

**BACK UP**

**WARRANT**

**Burlington Town Meeting**



**MAY 9, 2022**

**7:30 P.M.**

**Burlington, MA**

Burlington High School

Fogelberg Auditorium

**WARRANT ARTICLE 2**

**TRANSFER OF FUNDS FY 2022/VARIOUS**

**ACCOUNTS**

No additional backup information has been included. As of the print deadline it is uncertain whether this article will be presented to the body or withdrawn. If the article is going to move forward any backup materials will be shared as soon as they are available

**WARRANT ARTICLE 3**  
**FUND FY 2023 OPERATING BUDGET**  
**(SEE BUDGET BOOK)**

# **WARRANT ARTICLE 4**

## **TRANSFER FROM FREE CASH TO**

### **STABILIZATION FUND**

No additional backup information has been included. As of the print deadline it is uncertain whether this article will be presented to the body or withdrawn. If the article is going to move forward any backup materials will be shared as soon as they are available



**WARRANT ARTICLE 5**  
**TRANSFER FROM FREE CASH TO OPEB**  
**TRUST FUND**

No additional backup information has been included. As of the print deadline it is uncertain whether this article will be presented to the body or withdrawn. If the article is going to move forward any backup materials will be shared as soon as they are available

**WARRANT ARTICLE 6**  
**FUND REVOLVING ACCOUNTS**



# TOWN OF BURLINGTON

WHITNEY C. HASKELL  
BUDGET DIRECTOR/CHIEF PROCUREMENT OFFICER  
DEPARTMENT OF ACCOUNTING  
29 CENTER STREET, 2ND FLOOR | BURLINGTON, MA 01803  
(781) 270-1669 | [whaskell@burlington.org](mailto:whaskell@burlington.org)

To: Town Meeting Members

From: Whitney Haskell, Budget Director

Re: Expenditures Limits for Revolving Funds

Date: March 29, 2022

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In September of 2017, Town Meeting voted to create a bylaw authorizing Town departmental revolving funds, pursuant to M.G.L. Ch. 44, §53E ½. At the beginning of each fiscal year, Town Meeting must vote to set an expenditure limit for each of the revolving funds created by that bylaw.

The expenditure limits requested for FY 23 are identical to the expenditure limits voted for FY 22.

Revolving Fund	Department of Board Authorized to Spend	Expenditure Limit
Cross Connection – Backflow Prevention	Public Works	\$80,000
Local Transportation	Public Works	\$50,000
Grand View Farm	Select Board	\$90,000
Nursing Programs & Services	Board of Health	\$40,000
Plan Imaging & Property File Documents	Building Department	\$25,000
Sale of Recyclable Materials, Trash Bags & Toters	Select Board	\$75,000
Sealer of Weights and Measures	Select Board	\$20,000
Ice Palace Improvement & Maintenance	Select Board	\$36,000
Meadowbrook School Maintenance and Improvements	Select Board	\$105,000

The following chart is a reproduction of the bylaw which fully describes the mechanics of each fund:

A Revolving Fund	B Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	C Fees, Charges or Other Receipts Credited to Fund	D Program or Activity Expenses Payable from Fund	E Restrictions or Conditions on Expenses Payable from Fund	F Other Requirements/ Reports	G Fiscal Years
Cross Connection-Backflow prevention	Public Works	Fees charged for testing devices that prevent mixing of potable and non-potable water	Contract services to DEP authorized vendors who perform the testing, surveys, part-time salaries, purchase of testing equipment and any other expenses necessary for the administration of this program	No restrictions or conditions	Any balance in excess of \$100,000 will be transferred to the general fund at fiscal year-end; all balances up to \$100,000 will carry forward and be available for appropriation in subsequent fiscal years	Fiscal Year 2019 and subsequent years
Local Transportation	Public Works	Bus user fees	Salaries, expenses, contractual services and any other expenses necessary to operate the in-town B-Line bus service	No restrictions or conditions	Fiscal year-end balance carries forward and is available for appropriation in subsequent years	Fiscal Year 2019 and subsequent years
Grand View Farm	Select Board	Rental fees received for use of Grandview Farm/ Marion Tavern Facility	Expenses related to the operations of the Grand View Farm/ Marion Tavern Facility and grounds including but not limited to maintenance and repairs, utilities, furniture & fixtures, custodial overtime, capital improvements, and any other expenses related thereto	No restrictions or conditions	Fiscal year-end balance carries forward and is available for appropriation in subsequent years	Fiscal Year 2019 and subsequent years
Nursing Programs & Services	Board of Health	Fees charged for screenings & Medicare / insurance	Expenses related to medical equipment and supplies, immunizations, health	No restrictions or conditions	Beginning on 6/30/18, any balance in excess of \$45,000 will be transferred to the general fund at fiscal	Fiscal Year 2019 and subsequent

A Revolving Fund	B Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	C Fees, Charges or Other Receipts Credited to Fund	D Program or Activity Expenses Payable from Fund	E Restrictions or Conditions on Expenses Payable from Fund	F Other Requirements/ Reports	G Fiscal Years
		reimbursements received	fairs, educational materials, emergency preparedness drills, and any other expenses related to the administration of public health nursing programs		year-end; all balances up to \$45,000 will carry forward and be available for appropriation in subsequent fiscal years	years
Plan Imaging & Property File Documents	Building Department	2% of Building Department Fees (Not to exceed \$20,000 annually)	Archival imaging of building permit drawings and specifications, and property file documents, and any other costs related to the administration of this program	No restrictions or conditions	Fiscal year-end balance carries forward and is available for appropriation in subsequent years	Fiscal Year 2019 and subsequent years
Sale of Recyclable Materials, Trash Bags and Toters	Select Board	Receipts from the sale of all recyclable material, trash bags and rental of second toters	Expenses to offset the cost of curbside trash & recycling collection, disposal of solid waste, replacement toters, and any other costs associated with the administration of the trash and recycling program	No restrictions or conditions	Fiscal year-end balance carries forward and is available for appropriation in subsequent years	Fiscal Year 2019 and subsequent years
Sealer of Weights & Measures	Select Board	Fees charged for testing of Weights & Measures devices	Part time salaries, contracted services, and any other costs associated with the administration of the Weights & Measures Testing Program	No restrictions or conditions	Any balance in excess of \$20,000 will be transferred to the general fund at fiscal year-end; all balances up to \$20,000 will carryforward and be available for appropriation in subsequent fiscal years	Fiscal Year 2019 and subsequent years
Ice Palace Improvement &	Select Board	Any revenue received in conjunction	Any repairs, maintenance, capital improvements, or	No restrictions	Fiscal year-end balance carries forward and is available for appropriation	Fiscal Year 2019 and subsequent

A Revolving Fund	B Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	C Fees, Charges or Other Receipts Credited to Fund	D Program or Activity Expenses Payable from Fund	E Restrictions or Conditions on Expenses Payable from Fund	F Other Requirements/ Reports	G Fiscal Years
Maintenance		with the lease of the Ice Palace facility	other expenses associated with the Ice Palace facility and grounds including debt service related thereto	or conditions	in subsequent years	years
Meadowbrook School Maintenance & Improvements	Select Board	Any revenue received in conjunction with the lease of Meadowbrook School	Any repairs, maintenance, capital improvements, or other expenses associated with the Meadowbrook School facility and grounds including debt service related thereto	No restrictions or conditions	Fiscal year-end balance carries forward and is available for appropriation in subsequent years	Fiscal Year 2019 and subsequent years

**About Revolving Funds:**

A departmental revolving fund is an accounting mechanism where fees and charges for providing a specific service or program are segregated and available to fund the expenses of that specific program. Town Meeting votes an expenditure limit which sets the maximum amount a department can expend without further Town Meeting approval. However the amount expended will always be limited to the revenue collected (plus any funds accumulated from previous years). Revolving fund revenues and expenditures are administered in the same manner as all other town funds; revenues are deposited through the Treasurer’s Office to a Town bank account, and expenditures are approved by the department head and forwarded to Accounting to be placed on a payment warrant. This bylaw applies specifically to revolving funds authorized under M.G.L. Ch. 44 Sec. 53E½ and listed in the warrant. The Town and School Departments have other revolving funds authorized under different chapters of law that do not require Town Meeting action.

**WARRANT ARTICLE 7**  
**FUND FY2023 CAPITAL BUDGET**

**WARRANT ARTICLE 7**

**7-01**

**DPW-CHESTNUT HILL CEMETERY FENCE**





# Town of Burlington Capital Request Form

FY  
2023

Department:

Request Title:

Project Description:

This Request is  New  Continuation of Prior Request/Project Phase

Project Cost(s):  Source of Funds:

Estimated Useful Life:

Priority Ranking:

Purpose and/or Benefit:  
Impact if postponed:

Alternatives Considered:

Project Timeline:

**For Vehicles or Equipment:**

This request is for a:	Repair	Replacement	New/Additional
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**WARRANT ARTICLE 7**

**7-02**

**DPW-STREAM CLEANING/DRAINING  
REPAIR**



# Town of Burlington Capital Request Form

FY  
2023

Department:

Request Title:

Project Description:

This Request is  New  Continuation of Prior Request/Project Phase

Project Cost(s):  Source of Funds:

Estimated Useful Life:

Priority Ranking:

Purpose and/or Benefit:   
Impact if postponed:

Alternatives Considered:

Project Timeline:

*For Vehicles or Equipment:*

This request is for a:	Repair	Replacement	New/Additional
	Make/Model Year ID#		

**WARRANT ARTICLE 7**

**7-03**

**DPW-GRANDVIEW AVE PUMP STATION  
DESIGN**



# Town of Burlington Capital Request Form

FY  
2023

Department:

Request Title:

Project Description:

This Request is  New  Continuation of Prior Request/Project Phase

Project Cost(s):  Source of Funds:

Estimated Useful Life:

Priority Ranking:

Purpose and/or Benefit:   
Impact if postponed:

Alternatives Considered:

Project Timeline:

*For Vehicles or Equipment:*

This request if for a:	Repair	Replacement	New/Additional
	Make/Model Year ID#		



**Town of Burlington  
Capital Request Form**

**FY  
2023**

**Grandview Pump Sta/FM Design, Construction Admin.**

This station is a duplex type below grade concrete chamber can with a concrete entrance tube. The station houses two centrifugal pumps, check valves, gate valves, level control panel and associated electrical. A standby generator set and automatic transfer switch is located above grade in a weatherproof enclosure.

The station had a thorough inspection in 2012 by Weston & Sampson Engineers, Peabody MA and documented the following deficiencies:

1. The wet well is full of grease
2. Generator fuel tank is rusted and severely deteriorated
3. The above ground electrical service cabinet and pump motor starter are deteriorated
4. Sump pump piping is piped to grade and dumps on the pavement
5. The level control panel is deteriorated
6. Space is limited in station
7. Pump discharge piping is leaking
8. The lighting is inadequate
9. The man lift is in need of inspection
10. Station is rusting
11. The tank is old and rusted
12. The status of the cathodic protection is unknown.
13. Piping is aged.
14. Pumps are old with persistent problems.

**WARRANT ARTICLE 7**

**7-04**

**DPW-VEHICLE REPLACEMENT**

### ***DPW Vehicle Replacement Program***

*Continuing with the replacement program for vehicles and equipment, we are recommending the following:*

Replace E-03 - 2009 FORD RANGER PU With A 4x4 Pickup Truck -  
The truck is showing rot in the frame and bed as well as suspension. We are proposing to replace this small pickup truck with a 4x4 pickup truck

Replace H-11 - 2009 sweeper replacement. The town operates 2 sweepers and they are on a 15 year replacement program. The sweeper is in fair condition, however, it will take close to 2 years to get a replacement due to supply chain issues.

Replace H-23 - 2008 Trackless sidewalk plow. Replace with new sidewalk plow with snow blower attachment. The town operates 3 sidewalk plows and they are on a 15 year replacement program.

Replace W7 - 2011 dump truck replace with 1 town dump truck and plow. This vehicle is in poor condition.

### ***Purpose/Benefit:***

*Maintaining a fleet of reliable vehicles and equipment.*



**WARRANT ARTICLE 7**

**7-05**

**FIRE-PHASE 2 COMMUNICATIONS PLAN**



Town of Burlington  
Capital Request Form

FY  
2023

Requesting Department: 220-Fire

Request Title: Public Safety Communications Equipment Upgrade

Project Description: The goal of this project is to replace the town's outdated public safety communications equipment through a phased approach. This second phase will complete all communications infrastructure work in order to support a strong and reliable communications network for our Police, Fire and DPW Departments throughout our Town.

This request is:  New  Continuation of Prior Request/Project Phase

Estimated Project Cost: \$ 700,000 Proposed Funding Source: Borrowing

Estimated Useful Life: Twenty Years

Priority Ranking: High-health, safety and/or legal requirement

Purpose/Benefit/Impact if Postponed: Our public safety communications equipment is approximately thirty years old and well past its end-of-life service capability. The current system is no longer adequate. As a result, there are several areas of town where public safety communications are poor. This presents a life and safety hazard for members of our Police, Fire and DPW Departments. Phase Two of this project will complete all communication infrastructure work.

Alternatives Considered: This is phase two of a three phase project.

Project Timeline: Phase Two of this project will take approximately six months.

For Vehicles or Equipment:  
This request is for a:  Repair  Replacement  New/Additional  
Make/Model:  
Year:  
ID#:

**WARRANT ARTICLE 7**

**7-06**

**FIRE/POLICE-RECORDS MANAGEMENT  
AND DISPATCH SYSTEM**



Town of Burlington  
Capital Request Form

FY  
2023

Requesting Department: 210-Police

Request Title: ProPhoenix Police & Fire Software program

Project Description: The ProPhoenix software for records management and dispatch is an integrated, intuitive and innovative software suite that will allow both departments to maximize their effectiveness and efficiency and exceed operational expectations by implementing tools that neither dpeartment has currently, allowing us to provide better overall servcies to the community.

This request is:  New  Continuation of Prior Request/Project Phase

Estimated Project Cost: \$ 439,500 Proposed Funding Source: Free Cash

Estimated Useful Life: 20 years

Priority Ranking: Medium-Replace worn out equipment, project from further deterioration/cost avoidance

Purpose/Benefit/Impact if Postponed: This system is a toally intergated system and will allow both police and fire considerable upgrades in record management. Specifically for police this will be a tremendous advanatge due to certain changes in the laws related to police reform. The system is also designed to enhance officer and firefighter safety through some of the program features. The fire department has not had a records management system and this will bring them in line with best practices.

Alternatives Considered: We have researched other RMS systems but none compare to ProPhoenix in terms of the overall value, effectiveness and depth the system provides.

Project Timeline: Months from funding

For Vehicles or Equipment:  
This request is for a:  Repair  Replacement  New/Additional  
Make/Model:  
Year:  
ID#:

**MEMORANDUM**  
**BURLINGTON POLICE DEPARTMENT**



TO: File

FROM: Chief Thomas P. Browne

DATE: March 18, 2022

RE: Backup material for warrant article (Records Management and Dispatch Software)

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The police and fire department have been working together to bring our collective infrastructure up to date. Over the last two years, we have worked in tandem to update and upgrade our radio communications systems. Through beneficial conversations with various vendors, we were able to secure money from Town Meeting in May, 2021 to begin Phase I of a radio communications upgrade and the improvements to these systems will take place over the next year or more.

While working on the communications upgrades, it also became evident that the Records Management Systems (RMS) and Dispatch (CAD) software was becoming out of date. The fire department has no system for RMS and their CAD software does not allow for them to track calls for service as we are able to do in the police department. As the communications systems started to come together and we worked toward integrating police and fire capabilities, the ability to integrate the RMS and CAD systems became a common-sense next step. In order to make the project make sense, we had to do an assessment of our current operations.

On the police side of the assessment, we found the following:

- The current CAD and RMS systems are out of date. We originally purchased the system in 2009. Since then, the vendor has been sold at least three times and the support and maintenance has fallen off in terms of responsiveness and allowing us to stay ahead of the curve.
- The current system does not allow for any real time information to be shared with fire.
- The current RMS and CAD system caps the police at a certain number of licenses so only a limited number of personnel can be "on" the system at one time.
- The RMS system provides an outdated case management system for follow-up investigations
- There is no GPS tracking ability, mapping or the ability for citizens to report crimes
- Emergency contacts, site maps and hazards are not shared with fire, and unless the police are dispatched and see the hazards, we may not have the opportunity to

warn fire. The same is true for fire related hazards being made known to the police.

- The analytical capabilities of the system are limited and with police reform and Freedom of Information Act (FOIA) concerns, the departments must be able to rely on their data as being accurate in all instances so that FOIA requests can be filled expediently, resulting in minimal exposure to the Secretary of State for failing to provide accurate information in a timely manner.

On the fire side of the assessment, we found the following:

- The department has no CAD or RMS system in place.
- The department has no ability to track resources and equipment in real time
- There is no ability to alert the department of on-site hazards, special concerns or lifesaving equipment (such as AED's, oxygen, universal precautions).
- No database exists to allow for the immediate look-up of past call history at locations, leading to an increased risk to firefighters that have not been to the location in the past.
- No ability to analyze calls for service and call volumes to allow for more efficient deployment of resources and personnel.

Through our collective research, we have found systems that are available for purchase that have widespread, enhanced abilities that will allow us to stay ahead of the curve in terms of efficiency and professionalism. We have spoken with surrounding police departments to study their systems and have taken recommendations for best practices, as well as changes in the laws to formulate a list of advantages to change RMS and CAD:

- Enhanced officer, firefighter and resident safety;
  - Linking police and fire together for real-time dispatching and information sharing
  - On-site hazard alerts, such as HAZMAT and violent offender information
  - Integrated, real-time mapping and GPS capability
  - Ability to track road closures and road hazards for more expedient response times as well as public notifications
  - Active "quickest route" information to navigate road hazards and active scenes to allow for the most efficient response times
- Mobile device capability for all employees, allowing for unlimited use of the system and limiting "drop offs" or system blocks;
- Fire hydrant mapping capability;
- Shared vital information for police and fire, to include master name indexes, emergency contacts for residences and commercial properties, site plans, hazards and medical equipment/special occurrence information;
- Policy and Procedure manuals electronically stored and immediately accessible for all employees;

- An interactive complaint investigation system for both departments, which is especially important because of police reform and the strict timelines now in place for reporting complaints against officers to the POST Commission;
- Case management systems for investigators;
- Improved customer service
  - Allows for citizen reporting through an on-line portal; ability to allow citizens to request extra patrols and self-report information that may not be an emergency
  - Ability to livestream text, pictures and videos to the dispatch center that can then be shared with on-duty personnel
  - Citizens will have the ability to look at crime analytics pertaining to their individual neighborhoods
  - Ability to more efficiently respond to FOIA requests
- Higher quality data for both agencies;
- Better overall analytics, which will lead to better accountability, more efficiency and potential cost savings;
- Reduces liability by having the ability to cross-communicate and brings the departments into accordance with best practices.

### **Cost Breakdown**

Computer Aided Dispatch (CAD) systems and Records Management Systems (RMS) can be purchased separately for police and fire. Burlington Police currently use an outdated CAD and RMS called IMC. The Burlington Fire Department currently has no CAD or RMS.

Ideally, a city or town will have a single CAD and RMS for Police, Fire and EMS. This allows for more efficiency, less redundancy and lower risk of communication errors from using multiple systems that don't work with each other. Critical public safety information is shared between agencies.

There are also some unavoidable requirements to interface with state and national police and fire software systems along with interfaces to things like scheduling and payroll programs already in use by the Town.

There would also be costs associated with training all police and fire personnel on the new system. Changing to a new CAD and RMS for Police will be easier than Fire adopting systems that they have never had. They will be transitioning from paper and pencil to state of the art computerized technology.

Total cost of New Software	\$374,404.42
Total cost of 3rd Party Software	\$ 12,354.75
Training for all personnel	\$52,739.88*

Total Cost of all software, interfaces, fees and Training **\$439,499.05**

\* The training costs are estimated by the vendor as best practices. Many employees of both departments will be able to attend training on-duty. However, those personnel that are unable to do so would be required to attend off-duty. They would be eligible for overtime. Also, the vendor will have engineers and trainers on site for the training segments to assist in implementing the programs and running the department personnel through training sessions. (This covers employees of both the police and fire departments.) Each employee would be scheduled for a minimum of 4 hours of training depending on their access. Some higher end users, such as Administrative and Clerical personnel will require up to 8 or more hours of training. Dispatch personnel will require specialized training on the CAD system portions of the software.



**WARRANT ARTICLE 7**

**7-07**

**POLICE-NETWORK SECURITY UPDATES**



Town of Burlington  
Capital Request Form

FY  
2023

Requesting Department: 210-Police

Request Title: Network Data Switch Upgrades

Project Description: The department maintains separate IT servers from the Town servers. Switches are key building blocks for networks and are able to handle traffic over the network when too many devices are on the same network. The current data switches installed in the IT serves are beyond end of support and need to be upgraded. The last date for which security vulnerabilities were covered through the provider was January 30, 2016.

This request is:  New  Continuation of Prior Request/Project Phase

Estimated Project Cost: \$ 63,219 Proposed Funding Source: Free Cash

Estimated Useful Life: 5 years

Priority Ranking: Medium-Replace worn out equipment, project from further deterioration/cost avoidance

Purpose/Benefit/Impact if Postponed: The existing networking infrastructure is outdated and past its end of support dates. We are not receiving technical support upgrades or software updates, which leaves the system open to vulnerabilities. Furthermore, the required speed, power and performance are not in line with standard operating procedures for other similar organizations. By upgrading the switches now it avoids the potential of system failures, which could be costly and result in extended downtime.

Alternatives Considered: None

Project Timeline: Depending on delivery time after approval this project could be done in weeks.

For Vehicles or Equipment:  
This request is for a:  Repair  Replacement  New/Additional  
Make/Model:  
Year:  
ID#:

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*Burlington Police Department*

*Upgrade End-of-Support Network*  
*Architecture*

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### **Executive Summary**

The Burlington Police Department (BPD) has begun to research the cost and effort associated with updating their existing network data switching architecture. The existing network architecture provides the infrastructure for the BPD to communicate and transfer data throughout the organization and with outside entities, including, but not limited to, computer data/files, voice communications, and Internet traffic.

Switches are key building blocks for networks. When there are too many devices—such as computers, access points, printers, and servers—on the same network, traffic on the network becomes congested and the flow of data slows. Switches help solve these issues by breaking the overall network into smaller groups so that local traffic in one area doesn't affect local traffic in another area.

There are multiple reasons in favor of upgrading this equipment. In addition, there are reasons why inaction has the potential to create security risks and continued degradation of performance and speed of communication across the Department and its constituents.

### **Problem Statement**

The existing networking infrastructure at BPD is outdated, past its End-of-Support dates, and is not currently receiving manufacturer technical support, nor critical software updates. Critical security software patches can be exploited as vulnerabilities by cyber criminals. Further, the required power, speed, and performance are not in line with today's standard operating procedures for other similar organizations. The following Cisco switch models are in BPD's production environment today:

- Three (3) Catalyst 3750G
- Four (4) Catalyst 3560G

The below chart was copied from a Cisco web page that defines "End-of-Life Milestones" specifically for the above models. (We currently have Cisco switches.) Please take special note of the "**End of Vulnerability/Security Support**" as this defines the last date for which Cisco released software to address any security vulnerabilities: *January 30, 2016*.

**Table 1. End-of-Life Milestones and Dates for the Cisco Catalyst 3750G, 3560G, 3750-E, and 3560-E Series Switches**

<b>Milestone</b>	<b>Definition</b>	<b>Date</b>
<b>End-of-Life Announcement Date</b>	The date the document that announces the end-of-sale and end-of-life of a product is distributed to the general public.	January 31, 2012
<b>End-of-Sale Date</b>	The last date to order the product through Cisco point-of-sale mechanisms. The product is no longer for sale after this date.	January 30, 2013
<b>Last Ship Date: HW</b>	The last-possible ship date that can be requested of Cisco and/or its contract manufacturers. Actual ship date is dependent on lead time.	April 30, 2013
<b>End of SW Maintenance Releases Date: HW</b>	The last date that Cisco Engineering may release any final software maintenance releases or bug fixes. After this date, Cisco Engineering will no longer develop, repair, maintain, or test the product software.	January 30, 2014
<b>End of Routine Failure Analysis Date: HW</b>	The last-possible date a routine failure analysis may be performed to determine the cause of hardware product failure or defect.	January 30, 2014
<b>End of New Service Attachment Date: HW</b>	For equipment and software that is not covered by a service-and-support contract, this is the last date to order a new service-and-support contract or add the equipment and/or software to an existing service-and-support contract.	January 30, 2014
<b>End of Vulnerability/Security Support: OS SW</b>	The last date that Cisco Engineering may release a planned maintenance release or scheduled software remedy for a security vulnerability issue.	January 30, 2016
<b>End of Service Contract Renewal Date: HW</b>	The last date to extend or renew a service contract for the product.	April 30, 2017
<b>Last Date of Support: HW</b>	The last date to receive service and support for the product. After this date, all support services for the product are unavailable, and the product becomes obsolete.	January 31, 2018

HW = Hardware OS SW = Operating System Software App. SW = Application Software

## **Recommendation**

### Major Reasons to Upgrade End-Of-Life Equipment

1. Greater Security Risks
  - a. When equipment is categorized as “End-of-Support (EOS),” it should be thought of as obsolete or near-obsolete. After the Last Date of Support (LDOS) is reached, Cisco will no longer provide service and support for the product, which includes critical security patches and Operating System (OS) updates.
  - b. Obsolete equipment now has greater potential to provide known vulnerabilities and attack vectors to cyber criminals.
2. Potential Non-Compliance
  - a. BPD must consider the implications of compliance, especially regarding CJIS requirements for the “overall security of an organization’s network.”
3. Decreased Productivity
  - a. Demands on the networks of today are increasing exponentially and much faster than those demands of ten years ago. The requirements of computer devices, Internet, SaaS applications, on-prem applications, and the general explosion of data have necessitated updates and upgrades to network architecture to support fast and reliable access and distribution data. Older technology will be challenged to provide data speeds in support of these new requirements.
4. Cost
  - a. Older equipment is more likely to fail which could disrupt operations with unplanned downtime, costing money. Determining suitable replacements could take a long time and prove costly; maintaining older equipment could include difficulty finding parts, expensive replacement parts due to decreased availability, as well as finding and paying technical resources to manage and/or service the equipment.
5. Future Capabilities
  - a. Updated network architecture will allow BPD to take advantage of newer solutions built into the architecture available today, such as: Intent-Based Networking; higher Power-over-Ethernet (PoE) and PoE+ (examples: IP-based security cameras and computing devices, and higher-capacity wireless access points); higher level of discovery and detection of existing endpoint devices to ease management; higher level of awareness of unauthorized devices; and, deeper integration with online services, such as Microsoft O365, a cloud-based collaboration suite of tools, such as email, and shared files.

To summarize, considering the existing switches are already past EOS dates, and have not been receiving updates to the software, including critical security updates it is recommended that the next logical step is to upgrade the BPD network as soon as possible. We will include these switches into our capital plan to be included within the Town of Burlington’s IT Refresh Programs going forward.

Respectfully Submitted,

Sgt. Kevin Doherty

**WARRANT ARTICLE 7**

**7-08**

**POLICE-BODY CAMERAS**



Town of Burlington  
Capital Request Form

FY  
2023

Requesting Department: 210-Police

Request Title: Body Worn Camera (BWC) Licenses and Storage Costs

Project Description: This request is specifically for licenses and data storage related to the Burlington Police Body-Worn Camera (BWC) Program, which will be otherwise funded through our recently awarded Law Enforcement Body-Worn Camera Grant from the Massachusetts Executive Office of Public Safety and Security (EOPSS). The costs for licenses and storage is estimated at \$39.10 per month for each of the 95 body-worn cameras to be issued to and deployed by all sworn Burlington officers.

This request is:  New  Continuation of Prior Request/Project Phase

Estimated Project Cost: \$ 222,870 Proposed Funding Source: Free Cash

Estimated Useful Life: 5 years

Priority Ranking: High-health, safety and/or legal requirement

Purpose/Benefit/Impact if Postponed: Without funding for related licenses and storage costs, this BWC program cannot be sustained and the EOPSS BWC Grant monies in excess of \$184,000 will have to be forfeited. In the likely event that Law Enforcement BWC programs are mandated throughout the Commonwealth, such substantial expenses could then go unfunded for the Town of Burlington.

Alternatives Considered: None

Project Timeline: This funding is for body-worn camera licenses and monthly storage costs over the next five years and can commence as soon as the funding is approved and available.

For Vehicles or Equipment:  
This request is for a:  Repair  Replacement  New/Additional  
Make/Model:  
Year:  
ID#:

**MEMORANDUM**  
**BURLINGTON POLICE DEPARTMENT**



TO: File

FROM: Chief Thomas P. Browne

DATE: March 18, 2022

RE: Backup material for warrant article (Body worn camera storage)

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On November 18, 2021 the department was notified that we had been awarded \$184,282.01 in funds from the Office of Grants and Research (OGR) through the Executive Office of Public Safety and Security's Office for the FY22 Body Worn Camera (BWC) grant.

When the department first applied for this grant, we had requested \$240,878. When we were applying for the grant, we checked with three well-known vendors in the business of BWC's and came up with a request that was commensurate with the equipment we would need to adequately maintain the BWC program.

After the grant submission was reviewed by OGR. We were notified that the amount we had requested was being reduced as the OGR would not fund for warranties and/or storage for the BWC's. The cameras will come with a one year manufacturer warranty on each unit but the most urgent need in regard to the BWC program is the storage capacity and costs. We then engaged with different vendors to supply us the necessary information to properly store the video footage that will be stored from the BWC's after any pertinent law enforcement action and were able to estimate the storage costs based upon verbal communications with the vendors. If the warrant article is approved, we will begin the formal process of finalizing prices. Vendors were amenable to 3 and 5 year contracts for the storage of the footage. I included the 5-year total so that I can then begin to budget for increases in the operation of the program going forward and spread out the increases over a larger period of time.

It is important to note that police reform has mandated a committee to study the use of body worn cameras. This grant opportunity allowed us to get out in front of what may very likely be a state mandate in the near future. It is also possible that the mandate will be an unfunded mandate. Therefore, the department aggressively pursued this grant and is working towards being ready for full implementation as soon as possible if the money for this warrant is funded. The BWC Grant program is an excellent opportunity for the department. It will allow officers a sense of security as they operate in the field, knowing that their interactions will be captured to allow for them to defend their actions when



appropriate, and it will give the public the transparency it deserves in knowing its officers are acting within the law and normal confines of professionalism and best practices. However, to maintain the video storage as required under the MA Public Records Law is a huge expense. The department continues to be inundated with public records requests and the demand is very likely to increase with the introduction of the BWC's.

At this point in time, we have a few months to implement the BWC program. If we are able to prove that we have a collective bargaining agreement in place with the affected unions and a policy mandating the wearing of the camera in specified enforcement roles, we will then be allowed to draw on the awarded funds. All requirements must be met within six months of the official award (12/30/2021) or monies will be frozen for expenditures. If compliance is not shown before October 31, 2022, the money will be forfeited.

Based on our contact with vendors of BWC's, the following summary should be helpful for understanding how the warrant was requested:

Amount Necessary for BWC Program	Amount Awarded by Grant from EOPSS	Amount Needed for Storage (5 years)
\$407,152.00	\$184,282.01	\$222,870.00

**WARRANT ARTICLE 7**

**7-09**

**ECONOMIC DEVELOPMENT-  
TRANSPORTATION STUDY ROUTE 3A**



**Town of Burlington  
Capital Request Form**

**FY  
2023**

**Requesting Department:**

**Request Title:**

**Project Description:**

**This request is:**

New	Continuation of Prior Request/Project Phase
-----	---

**Estimated Project Cost:**

**Proposed Funding Source:**

**Estimated Useful Life:**

**Priority Ranking:**

**Purpose/Benefit/Impact  
if Postponed:**

**Alternatives Considered:**

**Project Timeline:**

***For Vehicles or Equipment:***

**This request is for a:**

Repair	Replacement	New/Additional
	.....	
	.....U U	
	.....Year:	
	.....@#	


# Capital Request FY2023: Town Center's 3A Roadway Overhaul Analysis

The following attachment is an excerpt from the "Road Safety Audit" of Route 3A from December 4, 2020. Enclosed are highlights from the "Audit Observations and Potential Safety Enhancements" section (pages 7-10); in addition, there is a "Collision Diagram" of Route 3A at Terry Avenue and Winn Street which illustrates the accidents between 2015-2017.


**ROAD SAFETY AUDIT**

Cambridge Street (Route 3A) at  
Terry Avenue/Winn Street  
Town of Burlington  
December 4, 2020

Prepared For:  
MassDOT

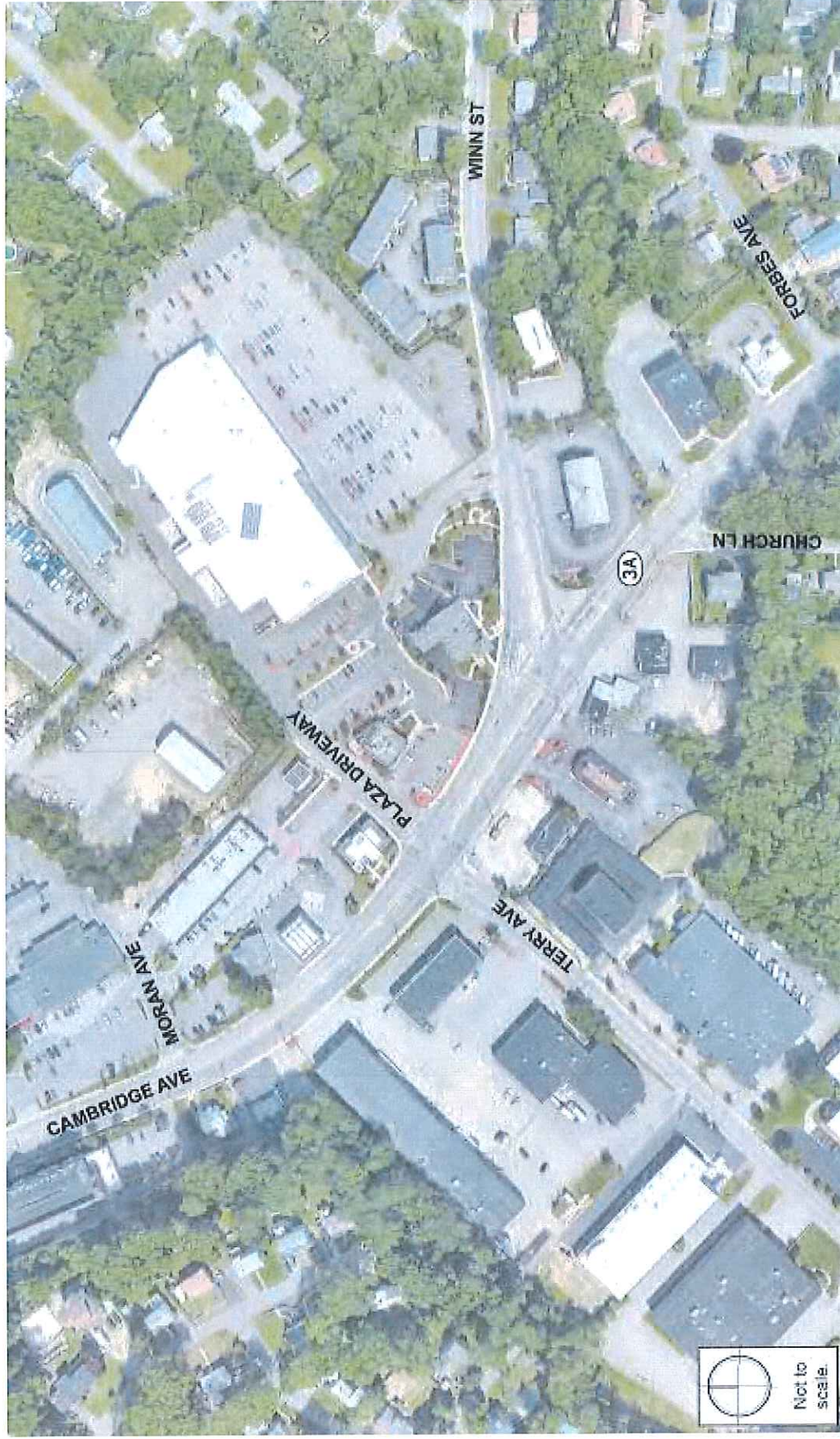


Prepared By:  
Howard Stein Hudson  
11 Beacon Street, Boston, MA



**HOWARD STEIN HUDSON**  
Engineers + Planners

Figure 4: Study Area Intersections Aerial





## Audit Observations and Potential Safety Enhancements

The following sections will identify the noted or observed safety issues at the intersection of Cambridge Street at Terry Avenue and Cambridge Street at Winn Street and the possible potential safety enhancements discussed during the audit.

### ***Safety Issue #1: Insufficient Pedestrian and Bicycle Accommodations***

#### **Issues**

The RSA attendees discussed the severity of the safety issues that pedestrians and bicyclists face at these clustered intersections. Of the 31 analyzed crashes, two crashes included bicyclists, and both resulted in injury. A team member noted at the RSA reported that feedback received through the process of developing the Town of Burlington master plan showed that pedestrians and bicyclists feel unsafe at the study locations and that they avoid using them entirely. It was mentioned that through this feedback, the Town heard from locals that crossing Cambridge Street feels like “crossing a highway” and that the existing infrastructure serves little protection to bicyclists and pedestrians. Many pedestrians are uncomfortable crossing Cambridge Street at Winn Street because of the intimidating roadway width. As a result, they walk down to Terry Avenue to cross, where they have similar concerns of little protection from vehicles. The crash data analyzed may not be reflective of the pedestrians and bike accommodation insufficiencies since these areas are intentionally being avoided. Locals identified safety concerns in this area for pedestrians and bicyclists relating to function, accessibility, and insufficiencies in signal phasing.



**Pictured: Existing conditions at the intersection of Cambridge Street and Winn Street, showing large footprint and lack of pedestrian and bicycle accommodations.**

Pedestrians reported experiencing significant delay at the intersection, specifically when utilizing the multi-stage crossing across Winn Street. It has been reported to feel much like “island hopping” when crossing Winn Street across a series of refuge islands. RSA attendees discussed the lack in pedestrian compliance where increased delay occurs, which increases the chance of pedestrian/vehicle conflict.

Many pedestrians have reported that walk times feel insufficient for the distances that they are exposed to vehicular movements. The concurrent turns against pedestrian movements also make for an uncomfortable pedestrian crossing since most crosswalks at these locations have permissive turns against them.



It was noticed during the RSA meeting that while ramps and a crosswalk are provided across the right turn slip lane from Cambridge Street northbound to Winn Street, no pedestrian signal indications and no pedestrian pushbuttons are provided. With the crosswalk provided here and significant right-turning volume, the lack of pedestrian signal equipment provides little protection for pedestrians utilizing the crosswalk, especially to physically disabled pedestrians. The intersection of Cambridge Street and Winn Street also does not provide any pedestrian signal equipment, ramps, or a crosswalk for pedestrians crossing the west leg of the intersection, causing a major safety concern for any pedestrians on the sidewalk on the west side of Cambridge Street.



**Pictured: Crosswalk across right-turn slip lane from Cambridge Street northbound to Winn Street where no pedestrian signal indications or pushbuttons exists.**



**Pictured: Crosswalk across Plaza Driveway where crosswalk width does not meet ADA compliance and no detectable warning pads of APS pushbuttons exists.**

The intersections do not currently provide the required and necessary accommodations for accessibility compliance. The RSA attendees also determined that sidewalks, crosswalks, ramps, and cut throughs do not appear to be ADA compliant, and some detectable warning panels are missing or insufficient. Much of the sidewalk along Cambridge Street is warped, cracked or heaving. These conditions are providing inaccessible and inconsistent pedestrian accommodations, leading to significant safety concerns for pedestrians utilizing the infrastructure.

Bicyclists, like pedestrians, do not have safe accommodations within the study area and seek

alternative routes to avoid the intersections entirely. Two bicycle crashes occurred within the 31 total crashes analyzed, both at the intersection with Terry Avenue. Both bicyclists were riding alongside Cambridge Street, with one riding southbound against northbound traffic. In the case of the second noted collision, the bicyclist was riding on the wrong side of the road where existing conditions are absent of any clear accommodations for a bicyclist at this location. Team members mentioned that bicyclists are utilizing the plaza parking lot adjacent to the study intersections as a travel alternative to riding on Cambridge Street.

### **Potential Enhancements:**

1. Analyze opportunities to provide a separated facility for bicycles, to protect them from high volumes and speeds on Cambridge Street. Ideally, a separated bike lane or a shared-use path separated from the roadway could be provided for both bicyclists and pedestrians, but at minimum a buffered bike lane could be provided.
2. Reduce lane widths at both intersections and curb cuts to reduce crossing distances that pedestrians are exposed to vehicles.

3. Identify opportunities within the intersection geometry at Winn Street or traffic signal phasing to reduce the number of stages for pedestrians crossing Winn Street.
4. Investigate new traffic signal phasing structures at both intersections for pedestrians and bicycles to have protected movements, where no permissive turns exist across a pedestrian movement. Consider restricting right-turns on red to aid in pedestrian protection.
5. Refresh pavement markings at both intersections, including adding high visibility crosswalks to increase visibility.
6. Review sidewalk, ramp, and cut through conditions at both intersections and replace as necessary to provide ADA-compliant accommodations. Replace wheelchair ramps to provide detectable warning panels and improve alignment of wheelchair ramps with crosswalks.
7. Complete a pedestrian and cyclist study within the study area to identify pedestrian and cyclist demand and desire lines to identify potential alternative routes to provide multimodal facilities.
8. Evaluate the feasibility and impact of a road diet along Cambridge Street to reallocate some of the roadway width to provide safe accommodations for bicycles and pedestrians.
9. Update outdated equipment, including replacing all pushbuttons to be operable and APS. Replace or reinstall ramps, detectable warning panels, and cut throughs to provide ADA compliancy for pedestrians.
10. Provide pedestrian signal equipment for the crossing across the right turn slip lane from Cambridge Street northbound to Winn Street.
11. Install pedestrian crossing or yield to pedestrians warning signs for the pedestrians crossing the right turn slip lane from Cambridge Street northbound to Winn Street.





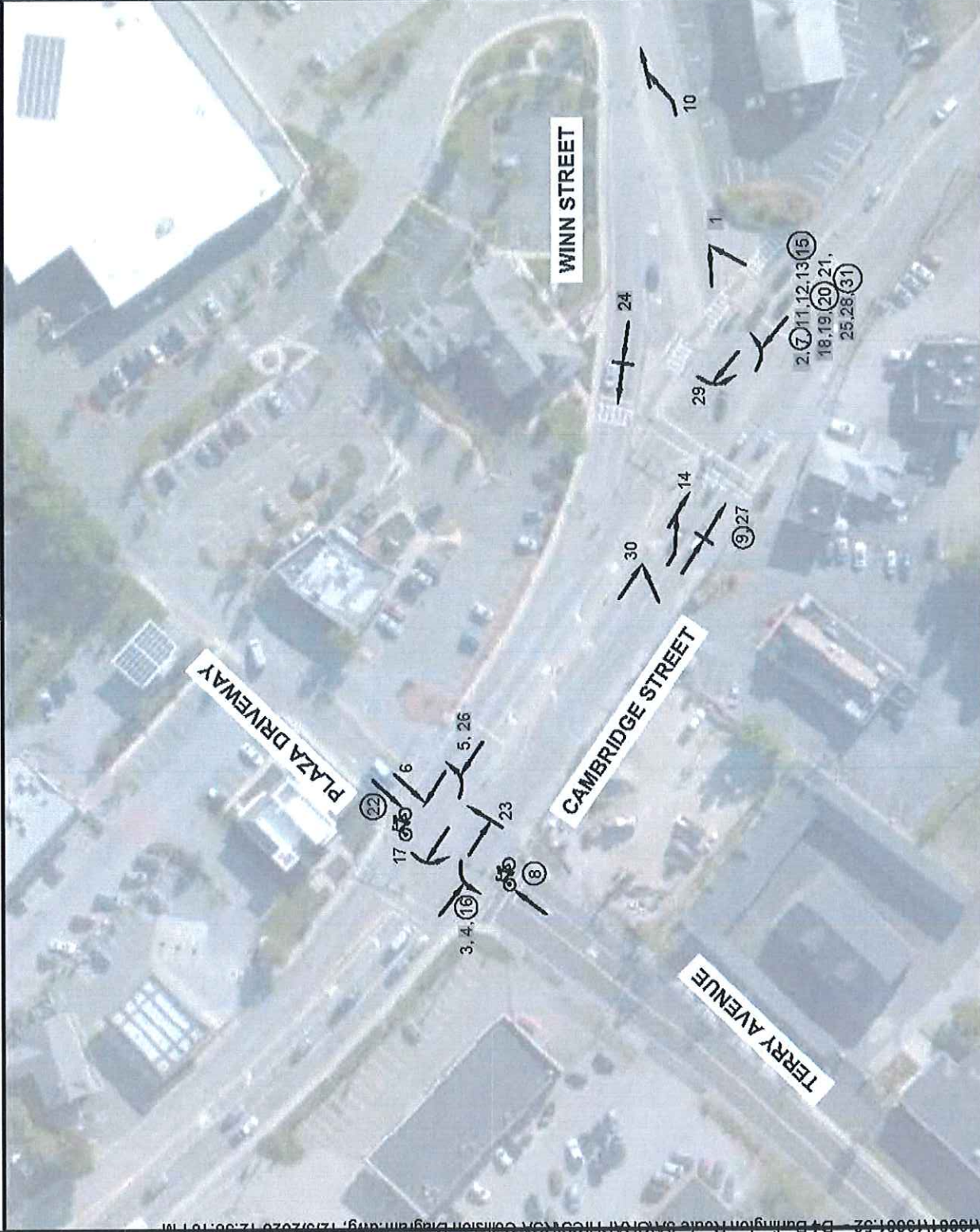
HOWARD STEIN HUDSON

# BURLINGTON, MA

ROUTE 3A (CAMBRIDGE STREET) AT TERRY AVENUE  
MASSDOT 2015-2017 HSIP CLUSTER - DISTRICT 4

TIME PERIOD ANALYZED: 2015 - 2017  
SOURCE OF CRASH DATA: MASSDOT  
DATE PREPARED: OCTOBER 2020  
PREPARED BY: HSH

## COLLISION DIAGRAM



### SYMBOLS

- Moving Vehicle
- Backing Vehicle
- Non-Involved Vehicle
- Pedestrian
- Bicycle
- Animal
- Parked Vehicle
- Fixed Object

### TYPES OF CRASH

- Rear End
- Head On
- Angle
- Turning Movement
- Sideswipe
- Out of Control
- Night Time Crash

### SEVERITY

- Injury
- Fatal



NOT TO SCALE

**WARRANT ARTICLE 7**

**7-10**

**RECREATION-PICKUP TRUCK**

**WITH PLOW**



Town of Burlington  
Capital Request Form

FY  
2023

Requesting Department: 631-Recreation: Maintenance

Request Title: Ford F350 Pickup Truck

Project Description: Replace Ford Ranger (R-1) with Ford F-350 full sized pickup with Fisher 8' plow package

This request is:  New  Continuation of Prior Request/Project Phase

Estimated Project Cost: \$ 50,000 Proposed Funding Source: Other

Estimated Useful Life: 12 years

Priority Ranking: High-health, safety and/or legal requirement

Purpose/Benefit/Impact if Postponed: The Ford Ranger that we will be replacing will not pass inspection in January due to rotted floor boards. The Ranger is an undersized, 14 year old vehicle that is not outfitted with a plow. A new F-350 pickup would be outfitted with a plow and added to the plowing fleet. If this vehicle is not replaced and fails inspection, we will no longer be able to use it.

Alternatives Considered: None

Project Timeline: July 2022

For Vehicles or Equipment:  
This request is for a:  Repair  Replacement  New/Additional  
Make/Model: Ford Ranger  
Year: 2008  
ID#:

**WARRANT ARTICLE 7**

**7-11**

**RECREATION-SIMONDS PARK  
BASKETBALL COURT  
RENOVATION**



Town of Burlington  
Capital Request Form

FY  
2023

Requesting Department: 630-Recreation: Director

Request Title: Simonds Park Basketball Court Renovation

Project Description: Renovate the basketball courts at Simonds Park with a new surface, lighting system, backboard / pole system and fencing.

This request is:  New  Continuation of Prior Request/Project Phase

Estimated Project Cost: \$ 230,000 Proposed Funding Source: Other

Estimated Useful Life: 15 years

Priority Ranking: High-health, safety and/or legal requirement

Purpose/Benefit/Impact if Postponed: The current court was repaved over 15 years ago and the court has numerous cracks throughout. The cracks are a safety concern and we have filled them over the years to make them safe but they continue to expand. The current lights are set behind the backboards and are also a safety concern for players. The backboards are original to the courts and are beginning to rust through. If the courts are not renovated they may need to be closed due to being unsafe.

Alternatives Considered: Closing the courts

Project Timeline: July 2022

For Vehicles or Equipment:  
This request is for a:  Repair  Replacement  New/Additional  
Make/Model:  
Year:  
ID#:

**WARRANT ARTICLE 7**

**7-12**

**SCHOOL-FRANCIS WYMAN  
PLAYGROUND**

Article 23-1 Francis Wyman Playground

\$ 290,000



UPRIGHT BLUE ACCENT YELLOW DECK BLUE PLASTIC SKY BLUE HDPE BLUE HDPE/C N/A SHADEN/A ROOF BLUE CABLE BLACK MAXAPEX N/A



**FRANCIS WYMAN PLAYGROUND 5-12 AREA**  
**BURLINGTON, MASSACHUSETTS**

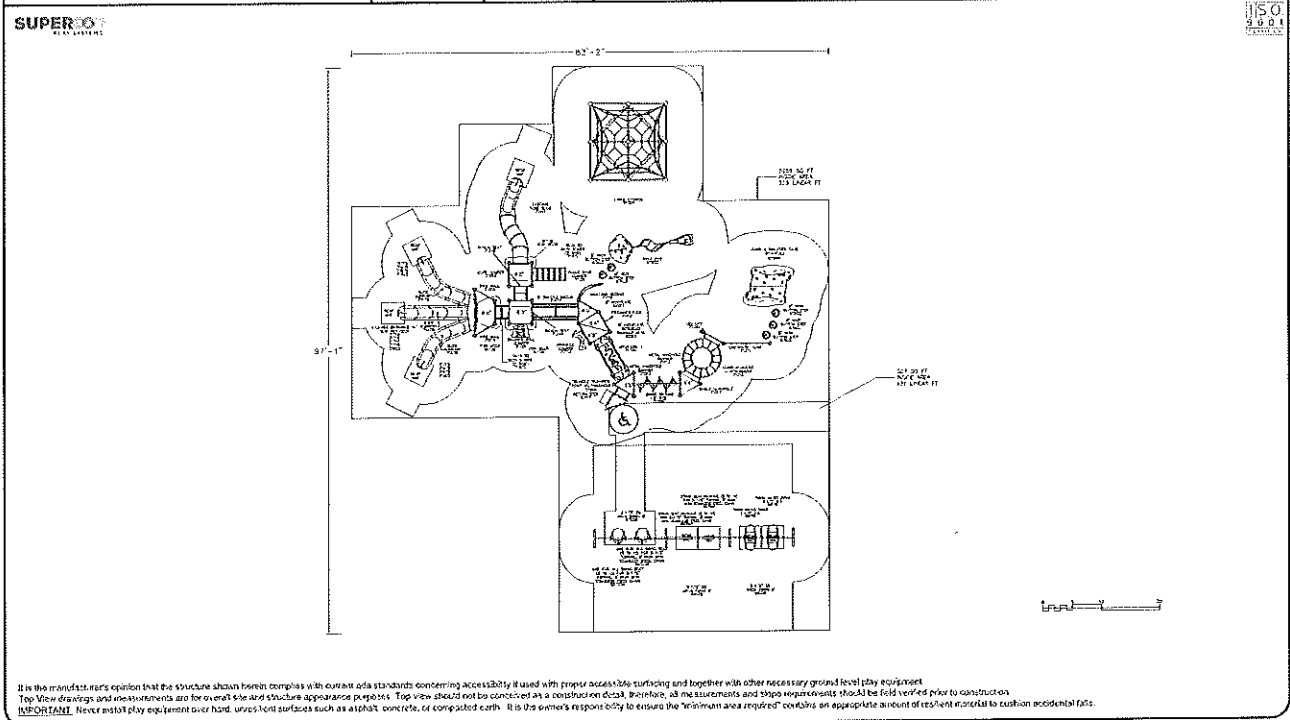
642-148368

PLEASE NOTE: RENDERINGS ARE FOR VISUAL PURPOSES ONLY. ALL PRODUCTS AND/OR SITE DETAILS HEREIN MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.



344 CHESTNUT ST.  
 CHATTAMOGA, TN 37621  
 800.727.1907  
 PLAYANDPARK.COM

Francis Wyman School 5-12 Lower Play Area Burlington, MA 01803	This play equipment is recommended for children ages: 5-12	Scale: 5/32" = 1'-0" This drawing can be scaled only when in an 24" x 36" format	Drawn By: J. Swietichowski Date: 2/22/2022 Quoting Number: 642-148468	 514 Orchard Street Chatham, MA 01024 800-222-1597   www.playspark.com		Total Play Components: 30 Elevated Play Components: 12 Elevated Play Components Accessible by Ramp: 0 Elevated Components Accessible by Transfer: 11 Accessible Ground Level Components Shown: 16 Different Types of Ground Level Components: 5	User Capacity: 75-150 Critical Fall Height: 6'-0"
New England Recreation Group		Minimum Area Required: 82'-2" x 91'-1"					





March 4, 2022

Bob Cunha  
Darryl Doiron  
Brendan Egan  
Francis Wyman Elementary School  
Burlington, MA 01803  
RE: New Playground Proposal-

Dear Bob, Darryl and Brendan:

Please find enclosed the following Playground Design Proposal quote from New England Recreation Group for the Francis Wyman School in Burlington.

New England Recreation Group is a preferred and approved Vendor under M.H.E.C and FAC 104 State of Massachusetts Municipal Procurement Contracts.

- |   |                         |
|---|-------------------------|
| A. Custom Design NERG # 642-149468-Francis Wyman School:              | \$ 179,650.00 Delivered |
| Includes:   |                         |
| * Large 5-12 Play Structure (Lower Play Area)                         |                         |
| * Large Cosmos Independent Net Climber (Lower Play Area)              |                         |
| * 3 Bay Arch Swing Unit w/ 6 seat options (Lower Play Area)           |                         |
| * Supply approx. 240 cyds EWF Safety Surfacing (Lower Play Area)      |                         |
| * (3) Elevated Sand Tables (Upper Play Area)                          |                         |
| * (1) Triple Toss Fun Hoop (Upper Play Area)                          |                         |
| * (2) Basketball Units (1 each for Upper & Lower Areas)               |                         |
| B. Poly Border Containment Timbers: 4' x 12" (black)- 90 each         | \$ 3,950.00 Delivered   |
| C. Conceptual PIP Rubber Pathway/Design TBD- price estimate available |                         |
| Based on sample layout shown per drawing.                             |                         |

\* Prices are good for 14 day (March 21, 2022) and for delivered play equipment only F.O.B Burlington, MA  
NOTE: Pricing & lead times may be subject to change after 14 days due to on-going Fuel & Industry Volatility.



Bob Cunha <bob.cunha@bpsk12.org>

**Re: NERG/Mark Gallagher- Francis Wyman School- Playground Conceptual Design**

1 message

Mark Gallagher <Mark@nerecgroup.com>

Thu, Mar 10, 2022 at 3:00 PM

To: Bob Cunha <Bob.Cunha@bpsk12.org>

Cc: Darryl Doiron <ddoiron@bpsk12.org>, RCunha@bpsk12.org, Began@burlington.org

Hi Bob

I have a ballpark estimate for installation of the new Play Equipment for the lower & upper playgrounds, Poly Timber Borders (lower playground), Basketball hoops and spreading the EWF Surfacing (lower playground) of approx. \$83K based on a prepared site (excavated, graded and demo/removal of existing equipment & materials provided by others) and MA Prevailing Wage.

To add site preparation and demo (existing play equipment-lower area only) would be approximately \$90K.

Again, at this time prices are estimates only and may be subject to change based on review of the existing site, conditions, scope of work and on-going Economic volatility.

Should you have any questions or need additional information please do not hesitate to contact me.

Best,

Mark Gallagher  
New England Recreation Group

**From:** Bob Cunha <Bob.Cunha@bpsk12.org>

**To:** Mark Gallagher <Mark@nerecgroup.com>

**Cc:** Darryl Doiron <ddoiron@bpsk12.org>, <RCunha@bpsk12.org>, <Began@burlington.org>

**Sent:** 3/4/2022 9:58 AM

**Subject:** Re: NERG/Mark Gallagher- Francis Wyman School- Playground Conceptual Design

Mark,  
would you be opposed to providing estimates for site work, demo, installation as well in your quote? I'm going to need the estimates anyway and plan to seek funding for the total amount just to be on the safe side.  
-Bob

Robert Cunha  
Director of Operations  
Burlington Public Schools  
RCunha@BPSK12.org  
781-238-5690

On Thu, Mar 3, 2022 at 11:40 PM Mark Gallagher <Mark@nerecgroup.com> wrote:

Hi Bob

I will work on a formal quote for you tomorrow. Currently, our design and estimate is based on a new Playground Design, Equipment and EWF Surfacing only.

I believe one of the Playground Committee Members and local Contractor is going to be handling the site work, demo, installation, etc. scope of the Project.



Estimate

29 Stony Brook Rd.  
Burlington, MA 01803

Name/Address
Bob Cunha School Department Burlington, MA

Date	Estimate No.	Project
03/15/22	161	Francis Wyman Playground

Item	Description	Quantity	Cost	Total
02 Site Work	<p>Demo and remove lower existing playground and upper area wooden benches, gazebo, picnic and sand tables. Excavate and remove existing playground surfacing and prepare sub soil. Provide and install sub base for playground surfacing. Provide and install new 8x8 p.t. timber edging. Provide and install new playground equipment. Provide and install playground mulch and approximately 250sf of poured in place rubber surfacing.</p> <p>Provide and install upper area equipment and lower area basketball units. Loam and seed any disturbed areas</p> <p>Bonds and insurance included in this bid</p>	1	350,000.00	350,000.00
			<b>Total</b>	<b>\$350,000.00</b>

**WARRANT ARTICLE 7**

**7-13**

**SCHOOL-COMPUTER SCIENCE FOR ALL  
CS4ALL CURRICULUM SUPPLIES**

Article 23-2 Computer Science for All CS4All curriculum supplies  
 \$ 150,000



## PreK - Grade 12 Computer Science Roadmap

### Mission

Burlington Public Schools CSforALL mission is to make high-quality computer science an integral part of the educational experience of all PreK-12 students and teachers and to support student pathways to college and career success.

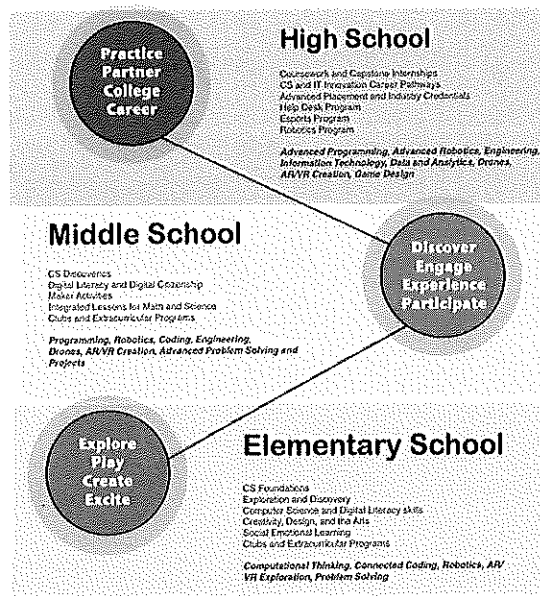
### What is Computer Science for All?

Computer Science for All (CSforALL) is a bold initiative to empower all students in the US to learn computer science and be equipped with the computational thinking skills they need to be creators in the digital economy, not just consumers, and to be active citizens in our technology-driven world. CSforALL enjoys broad participation and support from government, industry, higher education, nonprofits, and philanthropy.

### Why is Computer Science for All important?

Our economy is rapidly shifting, and educators, policymakers, families, and business leaders are increasingly recognizing that computer science (CS) is a new basic skill necessary for economic opportunity and social mobility. Meaningful CS education for all students is critical to both building a diverse workforce to support our innovation-based economy and developing computational literacy for all students regardless of their career path. There are more than 600,000 high-paying tech jobs across the US that are currently unfilled.

BPS CSforALL aims to support the development of rigorous and relevant CS education and computational thinking skills for all students in grades PreK-12, with a focus on unlocking the talent of underrepresented groups of students.



# BPS CSforALL

## PreK - Grade 12 Computer Science Roadmap

PreK - Kindergarten Computational Thinking

Grades 1 - 2 Connected Coding

Grades 3 - 5 Computer Science Foundations

*Computer Science Devices*  
Sphero Indi, Bolt, SPRK+, RVR  
OSMO, AR/VR, Robotics, iPads

*Elementary Enrichment Activities*  
Code.org, DEX Coding, Swift Playgrounds,  
OSMO, Seesaw Lessons, Scratch Jr, Clubs

Grades 6 - 8 Computer Science Discoveries

Middle School Enrichment Clubs

High School CS Innovation Pathways

High School Clubs, Internships, and Esports

High School CS Innovation Pathways

High School Clubs, Internships, and Esports

# BPS CSforALL

*Computer Science Devices*  
*Curriculum Resources*  
*Professional Development*  
*Software and Apps*  
*Consumable Materials*

Elementary CSforALL Curriculum (PreK-5)

Item Description	Vendor	Qty	Cost	Total	Project
Sphero Curriculum Resources	Sphero Education	4	500	2,000	Elementary CSforALL
Sphero Professional Development	Sphero Education		4000	4000	Elementary CSforALL
Sphero Indi Class Set	Sphero Education	5	1,200	6,000	Elementary CSforALL
Sphero Bolt Class Set	Sphero Education	5	3,000	15,000	Elementary CSforALL
Sphero RVR Mull Pack	Sphero Education	10	1,200	12,000	Elementary CSforALL
Sphero Terrain Kits	Sphero Education	50	40	2000	Elementary CSforALL
Sphero Craft Pack	Sphero Education	50	115	5750	Elementary CSforALL
Little Bits STEAM+ Coding Class Pack	Sphero Education	2	4,200	8,400	Elementary CSforALL
Little Bits RVR Topper Kit	Sphero Education	50	125	6,250	Elementary CSforALL
Sphero City and Golf Mat	Sphero Education	5	180	900	Elementary CSforALL
Sphero Space and Soccer Mat	Sphero Education	5	180	900	Elementary CSforALL
Sphero Indi Fundamentals Course	Sphero Education	4	20	80	Elementary CSforALL
OSMO Kits and Activity Packs	OSMO Education	40	530	21200	Elementary CSforALL
OSMO Classroom Set iPads	Apple	40	300	12000	Elementary CSforALL
RobotLAB VR Expeditions 2.0 Advanced (30)	RobotLAB	1	23633	23633	Elementary CSforALL
RobotLAB Tour Creator 360 Camera	RobotLAB	3	570	1710	Elementary CSforALL
iPad Pro with Keyboard Case and AppleCare	Apple	7	1,805	12,635	Elementary CSforALL
iPad Pencil	Apple	7	130	910	Elementary CSforALL
Headphones	B&H Photo Video	50	50	2500	Elementary CSforALL
Makey Makey Gamebender Systems	Makey Makey	3	1000	3000	Elementary CSforALL
Bee Bot Hive Bundle	Eduporium	5	600	3000	Elementary CSforALL
Power Strips, Extension Cords	B&H/Amazon		500	500	Elementary CSforALL
USB Charging Hubs	B&H/Amazon		500	500	Elementary CSforALL
Pelican Device Storage Cases	B&H/Amazon	5	300	1500	Elementary CSforALL
Transportation Storage Cases/Bags	CDWG/Amazon	6	150	900	Elementary CSforALL
Consumable Materials for Lessons	CDWG/Amazon		2500	2500	Elementary CSforALL

**WARRANT ARTICLE 7**

**7-14**

**SCHOOL-HVAC CONTROLLER UPGRADE**

Article 23-3 HVAC Controller Upgrade  
\$ 108,000



TRANE

TRANE

Trane U.S. Inc.  
3600 Palombl Creek RD  
La Crosse, WI 54601-7511

## GSA FEDERAL SUPPLY SCHEDULE PROPOSAL

**CONTRACT NUMBER:** 47QSWA20D002A

**DUNS:** 126365795 / **CAGE:** 60532

**Customer:** Burlington Public Schools  
123 Cambridge St  
Burlington, MA 01803

**Date:** 12/21/2021  
**Job Name:** Marshall Simonds  
Summit BCU Upgrade

**ATTN:** Bob Cunha

**Terms of Delivery:** FOB Destination  
Full Freight Allowed

**Proposal #:** 3157004

**Terms of Payment:** ½ % 10 – Net 30 Days

Trane is pleased to provide the enclosed proposal for your review and approval. This proposal is compliant with Trane's GSA Schedule MAS Contract#47QSWA20D002A and all its associated terms, conditions and negotiated pricing. In the event of a discrepancy between this proposal and the MAS contract, the MAS contract terms and conditions shall govern and take precedence. All applicable taxes will be added unless Trane is provided with the appropriate tax exemption certificates. This proposal will expire 30 days from the date of issue if an order is not placed.

### **Included in the Proposal – Scope of Work**

TRANE CONTROLS PROPOSAL

#### Executive Summary

Building automation has seen major advancements over the past few years. It's never been easier to manage buildings for energy efficiency and improved comfort—if you have the right technologies in place. The Trane Tracer SC+ is a cost-effective way for you to access today's web enabled, mobile control right now—without the need to upgrade your entire system.

As of May 2017, Tracer Summit has become obsolete technology. Trane will still have the ability to service existing Tracer Summit systems, but we currently have no guarantee if and when replacement parts for failed components will be available. Tracer Ensemble and the Tracer Summit Communication Bridge bridges the gap between previous generation Trane technologies and new, improved capabilities you can gain by running systems on our Tracer platform. You can manage buildings better today, and replace aging, obsolete controls hardware and software over the next few years.

Upgrading your Tracer controls system will help you achieve your goals in the following major categories:

#### RISK MITIGATION:

- Tracer Summit is now obsolete - no guarantee on parts availability moving forward
- Helps avoid potential emergency repairs
- Remote support to help keep critical systems from failing

#### SYSTEM OPTIMIZATION:

- Simplified interface to improve day-to-day system operation
- Ongoing Building Performance/Continuous Commissioning capabilities
- Built-in sequences of operation to improve energy efficiency

#### BETTER CONTROL OF COSTS:

- Ability to access upgraded features without having to upgrade entire system
- Remote support to help increase troubleshooting efficiency





TRANE

TRANE

Trane U.S. Inc.  
3600 Pammel Creek Rd  
La Crosse, WI 54601-7511

- Allows for planned, budgeted hardware/software upgrade and migration plan

Trane appreciates the opportunity to earn your business. This investment will provide you with the capability to significantly reduce operating costs and improve comfort conditions in your facility.

We look forward to partnering with you for all of your control products and service needs. I will be contacting you soon to discuss the proposal and to schedule the next steps.

**WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO PARTNERING WITH YOU.**

## Scope of Work

"Scope of Work" and notations within are based on the following negotiated scope of work with Marshall Simonds School.

### BCU REPLACEMENT

- Replacement of (3) BCUs including the following work:
  - Disconnect comm loops and from BCU and remove BCU and enclosure
  - Install (2) new Tracer SC bridge and controller and reconnect comm loops
  - Run CAT 5 network cable to new controller
  - Integrate new controller into Tracer Ensemble system

### TRACER ENSEMBLE INSTALLATION

- New Tracer Ensemble platform including the following:
  - Enterprise system to tie in all buildings/systems in Marshall Simonds School infrastructure
  - Short and long-term data trending capability
  - Ability to integrate Trane and non-Trane systems
  - Enhanced productivity and Energy Management tools
  - Updated graphics for floor plans and systems
  - Tie in of all information on (3) Tracer Summit BCUs
  - Project engineering and technical labor to commission the system
  - Alarming for key equipment
  - Updated controls as-built drawings

### Controls systems services not included

- Demolition/removal or replacement of existing devices/sensors quoted as "assumed" to be in working condition
- Any temporary controls
- Repair or replacement of any equipment being controlled

### Proposal Notes/ Clarifications

- All work to be performed during normal business hours (8am to 5pm, M-F, non-holidays)
- Proposal does not include "Premium Time" or Price Contingency therefore
- Equipment Order Release and Services rendered are dependent on receipt of PO/Subcontract and credit approval
- Controls for any systems not listed above are excluded
- Trane will not perform any work if working conditions could endanger or put at risk the safety of our employees or subcontractors
- Electrical installation of low voltage wiring (and required conduit) as specified above is provided in this proposal. Open-run Plenum-rated cable (no conduit) will be installed in concealed and accessible Areas (above ceilings etc.). All required conduit shall be EMT (No Rigid).



- Project engineering, management, and technical labor to commission the system is included.
- Graphics will be based on AutoCAD mechanical and architectural drawings to be furnished by customer
- Wiring diagrams with termination information for all connected equipment.
- Trane Intelligent Service Engineer to deliver (1) Building Performance Report during first year after installation, as standard. IS Engineer will look at 15-minute interval data and report his findings on ways to improve operational efficiency and increase energy savings.
- As discussed, 1 year service contract included

**Current Lead Time on new Tracer SC+: 16-20 weeks**

***Excluded from the Proposal***

Hazardous Material identification, abatement and/or removal are excluded from this scope of work.

Other systems provided, installed, wired and/ or powered by others (unless otherwise noted)

- Furnish, install or wire any PC based workstation - Current workstation will be reused
- Furnish, install or wire any controls for VAV boxes not listed above.
- Furnish, install or wire any control panels or devices for existing equipment not listed above.
- Furnish, install or wire any CO2 sensors other than listed above.
- Install immersion wells or valves.
- Demolish, furnish or install any pneumatic control devices, tubing or compressor system.
- Furnish, install, wire or terminate any Building Controller Operator Displays.
- Furnish, install or terminate 24/120/277/480 VAC power wiring to BAS/DDC panels, VAV boxes, VFD's, fan starters or smoke detectors.
- Furnish or install dampers, pressure taps, water flow switches or VFD's unless specifically stated above.
- Furnish, install, wire or terminate any control panels or devices unless specifically stated above.
- Repair or replace any existing control devices or panels unless specifically stated above.
- Furnish, install, wire or terminate duct-mounted smoke detectors or shutdown interlock wiring.
- Furnish, install, wire or terminate any smoke or combination smoke/fire dampers.
- Furnish, install, wire or terminate any panels/devices related to the Smoke Control System, Fire/Lifesafety System, Lighting Control System, Power Monitoring System or Security System.
- Furnish any labor related to LEED certification, TAB testing, verification or 3<sup>rd</sup> party commissioning agent review for any HVAC Equipment or Controls.
- Cutting, Patching, painting, trenching, or backfilling.
- Asbestos or Hazardous Material Abatement.
- Demolition of any kind.



TRANE

TRANE

Trane U.S. Inc.  
3600 Pammel Creek Rd  
La Crosse, WI 54601-7511

**Pricing Summary**

This is a Firm-Fixed-Price (FFP) quote under Trane's GSA MAS Contract. The following is a pricing summary:

**Pricing By Special Item Numbers (SINs)**

SIN 334512	\$15,006.55
SIN 334290	\$55,745.88
SIN 238910	\$1,661.40
SIN OLM	\$1,784.00

➤ **LUMP SUM PRICE FOR ENTIRE PROJECT** **\$74,197.84**

Respectfully submitted,

Kory LeBlanc  
Account Manager

This proposal is made subject to Trane's Service Terms & Conditions located online at [www.trane.com/gsaschedule/termsofsale](http://www.trane.com/gsaschedule/termsofsale) and are hereby incorporated by this reference.



COMPANY \_\_\_\_\_ BY \_\_\_\_\_

PURCHASE ORDER \_\_\_\_\_ TYPE OR PRINT \_\_\_\_\_

DATE \_\_\_\_\_ TITLE \_\_\_\_\_



TRANE

TRANE

Trane U.S. Inc.  
3800 Farningham Road  
La Crosse, WI 54601-7511

## GSA FEDERAL SUPPLY SCHEDULE PROPOSAL

Contract# 47QSWA20D002A, DUNS# 126365795, SAM# QJFJBF8ZBUM8, CAGE Code# 60532

**Customer:** Burlington Public Schools  
123 Cambridge St

**Date:** 3/7/2022  
**Job Name:** Burlington Bay Path  
Tracker to SC  
Upgrade 2022

Burlington, MA 01803  
**ATTN:** Bob Cunha

**Terms of Delivery:** FOB Destination  
Full Freight Allowed

**Proposal #:** 3187457

**Terms of Payment:** ½ % 10 – Net 30 Days

Trane is pleased to provide the enclosed proposal for your review and approval. This proposal is compliant with Trane's GSA Schedule MAS Contract#47QSWA20D002A and all its associated terms, conditions and negotiated pricing. In the event of a discrepancy between this proposal and the MAS contract, the MAS contract terms and conditions shall govern and take precedence. All applicable taxes will be added unless Trane is provided with the appropriate tax exemption certificates. This proposal will expire 30 days from the date of issue if an order is not placed.

### Included in the Proposal – Scope of Work

Upgrading your Tracer controls system will help you achieve your goals in the following major categories:

#### RISK MITIGATION:

- Tracker Panel is now obsolete - no guarantee on parts availability moving forward
- Helps avoid potential emergency repairs
- Remote support to help keep critical systems from failing

#### SYSTEM OPTIMIZATION:

- Simplified interface to improve day-to-day system operation
- Ongoing Building Performance/Continuous Commissioning capabilities
- Built-in sequences of operation to improve energy efficiency

#### BETTER CONTROL OF COSTS:

- Ability to access upgraded features without having to upgrade entire system
- Remote support to help increase troubleshooting efficiency
- Allows for planned, budgeted hardware/software upgrade and migration plan

Trane appreciates the opportunity to earn your business. This investment will provide you with the capability to significantly reduce operating costs and improve comfort conditions in your facility.

We look forward to partnering with you for all of your control products and service needs. I will be contacting you soon to discuss the proposal and to schedule the next steps.

**WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO PARTNERING WITH YOU.**



TRANE

TRANE

Trane U.S. Inc.  
3600 Pamela Court RD  
La Crosse, WI 54601-7511

## Scope of Work

"Scope of Work" and notations within are based on the following negotiated scope of work with Bay Path.

### Tracker Panel REPLACEMENT

- Replacement of Tracker Panel including the following work:
  - Disconnect comm loops and from Tracker Panel and remove Panel
  - Tracer SC+ Web Based Building Controller replacing (1) existing Tracker Panel including
    - Customization for Alarming & Data Logs
    - Time of Day scheduling
    - Equipment graphics
    - Custom Programming Language
    - Reports and logs
    - Web Access
  - Run CAT 5 network cable to new controller
  - Integrate new controller into Tracer Ensemble system
  - Control of all RTUs and VAVs on (2) existing Tracker Panels
  - Updated 3D graphics for floor plans and systems
  - Alarm Notification
  - Owner Training

### Controls systems services not included

- Any temporary controls
- Repair or replacement of any equipment being controlled

### Proposal Notes/ Clarifications

- All work to be performed during normal business hours (8am to 5pm, M-F, non-holidays)
- Proposal does not include "Premium Time" or Price Contingency therefore
- Equipment Order Release and Services rendered are dependent on receipt of PO/Subcontract and credit approval
- Controls for any systems not listed above are excluded
- Trane will not perform any work if working conditions could endanger or put at risk the safety of our employees or subcontractors
- Electrical installation of low voltage wiring (and required conduit) as specified above is provided in this proposal. Open-run Plenum-rated cable (no conduit) will be installed in concealed and accessible Areas (above ceilings etc.). All required conduit shall be EMT (No Rigid).
- Project engineering, management, and technical labor to commission the system is included.
- Graphics will be based on AutoCAD mechanical and architectural drawings to be furnished by customer
- Wiring diagrams with termination information for all connected equipment.
- 1 year service contract provided (value of \$3,800)

**Current Lead Time on new Tracer SC+: 16-20 weeks**

### ***Excluded from the Proposal***

Hazardous Material identification, abatement and/or removal are excluded from this scope of work.

**Other systems provided, installed, wired and/ or powered by others (unless otherwise noted)**

- Furnish, install or wire any PC based workstation – Web-based can be used
- Furnish, install or wire any controls for VAV boxes not listed above.
- Furnish, install or wire any control panels or devices for existing equipment not listed above.
- Furnish, install or wire any CO2 sensors other than listed above.



TRANE

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Trane U.S. Inc.  
3680 Pammel Court HD  
La Crosse, WI 54601-7511

- Install immersion wells or valves.
- Demolish, furnish or install any pneumatic control devices, tubing or compressor system.
- Furnish, install, wire or terminate any Building Controller Operator Displays.
- Furnish, install or terminate 24/120/277/480 VAC power wiring to BAS/DDC panels, VAV boxes, VFD's, fan starters or smoke detectors.
- Furnish or install dampers, pressure taps, water flow switches or VFD's unless specifically stated above.
- Furnish, install, wire or terminate any control panels or devices unless specifically stated above.
- Repair or replace any existing control devices or panels unless specifically stated above.
- Furnish, install, wire or terminate duct-mounted smoke detectors or shutdown interlock wiring.
- Furnish, install, wire or terminate any smoke or combination smoke/fire dampers.
- Furnish, install, wire or terminate any panels/devices related to the Smoke Control System, Fire/Lifesafety System, Lighting Control System, Power Monitoring System or Security System.
- Furnish any labor related to LEED certification, TAB testing, verification or 3<sup>rd</sup> party commissioning agent review for any HVAC Equipment or Controls.
- Cutting, Patching, painting, trenching, or backfilling.
- Asbestos or Hazardous Material Abatement.
- Demolition of any kind.

**Pricing Summary**

This is a Firm-Fixed-Price (FFP) quote under Trane's GSA MAS Contract. The following is a pricing summary:

**Pricing By Special Item Numbers (SINs)**

SIN 334512 – Equipment, Rental, Parts	\$3,305.15
SIN 334290 – Trane Labor	\$22,562.12
SIN 238910 – Subcontracting	\$1,661.40
SIN OLM – Order-Level Materials	\$443.00

➤ **LUMP SUM PRICE FOR ENTIRE PROJECT** **\$27,971.67**

SIN 238910 - Subcontracting

Respectfully submitted,

Kory LeBlanc  
Account Manager

This proposal is made subject to Trane's Service Terms & Conditions located online at [www.trane.com/gsaschedule/termsofsale](http://www.trane.com/gsaschedule/termsofsale) and are hereby incorporated by this reference.



COMPANY \_\_\_\_\_

BY \_\_\_\_\_

PURCHASE ORDER \_\_\_\_\_

TYPE OR PRINT \_\_\_\_\_

**WARRANT ARTICLE 7**

**7-15**

**SCHOOL-PINE GLEN BATHROOM  
REPAIRS**

Article 23-4 Pine Glen Bathroom Repairs  
 \$ 65,000

**New England School Services, Inc.**  
 98 Hicks Avenue  
 Medford, MA 02155  
 USA

Voice: 617-776-4700  
 Fax: 781-396-8088

# QUOTATION

Quote Number: B-PineGlenPartitions  
 Quote Date: Feb 12, 2022  
 Page: 1

Quoted To:
Burlington Public Schools 123 Cambridge Street Burlington, MA 01803

Customer ID	Good Thru	Payment Terms	Sales Rep
BURLPUBS	3/14/22	Net 30 Days	Brian Hingston

Quantity	Item	Description	Unit Price	Amount
		PINE GLEN - RESTROOM PARTITIONS - **** WITH INSTALLATION ****		
		** FURNISH AND INSTALL** -Reinstall existing dispensers		
		Floor mounted and overhead braced SOLID PHENOLIC restroom partitions		
	RESTROOM PARTITIONS	EAD solid phenolic partitions		
	LABOR	Labor to furnish and install material. * Installation is based on work performed Monday through Friday during normal business hours		
1.00		Girls Room near office - 1 stall	3,491.00	3,491.00
1.00		Boys room near office - 1 stall	3,491.00	3,491.00
Subtotal				Continued
Sales Tax				Continued
<b>TOTAL</b>				<b>Continued</b>



**New England School Services, Inc.**

98 Hicks Avenue  
 Medford, MA 02155  
 USA

Voice: 617-776-4700  
 Fax: 781-396-8088

# QUOTATION

Quote Number: B-PineGlenPartitions

Quote Date: Feb 12, 2022

Page: 2

<b>Quoted To:</b>
Burlington Public School's 123 Cambridge Street Burlington, MA 01803

Customer ID	Good Thru	Payment Terms	Sales Rep
BURLPUBS	3/14/22	Net 30 Days	Brian Hingston

Quantity	Item	Description	Unit Price	Amount
1.00		First floor boys room - 3 Stalls / 4 screens	7,880.00	7,880.00
1.00		First floor girls room - 5 stalls	9,429.00	9,429.00
1.00		2nd floor boys room - 7 uninal screens	3,414.00	3,414.00
1.00		2nd floor girls room - 6 stalls	10,666.00	10,666.00
1.00			1,396.00	1,396.00
		UNIT COST - Bathroom entrance door 3-0 X 7-0 X 1 3/4" PC-5 ROTARY WHITE BIRCH DOOR, STAINED WD-1 HONEY COLOR PREFINISH. W/ LOUVER		
			<b>Subtotal</b>	<b>39,767.00</b>
			<b>Sales Tax</b>	
			<b>TOTAL</b>	<b>39,767.00</b>

.....

147 BLOSSOM STREET  
LYNN, MA 01902  
TEL: 781-581-6464 X 227  
FAX: 781-596-9143

# Robert W. Irvine & Sons Inc.

## ESTIMATE BURLINGTON SCHOOLS FIXTURE REPLACEMENT INSTALLATION

Bob Cunha  
Director of Facilities  
Town of Burlington Schools  
Bob.cunha@bpsk12.org

Dear Bob:

The following is the not to exceed proposal to furnish and install replacement fixtures on the existing roughs

Work consists of: Connection to existing plumbing services only (no re-rough) Does not allow for additional work to make existing urinal rough ADA compliant. Existing lavatory sinks to be reused. Does not include replacement of closet flanges if required. No cutting or patching allowance. Permit fees are not included.

We propose hereby to furnish labor and material - complete in accordance with the project specifications for the sum of \$ 17,280.00

*Seventeen Thousand Two Hundred Eighty Dollars and Zero Cents*

Payments to be made as follows: Per Invoice

Sincerely,

*William M. Gillespie*

William M. Gillespie  
Robert W. Irvine & Sons Inc.

.....  
*The Plumber Protects the Health of the Nation*

**WARRANT ARTICLE 7**

**7-16**

**SCHOOL-PINE GLEN HVAC**

Article 23-5 Pine Glen HVAC  
\$ 500,000

February 14, 2022

Mr. Robert Cunha  
Director of Operations  
Burlington Public Schools  
123 Cambridge Street  
Burlington, MA 01803

RE: Classroom Air Conditioning  
Pine Glen Elementary School  
Burlington, MA

Dear Mr. Cunha:

In accordance with your request, BLW Engineers, Inc. (BLW) is pleased to submit a Scope of Engineering Services at the above referenced facilities.

*Scope of Services*

**Construction Document Services** will include the preparation of plans and specifications for the mechanical and electrical systems for the addition to the above referenced facilities in accordance with the following:

- Preparation of stamped, reproducible construction drawings and specifications for mechanical and electrical systems in accordance with MGL Chapter 149 for public bidding.
- HVAC systems design shall include demolition work; and new classroom air conditioning units including new ductless wall mounted units, roof mounted heat pumps, refrigerant piping systems, insulation, controls and appurtenances.
- Electrical systems design shall include demolition work; and power for mechanical equipment including new service to the building and distribution.

**Bidding Services** will include answering of contractor questions during the bid process; preparation of any necessary addenda; and attendance of the pre-bid conference.

**Construction Administration Services** shall include shop drawing review, answering contractor questions and up to eight (8) mechanical or electrical site visits during construction.

*Assumptions*

- BLW will submit one set of design documents for 100% complete bid documents.
- BLW will prepare advertisement and provide to Burlington Public Schools for advertisement in local papers.
- Burlington Public Schools will be responsible for opening of bids. BLW will assist in selecting the low, responsible bidder for award of contract.

**BLW ENGINEERS, INC.**

**CONSULTANTS**

311 Great Road, Post Office Box 1551, Littleton, Massachusetts 01460-0155; 978.486.4301 F: 978.428.0067

- Environmental services for removal of asbestos containing materials have not been included in this proposal.
- The project consists of new air conditioning systems for approximately 24 classrooms

*Proposed Fee*

Project Tasks	
Construction Documents	\$ 39,600.00
Bidding	\$ 1,200.00
Construction Administration	\$ 8,000.00
<b>Total</b>	<b>\$ 48,800.00</b>

Additional services will be provided on an hourly basis.

Expenses for reproduction for required submissions (1 copy), travel, mileage and couriers have been included in the base fee.

Invoices for the above stated fee would be submitted monthly, based on a lump sum, percent complete basis by task.

This proposal is subject to the terms and conditions as set forth in the attached BLW Engineers, Inc. Standard Contract Terms dated January 1, 2022.

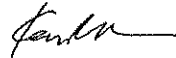
Thank you for the opportunity to present this proposal. If you have any questions or need additional information, please feel free to contact our office.

Very truly yours,

BLW Engineers, Inc.

Accepted:

**Burlington Public Schools**



Ken Beck, Principal  
PE, LEED AP, MCCPO, CPHC

Date: \_\_\_\_\_



Bob Cunha <bob.cunha@bpsk12.org>

---

## Classroom cost breakdown

1 message

---

David Cacciola <david.cacciola@gmail.com>  
To: Bob Cunha <Bob.Cunha@bpsk12.org>

Thu, Feb 17, 2022 at 4:03 PM

Hi Bob,

Below is a rough breakdown on the cost for 1, classroom ductless Mitsubishi HVAC system. Of course some areas might be easier or harder than others so the price could be less or more.

3 ton condensing unit with stand or wall bracket. \$3700

3 ton indoor wall unit with condensate pump. \$1400

Refrigeration pipe, linesets, controls, misc. \$900

The labor is obviously a wild card but if it takes 2, HVAC mechanics 2 full days at prevailing wage. 32hrs @ \$265 per hour = \$8,400

The electricians cost also is a wild card (how far away is the panel?). Carry 2 days with 1 electrician, 16hrs @\$130 = \$2,080.

Thank you,  
Dave

--

David P. Cacciola III  
Vice President / Project Manager

Davison Co., Inc  
90 Clarendon Ave  
Somerville, MA 02144  
T- 617.666.3174  
C- 617.429.2574

Disclaimer; this email message and any attachments may be confidential. If you are not the intended recipient, please immediately delete this message and notify the sender.

**WARRANT ARTICLE 7**

**7-17**

**SCHOOL-BURLINGTON SPORTS FIELD  
MASTER PLAN**

Article 23-6 Burlington Sports Field Master Plan  
\$ 70,000



Nesra Engineering, LLC  
170 Bungay Rd.,  
N. Attleborough, MA 02760

March 10<sup>th</sup>, 2022

Mr. Robert Cunha  
Director of Operations  
Burlington Public Schools  
123 Cambridge St.  
Burlington MA 01803

Re: Burlington Athletic Fields Needs Assessment and Master Plan

Dear Mr. Cunha,

Nesra Engineering, LLC (Nesra) is pleased to have the opportunity to assist the Town of Burlington with a town-wide master plan involving an assessment of their athletic facility needs. Nesra has prepared a detailed Scope of Services that outlines how we will complete the project and the associated deliverables, including recommended repairs, upgrades, and outline of any deficiencies. We will provide recommendations for planning purposes over the 7 to 10 years. Our recommendations will include cost estimates for budgeting purposes.

Nesra has prepared a detailed Scope of Services (Enclosure 1) and Proposed Project Timetable that defines how we would assist you for a fixed fee, not to exceed \$63,300.00. The fee outlined reflects the tasks to be completed and the corresponding level of effort we anticipate.

Our proposed project team will include:

Title	Team Members
Principal/Engineer/Designer	Mr. Arsen Hambarzumian, P.E.
Senior Project Manager	Mr. Hip Aguilera, ACS
Survey Technician/Drafter/Aerial Drone Photography	Mr. Rick Pereira
Athletic Facility Safety Evaluator	Mrs. Nicole Alley

Our fee for the Scope of Services does not include reimbursable expenses, such as mailing, printing, testing, etc., associated with the project. Reimbursable items will be itemized separately, per our Schedule of Fees and our services will be performed in accordance with our General Terms and Conditions (Enclosure 2). Given the scope of this project, the reimbursable expenses should not exceed \$1,800.00.

If this proposal is acceptable, you may execute this letter agreement and return one copy to our office for our files. Receipt of an executed copy of this proposal shall constitute a Notice to Proceed. We can initiate this project within one week of receipt of this signed letter proposal.





**Nesra Engineering, LLC**  
170 Bungay Rd.,  
N. Attleborough, MA 02760

Nesra is very thankful for the opportunity to participate in this project. As always, if you have any questions or concerns, you can contact me directly on my cell phone below.

Very truly yours,

Principal  
Nesra Engineering, LLC  
Cell: 508-221-7174

- Enclosure 1 – Scope of Services
- Enclosure 2 – Fee Breakdown
- Enclosure 3 – General Terms and Conditions

ACCEPTED FOR: Burlington Public Schools

BY: \_\_\_\_\_  
(Name of Authorized Agent)

\_\_\_\_\_  
Signature Date



Nesra Engineering, LLC  
170 Bungay Rd.,  
N. Attleborough, MA 02760

**ENCLOSURE 1**  
Town of Burlington Athletic Facilities  
Needs Assessment & Master Plan

**SCOPE OF SERVICES**

**Project Approach:**

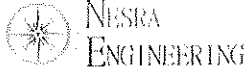
The athletic field parcels in the Town of Burlington are in various levels of condition and adequacy. This study will inventory each type of athletic field and assess the condition of each individual field. Nesra will determine field adequacy, by type, and determine the best mix of facilities to meet the community's recreation and sports program needs. Nesra will use this information to develop a master plan strategy for facility expansion, enhancements and renovations to implement that strategy over time.

The goals of the Burlington Town-Wide Athletic Field Master Plan project are as follows:

- To review existing studies related to recreation facilities demand
- To evaluate the Town's existing athletic fields for serviceability, safety, adequacy, accessibility, and utility
- To quantify the demands and constituencies for various athletic venues now, as well as over a 7–10-year planning horizon
- To evaluate and program the Town's requirements for athletic fields currently, and in the future
- To provide holistic master planning, resulting in a well-integrated redevelopment strategy for the recreation properties that best meets the needs of the community
- To assist the Town to program and plan for the operational, maintenance, and capital improvement needs of its athletic fields
- To develop innovative funding approaches to foster the implementation of master plan strategies

This project would be completed in four tasks/phases as follows:

- Background Investigation and Program/Facilities Assessment
- Program Development and Community Outreach (if needed)
- Facilities Improvement Schematic Design and Cost Estimates
- Consensus Building and Master Plan Development



Nesra Engineering, LLC  
170 Bungay Rd.,  
N. Attleborough, MA 02760

### Task/Phase 1- Background Investigation and Facilities Assessment

**Base Plan Development:** During this initial phase, Nesa will compile information pertinent to the project and develop a working base plan for each of the town-owned athletic field venues using available information. This will include, but not be limited to, site plan information available, assessor's maps, Burlington GIS data, USGS maps, FEMA floodplain maps, and any "as built" drawings provided by the Town of Burlington for existing drainage and utility systems where obtainable. Using the available information, we will develop an existing conditions base plan for each site in AutoCAD Civil 3D 2022, suitable for master planning purposes only. These base plans will not involve survey and will not be suitable for detailed field design but will provide a planning platform.

Nesra will obtain and review copies of planning regulations, zoning by-laws and other local regulations, as appropriate. Further, we will review applicable portions of the Massachusetts State Building Code and Americans with Disabilities Act.

**Facility Evaluation:** Nesra will conduct a facilities inventory and condition assessment of the existing athletic fields. This inventory will assess athletic recreation facility conditions as they relate to adequacy, safety, accessibility, serviceability, compliance with applicable geometry standards, as well as the degree to which the facilities represent an optimal use of the available space in meeting the Town's athletic field needs. As part of the evaluation, Nesra will provide details on recommended repairs, upgrades, and outline of any deficiencies of each field.

Each facility will be evaluated using Nesra's standard ratings for surface condition, layout compliance, condition of related equipment, safety, accessibility, and other established criteria. At each of the town-owned recreation facilities, we will evaluate existing pavement and off-street parking provisions, and assess the pedestrian and vehicular traffic flow provisions. We will evaluate site equipment and infrastructure, such as fencing, lighting, irrigation, dugouts, score boards, backstops, spectator seating and related facilities, from a serviceability and safety perspective. We will perform an evaluation of existing soil and turf conditions, site utilities, stormwater management provisions and turf management practices. Our wetlands specialist will evaluate each site's environmental resource area constraints utilizing online mapping information, as they may bear on site redevelopment.

Nesra will:

- Assess compliance with design standards for the intended type of competition at each field
- Assess field orientation regarding wind conditions and prevailing sun
- Assess field for spectator vantage points
- Identify barriers and other related instances for non-compliance with ADA guidelines
- Identify limiting circumstances, such as slopes, surface conditions, fences and/or gates, inaccessible seating, toilet facilities, and site amenities (picnic tables, drinking fountains, etc.) where applicable



Nesra Engineering, LLC  
170 Bungay Rd.,  
N. Attleborough, MA 02760

- Nesra will evaluate the handicapped parking provisions, including striping and signage
- At the conclusion of this task, we will publish an interim facilities condition report.

**Recreation Program Inventory and Assessment:** Nesra will meet with the School Department and other stakeholders to define the on-going, outdoor recreation programs. We will review enrollments/participation rates and facility utilization needs. If needed, we will determine the population served by various offerings (demographics, age, gender, geographical location).

#### Task/Phase 2 - Program Development and Community Outreach

**Community Sensing Sessions:** One of the most important aspects of any town-wide athletic/recreation master planning effort is the determination of the Town's planning program. The planning program is that mix of facilities that best meet the Town's athletic field needs, now and throughout the 7-10 year planning horizon. With a well-developed understanding of current programs, and with site research completed, we will conduct a series of meetings with Town officials, user groups and other stakeholders to refine the needs of the community and the associated priorities. In these sensing sessions, we will meet with Town Boards, including the Conservation Commission, a Planning Board Representative and the Board of Health. We will meet with school and league officials to evaluate youth demographic trends and athletic team requirements. We would subsequently meet with various user groups, as designated by the Town, as appropriate. The intent of these meetings will be to establish the demand for recreation facilities (both current and projected), identify shortfalls, establish priorities, and to verify desired field geometries and amenities (e.g., required on-site storage, bleacher needs, etc.).

**Community Outreach:** The community outreach effort will include the preparation, administration and analysis of a town-wide recreation survey to assess program and facility needs and priorities. We will evaluate the requested improvements to existing programs and the need for additional offerings. Similarly, we will assess the need for new or improved fields and related site improvements, such as seating, site lighting, sports lighting, irrigation, concessions, public toilets, turf types, fences, etc. We will evaluate field requirements by user, how they are being met, as well as shortfalls.

**Demand Determination.** It is important to determine current demands placed on the various programs and facilities, particularly the athletic fields. We will establish the number of direct participants served by each program document team use (game or practice) for each field venue, by both type and season. We will evaluate whether each natural turf field is afforded a "rest period" for recovery. We will determine whether that level of use can be sustained at each venue. This type of analysis not only identifies density of use and excess demand that needs to be shifted to other facilities but is intended to provide a quantified justification for additional investment in expanded programs and/or facilities.



Nesra Engineering, LLC  
170 Bungay Rd.,  
N. Attleborough, MA 02760

- Improvements to both site lighting and athletic lighting
- Improvements to site security and the ability to monitor off-hour activity
- Development of a capital maintenance budget and operations plan

Accompanying the site layout schematic plans, Nesra will provide a report detailing alternative systems or products for possible incorporation into the project. For example, at premium, high use facilities, we will provide a life cycle cost comparison between synthetic and natural turf. The advantages, disadvantages and associated costs of each item alternative will be provided.

#### **Task/Phase 4 - Consensus Building and Master Plan Development**

**Review of Redevelopment Concepts and Consensus Building.** Following the development of individual facility redevelopment alternatives, Nesra will again meet with the Town and user groups to present our findings and recommendations, and to obtain feedback and direction for the preparation of the final planning documents. We will endeavor to demonstrate how the proposed mix of athletic field facility improvements better enables the Town to meet the recreation program requirements, as identified, into the future. We will make modifications to the planning; working with the Town to build consensus that the planning makes the best use of available resources (most importantly available space and funds) to meet the diverse needs of the Town. The goal is to obtain consensus, particularly from those constituencies that will need to support the various athletic field facility improvements as they require funding. This third round of community outreach meetings will be completed in one to two (1-2) evening sessions.

**Schematic Concept Refinement and Final Cost Estimates:** Following "consensus building" and based on the comments received, Nesra will finalize the concept layouts and schematic plans for the outdoor athletic field facility modifications and the corresponding cost estimates. For each of the proposed facility improvements, we will prepare final concept plans in sufficient detail to quantify approximate construction costs and establish permitting requirements. Cost estimates will be developed, based on proven pricing strategies and data collected from more than a dozen of our municipal athletic field redevelopment projects that were publicly bid during the past year. Estimates will include "soft costs" for engineering, survey, permitting, and construction administration.

**Development of Phasing Strategies.** We will then consider the phasing of each newly proposed program element and draft a program implementation phasing plan. Facility and program redevelopments and enhancements will be phased to consider:

- Priority of need to meet identified athletic field facility demands
- The need to sustain on-going programs throughout the plan implementation
- Fiscal constraints (what can reasonably be accomplished in each phase)



Nesra Engineering, LLC  
170 Bungay Rd.,  
N. Attleborough, MA 02760

**Development of the Master Planning Program:** Based on the results of this initial round of programming/community outreach meetings, Nesra will produce a design program with prioritized town-wide functional requirements (i.e., that mix of facility enhancements needed to best meet the needs of the constituent population). This planning program of functional requirements and priorities would be an evaluation of the Town as a whole. For facilities, the site-by-site planning program would reflect both short-term requirements to address immediate needs (such as a significant maintenance or safety deficiency), as well as long-term capital program requirements. We would look for the Town to review and concur with this design program prior to the development of planning schematics.

### **Task/Phase 3 - Facilities Improvement Schematic Design and Cost Estimates**

**Schematic Planning:** Based on our background investigation, programs and site assessments, base plan development and community outreach/program development efforts, Nesra will prepare schematic concept plans for the Town of Burlington athletic field facilities improvements. Nesra will develop a preliminary site layout plan for each site to address the need for new facilities, field demand shortfalls, the need to rest fields, the need to address ADA access and safety issues identified, as well as requirements for future growth. These will each reflect the proposed layout of athletic facilities, including the types and locations of athletic fields, parking provisions and site amenities, as well as signage, site lighting (if any) and other significant site features.

The schematic layout plans for each athletic field facility proposed for expansion and/or redevelopment may be generally based on the following criteria:

- Orientation of the fields in consideration of prevailing winds and sun
- Orientation of the fields to maximize the use of available space and meet projected demand and priorities
- Optimal traffic flow (both pedestrian and vehicular); provide supplemental/overflow parking for special events (e.g., soccer tournaments)
- Sensitivity to environmental concerns;
- Cost effectiveness and efficiency of the proposed redevelopment layout
- Optimal use of available space to meet demands, such as redundant use of fields (e.g., one full size layout field meets the standard for two Youth Soccer fields in the transverse direction)
- Preservation of options for future development, such as future site buildings
- Enhanced aesthetics throughout the site that are consistent with the character of its neighborhood
- Localized and general drainage improvements; improvement of stormwater management practices
- Improvement of ADA accessibility
- Gain compliance with applicable governing body, state and federal geometry standards for fields
- General turf enhancements throughout, improvements to skinned infields, low maintenance landscape improvements



Nesra Engineering, LLC  
170 Bungay Rd.,  
N. Attleborough, MA 02760

Active and Passive Recreation Plan. Nesra's final submission will be a bound Master Plan that will include the following deliverables:

- An existing conditions base plan and constraints mapping for the various Town athletic fields
- A condition assessment report for each athletic field recreation facility
- A narrative program that quantifies demands on the athletic fields, based on known and projected users and programs, and a strategy to meet those requirements through the next 10 years
- Layout redevelopment concept plans for each facility improvement
- A detailed cost estimate and breakdown for each redevelopment/expansion project
- A projection of maintenance life cycle costs for each redevelopment/expansion project Short-term repairs and maintenance requirements to address immediate serviceability and maintenance needs, as identified
- Long-term capital improvements to expand and increase the utility of each athletic field facility in accordance with the Master Plan elements
- General Integrated Turf Management Plans for environmentally sensitive sites
- A phasing plan for each redevelopment/expansion project and project timeline
- A permitting requirements list and strategy for each redevelopment/expansion project
- Recommendations for field use policies, fees, and an inclement weather policy
- A projection of maintenance life cycle costs for each redevelopment/expansion project

**Master Plan Advocacy:** Following delivery, if requested, we will assist the Town with the presentation of the Athletic Fields Assessment and Master Plan at various public forums, as appropriate, and to assist with grant applications for implementation funding. We can prepare color graphics and renderings for public display. We will work with the Town to engage the public and assist in gathering support for improvements to the Town's recreational programs.

**Schedule:**

Nesra can commence services on this project within one week of a Notice to Proceed. We can complete the initial site evaluations within 2 months and the final report 2-4 weeks thereafter.



Nesra Engineering, LLC  
 170 Bungay Rd.,  
 N. Attleborough, MA 02760

Town of Burlington: Proposed Timetable

<u>Task</u>	<u>Completion Date</u>
Notice to Proceed.....	April 1, 2022
Project Start-Up Meeting.....	April 5, 2022
Base Plans and Constraints for Recreation Parcels Complete.....	April 13, 2022
Athletic Fields Needs Assessment Site Visits Complete.....	April 13, 2022
Demand Questionnaire Sent to Users/Constituents .....	April 15, 2022
Initial Sensing Sessions with Recreation Staff Complete .....	April 20, 2022
Initial Sensing Sessions w/User Groups/Maintenance/Public Safety/Schools .....	April 25, 2022
Community Recreation Perceptions Survey Drafted .....	April 27, 2022
Demand Matrix Complete .....	May 4, 2022
Meeting to Review Demand Conclusions .....	May 9, 2022
Community Survey Responses Complete .....	May 13, 2022
Draft Planning Program Compiled .....	May 17, 2022
Schematic Solution Alternatives .....	May 20, 2022
Schematic Solutions Presentation 1. ....	May 30, 2022
Revisions and Schematic Solutions Presentation 2 .....	June 6, 2022
Phasing Plan and Phase Budgets Meeting.....	June 11, 2022
Maintenance Program Draft and Meeting .....	June 16, 2022
Innovative Funding Strategies Meeting .....	June 20, 2022
Draft Needs Assessment and Master Plan Presentation.....	June 30, 2022
Revisions and Final Master Plan Presentation.....	July 14, 2022



<b>Fall Sports</b>	<b>Fall Field Type</b>	<b>Address</b>
V Football	Burlington HS Turf Varsity Feild	123 Cambridge ST
JV Football	Burlington HS Grass Field	123 Cambridge ST
FR Football	Burlington HS Grass Field	123 Cambridge ST
Field Hockey V	Burlington HS Turf	123 Cambridge ST
Field Hockey JV	Burlington HS Turf	123 Cambridge ST
Field Hockey FR	Burlington HS Turf	123 Cambridge ST
Volleyball V/JV, FR	Burlington HS Wooden Gym	123 Cambridge ST
V Soccer G	Marshall Simonds Middle School - Turf Brush Field	114 Winn St
JV Soccer G	Marshall Simonds Middle School - Grass	114 Winn St
F Soccer G	Marshall Simonds Middle School - Grass	114 Winn St
V Soccer B	Marshall Simonds Middle School - Turf Brush Field	114 Winn St
JV Soccer B	Marshall Simonds Middle School - Grass	114 Winn St.
FR Soccer B	Rahanis Park Grass	84 Mill Street
Cross Country	Start on Burlington HS Grass Field	123 Cambridge ST
	Finish on Burlington HS Turf Varsity Feild	
Golf	BillERICA County Club	
<b>Winter Sports</b>	<b>Winter Home Sites</b>	<b>Address</b>
Ice Hockey Boys Varsity	Burlington Ice Palace	36 Ray Ave
Ice Hockey JV Boys	Burlington Ice Palace	36 Ray Ave
Ice Hocey Varsity Girls	Burlington Ice Palace	36 Ray Ave
Girls/Boys Varsity Basketball	Burlington HS Wooden Gym	123 Cambridge ST
Girls JV Basketball	Burlington HS Wooden Gym	123 Cambridge ST
Boys JV Basketball	Burlington HS Wooden Gym	123 Cambridge ST
Girls Freshman Basketball	Marshall Simonds Middle School	
Boys Freshman Basketball	Marshall Simonds Middle School	
Winter Track V & JV		
<b>Spring Sports</b>	<b>Spring Home Sites</b>	
V Baseball	Francis Wymam School Grass Baseball Field	41 Terrace Hall Ave
JV Baseball	Center Str. Field Grass	61 Center St
FR Baseball	Francis Wymam School Grass Baseball Field	41 Terrace Hall Ave
V Softball	Marvin Field Grass	South Bedford St
JV Softball	Rotary Field Grass	
FR Softball	Center Str. Field Grass	61 Center St
Spring Track	Burlington HS Turf Varsity Feild	
Tennis - Boys	Rahanis Park	Patriot Road
Tennis - Girls	Rahanis Park	Patriot Road
Lax - Girls V & JV	Marshall Simonds Middle School - Turf Brush Field	
Lax - Boys V	Burlington HS Turf Varsity Feild	
Lax - Boys JV	Marshall Simonds Middle School - Grass	114 Winn Street

**WARRANT ARTICLE 7**

**7-18**

**SCHOOL-BHS MUSIC FLOOR  
RECONSTRUCTION**

Article 23-7    **BHS Music Floor Reconstruction**  
\$    **450,000**

3/25/22, 11:35 AM

Burlington Public Schools Mail - Fwd: BHS Music rooms



Bob Cunha <bob.cunha@bpsk12.org>

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**Fwd: BHS Music rooms**

1 message

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**Bob Cunha** <Bob.Cunha@bpsk12.org>  
To: Bob Cunha <RCunha@bpsk12.org>

Fri, Mar 25, 2022 at 11:34 AM

Robert Cunha  
Director of Operations  
Burlington Public Schools  
RCunha@BPSK12.org  
781-238-5690

----- Forwarded message -----

From: **Michael Teller** <Michael.Teller@socotec.us>  
Date: Fri, Mar 25, 2022 at 11:25 AM  
Subject: RE: BHS Music rooms  
To: Bob Cunha <Bob.Cunha@bpsk12.org>, Steven Watchorn <Steven.Watchorn@socotec.us>  
Cc: Jennifer dos Santos <jennifer.dossantos@socotec.us>

Hi Bob,

We did the same project for the Whittier School for the City of Everett Public Schools. Our estimate for that project was \$96,500 for that one school. When we bid it, the bids came in at \$82,000 and that was in 2015.

Because you have two rooms and it is 7 years later, and the sizes are larger, I would use a budget of \$400,000 for construction, for planning purposes. Budget Design fees at another \$40,000. So your placeholder will be fine. I'd keep all of it, for the project, because we don't know at this time if there will be other, additional, items we have to include.

Call me if you have any questions.

**Michael Teller, AIA, NCARB, LEED AP, MCPPO**  
Principal  
T.: +1 617 464 6938 | M.: +1 617 835 6006  
Michael.Teller@socotec.us

(he/him/his)

**SOCOTEC AE Consulting, LLC**  
250 Dorchester Avenue  
Boston, MA 02127  
www.socotec.us

<https://mail.google.com/mail/u/0/?ik=3624c4c60f&view=pt&search=all&permthid=thread-a%3Ar-4116483263518240989%7Cmsg-a%3At9126254997817699406&...> 1/5

23-7

3/25/22, 11:35 AM

Hurlington Public Schools Mail - Fwd: BHS Music rooms



We are now SOCOTEC. [Click here to read the press release](#)

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On Sun, Mar 6, 2022 at 1:22 PM Michael Teller <Michael.Teller@socotec.us> wrote:

Hi Bob,

No, I have what I need. Sorry for the delay. I will dig up the cost of a similar job we did for Everett at the Whitter School and let you know the construction cost.

**Michael Teller, AIA, NCARB, LEED AP, MCPPO**

Principal

T.: +1 617 464 6938 | M.: +1 617 835 6006

[Michael.Teller@socotec.us](mailto:Michael.Teller@socotec.us)

(he/him/his)

**SOCOTEC AE Consulting, LLC**

250 Dorchester Avenue

Boston, MA 02127

[www.socotec.us](http://www.socotec.us)



WE ARE NOW SOCOTEC. Click here to visit the press release

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**From:** Bob Cunha <Bob.Cunha@bpsk12.org>  
**Sent:** Friday, March 4, 2022 9:55 AM  
**To:** Michael Teller <Michael.Teller@socotec.us>  
**Subject:** Re: BHS Music rooms

Michael,

Do you need more info on this or do we need to meet? Any idea of the estimated cost for this work? I'm pulling together funding requests for the school committee.

Robert Cunha  
Director of Operations  
Burlington Public Schools  
RCunha@BPSK12.org  
781-238-5690

On Thu, Feb 3, 2022 at 10:25 AM Michael Teller <Michael.Teller@socotec.us> wrote:

Hi Bob,

Yes, we did that for a school in Everett.

When you say Engineering Specs, are you looking for Preliminary design just to get to an estimate or do you want a proposal for the full plans and specs for bidding – and CA?

3/25/22, 11:35 AM

Burlington Public Schools Mail - Fwd: BHS Music rooms

**From:** Bob Cunha <Bob.Cunha@bpsk12.org>  
**Sent:** Thursday, February 3, 2022 10:16 AM  
**To:** Michael Toller <Michael.Toller@socotac.us>  
**Subject:** BHS Music rooms

Michael,

we have 2 music chorus rooms at BHS that have step down floors. The music director is asking to make these rooms flat. Can your team meet to discuss options. Ultimately I'd be looking for a proposal for the engineering specs and rough estimate so I can seek funding in May.

Let me know your thoughts.

thanks,

-Bob

Robert Cunha

Director of Operations

Burlington Public Schools

RCunha@BPSK12.org

781-238-5690

**WARRANT ARTICLE 7**

**7-19**

**SCHOOL-FOX HILL PORTABLES REPAIRS**

Article 23-8 Fox Hill Portables Repairs  
\$ 160,000



**Gibson Roofs, Inc.**

369 Winter St., Hanover, MA 02339

Ph: 781-826-6344

800-495-6344

Fax: 781-826-8063

March 15, 2022

Robert Cunha  
Burlington Public Schools  
123 Cambridge Street  
Burlington, MA 01803

RE: Fox Hill School Modular Roof Replacement

Dear Mr. Cunha,

GIBSON ROOFS, INC. is pleased to provide the following proposal for work at the above referenced project for your review and consideration. We propose the following:

**Scope of Work: Fox Hill Road, Burlington MA**

- Furnish and install ½" high density polyiso, mechanically attached over existing modular roof.
- Furnish and install 60mil black EPDM roof system fully adhered.
- Furnish and install new aluminum edge metal around perimeter.
- Existing gutters and downspouts to be reused.
- Furnish and install 1 new scupper at link roof corner.
- Flash all existing penetrations to remain per manufacturer's specifications.
- 6 air handler units to be removed from roof and put on ground for owner. Infill areas with plywood and new roofing.

Total Cost for this Project.....**\$89,750.00**

**Notes:**

- Work is priced to be performed during normal business hours, Monday – Friday
- Staging area for crane & dumpsters required during roof replacement work.
- Price does not include any new penetrations on roof.
- Proposal does not include any HVAC/electrical disconnects or modifications if required.
- All disconnects for 6 units to be removed by others. Disposal by others. Gibson will lower units onto the ground for owner to dispose.
- There is an unprecedented material shortage for some products that would be used for the above scope of work. Because of this we can only guarantee the above price(s) quoted for 10 business days. If this proposal is accepted by the owner after 10 business

*Quote is good for 30 days*





## Gibson Roofs, Inc.

369 Winter St., Hanover, MA 02339

Ph: 781-826-6344  
800-495-6344

Fax: 781-826-8063

days, there may be an increase at that time as materials are drastically increasing almost daily. We apologize for any inconvenience this may cause.

- Current lead times for materials required for this job are 10-12 weeks from when order is placed. Order for materials will be placed when signed copy of this proposal is sent back to Gibson Roofs.

Thank you for the opportunity to submit this quotation. If you have any questions or require further information, please feel free to contact the office at 781-826-6344.

Sincerely,  
GIBSON ROOFS, INC.

Accepted by:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Brennan Cooling & Heating**  
**31 Glenside Avenue**  
**Billerica, MA 01821**  
**978.804.2856 / 978.670.1265**  
**Brennancooling-heating@comcast.net**

Timothy P. Brennan, Owner

3/13/22	QUOTE
TO: Town of Burlington Att: Robert Cunha	LOCATION: Fox Hill School
	<a href="mailto:rcunha@bpsk12.org">rcunha@bpsk12.org</a> <a href="mailto:ngaunci@bpsk12.org">ngaunci@bpsk12.org</a>

**Brennan Cooling & Heating** is pleased to provide the following proposal to install Mitsubishi ductless heat pumps in 3 classrooms and open area.

Total of 3 outdoor units – 30,000 BTU - 2.5 ton each  
6 ceiling units – 15,000 BTU each  
2 units in bigger classrooms  
1 in smaller room  
1 in open area

All outdoor units on roof on plastic pads with stands 12” tall

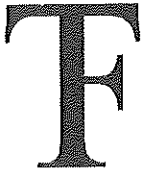
Your electrician to wire high voltage and thermostats we provide.

\$42,500

- \*Your lift or your tractor to get equipment to roof
- \*No electrical – no roofing – need pitch pockets
- \*Your electrician to do high and low voltage

**Brennan Cooling & Heating is a Factory Trained Mitsubishi Diamond Dealer**

*\*Proposal may be withdrawn if not accepted within 15 days.*



# Talty Floors, Inc.

86 Billerica Ave.  
Suite 2  
North Billerica, MA 01862  
978-667-3366

## Estimate

Date	Estimate #
3/16/2022	6806

Name / Address
Burlington Public Schools 123 Cambridge St. Burlington, MA 01803

Item	Description	Qty	Total
	PO# Fox Hill School Burlington, MA		
	Supply and Install Carpet in Trailers		
Carpet	26oz Commercial Carpet 12 x 309	412	5,562.00
Job Materials	Adhesive / Prep Materials / Transitions Cove Base / Black - 80'		525.00
Labor	Labor Rip Up Floor Prep Install Carpet Install Cove Base		3,360.00
		<b>Subtotal</b>	\$9,447.00
		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	\$9,447.00

Screenshot

**WARRANT ARTICLE 7**

**7-20**

**SCHOOL-SCOREBOARDS FOR SPORT  
FIELDS**

Article 23-9 Scoreboards for Sport Fields

\$ 110,000

*Scoreboard Enterprises Inc.*

SALES - INSTALLATION - SERVICE

274 Fruit Street Mansfield, MA 02048  
508-339-8113 Fax 508-339-0184

www.scoreboardenterprises.com

QUOTE

Burlington High School 123 CAMBRIDGE STREET  123 Cambridge Street  Burlington, Massachusetts 01803 Burlington MA 01803	<b>Date</b> 27 October 2021  <b>Expiry Date</b> 25 December 2021  <b>Quote Number</b> 10591  <b>Tax Number</b> 012605606	274 Fruit St. Mansfield, MA 02048 mke@scoreboardenterprises.com Cell - 860-949 8112
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Description	Quantity	Amount
<b>Scoreboard Components</b>		
Daktronics MS-2031, Outdoor MultiSport Scoreboard with WHITE LED Digits 9' x 18'	1	13,810.00
Team Name Message Center, Set of 2, White LED's SW 150	1	3,275.00
2" Border Stripe for MS-2009 MS-2031 MS-2028 & MS-2029	1	225.00
Electronic Captions for MS-2031' Football and Soccer Scoreboards - White LED's	1	8,185.00
12 VDC Trumpet Horn for Outdoor LED Scoreboards	1	300.00
<b>Total</b>		<b>25,795.00</b>
<b>Control Components</b>		
Daktronics All Sport 5010 R6 Control Console	1	1,275.00
Gen. VI Radio Receiver	1	425.00
<b>Total</b>		<b>1,700.00</b>
<b>Accent Piece</b>		
Daktronics DA-1001-18 3' Tall x 18' Long Arch Truss with 50% Lettering/Logo and screen backing	1	5,535.00
Outdoor Non-Backlit 2' 0" x 18'	1	1,180.00
<b>Total</b>		<b>6,715.00</b>
<b>Shipping</b>		
Shipping	1	2,250.00
<b>Total</b>		<b>2,250.00</b>

**Installation**

Full Outdoor Installation	1	19,905.00	
	Total	19,905.00	
		Subtotal	56,365.00
		<b>Total USD</b>	<b>56,365.00</b>

Installation based on State/Local Building Code to include the following:

- Crane Rental/Backhoe Rental
- Excavate footing at desired location
- Provide and pour concrete for one (1) footings per structural drawings
- Provide, mount, and level two (2) painted steel 1" beams per structural drawings
- Mount and level Daktronics MS-2031 scoreboard + one (1) outdoor non-backlit ad panel
- Provide and install electrical disconnect on rear of scoreboard
- Power to be brought and wired to disconnect by others
- Install and calibrate radio frequencies
- Test all functions
- Provide Owner Operator Training

Standard Exclusions to include:

- SEI requires full access to the site for the duration of the installation to include but not limited to - Crane Truck, Van, Trailer, Lift, Concrete Truck and Excavation Equipment access
- SEI is not responsible for finish landscaping around excavated areas
- SEI is not responsible for repairs to finish landscaping as a result of required installation access, however we will work diligently and closely with the owner to limit any impact to the area.
- SEI requires power to the base of the structure by others
- SEI is not responsible for removing excavated material from site - SEI does not provide soil testing required by us to move off site
- SEI is not responsible for the integrity of the existing structure or existing power/data feeds.
- SEI will pull through conduits provided by others
- Scoreboard Enterprises, Inc is not responsible for unforeseen obstruction while excavating, i.e. rock, ledge, water, and pipe - additional cost may be incurred as a result of excavation obstructions to be invoiced separately
- Scoreboard Enterprises, Inc has based the above installation on normal soil conditions, if abnormal soil conditions are encountered, additional cost may be incurred as a result of additional footing design.
- The installation quote is based the scoreboards sizes provided on this quote, if larger scoreboards are

selected it may result in increased installation costs due to footing & steel requirements.

-Scoreboard Enterprises, Inc has based the above installation price on our standard Certificate of Insurance, if additional coverage or wording is required, additional fees will be the responsibility of the requestor for additional coverage/wording.

Terms of Estimate:

All quotes are valid for 60 days. Expired quotes will require all pricing to be reviewed and updated.

## RENDERING DETAILS

**Scoreboard Model:**  
Daktronics MS-2031  
White LED Digits

**Decorative Accents:**  
2' x 18" Non-Backlit Ad Panel

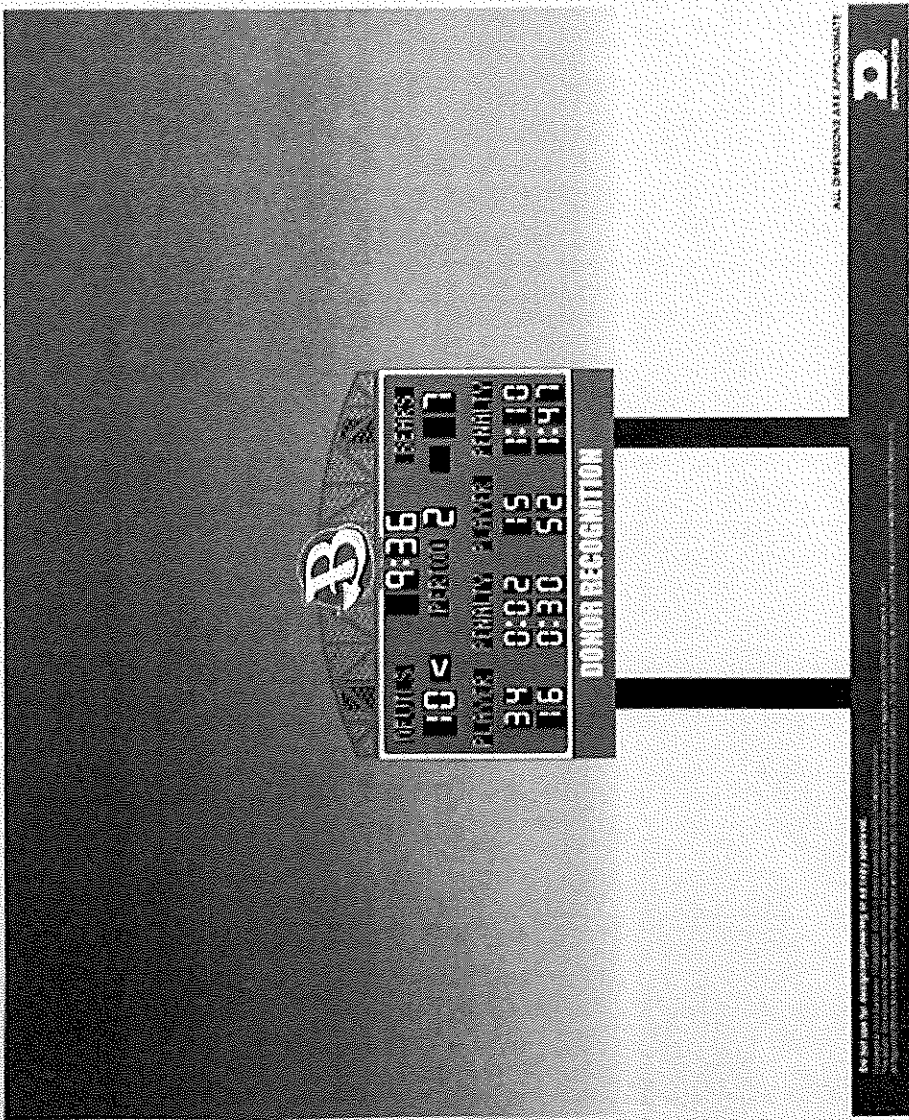
**Paint Color:**  
Rad #1956  
White Border Striping  
White Captions

**Total Equipment Height:**  
14'

**Total Equipment Width:**  
18'

PLEASE NOTE:  
CUSTOMER MUST PROVIDE ALL UTILITIES  
AND REPAIR ACCESSIBLE TO BE PLACED

**SCOREBOARD ENTERPRISES**  
SALES - INSTALLATION - SERVICE





# Scoreboard Enterprises Inc.

SALES · INSTALLATION · SERVICE

274 Fruit Street  
508-339-8113

Mansfield, MA 02048  
Fax 508-339-0184

www.scoreboardenterprises.com

## QUOTE

Burlington High School  
123 CAMBRIDGE STREET

123 Cambridge Street

Burlington, Massachusetts 01803  
Burlington  
MA 01803

**Date**  
27 October 2021

**Expiry Date**  
25 December  
2021

**Quote Number**  
10992

**Tax Number**  
042605006

274 Fruit St.  
Mansfield, MA 02048  
mice@scoreboardenterprises.com  
Cell - 860.948.8112

Description	Quantity	Amount
<b>Scoreboard Components</b>		
Daktronics BA-2017-White, 6ft x 14ft, Baseball Scoreboard with White LED Digits	1	5,835.00
Team Name in Place of "Home" - For outdoor Scoreboards	1	55.00
1" Border Stripe for BA-1518/2017 + MS-2918	1	175.00
	<b>Total</b>	<b>6,065.00</b>
<b>Control Components</b>		
RC-200 Handheld Controller Kit	1	375.00
RC-200 Receiver Kit	1	425.00
	<b>Total</b>	<b>800.00</b>
<b>Shipping</b>		
Shipping	1	1,450.00
	<b>Total</b>	<b>1,450.00</b>
<b>Installation</b>		
Full Outdoor Installation	1	16,755.00
	<b>Total</b>	<b>16,755.00</b>
	<b>Subtotal</b>	<b>25,070.00</b>
	<b>Total USD</b>	<b>25,070.00</b>

Installation based on State/Local Building Code to include the following.

- Crane Rental/Backhoe Rental
- Excavate footing at desired location
- Provide and pour concrete for one (1) footings per structural drawings
- Provide, mount, and level two (2) painted steel 'I' beams per structural drawings
- Mount and level Daktronics BA-2017 scoreboard
- Provide and install electrical disconnect on rear of scoreboard
- Power to be brought and wired to disconnect by others
- Install and calibrate radio frequencies
- Test all functions
- Provide Owner Operator Training

Standard Exclusions to include:

- SEI requires full access to the site for the duration of the installation to include but not limited to - Crane Truck, Van, Trailer, Lift, Concrete Truck and Excavation Equipment access
- SEI is not responsible for finish landscaping around excavated areas
- SEI is not responsible for repairs to finish landscaping as a result of required installation access, however we will work diligently and closely with the owner to limit any impact to the area.
- SEI requires power to the base of the structure by others
- SEI is not responsible for removing excavated material from site - SEI does not provide soil testing required by us to move off site
- SEI is not responsible for the integrity of the existing structure or existing power/data feeds.
- SEI will pull through conduits provided by others
- Scoreboard Enterprises, Inc. is not responsible for unforeseen obstruction while excavating, i.e. rock, ledge, water, and pipe - additional cost may be incurred as a result of excavation obstructions to be invoiced separately
- Scoreboard Enterprises, Inc has based the above installation on normal soil conditions, if abnormal soil conditions are encountered, additional cost may be incurred as a result of additional footing design.
- The installation quote is based the scoreboards sizes provided on this quote, if larger scoreboards are selected it may result in increased installation costs due to footing & steel requirements.
- Scoreboard Enterprises, Inc has based the above installation price on our standard Certificate of Insurance, if additional coverage or wording is required, additional fees will be the responsibility of the requestor for additional coverage/wording.

Terms of Estimate:

All quotes are valid for 60 days. Expired quotes will require all pricing to be reviewed and updated

## RENDERING DETAILS

Scoreboard Model:  
Daktronics BA-2017  
White LED Digits

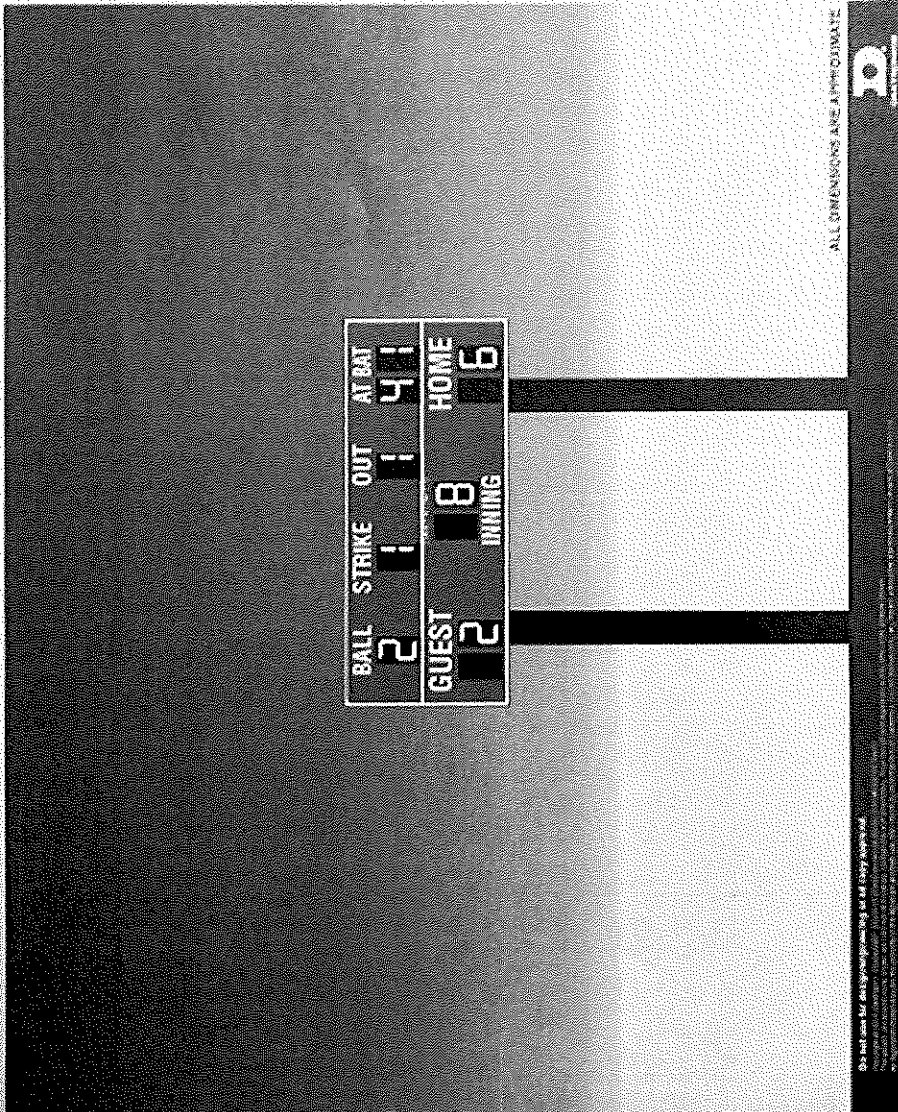
Paint Color:  
Rav #1986  
White Captions & Border Stamping

Decorative Accents:  
N/A

Total Equipment Height:  
6'

Total Equipment Width:  
14'

**SCOREBOARD**  
**ENTERPRISES**  
SALES - INSTALLATION - SERVICE



**WARRANT ARTICLE 7**

**7-21**

**SCHOOL-ACTIVITY BUS AND UTILITY  
VEHICLES**

Article 23-10 Activity Bus and Utility Vehicles  
\$ 145,000

3/22/22, 2:18 PM

Build Your Transit

SUMMARY

**\$54,760**

ESTIMATED NET PRICE <sup>55</sup>

**\$931**

PER MONTH FOR 60 MONTH FINANCE <sup>56</sup>

Custom Order Explained

Pre-production model shown throughout



**EXTERIOR** <sup>54</sup>


---

Oxford White	\$0
NOT IN OG _ 16" Silver Steel Wheel with Black Hubcaps	\$0
235/65R16C 121/119 R BSW All-Season Tires	\$0
Long Arm Power Adjusting, Manual-Folding Heated Mirrors with Turn Signals	\$0
Modified Vehicle Wiring System	\$70
Privacy Glass	\$500
Keyless Entry Keypad	\$95
Spare Tire and Wheel	\$0
Blind Spot Assist 1.0	\$795
Reverse Sensing System	\$0
Reverse Brake Assist	\$975
AGM Batteries – Dual	\$295
360-Degree Camera with Split View and Front Washer	\$0
Exterior Lighting – Front Fog Lamps	\$0
Roof Marker Lamp Delete	\$0
Windows – Fixed Glass, All-Around	\$0

Pre-production model shown throughout

**INTERIOR** <sup>54</sup>


---

Ebony	\$0
Ebony Cloth, 2-Way Manual Driver and 2-Way Manual Passenger Seats	\$0
Egress Window	\$835
Large Center Console	\$195
Front Overhead Shelf	\$75
Floor Covering – Heavy-Duty Tray Style Mats – Front	\$60
Floor Covering – Full-Length Carpet	\$125
Illuminated Sun Visor	\$0
B-Pillar Assist Handle (Low Roof)	\$0
Rearview Mirror	\$0
Seat Configurations – Fourteen (14) Passenger	\$1,125
Intelligent Access with Push Button Start	\$370
Front and Rear Auxiliary A/C and Heater	\$0
Back Up Alarm	\$145
Full Rear Compartment Lighting	\$0
SYNC® 4, 12" Multi-Function Display with Connected Built-In Navigation	\$930

**POWERTRAINS** <sup>S4</sup>


---

3.5L PFDI V6 Engine	\$0
Rear-Wheel Drive	\$0
10-Speed SelectShift® Automatic Transmission	\$0
4.10 Limited Slip Axle	\$0

**PACKAGES** <sup>S4</sup>


---

Heavy-Duty Trailer Tow Package	\$485
Heavy-Duty Trailer Tow Package	\$485

Custom Order Explained

**PRICING SUMMARY**


---

BASE MSRP <sup>S1</sup>	\$45,990
OPTIONS <sup>S4</sup> & ACCESSORIES <sup>S8</sup>	+ \$7,075
DESTINATION CHARGES <sup>S17</sup>	+ \$1,695
TOTAL MSRP <sup>S16</sup>	= \$54,760
<b>ESTIMATED NET PRICE</b> <sup>S5</sup>	<b>= \$54,760</b>
<b>MONTHLY PAYMENT</b> <sup>S6</sup>	<b>\$931</b>

Finance based on \$5,476 down payment,  
60 month term and 5% APR. \$0 trade-in value

YOUR ZIP CODE 01803

CLOSEST FORD DEALER

Bonnet Motors, Inc.

4.01 miles away

(833) 553-9927



[Buy Online](#)



### Gator™ XUV590M S4 (Green & Yellow) Utility Vehicle

1

Please allow additional time for delivery. Your dealer will provide an estimated date when they receive your order.

- Multi-passenger capability for up to four people
- Four-wheel independent suspension for excellent ride and handling
- Balanced acceleration and top speeds of 45+ mph
- Convertible rear seat
- Power Steering with anti-kick back feature
- Winch ready

**Setup Included.** Includes 'in base' options only.

Item # 593CM

\$15,249.00 †

Freight:  
\$975.00

**\$16,224.00 †**  
Sale Price

[Save With John Deere Rewards](#)

[Add/Edit Attachments](#)

Remove

#### Order Summary

Subtotal	<b>\$33,127.00 †</b>
Sales Tax	-
Estimated Total	<b>\$33,127.00 †</b>



### PowerGard™ Protection Plan Residential for Gator™ XUV Series: No Extended Warranty

No  
Extended  
Warranty **\$0.00 †**

- 2 Years Added to Cart
- 3 Years
- 4 Years
- 5 Years

- For XUV Gator Utility Vehicles [View plan details](#)
- Extends manufacturer's warranty
- Includes warranty transportation
- For residential owners only; not available in all areas
- Pricing shown is available for machines purchased within the past year.
- For machines over a year old, contact your local John Deere dealer for pricing.

Item # PPPR\_XUV\_NO

### XUV590M S4, Green & Yellow Base Machine

Qty Price  
1 X \$0.00 †

Price includes the following factory options:

- Green & Yellow (2500)
- Wheels, 12" Steel Terrahawk Yellow (1000)
- Bench seat (2022)
- Manual Lift (3100)
- OPS with brake /taillight and nets (4002)
- Less roof (4049)
- Park Position in Transmission (2350)
- Less protection package (4149)
- Less Underseat Storage (6039)
- Less Winch (6349)

Item # 0505\_590M\_S4



### Gator™ XUV590M (Green & Yellow) Utility Vehicle

1 \$13,449.00 †  
Freight: \$850.00

Please allow additional time for delivery. Your dealer will provide an attention to your order.

**\$14,299.00 †**

[Riding Mowers](#)

[Zero-Turn Mowers](#)

[Gator Utility Vehicles](#)

[Compact Tractors](#)

[Commercial Mowing Equipment](#)

- Four-wheel independent suspension for excellent ride and handling
- Balanced acceleration and top speed of 18 mph
- Quiet and comfortable operator station
- Power Steering with anti-kick back feature
- Winch ready
- Also available in other package configurations for additional cost

[Save With John Deere Rewards](#)

[Add/Edit Attachments](#)

[Remove](#)

6 Cart

You have not chosen a Dealer. [Select One](#)

[Save with John Deere Rewards](#)

## Shopping Cart

[Continue Shopping](#)

[Check Out Now](#)

Item # 592DM

### PowerGard™ Protection Plan Residential for Gator™ XUV

No Extended Warranty \$0.00 †

2 Years

3/22/22, 2:22 PM

Buy John Deere equipment online and apply for financing: Residential & Commercial Mowing, Gator UVs, Compact Tractors, Attachments, an...



### Series: No Extended Warranty details

- 3 Years
- 4 Years
- 5 Years

Added to Cart

- Extends manufacturer's warranty
- Includes warranty transportation
- For residential owners only; not available in all areas
- Pricing shown is available for machines purchased within the past year.
- For machines over a year old, contact your local John Deere dealer for pricing.

Item # PPPR\_XUV\_NO

### XUV590M, Green & Yellow with Utility & Protection and Winch Package

Qty	Price
1 X	\$2,604.00 †

Price includes the following factory options:

- Green & Yellow (2500)
- Wheels, 14" Alloy Maxxis Bighorn Yellow (1008)
- Bench Seat - Yellow (2006)
- OPS with brake/taillight and nets (4002)
- Park Position in Transmission (2350)
- Manual cargo box lift (3100)
- Utility & Protection Package: Front Brushguard, Cargo Box Rail, and Black Roof (4105)
- Winch Package: WARN VRX 3500 lb. winch and 2" Front Receiver Hitch and Recovery Loops (6313)
- Standard Tenneco Twin Tube Shock (2302)

Item # 0503\_590M

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**WARRANT ARTICLE 7**

**7-22**

**SCHOOL-BLEACHERS MSMS FIELD**

Article 23-11 Bleachers MSMS field  
\$ 220,000

3/24/22, 10:55 PM

Burlington Public Schools Mail - Fwd: Burlington MS, MA



Bob Cunha <bob.cunha@bpsk12.org>

**Fwd: Burlington MS, MA**

1 message

Shaun Hart <hart@bpsk12.org>  
To: Bob Cunha <Bob.Cunha@bpsk12.org>

Tue, Mar 22, 2022 at 10:39 AM

----- Forwarded message -----  
From: **Tim Gallivan** <tim@gallivanbleachers.com>  
Date: Tue, Mar 22, 2022 at 9:06 AM  
Subject: RE: Burlington MS, MA  
To: Shaun Hart <hart@bpsk12.org>

Shaun,

See budget pricing below. Required concrete pad by others.

**Option 1 Bleacher Description:**

- 13 rows x 50'-0", non-elevated
- 8" rise x 24" run
- Mill aluminum angle frame structure
- Aluminum semi-closed decking with traction coating
- Powder coated aluminum riser plank
- 2 x 10 anodized aluminum seat plank
- Two aisles with handrail and contrasting nosing
- 5'-0" deep x 12'-0" long inset viewing platform
- Black vinyl chain link fence guardrail system
- Installation at prevailing wage rates

**Material Delivered & Installed Budget Price: \$120,000**

**Option 1A (30" Elevated with Ramp & Stair): \$160,000**

\*We reserve the right to update pricing and delivery as necessary based on market conditions.

<https://mail.google.com/mail/u/0/?ik=3624c4c60f&view=pt&search=all&permthid=thread-f%3A1728011298705330662%7Cmsg-f%3A1728011298705330662&sim...> 1/4

**Option 2 Bleacher Description:**

- 13 rows x 62'-0", non-elevated
- 8" rise x 24" run
- Mill aluminum angle frame structure
- Aluminum semi-closed decking with traction coating
- Powder coated aluminum riser plank
- 2 x 10 anodized aluminum seat plank
- Two aisles with handrail and contrasting nosing
- 5'-0" deep x 12'-0" long inset viewing platform
- Black vinyl chain link fence guardrail system
- Installation at prevailing wage rates

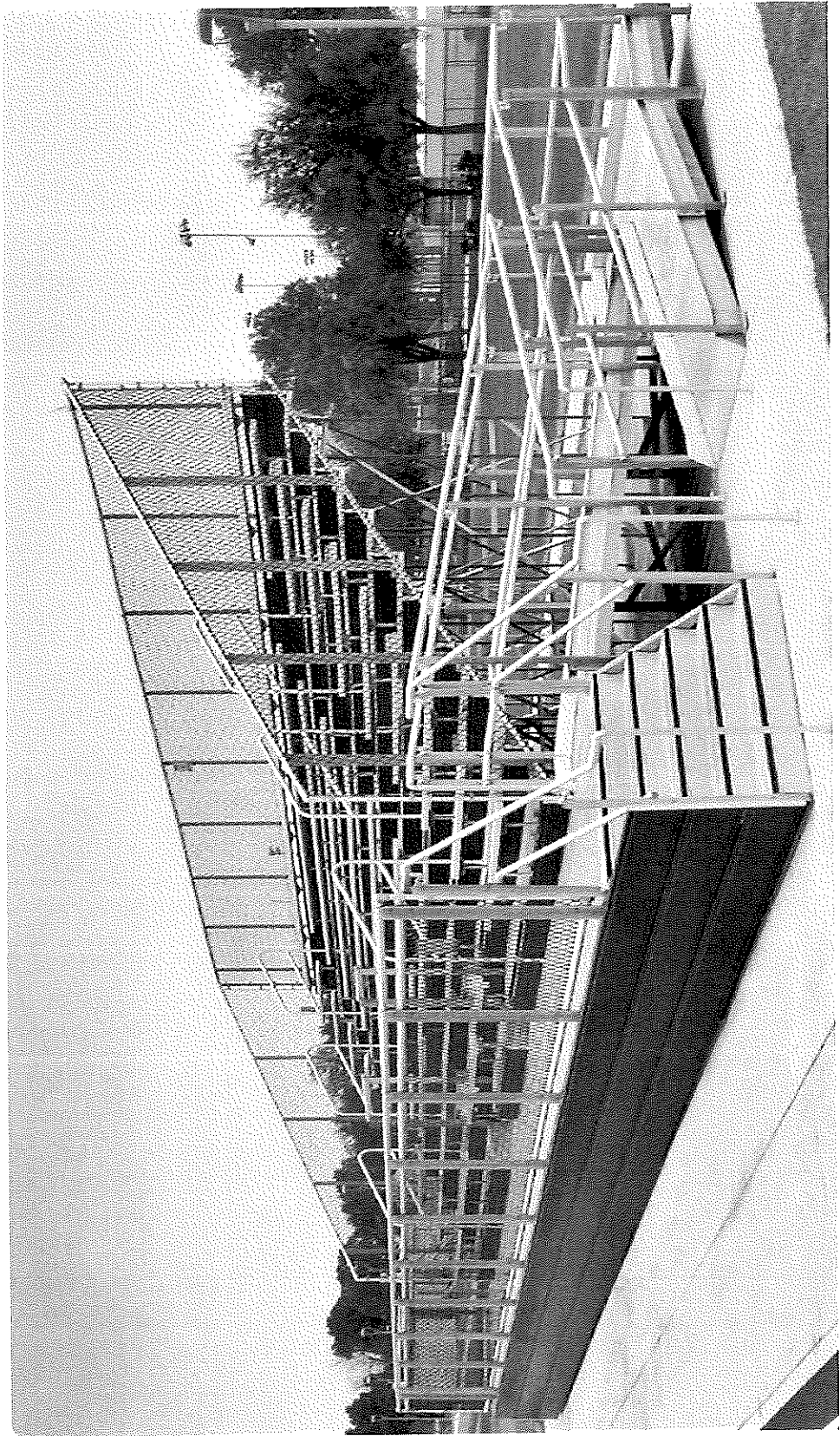
**Material Delivered & Installed Budget Price: \$140,000**

**Option 2A (30" Elevated with Ramp & Stair): \$180,000**

\*We reserve the right to update pricing and delivery as necessary based on market conditions.

**Exclusions:**

- Site survey
- Oxidation of mill aluminum plank
- Permits or permit fees
- Concrete foundations
- Grouting between structural steel and concrete foundations
- Union wage rates
- Sales or use tax



**WARRANT ARTICLE 7**

**7-23**

**SCHOOL-VISITOR CONTROL ACCESS  
SYSTEM**



**Article 23-12 Visitor control Access System**  
**\$25,000**



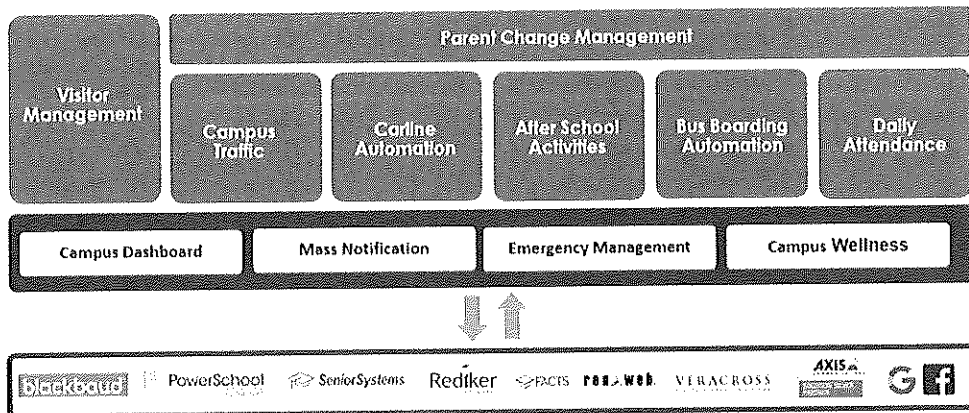
QUOTE  
 SchoolPass  
 Mar 22, 2022

Prepared For	Burlington School District [MA] 123 Cambridge St Burlington, MA 1803  Bob Cunha Director of Operations bob.cunha@bpsk12.org (781) 270-1800
Licenser	SchoolPass, Inc. 267 Kentlands Blvd, #2034 Gaithersburg, MD 20878
Prepared By	Johnny Helenek johnny.helenek@schoolpass.com (301) 234-7373 x103
Created Date	Mar 22, 2022
Expiration	5/21/2022

**INTRODUCTION**

SchoolPass is a K-12 platform that helps schools manage campus movement, attendance, and campus wellness, in the cloud. Schools can consolidate and modernize the arrival, screening, and departure of students, visitors, and staff in one place, while enabling staff to more quickly and accurately account for everyone on campus throughout the school day, especially during an emergency.

**SchoolPass 5 Platform**



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## VISITOR & STUDENT MANAGEMENT

The *Visitor Management* iPad App helps the school to screen and manage visitors on campus. Visitor check-in includes drivers license scanning, an instant background check, badge printing, and visitor notification. Students can check-in when arriving late or leaving the campus - and includes printing tardy/dismissal slips. Event pre-registration allows an event leader to pre-register visitors, with an option for a background check and faster check-in using a QR-code. Staff check-in and check-out is also available.

### Features Include:

- Screen and manage visitors with instant sex offender checks, badge printing, and visitor notification
- Digital IDs with QR code for students, parents, and staff for faster sign-in/out
- Barcodes and RFID reading are supported
- Custom 'do-not-enter' list
- Students can check-in when arriving late or leaving the campus - and includes printing tardy/dismissal slips.
- Students can sign in at the beginning of the day to be marked present (attendance)
- Students can also check-in or out of scheduled activities
- Pre-Register expected visitors for events for faster check-in using a QR code.
- Bulk printing visitor badges for scheduled meetings and events
- Staff check-in and check out
- COVID-19 visitor screening (Visitors)
  - Create custom screening questions and automated actions
  - Notification to staff if a visitor "fails" screening

## SIS INTEGRATION

*SIS Data Integration Services (SDIS)*. Parent and student data can be sync'd from the school's SIS. The data can be updated multiple times a day in SchoolPass. Single Sign-on (SSO) is also supported - allowing the parent to log into SchoolPass with their SIS credential. If the SIS supports the exchange of attendance data, SchoolPass can pull and push attendance data from the SIS.

### Features include:

- Parent and student data pulled from your SIS.
- If the SIS supports the exchange of attendance data, SchoolPass can pull or push attendance data from the SIS
- Single sign-on is also supported

## PRICING ASSUMPTIONS AND TERMS

- Contract Term: three (3) years
- Pricing provided is based on 6 physical campus(es)
- Pricing quoted in US Dollars
- Year 1 cost due at signing



QUOTE  
SchoolPass  
Mar 22, 2022

PRICING

Year 1	Price	QTY	Subtotal
<b>Visitor &amp; Student Management - Standalone</b> Includes 3 station licenses per school. 25% Discount	\$487.50	6	\$2,925.00
<b>Visitor Management SP Hardware Bundle (w/iPad)</b> Includes SchoolPass iPad stand, label printer, 1 label roll, ID holder, iPad	\$1,035.00	12	\$12,420.00
<b>SIS Integration - Flat File</b> SFTP/CSV flat file integration - Aspen	\$0.00	1	\$0.00
			<b>\$15,345.00</b>
<b>Year 2</b>			
<b>Visitor &amp; Student Management</b> Includes 3 station licenses per school.	\$487.50	6	\$2,925.00
<b>SIS Integration - Flat File</b> SFTP/CSV flat file integration - Aspen	\$0.00	1	\$0.00
			<b>\$2,925.00</b>
<b>Year 3</b>			
<b>Visitor &amp; Student Management</b> Includes 3 station licenses per school.	\$487.50	6	\$2,925.00
<b>SIS Integration - Flat File</b> SFTP/CSV flat file integration - Aspen	\$0.00	1	\$0.00
			<b>\$2,925.00</b>





## OPTIONAL ADD-ON MODULES

### Cloud/Base Subscription

#### Parent Change Management (Parent App)

- Change management for parents and school staff to manage arrival and dismissal changes
- Daily changes are automatically reflected in carline pickup schedules, bus manifests, after school activity rosters, and the Campus Dashboard
- School staff, teachers, and parents are automatically notified when changes are reported

#### Carline Automation

- Staff verify parents in carline during dismissal via the SchoolPass Staff app – this will automatically display dismissal instructions in classrooms or centralized dismissal locations
- Student changes are dynamically merged into the dismissal instruction
- Control the number of students in pickup areas to support CDC guidelines

#### Activity Management

- Setup activities and enrollment limits to support CDC guidelines
- Staff can use the staff app to check students onto or off buses and notify parents
- Parents can enroll students into after school activities (if allowed by your school)
- Enrollment rosters can be printed, or staff can use the staff app to check students in and out of activities. Collect a signature from the parent or driver during pickup
- Notify parents when students are picked up from activities
- Export minutes for billing

#### Bus Boarding Automation

- Setup routes and stops
- Control bus capacity (supports CDC guidelines)
- Quickly print bus manifests for more accurate bus boarding
- Message parents when buses depart, or when buses are delayed
- Use bus boarding data to plan future routes and stops

#### Campus Dashboard

- Know who is ON or OFF campus throughout the day (staff, students, and visitors)
- Takes all daily student changes, student late/early scans, bus boarding, activity check-in, carline dismissal movement into account (in real-time)
- Dashboard by campus, by grade

#### Daily Attendance

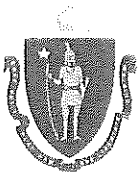
- Day level attendance by grade, homeroom, or arrival advisory
- Daily parent, admin, and teacher changes automatically merged into a single view
- Front office attendance summary dashboard
- Auto or manual reminders to teachers
- Attendance pushed to your SIS

#### Campus Wellness

- Self-reported wellness checks & tracking (staff and students)
- Automated reminders to parents & staff
- Compliance reports sent to designated admins/nurse
- Wellness check compliance verification when parents, staff, and high school students drive onto campus (*Campus Traffic module required*)
- Dashboard for designated admin/nurse to easily monitor daily compliance across divisions and campuses
- COVID-19 visitor screening (*Visitor Management module required*)



**WARRANT ARTICLE 8**  
**ACCEPTANCE OF CHAPTER 90**



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Jamey Tesler, Secretary & CEO

**massDOT**  
Massachusetts Department of Transportation

February 17, 2022

Paul F Sagarino Jr., Town Administrator  
Town of Burlington  
29 Center St  
Burlington, MA 01803

Dear Paul F Sagarino Jr., Town Administrator

We are pleased to inform you that we anticipate Chapter 90 local transportation aid funding for Fiscal Year 2023 will total \$200 million statewide, pending final legislative approval.

This letter certifies that, pending final passage of the bond authorization, your community's Chapter 90 apportionment for Fiscal Year 2023 is \$1,090,837.00. This apportionment will automatically be incorporated into your existing 10-year Chapter 90 contract, and will also be listed on the MassDOT website [www.massdot.state.ma.us/chapter90](http://www.massdot.state.ma.us/chapter90).

The Chapter 90 Program is an integral part of maintaining and enhancing your community's infrastructure and is an essential component of our state-local partnership. We look forward to working with you in the coming year to continue the success of this program.

Thank you for all that you do to make the Commonwealth of Massachusetts a great place to live, work and raise a family.

Sincerely,

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

**WARRANT ARTICLE 9**  
**MWRA I/I DEBT SERVICE**



# TOWN OF BURLINGTON

WHITNEY C. HASKELL  
BUDGET DIRECTOR/CHIEF PROCUREMENT OFFICER  
DEPARTMENT OF ACCOUNTING  
29 CENTER STREET, 2ND FLOOR | BURLINGTON, MA 01803  
(781) 270-1669 | [whaskell@burlington.org](mailto:whaskell@burlington.org)

To: Town Meeting Members

From: Whitney Haskell, Budget Director

Re: MWRA Debt Service Back Up

Date: March 23, 2022

---

The purpose of this article is to transfer of \$77,975 from the Sewer Inflow / Infiltration Fund for the purpose of paying the FY23 debt service on the Town's 0% MWRA I/I loans as follows:

<u>Loan Year</u>	<u>Total Loan Amount</u>	<u>Payment Status</u>	<u>Amount Due</u>
2017	\$224,750	6 of 10	\$22,475
2019	\$277,500	4 of 10	\$27,750
2021	\$277,500	2 of 10	\$27,750
			<hr/> \$77,975

The Town regularly participates in an MWRA Loan/Grant Assistance program to eliminate the inflow and infiltration of water into the Town's sewer system. The amounts reflected above represent the repayment of three 10 year, 0% interest loans that represent 25% of the Town's allotment for that program phase. The Town also received 75% of the total allotment for each program phase as direct grant which does not need to be repaid. All loan payments are fully encumbered within the Sewer (I/I) Inflow Infiltration Fund at the time of their approval at Town Meeting and thus there is no impact on property taxes from the repayment of these loans. The Sewer (I/I) Inflow Infiltration Fund is funded through fees collected for connecting to the Town's sewer system.



**WARRANT ARTICLES 10**  
**SEWER ENTERPRISE FUND**

**Article 10**  
**Sewer Enterprise Fund**

The Sewer Enterprise is funded through the sewer bill collections for both residential and commercial properties. In a typical year, the estimated revenue to be collected matches the projected expenditures for the year. However, we continue to see a drop in sewer revenue due to the pandemic. Although the revenue from residential properties is slightly higher than pre-pandemic, commercial revenue has seen a significant reduction (about 10%), which we anticipate will not recover in the near future.

Since, we are projecting that the FY23 sewer revenue will not be sufficient to fund the operations for FY23, we are proposing the use of retained earnings from prior years to fund the budget.

**Purpose/Benefit:**

The amount requested will authorize the funding of the Sewer Enterprise for FY23

**WARRANT ARTICLE 11**  
**TRANSFER TO WATER STABILIZATION**



## TOWN OF BURLINGTON

WHITNEY C. HASKELL  
BUDGET DIRECTOR/CHIEF PROCUREMENT OFFICER  
DEPARTMENT OF ACCOUNTING  
29 CENTER STREET, 2ND FLOOR | BURLINGTON, MA 01803  
(781) 270-1669 | [whaskell@burlington.org](mailto:whaskell@burlington.org)

To: Town Meeting Members

From: Whitney Haskell, Budget Director

Re: Transfer from Water Stabilization

Date: March 29, 2022

---

In May of 2018, Town meeting voted to establish a Water Stabilization Fund as a mechanism for capturing water revenue from the general fund and applying it to the costs associated with admission fees, debt service and water supply expenses related to the Town's connection to the MWRA. Since water revenue comes into the general fund as a local receipt, it must be closed out to free cash and then transferred to the stabilization fund in order to for it to become accessible for this purpose.

In January of 2019, Town meeting approved the first transfer from Free Cash into the Water Stabilization Fund. Due to the timing of this initiative and creation of the fund, that first transfer represented a partial year of collections made between July 1 and November 30 of 2018.

In May of 2019 Town meeting made the first authorization of expenditures from that fund the operating expenses budgeted for FY20, and the same was done in May of 2020 for expenses budgeted in FY21.

This process will be followed this year, and each year moving forward. In January of 2021, Town meeting authorized a transfer of free cash from the Water Stabilization Fund. We are now requesting that the body authorize expenditures to fund operating expenses budgeted for FY23.

The amount requested for FY23 is \$952,243.

Authorization of expenditures from the Water Stabilization Fund requires a two-thirds vote of Town Meeting.

**WARRANT ARTICLE 12**  
**FY22 WATER USAGE PFAS**

## **Article 12**

### **FY22 Water Usage PFAS**

Due to the levels of PFAS in the Town's water supply, Burlington was directed by MassDEP to open our emergency pipe connection to the MWRA through Lexington. (MWRA water does not have PFAS). This connection has been open since May 2021. We have been taking approximately 1 million gallons per day (MGD) from this connection and anticipate a total purchase of about 383 million gallons, or \$1.7 million for FY22.

For FY22 we had only budgeted for the purchase of 150 million gallons, or \$674,000 to supplement our local water production during the summer in order to meet daily water demands.

Since we reduced the quantity of local water production, we are able to fund approximately \$500,000 with reductions within the DPW budget. Therefore the request for funding is \$500,000.

#### **Purpose/Benefit:**

The amount requested will cover the remaining cost of water purchased from the MWRA for 2022.

**WARRANT ARTICLE 13**  
**BORROWING-ROADS, MUNICIPAL LOTS**  
**AND SIDEWALKS**



# Town of Burlington Capital Request Form

FY  
2023

Department:

Request Title:

Project Description:

This Request is  New  Continuation of Prior Request/Project Phase

Project Cost(s):  Source of Funds:

Estimated Useful Life

Priority Ranking:

Purpose and/or Benefit:   
Impact if postponed:

Alternatives Considered:

Project Timeline:

**For Vehicles or Equipment:**

This request is for a:	<input type="radio"/> Repair	<input type="radio"/> Replacement	<input type="radio"/> New/Additional
------------------------	------------------------------	-----------------------------------	--------------------------------------



**WARRANT ARTICLE 14**  
**SEWER PARTRIDGE LANE PUMP**  
**STATION**



# Town of Burlington Capital Request Form

FY  
2023

Department:

Request Title:

Project Description:

This Request is  New  Continuation of Prior Request/Project Phase

Project Cost(s):  Source of Funds:

Estimated Useful Life:

Priority Ranking:

Purpose and/or Benefit:   
Impact if postponed:

Alternatives Considered:

Project Timeline:

*For Vehicles or Equipment:*

This request if for a:	Repair	Replacement	New/Additional
	Make/Model Year ID#		



**Town of Burlington  
Capital Request Form**

**FY  
2023**

## **Partridge Ln. Pump Sta./FM Rehabilitation**

This station is a duplex type below grade steel can with a steel entrance tube. The station houses two centrifugal pumps, check valves, gate valves, and associated electrical. A standby generator set and automatic transfer switch is located above grade in a weather right enclosure.

The station had a thorough inspection in 2012 by Weston & Sampson Engineers, Peabody MA and documented the following deficiencies:

1. Starters are older non-efficient type full speed starters.
2. Sump pump is deteriorated.
3. Pump No. 1 motor has a severe bearing noise.
4. Station floor is rusted.
5. The status of the cathodic protection is unknown.
6. Level control panel is deteriorated.
7. Piping is aged. Serious condition
8. Structure is old and rusted.

**WARRANT ARTICLE 15**  
**PEG CABLE ACCESS ENTERPRISE FUND**



# TOWN OF BURLINGTON

WHITNEY C. HASKELL

BUDGET DIRECTOR/CHIEF PROCUREMENT OFFICER

DEPARTMENT OF ACCOUNTING

29 CENTER STREET, 2ND FLOOR | BURLINGTON, MA 01803

(781) 270-1669 | [whaskell@burlington.org](mailto:whaskell@burlington.org)

To: Town Meeting Members

From: Whitney Haskell, Budget Director

Re: PEG Cable Access Enterprise Fund

Date: March 29, 2022

---

In January of 2018, Town Meeting voted to establish a PEG Cable Access Enterprise Fund, pursuant to Chapter 352 of the Acts of 2014, which required municipalities receiving PEG Cable Access Funds to create a new funding mechanism through which those funds are submitted to the approval of the municipality's legislative body.

After the creation of the enterprise fund, PEG cable access funds and associated fees paid to the Town from the cable providers are deposited into the fund. In accordance with regulations governing the operation of enterprise funds, this year, and for each going forward Town Meeting will need then vote the appropriation from the enterprise fund to BCAT.

Since the payments from the cable providers are based on the number of subscribers, the amount of that appropriation will vary from year, but traditionally it has been approximately \$585,000.

The creation and annual funding of this enterprise fund has no impact on the Town's budget, or the operation of BCAT. It is merely a mechanism used to ensure the Town's compliance with DOR regulations.

## **WARRANT ARTICLES 16-23**

No additional backup information has been included. As of the print deadline the contract negotiations are ongoing and have not been completed. The Town and our Unions will continue to work hard, and should an agreement be reached with any of our collective bargaining units any backup material will be shared as soon as they are available.

**WARRANT ARTICLES 24**  
**WILL OF MARSHALL SIMONDS**  
**(NO BACKUP)**

**WARRANT ARTICLES 25**  
**AFFORDABLE HOUSING COORDINATION**  
**SERVICES**





# TOWN OF BURLINGTON

WHITNEY C. HASKELL

BUDGET DIRECTOR/CHIEF PROCUREMENT OFFICER

DEPARTMENT OF ACCOUNTING

29 CENTER STREET, 2ND FLOOR | BURLINGTON, MA 01803

(781) 270-1669 | [whaskell@burlington.org](mailto:whaskell@burlington.org)

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To: Town Meeting Members

From: Whitney Haskell, Budget Director

Re: Affordable Housing Services

Date: April 8, 2022

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The purpose of this article is request funding for Affordable Housing coordination and consultation services.

This request is made by the Administration in concert with the Burlington Housing Partnership Committee (BHPC).

The mission of the BHPC is “to consider housing needs in Burlington with particular attention to housing opportunities that are affordable to residents of all income levels and abilities. The Committee shall seek to expand the inventory of decent, safe, affordable housing in Burlington through public and private partnerships, and will make recommendations to the Select Board on steps the Town can take to support the creation of new housing options to address those needs, and to maintain existing affordable housing in Burlington. The Committee will promote the creation and preservation of housing and housing programs that:

- Enable people with incomes below the area median to access an affordable place to live.
- Create and maintain adequate affordable housing in Burlington to meet or exceed the state’s benchmark for 10 percent of the town’s total housing units to be affordable to those with incomes at or below 80 percent of the area median income.
- Promote a diverse, economically vibrant, and welcoming community with housing choices and opportunities free from housing discrimination.

The BHPC was recently reinvigorated in response to the growing needs and complexities of addressing Affordable Housing in the community. The BHPC and the Administration have taken this opportunity to take hard look at the Town’s current practices and shortcomings, and determine the best way to move forward. The BHPC has identified the need to bring in experts in the field to help develop best practices, ensure compliance with state reporting and monitoring, and assist with initiatives and projects moving forward.

The Administration requests that this article be funded through “Raise and Appropriate”, as the Select Board has raised the fee for demolition permits from \$200 to \$1,000 to fund this initiative.

**WARRANT ARTICLE 26**  
**JULY 4<sup>TH</sup> PARADE**

To Whom It May Concern,

The Burlington 4th of July Committee is seeking the sum of \$40,000 for the operation and management of the annual Burlington 4th of July Parade. In prior years this committee has come before you asking for less funding and had been successful in our endeavors to produce an enjoyable parade for the residents of our wonderful community.

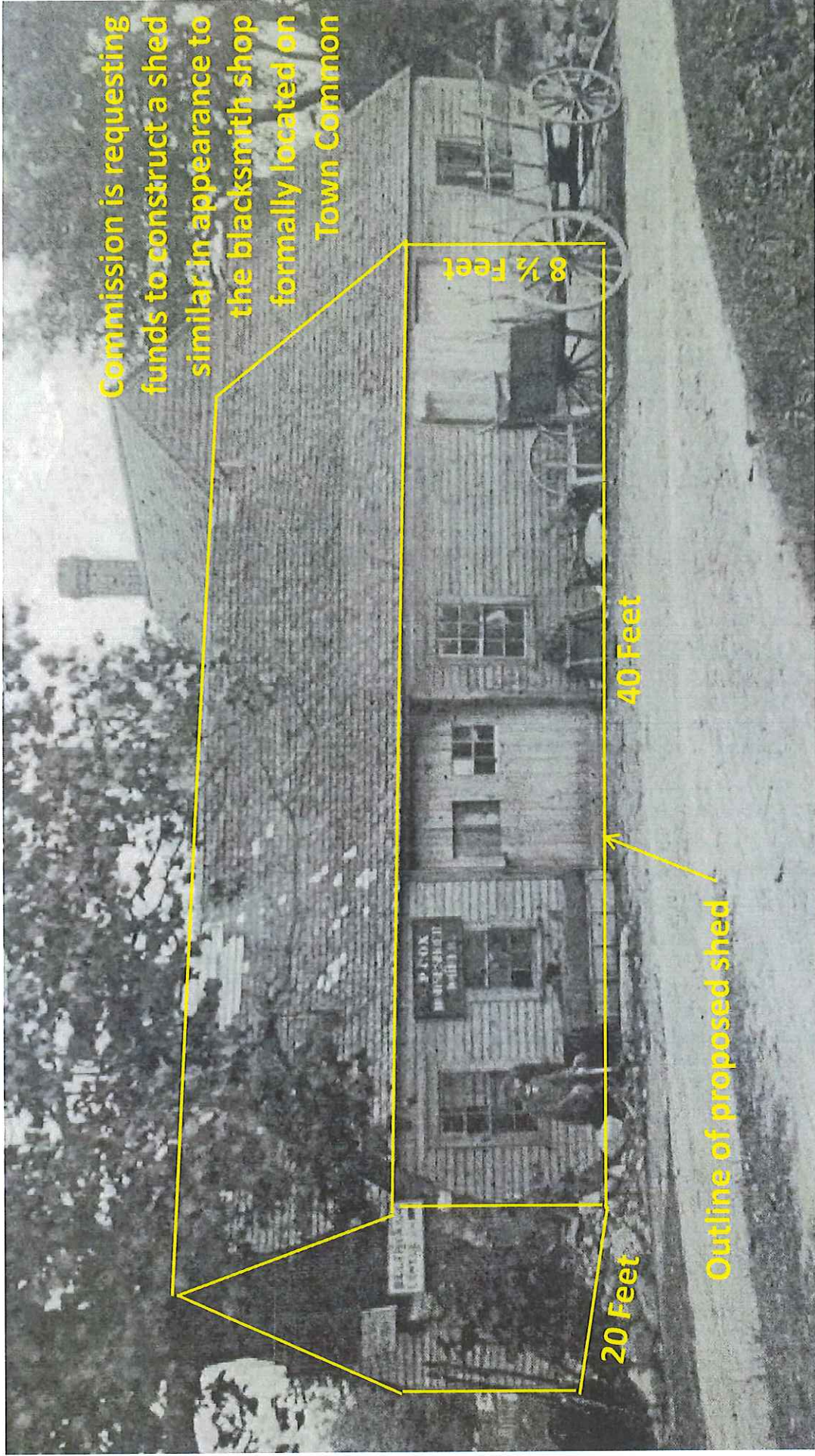
With the COVID-19 pandemic beginning to enter our rearview we are looking forward to getting back to a full parade as we have in years past. With the uncertainty around corporate sponsorships we are concerned that we will not be able to meet our pre-COVID numbers which will put the success of this parade in jeopardy.

I am humbly asking that the Town fund this sum to ensure we can start to feel normal again this year and that the committee's efforts in this coming year to truly assess the sponsorship status will hopefully result in a reduced ask moving into 2023.

Nicholas Priest  
Chair, 4th of July Committee

**WARRANT ARTICLE 27**  
**HISTORICAL SHED**

## Historical Assets Storage Shed at West School Site



"The town pound was located at the corner of Bedford and Center Streets and opposite to where Mr. William Pollock's home now stands. The building used by Mr. Pollock as a garage was at that time the **blacksmith shop of Mr. Richard Alley**. This was in 1851. In 1898, Mr. Archie Cox was running the blacksmith shop, and still later it was carried on by Mr. Dockendorf." *The History of Burlington 1640 – 1950* by Lotta Cavanagh Rice Dunham



## Historical Assets Storage Shed at West School Site

The Historical Commission was created by Town Meeting in June 1966, adopting the provisions of Section 8D of Chapter 40 of the Massachusetts General Laws. Commission members and alternates, are tasked with the acquisition, **preservation, promotion and development** of our historical assets of the Town.

### **What is our need?**

The commission has a large number of artifacts stored in an ISO container, museum basement, homes and sheds. Many of the items are too large for display at the museum or collections that are put on display periodically. Items include; Blacksmith kiln and anvil, Wheat cutter and harness, Muck wagon, Model Barge (school bus) wagon, Large potbelly stove, 6 plows, Horse trough, Horse collar hanger rack, Large wooden farm barrels, Plumber's site job box, hand tools, house wares, clothing

### **What are we trying to do?**

Construct a shed to permanently store and display the Town's historical assets. The shed would be sited behind the West school, and look like the 1890's Cox blacksmith shop that once stood on the Town common at the corner of Bedford and Center Street. The co-located shed and school would be available for viewing on scheduled dates or by request.

### **Is this a shed or another museum building?**

In conformance with town zoning laws the primary use of the shed will be for the storage of historical assets. It will be opened for public viewing when groups visit the West School.

### **Are there any zoning restrictions?**

No. The 20,415 sq-ft lot is zoned for residential use. The construction of a shed is a by-right use, and the location of the shed on site will not require any zoning variances. The architecture and size will match the ranch houses on the adjoining lots.

### **What utilities are needed?**

The only utility in the shed will be electricity, which is already available on-site. There will be no restroom.



ISO container at Overlook

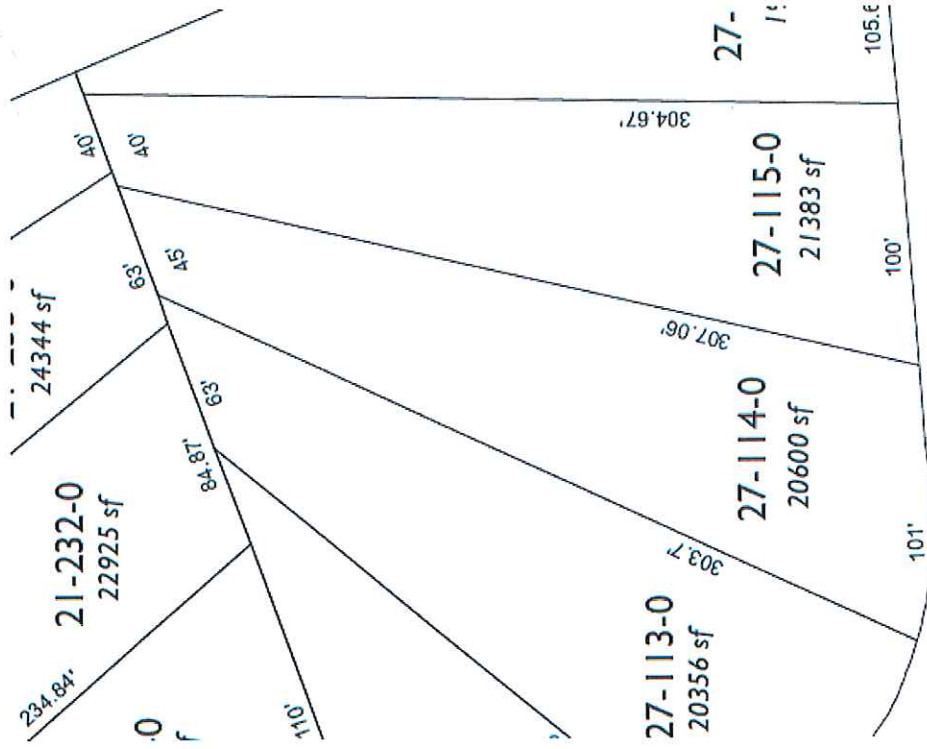
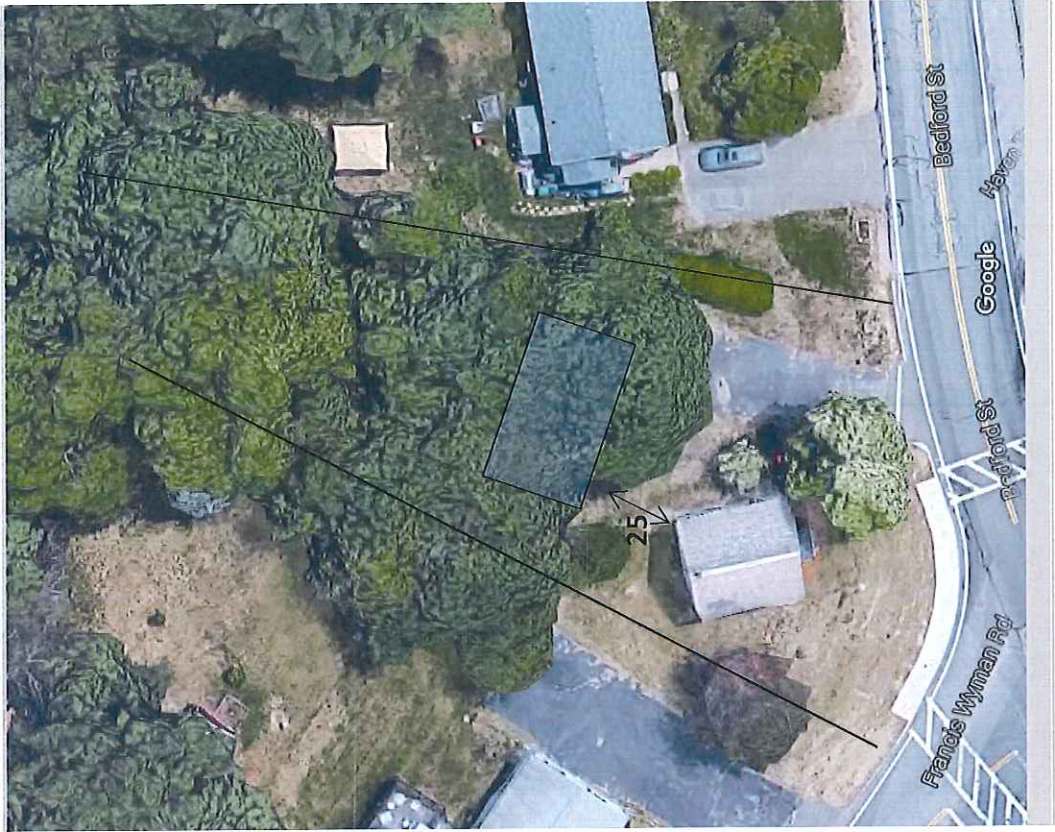


Tool display at Town Hall Annex

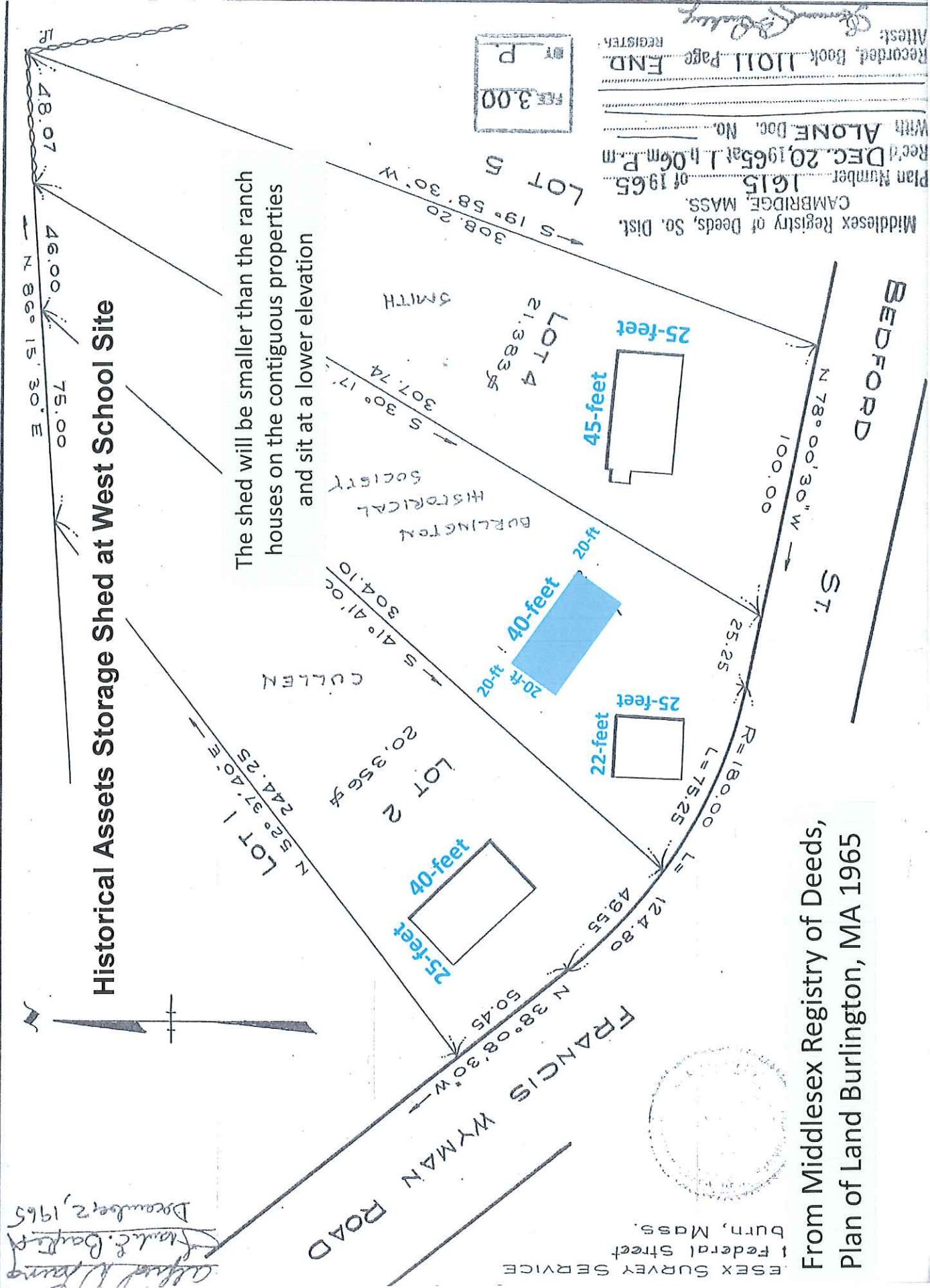


## Historical Assets Storage Shed at West School Site

On the corner of Francis Wyman Road and Bedford Street once known as Pasho's Corner is the former home of Curtis White, built about 1860. Later, this became the home of Mr. Otis Haven whose heirs sold to the present owner Mr. Louis Skelton. The building on the opposite side was known as the West School until 1897, when the Union School was built and all district schools abandoned. In 1899 Mr. Otis Haven purchased it and later used it for a garage. The old blackboards are still on the walls. It is the only one of the four district schools which has not been changed in any way. Some of the scholars handiwork may still be seen on the blackboards. *The History of Burlington 1640 – 1950* by Lotta Cavanagh Rice Dunham



West School Plot No. 27-114-0



**Historical Assets Storage Shed at West School Site**

Alfred N. Young  
 Frank E. Bayliff  
 December 2, 1965

ESSEX SURVEY SERVICE  
 1 Federal Street  
 Burn, Mass.

From Middlesex Registry of Deeds,  
 Plan of Land Burlington, MA 1965



Middlesex Registry of Deeds, So. Dist.  
 CAMBRIDGE, MASS.  
 Plan Number 1615  
 Rec'd DEC 20, 1965 at 1:06 P.M.  
 With ALONE Doc. No. \_\_\_\_\_  
 Recorded, Book 11011 Page \_\_\_\_\_  
 REGISTER

Fee 3.00  
 P



# Existing Site Condition

Property is zoned RO; One Family Residential Dwelling District; sheds, barns and similar structures are a permitted uses under Town Zoning Laws paragraph 4.3.1.11. Zoning restrictions are:

- Minimum lot area 20,000 SF
- Minimum lot frontage 100 FT
- Minimum front yard 25 FT
- Minimum side yard 15 FT
- Minimum rear yard 15 FT
- Minimum lot width 20 FT
- Minimum yard adjoining RO & RG, OS and residentially zoned land in contiguous municipalities None
- Maximum aggregate building-to-ground area percentage None

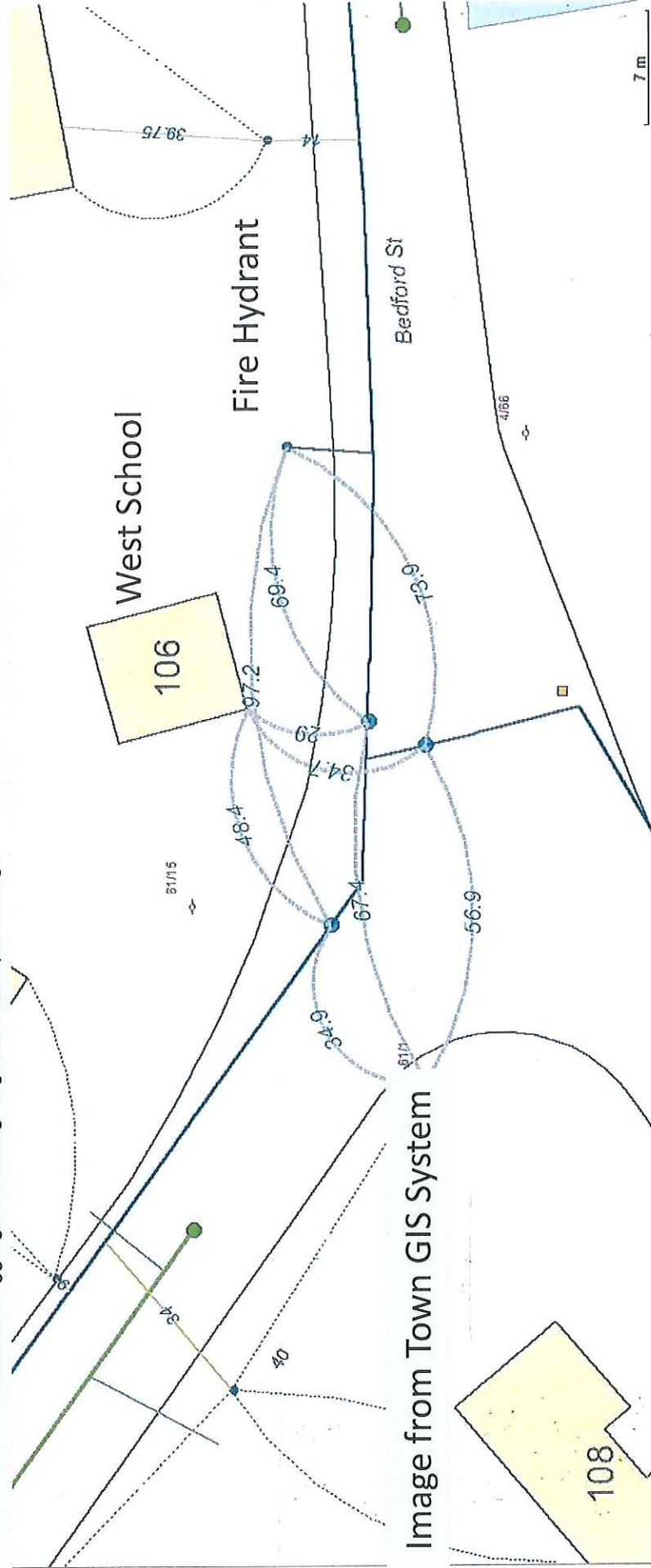


Image from Town GIS System

Existing Access/services

Facing the site from Bedford Street there is a driveway to the right of the schoolhouse. Next to the driveway is a fire hydrant. There are no other tie-ins to the Towns water or sewage system.

**WARRANT ARTICLES 28**  
**119 SOUTH BEDFORD RD**  
**(NO BACKUP)**

**WARRANT ARTICLE 29**  
**SCULPTURE PARK**

BSP  
Backup:

The Burlington Sculpture Park opened in Summer 2020 and is located in the field between Grandview Farm and the Police Station. Currently, there are six sculptures displayed at the park and one (Havoc the dog) across the street on the Common. All but one of the sculptures were leased for a two year period ending in Summer 2022. The last sculpture (LoveBirds) is a work donated by resident Maureen Wall in honor of her parents, and will remain in the park permanently.

In Summer 2021, the committee hired an artist to construct three sculptural benches on site which presented the opportunity for residents and visitor to watch and learn from the artistic process.

The Park committee has run several successful community engagement programs such as a postcard contest, a naming contest for Havoc the dog, a Pose and Post social media challenge, and two in-person events (Performing Arts in the Park, and Holiday Sing-along). All these programs have been enthusiastically received by the residents of Burlington. The Sculpture Park Committee, in cooperation with the Select Board and the art department of Burlington Public Schools, is in the midst of selecting a second round of sculptures to be installed in summer 2022.

This funding request will go toward the lease of the new sculptures and to the purchase of some sculptures, such as Havoc the dog, which the community has responded to and wishes to keep. It will also be used to make some improvements to the site, especially to the entrance to make it more accessible to those with mobility issues.

The Burlington Sculpture Park Committee would like to thank the following businesses for their generous contributions which have enabled the park to come this far. Thank you to:

Nordblom Company  
Iconic Capital  
Reimer & Braunstein  
Azzue Clean Rooms on Demand  
Brookline Bank  
New England Executive Park  
Patriot Urgent Care Professionals, Inc.  
RJ Kelly  
Wegman's Food Market  
Nevola Landscape and Lighting

Specials thanks go to the Department of Public Works, the Highway Department and The Recreation Department for their assistance with installations and maintenance.

**WARRANT ARTICLE 30**  
**CPI ADJUSTMENT FOR ELDERLY**



# DLS

DIVISION OF LOCAL SERVICES  
MA DEPARTMENT OF REVENUE

Geoffrey E. Snyder  
Commissioner of Revenue

Sean R. Cronin  
Senior Deputy Commissioner

## Informational Guideline Release

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Bureau of Municipal Finance Law  
Informational Guideline Release (IGR) No. 22-4  
March 2022

### OPTIONAL COST OF LIVING ADJUSTMENT FOR FISCAL YEAR 2023 EXEMPTIONS

(G.L. c. 59, § 5, Clauses 17, 17C, 17C½, 17D, 17E, 17F, 41, 41B, 41C and 41D)

This Informational Guideline Release (IGR) informs assessors of the cost of living adjustment (COLA) to be used in Fiscal Year 2023 by communities that have adopted certain local options for annually increasing the:

- Exemption amount granted to senior citizens and surviving spouses and minors under Clauses 17, 17C, 17C½ or 17D. (Local option clause 17F, G.L. c. 59, § 5.)
- Asset limits for determining if senior citizens and surviving spouses and minors qualify for exemption under Clauses 17, 17C, 17C½ or 17D. (Local option clause 17E, G.L. c. 59, § 5.)
- Income and asset limits for determining if senior citizens qualify for exemption under Clauses 41, 41B or 41C. (Local option clause 41D, G.L. c. 59, § 5.)

Topical Index Key:

Exemptions

Distribution:

Assessors

**OPTIONAL COST OF LIVING ADJUSTMENT**  
**FOR**  
**FISCAL YEAR 2023 EXEMPTIONS**

**(G.L. c. 59, § 5, Clauses 17, 17C, 17C½, 17D, 17E, 17F, 41, 41B, 41C and 41D)**

**SUMMARY:**

The Commissioner of Revenue has determined the cost of living adjustment to be used in Fiscal Year 2023 by communities that have adopted certain local options. Those options allow communities to increase annually the:

- Exemption amount granted to senior citizens and surviving spouses and minors under Clauses 17, 17C, 17C½ or 17D.
- Asset limits for determining if senior citizens and surviving spouses and minors qualify for exemption under Clauses 17, 17C, 17C½ or 17D.
- Income and asset limits for determining if senior citizens qualify for exemption under Clauses 41, 41B or 41C.

The cost of living adjustment (COLA) is measured by the increase in the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index (“annual inflation rate”) for the previous calendar year.

The COLA for FY23 exemption purposes is 7.0%.

**GUIDELINES:**

**I. ADJUSTED EXEMPTION AMOUNT FOR CLAUSE 17s**

Communities have the option of increasing each year the amount of the exemption granted to certain senior citizens and surviving spouses and minors under G.L. c. 59, § 5, Clauses 17, 17C, 17C½ or 17D by any percentage up to the COLA determined by the Commissioner of Revenue. G.L. c. 59, § 5, Clause 17F.

**BUREAU OF MUNICIPAL FINANCE LAW**

**KENNETH WOODLAND, CHIEF**

**A. Local Adoption**

1. Acceptance

The COLA increases the exemption amount only in those communities that accept G.L. c. 59, § 5, Clause 17F. (Formerly this option was included in a paragraph added to G.L. c. 59, § 5 by St. 1995, c. 181.) Acceptance is by vote of the community's legislative body, subject to charter. G.L. c. 4, § 4. The attached or similar language may be used for the vote.

2. Annual Percentage Increase

The percentage by which the exemption amount is increased each year must also be established by vote of the community's legislative body, subject to charter. The annual increase cannot exceed the actual COLA for any year. There are several ways in which a community may establish the annual increase including, for example, the use of:

- A percentage of the prior year's COLA (*e.g.*, The annual increase will be 100% (or 75%, 50%, etc.) of the COLA.)
- A capped increase (*e.g.*, The annual increase will be 2.5%, or the COLA, whichever is less.)

Annual increases established in this manner apply automatically each year until a new vote is taken establishing a different increase.

Alternatively, an annual vote may be taken to establish the specific percentage increase for that particular year once the Commissioner of Revenue has determined the actual COLA for the preceding year.

**B. Annual Exemption Amount**

The increases resulting from acceptance of this provision operate cumulatively. Each year's exemption amount, after application of the voted percentage increase, becomes the base to which the next year's increase applies.

**Example**

A community votes to accept the Clause 17F local option and that it will take effect in FY22 to increase the exemption annually by 100% of the COLA. In FY22, the base \$175 exemption is increased by 1.4% and eligible taxpayers receive an exemption of \$177 (\$175 x 1.014). The FY23 exemption amount is calculated by applying the FY23 COLA to \$177. That results in a FY23 exemption amount of \$189 (\$177 x 1.07).



If an optional additional exemption is granted under G.L. c. 59, § 5C½, the additional amount is based on the adjusted exemption amount. See Informational Guideline Release (IGR) 15-210, *Optional Additional Real Estate Exemption*. In the example above, any optional additional exemption granted for FY23 is based on \$189, rather than \$177.

**C. State Reimbursements**

Cities and towns will not receive additional state reimbursement for any increase in the exemption amount granted under this provision.

**II. ADJUSTED ASSET LIMIT FOR CLAUSE 17s**

Communities have the option of automatically increasing each year the amount of assets (whole estate) certain senior citizens and surviving spouses and minors may have and qualify for an exemption under G.L. c. 59, § 5, Clause 17, 17C, 17C½ or 17D by the COLA determined by the Commissioner of Revenue. G.L. c. 59, § 5, Clause 17E.

**A. Local Adoption**

The COLA increases the asset limit only in those communities that have accepted G.L. c. 59, § 5, Clause 17E. Acceptance is by vote of the community's legislative body, subject to charter. G.L. c. 4, § 4. The attached or similar language may be used for the vote.

**B. Annual Asset Limit**

The asset limit increases resulting from adoption of this provision operate cumulatively. Each year's new limit, as increased by the COLA, becomes the base to which the next year's COLA is applied.

**Example**

A community votes to accept the Clause 17E local option and that it will take effect in FY22. In FY22, the base asset limit of \$40,000 was increased by 1.4% and taxpayers qualified for the exemption with assets up to \$40,560 (\$40,000 x 1.014). The FY23 asset limit is calculated by applying the FY23 COLA to \$40,560. That results in a FY23 asset limit of \$43,399 (\$40,560 x 1.07).

**C. State Reimbursements**

Subject to appropriation, cities and towns operating under Clause 17 will be reimbursed at the rate of \$175 for each exemption granted. Reimbursements for cities and towns operating under Clauses 17C, 17C½ and 17D, however, are fixed at the dollar amount received in the last year Clause 17 was used and no adjustment will be made if additional exemptions are granted as a result of accepting this provision. (Click [here](#) to view a DLS report on the capped amounts.)

### III. ADJUSTED INCOME AND ASSET LIMITS FOR CLAUSE 41s

Communities have the option of automatically increasing each year the amount of the income (gross receipts) and assets (whole estate) certain senior citizens may have to qualify for an exemption under G.L. c. 59, § 5, Clause 41, 41B and 41C by the COLA determined by the Commissioner of Revenue. G.L. c. 59, § 5, Clause 41D.

This option does not adjust the income (gross receipts) seniors may have to qualify for an exemption under G.L. c. 59, § 5, Clause 41C½. That income limit is tied to the income limits under the state "circuit breaker" income tax credit, which are automatically adjusted each year under another law. See IGR 17-12, Clause 41C½ Property Tax Exemptions for Seniors.

#### A. Local Adoption

The COLA increases the income and asset limits only in those communities that have accepted G.L. c. 59, § 5, Clause 41D. Acceptance is by vote of the community's legislative body, subject to charter. G.L. c. 4, § 4. The attached or similar language may be used for the vote.

#### B. Annual Income and Asset Limits

The income and asset limit increases resulting from adoption of this provision operate cumulatively. Each year's new limit, as increased by the COLA, becomes the base to which the next year's COLA is applied.

#### Example

A community that has adopted the Clause 41C exemption votes to accept the Clause 41D local option and that it will take effect in FY22. In FY22, the base gross receipts or income limits of \$13,000 for single taxpayers and \$15,000 for married taxpayers were increased by 1.4% and taxpayers qualified for the exemption with income of up to \$13,182 ( $\$13,000 \times 1.014$ ) if single and \$15,210 ( $\$15,000 \times 1.014$ ) if married. The FY23 income limits are calculated by applying the FY23 COLA to \$13,182 and \$15,210. That results in FY23 income limits of \$14,104 ( $\$13,182 \times 1.07$ ) and \$16,274 ( $\$15,210 \times 1.07$ ).

In FY22, the local option whole estate or asset limits of \$28,000 for single taxpayers and \$30,000 for married taxpayers were increased by 1.4% and taxpayers qualified for the exemption with assets of up to \$28,392 ( $\$28,000 \times 1.014$ ) if single and \$30,420 ( $\$30,000 \times 1.014$ ) if married. The FY23 asset limits are calculated by applying the FY23 COLA to \$28,392 and \$30,420. That results in FY23 asset limits of \$30,379 ( $\$28,392 \times 1.07$ ) and \$32,549 ( $\$30,420 \times 1.07$ ).

If a community that has adopted the Clause 41C exemption votes to increase its income or asset limits under that clause, the local option COLA will apply to the new higher limits. See IGR No. 02-209, Clause 41C Exemption Options.

C. **State Reimbursements**

Subject to appropriation, cities and towns operating under Clause 41 will be reimbursed at the rate of \$500 for each exemption granted. Reimbursements for cities and towns operating under Clauses 41B and 41C, however, are capped at the number of exemptions granted the last year Clause 41 was used. (Click [here](#) to view a DLS report on the capped amounts.)

**Example**

For FY19, a community operates under Clause 41 and grants 100 exemptions. It is reimbursed for 100 exemptions.

For FY20, the community adopts Clause 41C and grants 75 exemptions. It is reimbursed for 75 exemptions.

For FY21, the community adjusts its income and asset limits to the maximums permitted by Clause 41C and grants 125 exemptions. It is reimbursed for 100 exemptions, the number granted in the last year it operated under Clause 41.

IV. **NOTIFICATION OF ACCEPTANCE**

The city or town clerk must notify the Municipal Databank if any of these local options is accepted or revoked. (See “[Notification of Acceptance or Revocation/Exemption Amount](#)” for Clause 17F, “[Notification of Acceptance or Revocation](#)” for Clause 17E and “[Notification of Acceptance or Revocation](#)” for Clause 41D.) The notification should be made **as soon as possible** after the vote.

**SAMPLE ACCEPTANCE VOTES**  
(Consult with municipal counsel)

**ADJUSTED EXEMPTION AMOUNT FOR CLAUSE 17s**

VOTED: That the city/town accept General Laws Chapter 59, Section 5, Clause 17F, which authorizes an annual increase in the amount of the exemption granted to senior citizens, surviving spouses and surviving minors under General Laws Chapter 59, Section 5, Clause [insert clause used in community, e.g., Clause 17D], by up to 100% of the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, and to fix that annual increase at [insert method of fixing increase e.g., 100% of CPI; 2.5% or 100% of the CPI, whichever is less] to be effective for exemptions granted for any fiscal year beginning on or after July 1, \_\_\_\_\_.

**ADJUSTED ASSET LIMIT FOR CLAUSE 17s**

VOTED: That the city/town accept General Laws Chapter 59, Section 5, Clause 17E, which authorizes an annual increase in the asset (whole estate) limit for exemptions granted to senior citizens, surviving spouses and surviving minors under General Laws Chapter 59, Section 5, Clause [insert clause used in community, e.g., Clause 17D], by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, \_\_\_\_\_.

**ADJUSTED INCOME AND ASSET LIMITS FOR CLAUSE 41s**

VOTED: That the city/town accept General Laws Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens under General Laws Chapter 59, Section 5, Clause [insert clause used in community, e.g., Clause 41C], by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, \_\_\_\_\_.

**WARRANT ARTICLE 31**  
**ELDERLY AND DISABLED TAXATION**  
**FUND**

## **Burlington Elderly and Disabled Tax Fund Committee**

### **PROCESSING APPLICATIONS FOR ELDERLY AND DISABLED TAX RELIEF FUND**

**(G.L. Ch. 60 section 3D)**

#### **SUMMARY:**

Chapter 60, Section 3D, of the Massachusetts General Laws sanction the creation of an Elderly and Disabled Tax Relief Fund for the purpose of “defraying the real estate taxes of elderly and disabled persons of low income, who in the judgement of the fund administrators, are unable to contribute fully toward their public charges.” This informational guideline sets out the policies and procedures regarding local administration of this fund by the Elder and Disabled Tax Relief Fund Committee.

#### **GUIDELINES:**

- You may be eligible to receive assistance in paying a portion of the taxes assessed on your domicile if you do not have the financial resources to pay them, you are elderly and or suffer some physical or mental illness, disability or impairment.
- You may file an application if you have owned and occupied the property for at least one year and meet all qualifications set forth by the committee.
- An applicant must be an individual and have an ownership interest in the subject property. If the property is held under a trust, a separation of title results whereby the legal title is vested in the trustee and the equitable title, or beneficial ownership interest, is vested in the beneficiary. A taxpayer must have ownership of a sufficient beneficial property interest, an ownership of a recorded legal interest or life estate, in order to obtain tax fund assistance, in the same manner as qualifying for a real estate exemption. An applicant who holds no more than a beneficial interest lacks the requisite ownership interest needed to qualify for relief.
- In all cases, an applicant must demonstrate financial hardship to be eligible for this fund. The committee therefore, requires each applicant to provide all relevant financial information.

**PROCEDURE FOR REVIEW:**

Once the application deadline has passed the Burlington Council on Aging will initially review the application for completeness and assessment for other programs the applicant may apply for. The Council on Aging will provide a preliminary assessment of financial need for the Committee to review and discuss. In the review of the application items that shall be considered are income, age, disability status and an applicant's eligibility for other tax exemptions.

All information is confidential, with discussions and decisions made during an executive session the Committee's scheduled meeting.

***The Elderly and Disabled Tax Relief account is funded by private donations and the amount disbursed will vary from year to year.***

**WARRANT ARTICLE 32**  
**ADOPTING THE COMMUNITY**  
**PRESERVATION ACT IN BURLINGTON**  
**(INCLUDED UNDER A SEPARATE COVER)**



**WARRANT ARTICLES 33  
ALTERATION OF PUBLIC WAY  
WINTER STREET  
(NO BACKUP)**

**WARRANT ARTICLE 34**

**AMENDMENT TO GENERAL BYLAW  
ARTICLE V, SECTION 1.5.4:2.1:2.3.2:2.6  
AND 2.8.2.5, REGARDING SETTING THE  
COMPENSATION FOR THE SECRETARY  
(NO BACKUP)**

**WARRANT ARTICLE 35-40**  
**(INCLUDED UNDER A SEPARATE COVER)**