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By Town Clerk's Office at 2:18 pm, Jan 08, 2020

# TOWN OF BURLINGTON

## Meeting Posting

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

DEPT./BOARD: Ways & Means Subcommittee Meeting TH1

DATE: Tuesday, January 14, 2020

TIME: 8:00AM

PLACE: 2<sup>nd</sup> Floor Conference Room

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### Agenda

Items for Discussion for January Town Meeting Warrant Articles.

- Amend Administrative and Professional Classification Plan
- Replenish Reserve Fund
- OPEB



**RECEIVED**

By Town Clerk's Office at 4:07 pm, Jan 15, 2020

MEETING MINUTES  
Of  
TOWN HALL I Subcommittee  
Burlington Ways and Means Committee  
January 14, 2020

Meeting opened at 8:00 AM in the Town Hall 2<sup>nd</sup> floor Executive Conference Room  
Town Hall I Subcommittee members present: Frank Monaco, THI Chairman David Tait  
Town Officials present: John Danizio Accountant, Paul Sagarino Town Administrator

**OPEB Discussion**

We confirmed that we will have Brian Curtin and Segal Consulting present to W&M at our Jan 14 meeting the report of our OPEB program as of Dec 2018 which is the latest bi-annual report. There is no action for town meeting or W&M in this regard but this update will give us the proper background to discuss OPEB as part of the 2021 budget process. At that time we will discuss OPEB as part of the operating budget and we may propose another one time free cash contribution to the trust fund. It was confirmed that at this time we have about \$9.8 million in stabilization and \$13 million in certified free cash.

**Article #11 Replenish Reserve Fund- \$100,000 from free cash**

W&M was authorized \$200,000 effective July 1, 2019. That is the current balance however there is a standing tradition to consider augmenting this in January from free cash. After brief discussion we agreed it is prudent to add \$100,000 given recent history of needing to use the Reserve Fund and recognition of the fact that all Reserve Fund money is returned to free cash at the end of every fiscal year.

Vote: 2-0-0

**Article #8 Amend Administrative and Professional Classification Plan**

The administration has experienced a number of related and cascading organizational changes which present an opportunity to restructure positions related to budget and purchasing. John Danizio has provided a detailed explanation which is in the warrant backup and has been provided to W&M. We discussed and agreed with the changes which were also recommended by the state Department of Local Services. We currently have Group 12 positions for a Purchasing Analyst and a Budget Analyst. This proposal will eliminate both of these positions and create a Group 14 Budget Director and a Group 10 Financial/Purchasing Analyst. The effect is at least initially cost neutral and it provides a more appropriate reporting and functional structure.

Vote: 2-0-0

Meeting adjourned at 9:00AM

Frank Monaco

