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

DEPT./BOARD: Ways and Means
DATE: March 6, 2019
Time  7:00 PM
PLACE: Town Hall Main Meeting Room

AGENDA

Pledge of Allegiance

Public Comments

Updates to budget documents - if any

610 Library/Facilities – TH2

510 Board of Health – TH2

630/631 Recreation – DPW/REC

119 Legislative Committees (Moderator, Town Meeting, Capital Budget) – TH1

143 Treasurer/Collector – TH1

149 Central Administration – TH1

Small Cell RFT

Review of minutes

Other Business
Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerks Office. Thank you

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Adjourn
Approved
To Town Clerk

MINUTES OF THE MEETING OF THE Ways and Means
BURLINGTON, MA
March 6, 2019

Present: 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, and Diane Creedon
Absent: Roger Riggs

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

Guests:
Paul Sagarino Jr. –Town Administrator
John Danizio – Town Accountant and Assistant Town Administrator
Whitney Haskell – Budget Analyst
Brian Curtin –Town Treasurer
Susan Lumenello – Board of Health Director
Dr. Ed Weiner – Vice Chairman of Board of Health
Jim Tigges – Selectman
Kristen Kassner – Planning Department Director
Michael Wick– Library

Pledge of Allegiance

Citizen Time: No one present to speak.

610 Library/Facilities: Subcommittee members met with Michael Wick regarding the 2020 budget and there is an increase of 4.02%. Contributing to the increase is the following: overtime due to opening on Sundays, replacement of some furniture and contracted services such as moving of exhibits and software. Subcommittee voted 2-0 in favor.
Discussion included personnel discrepancies, state recertification, town trying to match minimum wage, book sales has decreased, and adult and child programs. Motion made and seconded to support the budget of $1,584,630. 12-0-1.

510 Board of Health: Subcommittee members met with Susan Lumenello to discuss the budget. There is a slight increase of 0.46% contributing to the increase is the increase in the number of inspections required including commercial swimming pools, food services, food truck and recreational camps to name a few. Also adding to the increase is overtime is paid to employees for the BOH meetings. Subcommittee vote 2-0 in support.
Discussion included number of volunteers, annual food checks, Digital Health Department software, emergency planning is difficult due to population difference between daytime and nighttime, and currently working on a shelter plan. Also mentioned is there will be a warrant article requesting a vehicle.
Motion made and seconded to support the budget of $550,089.  12-0-0

**Mosquito Control and Hazardous Waste Collection**: Subcommittee voted 2-0 in favor of each budgets. Motion made and seconded to approve a total of $75,953. $43,953 for Mosquito Control and $32,000 for the Hazardous Waste Collection.

630/631 Recreation: Subcommittee met with Brandon Eagan to discuss the budget. (6.28% recreation and 0.55% for Maintenance) Subcommittee voted 2-0 in support. Contributing to the increase is an increase in wages for seasonal workers, an additional Therapeutic Recreation Staff, an increase in MELT, increase for seminars, conferences. There will be warrant articles for new lighting at Simonds Park, tennis court resurfacing and a shade structure at Wildwood.

Discussion includes Simonds Park Trust Fund, the walls are complete, parking concerns, Lahey Health and National Fitness Campaign and the importance and remarkable work of the Therapeutic program.

Motion made and seconded to support the $1,814,028. 13-0-0

119 Legislative Committees: Subcommittee members met to discuss the Combined Committees budget. The new Department is a combination of Town Moderator, Ways and Means, Capital Budget and Zoning By-Law. It is a level funded budget. Motion made and seconded to support the $7,017 budget. 13-0-0

145 Treasurer/Collector: Subcommittee met with Brian Curtin to discuss the budget. Mr. Curtin had previously stated he was retiring, but has decided to stay with the Town due to anticipated 2021 changes. The budget has a 2.68% decrease. Contributing to the decrease is changes in staff positions and hours. There is an increase in contracted services due to a request for a consultant to assist in implementing new bookkeeping software. Subcommittee vote 2-0 to support. Discussion included many changes to the department, salary adjustments, and the possibility of change in position (elected verses appointed).

Motion made and seconded to support the $701,816 budget. 13-0-0

149 Central Administration: Subcommittee met to discuss the Central Administration budget. There is an overall 3.40% increase. Major drivers to the budget is the 32B Health Insurance, Transfer to OPEB, Town Insurance and Medicare. Central Supplies is level funded. Subcommittee voted to support 2-0. Motion made and seconded to support the Central Supplies budget. 12-0-0.

The Central Machines increase is 3.09%. Subcommittee voted to support in 2-0. Motion made and seconded to support the Central Machine budget. 12-0-0

**ACCOMMODATED ACCOUNTS**

Chapter 32B Employment Benefit: Subcommittee voted 2-0 in support of the 3% increase, Motion made and seconded to support the $13,739,380. 13-0-0

Transfer to OPEB: Subcommittee voted 2-0 to support the 9.30% increase. Discussion included this is the fourth year that it has been included in the operating budget. The OPEB
valuation and funding schedule is anticipated to fluctuate. Motion made and seconded to support the $713,593. 13-0-0

**Unemployment Compensation:** Subcommittee votes 2-0 to support the $100,000 budget. The budget funds both Town and School unemployment claims. Motion made and seconded to support the budget. 13-0-0

**Pension Reimbursement:** Subcommittee voted 2-0 to support the $1,256 budget. This is the prorated payment for one former employee. Motion made and seconded the budget. 13-0-0.

**Town Insurance/ Workers Comp.:** Subcommittee voted 2-0 to support the 5.26% increase due to higher deductibles. The insurance covers property, casualty, auto and profession liability along with the Town’s self-insured Workers’ Compensation program for town and school. Public Safety has their own program. Motion made and seconded to support the $1,006,273 budget. 13-0-0

**Financial Audit:** Subcommittee voted 2-0 to support the level funded budget. The amount increase is due to the request for additional targeted audits on a regular basis. Motion made and seconded to support the $80,000 budget. 13-0-0

**Medicare:** Subcommittee voted 2-0 to support the 4.04% budget. The budget is the Town’s share of Medicare tax for all Town and School employees hired prior to 1986. The increase reflects the overall wage increases as well as replacing employees who are subject to the payroll tax. Motion made and seconded to support the $1,142,979. 13-0-0

**Small Cell RFT:** Selectman Tigges and Ms. Kassner presented some background information regarding the small cells to be placed on the telephone poles and streetlights. The process for applying for the towers was explained and the committee is looking to develop policies for the towers, unfortunately, there is little the Town can do regarding the FCC Standards. They explained they felt there was a need to hire someone knowledgeable to work thru the process and are currently requesting $20,000 to get started. Discussion included town’s policy including no equipment on double poles, annual recertification and poles must comply to ADA guidelines. Also discussed was the possibility of receiving rent from town poles, the need for additional cables, flat fees, and other towns are appealing the concept.

Motion made and seconded to transfer $20,000 from the reserve fund. 12-0-1.

Other Business

Motion made and second to adjourn 13-0-0.