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TOWN OF BURLINGTON

Meeting Minutes

DEPT./BOARD: Ways and Means Town Hall 1 Subcommittee
DATE: January 11, 2023
TIME: 8:00 AM
PLACE: Town Hall Conference Room

MEMBERS and INVITED OFFICIALS:

Present:

John Danizio – Assistant Town Administrator / Town Accountant
Whitney Haskell – Budget Director/Chief Procurement Officer
Frank Monaco – Town Hall 1
Paul Sagarino – Town Administrator
David Tait – Chairman Town Hall 1

Absent: None

Meeting Purpose:

Discuss Proposed Jan 23 Warrant Articles

As background the administration presented the status of free cash and stabilization funds. Free cash is certified at \$24,975,130 and stabilization fund is at about \$10 million. We are proposing to use \$1,335,678 of free cash in this warrant. The free cash for FY22 benefited from higher than expected building permit activity in addition to an increase in the permit fees.

A note was also made regarding hotel and meals tax revenues. Hotel bookings are still well below pre-pandemic levels but there is some positive growth. The restaurant participation is very strong.

A further note is that employee contract funds are coming from the FY23 negotiated settlements line item and if we approve all the contracts in this warrant that account will be fully encumbered.

Articles 3 Replenish Reserve Fund- \$100,000.

The normal process is to fund \$200,000 in May which was done and once free cash is certified to fund an additional \$100,000 with the Jan warrant if there is sufficient free cash. The administration anticipates requesting several reserve fund transfers in the second half of this fiscal year. Note at the close of every fiscal year the balance of the reserve fund is closed out to free cash.

Vote: 2-0-0





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Article 4 Transfer Free Cash to Stabilization- \$230,000

In May we used stabilization to fund the Police Department feasibility study \$130,000 and the form based zoning review \$80,000. This transfer replenishes stabilization. It is generally preferred to use free cash rather than stabilization in order to keep the stabilization in tact as a stable rainy day fund.

Vote: 2-0-0

Article 5 Transfer Free Cash to Water Stabilization Fund- \$980,678

There is a standing procedure to collect temporary incremental water usage fees as a way to finance the bond for the MWRA connection project. These fees are accumulated annually in free cash and transferred to the dedicated fund in January.

Vote: 2-0-0

Article 6 Fund the Burlington Municipal Employees' Association (BMEA) Contract- \$204,568

The contract for FY23, 24, 25 was settled at 2.5%, 2.5%, 2.5% with some adjustments to step increases in the upper steps. There is also a pool of money for education which was increased from \$5,000. to \$7,500. The funding source is the FY23 negotiated settlements account.

Vote: 2-0-0

Article 8 Fund the Administrative and Professional Group- \$134,934

The A&P group is a non-union group of 42 professionals and staff that collectively bargain each year. It is settled at 2.5% with some step adjustments inline with other contracts. The funding source is the FY23 negotiated settlements account.

Vote: 2-0-0

Article 11 Transportation Infrastructure Fund- \$14,830.40

The state tithes local transportation supplied by commercial ride shares at the rate \$.20 per ride. In order to support local community programs half of the annual ride share fees are allocated back to community according to how many rides originated/ended in that community. Our annual state distribution is then moved to our Ride Share Revolving Account with Town Meeting approval that can be used for specific projects related to local transportation.

Vote: 2-0-0

Adjourned 9:10 AM

