DEPT./BOARD:  Ways & Means Subcommittee Meeting TH1

DATE:      Wednesday, February 26, 2020

TIME:      8:00 AM

PLACE:  2nd Floor Conference Room

Budget Reviews: (AMENDED)

- Board of Selectmen
- Town Accountant
- Legal
- Legislative Committees
- Central Administration
- Negotiated Settlements
DEPT./BOARD: Town Hall 1 Subcommittee

DATE: February 26, 2020

TIME: 8:00AM

PLACE: Town Hall 2nd Floor Executive Conference Room

MEMBERS IN ATTENDANCE:
John Danizio – Assistant Town Administrator / Town Accountant
Whitney Haskell – Town Budget Analyst
Paul Sagarino – Town Administrator
Brad Bond- Ways and Means Member
David Tait – Chair Town Hall 1

Absent: Frank Monaco Town Hall 1

Meeting Purpose:
Discuss 2021 Operating Budgets

Selectmen- 122
The personnel portion of the Selectmen’s budget looks a little different this year. The Town hired the new Economic Development Director during this fiscal year which was done via a warrant article, so FY21 will be the first year that position appears in the Selectmen budget. The amount of the warrant article is included in the FY20 base. Additionally, the Purchasing/Financial Analyst position that was reclassified at January Town Meeting, has been moved to the Accounting Department.
Each expense account has increased slightly due to various department initiatives and the addition of the economic development function to the office.
Subcommittee voted 2-0 as printed in budget book
Meeting Minutes

Email minutes to meetings@burlington.org or Bring to the Clerk’s Office. Thank you
Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

Accounting- 135
The major driver to this budget was the addition of the Purchasing/Financial Analyst position which was moved from the Selectmen’s office to the Accounting Department. Most of the Accounting Department’s budget is made up of salaries, so that addition resulted in a pretty large overall increase in terms of percentage.
Expenses are level funded for FY21.
Subcommittee voted 2-0 as printed in budget book

Other Legislative Committees- 119
This budget line was new for FY20. The budget consolidates the budgets of Ways and Means, Capital Budget, Town Moderator and Zoning Bylaw Review Committee. It includes salaries for recording secretaries and the Moderator, as well as Ways and Means Expenses. A new line item has also been added at the request of the Bylaw Review Committee. This illustrates on of the value of the consolidation as committees like Bylaw Review can be added without the need to create an entirely new department.
Subcommittee voted 2-0 as printed in budget book

Central Administration- 149
Central Supply- which covers purchasing for town-wide office supplies, mailings and postage. Level funded for FY21.
Central Machine- which covers multifunction copiers, usage and service agreements. 0.38% increase
Unemployment Compensation- Level funded for FY21. 5-year average around 70K, 10-year average around 80K. This account is unpredictable but based on prior year averages we believe it should be sufficient.
Medicare- Funds the Town’s share of Medicare costs for Town and School employees hired after March 31, 1986. The increase is this budget is due to overall wage increases as well as the replacement of employees hired before March 31, 1986 with those hired after that date. 5% increase.
Town Insurance- Covers insurance premiums, excess liability, administration costs, benefits and medical claim payments. We renewed our coverage in October of 2019. There was a slight increase in each of the components. This is due to the nature of the insurance market at this time as well as our claim history. The administration is working on some initiatives during this fiscal year that they hope will help reduce some of those costs in the future.
Financial Audit- This funds the cost of the annual audit as well as any additional targeted audits or other financial reviews or services as needed. Level Funded.

The other Central Administration line items were tabled for another meeting.

Subcommittee voted 2-0 as printed in budget book
Legal- 151
This budget is level funded for FY21. This budget covers the cost of our Town Counsel as well as any legal assistance for collective bargaining, cable TV negotiations, and tax title.
Town Counsel-Lisa Mead of Mead Talerman and Costa has been onboard for about a year now.
Collective Bargaining-BMEA, DPW, Police Command are settled for FY21; Police Patrol and Fire are not settled for FY21. A&P and the part time plan are updated annually.
Cable TV-One of three provider contracts is being negotiated at this time.

Subcommittee voted 2-0 as printed in budget book

Adjourned 9:12 AM

Respectively Submitted;

David Tait, TH1 Subcommittee Chairman

Documents Reviewed:

- FY 2021 Budget Book