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TOWN OF BURLINGTON

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

DEPT./BOARD: Ways & Means
DATE: March 22, 2023
TIME: 7:00pm
PLACE: Town Hall, Main Hearing Room

Present: John Iler, Chair
Doug Davison, Vice Chair

Brad Bond
Shayan Bhattacherya
Christopher Campbell
Christian Delaney

Frank Monaco
Steve Morin
Meghan Nawoichik
Roger Riggs

Remote: Ed Parsons

Absent: Michael Hardy
Rob Neufeld
Sonia Rollins
David Tait

Guests: Paul Tierney, Town Assessor
Mark Dupell, Inspector of Buildings
Paul Sagarino, Town Administrator
Jose Desousa, MIS Director
Joe Bongiorno, MIS
Christopher Hanafin, Veteran Service Officer and Director
Whitney Haskell, Budget Director
Gary Gianino, Tax Collector/Treasurer

Pledge of Allegiance

Public Participations N/A

Additional Comments N/A

Discussion and votes on the following FY24 budget items:





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Assessors [141](TH1)

The Assessors budget is \$480,877, a 1.6% increase. Expenses have essentially stayed the same and increases are due to contractual obligations. The subcommittee voted 2-0 in support. A motion to approve was made and seconded.

Vote: 10-0-0

Note: Christopher Campbell arrived late and was not present for the earlier votes.

Building Inspector [241](TH2)

The Building Inspector is requesting a budget of \$724,620, a 3.59% increase. There is a contractual increase in salaries and an increase in the cost of printing supplies and services. The budget is otherwise level-funded. The subcommittee voted 2-0 in support. A motion to approve was made and seconded.

Vote: 10-0-0

MIS [155](TH2)

MIS is requesting a budget of \$771,213, an increase of 2.24%. There is a small increase in salaries due to step increases. There are also increases in network and web service subscriptions. Although the budget changed slightly over the course of discussions, the subcommittee voted 2-0 in support. A motion to approve was made and seconded.

Vote: 10-0-0

- Capital Improvements [AA Other Accounts]

This is the fourth year of a five-year plan consisting of improvements for network hardware access and network security. The town is being billed \$400,000 per year as part of a five-year, 0% interest loan from the provider. The subcommittee voted 2-0 in support. A motion to approve was made and seconded.

Vote: 10-0-0

Sealer of Weights & Measures [243](TH2)

The Sealer of Weights & Measures is requesting a budget of \$16,848. The position has traditionally been an employee of the state, but the state has recently pulled the service so the town has joined with Lexington to share the cost of the position. There is a one-time expense for equipment as well as some additional costs due to the change. The subcommittee voted 2-0 in support. A motion to approve was made and seconded.

Vote: 10-0-0

Veterans [543](TH2)

Veteran Services are requesting a budget of \$283,962, a 5.12% increase. Increases are due to contractual salary increases, supplies for flags, and veterans' aid. A motion to approve was made and seconded.

Vote: 10-0-0





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Disability Access [590](TH2)

Disability Access is requesting a budget of \$1,008, an increase of 4.46%. There was an increase the salary line item by contract. The subcommittee voted 2-0 in support. A motion to approve was made and seconded.

Vote: 10-0-0

Central Administration [149](TH1)

Central Administration is requesting an operating budget of \$138,000, a .06% increase. The operating budget encompasses supplies and central machines. Supplies were level-funded. Central machines had only a slight increase due to a machine being replaced. The subcommittee voted 2-0 in support. A motion to approve was made and seconded.

Vote: 10-0-0

- OPEB [AA]

OPEB, "Other Post-Employment Benefits," mainly concerns health insurance for retirees. A financing program was put together in 2015 to deal with catching up to the unfunded liability. The schedule involves an annual payment that escalates annually by 9.3%. This year's budget is for \$1,018,430. The subcommittee voted 2-0 in favor of continuing to follow the program and a new actuarial report is currently in progress. A motion to approve was made and seconded.

Vote: 10-0-0

- Unemployment [AA]

The Unemployment budget is for \$100,000. The subcommittee voted 2-0 in support. A motion to approve was made and seconded.

Vote: 11-0-0

Note: Christopher Campbell was present beginning with this vote.

- Town Ins/Workers comp [AA]

This budget request is for \$1,364,219. The increases are mainly due to property and casualty insurance. There were a few years of significant claims that have increased the premium, but this should go down in the next year. Additionally, premiums are increasing on a national level. A motion to approve was made and seconded.

Vote: 11-0-0

- Financial services [AA]

This budget request is for \$60,000. This budget is used for end-of-year audits as well as other audits that may need to be completed throughout the year. A motion to approve was made and seconded.

Vote: 11-0-0

- Medicare [AA]

This budget request is for \$1,389,291, approximately a 5% increase. Increases are due to salaries and hiring. A motion to approve was made and seconded.

Vote: 11-0-0





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- Middlesex Retirement [AA Other Accounts]

This budget request is for \$13,403,482. This is a required plan. The plan underwent a full review about a month ago and is an active and well-managed plan with good earnings. The increases are most likely due to the earnings of the fund that earned less and the variations in the size of the pool. A motion to approve was made and seconded.

Vote: 11-0-0

Treasurer/Collector [145](TH1)

This budget request is for \$745,826. The increase was mainly driven by steps in salaries. A motion to approve was made and seconded.

Vote: 11-0-0

Approval of minutes – discussion, vote

There was one set of minutes to approve: March 15, 2023. No amendments were proposed. A motion to approve was made and seconded.

Vote: 8-0-2

Yes: Brad Bond, Christopher Campbell, Doug Davison, John Iler, Frank Monaco, Meghan Nawoichik, Ed Parsons, Roger Riggs

Abstain: Christian Delaney, Shayan Bhattacherya

Note: Steve Morin left early and was not present for this vote.

Upcoming Meetings

Next week's meeting is public safety week: fire, police, and emergency management services.

MEETING ADJOURNED, 8:56pm.

