
	0	392	400	400	400	400	
77-	0	392	400	400	400	400	
	405	1,000	965	1,008	1,008	1,008	4.46%

610 – PUBLIC LIBRARY

The Burlington Public Library is a community hub that promotes lifelong learning, exploration, and innovation.

Statistics of note for fiscal year 2022:

238,759	Items checked out from the collection
17,836	Reference transactions
84,113	Visits to the library recorded
533	Library programs
8,323	Attendees of library programs
2,996	Hours the library was open
627	Meeting room use (library and outside qualifying groups)
3,380	Study room use

DESCRIPTION OF SERVICES/MISSION

Services include the following:

- Borrowing of books, large print books, audio books, music cd's, videos, DVD's, playaways, magazines, educational kits, puppets, and museum passes
- Professional staff to assist with research needs of the public
- Access to free databases both in the library and remotely
- Free internet access from public computers
- Free wireless access
- Free access to downloadable audio books, e-books, magazines, music and videos
- Educational, recreational, and cultural programs offered for both children and adults
- Summer reading programs for children and adults
- Free technology workshops
- Meeting rooms available to qualifying groups and organizations
- Museum passes to more than a dozen area museums and attractions
- Collection point for People Helping People

- The library maintains a very dynamic website that can be considered a “branch” of our library. The site allows the community to access databases, check their accounts, renew items, reserve museum passes, download e-books, audio books, magazines, music, and videos and check for information about the library and its programs any time day or night.
- The library has a strong social media presence which includes our Facebook page, Twitter account, YouTube channel and a teen Instagram page. Other social media options will continue to be investigated and added as needed to further connect with our community.

SIGNIFICANT CHANGES

The library made great strides towards returning to pre-COVID levels of service while improving upon other levels, with checkout and programming levels comparable or greater than pre-2020 statistics.

FY23 ACCOMPLISHMENTS

- The Holds Hub debuted, providing patrons 24/7 access to their library holds and expanding library availability for those who cannot visit during the Library’s operating hours or wish for expanded convenience.
- Installation began on an upgraded audio-visual system in the Fogelberg Area, allowing for hybrid (both in-person and online) participation in library programs for the public and expanded technology access for meeting room users.
- Partnerships with local organizations expanded, such as the StoryWalk at the Village at Burlington Mall; sharing online library programs with local libraries; the return of ESL/ELL classes provided by volunteers from English At Large; and ongoing partnerships with assisted living communities, Town Departments, and other notable local organizations.
- Library facilities continue to improve, with a repainting project on the second floor providing a current and fresh look.
- A \$5,000 donation to the Friends of the Burlington Public Library established the Nash Fund, recognizing Millie Nash, a notable resident and providing ongoing funding for cultural programming directed towards adults.
- The Library began a new round of Strategic Planning, looking forward to the 2025-2029 fiscal years.

FY24 GOALS

- Become a leader among local libraries in hybrid programming for adults, utilizing strengths of local partners to expand coverage and access for library programs.
- Provide increased access to technology for meeting room users, including installation of electronic room dividers for greater flexibility and ease of use.
- Wrap up goals from FY20-24 Strategic Plan and prepare for the FY25-29 Strategic Plan.

STAFFING

(1) Library Director, (1) Assistant Library Director, (7) Librarians, (1) Circulation ILL Assistant, (1) Administrative Assistant I, (1) Part-Time Circulation/Tech Services Assistant (32 hours), (3) Part-Time Assistant to Child Librarians (20 hours), (2) Part-Time Senior Library Techs (26 hours)

BUDGET ISSUES

The Library budget is presented with a slight increase to accommodate the addition of a Programming and Marketing Coordinator position. This full-time position is subsidized in part through a reduction in staffing among Library Pages, which represents the adjusting use of the Library as programming numbers increase (with adult programming participation more than doubling in the past five years) and marketing of Library services in need of a single coordinator.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	860,188	929,254	907,293	959,577	959,577	959,577	
	382,745	426,484	445,899	435,589	435,589	435,589	
	35,779	52,171	75,600	82,650	82,650	82,650	
78-	TOTAL SALARIES	1,278,712	1,407,909	1,428,792	1,477,816	1,477,816	1,477,816
Expenses							
	63,586	69,972	76,135	75,206	75,206	75,206	
	14,827	8,819	14,250	14,250	14,250	14,250	
	729	631	2,870	2,870	2,870	2,870	
79-	TOTAL EXPENSES	79,142	79,422	93,255	92,326	92,326	92,326
Special Accounts							
	192,196	189,888	206,180	214,111	214,111	214,111	
80-	TOTAL SPECIAL	192,196	189,888	206,180	214,111	214,111	214,111
	GRAND TOTAL	1,550,050	1,677,219	1,728,227	1,784,253	1,784,253	1,784,253 3.24%

630/631 - RECREATION

DESCRIPTION OF SERVICES/MISSION

The Parks and Recreation Department’s mission is to enhance the quality of life for the people of Burlington by providing the best possible recreation programs, facilities, and services for residents of all ages and abilities.

The Program Division provides programs for residents, from infants to senior citizens, in a variety of areas including STEM, athletic, social, adult fitness, free summer park programs and trips and tours. They plan, organize and implement a special event every month throughout the year, including Celebrate Burlington which draws over 8,000 people annually. They are a leader in recreation throughout the region and state. The Therapeutic Recreation Division is a leader in providing meaningful recreation opportunities and services for people with a disability.

	FY 2019	FY 2020	FY 2021	FY 2022
Programs Offered	401	316	288	293
Attendance: Programs and Events	51,132	46,664	36,746	42,378

The Maintenance Division is responsible for maintaining and improving all parks, playgrounds, athletic fields, school grounds, the Town Common, grass islands, municipal building grounds, tennis courts, basketball courts, wading pool, and all other outdoor recreation facilities.

The Maintenance Division grooms and lines athletic fields for all high school sports, youth baseball, youth softball, youth soccer, youth lacrosse, Pop Warner football, and adult sports leagues. The total acreage of grounds currently being maintained is 285. The Maintenance Division also performs repairs and maintenance on all equipment used to preserve Parks & Recreation and School facilities.

The Parks and Recreation Department charges fees for most activities and for facility use. Scholarships are available for residents in need of financial assistance.

Community support is vital to the success of the Parks & Recreation Department. We could not possibly provide such a wide range of programs and facilities were it not for the generosity of local businesses, organizations, and individuals.

SIGNIFICANT CHANGES

- We developed Core Values in 2022 that are reflective of the Department's mission statement.
 - Everyone Belongs in Burlington
 - We Can Always be Better

- Together, We Have it All
- We Put Safety First, Every Time
- The program staff initiated a comprehensive staff hiring and retention program to attract new seasonal staff based on the Core Values that were developed.
- We have shifted to a fully digital seasonal program brochure. We will no longer be printing and mailing brochures or post cards to residential households.
- Our maintenance division enjoyed their first year in the new facility at 10 Great Meadow Road.
- Established the Assistant Director of Parks & Recreation position. When the department was reorganized under one director back in 2009 a lot of the administrative work fell to the program division. The added responsibility, along with the continued growth of the programs and events, made the need for an Assistant Director critical.

FY23 ACCOMPLISHMENTS

- Established a partnership with the Burlington Public Schools to offer Extended School Year services at Burlington Parks & Recreation summer programs, allowing students to continue to receive their school services while allowing them to participate in our summer programs.
- Added communication boards to three of our playgrounds to bring awareness to the use of Augmentative and Alternative Communication (AAC) as well as encourage those who have learning and communication difficulties to use AAC in a community setting or to communicate more effectively with their neuro-typical peers.
- Through a disbursement from the Simonds Trust and a generous donation from the Gillingham sons, in memory of their parents, Natalie and Gordon Gillingham, a universally accessible treehouse was constructed at Simonds Park.
- Renovated the Simonds Park basketball courts including a new surface, basketball support systems, fencing and lights.

FY24 GOALS

- Develop a comprehensive plan for the reuse of Overlook Park
- Develop additional pickleball courts in Burlington
- Continue to make improvements to the athletic fields
- Seek additional space for recreation programs

STAFFING

(1) Director of Parks & Recreation, (1) Assistant Director of Parks & Recreation, (1) Superintendent of Recreation Maintenance, (1) Program Coordinator, (1) Lead Working Foreman, (1) Assistant Program Coordinator, (1) Working Foremen, (1) Therapeutic Recreation Specialist, (6) Maintenance Craftsmen, (2) Administrative Assistant I, (1) Permanent Part-time Office Assistant (27.5 hours)

BUDGET ISSUES

As the department continues to grow we are finding it difficult to meet the budget guidelines. We are a service oriented department and the cost increases due to economic factors and the new contracts made it difficult to meet these guidelines.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Salaries							
	1,071,973	1,139,490	1,273,129	1,330,216	1,330,216	1,330,216	
	356,781	368,428	358,986	365,227	365,227	365,227	
	1,500	1,300	2,100	2,100	2,100	2,100	
	70,443	92,096	88,418	92,014	92,014	92,014	
81-	TOTAL SALARIES	1,500,697	1,601,314	1,722,633	1,789,557	1,789,557	1,789,557
Expenses							
	79,797	85,987	87,061	89,642	89,642	89,642	
	39,935	39,373	28,625	24,175	24,175	24,175	
	150,455	161,863	154,825	176,272	176,272	176,272	
	14,272	12,495	16,549	17,965	17,965	17,965	
	6,000	5,851	8,000	8,000	8,000	8,000	
82-	TOTAL EXPENSES	290,459	305,569	295,060	316,054	316,054	316,054
Special							
	13,950	14,907	5,000	0	0	0	
83-	TOTAL SPECIAL	13,950	14,907	5,000	0	0	0
	GRAND TOTAL	1,805,106	1,921,790	2,022,693	2,105,611	2,105,611	2,105,611

4.10%

691 – HISTORICAL COMMISSION

DESCRIPTION OF SERVICES/MISSION

As per MGL Ch. 40 § 8D, Section 8D, responsibilities include the preservation, protection and development of the historical or archeological assets of the Town. Conducts research for places of historic or archeological value, cooperates with the state archeologist in conducting such research or other surveys, and seeks to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work. Protects and preserves such historical places, makes such recommendations as it deems necessary to the Select Board and, subject to the approval of the Select Board, to the Massachusetts historical commission, that any such place be certified as an historical or archeological landmark.

STAFFING

(7) Members appointed by the Town Administrator to three year terms.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
Expenses							
Contracted Services	8,633	9,177	7,220	7,350	7,350	7,200	
Materials & Supplies	0	448	2,400	2,650	2,650	2,800	
M.E.L.T.	0	0	0	0	0	0	
84- TOTAL EXPENSES	8,633	9,625	9,620	10,000	10,000	10,000	
GRAND TOTAL	8,633	9,625	9,620	10,000	10,000	10,000	3.95%

710 – DEBT SERVICE

DESCRIPTION OF SERVICES/MISSION

This budget is used to account for principal and interest payments due on all of the Town’s short term and long term tax supported debt issuances. The Town also has debt related payments which are paid for through dedicated revenue sources such as Sewer I/I funds. These non-tax supported payments are not reflected in this budget but are appropriated in separate warrant articles.

BUDGET ISSUES

The Town continues with its long stated goal to increase the investment in our infrastructure through the capital borrowing. Bonds are issued to invest in equipment, facilities, and infrastructure that will serve the needs of the Town for years to come. This schedule will require that the Town fund the following amounts for debt service for Fiscal Year 2024; Principal **\$4,963,473** and Interest **\$3,225,197** for a combined total of **\$8,188,670 (7.66%)** Over the past several months we have worked closely with elected officials, department heads, and our financial advisors to develop a borrowing schedule that balances the needs of the departments as well as the impacts to the operating budget and the resident’s tax burden. The Debt Plan contemplates that over the next several years, the Town will invest in some major projects, all of which are subject to Town Meeting Approval.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M* 2024	
85- Principal (A)	3,511,772	3,720,495	4,833,144	4,963,473	4,963,473	4,963,473	2.70%
86- Interest (A)	2,122,608	2,311,994	2,772,553	3,225,197	3,225,197	3,225,197	16.33%
GRAND TOTAL	5,634,380	6,032,489	7,605,697	8,188,670	8,188,670	8,188,670	7.66%

*Not voted at time of printing.

OTHER ACCOUNTS

DESCRIPTION OF SERVICES/MISSION

The Reserve Fund is a budget appropriated to address unforeseen budget problems which may arise during course of an average fiscal year. A majority vote of the Ways and Means Committee is required for a Department to access these funds.

Middlesex Retirement accounts for the cost of the Town’s assessment to the Middlesex Contributory Retirement System (MCRS). The system provides retirement benefits to the Town’s retirees as required by Massachusetts General Law and also accumulates assets to fund the future retirement benefits of the Town’s current employees.

Negotiated Settlements is used to fund general government labor agreements as those agreements are approved by Town Meeting, and to assist departments with retirement-related liabilities. As agreements are approved, funds are transferred from the negotiated settlements budget into the individual departmental budgets as needed.

Local Transportation represents the operating budget appropriation to support the Town’s rideshare subsidy program. This program replaces the fixed-route B-Line bus service with subsidized curb-to-curb, 24/7 ride share services. The Town contracted with a rideshare service provider as well as a “concierge” service for riders not comfortable using a mobile device. Those riders can call the concierge and have a ride scheduled for them, and accommodate any specialized needs of the rider. The program was rolled out just as the pandemic was beginning. In the years since we have seen steadily increasing ridership and are increasing the budget request accordingly.

Capital Improvements represents the yearly payments (4th year) of a five year network infrastructure improvement program and a five year enterprise security solution. The network infrastructure improvement program includes installation of new core and edge network switches, upgrades voice over IP Call management system, new wireless access points in town facilities and schools, phone replacement, support and warranty renewals for existing equipment. The enterprise security solution includes initiatives aimed at enhancing security and reliability such as: applied cloud-delivered security to all endpoints, installation of malware protection application, installing secure email software and cloud access security broker, implementing new next-general firewall at Town and School buildings.

	ACTUAL 2021	ACTUAL 2022	TOTAL 2023	DEPT 2024	SUPER- VISORY	W&M 2024	
87- Reserve Fund	110,483	0	300,000	200,000	200,000	200,000	-33.33%
88- Middlesex Retirement (A)	10,675,811	11,757,449	12,543,435	13,403,482	13,403,482	13,403,482	6.86%
89- Negotiated Settlements	249,740	115,611	55,398	208,516	208,516	208,516	276.40%
90- Local Transport (A)	120,000	50,000	50,000	100,000	100,000	100,000	100.00%
91- Capital Budget (A)	399,021	399,021	400,000	400,000	400,000	400,000	0.00%

**SECTION 3:
SUPPLEMENTAL INFORMATION**

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PERSONNEL CHART (FY 2022 - FY 2024)

NEW POSITION
PRIOR TO POSITION BEING CREATED
POSITION NO-LONGER STAFFED
* ADMINISTRATIVE & PROFESSIONAL

DEPARTMENT	JOB CLASS DESC	FISCAL 2022			FISCAL 2023			FISCAL 2024 PROPOSED		
		# OF EMP.	FTE	TOTAL DEPT FTE	# OF EMP.	FTE	TOTAL DEPT FTE	# OF EMP.	FTE	TOTAL DEPT FTE
122 Selectmen	TOWN ADMINISTRATOR	1	1.00	7.00	1	1.00	7.00	1	1.00	7.00
	ASSISTANT TOWN ADMINISTRATOR*	-	-		1	1.00		1	1.00	
	ECONOMIC DEVELOPMENT DIRECTOR	1	1.00		1	1.00		1	1.00	
	SELECTMEN'S OFFICE MANAGER*	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT II				1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	4	4.00		2	2.00		2	2.00	
135 Accounting	TOWN ACCOUNTANT*	1	1.00	5.57	1	1.00	5.57	1	1.00	5.57
	BUDGET DIRECTOR*	1	1.00		1	1.00		1	1.00	
	PURCHASING/FINANCIAL ANALYST*	1	1.00		1	1.00		1	1.00	
	ASSISTANT TOWN ACCOUNTANT	1	1.00		1	1.00		1	1.00	
	ACCOUNTING SPECIALIST	1	1.00		1	1.00		1	1.00	
	ACCOUNTING TECHNICIAN	1	0.57		1	0.57		1	0.57	
141 Assessors	APPRAISER/ASSESSOR*	1	1.00	4.00	1	1.00	3.00	1	1.00	3.00
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	2	2.00		1	1.00		1	1.00	
145 Treasurer	TREASURER/COLLECTOR*	1	1.00	9.00	1	1.00	9.00	1	1.00	9.00
	ASSISTANT TAX COLLECTOR	1	1.00		1	1.00		1	1.00	
	ASSISTANT TREASURER	1	1.00		1	1.00		1	1.00	
	BENEFITS ADMINISTRATOR	1	1.00		-	-		-	-	
	PAYROLL ADMINISTRATOR	1	1.00		1	1.00		1	1.00	

	BENEFITS SPECIALIST	1	1.00		1	1.00		1	1.00
	ADMINISTRATIVE ASSISTANT I	3	3.00		2	2.00		2	2.00
	ACCOUNTING SPECIALIST	0	0.00		2	2.00		2	2.00
152 Human Resources	HUMAN RESOURCES DIRECTOR*	1	1.00	2.00	1	1.00	2.00	1	1.00
	HUMAN RESOURCES COORDINATOR*	1	1.00		1	1.00		1	1.00
155 MIS	CRITICAL SYSTEMS ADMIN*	1	1.00	4.00	1	1.00	4.00	1	1.00
	APPLICATIONS SYSTEM ADMIN*	1	1.00		1	1.00		1	1.00
	IT SUPPORT ADMINISTRATOR*	1	1.00		1	1.00		1	1.00
	NETWORK REPAIR TECHNICIAN*	1	1.00		1	1.00		1	1.00
161 Town Clerk	TOWN CLERK*	1	1.00	5.00	1	1.00	5.00	1	1.00
	ARCHIVIST/RECORDS MANAGER*	1	1.00		1	1.00		1	1.00
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00
	ADMINISTRATIVE ASSISTANT I	2	2.00		2	2.00		2	2.00
171 Conservation	CONSERVATION ADMINISTRATOR*	1	1.00	3.00	1	1.00	3.00	1	1.00
	ASSISTANT CONSERVATION ADMIN.*	1	1.00		1	1.00		1	1.00
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00
175 Planning	PLANNING DIRECTOR*	1	1.00	4.00	1	1.00	5.00	1	1.00
	SENIOR PLANNER*	1	1.00		1	1.00		1	1.00
	ASSISTANT PLANNER*	1	1.00		1	1.00		1	1.00
	ZONING COMPLIANCE OFFICER				1	1.00		1	1.00
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00
210 Police	POLICE CHIEF*	1	1.00	78.14	1	1.00	78.14	1	1.00
	DEPUTY POLICE CHIEF	1	1.00		1	1.00		1	1.00
	POLICE CAPTAIN	2	2.00		2	2.00		2	2.00
	POLICE LIEUTENANT	5	5.00		5	5.00		5	5.00

		POLICE SERGEANT	9	9.00		9	9.00		9	9.00	
		POLICE PATROLMEN	50	50.00		50	50.00		50	50.00	
		CIVIL POLICE DISPATCHER	3	3.00		3	3.00		3	3.00	
		TRAFFIC SUPERVISOR	7	3.14		7	3.14		7	3.14	
		ANIMAL CONTROL OFFICER	1	1.00		1	1.00		1	1.00	
		AMN SECRETARY	1	1.00		1	1.00		1	1.00	
		ADMINISTRATIVE ASSISTANT I	2	2.00		2	2.00		2	2.00	
		FIRE CHIEF*	1	1.00		1	1.00		1	1.00	
		ASSISTANT FIRE CHIEF*	1	1.00		1	1.00		1	1.00	
		FIRE CAPTAIN	6	6.00		6	6.00		6	6.00	
		FIRE LIEUTENANT	10	10.00		15	15.00		14	14.00	
		FIREFIGHTER	48	48.00		43	43.00		44	44.00	
	220 Fire	CIVILIAN DISPATCHER	4	4.00	73.86	4	4.00	73.86	4	4.00	73.86
		EMERGENCY VEHICLE TECHNICIAN-MECHANIC	1	1.00		1	1.00		1	1.00	
		AMNISTRATIVE SECRETARY	1	1.00		1	1.00		1	1.00	
		ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
		PART-TIME OFFICE ASSISTANT (30)	1	0.86		1	0.86		1	0.86	
		INSPECTOR OF BUILDINGS*	1	1.00		1	1.00		1	1.00	
		LOCAL BUILDING INSPECTOR	1	1.00		1	1.00		1	1.00	
		SENIOR BUILDING INSPECTOR	1	1.00		1	1.00		1	1.00	
	241 Building Inspector	INSPECTOR OF WIRES	1	1.00	7.00	1	1.00	7.00	1	1.00	7.00
		INSPECTOR OF PLUMBING & GAS	1	1.00		1	1.00		1	1.00	
		ADMINISTRATIVE ASSISTANT I	2	2.00		2	2.00		2	2.00	
		TOWN ENGINEER*	1	1.00		1	1.00		1	1.00	
		ASSISTANT TOWN ENGINEER*	1	1.00		1	1.00		1	1.00	
	400 Public Works	411 Eng.	2	2.00	65.85	2	2.00	65.85	2	2.00	65.85
			1	1.00		1	1.00		1	1.00	
			1	1.00		1	1.00		1	1.00	

	420 Admin.	DPW SUPERINTENDENT*	1	1.00		1	1.00		1	1.00	
		OPERATIONS MANAGER*				1	1.00		1	1.00	
		BUSINESS MANAGER*				1	1.00		1	1.00	
		OPERATIONS ANALYST*	1	1.00							
		ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00	
		ACCOUNTING SPECIALIST	2	2.00		2	2.00		2	2.00	
		ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
	421 Highway	SUPERINTENDENT	1	1.00		1	1.00		1	1.00	
		LEAD FOREMAN	1	1.00		1	1.00		1	1.00	
		WORKING FOREMAN/LABORER	1	1.00		1	1.00		1	1.00	
		SPECIAL HEAVY EQUIP OPER/LABOR	10	10.00		10	10.00		10	10.00	
		TIME/RECORD KEEPER	1	1.00		1	1.00		1	1.00	
	451 Water & Sewer	TREATMENT PLANT MANAGER	1	1.00		1	1.00		1	1.00	
		CHIEF OPERATOR CHEMIST	1	1.00		1	1.00		1	1.00	
		TREATMENT PLANT OPERATOR	7	7.00		6	6.00		6	6.00	
		ASST SUPERINTENDENT	1	1.00		1	1.00		1	1.00	
		LEAD FOREMAN	1	1.00		1	1.00		1	1.00	
		WORKING FOREMAN/LABORER	1	1.00		1	1.00		1	1.00	
		PUMPING STATION OPERATOR	3	3.00		3	3.00		3	3.00	
		SPECIAL HEAVY EQUIP OPER/LABOR									
		WATER SYSTEM MAINTENANCE CRAFT	3	3.00		3	3.00		3	3.00	
		METER/BACKFLOW PREVENTION	1	1.00		1	1.00		1	1.00	
	490 Central Maint.	LABORER	2	2.00		2	2.00		2	2.00	
		SUPERINTENDENT	1	1.00		1	1.00		1	1.00	
		MASTER MECHANIC	1	1.00		1	1.00		1	1.00	
	491 Buildings & Cem.	MECHANIC	2	2.00		2	2.00		2	2.00	
		SUPERINTENDENT-BUILD/CEMETERY	1	1.00		1	1.00		1	1.00	
		PART-TIME OFFICE ASSISTANT	1	0.85		1	0.85		1	0.85	
		LEAD FOREMAN	1	1.00		1	1.00		1	1.00	
		WORKING FOREMAN/LABORER	1	1.00		1	1.00		1	1.00	
		SENIOR MAINTENANCE BUILDING CRAFTSMAN	1	1.00		1	1.00		1	1.00	

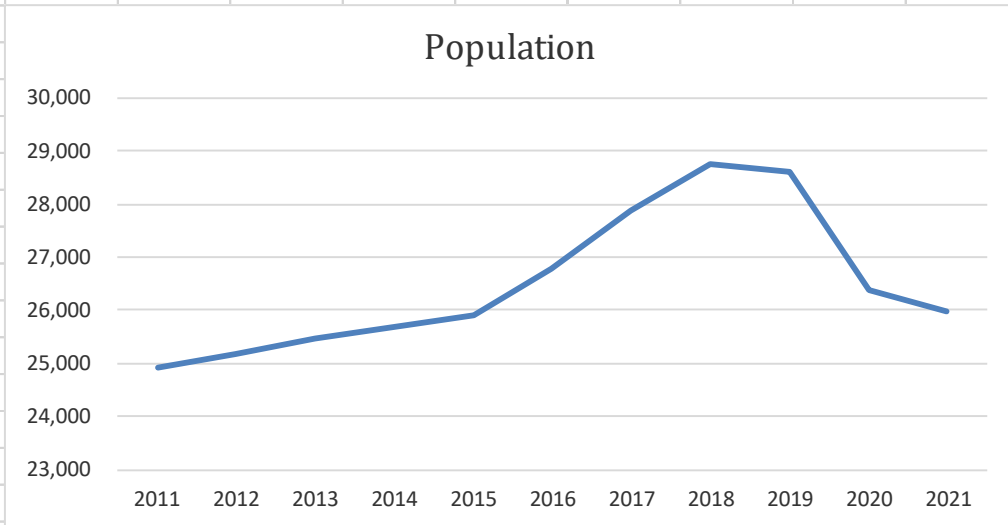
	MAINTENANCE BUILDING CRAFTSMEN	3	3.00		3	3.00		3	3.00	
	SPECIAL HEAVY EQUIP OPER/LABOR	1	1.00		1	1.00		1	1.00	
	HEAD CUSTODIAN	1	1.00		1	1.00		1	1.00	
	LEAD CUSTODIAN	2	2.00		2	2.00		2	2.00	
	BUILDING CUSTODIAN	3	3.00		3	3.00		3	3.00	
510 Board of Health	DIRECTOR OF PUBLIC HEALTH*	1	1.00	7.86	1	1.00	7.86	1	1.00	7.86
	ASSISTANT DIRECTOR OF PUBLIC HEALTH*	1	1.00		1	1.00		1	1.00	
	ENVIRONMENTAL ENGINEER*	1	1.00		1	1.00		1	1.00	
	HEALTH AGENT/SANITARIAN	1	1.00		1	1.00		1	1.00	
	SUPERVISING NURSE	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	2	1.86		1	0.86		1	0.86	
	ADMINISTRATIVE ASSISTANT II				1	1.00		1	1.00	
	ASSOC. HEALTH INSPECTOR	1	1.00		1	1.00		1	1.00	
541 Council On Aging	COUNCIL ON AGING DIRECTOR*	1	1.00	6.08	1	1.00	7.05	1	1.00	7.05
	OUTREACH WORKER	3	1.68		2	2.00		2	2.00	
	VAN DRIVER	2	1.43		2	1.43		2	1.43	
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00	
	ACTIVITY COORDINATOR				1	0.54		1	0.54	
	FRONT DESK CLERK	2	0.97		2	1.08		2	1.08	
543 Veterans	VETERANS' SERVICES DIRECTOR*	1	1.00	2.00	1	1.00	2.00	1	1.00	2.00
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
549 Youth & Family Services	EXECUTIVE DIRECTOR*	1	1.00	6.59	1	1.00	6.59	1	1.00	6.59
	GROUP WORK COORDINATOR*	0	0.00		0	0.00		0	0.00	
	SOCIAL WORKER*	4	3.59		4	3.59		4	3.59	
	ADMINISTRATIVE ASSISTANT	1	1.00		1	1.00		1	1.00	
	CLINICAL SUPERVISOR	1	1.00		1	1.00		1	1.00	

610 Library	LIBRARY DIRECTOR*		1	1.00	15.00	1	1.00	15.00	1	1.00	15.00	
	ASSISTANT LIBRARY DIRECTOR		1	1.00		1	1.00		1	1.00		
	CHILDREN'S LIBRARIAN		1	1.00		1	1.00		1	1.00		
	CIRCULATION LIBRARIAN		1	1.00		1	1.00		1	1.00		
	HEAD REFERENCE LIBRARIAN		1	1.00		1	1.00		1	1.00		
	TECH SERVICE LIBRARIAN		1	1.00		1	1.00		1	1.00		
	REFERENCE LIBRARIAN		2	2.00		2	2.00		2	2.00		
	YOUNG-ADULT LIBRARIAN		1	1.00		1	1.00		1	1.00		
	CIRC & TECH SERVICES ASST		1	0.91		1	0.91		1	0.91		
	ASSISTANT TO CHILD LIBRARIAN		3	1.17		3	1.17		3	1.17		
	CIRCULATION ILL ASSISTANT		1	1.00		1	1.00		1	1.00		
	SENIOR LIBRARY TECH		2	1.49		2	1.49		2	1.49		
	IT ASSISTANT		1	0.43		1	0.43		1	0.43		
	ADMINISTRATIVE ASSISTANT I		1	1.00		1	1.00		1	1.00		
630/1 Recreation	630 Director	DIRECTOR OF PARKS & RECREATION*	1	1.00	15.57	1	1.00	16.57	1	1.00	16.57	
		ASSISTANT DIRECTOR					1		1.00	1		1.00
		PROGRAM COORDINATOR		1		1.00	1		1.00	1		1.00
		ASSISTANT PROGRAM COORDINATOR		1		1.00	1		1.00	1		1.00
		ADMINISTRATIVE ASSISTANT I		2		2.00	2		2.00	2		2.00
		OFFICE ASSISTANT		1		0.57	1		0.57	1		0.57
	THERAPEUTIC RECREATION SPECIALIST		1	1.00		1	1.00		1	1.00		
	631 Maint.	SUPERINTENDENT OF REC MAINT		1		1.00	1		1.00	1		1.00
		LEAD WORKING FOREMAN		1		1.00	1		1.00	1		1.00
		WORKING FOREMAN		1		1.00	1		1.00	1		1.00
		MAINT CRAFTSMAN		6		6.00	6		6.00	6		6.00
TOTAL ALL DEPARTMENTS			333.00		321.52	334.00	323.49	334.00		323.49		

STATISCAL INFORMATION

POPULATION

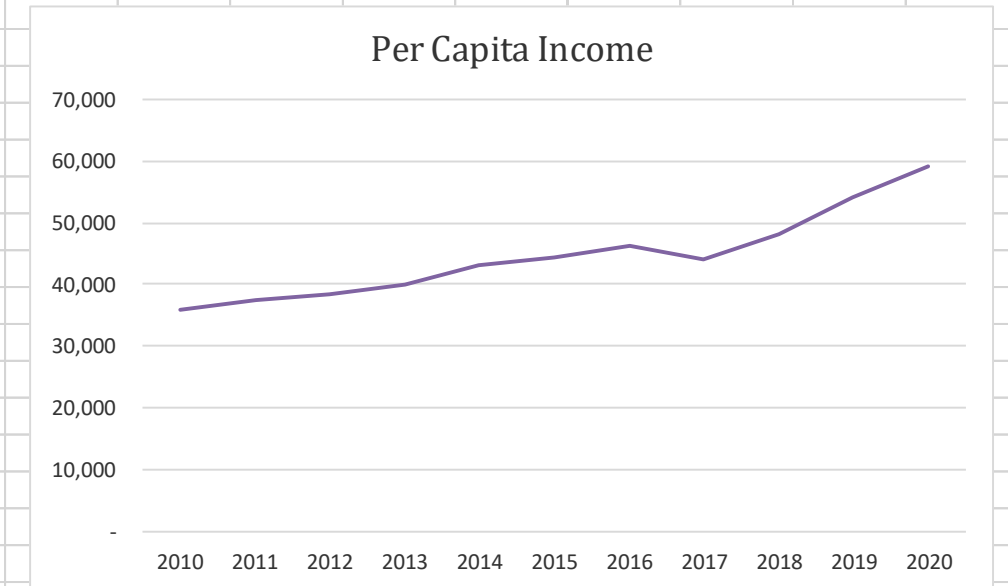
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
24,920	25,165	25,463	25,699	25,920	26,782	27,881	28,742	28,627	26,377	25,989



Source: Massachusetts Department of Revenue

PER CAPITA INCOME

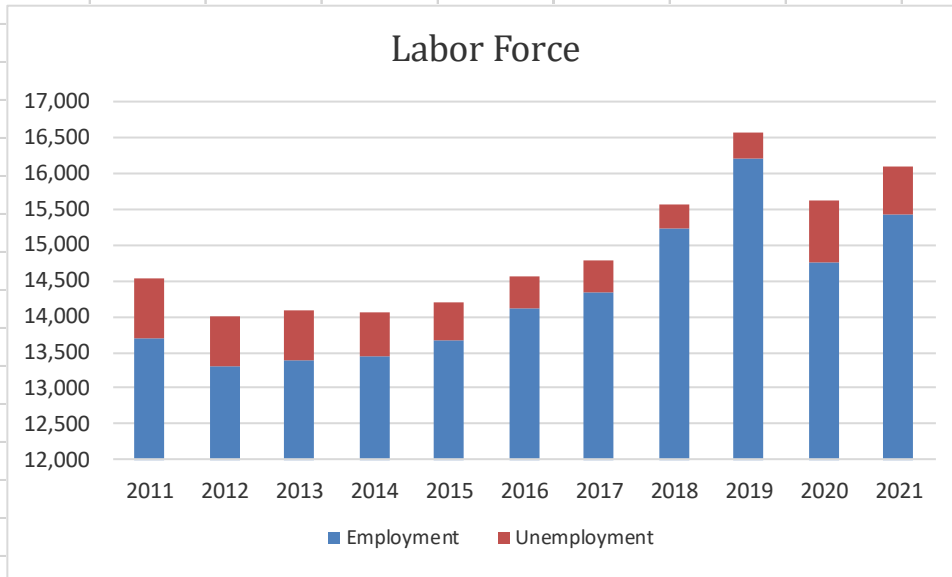
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
35,843	37,429	38,353	40,101	43,154	44,437	46,169	44,050	48,304	53,983	59,089



Source: Massachusetts Department of Revenue

LABOR FORCE

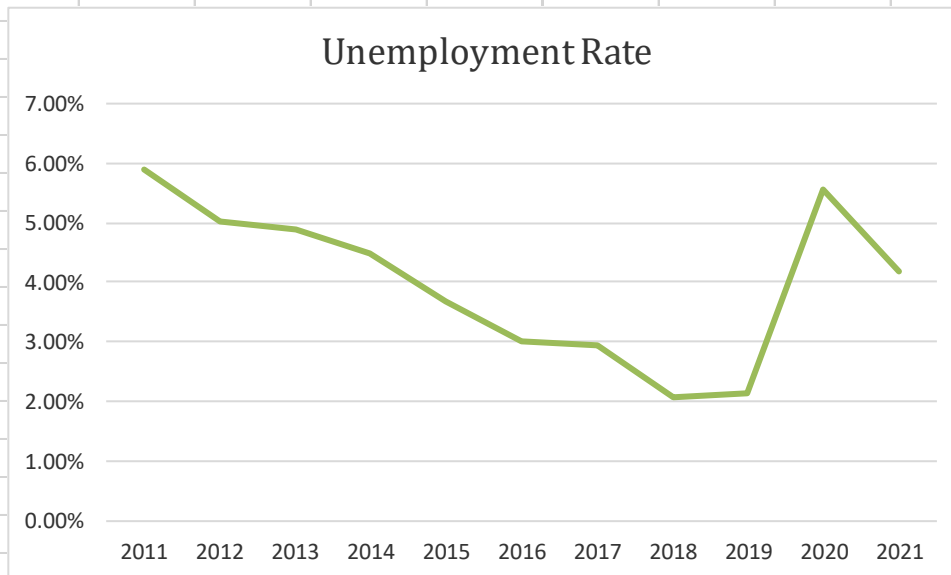
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
13,682	13,309	13,399	13,442	13,681	14,113	14,351	15,239	16,219	14,747	15,428
859	705	689	630	521	437	434	321	353	869	674



Source: Massachusetts Department of Revenue

UNEMPLOYMENT RATE

2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
5.91%	5.03%	4.89%	4.48%	3.67%	3.00%	2.94%	2.06%	2.13%	5.56%	4.19%



Source: Massachusetts Department of Revenue

LOCAL ECONOMY

LOCAL ECONOMY

Top Ten Taxpayers (FY 2021)

No.	Name	Assessed Value	Total Tax Bill
1	Bellweather Prop of Mass	\$250,192,700	\$6,665,134
2	NEEP Investor Holdings LLC	\$222,980,700	\$5,940,206
3	Network Drive Owner LLC	\$112,790,600	\$3,004,742
4	Wayside Common Invest.	\$79,922,300	\$2,129,130
5	Oracle USA Inc.	\$77,111,000	\$2,054,237
6	Network Drive Owner LLC	\$67,912,100	\$1,809,178
7	EMD Millipore Corp	\$64,242,400	\$1,711,418
8	Burlington Mall FB-1 LLC	\$60,775,900	\$1,619,070
9	PIEDMONT 5 & 15 WAYSIDE LLC	\$58,885,200	\$1,568,702
10	Piedmont 25 Mall Road LLC	\$58,205,500	\$1,550,595

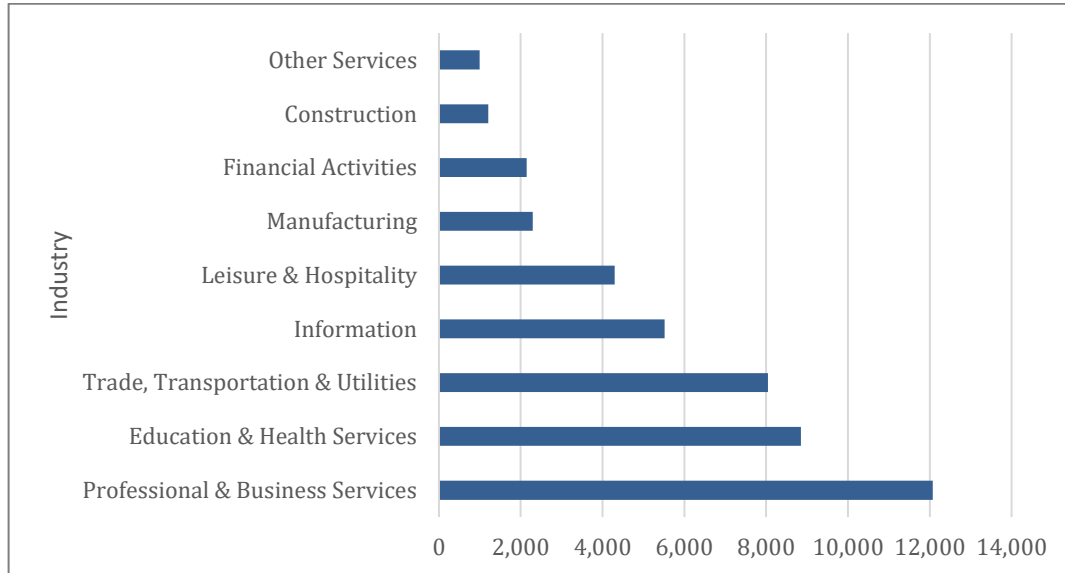
Principal Employers (FY 2021)

No.	Name	Type of Business	Employees
1	Lahey Hospital & Medical Center	General Medical And Surgical Hospitals	1,200
2	Oracle	Software Publishers	1,200
3	Salesforce Commerce Cloud	Custom Computer Programming Services	943
4	Cerence Inc.	Software Publishers	900
5	Avid Technology Inc.	Independent Artists, Writers, And Performers	850
6	Everbridge Inc.	Software Publishers	850
7	Dimensional Insight Inc.	Software Publishers	850
8	Endurance International Group	Data Processing, Hosting, And Related Services	762
9	Click Software Inc.	Software Publishers	701
10	Oasis Systems LLC	Engineering Services	700

Source: DataAxle 2021

Businesses in Burlington

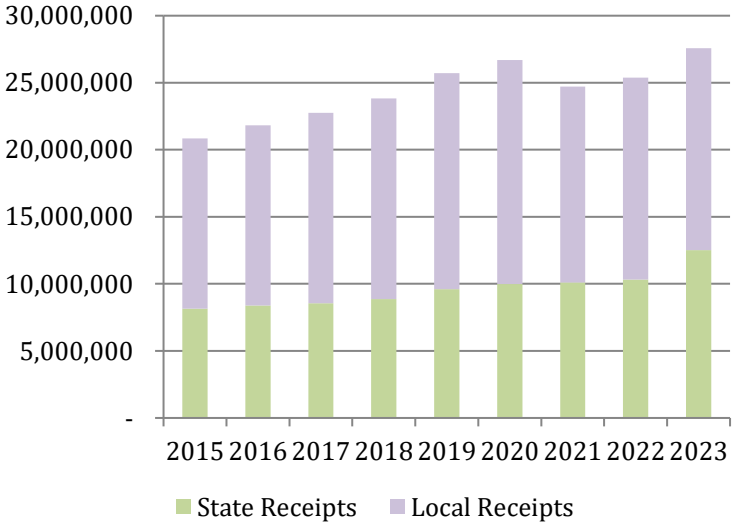
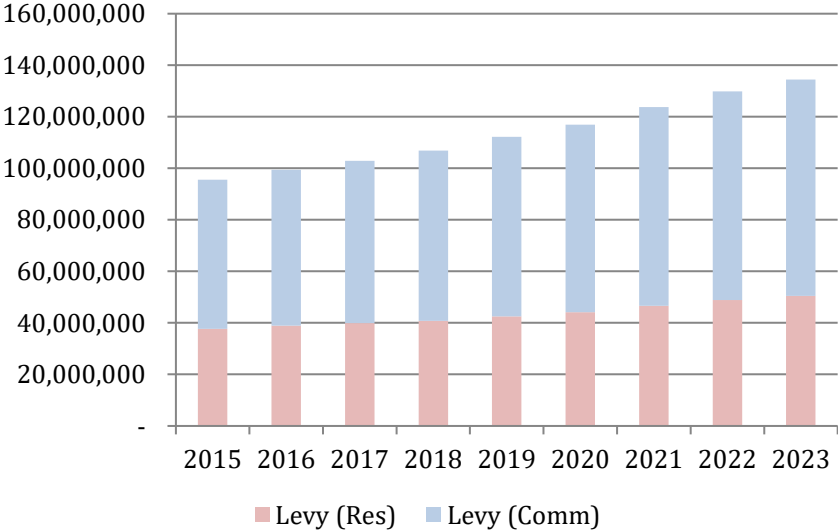
Business Type	Employees
Professional & Business Services	12,075
Education & Health Services	8,848
Trade, Transportation & Utilities	8,042
Information	5,520
Leisure & Hospitality	4,296
Manufacturing	2,292
Financial Activities	2,145
Construction	1,206
Other Services	991



Source: Burlington Comprehensive Master Plan (Draft)

REVENUE TRENDS

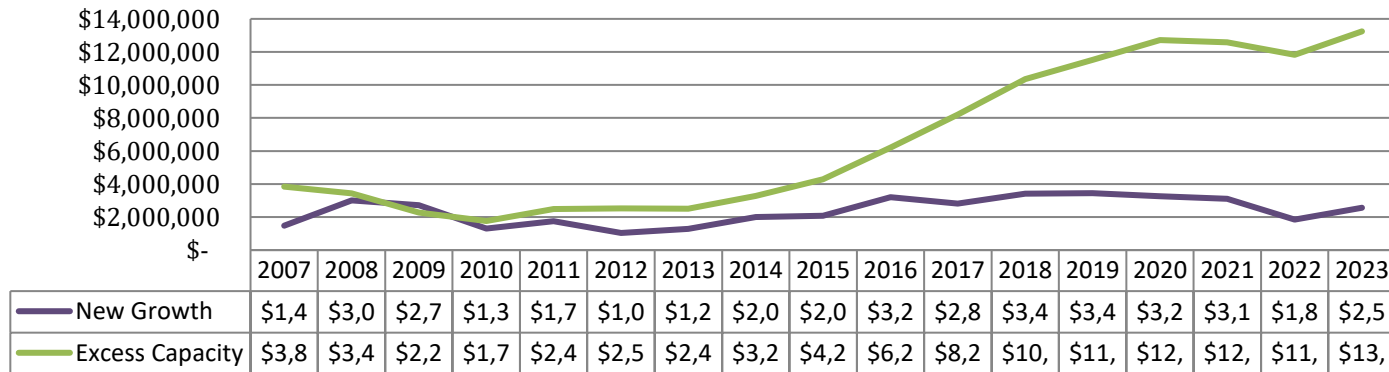
SOURCE	2015	2016	2017	2018	2019	2020	2021	2022	2023
Levy (Res)	37,665,103	38,920,977	39,864,195	40,792,378	42,490,973	44,188,654	46,625,032	48,880,312	50,459,183
Levy (Comm)	57,953,205	60,478,310	62,999,352	66,128,891	69,663,310	72,764,980	77,166,778	80,920,832	84,031,983
Subtotal	95,618,308	99,399,287	102,863,547	106,921,269	112,154,283	116,953,634	123,791,810	129,801,144	134,491,166
State Receipts	8,151,960	8,395,166	8,560,593	8,853,759	9,609,507	9,991,068	10,105,123	10,315,584	12,511,792
Local Receipts	12,704,730	13,432,865	14,194,300	14,971,938	16,113,475	16,692,757	14,595,515	15,062,209	15,061,606
Subtotal	20,856,690	21,828,031	22,754,893	23,825,697	25,722,982	26,683,825	24,700,638	25,377,793	27,573,398
TOTAL	116,474,998	121,227,318	125,618,440	130,746,966	137,877,265	143,637,459	148,492,448	155,178,937	162,064,564



Source: Massachusetts Department of Revenue

NEW GROWTH AND EXCESS CAPACITY TRENDS

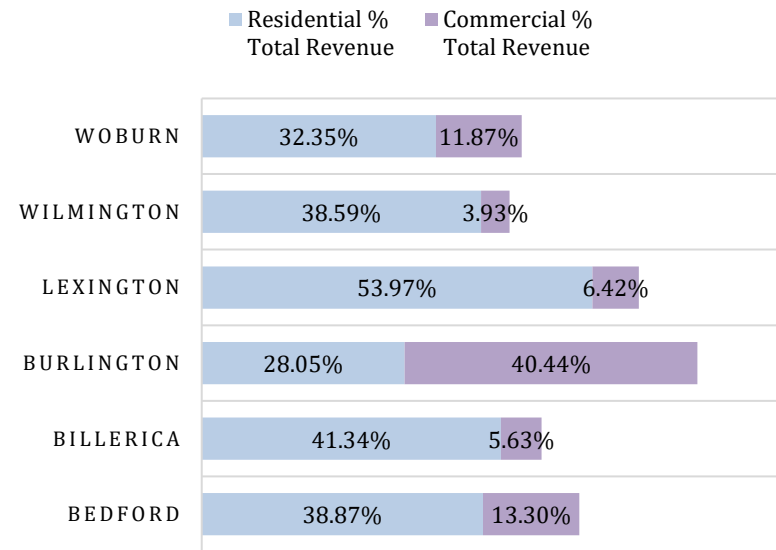
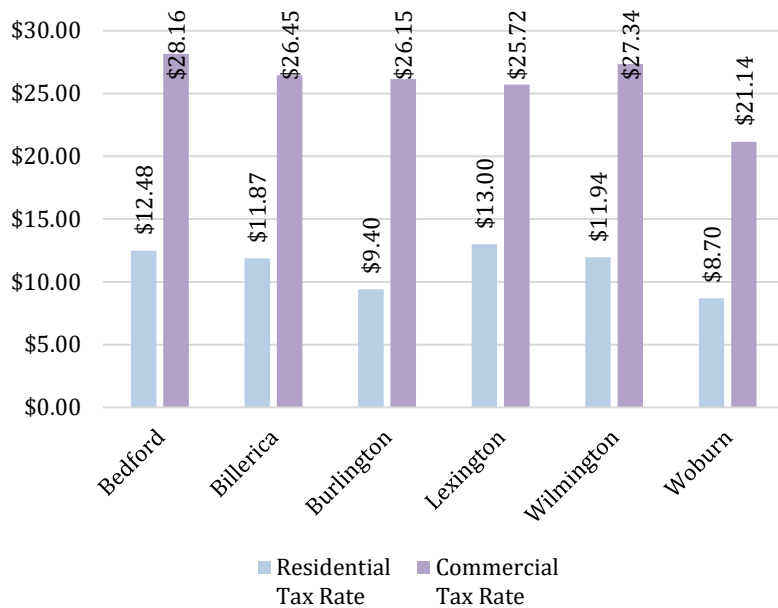
Fiscal Year	New Growth	Excess Capacity
2007	\$ 1,484,969	\$ 3,834,411
2008	\$ 3,009,772	\$ 3,441,330
2009	\$ 2,714,298	\$ 2,278,469
2010	\$ 1,311,909	\$ 1,761,889
2011	\$ 1,752,240	\$ 2,479,594
2012	\$ 1,039,460	\$ 2,526,883
2013	\$ 1,285,957	\$ 2,497,532
2014	\$ 2,011,752	\$ 3,281,767
2015	\$ 2,086,124	\$ 4,289,870
2016	\$ 3,207,055	\$ 6,213,650
2017	\$ 2,814,173	\$ 8,203,886
2018	\$ 3,422,812	\$ 10,345,662
2019	\$ 3,447,269	\$ 11,517,758
2020	\$ 3,270,590	\$ 12,715,534
2021	\$ 3,108,274	\$ 12,574,264
2022	\$ 1,844,130	\$ 11,818,212
2023	\$ 2,573,178	\$ 13,241,851



Source: Massachusetts Department of Revenue

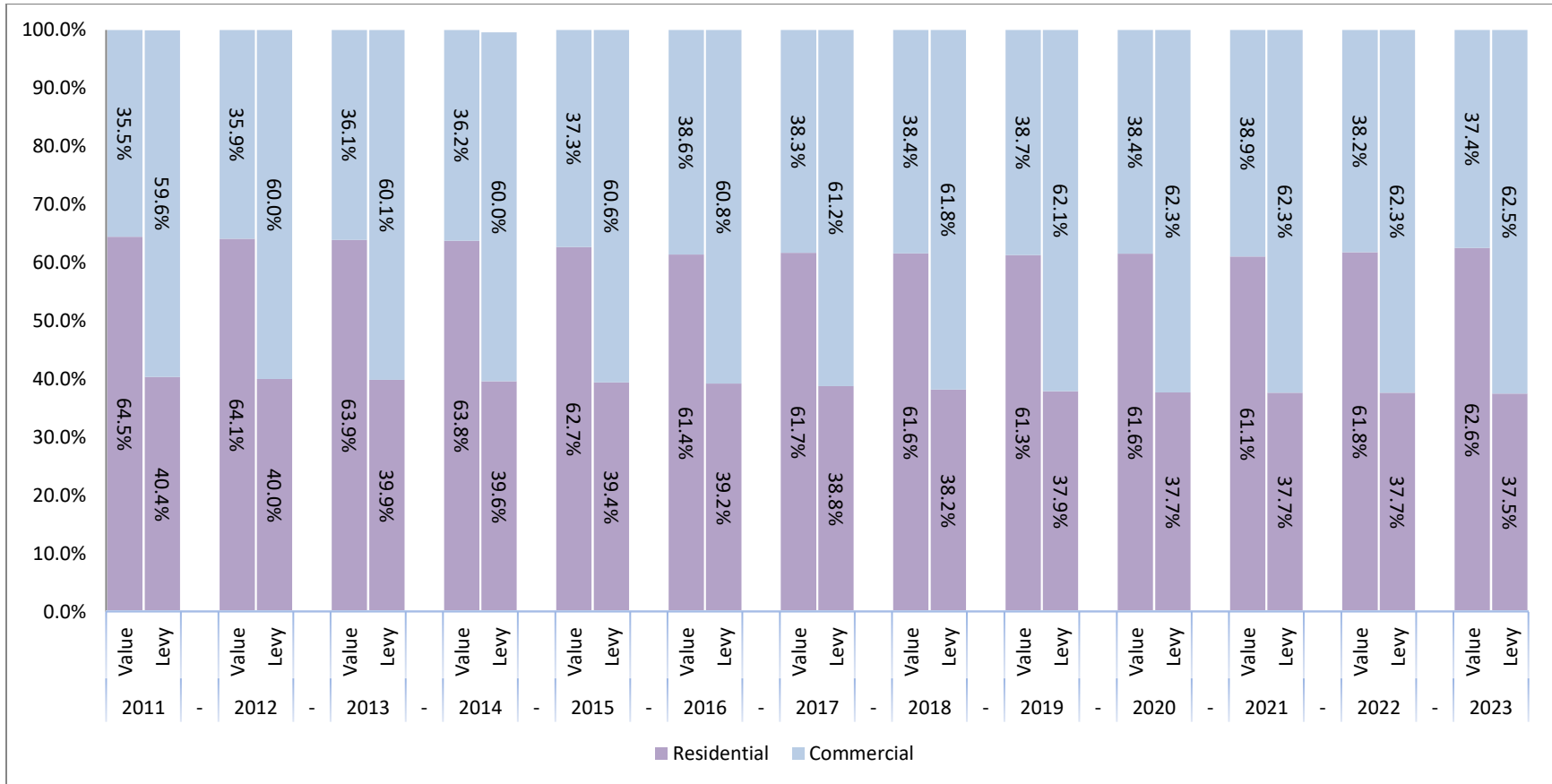
COMMUNITY COMPARISONS

Community	Residential Tax Rate	Commercial Tax Rate	Average Single Family Tax Bill	Residential Levy	Commercial Levy	Total Levy	Total Revenue
Bedford	\$12.48	\$28.16	\$10,454	\$45,443,887	\$15,547,216	\$76,158,940	\$116,926,238
Billerica	\$11.87	\$26.45	\$6,520	\$88,509,921	\$12,052,295	\$145,003,356	\$214,120,587
Burlington	\$9.40	\$26.15	\$6,197	\$50,459,183	\$72,764,621	\$134,491,167	\$179,914,109
Lexington	\$13.00	\$25.72	\$17,514	\$177,391,333	\$21,115,128	\$231,395,607	\$328,676,117
Wilmington	\$11.94	\$27.34	\$7,428	\$57,120,537	\$5,823,188	\$98,247,551	\$148,017,855
Woburn	\$8.70	\$21.14	\$5,320	\$66,173,969	\$24,271,236	\$126,230,243	\$204,536,156



Source: Massachusetts Department of Revenue

SHARE OF VALUE V. SHARE OF LEVY (Residential v. Commercial)



Source: Massachusetts Department of Revenue

**SECTION 4:
CAPITAL IMPROVEMENT PLAN**

OVERVIEW OF THE CAPITAL IMPROVEMENT PLAN



Local government officials are tasked with the preservation, maintenance, and improvement of the Town's capital assets. The Town defines a capital asset as property that has an initial useful life in excess of one year, and that is of significant value. Capital assets include land, infrastructure, new buildings and renovations to buildings, equipment, vehicles, and other tangible and intangible assets that have useful lives longer than one year. For the purposes of financial reporting, all purchases and construction costs in excess of \$25,000 are capitalized. The Town of Burlington relies on its physical assets to adequately provide services to the residents and businesses, and to ensure employees are properly equipped to perform

their jobs effectively. These assets include items such as roads and intersections, water and sewer systems, buildings, parks, vehicles, large equipment, and technology. These assets must be purchased, maintained, and replaced on a regular basis to ensure their efficacy in providing public services. The Town's ten-year Capital Improvement Program and Capital Budget are developed to ensure sufficient capital investments in these Town's assets.

A capital improvement program (CIP) is a blueprint for planning a community's capital expenditures. The capital improvement program is often a multi-year plan that identifies capital projects and equipment to be funded during the program period. The CIP is primarily a planning document; it is updated annually to match the needs of the community. Through proactive planning, the capital improvement program can provide advance project identification, scope definition, evaluation, public discussion, cost estimating, and financial planning.

A capital improvement program is composed of two parts, a capital program and a capital budget. The capital program is a plan for capital expenditures that extends out past the capital budget. The capital budget is the upcoming year's spending plan for capital items.

Development of a CIP that will ensure sound fiscal and capital planning requires effective leadership and the involvement of all Town departments. The proper development of a CIP allows the Town to maintain its strong credit rating, stabilize debt service payments, and identify the most economical means of financing capital projects. Furthermore, developing a finance plan for capital investments that fits within the overall framework of the community is important, as poor decisions regarding the use of debt can negatively impact a community's financial condition for many years.



Article #	Department & Item	FY23		FY 2024		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	
		Prior Year		Requested	Supervisory Recommendation		Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested
		AMOUNT	SOURCE		AMOUNT	SOURCE								
	General Government													
	122 Select Board/Administrator													
	Town Center 3A Roadway Analysis	35,000	Free Cash											
	subtotal	35,000		0	0	0	0	0	0	0	0	0	0	
	155 MIS													
	Equipment Van					45,000								
	Technology Infrastructure	300,000	Tax Levy	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	
	Cyber Security	100,000	Tax Levy	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
	subtotal	400,000		400,000	400,000	445,000	400,000	400,000	400,000	400,000	400,000	400,000	0	
	161 Town Clerk													
	Electronic Document Management Software					30,000								
	subtotal	0		0	0	30,000	0	0	0	0	0	0	0	
	171 Conservation													
	Open Space Recreation Plan (OSRP)								40,000					
	Vehicle						30,000							
	Land Acquisition					1,500,000								
	subtotal	0		0	0	1,500,000	30,000	0	40,000	0	0	0	0	
	210 Police													
	Records Management and Dispatch System	439,500	Free Cash											
	Network Security Upgrades	63,219	Free Cash											
	Body Camera Data Storage	222,870	Free Cash											
	Replace Portable Radios (2-year cycle)					58,880								
	subtotal	725,589		0	0	58,880	0	0	0	0	0	0	0	
	220 Fire													
	<u>Vehicles:</u>													
16	Ambulance (Replace 2009 Horton)			485,000	485,000	Receipts/Reserved								
	Command Car 2 2015 Ford Interceptor							65,000						
	Command Car 5 2009 Ford Escape						70,000							
	Command Car 1 2017 Ford Interceptor									65,000				
7-1	Utility Pickup (Replace 2012 Ford F350)			110,000	110,000	Free Cash								
	<u>Fire Truck Pumpers:</u>													
	2002 Pierce Quantum (2013) (Engine 3)										840,000			
	2002 Pierce Arrow XT (Engine 4)					950,000								
	<u>Fire Truck Misc.:</u>													
12	Aerial Tower (Replace 2008 Pierce)			2,000,000	2,000,000	Borrowing								
	<u>Other:</u>													
7-2	Bird Netting (Apparatus Bay & Mechanics Bay)			0	0	Withdrawn								
	Radio Communication System Upgrade	700,000	Free Cash				650,000							
	subtotal	700,000		2,595,000	2,595,000	0	1,020,000	650,000	65,000	0	65,000	840,000	0	
	400 Public Works													
	<u>Streets & Sidewalks:</u>													
	Road & Parking Paving	3,500,000	Borrowing				3,500,000	3,500,000		3,500,000		3,500,000		
7-17	Winn St./Mountain Rd. Traffic Light			100,000	100,000	Free Cash	400,000							
	S. Bedford St/Blanchard Rd. Upgrades						500,000							
	<u>Water Distribution & Production:</u>													
13	Water Main Upgrades			1,500,000	1,500,000	Borrowing		1,500,000	1,500,000		1,500,000		1,500,000	
	Water Meter Replacment						50,000	1,000,000	1,000,000	1,000,000				
	Replace Center Street Tank							1,000,000	2,000,000					
	Mill Pond TOC Treatment Construction								2,500,000					
	Mill Pond TOC Treatment Evaluation/Design							350,000						
	Shawsheen Raw Water Intake Lining							1,000,000	1,000,000	1,000,000	1,000,000	1,000,000		
	<u>Sewer System Improvements:</u>													

Article #	Department & Item	FY23		FY 2024		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
		Prior Year		Requested	Supervisory Recommendation	Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested
		AMOUNT	SOURCE										
14	Inflow/Infiltration MWRA Phase 4			1,200,000	1,200,000	MWRA Grant/Loan							
7-7	Terrance Hall Station Grinder			60,000	60,000	Free Cash							
7-8	Terrace Hall VFD Replacement Phase 1			40,000	40,000	Free Cash	40,000	40,000					
7-9	Sewer Vactor Truck Fan Repairs			25,000	25,000	Free Cash							
7-6	Portable Sewer Bypass Grinder Pump			30,000	30,000	Free Cash							
7-4	Douglas Pump Station Design			125,000	125,000	Free Cash							
	Douglas PS Forcemain Replacement							1,300,000					
	Grandview Pump Station Design	130,000	Free Cash										
	Grandview Pump Station Rehabilitation						1,400,000						
	Patridge Lane Pump Station Rehabilitation	1,100,000	Free Cash										
7-5	Culvert/Stream Cleaning/ Drainage Repair	200,000	Free Cash	200,000	200,000	Free Cash	200,000	200,000	200,000	200,000	200,000	200,000	200,000
7-3	NPDES Stormwater Retrofit Project			100,000	100,000	Free Cash		100,000	100,000		100,000		100,000
	NPDES Stormwater sub-basin investigation							100,000					
	<u>Cemetery:</u>												
7-34	Pine Haven Columbarium			150,000	150,000	Receipts Reserved							
7-35	Pine Haven Roof			55,000	55,000	Receipts Reserved							
7-14	Cemetery Tractor (Kubota)			25,000	25,000	Free Cash							
	Chestnut Hill Fence	20,000	Free Cash										
	Expand Chestnut Hill Garage						150,000						
	<u>Highway:</u>												
8	Chapter 90 Roadwork	1,090,873	Chapter 90	1,071,425	1,071,425	Chapter 90							
7-10	DPW Vehicle Replacement Program:	593,000	Free Cash	607,000	607,000	Free Cash	596,000	843,000	521,000	544,000	690,000	522,000	421,000
	<u>Facilities:</u>												
7-15	Recreation Building Demolition			200,000	200,000	Free Cash							
7-12	Dog Pound Renovations			100,000	100,000	Free Cash							
	61 Center Street-Gym Façade									130,000			
	61 Center Street-Gym Roof								155,000				
	61 Center Street Murray Kelly Roof								92,000				
	61 Center Street-Elevator Piston										100,000		
	Library Elevator										100,000		
	Fire HQ Elevator										100,000		
	Fire HQ Roof								230,000				
	Fire HQ- Garage Doors								55,000				
	Town Hall/Annex HVAC						5,000,000						
	Town Hall Generator						390,000						
	Town Hall Annex Elevator Piston										100,000		
	Town Hall Elevator Piston										100,000		
7-13	Facility Upgrades Including Energy Conservation			250,000	250,000	Free Cash		200,000	200,000				
	Town/School Building Construction						32,000,000						
	Meadowbrook School Roof						1,300,000						
	Meadowbrook School- Windows												
7-16	West School Foundation and Siding			100,000	100,000	Free Cash							
	Museum Painting & Siding												
7-11	Carpenter House Demolition			41,000	41,000	Free Cash							
	subtotal	6,633,873		5,979,425	5,979,425		45,026,000	5,683,000	7,871,000	9,376,000	6,520,000	3,822,000	5,121,000
	510 Board of Health												
	Administrative Vehicle						55,000						
	subtotal	0		0	0		55,000	0	0	0	0	0	0
	541 Council on Aging												
	Replace Van 1						55,000						
	Upgrade Furnitures and Fixtures							25,000					
	Digital Signage								30,000				

Article #	Department & Item	FY23		FY 2024			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
		Prior Year		Requested	Supervisory Recommendation		Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested
		AMOUNT	SOURCE		AMOUNT	SOURCE								
	subtotal	0		0	0	55,000	25,000	0	30,000	0	0	0	0	0
	630 & 631 Recreation													
7-19	Outdoor Facilities Master Plan			62,000	62,000	Free Cash								
	<u>Overlook</u>													
	Renovate Overlook Park (pump track, hiking)						750,000							
	<u>Rahanis</u>													
	Renovations													500,000
	Renovate Basketball Court							125,000						
	<u>Simonds</u>													
	Accessibility Upgrades						750,000	75,000						
7-22	Pickleball Court/Hockey Renovation			50,000	50,000	Free Cash								
	Accessible Walkway Phase 2						30,000							
	Replace ball field renovator, screen and mat						30,000							
	New Lighting & Renovate Basketball Courts	230,000	Free Cash											
	Basketball court bubble													200,000
	Renovate Wading Pool								225,000					
	<u>Veterans</u>													
	Renovations											225,000		
	<u>Wildwood</u>													
	Install bathroom facilities							125,000						
	Parking improvements								25,000					
	<u>Misc. Locations</u>													
	<u>Vehicles & Equipment</u>													
7-18	Replace R-2 (Dump Truck)			90,000	90,000	Free Cash								
	Replace 2 R-4 Pickup Truck									65,000				
	Replace R-5 Pickup Truck											60,000		
	Replace R-6 Rack Body								60,000					
	Replace R-10 Recreation SUV							50,000						
	Replace R-11 Pickup Truck							60,000						
	Replace R-12 (pickup w/ plow)	50,000	Free Cash											
	Replace R-14 Toro Mower										100,000			
	Replace R-15 Larger Mower/Tractor												100,000	
7-21	Dump Body and tailgate replacement			25,000	25,000	Free Cash								
	Compact Track Loader						66,000							
	Replace Slope Mower							50,000						
	Replace Wood Chipper						55,000							
	Accessible Terrain Hopper									75,000				
7-20	Accessible Passenger Van			25,000	25,000	Free Cash								
	subtotal	280,000		252,000	252,000		1,681,000	360,000	150,000	335,000	240,000	60,000	325,000	700,000
	691 Historical Commission													
	Historic Style Shed (West School)	33,000	Free Cash											
	subtotal	33,000		0	0	0	0	0	0	0	0	0	0	0
	Schools													
	<u>System-wide</u>													
	CS4All Computer Science Curriculum & Furniture	150,000	Free Cash											
	Pavement Replacement Program								225,000				225,000	
	Master Plan Update								200,000					
	Vehicle Replacement									60,000	62,000			
	Auditorium A/V Lighting and Upgrades								150,000				150,000	
	Security Camera Replacement and Upgrades								50,000					75,000
	Sports Field Master Plan	70,000	Free Cash											
	Activity Bus & Utility Vehicles	145,000	Free Cash											

Article #	Department & Item	FY23		FY 2024		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	
		Prior Year		Requested	Supervisory Recommendation		Requested	Requested	Requested	Requested	Requested	Requested	Requested	Requested
		AMOUNT	SOURCE		AMOUNT	SOURCE								
	Scoreboards for Sports Fields	110,000	Free Cash											
	HVAC Controller Upgrade	108,000	Free Cash											
	Visitor Access Controls	25,000	Free Cash											
	Teacher MacBook Replacment					500,000					500,000			
	Lightspeed Replacement						455,000							
	Boiler Replacement									800,000				
	Parking Lot Light Replacement						200,000		200,000		200,000		200,000	
	<i>Marshall Simonds Middle School</i>													
	Track Resurfacing/Turf Replacement						1,000,000							
	AC Chiller Replacement					290,000								
	Bleachers	220,000	Free Cash											
7-23	Secuirty Cameras			45,111	45,111	Free Cash								
7-32	Athletic Field Improvements			0	0	Withdrawn								
	<i>Memorial School</i>													
7-30	Fire Systems Upgrades			41,190	41,190	Free Cash								
	HVAC								200,000	300,000	300,000			
	Bio Retention Area Reconstruction							150,000		150,000				
	<i>Pine Glen</i>													
	Playground Resurface												60,000	
	Classroom Interior Renovations							300,000			300,000			
	Bathroom Repairs	65,000	Free Cash											
	HVAC Renovations (Mech. Exhaust/AC)	500,000	Free Cash					500,000						
7-24	Instructional Space Transformation			115,562	115,562	Free Cash								
7-28	Siding and Soffit			150,403	150,403	Free Cash								
	Construction (Town Share)													
	<i>Burlington High School</i>													
7-26	BECC Student Bathroom Renovations			82,770	82,770	Free Cash								
7-25	Lightspeed Amplification Systems			154,980	154,980	Free Cash								
7-33	Athletic Field Improvements			0	0	Withdrawn								
30	Feasibility Study			1,500,000	1,500,000	Borrowing								
	HVAC Construction							13,000,000						
	Renovation (Town Share)										40,000,000			
	Performing Arts Center / Auditorium Improvements						40,000							
	Track Resurfacing/ Turf Replacement												1,500,000	
	Electrical Transformer Replacement						125,000							
	Pump Replacement						55,000		55,000			55,000		
	Music Room Floor Reconstruction	450,000	Free Cash											
	<i>Fox Hill</i>													
	Portable Roof Repairs	160,000	Free Cash											
	Feasibility Study	1,500,000	Free Cash											
	Construction (Town Share)						27,000,000							
	<i>Francis Wyman</i>													
7-27	Stairwell Resurfacing			42,049	42,049	Free Cash								
7-29	Cafeteria Grease Trap			39,393	39,393	Free Cash								
7-31	Grass Field Improvements			700,000	700,000	Free Cash								
	Playground Equipment	290,000	Free Cash											
	Playground Resurface									65,000				
	HVAC Installation/Replacement						500,000				500,000			
	Schools Subtotal	3,793,000		2,871,458	2,871,458		28,010,000	2,155,000	14,575,000	515,000	1,377,000	41,800,000	430,000	1,835,000
	Grand Total	12,600,462		12,097,883	12,097,883		77,914,840	9,310,500	23,068,500	10,703,500	8,609,500	46,929,500	6,283,500	4,426,000

SECTION 5: GLOSSARY OF TERMS

Abatement	A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Administered by the local board of assessors.
Accommodated Accounts	A category utilized by the Town to classify expenses which; 1. are applicable to all departments (i.e. debt service, and employee benefits), 2. have historically been difficult to control due to atypical factors, and as a result would put the respective department at an unfair disadvantage in complying with annual budget operating guidelines (i.e. special education, trash removal), or 3. are mandated, with the Town having little control over the cost (i.e. retirement contributions). Accommodated accounts are denoted with an "(AA)" in the budget line item description.
Appropriation	Authority granted by town meeting, or other legislative body, to make expenditures, or to incur obligations to make expenditures, for a specific public purpose. In the operating budget, the authority concludes at the end of the fiscal year.
Capital Asset	Property that has an initial useful life in excess of one year, and that is of significant value. Capital assets include land, infrastructure, buildings, renovations to buildings, equipment, vehicles, and other tangible and intangible assets that have useful lives longer than one year.
Chapter 686 of The Acts of 1970	An act establishing a representative town meeting form of government, <i>as currently practiced in Burlington</i> , enacted by the Senate and House of Representatives in General Court on August 14, 1970, whereby one hundred twenty-six (126) members shall be elected to meet, deliberate, act and vote in the exercise of the corporate powers of the town.
Chapter 70 School Aid	Refers to the school funding formula created under the Education Reform Act of 1993 by which state aid is distributed through the Cherry Sheet to aid in establishing educational equity among municipal and regional school districts.
Chapter 90 Highway Funds	State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on the formula under the provisions of MGL Ch. 90 §34. Communities receive cost reimbursements to the limit of the grant upon submission of expenditure

reports to the Massachusetts Highway Department, for previously approved local highway projects.

Cherry Sheet	The official notification to cities, towns and regional school districts of the next fiscal year's state aid and assessments. The aid is in the form of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for certain programs of services. Links to the Cherry Sheets are located on the DLS website at www.mass.gov/dls
Contracted Services	A subcategory within a department's total expenses budget line, which includes costs incurred from express or implied contracts, such as but not limited to printing, advertising, and the rental of equipment.
Deficit	When expenditures exceed revenue in a given account.
Estimated Receipts	Projections of anticipated local revenues, based on the previous year's receipts representing funding sources necessary to support a community's annual budget.
Excess Capacity	Difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Each year, the Select Board must be informed of excess levy capacity and their acknowledgement must be submitted to the Department of Revenue when setting the Town's tax rate.
Fiscal Year	The budget cycle which the Commonwealth and municipalities have operated on Since 1974 which begins July 1 and concludes June 30. (i.e. Fiscal year 2016 is from July 1, 2015 through June 30, 2016).
Free Cash	Remaining, unrestricted funds from operations of the previous fiscal year, certified annually by the Department of Revenue.
General Fund	Fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.

Local Receipts	Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment earnings, and hotel tax.
Long-Term Debt	Community borrowing, or outstanding balance at any given time, of loans with an original maturity date of 12 months or more.
Massachusetts Water Resources Authority (MWRA)	A Massachusetts public authority established by an act of the Legislature in 1984 to provide wholesale water and sewer services to 2.5 million people and more than 5,500 large industrial users in 61 metropolitan Boston communities. Burlington is a member of MWRA for sewer.
MELT	<i>Municipal Expenses and Local Travel.</i> A subcategory of total budgeted expenses which includes department costs incurred for membership dues in professional organizations, in-service education and training, conferences, and automobile mileage reimbursements associated with travel on Town business.
New Growth	The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year; excluding value increases caused by normal market forces or by revaluations. This is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate.
Operating Budget	A plan of proposed expenditure for personnel, supplies, and other expenses for the coming fiscal year.
Other Post-Employment Benefits (OPEB)	A form of deferred compensation which is <i>not</i> an integral part of a pension plan for an eligible retiree (i.e. healthcare).
Overlay	(Overlay Reserve or Allowance for Abatements and Exemptions)- An account established on an annual basis to fund anticipated property tax abatements, exemptions and uncollected taxes in that year.
Overlay Surplus	Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account; the amount of overlay available for transfer must be certified by the assessor.

At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue (*i.e. becomes part of free cash*).

Raise and Appropriate	A phrase used to identify a funding source for an expenditure or expenditures, which refers to money generated by the tax levy or other local receipts.
Recurring Revenue	A source of money used to support municipal expenditures, which can be relied upon at some level in future years.
Reserve Fund	An amount set aside on an annual basis within the town budget, administered by the Ways & Means Committee, to provide a funding source in the event that extraordinary or unforeseen expenditures are incurred by the town. Per Mass General Law, the amount set aside is not to exceed 5% of the preceding year's tax levy.
Senior Property Tax Work-off Program	A program under which participating taxpayers over 60 years old volunteer their services to the municipality in exchange for a reduction in their tax bills.
Sewer Enterprise Fund	A separate accounting and financial reporting mechanism of municipal services, for which a fee is charged in exchange for goods and/or services. It allows for the Town to easily track total costs of a service recovered through user charges; Burlington uses this fund to account for our Massachusetts Water Resource Authority (MWRA) assessment for sewer services.
Special Revenue Funds	Funds used to account for the proceeds of special revenue sources (other than capital) that are legally restricted to expenditures for a specific purpose.
Stabilization Funds	Funds designated to accumulate amounts for capital and other future spending purposes. Communities can establish one or multiple funds for different purposes. The establishment of, an amendment of purpose, or the appropriation of money from stabilization all require a two-thirds vote of town meeting; however, appropriation in aggregate in any given year cannot exceed 10% of the prior year's tax levy.

Statutory Exemptions

Massachusetts Law provides for an exemption from local property taxes for certain qualifying organizations. Not all organizations qualify for this exemption, and not all properties of qualified organizations are eligible for exemption. By law, the burden of establishing entitlement to an exemption falls upon the person or organization seeking the exemption. Massachusetts General Law Chapter 59, § 5 defines several types of organizations that may be eligible for an exemption.