TOWN OF BURLINGTON
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Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

DEPT./BOARD: Ways and Means
DATE: March 11, 2020
TIME: 7:00 PM
PLACE: Town Hall Main Meeting Room

AGENDA:

● Pledge of Allegiance

● Public Comments

● FY 2021 Town Budgets
  • 155 MIS
  • 903 Capital Improvements
  • 241 Building Inspector
  • 244 Sealer of Weights & Measures
  • 543 Veterans
  • 590 Disability Access
  • 141 Assessors
  • 149 Central Administration Budget
  • 900 Negotiated Settlements
  • Other Operating Budgets

● Adjourn
DEPT./BOARD: Ways and Means
DATE: March 11, 2020
TIME: 7pm
PLACE: Burlington Town Hall, Main Hearing Room

MEMBERS IN ATTENDANCE:

**Present:** Roger Riggs – Chair, Steve Morin – Vice-Chair, Doug Davidson, Phil Gallagher, Susan Harrigan, Brad Bond, Jayashree Voruganti, Tom Killilea, Rob Neufeld, Michael Hardy, John Iler, David Tait, Sonia Rollins

**Absent:** Diane Creedon, Frank Monaco

**Guests:**
- José DeSousa, MIS
- Joseph Bongiorno, MIS
- Andrew Ungerson, Town Inspector of Buildings
- Whitney Haskell, Town Budget Analyst
- Christopher Hanafin, Director of Veterans Services
- James Doherty, Town Appraiser/Assistant Assessor
- Paul Sagarino, Town Administrator
- John Danizio, Town Accountant

**Public Comments**
N/A

**MIS Budget Overview**

Salaries are at standard increase, but the standard increasing drivers are network upgrades including Viewpoint, the town’s permitting software which is going from three licenses to unlimited usage and introducing Google Vault, a cloud storage platform, and a continual 4-year replacement cycle of all hardware. Seeing these all as needed expenses, the sub-committee, Town Hall II, voted 2-0-0 to support the budget.

The motion to approve was made and vote passed 13-0-0.
Capital Improvement Operating Budget Line Item

The town has a five-year lease with Cisco for a network infrastructure plan (phones, routers, etc.). This is to replace hardware in the town and school that has reached end of life. This also includes licensing and support. There is also a proposal to requisition $100,000 per year for a suite of cybersecurity products called the “Enterprise Security Solution Multi-Layering Integrated Network Intelligence Strategy for Cybersecurity Protection Town wide.” The sub-committee, Town Hall II, voted 2-0-0 to support. There are five products: DNS protection, device protection, endpoint protection, email security, and cloud protection. It also includes firewall protection. Due to security concerns, the MIS department did not wish to name the specific products being proposed. With the lack of enumeration, John Iler of the committee proposed to defer this vote for approval in order for the committee to more thoroughly review the proposal.

The motion to table was made and passed, 9-1-1 (Steven Morin abstained)

Building Inspector Budget Overview

This budget is over guideline at 7.72%. Salaries are up due to standard step increases for employees. Also bringing the budget over are new code books and the costs for paper, toner, and maintenance for their oversized printer, copier, scanner. The sub-committee, Town Hall II, voted 2-0-0 to support. One concern raised was a listed 1.89 million decline in revenue from building permits. Mr. Ungerson suggested that the data did in fact show this, but that it may be due to switch in permit tracking software which has resulted in some issues. Some of the information may have been lost in the merging process.

The motion to approve was made and vote passed, 13-0-0.

Sealer of Weights and Measure Budget Overview

This is contracted out at $15,000 per year. The income brought in from this fluctuates and often does not meet that $15,000 mark. Whatever comes in from the operation that is not needed to pay for the operation goes into free cash.

The motion to approve was made and passed, 13-0-0.
Veterans Services Budget Overview

This budget is level funded, coming in at 2.5%. The sub-committee, Town Hall II, voted to support, 2-0-0. Chris also took this moment to propose future considerations

The motion to approve was made and passed, 13-0-0.

Disability Access Budget Overview

This budget is level funded. The sub-committee, Town Hall II, voted 2-0-0 to support.

The motion to approve was made and passed, 13-0-0.

Assessors Budget Overview

The budget is increasing by 2.02% due to increased licensing fees and increased mapping services. The sub-committee, Town Hall I, voted to support, 2-0-0.

The motion to approve was made and passed, 13-0-0.

Central Administration Budget Overviews

Unemployment Compensation

This covers both the school and the town’s unemployment claims. The town is self-insured. Unemployment is an unpredictable line item so whatever is not used is returned to free cash at the end of the year. Claims have averaged $71,000 over the last five years. The budget request is at $100,000, level-funded. The sub-committee, Town Hall I, voted 2-0-0, to support.

The motion to approve was made and vote passed, 12-1-0 (Tom).

Medicare
Any employees hired before 1986 have not been paying into Medicare, while any hired after 1986 are paying into the system. Increasingly those paying into the system are replacing those who are not. This budget is going up 5%, largely due to salary increases. The sub-committee, Town Hall I, voted 2-0-0 to support.

The motion to approve was made and passed, 13-0-0.

Town Insurance

This line item funds all of the town and school’s insurance – building, auto, casualty, professional liability, etc. It includes premiums, benefits, and a town consultant. Our ratings have been affected by some casualties and the town is seeing an increase of 9.4% this year. The sub-committee, Town Hall I, voted 2-0-0 to support.

The motion to approve was made and passed, 13-0-0.

Financial Audit

This line item is level funded at $80,000 for the town’s annual audit with Powers and Sullivan. It includes our annual audit and targeted audits. The sub-committee, Town Hall I, voted 2-0-0 to support.

The motion to approve was made and passed, 13-0-0.

Central Supplies

This line item is level funded at $110,000 covering the town’s postage and mailing, and consumable supplies. This amount is typically fully spent by the end of the year. The sub-committee, Town Hall I, voted 2-0-0 to support.

The motion to approve was made and passed, 13-0-0.

Central Machines

This line item consolidates the general machines (such as printers, copiers) used throughout the town into a single budget item. Some machines are owned, some are leased, and it also includes the umbrella policies over them. This line item went up 0.38%. The sub-committee voted 2-0-0 to support.

The motion to approve was made and passed, 13-0-0.
Approval of Minutes, February 26, 2020

The motion was made and passed, 12-0-1 (Sonia Rollins).

Before the approval of minutes and adjourning, Paul Sagarino was asked to briefly comment on the town’s response to the growing Coronavirus pandemic. The situation is changing day by day, minute by minute. As of this time, Governor Baker suggested that governmental boards continue on; however, everything is subject to change moving forward. In an emergency situation where town meeting has been postponed, past protocol has been to allow for one twelfth of the current year’s passed budget for each month until the next budget has been passed.

Adjourned.

Documents Reviewed:

- FY 2021 Budget