

TOWN OF BURLINGTON



Proposed Operating Budget & 10-Year Capital Plan

Fiscal Year 2025

July 1, 2024 - June 30, 2025

Prepared by the Budget Office



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John Danizio, Assistant Town Administrator
Rachel Leonardo, Budget Director
Juling De Los Reyes, Town Accountant
Samuel Hockenbury, Management Analyst

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**SECTION 1:
GENERAL INFORMATION**

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Town of Burlington

Ways and Means Committee

Ways and Means Annual Budget Recommendation Fiscal Year 2025

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 this Town Meeting. Financial 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.

In January, Town Administration, the School Committee and Department, and Ways & Means agreed to a budget increase guideline of 4.5% for Operating budgets (vs. 3.75% for FY24) and 7.0% for Accommodated Accounts (vs. 9.0% for FY24), which leads to a 5.0% overall budget increase. The focus continues to be on providing level services relative to FY24. Headcount for Town government employees remains constant at 335 (with a 0.3 Full Time Equivalent increase), while School FTEs have decreased by one to 552. We are pleased that the presented budget is within the guideline targets.

The Town continues to improve our infrastructure. With Phase 2B underway, our final MWRA connection will add an additional 3 million gallons per day of water capacity. In the September 2022 Town Meeting, we approved a Police Station feasibility study. At this Town Meeting, members will be asked to approve building a replacement to the 126 year old building. In the January 2022 Town Meeting, we approved a Fox Hill Elementary School feasibility study. In September 2024, members will be asked to approve building a replacement with the state funding approximately 1/3 of the project. The Town Meeting approved High School feasibility study is currently underway with a Project Manager and Designer selected and developing options for what is likely to be a very large project.

Due to huge construction cost increases, the cost of our large projects is two to three times what they were in the previous 10 years. In response, Ways & Means has spent considerable effort working with the Administration to refine our debt planning. This has helped inform recommendations for our various projects. One outcome is our recommendation to have a Proposition 2 ½ debt exclusion vote in the April 2025 local election (if Town Meeting approves the

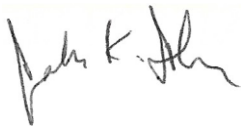
Police Station and/or Fox Hill projects). A debt exclusion will help maintain the Town's healthy excess levy capacity.

Looking forward, while residential property values continue to increase, there is concern that the shifting work-from-home economy is causing a higher office vacancy rate, and may lead to reduced Town revenues. However, it should be noted that our revenues continue to increase. Since the pandemic, state receipts have increased each year. Local receipts were down 12.5% in FY21, but FY25 is projected to exceed FY20 (i.e. pre-pandemic) levels. Commercial properties continue to generate over 60% of our tax levy. The Town is committed to adapting to the changing times. We have an Economic Development Director working on several initiatives. Our pivot to life science businesses is underway. Proposals for re-imagining the Middlesex Turnpike corridor are in-process.

Overall, the Town remains in good financial shape. Our free cash (\$30.8 million after January Town Meeting) and stabilization (\$11.1 million in April 2024) balances are strong at over 23% of the presented FY25 budget. If all warrant articles at this Town Meeting are approved, we expect over \$14 million of free cash will carry into FY25. We have significant unused levy capacity (\$12.9 million for FY24) in reserve. Our continuing OPEB contributions, as per plan, helps ensure we do not have runaway liabilities. In recognition of the Town's responsible financial stewardship, our AAA bond rating was recently reaffirmed. It is encouraging that a rare 'soft landing' of the national economy appears to be happening and that last year's recession concerns have been reduced.

On a personal note, we thank Meghan Nawoichik for her service on the Committee, and wish her well in her new position on the School Committee.

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

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



Town of Burlington

Town Administrator

Town Administrator's Budget Message Fiscal Year 2025

Town Meeting Members:

Enclosed are the FY25 proposed operating budget and capital plan for the Town of Burlington and Burlington Public Schools.

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

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

Operating Budget

The FY25 budget proposal represents a commitment to conservative budgeting and careful financial planning. The Administration requested that each department level fund its budget, except for pre-existing contractual obligations.

The proposed operating budget totals \$176,865,427, representing a 4.99% 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 "Accommodated Accounts," also known as "Fixed Costs," 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. The Administration was able to bring the Accommodated Accounts in at 5.84%

Capital Improvement Plan

The Administration developed the Town's Capital Improvement Plan (CIP) to ensure the continued maintenance of infrastructure and assets while actively planning for future needs. The FY25 plan contains a variety of projects and purchases that meet the plan's goals.

Infrastructure:

Included are several projects to maintain and improve the Town's water, sewer, and road and sidewalk infrastructure. The plan consists of annual funding for drainage improvements and stream cleaning to relieve localized flooding of residents' property, as well as cleaning 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 request is for a complete rehabilitation of the Grandview Pump Station at \$2.5 million, a Variable Frequency Drive (VFD) upgrade at the Terrace Hall Station, and an investment in the Water Meter Replacement Program.

The Department of Public Works (DPW) has also developed a long-range plan to invest in roads, 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. FY25 includes \$3.5 million for roads, sidewalks, and parking lots.

Asset Preservation and Maintenance:

The DPW maintains a carefully constructed vehicle placement program to maximize the useful life of equipment and vehicles while replacing them before the associated maintenance costs outweigh their value. This budget includes requests for five DPW vehicles and a Fire Department SUV that meet that standard.

The plan also includes several building and field maintenance and repair items. Requests include various school maintenance projects and playground renovations at Wildmere Park.

Public Safety:

This year's plan demonstrates the Town's continued commitment to public safety. The plan includes requests to replace a fire engine, which becomes the Town's frontline responder, and allows us to replace a model from 2008 that is beyond its useful life. In addition, the plan calls for an investment in both the Police and Fire Departments' portable radios. Our current radios are approaching the end of their useful life and are no longer supported for service and repair, with replacement batteries that are hard to find. This investment represents the final phase of a multiyear project to upgrade the Town's Public Safety communication infrastructure. This system is critical to the safety of our Police and Fire personnel and the community.

FY25 Major Infrastructure Investments on the Warrant:

The FY25 spending plan includes two major projects representing a significant investment in the Town's infrastructure and should serve the residents over the next 50 years. In May, the Town Meeting will be presented with an article to replace the Town's 100+ year-old Police Station. The current station (a converted school) is well past its useful life, and the layout is not up to modern policing standards. In September, the Town Meeting will hear a proposal to replace the nearly 60-year-old Fox Hill School Building. The current building has served the Town well for many years but lacks physical learning spaces and is pressured by growing enrollment. The Town can finance both of these projects within the limitations of Proposition 2 ½. However, such financing will impact our debt service budget as we move forward, and the upward pressure may impact operating budget guidelines in the future. The administration strongly recommends that the voters be presented with a debt exclusion, which would provide budgetary flexibility in the future.

General Goals and Objectives

The administration dedicates itself to continuously improving Town services and operations to better serve its residents and community. Below is a breakdown of the goals and initiatives highlighted in the FY25 proposed budget:

Optimizing Organizational Structure

The administration recognizes the importance of evolving alongside the community's needs. Through systematic reviews and incremental changes, the aim has been to achieve an optimal and sustainable organizational structure. We have analyzed various departments and positions and made necessary adjustments to enhance efficiency and effectiveness. Over the last few years, we have made improvements in the finance and operations departments. The recent focus has been on the Town's Land Use departments, demonstrating a commitment to addressing a critical area for the town's future success.

Revising the Town’s Administrative and Professional Compensation Plan

Recognizing the importance of attracting and retaining top talent in management and mid-management positions, the administration is working on revising the classification and compensation plan for these employees. We have engaged a professional HR consulting firm and secured funding to ensure a comprehensive analysis. The goal is to create a new plan that competes with our peer communities and reflects the skills and responsibilities required for these roles.

By addressing these critical areas, the administration aims to provide quality service to taxpayers and position the Town for long-term success and prosperity.

As always, the administration’s primary goal is to provide quality service at the best value to the taxpayer. Our approach to financial planning and the guideline-setting process aims to carefully manage the tax levy increase now and into the future. Beyond that, I would like to highlight several other goals and initiatives in the FY25 proposed budget for the community.

Financial Goals and Objectives

Maintain Bond Rating:

The Administration strives to maintain the Town’s AAA bond rating. This rating, the highest assigned by S&P Global Ratings, demonstrates a municipality's creditworthiness and ensures we receive the most favorable borrowing rates. This rating is a testament to the Administration’s commitment to stable financial management and sustainable budgeting.

Credit Profile		
US\$8.919 mil GO BANs dtd 04/25/2024 due 04/24/2025		
<i>Short Term Rating</i>	SP-1+	New
Burlington GO		
<i>Long Term Rating</i>	AAA/Stable	Affirmed
Burlington GO BANs		
<i>Short Term Rating</i>	SP-1+	Affirmed

Manage Debt and Reduce Liabilities:

The Administration continues to 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 significant long-term liabilities for the 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 the liability. As a result, they developed a

voluntary recommended payment schedule. The Administration has consistently made the recommended payments. The actuarial firm revised the schedule in December 2022, and the administration is committed to following the schedule. Another revision is due in December 2024.

Economic Development Goals and Objectives

A diverse and thriving local economy remains a priority for Town Administration. As many know, our town is a regional employment hub, with 2,074 businesses and a daytime population of 57,850 (ESRI Business Analysis). Building upon the previous year's successes, the economic development work plan and goals for FY25 fall into four categories to support Burlington's regional importance and encourage continued investment and vitality:

1. Promote Burlington and Support Existing Businesses: Efforts to promote Burlington and support existing businesses continue to be the focus of our economic development initiatives. The Town maintains a favorable tax structure for residents where commercial properties contribute significantly more to the tax levy than residential properties. Every year, commercial properties pay approximately \$84 million, which, in turn, funds 62.5% of the Town's annual budget; many communities see only 5-10% of these commercial tax revenues. Hence, Burlington must maintain and enhance its commercial ecosystem. Consequently, the Town has worked on marketing the benefits of doing business in Burlington with the BringMeToBurlington.com website and resources to maintain a social media presence designed for a business and investment audience. Over the last twelve months, we have had over 35,500 sessions on the website, 44% higher than the previous year. Looking ahead, we are aiming to enhance the website's amenities section with video content and sample itineraries, which further grow our marketing efforts.

2. Enhance Ecosystems for Innovation: Burlington serves as a critical regional employment hub, attracting individuals from various sectors – the top sectors in Burlington are professional services, technology, healthcare, and retail. The unemployment rate in Burlington averaged 3% over the last year, slightly lower than the state average. Nearly 40 new-tenant building permits were filed in 2023, totaling an estimated investment of over \$100 million. Major new life science companies coming to Town, including Fractyl, Vericel, and The Broad Institute, highlight the growing biopharma cluster in Burlington. Also, significant venture capital investments in existing local companies like Cardurion Pharma and MapLight further underscore the value of research and development companies located in town, enabled by the Town Meeting's adoption of proactive land use policies to support research and development. In addition, there is growing interest in green and sustainable tech in town, with small but new tenants, such as Nth Cycle and Phoenix Tailings, exploring methods to harvest metals from recycled materials.

3. Invest in the Town Center and Support Small Businesses: Efforts to strengthen and support small businesses in the Town Center remain a focus of our economic development activities. Burlington was accepted into the state's Vacant Storefront Program to provide incentives to tenants who lease specific long-vacant spaces in the Town Center. The Town also started a state process to design and fund a safer and more attractive roadway along the Town Center's portion of 3A. The Town Center also welcomed Good Night Johnny's, a restaurant featuring live music, adding new vibrancy to the Shoppes at Simon. Placemaking initiatives for the next year will include hosting a fall beer garden series and enhancing the pocket park with a pop-up gallery, which aims to attract foot traffic and improve the overall appeal of the Town Center.

4. Proactively Plan for Long-term Growth: Looking ahead, Burlington aims to plan for long-term growth and development proactively. Completing the “Burlington 128 Concept Plan” in 2022 laid the groundwork for refining the vision. As a result, we’ve been crafting a new mixed-use zoning proposal for the community’s critical commercial district along Mall Road and Middlesex Turnpike. The mixed-use zoning allows for a live, work, and play environment emphasizing the public realm and pedestrian connections, adding long-term value to the commercial real estate. The goal for FY25 is to present the new zoning to the Town Meeting in September 2024 for their consideration.

Burlington’s local economy has benefited from a balanced tax structure, diverse business activities, and proactive efforts to support growth. With collaborative initiatives with local partners and state agencies, the Town should sustain its economic status next year and beyond.

Planning for the Future

The Administration is committed to conservative budgeting 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, including all anticipated large-scale projects. The administration regularly adjusts the schedule as needs and priorities change. Still, the schedule provides an invaluable roadmap, allowing us 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. We will work diligently to bring these projects forward in a manner that will not disrupt Town and School operating budgets. The Administration will define much of the timeline once the town resolves the timing and funding costs associated with the Police Station and 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, represents all the work done by our department heads, town and school staff, and board and committee members throughout the year. Every year, I am increasingly impressed and grateful for all they do for this community. The extraordinary circumstances of the past few years have shown that our team is second to none.

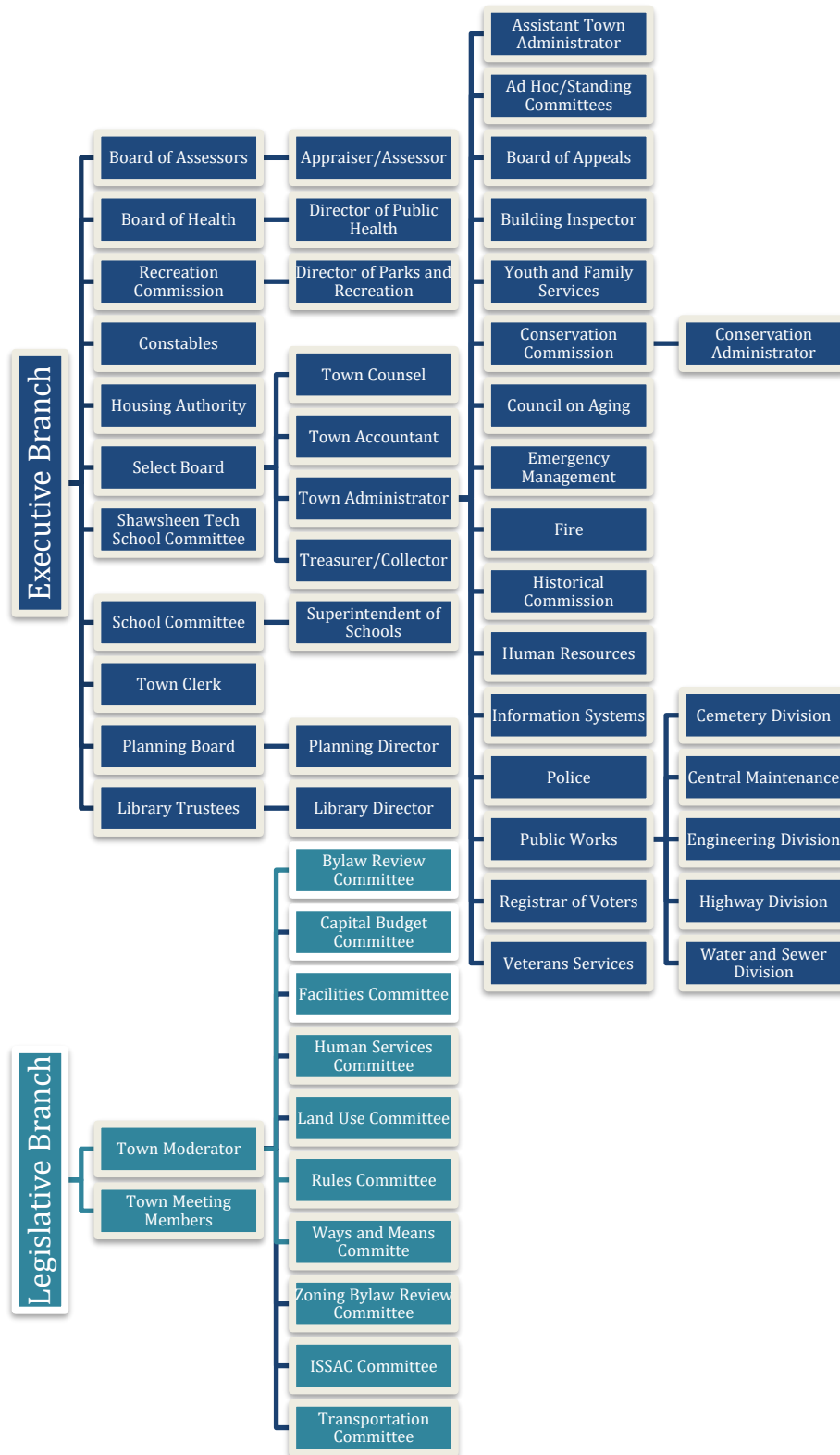
Sincerely,



Paul F. Sagarino Jr.
Town Administrator

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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.

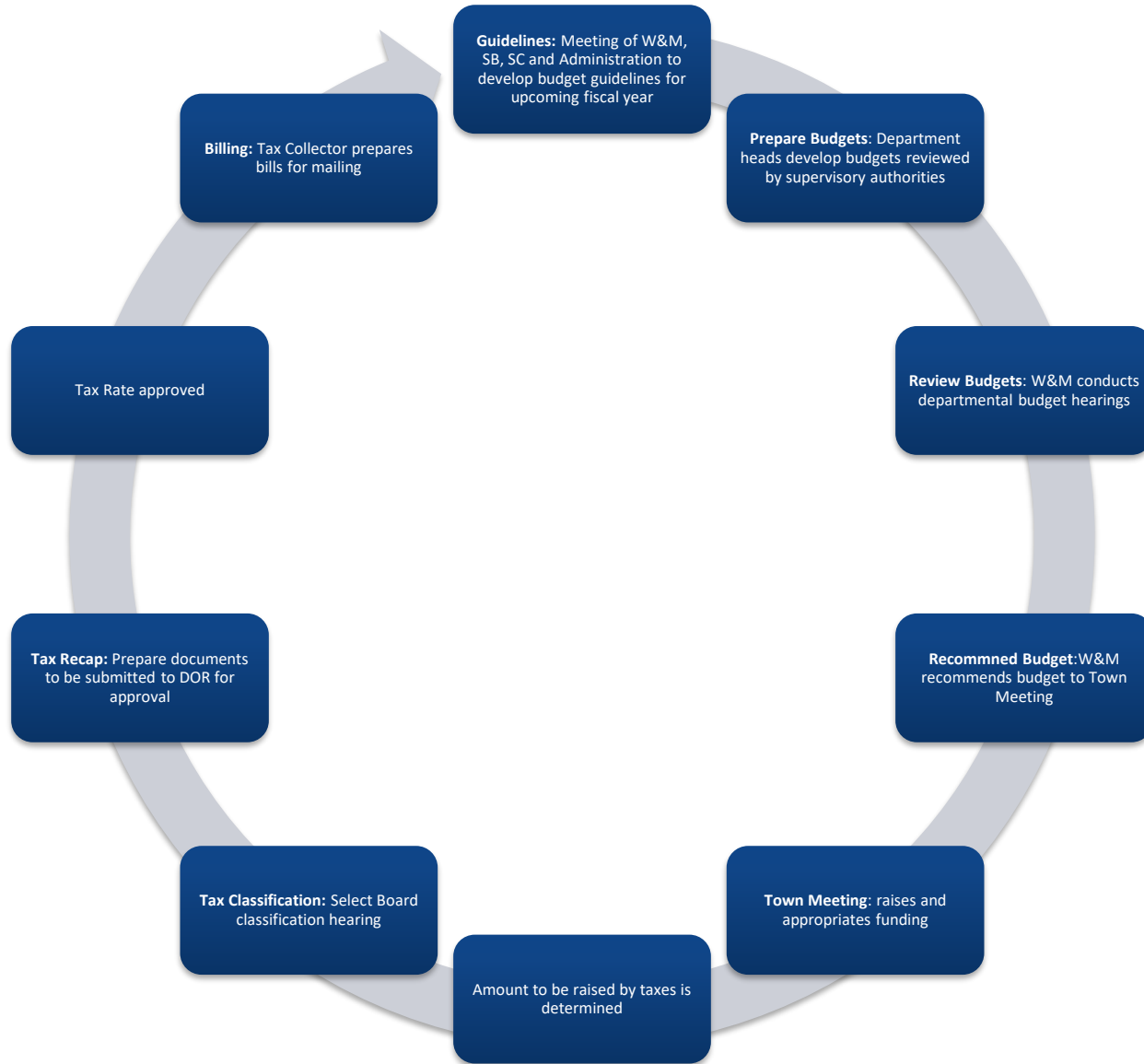
January Department heads develop budgets with supervisory authority.

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



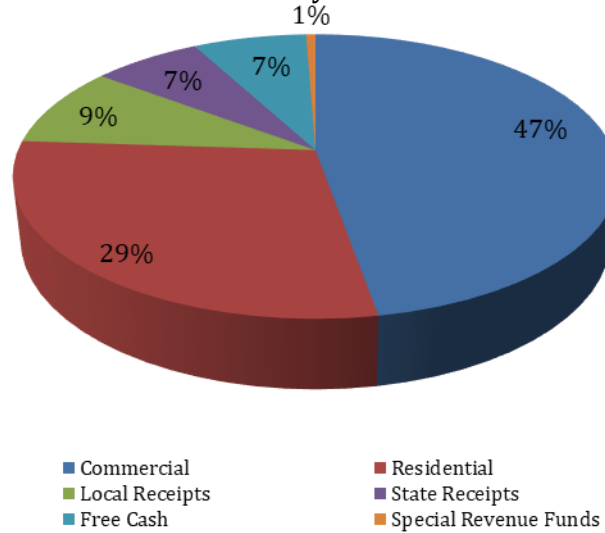
REVENUES

Recurring Revenues

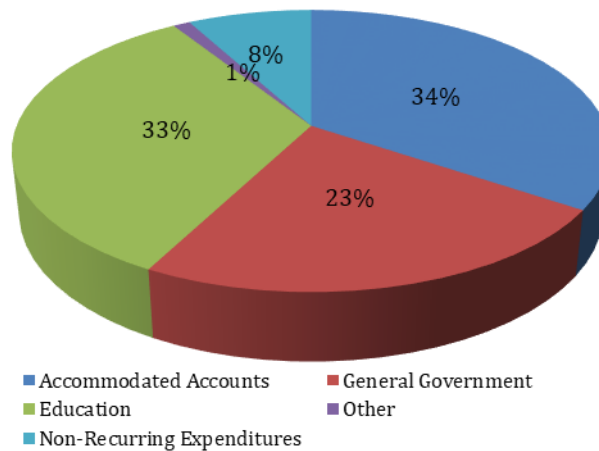
Tax Levy	147,876,574
Commercial	92,570,735
Residential	55,305,839
State Receipts	13,464,960
School Chapter 70	9,965,011
Charter School Reimbursement	2,394
School Offset Programs	82,452
Unrestricted General Govt. Aid	3,224,636
Veterans Benefits Reimburse	51,875
Veterans Blind & Surviving Spouse	85,283
Public Libraries	53,309
Local Receipts	17,826,604
Motor Vehicle Excise	4,305,780
Other Excise	3,000,000
Local Meals Tax	1,825,000
Penalties and Interest	341,445
In Lieu of Taxes	520,000
Water Usage Charges	3,900,000
Ambulance User Charges	625,000
Rentals	420,240
Licenses & Permits	1,500,000
Department Revenues	891,156
Fines & Forfeits	4,244
Interest of Invested Cash	217,905
Medical Assistance Reimbursement	275,834
Non-Recurring Revenues	
Free Cash	14,089,070
Special Revenue Funds	1,166,687
Overlay Excess	0
TOTAL	194,423,895

FY2025 OVERVIEW

Revenues by Source



Expenditures by Category



EXPENDITURES

Recurring Expenditures

Accommodated Accounts	66,879,018
Unemployment	100,000
Health Insurance	17,165,850
FICA/Medex	1,470,000
Retirement Contribution	0
General Town Insurance	1,500,000
Audit	70,000
Waste Removal	3,304,700
Street Lights	360,500
DEP Drinking Water Assessment	15,000
Hazardous Waste Collection	50,000
Mosquito Control	45,743
Debt Principal & Interest	8,772,664
Middlesex Retirement	14,291,966
SPED Tuition & Transportation	15,206,011
Regional School-Shawsheen	2,800,665
Regional School-Essex Tech/Minute	112,775
Local Transportation	100,000
OPEB	1,113,144
Capital Improvements	400,000
General Government	45,296,264
Education	64,690,145
Other	2,102,711
State Assessments	966,950
Allowance for Abatements	1,000,000
Cherry Sheet Offsets	135,761
Non-Recurring Expenditures	
Deficit Accounts (Snow & Ice)	200,000
Special Warrant Articles	15,255,757
TOTAL	194,423,895

Five Year Budget Summary

	<u>Budget FY 2021</u>	<u>Budget FY 2022</u>	<u>Budget FY 2023</u>	<u>Budget FY 2024</u>	<u>Projection FY 2025</u>	<u>% Increase</u>
Tax Levy Limit	\$136,366,075	\$141,619,356	\$147,733,018	\$154,725,586	\$160,914,611	4.00%
RECURRING REVENUES						
Taxes levied or Budgeted to be levied	\$123,791,535	\$129,801,144	\$134,491,166	\$141,752,305	\$147,876,574	4.32%
Local Receipts	\$14,592,758	\$15,062,209	\$15,061,606	\$16,144,782	\$17,826,604	10.42%
State Receipts (Cherry Sheet)	\$10,146,226	\$10,315,584	\$12,511,792	\$12,774,054	\$13,464,960	5.41%
TOTAL REVENUES	\$148,530,519	\$155,178,937	\$162,064,564	\$170,671,141	\$179,168,138	4.98%
RECURRING EXPENDITURES						
Accommodated Accounts	\$52,567,844	\$55,333,645	\$58,328,873	\$63,188,730	\$66,879,018	5.84%
General Government	\$38,665,631	\$40,171,044	\$41,716,324	\$43,369,228	\$45,296,264	4.44%
Education	\$55,204,938	\$57,387,111	\$59,539,128	\$61,904,445	\$64,690,145	4.50%
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)	\$1,001,304	\$1,013,969	\$1,061,326	\$966,948	\$966,950	0.00%
State Offset Items (Cherry Sheet)	\$163,375	\$164,603	\$158,609	\$154,726	\$135,761	-12.26%
<i>Sub-total - Recurring Expenditures</i>	<i>\$148,603,092</i>	<i>\$155,070,372</i>	<i>\$161,804,260</i>	<i>\$170,584,077</i>	<i>\$178,968,138</i>	<i>4.91%</i>
NON-RECURRING EXPENDITURES						
Deficit Accounts	\$67,428	\$208,565	\$360,304	\$187,064	\$200,000	6.92%
Special Warrant Articles	<u>\$3,764,310</u>	<u>\$5,504,044</u>	<u>\$7,838,401</u>	<u>\$11,561,536</u>	<u>\$15,255,757</u>	31.95%
TOTAL EXPENDITURES	\$152,434,829	\$160,782,981	\$170,002,965	\$182,332,677	\$194,423,895	6.63%
SURPLUS/(DEFICIT)	\$(3,904,310)	\$(5,604,044)	\$(7,938,401)	\$(11,661,536)	\$(15,255,757)	
NON-RECURRING REVENUES						
Free Cash	\$2,522,544	\$4,234,005	\$6,769,589	\$10,482,136	\$14,089,070	34.41%
Special Revenue Funds	\$1,231,766	\$1,170,039	\$1,168,812	\$1,179,400	\$1,166,687	-1.08%
Excess Allowance for Abatements	\$150,000	\$200,000	\$-	\$-	\$-	
TOTAL NON-RECURRING REVENUES	\$3,904,310	\$5,604,044	\$7,938,401	\$11,661,536	\$15,255,757	30.82%
SURPLUS/(DEFICIT)	\$-	\$-	\$-	\$-	\$-	

RECURRING EXPENDITURES

Accommodated Accounts

This category is utilized by the Town to classify several types of budgets. The first type is expenditures that are applicable to all departments such as employee benefit costs, general insurance, and debt service. Another is expenditures that have proven difficult to control which have been broken out of Town and School operating budgets as their inclusion would put those departments at an unfair disadvantage in meeting the Town's budget guidelines. Examples of these budgets would be Special Education from the School 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 sixth year of the Town's scheduled payment to address its liability for Other Post Employments Benefits (OPEB) in accordance with the plan that was presented at Town Meeting in February of 2015. The next actuarial study for OPEB is ongoing and will be finalized later this spring. The Town will continue to evaluate the funding schedule biannually as the actuarial study is updated. 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 2021	Budget FY 2022	Budget FY 2023	Projection FY 2024	Projection FY 2025	% Increase
Unemployment	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	0.00%
Health Insurance	\$14,222,730	\$15,028,422	\$15,633,054	\$16,248,398	\$17,165,850	5.65%
F.I.C.A./Medex Retirement Contribution	\$1,200,128	\$1,260,128	\$1,323,134	\$1,389,291	\$1,470,000	5.81%
General Town Insurance	\$1,106,273	\$1,156,399	\$1,214,219	\$1,364,219	\$1,500,000	9.95%
Audit	\$60,000	\$60,000	\$60,000	\$60,000	\$70,000	16.67%
Waste Removal	\$2,198,030	\$2,244,200	\$2,322,124	\$3,159,710	\$3,304,700	4.59%
Street Lights	\$370,500	\$370,500	\$360,500	\$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	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	0.00%
Mosquito Control	\$44,846	\$45,743	\$45,743	\$45,743	\$45,743	0.00%
Debt Principal	\$6,549,377	\$6,776,772	\$7,605,697	\$8,188,670	\$8,772,664	7.13%
Middlesex Retirement System	\$10,675,811	\$11,757,449	\$12,543,435	\$13,403,482	\$14,291,966	6.63%
Special Ed Tuition & Transportation	\$12,615,139	\$12,333,456	\$12,873,799	\$14,202,037	\$15,206,011	7.07%
Shawsheen Regional School	\$2,516,373	\$2,593,065	\$2,667,214	\$2,976,385	\$2,800,665	-5.90%
Regional School - Other	\$217,424	\$240,018	\$133,179	\$106,865	\$112,775	5.53%
Local Transportation	\$120,000	\$50,000	\$50,000	\$100,000	\$100,000	0.00%
Other Post Employment Benefits T/F	\$104,957	\$852,493	\$931,775	\$1,018,430	\$1,113,144	9.30%
Capital Improvements	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	0.00%
Total	\$52,567,844	\$55,333,645	\$58,328,873	\$63,188,730	\$66,879,018	5.84%

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	Projection	Projection	Projection	Projection	%
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Increase
Air Pollution Dist (C.676)	\$11,801	\$12,198	\$11,994	\$12,235	\$12,541	2.50%
RMV Non-renewal	\$15,429	\$15,771	\$11,540	\$15,061	\$14,960	-0.67%
MBTA	\$643,774	\$648,351	\$609,104	\$630,324	\$647,109	2.66%
Metro Area Planning Council	\$15,080	\$15,080	\$14,732	\$16,780	\$15,438	-8.00%
Tuition Assessments	\$315,220	\$322,569	\$413,956	\$292,548	\$276,902	-5.35%
School Offsets **	\$120,000	\$120,000	\$110,000	\$101,352	\$82,452	-18.65%
Public Libraries (C78,S19A) **	\$43,375	\$44,603	\$48,609	\$53,374	\$53,309	-0.12%
Total	\$1,164,679	\$1,178,572	\$1,219,935	\$1,121,674	\$1,102,711	-1.69%

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	Projection	Projection	Projection	Projection
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Previous Levy Limit	\$130,007,611	\$136,366,075	\$141,619,356	\$147,733,018	\$154,725,587
2.5% Limit	\$3,250,190	\$3,409,152	\$3,540,484	\$3,693,326	\$3,868,140
New Growth	\$3,108,274	\$1,844,130	\$2,573,178	\$3,299,243	\$2,320,884
Override	\$-	\$-	\$-	\$-	\$-
Subtotal	\$136,366,075	\$141,619,357	\$147,733,018	\$154,725,587	\$160,914,611
Exclusion Debt	\$-	\$-	\$-	\$-	\$-
Tax Levy Limit	\$136,366,075	\$141,619,357	\$147,733,018	\$154,725,587	\$160,914,611
Excess Capacity	\$12,574,540	\$11,818,212	\$13,241,852	\$12,973,282	\$13,038,037
Property Taxes Levied	\$123,791,535	\$129,801,145	\$134,491,166	\$141,752,305	\$147,876,574
% levy increase over prior year	5.54%	4.85%	3.61%	5.40%	4.32%

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 2021	Projection FY 2022	Projection FY 2023	Projection FY 2024	Projection FY 2025
Motor Vehicle Excise	\$4,097,758	\$4,097,758	\$4,092,209	\$4,221,353	\$4,305,780
Hotel Excise	\$1,400,000	\$1,415,000	\$1,415,000	\$1,500,000	\$3,000,000
Local Meals Tax	\$1,260,000	\$1,300,000	\$1,400,000	\$1,750,000	\$1,825,000
Penalties & Interest (Tax & Excise)	\$325,000	\$325,000	\$325,000	\$334,750	\$341,445
In Lieu of Taxes (Limited)	\$520,000	\$520,000	\$520,000	\$520,000	\$520,000
Water User Charges Ambulance User	\$3,505,000	\$3,600,000	\$3,600,000	\$3,708,000	\$3,900,000
Charges	\$775,000	\$594,451	\$500,000	\$600,000	\$625,000
Rentals	\$400,000	\$400,000	\$400,000	\$412,000	\$420,240
Departmental Revenues	\$840,000	\$840,000	\$840,000	\$865,200	\$891,156
Licenses & Permits	\$1,000,000	\$1,000,000	\$1,000,000	\$1,250,000	\$1,500,000
Fines & Forfeits	\$10,000	\$10,000	\$4,000	\$4,120	\$4,244
Investment Earnings	\$200,000	\$200,000	\$205,397	\$211,558	\$217,905
Medical Assistance Reimbursements	\$260,000	\$260,000	\$260,000	\$267,800	\$275,834
Other (ARPA)	\$-	\$500,000	\$500,000	\$500,000	\$-
TOTAL LOCAL RECEIPTS	\$14,592,758	\$15,062,209	\$15,061,606	\$16,144,782	\$17,826,604

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 2021	Projection FY 2022	Projection FY 2023	Projection FY 2024	Projection FY 2025	% Increase
School Chapter 70	\$7,002,131	\$7,104,731	\$9,149,844	\$9,355,284	\$9,965,011	6.52%
Charter Tuition Assess Reimb	\$33,549	\$6,566	\$13,728	\$2,376	\$2,394	0.76%

School Offset Programs **	\$120,000	\$120,000	\$110,000	\$101,352	\$82,452	-18.65%
Subtotal Education	\$7,155,680	\$7,231,297	\$9,273,572	\$9,459,012	\$10,049,857	6.25%
Unrestricted General Govt Aid	\$2,780,883	\$2,878,214	\$3,033,638	\$3,130,714	\$3,224,636	3.00%
Veterans Benefits Reimbursed	\$59,544	\$79,937	\$79,359	\$61,030	\$51,875	-15.00%
Vets, Blind & Surviving Spouse (C59)	\$106,744	\$81,533	\$76,614	\$69,924	\$81,748	16.91%
Public Libraries C78,S19A**	\$43,375	\$44,603	\$48,609	\$53,374	\$53,309	-0.12%
Subtotal General Government	\$2,990,546	\$3,084,287	\$3,238,22	\$3,315,042	\$3,411,568	2.91%
TOTAL STATE RECEIPTS	\$10,146,226	\$10,315,584	\$12,511,792	\$12,774,054	\$13,461,425	5.38%

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 2019	June 30 2020	June 30 2021	June 30 2022	June 30 2023
\$13,359,958	\$16,778,709	\$18,749,255	\$24,975,130	\$32,558,569

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.....	\$ 1,058,712
Total.....	\$ 1,166,687

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:

Budget FY 2021	Budget FY 2022	Budget FY 2023	Budget FY 2024	Projection FY 2025
\$ 150,000	\$ 200,000	\$ -	\$ -	\$ -

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SECTION 2: OPERATING BUDGETS

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113 - TOWN MEETING AND REPORTS

DESCRIPTION OF SERVICES/MISSION:

The Town Meeting and Reports budget covers the costs of preparing for and administrating the tri-annual Town Meeting. The salary budget funds the checkers and public address workers, while the expense budget includes the printing and mailing official Town Meeting documents, such as the warrant, backup, annual operating and capital budgets, and any other costs associated with the meetings.

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

STAFFING:

None.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025
Salaries						
Part Time	7,521	2,259	3,333	3,333	3,333	3,333
1- TOTAL SALARIES	7,521	2,259	3,333	3,333	3,333	3,333
Expenses						
Contracted Services	15,531	12,575	12,575	12,575	12,575	12,575
2- TOTAL EXPENSES	15,531	12,575	12,575	12,575	12,575	12,575
GRAND TOTAL	23,052	14,834	15,908	15,908	15,908	15,908

0.00%

119 - LEGISLATIVE COMMITTEES

DESCRIPTION OF SERVICES/MISSION:

The Legislative Committees' budget consolidates the Town Moderator's budget and the budgets of committees they appoint.

Town Moderator directs the Town Meeting (at least tri-annually) under Massachusetts General Law and Roberts Rules.

The Information Systems Security Advisory Committee (ISSAC) works with the town administration and superintendent of schools to address the technology issues facing the Town.

Land Use Committee reviews zoning proposals for the Town Meeting.

Ways and Means Committee reviews all financial matters and provides recommendations to the Town Meeting.

Capital Budget Committee reviews all capital purchasing requests and provides recommendations to the Town Meeting.

Zoning Bylaw Review Committee monitors and reviews the zoning bylaws and makes recommendations to the Town Meeting.

General Bylaw Review Committee reviews general and special bylaws and makes recommendations to the Town Meeting.

SIGNIFICANT CHANGES:

None.

BUDGET ISSUES:

None.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025
Salaries						
Part Time (ISAC)	0	364.88	1,500	1,500	1,500	1,500
Part Time (WM)	0	787.63	1,500	3,756	3,756	3,756

	Part Time (CBC)	1,154	0	3,756	838	838	838
	Part Time (ZBRC)	0	1,270	838	1,400	1,400	1,400
	Part Time (BLR)	779	1,250	1,400	1,500	1,500	1,500
	Part Time (Land Use)	599	478	1,500	1,500	1,500	1,500
	Elect/Appoint (MOD)	150	254	150	150	150	150
3-	TOTAL SALARIES	2,682	4,405	10,644	10,644	10,644	10,644
	Expenses						
	Materials & Supplies	0	30	373	373	373	373
4-	TOTAL EXPENSES	0	30	373	373	373	373
	GRAND TOTAL	2,682	4,435	11,017	11,017	11,017	11,017
							0.00%

122 - 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 operate the Town day-to-day.

The Board issues all licenses as authorized by statute, approves all payroll and vendor warrants, signs all substantial contracts within the Town not otherwise provided for in the Town's Bylaws, 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 manages the agencies/departments under the control of the Select Board. Additionally, they enact and supervise all Select Board policies, directives, and votes.

The Town Administrator is authorized to appoint personnel for all departments under the jurisdiction of the Select Board. Furthermore, they negotiate all collective bargaining agreements with employee unions and prepare the overall Town operating budget in concert with the Budget Director and the Ways and Means Committee. Finally, they ensure the Town complies with Massachusetts General Laws, federal statutes, and Town regulations.

Chapter 549 of the Acts of 1978 and Article IV, Section 2.0 of the Town bylaws further specify the duties and responsibilities of the Town Administrator.

In 2020, the Town Administrator's office created an Economic Development Office (EDO). The EDO's charge is to generate a vibrant, innovative, diverse, and thriving economic base. The EDO leads long-range land use and economic development plans. The office also supports existing and prospective businesses through local bureaucratic processes. And finally, they lead marketing and promotion efforts to keep Burlington a top-of-mind site selection for prospective companies.

SIGNIFICANT CHANGES:

None.

FY24 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. In concert with MassDevelopment, this program supports investment in upgrading commercial spaces to become more energy-efficient
- Enhanced Burlington's commercially focused website (BringMeToBurlington.com) by adding 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
- Created a complete draft bylaw for Burlington's new Mixed-Use zoning district that would allow for new infill development opportunities along the Mall Road Corridor with attention to open space and public realm connections
- Secured a \$50K grant from the Executive Office of Energy and Environmental Affairs to model the infrastructure financing for the public realm improvements in the Mall Road Corridor
- Executed placemaking efforts in Town Center with a fall series beer garden that attracted an estimated 1,600 participants and launched a call for mural artists to add art to Town Center
- Leveraged the state's Vacant Storefront Program, incentivizing new tenants in specific Town Center vacant spaces to encourage occupancy and vitality
- Increased the number of sessions on the BringMeToBurlington.com website to 35,500 sessions for the year, increasing the Town's visibility online
- We were awarded \$30K from the Regional Economic Development Organization, Middlesex 3 Coalition, for website enhancements and received a grant to support a pop-up retailer in the 3rd Ave retail corridor
- Initiated the process with MPO to design and fund roadway improvements for Cambridge Street along the Town Center

FY25 GOALS:

- Maintain a sustainable multi-year financial plan and AAA Bond Rating
- Improve internal collaboration and coordination between departments to improve efficiencies
- Complete the development of the communications plan and initiate implementation
- Conduct analysis and implement a compensation plan aimed at attracting and retaining talent
- Finalize a proposal for new land use regulations to unlock new development opportunities along the Mall Road corridor for the Town Meeting to consider
- Develop a business permitting guide and update the online permitting process to facilitate new businesses in town
- Create a public realm and infrastructure financing plan for the Mall Road corridor to identify improvements and direct public and private investments
- Present the new Mixed-Use zoning bylaw to the Town Meeting in September for their consideration
- Complete the infrastructure financing plan for the public realm improvements in the Mall Road Corridor
- Update the BringMeToBurlington.com website with new photographs and videos highlighting amenities and innovative industries.
- Ensure the mural installation and pilot a pop-up gallery or incubator in the Town Center

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 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025
Salaries						
Full Time	733,195	765,015	814,492	853,570	853,570	853,570
Part Time	2,400	0	3,048	0	0	0
Elected/Appointed	4,000	4,500	5,500	5,500	5,500	5,500
Overtime	0	0	500	0	0	0
5- TOTAL SALARIES	739,595	769,515	823,540	859,070	859,070	859,070

Expenses							
	Contracted Services	25,289	32,324	51,000	51,000	51,000	51,000
	Materials & Supplies	4,977	63,529	49,300	55,400	55,400	55,400
	M.E.L.T.	9,453	12,161	17,015	17,015	17,015	17,015
6-	TOTAL EXPENSES	39,719	108,015	117,315	123,415	123,415	123,415
Special Accounts							
	Misc. Expenses	11,617	16,834	17,500	17,500	17,500	17,500
7-	TOTAL SPECIAL	11,617	16,834	17,500	17,500	17,500	17,500
	GRAND TOTAL	790,931	894,365	958,355	999,985	999,985	999,985

4.34%

135 - ACCOUNTING

DESCRIPTION OF SERVICES/MISSION:

The Town Accountant is appointed and supervised by and answers to the Select Board. The Accountant works with and supports the Town Administrator and administrative team.

The Accounting department performs financial management duties per Massachusetts General Laws, Town bylaws, and all “Generally Accepted Accounting Principles” (GAAP).

The department maintains a complete set of financial records for all town accounts, appropriations, debts, and contracts— additionally, the general ledger and journal records of all transactions. Furthermore, the department acts as an internal audit for all departmental receipts and expenditures and coordinates with the Town’s external auditors.

The Accountant’s office manages all Town expenditures, including vouchers, bills, and payroll. The weekly payroll and accounts payable warrants require checking expenditures as appropriate and accurate and ensuring the availability of funds before the Treasurer’s office issues payment. Afterward, the team reconciles the Treasurer/Collector’s cash and receivables balances with the general ledger.

The Accountant oversees and participates in posting weekly warrants, cash receipts as received, and the monthly entries in the journal. Furthermore, they assist other town officials in monitoring the Town’s financial condition. Such assistance includes monthly departmental notices on expenditures and account balances and recommendations for best financial practices.

Finally, they compile and submit all required state and federal reports during and at the close of the fiscal year. They also prepare the annual balance sheet breakdown of cash receipts and produce annual reports for the Town.

The Accounting Department prepared, for the fifth time, an Annual Comprehensive Financial Report (ACFR) for the year ending June 30, 2023. The report replaced the plain financial statement report issued in prior years. The issuance of an ACFR had been a long-term goal.

The Budget Director is responsible for developing, preparing, and monitoring the Town’s annual operating budget and ten-year capital improvement plan. Additionally, they assist departments, Town boards and committees, residents, and other

stakeholders with facts and analysis of fiscal matters. Moreover, they ensure the budget reflects the goals of the Administration and community. Finally, they continue improving the budget book to inform decision-makers with expert analysis.

The purchasing function of the office is responsible for procuring/acquiring or disposing of all goods and services, construction, and real property following Massachusetts General Law and applicable local regulations.

SIGNIFICANT CHANGES:

None.

FY24 ACCOMPLISHMENTS:

- Implemented the new version of financial software Munis
- Received the GFOA Award for *Excellence in Financial Reporting* for the Annual Comprehensive Financial Report
- Continued to provide support to all the Town departments
- Enhanced staff cross-training

FY25 GOALS:

- Continue to safeguard the financial assets of the Town and maintain appropriated legal levels of control over revenues and expenditures
- Work to implement recommendations provided in audit comments from the prior fiscal year
- Continue to cross-train staff
- Work to ensure staff continue to grow with professional development training and seminars

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 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	416,290	426,019	468,535	482,138	482,138	482,138	
	12,503	23,069	28,178	30,182	30,182	30,182	
8-	428,793	449,088	496,713	512,320	512,320	512,320	
Expenses							
	159	317	425	425	425	425	
	2,514	4,470	4,870	4,870	4,870	4,870	
9-	2,673	4,787	5,295	5,295	5,295	5,295	
	431,466	453,875	502,008	517,615	517,615	517,615	3.11%

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.

Annually mails the "Form of List" to business owners and analyzes the resulting data to value all business personal property.

Additionally, mails the 'Income and Expense Forms' to commercial property owners at the beginning of the year. The returned data is 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 returned applications.

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 disputed real estate and personal property tax values.

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

SIGNIFICANT CHANGES:

None.

FY24 ACCOMPLISHMENTS:

- Successfully adopted Clause 41D to authorize the Town to adjust the maximum assets and income for Clause 41C (senior exemption) annually

FY25 GOALS:

- Complete the state-mandated five-year revaluation of all properties in the town
- Provide the administration with information to help develop financial strategies.

STAFFING:

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

BUDGET ISSUES:

None.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	327,604	277,719	291,157	269,166	269,166	269,166	
	2,600	2,600	2,600	2,600	2,600	2,600	
10-	330,204	280,319	293,757	271,766	271,766	271,766	
Expenses							
	94,330	180,629	180,980	181,980	181,980	181,980	
	2,826	2,472	3,150	3,150	3,150	3,150	
	1,957	5,043	7,315	7,315	7,315	7,315	
	0	1,530	1,530	1,530	1,530	1,530	
11-	99,113	189,674	192,975	193,975	193,975	193,975	
	429,317	469,993	486,732	465,741	465,741	465,741	-4.31%

145 - TREASURER/COLLECTOR

DESCRIPTION OF SERVICES/MISSION:

The Treasurer/Collector performs all duties 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. Such collection 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 safeguarding all of the Town of Burlington's funds and issuing debt as authorized by the Town Meeting.

The Department oversees fund expenditures, payroll, and all employee and retiree benefits, which include health, life, disability, dental, deferred compensation, tax shelter, pension, flexible spending, and other related accounts supporting 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.

FY24 ACCOMPLISHMENTS:

- Successfully performed necessary processes to utilize upgraded software.
- Maximized interest earned through keeping funds liquid.
- Continued to collect taxes on properties in tax title.
- Restructured positions to facilitate a more straightforward structure within the Treasurer/Collector Team.

FY25 GOALS:

- Continue to promote online payment options for residents
- Communicate with residents related to delinquencies before filing for tax title
- Initiate "Time and Attendance" upgrades to the payroll system.

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:

This year’s budget increase in payroll is higher than in the past few years due to the changes to the department structure, the A&P contract, and the BMEA contract. There were not any additions to employees. The decrease in contracted services eliminates an increase in last year’s budget due to the conversion.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	638,191	688,673	724,066	754,563	754,563	754,563	
12-	638,191	688,673	724,066	754,563	754,563	754,563	
Expenses							
	0	1,025	4,250	2,750	2,750	2,750	
	17,719	15,098	22,150	22,150	22,150	22,150	
	2,030	5,098	6,100	6,100	6,100	6,100	
13-	19,749	21,222	32,500	31,000	31,000	31,000	
Special Accounts							
	0	0	100	100	100	100	
14-	0	0	100	100	100	100	
	657,940	709,895	756,666	785,663	785,663	785,663	3.83%

149 - CENTRAL ADMINISTRATION

DESCRIPTION OF SERVICES/MISSION:

The Central Administration budget comprises various expense accounts impacting 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, review them, and propose plan design changes to control cost increases.

Other Post-Employment Benefits (OPEB) fund represents the Town's contribution to the OPEB Trust fund. The appropriation amount 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) who separately support their 111F obligations.

Financial Services covers the cost of the Town's annual audit, 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 closely with employee unions to monitor trends in health claims and review plan design changes to keep the program cost increases modest, with some success over the past several years. Past performance is no guarantee of future success, and we will continue to work

diligently and in tandem with our employees to contain costs wherever possible. This budget line item will require a 5.65% increase for FY25.

Town insurance – The growing rate of premiums, the need to add robust cyber security coverage, and the unpredictable nature of worker’s compensation payments make for a challenging budget to predict and corral. The Town saw a greater than 100% loss ratio fall of the 5-year average, but a second year is still a year away from coming off the rolls. Improving the Town’s loss ratio makes the Town more attractive and increases the likelihood of competitive bids. However, catastrophic losses are unpredictable and cannot be counted on not to happen. Preventing double-digit growth in premium rates is challenging to beat, but the Town works with its agents and advisors to reduce insurance costs across all forms.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
15- Unemployment Comp. (A)	4,840	59,731	100,000	100,000	100,000	100,000	0.00%
16- Ch. 32B Benefits (A)	13,813,600	14,113,681	16,248,398	17,165,850	17,165,850	17,165,850	5.65%
17- Medicare (A)	1,207,993	1,298,225	1,389,291	1,470,000	1,470,000	1,470,000	5.81%
18- Transfer to OPEB (A)	852,493	931,775	1,018,430	1,113,144	1,113,144	1,113,144	9.30%
19- Town Insurance (A)	1,156,399	1,214,219	1,364,219	1,500,000	1,500,000	1,500,000	9.95%
20- Financial Services (A)	60,000	55,524	60,000	70,000	70,000	70,000	16.67%
21- Central Supply	110,000	110,000	110,000	140,000	140,000	140,000	27.27%
22- Central Machine	22,606	27,200	28,000	29,210	29,210	29,210	4.32%
TOTAL ACCOMMODATED	17,095,325	17,673,155	20,180,338	21,418,994	21,418,994	21,418,994	6.14%
TOTAL OPERATING	132,606	137,200	138,000	169,210	169,210	169,210	22.62%
GRAND TOTAL	17,227,931	17,810,355	20,318,338	21,588,204	21,588,204	21,588,204	6.25%

151 - LEGAL

DESCRIPTION OF SERVICES/MISSION

The Town utilizes third-party counsel for its legal needs. The budget supports most town-wide legal expenses (except for certain specialty areas). The budget reflects the anticipated costs of both general counsel and labor counsel.

SIGNIFICANT CHANGES:

None.

STAFFING:

None.

BUDGET ISSUES:

None.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Expenses							
Contracted Services							
	Legal Fees	76,510	83,357	125,000	125,000	125,000	125,000
	Labor	30,656	62,546	72,000	72,000	72,000	72,000
	Cable TV Negotiations	1,170	4,794	1,500	1,500	1,500	1,500
	Tax Title	51,520	-1,408	3,500	3,500	3,500	3,500
23-	TOTAL EXPENSES	159,856	149,289	202,000	202,000	202,000	202,000
	GRAND TOTAL	159,856	149,289	202,000	202,000	202,000	202,000
							0.00%

152 - HUMAN RESOURCES

DESCRIPTION OF SERVICES/MISSION:

The Human Resources Department is a partner to all Town and School employees. Furthermore, the department supports recruitment & selection, compensation, employee relations, labor relations, and organization & employee development processes.

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:
 - Preparing and posting recruitment announcements and advertisements
 - Recommending appropriate recruitment process
 - Assisting department heads and school administrators with screening applications and identifying the most highly qualified candidates
 - Facilitates developing interviews and other selection procedures for departments
 - Performs reference/background checks
- Provides support in the administration of the municipality's and school department's classification and pay plans, including:
 - Recommending appropriate reclassification of positions when needed
 - Assists in the conducting of classification and salary studies
 - Helps evaluate positions and recommends fair salary schedules in preparation for collective bargaining
 - Ensures the municipality and school department are 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 of collective bargaining agreements under local, state, and federal laws.
 - Meets, as appropriate, with employees to discuss individual job-related issues
 - Participates in grievance and arbitration hearings as necessary

- Ensures the Town and School Department employment practices follow all applicable state and federal requirements.
- Assists in preparing civil service correspondence and forms per Chapter 31 of the General Laws of the Commonwealth of Massachusetts
- Aides municipal and school management teams in the annual renewal of the town's health insurance and dental plans
 - Provides support to help make premium plan design changes. Additionally, the team is responsible for recording the Insurance Advisory Committee minutes
- Coordinates in-house training sessions for staff
- Selects and promotes appropriate external training opportunities
- Assists and participates in annual new teacher orientation
- Acts as a liaison with the Employee Assistance Program
- Promotes Equal Opportunity Employment (EEO) and diversity in the workplace
- Works to prevent and address claims of sexual harassment, discrimination, and a hostile work environment
- Oversees the preparation of the Affirmative Action Report, EEO-4 Report, and other required workforce documents

SIGNIFICANT CHANGES:

None.

FY24 ACCOMPLISHMENTS:

- Provided Implicit Bias training to all Department Heads and, subsequently, department staff
- Explored diversity, equity, and inclusion initiatives in recruiting and retention of staff
- Introduced efficiencies in services and communications, including processing of personnel changes
- Continued the Management Academy program consisting of management-level training for department heads and others in a supervisory role
- Wellness initiatives included healthy challenges and incentives for healthy activities
- Partnered with the Benefits Office for the annual employee health fair consisting of 20+ wellness vendors, health screenings, and activities

FY25 GOALS:

- Continue diversity, equity, and inclusion initiatives
- Continue exploring efficiencies in services and communications, including processing personnel changes, onboarding, and offboarding. Work with department heads and IT to enhance the onboarding and offboarding process

- Continue to provide health and wellness education to our employees to maximize benefits from the plans offered while encouraging decisions that minimize claims costs

STAFFING:

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

BUDGET ISSUES:

None.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	145,198	153,451	163,258	163,258	163,258	163,258	
24-	145,198	153,451	163,258	163,258	163,258	163,258	
Expenses							
	0	0	450	450	450	450	
	1,062	1,263	1,250	1,250	1,250	1,250	
	677	2,393	2,755	3,065	3,065	3,065	
25-	1,739	3,656	4,455	4,765	4,765	4,765	
Special Accounts							
	939	3,625	7,500	7,500	7,500	7,500	
	2,755	3,995	6,310	6,310	6,310	6,310	
	5,395	4,752	6,000	6,500	6,500	6,500	
26-	9,089	12,372	19,810	20,310	20,310	20,310	
	156,026	169,479	187,523	188,333	188,333	188,333	0.43%

155 - MANAGEMENT INFORMATION SYSTEMS

Description of Services:

The primary objective of the Management Information Systems (MIS) department is to furnish comprehensive information and technology support to all municipal organizations within the Town. Support encompasses various tasks, including the maintenance of servers and networks, resolution of technical issues, implementation and upkeep of software and hardware, and ensuring the security and compliance of the organization's technology following relevant regulations. Additionally, our responsibilities comprise assessing emerging technologies, proposing systems to enhance organizational performance, and providing guidance and training on technological usage. In essence, the MIS department is responsible for managing information and technology to achieve organizational goals and objectives by providing pertinent and timely information.

Our infrastructure is grounded in a 10Gb network with widespread wireless access across most Town buildings. The department manages the VOIP (Voice Over IP) phone system for all town-wide departments and a distinct mass notification system designed to alert residents in emergencies or unforeseen events. The Town's network backbone relies on an extensive fiber optic cable plant, installed over 20 years ago, connecting 54 sites, including town facilities, schools, water towers, and sewer pumps. This backbone efficiently handles all data, telephone, and video transmissions related to Town business, resulting in substantial cost savings compared to alternative data transport methods.

To ensure the seamless day-to-day functioning of the town, numerous proprietary software applications specific to the public sector are essential. While not exhaustively listed, these applications play a crucial role in supporting the operational efficiency of the town.

Description of Key Systems:

- *Enterprise Resource Planning (ERP) System*
 - ERP is a comprehensive solution to manage the town's financial system seamlessly
 - It efficiently tracks receivables, collectibles, payroll, and budgets, providing a unified platform for streamlined financial operations.
- *Computer Assisted Mass Appraisal Solution*
 - The Assessor's office employs a sophisticated solution for maintaining accurate commercial and residential property records and values.
 - Public access to this valuable data is available at <https://burlington.patriotproperties.com>.
- *Supervisory Control and Data Acquisition (SCADA) System*
 - The system aids the DPW in controlling, directing, recording, and monitoring their systems.

- It enhances operational efficiency by providing supervisory control over various processes.
- *Permitting Application Software*
 - Our permitting application software boosts the town's productivity by streamlining workflow.
 - The software enables prompt electronic routing, approval, and issuance of permits, contributing to a more efficient and effective permitting process.
- *Recreation Management Application*
 - The Recreation Department utilizes a cloud-based Recreation Management application to track activity reservations and programs.
 - Residents can access information at www.burlingtonrecreation.org, contributing to a user-friendly experience for all stakeholders.

Ongoing MIS Department Responsibilities:

The MIS department diligently maintains, updates, and backs up various complex systems, each with unique characteristics. These systems, including those utilizing security certificates, requiring multiple servers, or connecting to state/federal agencies, are crucial components of the town's operations.

Significant Changes:

None.

FY24 Accomplishments:

- Successfully supported and maintained the town's extensive fiber optic cable network.
- Replaced and upgraded network equipment as part of the 5-year plan for Towns/Schools Network Infrastructure/Enterprise Security Solutions.
- Continued with the implementation of the Cybersecurity Awareness Program to all Town's personnel.
- Upgraded the Financial System ERP and migrated to a new hardware environment.
- Started creating a robust plan for responding to and managing security incidents.

FY25 Goals:

- Cybersecurity Awareness Program:
 - Continue implementing a program to foster a culture of security within the organization.
 - Encourage employees to prioritize security in all activities, protect sensitive data, prevent cyber-attacks, meet compliance requirements, and maintain cost-effectiveness.
- Application Server/Software Upgrades and Implementation:

- Work with organizations to upgrade their application servers/software.
- Implement new software modules automating financial tasks such as billing, accounts payable, budgeting, and financial reporting to enhance efficiency and reduce staff burden.
- Much of the fiscal year will be dedicated to developing the next five-year cycle to refresh our technology infrastructure.
- Fire & Police Departments System Implementation:
 - Continue to assist and work with the Fire & Police Departments to implement a new system that provides automation, flexibility, reporting, analytics, security, scalability, compliance, customer support, and integration with other software systems for a comprehensive, streamlined solution.

Staffing:

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

Budget Issues:

None.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	345,729	363,210	390,578	394,334	394,334	394,334	
		25,000	25,000	25,000	25,000	25,000	
27-	TOTAL SALARIES	345,729	388,210	415,578	419,334	419,334	419,334
Expenses							
	103,236	124,536	132,235	151,531	151,531	151,531	
	122,469	128,229	138,269	145,582	145,582	145,582	
	469	1,123	1,000	1,000	1,000	1,000	
	101,273	104,855	101,000	101,000	101,000	101,000	
28-	TOTAL EXPENSES	327,447	358,742	372,504	399,113	399,113	399,113
	GRAND TOTAL	673,176	746,952	788,082	818,447	818,447	818,447
							3.85%

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 (DBAs); 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, who manages 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. They also oversee the Board of Registrar's budget and are the Clerk for the Board.

Elections: The Town Clerk oversees all elections as the Chief Elections officer. Working with the office, we manage the distribution of local and overseas Absentee Ballots for the three weeks before the election; for Federal elections, we 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 election processing and certifying.

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

Mail service: Involves the handling of all incoming and outgoing mail for the Town. There are monthly bulk mailings from the Water Department in DPW and periodic mailings for Assessors, Board of Health, Veterans, and DPW. Three times a year, there are mailings from the Select Board, Planning, and other Zoning Departments to Town Meeting Members.

Public Information and Services: Maintain a high level of customer service by 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 2023, the Clerk's office brought in \$181,859 in revenue, which became part of the General Fund.

FY24 ACCOMPLISHMENTS:

- Continued to run an efficient and effective front door for the Town of Burlington, the Clerk's office is where people come to get an answer, whether on the phone or in person. 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 two elections requiring staff education on the changing legal requirements passed by the State Legislature. Implemented efficient processes for Vote by Mail and Early In-Person Voting. These costs continue to be significant factors in the flexions' of the Clerk's budget
- The office processed over 1,700 vital records registration, including Births, Deaths, and Marriages. Our office processes and archives these permanent records, bringing our archives to over 66,000 vital records
- Further implemented ViewPoint/OpenGov workflows and tools to help us work "smarter, not harder." Additionally, the office developed a workflow for updating the OpenGov database for more accurate data, creating a more effective Permitting system
- We continue to handle voluminous record requests from vital records, bringing in \$160,000 in revenue. Moreover, we processed over 2,600 dog licenses and 900 Business certificates
- We have handled over 600 FOIA requests in the 2023 calendar year

FY25 GOALS:

- Review and update processes and procedures for all office tasks
- Further implement ViewPoint/OpenGov workflows and tools to help us work "smarter, not harder."
- Run three elections and keep up with the shifting legal requirements. Continue improving efficiency for Vote by Mail and Early In-Person Voting procedures, as these costs significantly drive election expenses

- Maintain a high level of customer service for all the residents and businesses of the Town for all of the above-listed services!

STAFFING:

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

BUDGET ISSUES:

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

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025
Salaries						
	265,409	282,404	300,378	311,377	311,377	311,377
	0		0			
	101,986	108,575	123,373	123,838	123,838	123,838
29-	367,395	390,979	423,751	435,215	435,215	435,215
Expenses						
	12,160	11,888	13,300	14,300	14,300	14,300
	2,423	1,785	3,000	3,000	3,000	3,000
	3,825	3,190	3,900	3,900	3,900	3,900
	1,135	1,166	1,500	1,500	1,500	1,500
30-	19,543	18,029	21,700	22,700	22,700	22,700
Special Accounts						
	28,551	94,205	78,680	109,144	109,144	109,144
31-	28,551	94,205	78,680	109,144	109,144	109,144
	415,489	503,213	524,131	567,059	567,059	567,059

8.19%

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; conduct 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
- Additional workload as state regulations increase
- Oversee voter issues during and following elections
- Conduct recounts of contested election races

STAFFING

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

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

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	Elected/Appointed	1,250	1,250	1,250	3,250	3,250	3,250
32-	TOTAL SALARIES	1,250	1,250	1,250	3,250	3,250	3,250
Expenses							
	Contracted Services	9,721	10,922	11,000	12,500	12,500	12,500
	Materials & Supplies	869	900	900	900	900	900
33-	TOTAL EXPENSES	10,590	11,822	11,900	13,400	13,400	13,400
	GRAND TOTAL	11,840	13,072	13,150	16,650	16,650	16,650

26.62%

171 - CONSERVATION

DESCRIPTION OF SERVICES/MISSION:

The Conservation Department 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 comments on projects and proposals to the Planning Board and other boards on wetlands and environmental issues.

Manages several parcels of Town-owned land under the Conservation Commission's jurisdiction. These include the Mill Pond, Sawmill Brook, Marion Road, Little Brook Conservation Areas, and several smaller parcels. Managing these parcels includes hiring 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 by hiring 2-4 seasonal workers.

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

SIGNIFICANT CHANGES

None.

FY24 ACCOMPLISHMENTS

- Managed Town compliance with minimum control measures of EPA NPDES Phase 2 MS4 permit
- Continued stormwater outfall monitoring to comply with the EPA permit
- Coordinated Conservation Commission hybrid meetings and site visits

- Updated Wetland Bylaw to incorporate climate change impacts on wetland resource areas
- Drafted new Floodplain Zoning Bylaw
- Continued to educate the public and business community about the importance of wetlands, managing stormwater, and reducing pavement and other impervious cover

FY25 GOALS

- Enhance resource areas and groundwater quality by protecting and increasing green space and reducing the discharge of untreated stormwater in streams and wetlands
- Continue to educate the public and business community about the importance of wetlands, 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, (1) Part-Time Conservation Assistant and (3-4) Seasonal Stream Cleaners

BUDGET ISSUES:

None.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025
Salaries						
	232,682	252,991	272,104	267,155	267,155	267,155
	3,237	7,995	15,583	40,655	40,655	40,655
34-	TOTAL SALARIES	235,919	260,986	287,687	307,811	307,811
Expenses						
	635	3,757	5,700	5,700	5,700	5,700
	2,004	3,340	4,350	4,410	4,410	4,410
35-	TOTAL EXPENSES	2,639	7,097	10,050	10,110	10,110

Special Accounts								
	Land Management	5,047	6,903	8,320	1,000	1,000	1,000	
	Stream Cleaning	5,743	8,098	11,000	1,000	1,000	1,000	
36-	TOTAL SPECIAL	10,790	15,001	19,320	2,000	2,000	2,000	
	GRAND TOTAL	249,348	283,084	317,057	319,921	319,921	319,921	0.90%

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 background research for the Planning Board.

Under Article 9 of the Zoning Bylaw and the Planning Board Site Plan Rules and Regulations, The Planning Department reviews all commercial and multi-family development proposals for compliance with Town Bylaws, regulations, and statutory conformance. In addition, the Zoning Bylaw requires a special permit review for uses that potentially harm the environment, traffic, town infrastructure, or the water supply. 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 exercising 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.

MGL Chapter 41 Section 81 -D mandates comprehensive master planning. Therefore, the Planning Department must undertake planning studies research to identify existing and future land use issues and opportunities and monitor 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 implementing master plan recommendations through such courses of action as drafting bylaw and regulation revisions and facilitating public forums and hearings, which are required to adopt such amendments. Over the years, the department has assisted many town committees, such as the Land Use Committee and Housing Partnership, Small Cell Committee, and Zoning Bylaw Review Committee.

SIGNIFICANT CHANGES:

No significant changes for FY25. The Department is still actively seeking to fill the Senior Planner and Development Coordinator positions.

FY24 ACCOMPLISHMENTS:

- Town Meeting approval of bylaw changes that encourage shared parking arrangements
- Begin the process of modernizing the Use Table, Definitions, and Parking Requirements in the zoning bylaw
- Completed the Blanchard/Wheeler multi-modal feasibility study

FY25 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
- Achieve Town Meeting approval of Bylaw modernizations detailed above
- Continue to attract companies that require employees to be on-site in Burlington, such as R&D, medical device, and 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 explicitly 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

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 its budgets and consultants to manage mapping, software licensing, and GIS data. The fragmented approach results in redundancies, increased costs, and underutilization of GIS as a tool to provide better services to the community. In the long term, the Town should investigate the addition of dedicated GIS staff or a centralized consultant to manage the Geographic Information System within the town. Development

departments, including Planning, Engineering, Conservation, and the Assessors, 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 offers 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. Consolidating the software system and designating a specific GIS coordinator will result in savings and the opportunity to provide better services to the town. The Town should prioritize the above recommendation.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	316,964	377,107	414,940	424,434	424,434	424,434	
	2,210	2,008	4,986	5,247	5,247	5,247	
	4,336	4,400	4,400	4,400	4,400	4,400	
	739	0	2,394	2,394	2,394	2,394	
37-	324,249	383,515	426,720	436,475	436,475	436,475	
Expenses							
	22,832	10,302	39,652	41,040	41,040	41,040	
	709	1,011	1,800	1,800	1,800	1,800	
	4,472	2,802	10,506	10,506	10,506	10,506	
38-	28,013	14,115	51,958	53,346	53,346	53,346	
	352,262	397,630	478,678	489,821	489,821	489,821	2.33%

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 must perform 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 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	19,353	11,646	13,481	13,481	13,481	13,481	
39-	19,353	11,646	13,481	13,481	13,481	13,481	
Expenses							
	0	184	250	250	250	250	
40-	0	184	250	250	250	250	
	19,353	11,830	13,731	13,731	13,731	13,731	0.00%

192 - TOWN FACILITIES

DESCRIPTION OF SERVICES/MISSION:

The Department of Public Works processes and pays expenses covered by the facilities budget. The occupancy costs include the Library's occupancy costs, as the classification results in indirect cost savings. Although building occupancy resides in the Town Facilities budget, Ways and Means continues to monitor these costs and considers them when reviewing the Library's budget as a whole in case revisiting the occupancy classification and associated savings is needed.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Expenses							
Occupancy	63,629	96,136	98,163	99,687	99,687	99,687	
41- TOTAL EXPENSES	63,629	96,136	98,163	99,687	99,687	99,687	
GRAND TOTAL	63,629	96,136	98,163	99,687	99,687	99,687	1.55%

210 - POLICE

DESCRIPTION OF SERVICES/MISSION:

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

The Department is a dedicated group of professionals who answered the call to serve the public. The Department has two bureaus under the Chief of Police, divided into multiple divisions and further subdivided into units described below.

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

Operations Bureau: managed by a Captain. The Bureau encompasses patrol, traffic, and detectives divisions. Additionally, these divisions encompass the following units: K-9, Motorcycle/Bikes, Drone, Domestic Violence, School Resources, and Drugs.

Patrol Division: is an operational component of the Burlington Police Department. Its primary function is to provide all initial responses for law enforcement-related duties to the citizens and visitors of Burlington. Within the patrol division are the following units:

K-9 Unit: assists in the general duties of patrol officers. Handlers and their K-9 partners undergo a vast series of specialized training to fulfill the responsibilities of patrol officers and the particular duties of the K-9 Unit.

Motorcycle/Bike Units: work to increase patrol coverage in areas where traditional vehicles cannot access. Motor and bicycle officers can easily maneuver parks, alleys, and shopping districts. The units are also instrumental in other town-related activities, with specialized patrols, and can serve our commercial areas during areas of high use.

Drone Unit: utilizes aerial drones' unique capabilities in various situations. The Unit started in 2017 and continues to grow as the use of drones in law enforcement evolves. The Unit can assist locally and throughout NEMLEC, our regional law enforcement council.

Detective Division: is responsible for the investigation and prevention of serious crimes. Other units within the Detective Division include the:

Domestic Violence Unit: focuses on the victims of domestic violence and offers services to help them recover from and escape their abusive situations.

School Resources Unit: is staffed by a full-time Youth Services Detective assigned to Burlington High School and a School Resource Officer assigned to the MSMS, who also handles all elementary schools. These two sworn officers act as the Department's liaisons to the school district and handle all law enforcement functions within the schools under a Memorandum of Agreement between the Superintendent's Office and the police department.

Drug Unit: is staffed by two full-time detectives, one of whom is the Task Force Officer with the Federal Drug Enforcement Administration. The Unit primarily investigates drug, vice, and organized crime activities.

Traffic Division: has the primary mission of traffic enforcement, education, and safety initiatives.

Support Services Bureau: managed by a Captain. The division encompasses training, Information Technology, line-of-duty injuries, off-the-job injuries, grants, mental health and substance abuse clinicians, budget services, and other ancillary services. The following divisions/units also fall under this Bureau:

Community Service Division: managed by the Administrative Lieutenant, responsible for implementing community policing initiatives, Freedom of Information (FOIA) requests, and animal control services. The division also handles firearms licensing and other permitting duties within the Department. Further encompassed within the division is the:

Information Technology Unit: addresses the Department's information technology needs.

Crime Analysis Unit: provides crime statistics, intelligence information, and crime trends and patterns analysis.

Mental Health and Substance Abuse Unit: provides resources and assists individuals and families with a broad range of issues that require extended outreach and partnerships.

Dispatch Division/E911: handles all incoming emergency and business-related telephone calls and dispatching duties for law enforcement services within the town. The dispatch center has seen an increased workload because of the improved technology around cell phones, which can now text to 911.

Records Division: maintains records and responds to FOIA requests for records. Due to the body-worn camera program, the division will likely experience an influx in workload.

Departmental Statistics	2020	2021	2022	2023
Documented calls for service	33,494	29,427	41,190	38,575*
Uniform crimes reported	473	371	496	586
Arrests	165	225	377	440
Traffic Citations issues	1,742	1,414	2,190	4,308
Animal Complaints	406	332	450	424

* does not reflect certain self-initiated activities and follow-up investigations

SIGNIFICANT CHANGES:

The Department’s Lieutenant Detective retired in December, resulting in the promotions of two command officers: one Lieutenant and one Sergeant. We also had a patrol officer voluntarily resign for another opportunity. Additionally, we hired two new officers in June who have completed their academy training and are now on solo patrol assignments.

FY24 ACCOMPLISHMENTS:

- The Department began the feasibility study process for a new police station. A Police Station Building Committee has earnestly started its work to bring a project to the Town Meeting in calendar year 2024. We are excited to continue to work with Kaestle Boos Architects during this initial planning phase.
- We and the Fire Department are continuing our transition to ProPhoenix, a new Records Management/Computer-Aided Dispatch (RMS/CAD). We have diligently assessed the specifications we need and continue to ensure the program meets our needs as we tirelessly work with ProPhoenix through the implementation process. We anticipate a ‘go live’ date in mid-spring.
- The body-worn cameras are on-site, and we have trained department personnel on their use. We expect the cameras to beta test for 4-6 weeks with our Traffic Division to troubleshoot any issues before issuing them to all sworn personnel. The ProPhoenix implantation process did delay the body camera program.
- The Department earned a Department of Justice/Byrne Grant for \$40,000 to assist us with specialized training costs and to purchase and train a search & rescue canine.

FY25 GOALS:

- To complete the feasibility and design components and acquire funding for a new police station to allow the Department to function in a 21st-century, technologically sound, secure building.
- To complete the phase three of three of the public safety communications upgrade. Police and Fire will request new portable radios for all police officers and firefighters. The radios will complete the upgrade to the communications systems, making the departments compatible in all major areas, from communications to record-keeping, and therefore enhancing the town-wide communications abilities of Police, Fire, and Public Works.
- To complete the implementation of the ProPhoenix and Body-Worn camera systems.
- To introduce a trained search & rescue canine who we can cross-train as a comfort dog.

STAFFING:

(1) Chief, (1) Deputy Chief, (2) Captains, (5) Lieutenants, (9) Sergeants, (50) Patrol Officers, (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, (24) Special Police Officers.

BUDGET ISSUES:

The Department continues to budget conservatively; however, costs for cruisers and other capital items and services continue to rise. We are budgeting for these items and maintaining our current operations levels. Furthermore, we have seen increases in salaries for employees across the board. These increases are well-deserved but carry with them more expense to maintain our levels of operation. We want to increase our overtime funds as backfilling shifts, training needs, and unexpected events tend to tax our overtime yearly.

The FY 25 budget reflects these necessary increases.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025
Salaries						
Full Time	7,299,111	7,845,468	8,154,021	8,463,820	8,463,820	8,463,820
Part Time	119,908	121,510	226,484	248,194	248,194	248,194
Overtime	807,834	827,122	605,200	633,356	633,356	633,356
42- TOTAL SALARIES	8,226,853	8,794,099	8,985,705	9,345,370	9,345,370	9,345,370

Expenses							
	Occupancy	101,115	111,459	167,678	169,326	169,326	169,326
	Contracted Services	188,174	206,566	226,789	226,789	226,789	226,789
	Materials & Supplies	66,507	83,809	118,988	123,488	123,488	123,488
	M.E.L.T.	3,325	3,325	3,325	3,325	3,325	3,325
	Capital Outlay	199,216	181,678	283,500	306,480	306,480	306,480
43-	TOTAL EXPENSES	558,337	586,837	800,280	829,408	829,408	829,408
Special Accounts							
	Education/Tuition	139,006	170,145	129,500	143,000	143,000	143,000
	111F Payments	32,023	43,265	40,000	40,000	40,000	40,000
	Uniform Allowance	74,918	58,538	80,810	82,810	82,810	82,810
	Animal Disposal	4,676	969	1,000	1,000	1,000	1,000
	Gasoline	114,877	68,901	94,000	94,000	94,000	94,000
	NEMLEC	5,500	5,500	6,500	6,500	6,500	6,500
44-	TOTAL SPECIAL	371,000	347,318	351,810	367,310	367,310	367,310
GRAND TOTAL		9,156,190	9,728,254	10,137,795	10,542,088	10,542,088	10,542,088

3.99%

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 service calls.

The FD provides fire safety code and regulation enforcement of local, state, and federal statutes, regulations, and bylaws. We inspect commercial properties and participate in quarterly inspections in all hotels, schools, and healthcare 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. During the plan review process, we make safety recommendations to other boards and departments. 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. The designation 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. When funding is available, the FD participates in special programs such as providing smoke and CO detectors to our seniors through the Council on Aging. Moreover, 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 voluminous Fire and EMS calls and increasing business-related calls. Our fully trained Emergency Medical Dispatchers can determine the most appropriate EMS response and 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 can also perform ice and water rescue. The FD has hazardous materials response training, but the department still relies on the MA State Hazardous Materials Team for hazardous materials incidents beyond our capability. Our department responds to numerous service calls, and we assist the public in mitigating various issues, such as water, electrical, and odor calls.

In addition to responding to increasing calls for service, Firefighters receive weekly training, participate in residential and business safety inspections, and maintain all emergency apparatus and equipment daily. Beyond protecting our community, our firefighters respond to neighboring mutual aid communities for fire or EMS assistance when requested.

Departmental Statistics	2020	2021	2022	2023
Emergency responses	7,203	7,262	8,247	8,955
Inspections	738	779	887	954
Plan reviews	326	240	67	17
Permits/certificates issued	680	716	733	739

SIGNIFICANT CHANGES:

- In early FY24, several members of the Department retired. There were two separate rounds of promotions to fill Captain and Lieutenant positions.
- Phase 2 of the Public Safety Communications upgrade is still ongoing. The upgrade project aims to improve public safety communication throughout the town, making FD and PD operations reliable, safer, and more efficient.
- The FD continues to work on increasing our staffing levels to 15 personnel per group.

FY24 ACCOMPLISHMENTS:

- The FD’s Advanced Life Support (ALS) ambulance service continues to provide the community with superior service. Run numbers continue to rise.
- Phase Two of the Public Safety Communications upgrade continues. We have installed radio equipment at various sites, with the projected completion by the end of FY24.
- Implementing the Police and Fire Departments’ new software system, including computer-aided dispatch, incident reporting, and data management, is approaching completion. We have trained personnel at various levels in administrative functions. End-user training will occur over the spring.

FY25 GOALS:

- Achieve the objective of staffing each of our four groups with 15 fire personnel.
 - Fill vacancies more rapidly to reduce the impact on the budget and personnel.
 - Make our hiring process more competitive
- Continue to build on our highly successful paramedic program.
- Complete Phase Three of the Public Safety Communications upgrade.
- Fully implement the Police and Fire Department’s new software system, including 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 is highly competitive and takes 6-12 months. Fortunately, the BFD is desirable to join.
- Injuries and illnesses can limit a firefighter’s ability to perform their duties. Which in turn impacts the overtime and medical payments budget.
- The department has minimum staffing requirements to provide adequate personnel for firefighting, emergency medical services, and numerous other emergencies. Minimum staffing is beneficial to both the community and the firefighters.
- Contractual obligations for the accrued time off are predictable. These can be forecasted and allow for reasonable budgeting. However, vacancies, long-term injuries, and illnesses create an unpredictable strain on the budget.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025
Salaries						
	7,162,363	7,505,053	7,646,439	7,909,027	7,909,027	7,909,027
	50,755	54,526	57,663	60,372	60,372	60,372
	1,453,408	1,081,257	1,422,620	1,388,760	1,388,760	1,388,760
45-	TOTAL SALARIES	8,666,527	8,640,835	9,126,722	9,358,160	9,358,160
Expenses						
	97,599	60,959	117,238	118,452	118,452	118,452
	67,540	97,248	163,020	166,020	166,020	166,020
	267,126	339,396	265,300	269,400	269,400	269,400
	12,000	6,490	12,000	12,000	12,000	12,000
	60,530	54,859	64,877	79,041	79,041	79,041
46-	TOTAL EXPENSES	504,795	558,952	622,435	644,913	644,913

Special Accounts

	Termination Buyback	0	0	10	10	10	10	
	Education/Tuition	12,000	17,000	17,000	17,000	17,000	17,000	
	Recertification of EMTs	9,633	7,205	8,700	9,000	9,000	9,000	
	Fire Prevention	4,700	4,700	4,700	4,900	4,900	4,900	
	Arson Investigation	0	493	1,200	1,300	1,300	1,300	
	Training	26,103	25,000	25,000	27,000	27,000	27,000	
	Training and Management	6,299	4,846	6,300	6,900	6,900	6,900	
	Licenses & Certifications	2,628	2,339	2,500	3,000	3,000	3,000	
	111F Payments	51,089	102,062	42,000	72,000	72,000	72,000	
	Clothing Allowance	92,650	91,939	92,650	92,650	92,650	92,650	
	Wellness Program	3,598	4,434	11,000	14,250	14,250	14,250	
	Community Risk Reduction	0	0	3,500	3,900	3,900	3,900	
47-	TOTAL SPECIAL	208,700	0	214,560	3,900	3,900	251,910	
	GRAND TOTAL	9,380,022	9,199,787	9,963,717	10,006,973	10,006,973	10,254,983	2.92%

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 manages plan reviews, permits, and inspections for 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 and 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), the 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 Department's goals for the future are (1) to hire enough staff to perform the duties of the office efficiently and effectively and in time, 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 where the public can easily access those records. We have been trying to attain these goals; however, with the continued economic construction growth within the town, it has been demanding and, at times, impossible to keep up with the demand for services.

Departmental Statistics	2020	2021	2022	2023
Permits issued	3,269	3,561	3,945	3610

FY24 ACCOMPLISHMENTS:

- An uninterrupted flow of plan reviews, permits, and inspections for the citizens of Burlington
- Able to copy microfiche plans to PDF and either print them or email them to the public
- Scanned one-third of **all** property files, including plans, into the online software program
- 85% of commercial property files are uploaded into our software system
- Issued over 3,500 permits to date

FY25 GOALS:

- Have all property files fully uploaded into the online software system for public access
- Hire a qualified Local Building Inspector & a new administrative assistant 1
- Encouraging **all** departments, as well as the public, to utilize OpenGov software
- Improve the online software system known as OpenGov

STAFFING:

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

BUDGET ISSUES:

None.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	661,666	621,720	636,466	646,967	646,967	646,967	
	4,869	5,929	48,000	48,000	48,000	48,000	
48-	TOTAL SALARIES	666,535	627,649	684,466	694,967	694,967	694,967
Expenses							
	12,942	6,534	21,448	21,448	21,448	21,448	
	4,835	2,013	6,700	6,700	6,700	6,700	
	12,612	8,013	13,425	13,425	13,425	13,425	
	0	0	1,400	1,400	1,400	1,400	
49-	TOTAL EXPENSES	30,389	16,560	42,973	42,973	42,973	42,973
GRAND TOTAL							
	696,924	644,208	727,439	737,940	737,940	737,940	1.44%

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 Sealer of Weights and Measures revolving fund covered the other half of the state contract.) Partway through Fiscal Year 2023, the State announced it would no longer provide this service. In response, the Town partnered with the Town of Lexington and, through an inter-municipal agreement, hired a Part-Time Sealer of Weights and Measures to serve both communities.

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

SIGNIFICANT CHANGES:

None.

STAFFING:

(1) Part-Time Sealer (18 hours)

BUDGET ISSUES:

None.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	0	0	16,848	17,269	17,269	17,269	
50-	TOTAL SALARIES	0	0	16,848	17,269	17,269	17,269
Expenses							
	7,500	7,734	0	0	0	0	
	0	0	0	0	0	0	
51-	TOTAL EXPENSES	7,500	7,734	0	0	0	0
GRAND TOTAL							
	7,500	7,734	16,848	17,269	17,269	17,269	2.50%

291 - EMERGENCY MANAGEMENT

DESCRIPTION OF SERVICES/MISSION:

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

STAFFING:

(1) Appointed Director

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	Elected/Appointed	10,000	10,000	10,000	0	0	0
52-	TOTAL SALARIES	10,000	10,000	10,000	0	0	0
Expenses							
	Materials & Supplies	8,100	8,078	8,100	8,100	8,100	8,100
53-	TOTAL EXPENSES	8,100	8,078	8,100	8,100	8,100	8,100
Special Accounts							
	Education/Tuition	5,500	2,300	5,500	5,500	5,500	5,500
54-	TOTAL SPECIAL	5,500	2,300	5,500	5,500	5,500	5,500
	GRAND TOTAL	23,600	20,378	23,600	13,600	13,600	13,600

-42.37%

300 - LOCAL EDUCATION

Town Meeting Members:

The School Committee's recommended FY 2025 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 FY25 budget includes:

- Funding to maintain class sizes and programming.
- Funding for the known legal commitments for Special Education and English Language Learner support and tuitions.
- Funding to cover the 16% increase in our new transportation contract.
- Funding to replace the lost Federal support provided during the pandemic.
- Funding that allows the school committee to negotiate unsettled labor contracts in good faith.

All of our labor contracts are unsettled for this fiscal year except for our Instructional Assistants. We have been working productively with our Teacher's Unions (Unit A and Unit D) and our remaining AFSCME Unions (Custodians, Clerical, and Cafeteria). Unsettled contracts contribute to some uncertainty in the overall expenses of the operating and accommodated budgets. We are hopeful that our continued collaboration will lead to mutually agreeable contract settlements.

While our enrollment has been relatively steady in numbers, we are experiencing some enrollment declines in the early elementary and high school grade levels. We are making some staffing adjustments to respond to these changes in student enrollments. Despite relatively steady enrollment, we continue to see a growing number of students needing language and learning support. Specifically, there has been about an 80% increase in the number of students needing significant language support at the Francis Wyman School. Because of this increase, we are including an additional English Language teacher in our FY25 budget request. In addition to our growing diversity, Burlington has also been a community where the state has relocated homeless families. We are working to serve these children - most of whom require English Language services as well.

The district is excited to welcome Dr. Lisa Chen to our central office team this year. Dr. Chen is serving as our Assistant Superintendent for Learning. Dr. Chen has injected new energy and a diverse perspective into the teaching and learning programs across the district. To support this energy, we are asking for an infusion of funds through a capital warrant article to

accelerate this critical curriculum work. The initial focus of this work will be in the areas of mathematics and literacy. The positive impact of this training and curriculum clarity will benefit all students well into the future.

In regards to the success of all learners across the district, we continue to develop programming that allows many of our children with disabilities to remain in their neighborhood schools. As these children age, we are growing these programs into the middle school and will eventually expand these programs into the high school. We want to thank Town Meeting for the resources to establish programming at the middle school level. We will be asking for the resources to expand these programs into the high school in future budgets.

Please know that we do not take the Town’s generous support of public education for granted. We made many difficult decisions to keep our FY25 budget proposal within the 4.5% guideline established by the Town while meeting our legal and contractual obligations to provide high quality programming to all students.

Thank you for your consideration.



Eric M. Conti, Ph.D.
Superintendent

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Local Education							
	Operating	56,773,660	58,924,533	61,904,445	67,521,945	64,690,145	64,690,145 4.50%
	Special Education (A)	11,846,521	11,594,728	14,202,037	15,206,011	15,206,011	15,206,011 7.07%
55-	TOTAL LOCAL ED.	68,620,181	70,519,261	76,106,482	82,727,956	79,896,156	79,896,156 4.98%
GRAND TOTAL							
		68,620,181	70,519,261	76,106,482	82,727,956	79,896,156	79,896,156 4.98%

301 - REGIONAL SCHOOL ASSESSMENTS

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

Before FY17, the Town's portion of the funding for the Essex North Shore Agricultural and Technical School was taken directly from state aid as an assessment by the Commonwealth. Changes to the school's organizational structure now require that the 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 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Regional School Assessments							
Shawsheen	2,593,065	2,667,214	2,976,385	2,800,665	2,800,665	2,800,665	-5.90%
Essex North Shore	82,276	41,032	106,865	112,775	112,775	112,775	5.53%
Minuteman	48,559	39,468	0	0	0	0	-100.00%
56- TOTAL REG. SCHOOL (A)	2,723,900	2,747,714	3,083,250	2,913,440	2,913,440	2,913,440	
GRAND TOTAL	2,723,900	2,747,714	3,083,250	2,913,440	2,913,440	2,913,440	-5.51%

400 - DEPARTMENT OF PUBLIC WORKS

DESCRIPTION OF SERVICES/MISSION:

The Department of Public Works aims to provide high-quality services to all residents and offer support to boards, commissions, and other town departments. The department comprises six divisions: Engineering, Administration, Highway, Water and Sewer, Central Maintenance, and Buildings and Cemeteries. With 75 employees, 65 full-time, one part-time, and nine seasonal, 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.

FY24 ACHIEVEMENTS:

The DPW kicked off FY24 with two enormous and highly anticipated successes. By the end of July 2023, we had completed phase 2A of our pipe connection with the Massachusetts Water Resources Authority (MWRA) and constructed a new filter facility at the Mill Pond Water Treatment Plant to remove PFAS6 from the Town's drinking water. The MWRA phase 2A pipe connection, in combination with phase 1, completed in December 2020, allows for up to 3.5 million gallons per day (MGD) of MWRA water.

FY25 GOALS:

In FY25, the DPW hopes to maintain quality services for each of our divisions. We have the following primary goals for the year:

- We have substantial paving projects that will kick off at the end of FY24 and should improve some of the Town's more heavily driven roads.
- We hope for a seamless transition as we switch from semi-annual to quarterly residential water and sewer billing per the Water Resources Commission (WRC) requirement.
- FY25, we will begin the last phase, 2B, of our MWRA pipe connection, extending the pipe from Adams Street down Middlesex Turnpike to Mall Road.

411 - ENGINEERING DIVISION

DESCRIPTION OF SERVICES/MISSION:

The Engineering Division evaluates, designs, bids, and manages town-funded infrastructure improvement projects. Engineering staff manages consulting engineers hired to design projects outside the division's expertise. In addition, the division supports other Public Works Divisions and any Town Department needing technical assistance. The office maintains and updates infrastructure plans and project files.

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

STAFFING:

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

420 – ADMINISTRATION DIVISION

DESCRIPTION OF SERVICES/MISSION:

Provides citizens, boards, commissions, and other town departments with exceptional service and support by consistently managing the department's efforts.

Administration provides water & sewer billing, trash collection & recycle contract management, 1st and 2nd-meter management, the Cross Connection program, accounts payable for the entire DPW Dept., Green Communities coordination, and maintenance of personnel records for the 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

DESCRIPTION OF SERVICES/MISSION:

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

- Street signs and line painting
- Weed spraying
- Street sweeping
- Potholes, 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 sidewalks
- 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

DESCRIPTION OF SERVICES/MISSION:

The Town of Burlington’s drinking water system contains two separate water sources: water drawn from surface water and water purchased from the Massachusetts Water Resources Authority (MWRA). The Mill Pond Water Treatment Plant treats water from the Mill Pond reservoir. The Mill Pond Treatment Plant can treat up to 3.5 million gallons of water daily. The Vine Brook Water Treatment Plant has been offline since December 2022 due to contaminations of both 1, 4 dioxane and PFAS6. In December 2020, we completed our phase 1 connection to the MWRA, establishing a pipe connection to Lexington that can take up to 1 million gallons per day (MGD). In July 2023, we completed phase 2A of our MWRA connection, which finished the remaining pipe extension through Lexington to Arlington. The combined capacity of phases 1 and 2A is 3.5 MGD.

The Mill Pond treatment plant filters and clarifies 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 (trichloroethylene, THMs, HAA5s, etc.)

- Synthetic Organic Chemicals (herbicides, pesticides, etc.)
- Bacteriological test
- Nitrate-Nitrite testing
- Radiological testing
- PFAS Testing
- Standard 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) groundwater wells, and one diversion station on the Shawsheen River. The section also oversees the maintenance of a pressure booster station on Wellesley Ave and a water level control station at Mill Pond main dam.

STAFFING:

(1) Plant Manager, (1) Chief Operator, (5) Plant Operators, (1) Meter/Backflow Prevention Device Technician

WATER AND SEWER DIVISION: WATER DISTRIBUTION SECTION

DESCRIPTION OF SERVICES/MISSION:

The Water Distribution Section maintains the water distribution system, including hydrants.

- Hydrant repairs and replacements
- Water main maintenance and repair of breaks and leaks
- Watergate 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
- State-licensed personnel with minimum Grade 2D for distribution work

WATER AND SEWER DIVISION: SEWER COLLECTION SECTION

DESCRIPTION OF SERVICES/MISSION:

The Sewer Collection Section maintains the sewer collection system, including 14 pump and metering stations.

- General preventative rodding of sewer mains and cleaning of sewer manholes
- Landscaping the 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 Vactor truck
- Available for all emergencies 24/7

STAFFING:

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (3) Sewer Pumping Operators, (5) Water Service Craftsmen.

490 – CENTRAL MAINTENANCE DIVISION

DESCRIPTION OF SERVICES/MISSION:

The Central Maintenance Division maintains the entire fleet of vehicles for the Town of Burlington, excluding the Fire Department. Thus, the division performs various repairs from welding, metal fabrication, brazing, making hydraulic lines, fixing snow plows and sanders, simple and complex preventative maintenance and diagnostic services, and all other necessary repairs. In the spring, we host the Animal Clinic for Rabies shots.

The following is a list of over 186 items serviced:

Town:

Board of Health:	1 vehicle
Building:	5 vehicles
Council On Aging:	2 vehicles
Conservation:	1 vehicle
Police:	34 vehicles, 1 Motorcycle, 3 Trailers
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:	2 vehicles, 1 off-road piece of equipment, 3 trailers

DPW

Engineering: 4 vehicles
Highway: 19 vehicles, 13 off-road pieces of equipment, 3 sweepers, 1 compressor, 1 generator
Water: 8 vehicles, 1 backhoe, 1 compressor, 1 light tower
Sewer: 3 vehicles, 11 generators, 4 water pumps, and 2 portable generators
Central Maintenance: 4 vehicles
Buildings/Cemeteries: 7 vehicles, 1 backhoe, 1 bobcat, 2 Kubota Utility Vehicles, and 11 generators

STAFFING:

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

491 – BUILDINGS AND CEMETERY DIVISION

DESCRIPTION OF SERVICES/MISSION:

The Cemetery Division merged with the Facilities and Custodial Department to maintain town facilities, creating the Buildings and Cemeteries Division. In addition to caring for the cemeteries, the new division maintains Town-owned buildings under the Select board’s supervision.

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.

Personnel is 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 the Engineering Division to lay out new gravesites. Additionally, the Cemetery works with the Highway Division to plow Town streets and the cemeteries' roads.

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. Repair and maintain sprinkler systems at Pine Haven and Chestnut Hill Cemeteries.

Prepare the cemeteries for special events held there throughout the year, such as Memorial Day and Veterans Day.

STAFFING:

(1) Superintendent, (1) Lead Foreman, (1) Working Foreman, (2) Senior Craftsman/laborer, (2) Craftsman/laborers, (1) Special Equipment Operator, (1) Head Custodian, (2) Lead Custodians, (4) Custodians, (2) PT Administrative Assistant I

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025
Salaries						
Fulltime	5,004,966	5,209,801	5,665,244	6,000,930	6,000,930	6,000,930
Part Time	27,568	74,366	87,934	79,454	79,454	79,454
Overtime	444,464	569,643	349,425	380,905	380,905	380,905
57- SALARIES TOTAL	5,476,998	5,853,809	6,102,603	6,461,289	6,461,289	6,461,289
Expenses						
Occupancy	974,190	1,009,375	977,600	1,025,000	1,025,000	1,025,000
Contracted Services	1,545,020	2,422,414	1,755,046	1,793,736	1,793,736	1,793,736
Materials & Supplies	1,130,782	994,715	1,026,760	1,118,069	1,118,069	1,118,069
M.E.L.T.	28,053	26,149	32,115	33,015	33,015	33,015
Capital Outlay	57,429	35,492	43,000	48,700	48,700	48,700
58- EXPENSES TOTAL	3,735,474	4,488,144	3,834,521	4,018,520	4,018,520	4,018,520

Special Accounts

	License Renewal	16,518	15,350	18,000	18,000	18,000	18,000	
	Clothing Allowance	31,568	33,504	37,300	37,300	37,300	37,300	
	Well Cleaning & Sludge Removal	135,000	108,500	120,000	130,000	130,000	130,000	
	Well Seal & Parco	10,000	10,000	0	0	0	0	
	Highway I	162,691	153,572	110,000	128,000	128,000	128,000	
	Sign & Lane Painting	67,194	89,007	105,000	90,000	90,000	90,000	
	Tree Care	35,000	34,962	45,000	45,000	45,000	45,000	
	Snow & Ice	710,304	537,064	350,000	350,000	350,000	350,000	
	Physical Exam	5,708	6,420	6,500	7,000	7,000	7,000	
59-	SPECIAL TOTAL	1,173,983	988,378	791,800	805,300	805,300	805,300	

Accommodated

60-	Rubbish & Garbage (A)	2,154,752	2,250,267	3,159,710	3,304,700	3,304,700	3,304,700	4.59%
61-	Street Lights (A)	368,544	360,500	360,500	360,500	360,500	360,500	0.00%
62-	DEP Assessment (A)	9,792	9,362	15,000	15,000	15,000	15,000	0.00%
	TOTAL ACCOMMODATED	2,533,088	2,620,129	3,535,210	3,680,200	3,680,200	3,680,200	4.10%
	TOTAL OPERATING	10,386,455	11,330,331	10,728,924	11,285,109	11,285,109	11,285,109	5.18%
	THE GRAND TOTAL	12,919,543	13,950,460	14,264,134	14,965,309	14,965,309	14,965,309	4.92%

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 by conducting inspections by its Health Agent, Associate Health Inspector, Environmental Engineer, Supervising Nurse, or Director. Additionally, the Board issues town permits, investigates community-based complaints or concerns, and supports public health goals by providing education and community programs. In addition, the Board of Health is responsible for reviewing many aspects of proposed land use and development issues, including drainage, safety, and quality of life. The Board of Health oversees explicitly and regulates (but is not limited to) town food service establishments, mobile food trucks, swimming pools, biological safety, and any necessary actions that may occur as a consequence of communicable disease surveillance.

The Board of Health is the sponsoring agency of the Burlington Volunteer Reserve Corps (BVRC), a federally recognized Medical Reserve Corps (MRC) unit under the Office of the Assistant Secretary for Preparedness and Response (ASPR), established to meet the public health needs of the community. BVRC volunteers support the Board of Health in providing public health services and programs, such as the annual flu clinic, the Community Health Fair, the semi-annual household hazardous waste collections, and blood pressure screenings throughout the community. BVRC volunteers participate in various training opportunities to assist the Town of Burlington in emergency response efforts, such as disease outbreaks or sheltering if needed.

The Board of Health is the Lead Agency of the Tri-ton Shared Services Coalition (the “coalition”), a collaboration with the Lexington and Wilmington Boards of Health under the Public Health Excellence Grant Program. The coalition municipalities have formed an Advisory Board that meets regularly and discusses how to share resources and staff. The coalition’s purpose is to increase cross-jurisdictional sharing of public health services to strengthen capacity.

The Board continues to work as the leader in preparing for and responding to all public health emergencies that may arise in the town. The Board focuses on the community’s needs and works with other town departments in Burlington and surrounding towns to promote public health, safety, and wellness.

The Board of Health will continue emphasizing public health-focused training, exercises and drills, and programming for Board staff and the Burlington Volunteer Reserve Corps (BVRC). The Board of Health will continue to provide health-related information and services to residents and businesses and maintain the current regulatory oversight required to protect the Burlington community. In addition, the Board of Health will work on collaboration and programming provided through the Massachusetts Department of Public Health (DPH) Public Health Excellence (PHE) Grant program to offer additional services to our residents.

SIGNIFICANT CHANGES:

Governor Charles Baker signed a legislative resolution creating The Special Commission on Local and Regional Public Health. 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) passage created 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. In FY24, the collaborative was awarded an additional \$145,000 for a total of \$445,000 for FY24. In FY25, the collaborative will receive at least \$300,000 to continue work under the PHE grant. The grant aims to increase cross-jurisdictional sharing of public health services to strengthen capacity. Burlington serves as the grant’s lead agency and is therefore responsible for the overall budget, program management, and the supervision of grant staff. One of the grant’s specifications is that funding must augment, and not replace, the work currently being done by the three public health departments. The Board of Health has hired a Shared Services Coordinator, Health Inspector, Public Health Nurse, Epidemiologist, and Social Worker to work under the PHE grant.

FY24 ACCOMPLISHMENTS:

Throughout FY24, the Board of Health continued to enforce all state-mandated and local public health regulations and provide public health programs for our residents. 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:

- **Revisions of Local Regulations:** In 2023, the Board of Health adopted new regulations on storing and disposing of hazardous materials. Before these regulations, the Board of Health enforced the *Control of Toxic and Hazardous Materials Bylaw*. Because the bylaw was outdated, the Board recognized the need to enact new regulations and requested that the Town Meeting rescind the bylaw. The new regulations became effective on March 6, 2023. Some changes reflected in the new rules include streamlining underground storage tank requirements with current

regulations and best practices, requiring property owners to notify the Board of Health if their property will store hazardous materials, and requiring a permit for the demolition of a commercial or residential building or the renovation of a commercial building.

- **Vaccine for Children Program:** The Board of Health is a registered Vaccine for Children (VFC) provider by the MA Department of Public Health and the CDC. The VFC program is federally funded and provides vaccines at no cost to providers for children who could otherwise go unvaccinated due to an inability to pay. In 2023, there was an increased demand to provide vaccinations to children residing in Burlington under the VFC program. With assistance from medical and non-medical Burlington Volunteer Reserve Corps (BVRC) volunteers and collaboration with Burlington Public Schools, the Board of Health provided 343 childhood vaccinations to 76 individual children in 2023.
- **Public Health Excellence (PHE) Grant Program:** As the Lead Agency for the PHE Grant Program, the Burlington Board of Health is responsible for grant management and staff under the program and collaborates with the Wilmington and Lexington Boards of Health on public health programming and services. In 2023, PHE staff worked on programs such as Stop the Bleed, Catch My Breath, and Matter of Balance. In addition, PHE staff provided valuable assistance to each Board of Health in areas such as disease surveillance, vaccination clinics, translation, inspectional services, and more.

FY25 GOALS:

- Goals for the Board of Health include emphasizing public health-focused training, exercises and drills, and programming for Board of Health staff, Tri-ton Collaborative staff, and the Burlington Volunteer Reserve Corps (BVRC).
- 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 its regulatory oversight capacity required to protect the Burlington community.
- In addition, the Board of Health will work towards strengthening the coalition and providing additional services to our residents in collaboration 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)

Under Grant Programs: (1) Shared Services Coordinator (19 hours), (1) Health Inspector (19 hours), (1) Social Worker (19 hours), (1) Public Health Nurse (19 hours), (1) Epidemiologist (19 hours), (1) Tobacco Program Coordinator (19 hours)

BUDGET ISSUES:

In FY25, all expense 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 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	554,118	526,768	670,746	695,414	695,414	695,414	
	35,057	35,381	43,597	46,698	46,698	46,698	
	7,682	4,162	7,182	7,182	7,182	7,182	
	1,869	2,715	10,330	10,330	10,330	10,330	
63-	598,726	569,027	731,855	759,624	759,624	759,624	
Expenses							
	4,181	4,320	11,897	11,896	11,896	11,896	
	5,501	5,241	5,500	5,500	5,500	5,500	
	11,578	12,254	12,400	12,400	12,400	12,400	
	2,150	2,018	2,150	2,150	2,150	2,150	
64-	23,410	23,833	31,947	31,946	31,946	31,946	
Special Accounts							
	1,000	1,000	1,000	1,000	1,000	1,000	
65-	1,000	1,000	1,000	1,000	1,000	1,000	
Accommodated							
66-	25,886	36,247	50,000	50,000	50,000	50,000	0.00%
67-	44,846	45,743	45,743	45,743	45,743	45,743	0.00%
	70,732	81,990	95,743	95,743	95,743	95,743	0.00%
	623,136	593,860	764,802	792,570	792,570	792,570	3.63%
	693,868	675,851	860,545	888,313	888,313	888,313	3.23%

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 community members. The Department is here to help through times of crisis, provide a wide range of activities and services to prevent crises and help seniors remain healthy and in their homes as long as possible.

The COA works with other Town departments and outside agencies who have contact with seniors in emergency and non-emergency 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 referrals 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 and follow-up visits to ensure resolution. Additionally, our outreach workers advocate for seniors with legal issues, social security, SNAP (formerly food stamps), health, housing, medical, and fuel assistance. Medical advocacy consists of helping the client set up and prepare for medical appointments, reminding clients of issues to speak with the physician about, talking with the physician to be sure the physician understands concerns, and comprehending the physician's instructions to assist the client in understanding any health issues and/or treatment. 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, and religious, fraternal, and community organizations. They are in contact with hospital discharge planners, Visiting Nurse Associations, Minuteman Senior Services, and mental health facilities. Social workers are often the coordinators between various agencies assisting an elder. Our social workers facilitate support groups and workshops such as caregiver groups and our memory café for people with memory issues and their care partners.

The COA publishes 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 comes once a month. Volunteers through AARP provide seniors with tax assistance from February through April. The COA manages the 'Property Tax Work-off Program,' which allows seniors to work to obtain abatement on their property taxes. We have a contract with the Department of Transitional Assistance as Outreach Partners for SNAP, which enables us to assist our clients who need help with food security through better visual access to their SNAP accounts and getting partially reimbursed for any approved applications.

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 the senior center. Moreover, the COA advocates for seniors on the local, state, and national levels. The COA also utilizes grants to help pay for fitness classes, one of the van drivers, activities, technology, continuing education for staff, technology for both staff and seniors, including but not limited to hardware and education, and the newsletter postage.

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

SIGNIFICANT CHANGES:

The social workers' caseloads continue to climb each year.

FY24 ACCOMPLISHMENTS:

- We continue to offer hybrid activities; all activities can be participated in via an online platform by request, giving people a choice while remaining engaged with the senior center community. From fitness classes to coffee hour, seniors can participate in activities whether they are immunocompromised or completely healthy.
- We received grants from the Executive Office of Elder Affairs for "Digital Literacy": iPads with hotspots and classes to learn all aspects of technology, including telehealth and tutoring, to help with confidence. We also received a second grant to build out our hybrid abilities and improve the experience of those at home.
- Participation in the "Burlington Community Transportation Program" utilizing rideshares and concierge service continues to be robust. Criteria for this program include being over 60, disabled, or having an income of less than 300% of the Federal Poverty level.

FY25 GOALS:

- We will continue assessing programming and building on what we have done so far. We hope to finish installing the new technology to improve the hybrid experience.
- We also hope to increase the part-time social worker's hours after realizing how quickly their caseload is rising.

STAFFING:

(1) Director, (2) Full-Time Social Workers, (1) Part-Time Social worker (1) Full-Time Administrative Assistant I, (3) Part-Time Front Desk Clerk (19 hours, 15 hours, 4 hours), (3) PT Van Drivers (30 hours, 20 hours, unfilled), (1) Part-Time Program & Activity Coordinator (15-19 hours)

BUDGET ISSUES:

We do not have another funding source for the critical position of part-time social worker after being turned down for a grant.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	314,011	331,870	348,044	334,026	334,026	334,026	
	71,568	84,192	109,103	118,370	118,370	118,370	
68-	TOTAL SALARIES	385,579	416,062	457,147	452,397	452,397	452,397
Expenses							
	3,730	3,060	7,400	7,400	7,400	7,400	
	821	1047.36	1,050	1,050	1,050	1,050	
	0	0	1,350	1,350	1,350	1,350	
69-	TOTAL EXPENSES	4,551	4,107	9,800	9,800	9,800	9,800
Special Accounts							
	6,942	0	0	0	0	0	
	0	0	500	500	500	500	
70-	TOTAL SPECIAL	6,942	0	500	500	500	500
GRAND TOTAL							
	397,072	420,169	467,447	462,697	462,697	462,697	-1.02%

543 - VETERANS SERVICES

DESCRIPTION OF SERVICES/MISSION:

Veterans' Agent

The Veterans' Agent processes applications for emergency State Chapter 115, 108 CMR assistance benefits paid to veterans and/or their dependents for short periods when they cannot 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. Veterans must apply for these benefits, as they are not automatic.

As the Graves Officer in Burlington, The Veterans' Agent ensures only eligible veterans are given consideration, through an application procedure, for the purchase of a grave in the Veterans Section of our Burlington cemeteries and ensures every eligible veteran has a new flag on their 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. The Agent 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 the State Website VS-MIS Program to complete forms within the required timelines to receive a 75% reimbursement from the State. Forms include the application (VS1), request for authorization (21A), certification of expenditures co-signed by Treasurer (5&6) for request of reimbursement from the State, and notice of various determinations to veteran and/or widow. Indigent and poor deceased veterans: request authorization of burial expenses for reimbursement from the State.

Further Duties include:

- Record and index veterans recently discharged or released from active duty.
- Assist with applications for eligible discharged veterans to receive bonuses for their service.
- Assist and advise veterans about sales, excise, and property tax exemptions.
- Assist with application for State annuity for 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 benefits system through three major units: the Veterans Benefits Administration, the 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 Hospitals, receive a low-income pension, receive disability compensation, receive Aid & Attendance, receive education, etc. Furthermore, the Agent conducts consultations advising veterans about retirement and pension issues, employment, education, health care, rehab, etc. They also assist surviving spouses in applying for a low-income pension, final burial expenses, and cemetery markers.

Memorial Day, Veterans Day, and Special Ceremonies

Seek out and secure speakers, chaplains, 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, advise speakers of the ceremony theme, 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 the passing of Burlington veterans for the annual roll call on Memorial Day and permanent office records as well as on the website. Order new flags for all graves of Burlington veterans (3500) and seek out volunteers to assist cemetery staff with the annual placement of new flags for each veteran's grave and new flag holders as needed.

Meetings attended

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

Youth Assistance

Help steer high school students in the right direction when thinking about military service. 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 Principles 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, assisting 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 page.

SIGNIFICANT CHANGES:

The significant increase in MELT is because the VA has resumed in-person appeals at the JFK Building in Boston. When COVID hit, all VA Higher Level Review Boards and Appeals went to a virtual model, eliminating the need for the VSO to travel to Boston for appeals. With in-person appeals resuming at the JFK Building, the VSO must travel 2-3 times a month into Boston. There is also an increased cost for the annual training requirements for the Fall and Summer VSO Conferences.

FY24 ACCOMPLISHMENTS:

- Our office continued to increase our VA case development in 2023, totaling over \$225,000.00 in new aid. With the onset of the PACT ACT, 2023 was easily our busiest year for VA claims and appeals.
- Our office decreased our dependence on MA case development by 5% in 2023, moving two clients to the VA system. Doing so allowed the Veteran/spouse more flexibility with budget constraints and removed the burden off local and state taxpayers.
- Our office hosted a successful luncheon/electronic giveaway while partnering with local Veterans groups. We handed out over 200 laptops, electronic readers, headphones, tablets, and TVs.

FY25 GOALS:

- The office will strive to continue to assist clients with applying for all benefits they are entitled to 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 counseling veterans, their families, and surviving dependents.
- Continue to assess the benefits of federal aid over state aid and vice versa, and therefore facilitate transitions from either program to benefit the veterans or their families better.

STAFFING:

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

BUDGET ISSUES:

None.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	143,001	152,014	166,190	173,251	173,251	173,251	
71-	143,001	152,014	166,190	173,251	173,251	173,251	
Expenses							
	2,314	2,349	3,697	3,697	3,697	3,697	
	710	760	760	1,210	1,210	1,210	
72-	3,024	3,109	4,457	4,907	4,907	4,907	
Special Accounts							
	2,000	3,000	3,000	3,000	3,000	3,000	
	87,790	72,886	115,000	112,000	112,000	112,000	
73-	89,790	75,886	118,000	115,000	115,000	115,000	
	235,815	231,008	288,647	293,158	293,158	293,158	1.56%

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. Our functions include 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 also help screen 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. Team members include the Police, Fire, Council on Aging, Board of Health, Building Department, and Youth & Family Services. The group has worked to address some of the community's more complex issues and needs.

Each academic year, we also train 3-4 unpaid graduate interns at the center.

SIGNIFICANT CHANGES:

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

FY24 ACCOMPLISHMENTS:

- In FY23, BYFS secured a new 2-year, \$700K federal grant to prevent youth homelessness. The grant will provide funding and support for youth ages 17 to 25. Recipients who successfully provide housing will continue to receive funding annually from the federal government for the life of the federal program. We are in the 2nd year of the grant and are helping four youths in the community secure housing.
- We continue to provide various services to address the emotional and social needs of Burlington youth and their families. We also continue to offer social services to all residents of Burlington. Additionally, we provided both in-person and Telehealth services over the fiscal year.
- We have continued to expand our group program.

FY25 GOALS:

- Implement 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.

- Continue developing 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 part-time Social Workers (19 hours, 22 hours), (1) Youth Navigator (federally funded), (1) Administrative Secretary

BUDGET ISSUES:

None.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	377,041	377,041	420,054	430,697	430,697	430,697	
	66,830	66,830	86,212	92,999	92,999	92,999	
74-	443,871	443,871	506,266	523,696	523,696	523,696	
Expenses							
	12,140	12,140	22,800	23,250	23,250	23,250	
	8,716	8,716	6,850	6,850	6,850	6,850	
	2,624	2,624	6,106	6,106	6,106	6,106	
	776	776	800	800	800	800	
75-	24,256	24,256	36,556	37,006	37,006	37,006	
	468,127	468,127	542,822	560,702	560,702	560,702	3.29%

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
- Created a Burlington Disability Access Commission logo 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) ADA Coordinator, (1) Recording Clerk

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	608	565	608	783	783	783	
76-	608	565	608	783	783	783	
Expenses							
	392	392	400	400	400	400	
77-	392	392	400	400	400	400	
	1,000	957	1,008	1,183	1,183	1,183	17.40%

610 - PUBLIC LIBRARY

DESCRIPTION OF SERVICES/MISSION:

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

Statistics of note for fiscal year 2023:

240,898	Items checked out from the collection
17,628	Reference transactions
104,224	Recorded Library visits
633	Library programs
10,039	Attendees of library programs
3,032	Hours the Library was open
915	Meeting room use (Library and outside qualifying groups)
4,420	Study room use

Services include the following:

- Borrowing of books, large print books, audiobooks, music CDs, videos, DVDs, playaways, magazines, educational kits, puppets, and museum passes
- Professional staff to assist with the research needs of the public
- Free access to otherwise pay-walled databases, provided 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
- Individual study rooms on a first-come, first-served basis
- 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 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, audiobooks, magazines, music, and videos, and check for information about the Library and its programs any time, day or night.
- The Library has a robust social media presence, including Facebook, Instagram, a YouTube channel, and a teen Instagram page.

SIGNIFICANT CHANGES:

The Library benefited greatly from hiring a new Programming and Marketing Librarian, and patrons have seen an increase in programs and widely broadcasted information as a result.

FY24 ACCOMPLISHMENTS:

- The Library completed its latest round of Strategic Planning with a record amount of community feedback, and the new FY 2025-2029 plan is currently available on the Library website.
- The Library completed an installation of an audio-visual system in the Fogelberg Area, allowing hybrid (both in-person and online) participation in library programs for the public and expanded technology access for meeting room users.
- Patrons can now place meeting room requests online, providing a better customer experience when booking a publicly available meeting space at the Library.
- Partnerships with local community partners continued, such as the Discover India Series with India Association of Greater Boston, the StoryWalk at the Village at Burlington Mall, ESL/ELL programs with English At Large, outreach to assisted living communities, Town Departments, and other notable local organizations.
- Library facilities continue to improve, with volunteers tending to the garden and planters, helping to beautify our Library.

FY25 GOALS:

- Expand access to self-checkout machines for use at the Circulation Desk.
- Provide increased access to Children’s programming while expanding the programs available to underserved age groups.
- Further, develop the Library’s marketing efforts to broaden awareness of services throughout the community.
- Address other items within the FY25 Action Plan, available at <https://burlingtonpubliclibrary.org/208/Mission-Strategic-Plan>

STAFFING:

(1) Library Director, (1) Assistant Library Director, (8) 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 has slightly increased to accommodate the addition of a Programming and Marketing Coordinator position. The new full-time position is partly subsidized through a reduction in staffing among Library Pages, representing 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 needing a single coordinator.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Salaries							
	929,254	926,946	965,055	1,054,261	1,054,261	1,054,261	
	426,484	432,045	435,589	425,942	425,942	425,942	
	52,171	64,665	82,650	81,800	81,800	81,800	
78-	TOTAL SALARIES	1,407,909	1,423,657	1,483,294	1,562,003	1,562,003	1,562,003
Expenses							
	69,972	74,365	75,206	63,736	63,736	63,736	
	8,819	17,130	14,250	15,550	15,550	15,550	
	631	1,759	2,870	2,870	2,870	2,870	
79-	TOTAL EXPENSES	79,422	93,255	92,326	82,156	82,156	82,156
Special Accounts							
	189,888	205,816	214,111	226,172	226,172	226,172	
80-	TOTAL SPECIAL	189,888	205,816	214,111	226,172	226,172	226,172
	GRAND TOTAL	1,677,219	1,722,727	1,789,731	1,870,331	1,870,331	1,870,331

4.50%

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 various 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 offers purposeful, fun, and engaging programs for people with disabilities of all ages. Their goal is to provide high-quality recreation opportunities for people with disabilities. The programming is a supportive setting for all participants to recreate. We believe including people with disabilities is essential to a strong community. The division is a leader in providing meaningful recreation opportunities and services for people with a disability.

	FY 2020	FY 2021	FY 2022	FY 2023
Programs Offered	316	288	293	228
Attendance: Programs and Events	46,664	36,746	42,378	45,136

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, pickleball courts, wading pool, and all other outdoor recreation facilities. They groom and line athletic fields for all high school and youth sports, including but not limited to baseball, softball, soccer, lacrosse, Pop Warner football, and adult sports leagues. They currently maintain 285 acres of grounds. They are also responsible for repairing and maintaining all equipment used to preserve Parks and Recreation and School District facilities.

The Parks and Recreation Department charges fees for most activities and 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 provide such a wide range of programs and facilities without the generosity of local businesses, organizations, and individuals.

SIGNIFICANT CHANGES:

- Our Program team changed with the hiring of a new Program Coordinator and Assistant Program Coordinator
- We initiated an orientation program for our seasonal maintenance employees.
- We completed the demolition of our old maintenance facility at Overlook Park.
- The Department began a comprehensive Outdoor Facility Master Plan to review our outdoor parks, playgrounds, and facilities and recommend improvements.
- Long-time Recreation Commissioner Kevin Sullivan chose not to seek re-election after serving on the Commission for 22 years.

FY24 ACCOMPLISHMENTS:

- Swapped the pickleball courts with the street hockey courts at Simonds Park, renovating the surface of the old street hockey courts and adding Acousti Blok fencing to accommodate pickleball
- Therapeutic Recreation Specialist Emma Jones, CTRS, was named a Top 30 Under 30 by the National Recreation and Park Association.
- Recognized by the Massachusetts Recreation & Park Association with an Agency of the Year - Design of Facility award for the accessible treehouse at Simonds Park
- Completed a dog park renovation by adding additional K-9 Grass and refreshing the walkways.

FY25 GOALS:

- Develop a plan to renovate the Simonds Park playground
- 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) Therapeutic Recreation Specialist, (1) Program Coordinator, (1) Lead Working Foreman, (1) Assistant Program Coordinator, (1) Working Foremen, (6) Maintenance Craftsmen, (2) Administrative Assistant I, (1) Permanent Part-time Office Assistant (27.5 hours)

BUDGET ISSUES:

As the department grows, we find meeting the budget guidelines challenging. We are a service-oriented department, and the cost increases due to economic factors and new contracts, making meeting these guidelines difficult.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025
Salaries						
	1,139,490	1,250,672	1,339,849	1,410,768	1,410,768	1,410,768
	368,428	377,937	365,227	369,829	369,829	369,829
	1,300	1,725	2,100	2,100	2,100	2,100
	92,096	91,379	92,014	102,070	102,070	102,070
81-	TOTAL SALARIES	1,601,314	1,721,712	1,799,190	1,884,768	1,884,768
Expenses						
	85,987	82,730	89,642	89,642	89,642	89,642
	39,373	28,575	24,175	24,175	24,175	24,175
	161,863	160,011	176,272	196,272	196,272	196,272
	12,495	15,744	17,965	17,965	17,965	17,965
	5,851	8,000	8,000	12,000	12,000	12,000
82-	TOTAL EXPENSES	305,569	295,060	316,054	340,054	340,054
Special						
	14,907		0	0	0	0
83-	TOTAL SPECIAL	14,907	0	0	0	0
GRAND TOTAL						
	1,921,790	2,016,772	2,115,244	2,224,822	2,224,822	2,224,822

5.18%

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 and cooperates with the state archeologist in conducting such research or other surveys. Moreover, they may coordinate the activities of unofficial bodies organized for similar purposes and may advertise, prepare, print, and distribute books, maps, charts, plans, and pamphlets as necessary. Protects and preserves such historical places, makes such recommendations to the Select Board, and, subject to the approval of the Select Board, to the Massachusetts Historical Commission, for any such place to be certified as a historical or archeological landmark.

STAFFING:

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

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Expenses							
Contracted Services	9,177	7,262	7,200	9,124	9,124	9,124	
Materials & Supplies	448	53	2,800	900	900	900	
M.E.L.T.	0	0	0	0	0	0	
84- TOTAL EXPENSES	9,625	7,316	10,000	10,024	10,024	10,024	
GRAND TOTAL	9,625	7,316	10,000	10,024	10,024	10,024	0.24%

710 - DEBT SERVICE

DESCRIPTION OF SERVICES/MISSION:

The budget accounts for principal and interest payments due on the Town’s short-term and long-term tax-supported debt issuances. The Town also makes debt-related payments through dedicated revenue sources such as sewer I/I funds. The debt service fund does not reflect these non-tax-supported payments, which are instead in separate warrant articles.

BUDGET ISSUES:

The Town continues with its long-stated goal of increasing investment in our infrastructure through capital borrowing. Bonds are issued to invest in equipment, facilities, and infrastructure that will serve the Town’s needs for years. The schedule will require that the Town fund the following amounts for debt service for Fiscal Year 2025: Principal of **\$6,156,487** and Interest of **\$2,616,177** for a combined total of **\$8,772,664 (7.13%)**. 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 and the impacts on the operating budget and the residents’ 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 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
Principal (A)	3,720,495	4,351,659	4,963,473	6,156,487	6,156,487	6,156,487	24.04%
Interest (A)	2,311,994	2,772,553	3,225,197	2,616,177	2,616,177	2,616,177	-18.88%
85- GRAND TOTAL	6,032,489	7,124,212	8,188,670	8,772,664	8,772,664	8,772,664	7.13%

OTHER ACCOUNTS

DESCRIPTION OF SERVICES/MISSION:

The Reserve Fund is a budget appropriated to address unforeseen problems that may arise during 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 accumulates assets to fund the future retirement benefits of the Town's current employees.

Negotiated Settlements is an account used to fund Town Meeting-approved general government labor agreements. Furthermore, the fund assists 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. The program replaces the fixed-route B-Line bus service with subsidized curb-to-curb, 24/7 rideshare services. The Town contracted with a rideshare service provider and a "concierge" service for riders who are uncomfortable using mobile devices. Those riders can call the concierge and have a ride scheduled for them and accommodate any specialized needs of the rider. The program rolled out as the pandemic was beginning. In the years since, we have seen steadily increasing ridership and are increasing the budget request accordingly.

Capital Improvements cover the five-year network infrastructure improvement program's yearly payments (5th year) and a five-year enterprise security solution. The network infrastructure improvement program includes installing new core and edge network switches, upgrading the 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 to enhance security and reliability, such as applied cloud-delivered security to all endpoints, installing a malware protection application, installing secure email software and cloud access security broker, and implementing a new next-generation firewall at Town and School buildings.

	ACTUAL 2022	ACTUAL 2023	TOTAL 2024	DEPT 2025	SUPER- VISORY	W&M 2025	
86- Reserve Fund	0	0	300,000	200,000	200,000	200,000	-33.33%
87- Middlesex Retirement (A)	11,757,449	12,543,435	13,403,482	14,291,966	14,291,966	14,291,966	6.63%
88- Negotiated Settlements	115,611	55,398	0	349,000	349,000	349,000	#DIV/0!
89- Local Transport (A)	50,000	50,000	100,000	100,000	100,000	100,000	0.00%
90- Capital Budget (A)	399,021	399,021	400,000	400,000	400,000	400,000	0.00%
GRAND TOTAL	12,322,081	13,047,854	14,203,482	15,340,966	15,340,966	15,340,966	8.01%

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**SECTION 3:
SUPPLEMENTAL INFORMATION**

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PERSONNEL CHART (FY 2023 - FY 2025)

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

DEPARTMENT	JOB CLASS DESC	FISCAL 2023			FISCAL 2024			FISCAL 2025 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		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		1	1.00	
	ADMINISTRATIVE ASSISTANT I	2	2.00		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	3.00	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	1	1.00		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
	DEPUTY TREASURER/COLLECTOR*				1	1.00		1	1.00	
	ASSISTANT TAX COLLECTOR	1	1.00		-	-		-	-	

	ASSISTANT TREASURER	1	1.00		1	1.00		1	1.00	
	BENEFITS ADMINISTRATOR	1	1.00		1	1.00		1	1.00	
	PAYROLL ADMINISTRATOR	1	1.00		1	1.00		1	1.00	
	SENIOR COLLECTOR				1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	2	2.00		1	1.00		1	1.00	
	ACCOUNTING SPECIALIST	2	2.00		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	2.00
	HUMAN RESOURCES COORDINATOR*	1	1.00		1	1.00		1	1.00	
155 IT	CRITICAL SYSTEMS ADMIN*	1	1.00	4.00	1	1.00	4.00	1	1.00	4.00
	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	5.00
	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	3.00
	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	5.00	1	1.00	5.00	1	1.00	5.00
	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		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	78.14

		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	
	220 Fire	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		14	14.00		14	14.00	
		FIREFIGHTER	48	48.00		44	44.00		44	44.00	
		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	
	241 Building Inspector	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	
		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	
400 Public Works	411 Eng.	TOWN ENGINEER*	1	1.00		1	1.00		1	1.00	
		ASSISTANT TOWN ENGINEER*	1	1.00	65.85	1	1.00	65.85	1	1.00	65.85

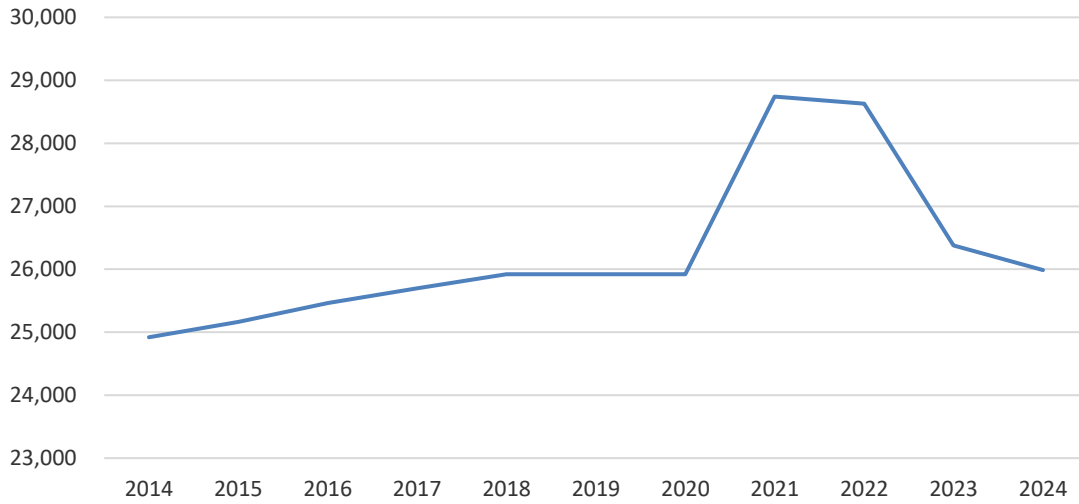
		SENIOR CIVIL ENGINEER	2	2.00			2	2.00			2	2.00
		CIVIL ENGINEER	1	1.00			1	1.00			1	1.00
		ADMINISTRATIVE ASSISTANT I	1	1.00			1	1.00			1	1.00
	420 Admin.	DPW SUPERINTENDENT*	1	1.00			1	1.00			1	1.00
		OPERATIONS MANAGER*	1	1.00			1	1.00			1	1.00
		BUSINESS MANAGER*	1	1.00			1	1.00			1	1.00
		OPERATIONS ANALYST*	0	0.00			-	-			-	-
		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
	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	6	6.00			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
		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
		LABORER	2	2.00			2	2.00			2	2.00
	490 Central Maint.	SUPERINTENDENT	1	1.00			1	1.00			1	1.00
		MASTER MECHANIC	1	1.00			1	1.00			1	1.00
		MECHANIC	2	2.00			2	2.00			2	2.00
	491 Buildings & Cem.	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	
	DIRECTOR OF PUBLIC HEALTH*	1	1.00		1	1.00		1	1.00	
	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	1	0.86		1	0.86		1	0.86	
	ADMINISTRATIVE ASSISTANT II	1	1.00		1	1.00		1	1.00	
	ASSOC. HEALTH INSPECTOR	1	1.00		1	1.00		1	1.00	
510 Board of Health				7.86			7.86			7.86
	COUNCIL ON AGING DIRECTOR*	1	1.00		1	1.00		1	1.00	
	OUTREACH WORKER	2	2.00		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		1	0.54	
	FRONT DESK CLERK	2	1.08		2	1.08		2	1.08	
541 Council On Aging				7.05			7.05			7.05
	VETERANS' SERVICES DIRECTOR*	1	1.00		1	1.00		1	1.00	
	ADMINISTRATIVE ASSISTANT I	1	1.00		1	1.00		1	1.00	
543 Veterans				2.00			2.00			2.00
	EXECUTIVE DIRECTOR*	1	1.00		1	1.00		1	1.00	
	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	
549 Youth & Family Services				6.59			6.59			6.59

610 Library	LIBRARY DIRECTOR*		1	1.00	15.65	1	1.00	16.65	1	1.00	17.08	
	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		
	PROG/MKT LIBRARIAN					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		
	ASSTISTANT CHILDREN'S LIBRARIAN								1	1.00		
	CIRC & TECH SERVICES ASST		1	0.91		1	0.91		1	0.91		
	ASSISTANT TO CHILD LIBRARIAN		3	1.71		3	1.71		2	1.14		
	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	0.54		1	0.54		1	0.54		
ADMINISTRATIVE ASSISTANT I		1	1.00	1	1.00	1	1.00					
630/1 Recreation	630 Director	DIRECTOR OF PARKS & RECREATION*		1	1.00	16.57	1	1.00	16.57	1	1.00	16.57
		ASSISTANT DIRECTOR		1	1.00		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 TOWN DEPARTMENTS			334.00		324.14	335.00		325.14	335.00		325.57	

STATISTICAL INFORMATION POPULATION

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
24,920	25,165	25,463	25,699	25,920	25,920	25,920	28,742	28,627	26,377	25,989



PER CAPITA INCOME

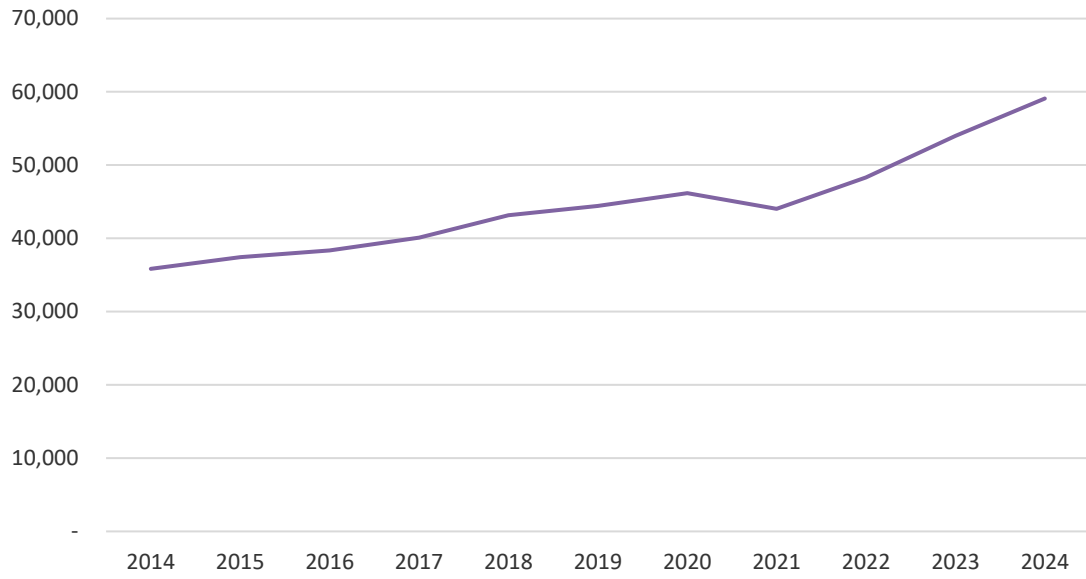
2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
35,843	37,429	38,353	40,101	43,154	44,437	46,169	44,050	48,304	53,983	59,089

Figure 1 Population Town of Burlington, Massachusetts Division of Local Services

PER CAPITA INCOME

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
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35,843 37,429 38,353 40,101 43,154 44,437 46,169 44,050 48,304 53,983 59,089



LABOR FORCE

2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
13,399	13,442	13,681	14,113	14,351	15,239	16,219	14,747	15,428	15,802	15,962
689	630	521	437	434	321	353	869	674	475	390

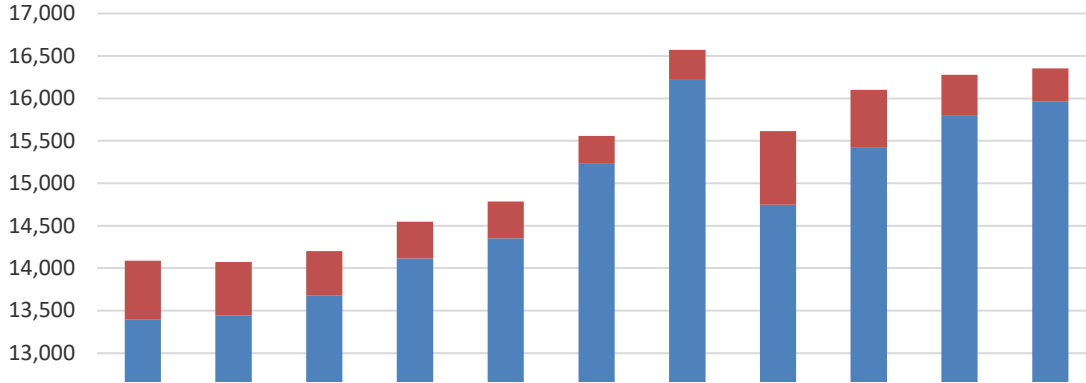
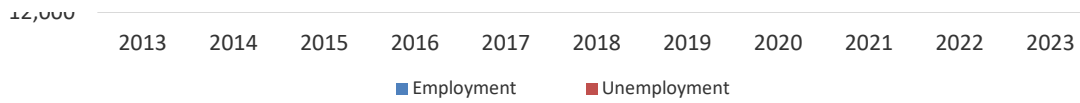


Figure 3: Labor Force, Massachusetts Department of Revenue



UNEMPLOYMENT RATE

2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
4.89%	4.48%	3.67%	3.00%	2.94%	2.06%	2.13%	5.56%	4.19%	2.92%	2.39%

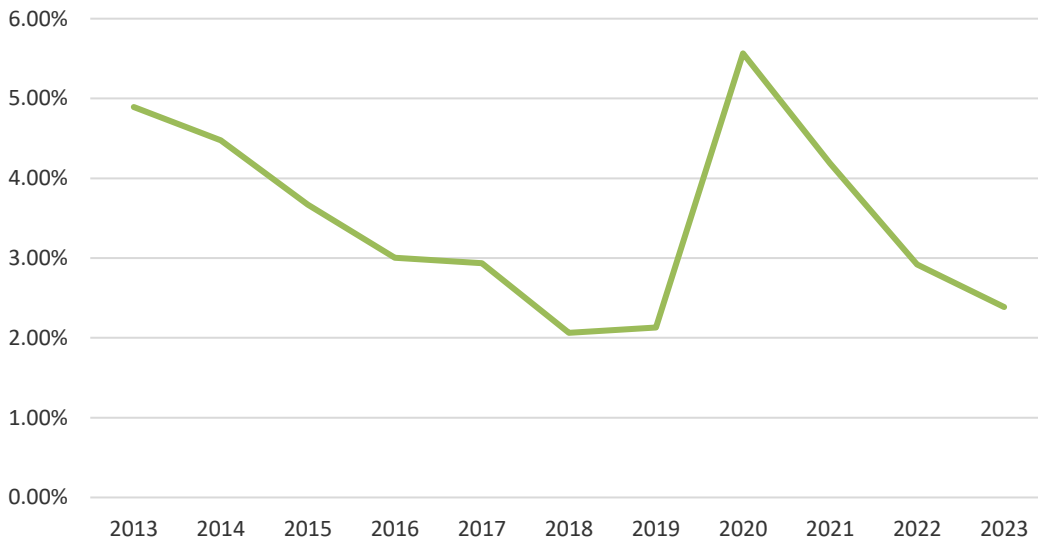


Figure 4: Unemployment Rate, Massachusetts Department of Revenue

LOCAL ECONOMY

Top Ten Taxpayers

No.	Name	Assessed Value	Total Tax Bill
1	Bellweather Prop of Mass	\$259,707,400	\$6,791,349
2	NDB Property Owner 1 LP	\$235,225,600	\$6,151,149
3	NEEP Investors Holdings LLC	\$213,352,050	\$5,579,156
4	EMD Millipore Corporation	\$84,949,300	\$2,221,424
5	Wayside Commons Investors LLC	\$83,171,500	\$2,174,935
6	Oracle USA INC	\$80,391,200	\$2,102,230
7	Burlington Mall FB-I LLC	\$71,733,900	\$1,875,841
8	ARCP OFC Burl (Phase 2) LLC	\$70,737,700	\$1,849,791
9	NSTAR Electric & Gas Company	\$65,345,400	\$1,708,782
10	PIEDMONT 5 & 15 Wayside LLC	\$61,332,840	\$1,603,854

Table 1: Top Ten Taxpayers, Town of Burlington

Principal Employers

No.	Name	Type of Business	Employees
1	Lahey Hospital & Medical Ctr	General Medical And Surgical Hospitals	5,650
2	Endurance International	Information	3,700
3	CIRCOR International	Manufacturing	3,000
4	Genesis HR Solutions	Consulting	3000
5	Oracle	Software/Communications	1500
6	Cerrence Inc.	Information	1500
7	Avid technology Inc.	Arts and Culture	1000
8	Keurig Dr. Pepper Inc.	Wholesale	800
9	Progress Software	Software/Communications	750
10	Everbridge	Software/Communications	700

Table 2: Principal Employers, ESRI 2023

Businesses in Burlington

Business Type	Businesses	Employees	Total Wages
Goods-Producing	157	3,512	\$144,510,832.00
Construction	114	1,302	\$32,025,231.00
Manufacturing	42	2,209	\$112,476,986.00
Service-Providing	1,635	38,837	\$1,152,232,013.00
Trade, Transportation and Utilities	337	6,814	\$154,458,451.00
Information	113	4,793	\$230,936,405.00
Financial Activities	163	1,810	\$57,736,393.00
Professional and Business Services	488	11,095	\$413,051,441.00
Education and Health Services	233	8,914	\$230,742,012.00
Leisure and Hospitality	150	4,109	\$39,207,914.00
Other Services	127	920	\$15,443,602.00
Public Administration	19	381	\$10,655,795.00

Table 3: Businesses in Burlington, Massachusetts Department of Economic Research

Number of Employees by Industry

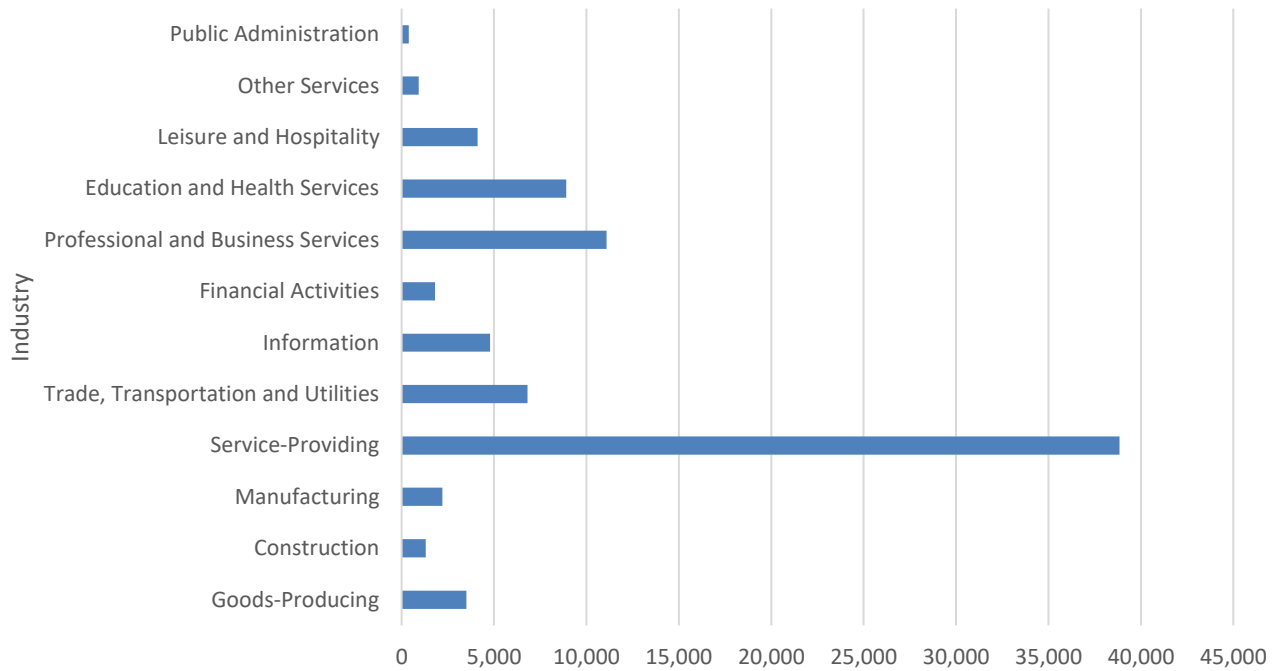


Figure 5: Number of Employees by Industry, Massachusetts Department of Economic Research

REVENUE TRENDS

SOURCE	2017	2018	2019	2020	2021	2022	2023	2024
Levy (RO)	39,864,195	40,792,378	42,490,973	44,188,654	46,625,032	48,880,312	50,459,183	53,059,269
Levy (CIP)	62,999,352	66,128,891	69,663,310	72,764,980	77,166,778	80,920,832	84,031,983	88,693,037
Subtotal	102,863,547	106,921,269	112,154,283	116,953,634	123,791,810	129,801,144	134,491,166	141,752,306
State Receipts	8,560,593	8,853,759	9,609,507	9,991,068	10,105,123	10,315,584	12,511,792	12,774,054
Local Receipts	14,194,300	14,971,938	16,113,475	16,692,757	14,595,515	15,062,209	15,061,606	16,144,780
Subtotal	22,754,893	23,825,697	25,722,982	26,683,825	24,700,638	25,377,793	27,573,398	28,918,834
TOTAL	125,618,440	130,746,966	137,877,265	143,637,459	148,492,448	155,178,937	162,064,564	170,671,140

Table 4: Revenue Trends, Massachusetts Division of Local Services

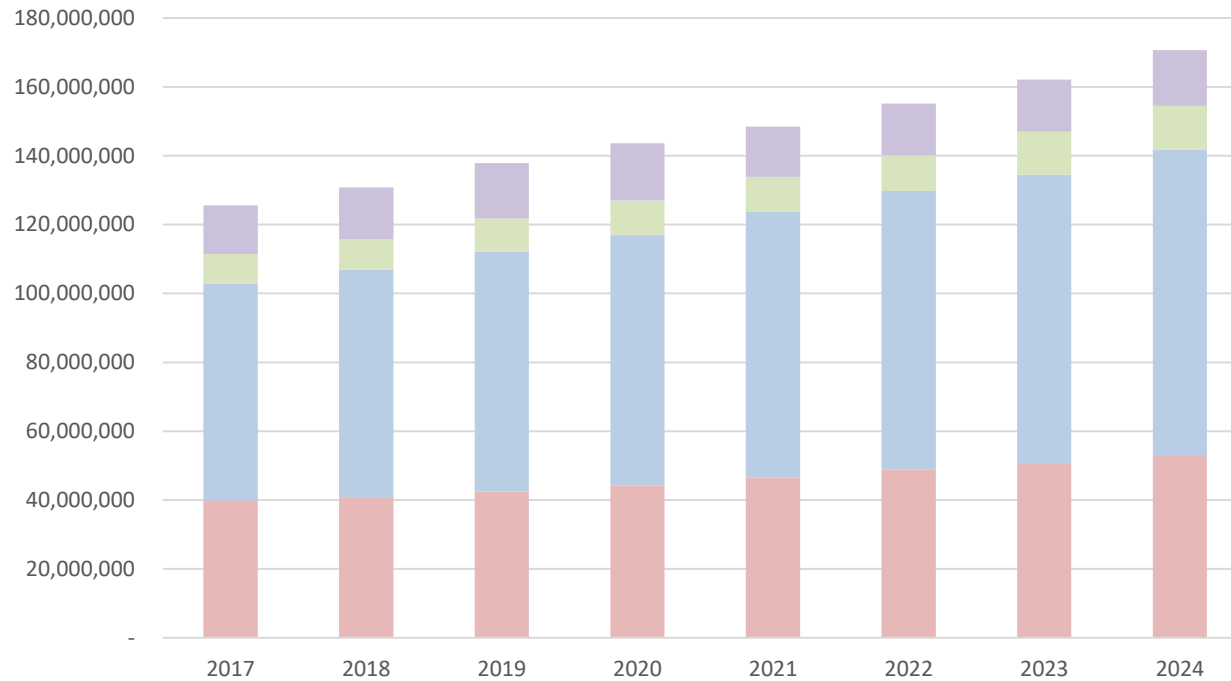


Figure 6: Revenue Trends, Massachusetts Division of Local Services

NEW GROWTH AND EXCESS CAPACITY TRENDS

Fiscal Year	New Growth	Excess Capacity
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
2024	\$ 3,299,243	\$ 12,973,280

Table 5: New Growth and Excess Levy Capacity, Massachusetts Division of Local Services

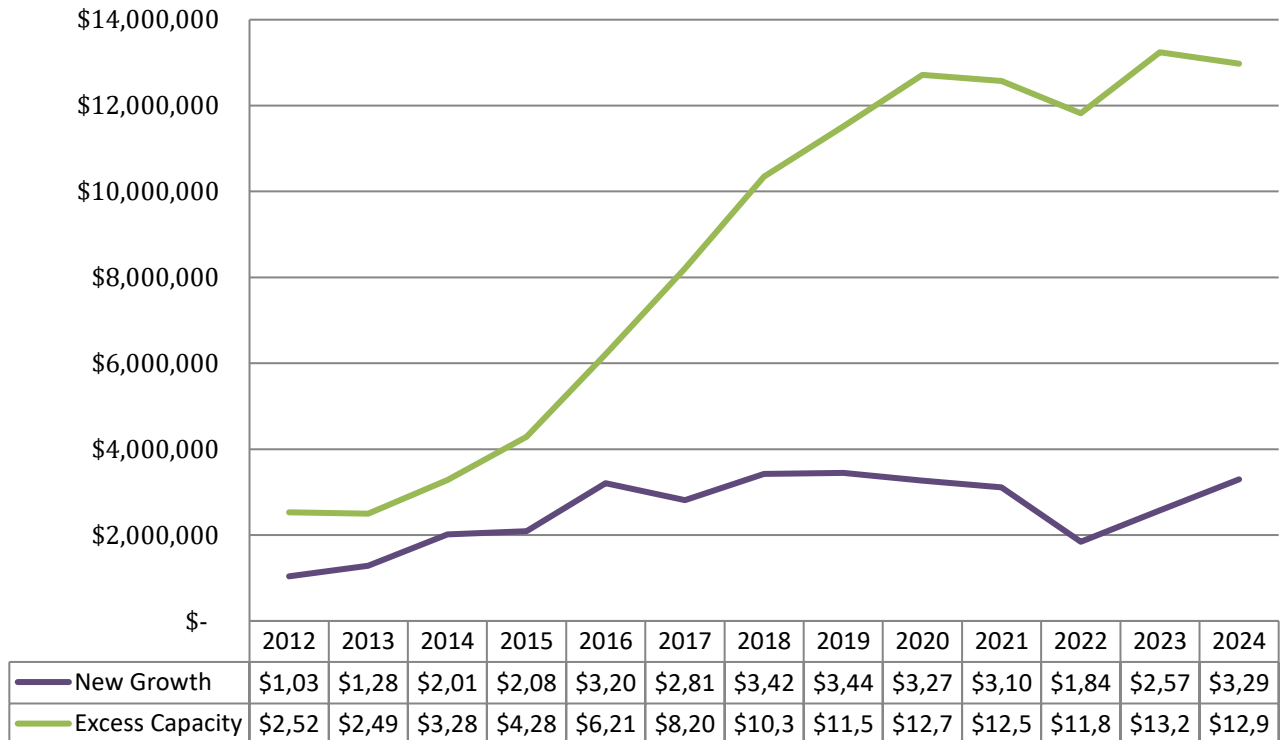


Figure 7: New Growth and Excess Capacity, Massachusetts Division of Local Services

COMMUNITY COMPARISONS

Community	Residential Tax Rate	Commercial Tax Rate	Average Single Family Tax Bill	Residential Levy	CIP Levy	Total Levy	Total Revenue
Woburn	\$8.06	\$19.72	\$5,398	\$67,057,678	\$62,227,651	\$129,285,328	\$177,002,754
Burlington	\$8.94	\$25.81	\$6,488	\$53,059,269	\$88,693,037	\$141,752,306	\$185,520,603
Billerica	\$11.29	\$25.09	\$6,774	\$92,416,449	\$58,197,588	\$150,614,038	\$200,985,127
Wilmington	\$11.43	\$26.23	\$7,816	\$60,238,464	\$43,806,304	\$104,044,768	\$133,180,287
Bedford	\$11.88	\$26.70	\$11,074	\$48,060,718	\$31,900,114	\$79,960,832	\$117,461,997
Lexington	\$12.25	\$24.20	\$18,502	\$187,300,579	\$56,345,498	\$243,646,076	\$297,135,080

Table 6: Adjacent Community Tax Comparison, Massachusetts Division of Local Services

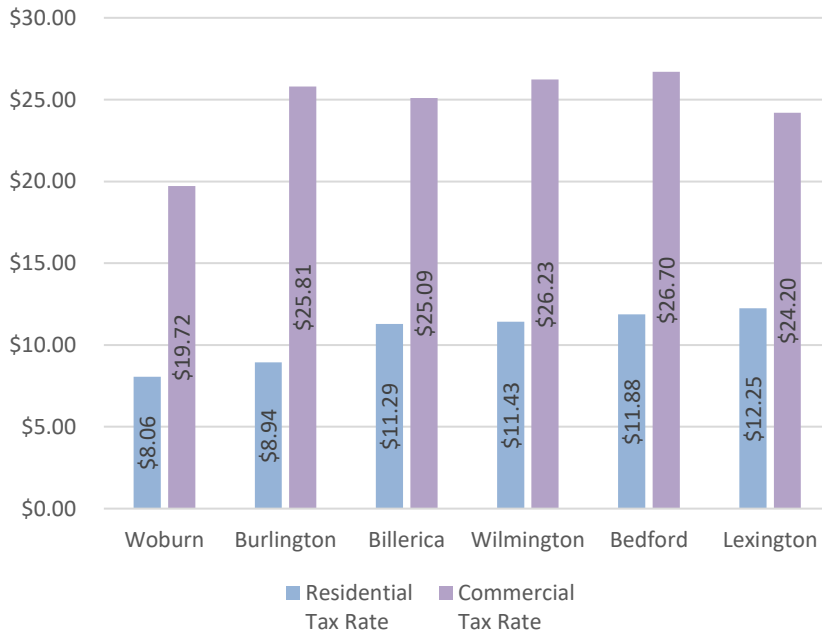


Figure 8: Adjacent Community Tax Rates, Massachusetts Division of Local Services

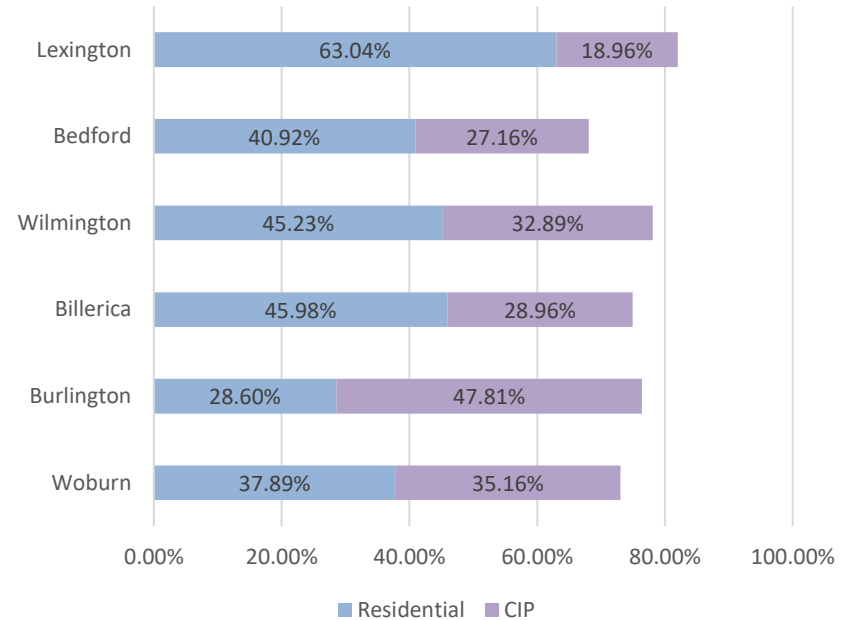


Figure 9: Adjacent Community Taxes as a Percent of Revenue, Massachusetts Division of Local Services

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

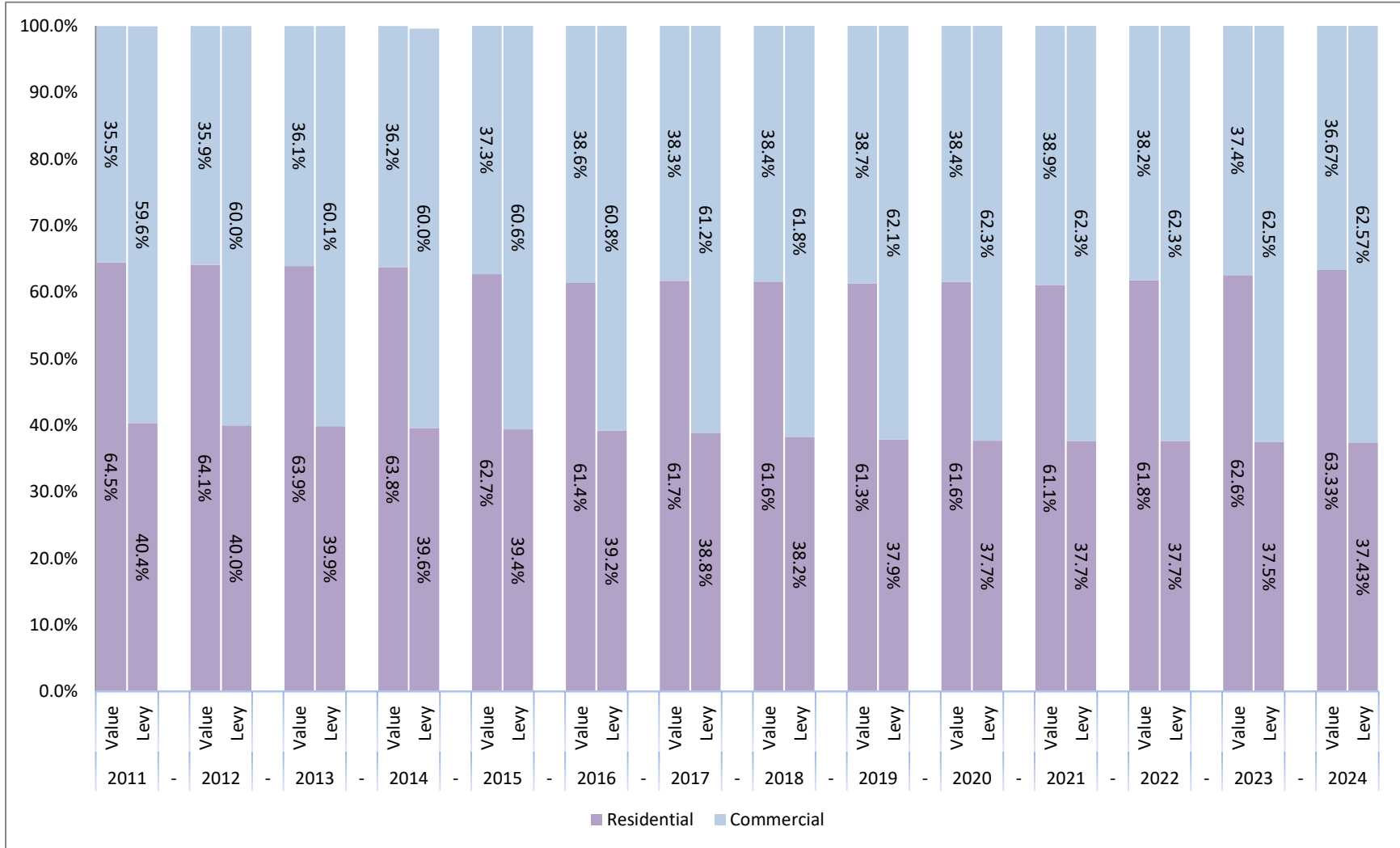


Figure 10: Residential v Commercial Share of Total Value and Levy, Massachusetts Division of Local Services

**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.



Department	Division	Project	FY	Funding Source	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
IT		Cyber Security (Lease)	2025	OpBudget	\$100,000									
IT		Technology Infrastructure (Lease)	2025	OpBudget	\$300,000									
IT		Technology Infrastructure (Lease)	2026	OpBudget		\$350,000								
IT		Cyber Security (Lease)	2026	OpBudget		\$150,000								
IT		Cyber Security (Lease)	2027	OpBudget			\$350,000							
IT		Technology Infrastructure (Lease)	2027	OpBudget			\$150,000							
IT		Equipment Van	2028	Free Cash				\$45,000						
IT		Cyber Security (Lease)	2028	OpBudget				\$150,000						
IT		Technology Infrastructure (Lease)	2028	OpBudget				\$350,000						
IT		Cyber Security (Lease)	2029	OpBudget					\$150,000					
IT		Technology Infrastructure (Lease)	2029	OpBudget					\$350,000					
IT		Fiber Loop Replacement	2030	Bond						\$1,500,000				
IT		Cyber Security (Lease)	2030	OpBudget						\$150,000				
IT		Technology Infrastructure (Lease)	2030	OpBudget						\$350,000				
IT		Cyber Security (Lease)	2031	OpBudget							\$150,000			
IT		Technology Infrastructure (Lease)	2031	OpBudget							\$350,000			
IT		Cyber Security (Lease)	2032	OpBudget								\$150,000		
IT		Technology Infrastructure (Lease)	2032	OpBudget								\$350,000		
IT		Cyber Security (Lease)	2033	OpBudget									\$150,000	
IT		Technology Infrastructure (Lease)	2033	OpBudget									\$350,000	
IT		Cyber Security (Lease)	2034	OpBudget										\$150,000
IT		Technology Infrastructure (Lease)	2034	OpBudget										\$350,000
Clerk		Electronic Document Management Software	2027	Free Cash			\$30,000							
Conservation		Vehicle	2026	Other		\$50,000								
Conservation		Land Acquisition	2027	Bond			\$1,500,000							
Conservation		Open Space Recreation Plan (OSRP)	2028	Free Cash				\$40,000						
Planning		Comprehensive Master Plan	2034	Free Cash										
Police		Police Station Project	2025	Bond	\$46,225,000									
Police		Replace Portable Radios	2025	Free Cash	\$135,000									
Police		Pistol and Rifle Replacement	2026	Free Cash		\$55,000								
Police		AED Replacement	2027	Free Cash			\$35,000							
Police		Electronic Control Weapon Replacement	2028	Free Cash				\$50,000						
Fire		2002 Pierce Arrow XT (Engine 4)	2025	Free Cash	\$1,200,000									
Fire		Rescue ATV	2025	Free Cash	\$65,000									
Fire		Command Car 5 2009 Ford Escape	2025	Free Cash	\$78,000									
Fire		Replace Portable Radios	2025	Free Cash	\$685,000									
Fire		Fire Alarm Radio Box Receiving System	2025	Free Cash	\$135,000									
Fire		Command Car 2 2015 Ford Interceptor	2027	Free Cash			\$65,000							
Fire		Command Car 1 2017 Ford Interceptor	2029	Free Cash					\$65,000					
Fire		2002 Pierce Quantum (2013) (Engine 3)	2030	Free Cash						\$840,000				
Building		Replacement Vehicle	2027	Free Cash			\$28,000							
Building		Replacement Vehicle	2032	Free Cash								\$40,000		
DPW	Streets & Sidewalks	Road, Sidewalks, & Parking lot Paving (Bond Issue)	2025	Free Cash	\$3,500,000									
DPW	Streets & Sidewalks	Winn St./Mountain Rd Traffic Light	2025	Free Cash	\$400,000									
DPW	Streets & Sidewalks	Road, Sidewalks, & Parking lot Paving (Bond Issue)	2027	Bond			\$3,500,000							
DPW	Streets & Sidewalks	Road, Sidewalks, & Parking lot Paving (Bond Issue)	2029	Bond					\$3,500,000					
DPW	Streets & Sidewalks	Road, Sidewalks, & Parking lot Paving (Bond Issue)	2031	Bond							\$3,500,000			
DPW	Streets & Sidewalks	Road, Sidewalks, & Parking lot Paving (Bond Issue)	2033	Bond									\$3,500,000	

Department	Division	Project	FY	Funding Source	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2025	Free Cash	\$662,000									
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2026	Free Cash		\$843,000								
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2027	Free Cash			\$571,000							
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2028	Free Cash				\$544,000						
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2029	Free Cash					\$698,000					
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2030	Free Cash						\$522,000				
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2031	Free Cash							\$421,000			
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2032	Free Cash								\$291,000		
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2033	Free Cash									\$973,000	
DPW	Equipment Purchase	DPW Vehicle Replacement Program	2034	Free Cash										\$442,000
DPW	Drainage	Drainage Repair/Stream Cleaning	2025	Free Cash	\$200,000									
DPW	Drainage	Drainage Repair/Stream Cleaning	2026	Free Cash		\$200,000								
DPW	Drainage	NPDES - Stormwater Retro-fit Project	2026	Free Cash		\$100,000								
DPW	Drainage	Drainage Repair/Stream Cleaning	2027	Free Cash			\$200,000							
DPW	Drainage	NPDES - Stormwater sub-basin Investigation	2027	Free Cash			\$100,000							
DPW	Drainage	Drainage Repair/Stream Cleaning	2028	Free Cash				\$200,000						
DPW	Drainage	NPDES - Stormwater Retro-fit Project	2028	Free Cash				\$100,000						
DPW	Drainage	Drainage Repair/Stream Cleaning	2029	Free Cash					\$200,000					
DPW	Drainage	Drainage Repair/Stream Cleaning	2030	Free Cash						\$200,000				
DPW	Drainage	NPDES - Stormwater Retro-fit Project	2030	Free Cash						\$100,000				
DPW	Drainage	Drainage Repair/Stream Cleaning	2031	Free Cash							\$200,000			
DPW	Drainage	NPDES - Stormwater Retro-fit Project	2032	Free Cash								\$100,000		
DPW	Sewer System Improvements	Grandview Pump Sta./FM Rehabilitation	2025	Free Cash	\$2,500,000									
DPW	Sewer System Improvements	Terrace Hall Pump Station VFD Replacement	2025	Free Cash	\$40,000									
DPW	Sewer System Improvements	Douglas PS forcemain Rehabilitation	2026	Bond		\$1,300,000								
DPW	Sewer System Improvements	Terrace Hall Pump Station VFD Replacement	2026	Free Cash		\$40,000								
DPW	Sewer System Improvements	Vactor Skid Mounted	2026	Free Cash		\$30,000								
DPW	Water Distribution & Production	Water Meter Replacement Program	2025	Free Cash	\$50,000									
DPW	Water Distribution & Production	Water System Upgrade/Replacement	2026	Bond		\$1,500,000								
DPW	Water Distribution & Production	Water Meter Replacement Program	2026	Bond		\$1,000,000								
DPW	Water Distribution & Production	Replace Center Street Tank	2027	Bond			\$1,000,000							
DPW	Water Distribution & Production	Shawsheen Raw Water Intake Lining	2027	Bond			\$1,000,000							
DPW	Water Distribution & Production	Water Meter Replacement Program	2027	Bond			\$1,000,000							
DPW	Water Distribution & Production	Replace Center Street Tank	2028	Bond				\$2,000,000						
DPW	Water Distribution & Production	Shawsheen Raw Water Intake Lining	2028	Bond				\$1,000,000						
DPW	Water Distribution & Production	Water System Upgrade/Replacement	2028	Bond				\$1,500,000						
DPW	Water Distribution & Production	Water Meter Replacement Program	2028	Bond				\$1,000,000						
DPW	Water Distribution & Production	Shawsheen Raw Water Intake Lining	2029	Bond					\$1,000,000					
DPW	Water Distribution & Production	Water Meter Replacement Program	2029	Bond					\$1,000,000					
DPW	Water Distribution & Production	Shawsheen Raw Water Intake Lining	2030	Bond						\$1,000,000				
DPW	Water Distribution & Production	Water System Upgrade/Replacement	2030	Bond						\$1,500,000				
DPW	Water Distribution & Production	Shawsheen Raw Water Intake Lining	2031	Bond							\$1,000,000			
DPW	Water Distribution & Production	Water System Upgrade/Replacement	2032	Bond								\$1,500,000		
DPW	Water Distribution & Production	Water System Upgrade/Replacement	2034	Bond										\$1,500,000
DPW	Water Treatment	Mill Pond PFAS Resin Replacement	2025	Free Cash	\$1,200,000									
DPW	Water Treatment	MWRA Phase 2B	2025	Bond	\$4,600,000									
DPW	Water Treatment	Blanchard Tank Mixing System	2026	Free Cash		\$60,000								
DPW	Water Treatment	Mill Pond Treatment Plant - High Lift Pump	2026	Free Cash		\$25,000								

Department	Division	Project	FY	Funding Source	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
DPW	Water Treatment	Mill Pond TOC Treatment Evaluation /Design	2027	Free Cash			\$350,000							
DPW	Water Treatment	Mill Pond TOC Treatment Construction	2028	Bond				\$2,500,000						
DPW	Cemetery	Development/Expand Pine Haven (knoll area)	2026	Free Cash		\$500,000								
DPW	Facilities	Meadowbook School-Roof	2025	Bond		\$1,600,000								
DPW	Facilities	Town Hall/Town Hall Annex HVAC Upgrade	2026	Bond		\$5,400,000								
DPW	Facilities	Expand Chestnut Hill garage	2026	Free Cash		\$360,000								
DPW	Facilities	Facility Upgrades Including Energy Conservation Measu	2026	Free Cash		\$200,000								
DPW	Facilities	Brine Delcing System	2026	Free Cash		\$100,000								
DPW	Facilities	61 Center - Windows	2027	Free Cash			\$480,000							
DPW	Facilities	Facility Upgrades Including Energy Conservation Measu	2027	Free Cash			\$200,000							
DPW	Facilities	61 Center - GYM Roof	2028	Free Cash				\$155,000						
DPW	Facilities	61 Center - Murray Kelly Roof	2028	Free Cash				\$92,000						
DPW	Facilities	Fire HQ garage Doors	2028	Free Cash				\$55,000						
DPW	Facilities	Fire HQ Roof	2028	Free Cash				\$230,000						
DPW	Facilities	Meadowbook School-Windows	2029	Free Cash					\$960,000					
DPW	Facilities	61 Center - GYM Façade	2029	Free Cash					\$130,000					
DPW	Facilities	61 Center -Elevator piston	2030	Free Cash						\$100,000				
DPW	Facilities	Fire HQ -Elevator piston	2030	Free Cash						\$100,000				
DPW	Facilities	Library-Elevator	2030	Free Cash						\$100,000				
DPW	Facilities	Town Hall - Elevator piston	2030	Free Cash						\$100,000				
DPW	Facilities	Town Hall Annex -Elevator piston	2030	Free Cash						\$100,000				
Health		Administrative Vehiele	2026	Free Cash		\$55,000								
CoA		Replace Van 1	2026	Free Cash		\$55,000								
CoA		Upgrade Furnitures and Fixtures	2027	Free Cash			\$25,000							
CoA		Digital Signage	2028	Free Cash				\$30,000						
CoA		Replace Van 2	2034	Free Cash										\$85,000
YFS		Replacement Truck	2034	Free Cash										\$150,000
Rec		Zero Turn Mower	2025	Free Cash	\$16,500									
Historical		Historic Style Shed (West School)	2034	Free Cash										
Rec	Misc. Locations	Renovate Bandstand (Town Common)	2033	Free Cash									\$45,000	
Rec	Overlook	Renovate Overlook Park (LWC Grant)	2026	Bond	\$2,300,000									
Rec	Rahanis	Renovate Basketball Court	2026	Free Cash		\$125,000								
Rec	Rahanis	Repave Driveway & Parking Lot	2027	Free Cash			\$25,000							
Rec	Rahanis	Repave Driveway & Parking Lot	2028	Free Cash				\$25,000						
Rec	Rahanis	Renovations	2032	Free Cash								\$500,000		
Rec	Simonds	Leaf Vac	2025	Free Cash	\$20,000									
Rec	Simonds	Skid Steer	2025	Free Cash	\$68,000									
Rec	Simonds	Replace ball field renovator, screen and mat	2025	Free Cash	\$40,000									
Rec	Simonds	Accesible Walkway Phase 2	2026	Free Cash		\$30,000								
Rec	Simonds	Accesibility Upgrades	2026	Free Cash		\$750,000								
Rec	Simonds	Accesibility Upgrades	2027	Free Cash			\$75,000							
Rec	Simonds	Renovate Wading Pool	2028	Free Cash				\$225,000						
Rec	Simonds	Baskebtall court bubble	2032	Free Cash								\$200,000		
Rec	Vehicles & Equipment	Replace Wood Chipper	2026	Free Cash		\$55,000								
Rec	Vehicles & Equipment	Compact Track Loader	2026	Free Cash		\$66,000								
Rec	Vehicles & Equipment	Replace R-11 Pickup Truck	2026	Free Cash		\$60,000								
Rec	Vehicles & Equipment	Replace Slope Mower	2026	Free Cash		\$50,000								
Rec	Vehicles & Equipment	Replace R-10 Recreation SUV	2027	Free Cash			\$50,000							

Department	Division	Project	FY	Funding Source	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Rec	Vehicles & Equipment	Replace R-6 Rack Body	2028	Free Cash				\$60,000						
Rec	Vehicles & Equipment	Accessible Terrain Hopper	2029	Free Cash					\$75,000					
Rec	Vehicles & Equipment	Replace 2 R-4 Pickup Truck	2029	Free Cash					\$65,000					
Rec	Vehicles & Equipment	Replace R-14 Toro Mower	2029	Free Cash					\$100,000					
Rec	Vehicles & Equipment	Replace R-5 Pickup Truck	2030	Free Cash						\$60,000				
Rec	Vehicles & Equipment	Replace R-15 Larger Mower/Tractor	2031	Free Cash							\$100,000			
Rec	Veterans	Renovations	2031	Free Cash							\$225,000			
Rec	Wildwood	Playground renovations (Wildmere)	2025	Free Cash	\$190,000									
Rec	Wildwood	Install bathroom facilities	2026	Free Cash		\$125,000								
Rec	Wildwood	Parking improvements	2028	Free Cash				\$25,000						
Rec	Wildwood	Playground renovations	2033	Free Cash									\$225,000	
Ice Palace	Ice Palace	Parking Lot	2034	Bond										
Schools	Central Office	Carpet Replacement	2025	Free Cash	\$113,203									
Schools	System-wide	Security Updates	2025	Free Cash	\$245,350									
Schools	System-wide	Maintenance Vehicle	2025	Free Cash	\$192,500									
Schools	System-wide	Curriculum Review	2025	Free Cash	\$109,577									
Schools	System-wide	Teacher MacBook Replacment	2026	Free Cash		\$500,000								
Schools	System-wide	Lightspeed Replacement	2026	Free Cash		\$455,000								
Schools	System-wide	Parking Lot Light Replacement	2026	Free Cash		\$200,000								
Schools	System-wide	Auditroiam A/V Lighting and Upgrades	2027	Free Cash			\$150,000							
Schools	System-wide	Master Plan Update	2027	Free Cash			\$200,000							
Schools	System-wide	Pavement Replacement Program	2027	Free Cash			\$225,000							
Schools	System-wide	Security Camera Replacement and Upgrades	2027	Free Cash			\$50,000							
Schools	System-wide	Parking Lot Light Replacement	2028	Free Cash				\$200,000						
Schools	System-wide	Vehicle Replacement	2028	Free Cash				\$60,000						
Schools	System-wide	Boiler Replacement	2029	Free Cash					\$800,000					
Schools	System-wide	Vehicle Replacement	2029	Free Cash					\$62,000					
Schools	System-wide	Parking Lot Light Replacement	2030	Free Cash						\$200,000				
Schools	System-wide	Teacher MacBook Replacment	2030	Free Cash						\$500,000				
Schools	System-wide	Auditroiam A/V Lighting and Upgrades	2031	Free Cash							\$150,000			
Schools	System-wide	Pavement Replacement Program	2031	Free Cash							\$225,000			
Schools	System-wide	Parking Lot Light Replacement	2032	Free Cash								\$200,000		
Schools	System-wide	Security Camera Replacement and Upgrades	2032	Free Cash								\$75,000		
Schools	System-wide	Activity Bus & Utility Vehicles	2033	Free Cash									\$170,000	
Schools	Burlington High School	HVAC Repairs	2025	Free Cash	\$322,416									
Schools	Burlington High School	Refurbish Boilers	2025	Free Cash	\$261,800									
Schools	Burlington High School	Fiber Connection	2025	Free Cash	\$150,579									
Schools	Burlington High School	Electric Forklift	2025	Free Cash	\$82,390									
Schools	Burlington High School	Music Room Flooring	2025	Free Cash	\$95,068									
Schools	Burlington High School	Performing Arts Center / Auditorium Improvements	2026	Free Cash		\$40,000								
Schools	Burlington High School	Pump Replacement	2026	Free Cash		\$55,000								
Schools	Burlington High School	Electrical Transformer Replacement	2026	Free Cash		\$125,000								
Schools	Burlington High School	HVAC Construction	2027	Bond										
Schools	Burlington High School	Pump Replacement	2028	Free Cash				\$55,000						
Schools	Burlington High School	Pump Replacement	2031	Free Cash							\$55,000			
Schools	Burlington High School	Renovation (Town Share)	2032	Bond								\$250,000,000		
Schools	Burlington High School	Track Resurfacing/ Turf Replacement	2032	Bond								\$1,500,000		
Schools	Marshall Simonds	Field Reconstruction and Replacement	2025	Bond	\$6,720,000									

Department	Division	Project	FY	Funding Source	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Schools	Marshall Simonds	Critical Building System Upgrades	2025	Free Cash	\$65,890									
Schools	Marshall Simonds	Bathroom	2025	Free Cash	\$358,574									
Schools	Marshall Simonds	Locker Rooms	2025	Free Cash	\$288,840									
Schools	Marshall Simonds	Furniture	2025	Free Cash	\$55,473									
Schools	Marshall Simonds	AC Chiller Replacement	2026	Free Cash		\$290,000								
Schools	Marshall Simonds	Track Resurfacing/Turf Replacement	2026	Free Cash		\$1,000,000								
Schools	Francis Wyman	Generator	2025	Free Cash	\$50,160									
Schools	Francis Wyman	HVAC Installation/Replacement	2026	Free Cash		\$500,000								
Schools	Francis Wyman	Playground Resurface	2029	Free Cash					\$65,000					
Schools	Francis Wyman	HVAC Installation/Replacement	2030	Free Cash						\$500,000				
Schools	Fox Hill	Construction (Town Share w/o Utility Rebate Sept 2024)	2025	Bond	\$67,000,000									
Schools	Fox Hill	Cafeteria Tables	2025	Free Cash	\$43,599									
Schools	Memorial School	Bio Retention Area Reconstruction	2027	Free Cash			\$150,000							
Schools	Memorial School	HVAC	2028	Free Cash				\$200,000						
Schools	Memorial School	Bio Retention Area Reconstruction	2029	Free Cash					\$150,000					
Schools	Memorial School	HVAC	2029	Free Cash					\$300,000					
Schools	Memorial School	HVAC	2030	Free Cash						\$300,000				
Schools	Pine Glen	Air Conditioning Phase 2	2025	Free Cash	\$25,025									
Schools	Pine Glen	Fencing	2025	Free Cash	\$132,515									
Schools	Pine Glen	Classroom Interior Renovations	2027	Free Cash			\$300,000							
Schools	Pine Glen	HVAC Renovations (Mech. Exhaust/AC)	2027	Free Cash			\$500,000							
Schools	Pine Glen	Classroom Interior Renovations	2030	Free Cash						\$300,000				
Schools	Pine Glen	Playground Resurface	2032	Free Cash								\$60,000		
Schools	Pine Glen	Feasibility Study	2034	Free Cash										\$1,500,000
Total					\$141,022,459	\$18,399,000	\$12,309,000	\$10,891,000	\$9,670,000	\$8,522,000	\$6,376,000	\$254,966,000	\$5,413,000	\$4,177,000

Funding Source	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Bond	\$ 126,845,000	\$ 10,800,000	\$ 8,000,000	\$ 8,000,000	\$ 5,500,000	\$ 4,000,000	\$ 4,500,000	\$ 253,000,000	\$ 3,500,000	\$ 1,500,000
Free Cash	\$ 13,777,459	\$ 7,049,000	\$ 3,809,000	\$ 2,391,000	\$ 3,670,000	\$ 4,022,000	\$ 1,376,000	\$ 1,466,000	\$ 1,413,000	\$ 2,177,000
Operating	\$ 400,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Other	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ 141,022,459	\$ 18,399,000	\$ 12,309,000	\$ 10,891,000	\$ 9,670,000	\$ 8,522,000	\$ 6,376,000	\$ 254,966,000	\$ 5,413,000	\$ 4,177,000

Department	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Building			\$ 28,000					\$ 40,000		
Clerk			\$ 30,000							
CoA		\$ 55,000	\$ 25,000	\$ 30,000						\$ 85,000
Conservation		\$ 50,000	\$ 1,500,000	\$ 40,000						
DPW	\$ 13,152,000	\$ 13,258,000	\$ 8,401,000	\$ 9,376,000	\$ 7,488,000	\$ 3,822,000	\$ 5,121,000	\$ 1,891,000	\$ 4,473,000	\$ 1,942,000
Fire	\$ 2,163,000		\$ 65,000		\$ 65,000	\$ 840,000				
Health		\$ 55,000								
Historical										
Ice Palace										
IT	\$ 400,000	\$ 500,000	\$ 500,000	\$ 545,000	\$ 500,000	\$ 2,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Planning										
Police	\$ 46,360,000	\$ 55,000	\$ 35,000	\$ 50,000						
Rec	\$ 2,634,500	\$ 1,261,000	\$ 150,000	\$ 335,000	\$ 240,000	\$ 60,000	\$ 325,000	\$ 700,000	\$ 270,000	
YFS										\$ 150,000
Schools	\$ 76,312,959	\$ 3,165,000	\$ 1,575,000	\$ 515,000	\$ 1,377,000	\$ 1,800,000	\$ 430,000	\$ 251,835,000	\$ 170,000	\$ 1,500,000
Grand Total	\$ 141,022,459	\$ 18,399,000	\$ 12,309,000	\$ 10,891,000	\$ 9,670,000	\$ 8,522,000	\$ 6,376,000	\$ 254,966,000	\$ 5,413,000	\$ 4,177,000

**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 and administered by the local board of assessors.

Accommodated Accounts

A category utilized by the Town to classify expenses that 1. apply to all departments (i.e., debt service and employee benefits), 2. have historically been challenging 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 the 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 with an initial useful life in excess of one year and is of significant value. Capital assets include land, infrastructure, buildings, and 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, *as currently practiced in Burlington*, 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 MGL Ch. 90 §34 provisions. 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 specific programs or services. Links to the Cherry Sheets are located on the DLS: <https://www.mass.gov/info-details/cherry-sheet-state-payment-reports>

**Contracted
Services**

A subcategory within a department's total expenses budget line 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 acknowledgment 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, begins July 1 and concludes June 30. (i.e., Fiscal year 2025 is from July 1, 2024, through June 30, 2025).

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 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 is generated by new construction, renovations, and other increases in the property tax base during a calendar year, excluding value increases caused by regular market forces or revaluations. New Growth is calculated by multiplying the assessed value associated with new construction, renovations, and other increases by the prior year's tax rate.
Operating Budget	A proposed plan for personnel, supplies, and other expenses for the coming fiscal year.

Other Post-Employment Benefits (OPEB)

A form of deferred compensation that is *not* 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 annually 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., it becomes part of free cash*).

Raise and Appropriate

A phrase used to identify a funding source for an expenditure or expenditures 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 annually within the town budget, administered by the Ways & Means Committee, to provide a funding source if the town incurs extraordinary or unforeseen expenditures. Per Mass General Law, the amount set cannot 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 the Town to easily track the 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. Establishing an amendment of purpose or appropriating money from stabilization requires a two-thirds vote of the 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 specific 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.