DEPT./BOARD:  Ways and Means
DATE:  February 27, 2019
TIME:  7:00 P.M
PLACE: Burlington Town Hall Main Meeting Room, 2nd Floor

AGENDA

Pledge of Allegiance
Public Comments
Accounting - TH1
Board of Selectmen - TH1
Legal - TH1
Human Resources - TH1
Council on Aging - TH2
Town Clerk - TH2
Board of Registrars - TH2
Other Business
Adjourn
Present: Roger Riggs-Chairman, Steve Morin-Vice-Chairman, Doug Davidson, Phil Gallagher, Michael Hardy, Susan Harrigan, John Iler, Frank Monaco, David Tait, Nicholas Priest, Brad Bond, Sonia Rollins, Jayashvee Voruganti, Tom Killilea
Absent: Diane Creedon

A quorum being present, the meeting was called to order at 7:00pm.

Guests:
John Petrin – Town Administrator
Paul Saragino, Jr. – Interim Town Administrator
John Danizio – Town Accountant. Town Assistant Administrator
Whitney Haskell – Budget Analyst
Amy Warfield – Town Clerk
Joanne Faust – Human Resource
Marge McDonald – Council on Aging

Pledge of Allegiance

Citizen Time: Mr. Morin informed the public, the sidewalk committee has a survey out and is looking for citizen input.

Accounting (135) Subcommittee members met to review the budget. There is a 0.34% decrease in the budget. The decrease reflects the new accountant and Assistant Town Account position. Subcommittee voted 2-0 in favor.
Ms. Haskell reviewed the budget books, updated scorecards, replacement tabs and 2 edits to be made on the coversheets for Building and Treasurer.
Discussion included salary, training and conference costs and pending negotiated settlements. Motion made and seconded to support the $367,361 budget. 13-0-0.

Selectman/Town Administrator (122) Subcommittee members met to discuss the budget. There is a 0.59 % decrease. Contributing to the decrease is the change in Town Administrator position, step changes, overtime and stipends. Subcommittee voted 2-0 in favor.
Discussion on special accounts included financing, seminars, collaboration, and costs associated with being a member of ICMA and MMA. Additionally, members discussed the process of hiring the Town Administrator position, salaries and classification. Motion made and seconded to approve the budget of $575,018. 12-0-1.

Legal – (151) Subcommittee members met and discussed the Legal budget. This is a level funded budget. Subcommittee voted 2-0 in support.

Discussion included a request to receive a breakdown explaining which departments use the legal services. Mr. Sagarino stated he will distribute it. There has been a change in the Town’s
Legal Firm due to the departure of the attorney assigned to Burlington; they were no longer able to keep up with the demand. A new legal firm has hired. Concerns were raised regarding if the budget should remain the same, and it was pointed out that if the budget runs out, they can transfer money to cover it. The school side and government side have separate legal budgets. Motion made and seconded to approve the budget of $202,000. 12-1-0 (Tom Killilea)

**Human Resources – (152)** Subcommittee members met with Joanne Faust to review the budget. There is a 0.55% increase. Contributing to the slight increase is the salary step for a position in the department. Human Resources is a supports both school and government for recruitment, compensation, Employee and Labor Relations, training and employee development. Subcommittee voted 2-0 in support. Discussion included how well the position works to support both school and government and was created based on utilization. Motion made and seconded to approve the budget of $148,329. 13-0-0.

**Council on Aging (541)** Subcommittee members met with Marge Mc Donald to review the budget. There is a 9.35% increase. Contributing to the increase are step increases and a request for an additional 12 hours of outreach. The amount of work completed by the outreach workers has increased along with the number of seniors requesting services. Subcommittee voted 3-0 in support. Discussion included the increase in services for the seniors, description of the outreach worker’s duties, the senior population is increasing, the Cummings Foundation Grant and other possible sources of revenue. In addition, the senior population is increasing and it is important to have staffing with continuity and consistency, outreach helps fill the gaps in the systems. It was suggested that some longer term planning would be beneficial. The renovated COA space is working very well. Motion made and seconded to approve the $391,529 budget. 13-0-0.

**Town Clerk (161)** – Subcommittee members met with Amy Warfield (Town Clerk) and reviewed the budget. There is a 6.78% decrease. Contributing to the decrease is one less election this year and a change in staffing. Subcommittee voted 3-0 in support of the budget. Discussion included the departure of a longtime employee, the need to begin archiving and destroying materials that have reached the length of expiration and reviewing the materials of three retiring department heads. Also mentioned is the redesign of the website, which lead into a discussion about who owns GIS mapping. There is also an increase in conferences and fees to support new staff. Motion made and seconded to approve the $378,790 budget. 13-0-0.

**Board of Registrars (162)** - Subcommittee members met with Amy Warfield (Town Clerk) to discuss the Registrar's budget. There is a 46.32% increase. Contributing to the increase is the school department’s discontinuation of contributing to the budget to offset costs of the annual census. Other factors are the increase in postage and handling of the Census forms. Subcommittee voted 3-0 in support of the $12,000. Discussion included questions about why the school department discontinued the contributions and whether other departments benefit from the census. Motion made and seconded to approve the $12,000 budget for the Board of Registrars. 13-0-0.

**Minutes** – motion made and seconded to approve the minutes from February 6th.

**Adjourn** — Motion made and seconded to adjourn. All members voted to adjourn.