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 Town Hall 1 Subcommittee
DATE:  February 26, 2019
Time:  8:00AM-9:30
PLACE:  Town Hall Executive Meeting Room

AGENDA

FY 20 Budget
Assessors
Treasure/Collector
Board of Selectman
Legal
Legislative Committee
Town Meeting and Reports
Central Administration
MEETING MINUTES
Of
TOWN HALL I Subcommittee
Burlington Ways and Means Committee

February 26, 2019
Meeting opened at 8:10 AM in the Town Hall 2nd floor Executive Conference Room
Town Hall I Subcommittee members present: Frank Monaco, THI Chairman
David Tait
Town Officials present: John Danizio Town Accountant, Whitney Haskell Budget Analyst, Paul Sagario Town Administrator, Brian Curtin Treasurer, Jim Doherty Assessor

The meeting was devoted to proposed FY2020 Operating Budgets

**Board of Selectmen Budget #122, $575,018 a .59% decrease**
The assistant town manager stipend is level funded plus COLA. The 3 year stipend planned increases have expired. Paul Sagario has been promoted to town manager but at a lower step than John Petrin who is retiring. Vote 2-0-0

**Legal Budget #151, $202,000 level funded**
A new legal firm Mead, Talliman, and Costa has been retained. We do not have experience with them but are expecting similar expenses to last fiscal year. Vote 2-0-0

**Combined Legislative Committees Budget #119, $7,017 level funded**
The four town meeting budgets for moderator stipend and recording secretary for W&M, Capital Budget, and Zoning Bylaw Review have been combined into a single budget department simply to make the handling of these small budgets more efficient. The W&M materials item is rarely used but is small and is kept for the rare instance of a printing or mailing. Vote 2-0-0

**Town Meeting and Reports Budget #113, $15,908 level funded**
This budget supports preparation and printing of the Annual Report. Reductions in printing and use of electronic format has been in place. No further reductions are expected and expenses are tracking with no increases. Vote 2-0-0

**Treasurer/Collector Budget #145, $701,816 a 2.68% decrease**
Several positions have been changed to improve staffing efficiency and levels of coverage. The result is elimination of two parttime positions and creation of one more fulltime position. The overall budget and salary are significantly lower because the one time department transition stipend is removed. There are small adjustments throughout other accounts for anticipated increases in fees, vacation coverage, and materials. There is also addition for a small amount of consulting services to assist implementation of new software tools. Vote 2-0-0

**Assessing Department Budget #141, $410,504 a 1.10% increase**
The salary line includes a 10% transition stipend because the assessor has given warning of leaving within 3 years and we will provide overlap and for training the successor. This is a very critical position. We are negotiating a new 9 year contract for outside services and anticipate further reductions in contracted services as we continue to bring more work in-house with the existing staff. Also the Department of Revenue (DOR) has relaxed the evaluation cycle from every 3 years to every 5 years. Vote 2-0-0

Meeting adjourned at 10:22AM

Frank Monaco