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## TOWN OF BURLINGTON

### *Meeting Minutes - Ways and Means Committee*

DEPT./BOARD: Ways and Means  
DATE: March 24, 2021  
TIME: 7pm  
PLACE: WebEx Conference Call

**Members Present:** Steve Morin – Chair, John Iler – Vice Chair, Phil Gallagher, Mike Hardy, Frank Monaco, Rob Neufeld, Roger Riggs, David Tait, Jayashree Voruganti, Tom Killilea, Brad Bond, Sonia Rollins, Cody Case, Doug Davison, Kelly Pappas

**Members Absent:** N/A

#### **Guests:**

Whitney Haskell, Budget Director / Chief Procurement Officer  
Margery McDonald, Council On Aging Director  
John Danizio, Town Accountant / Assistant Town Administrator  
John Sanchez, Department of Public Works Director  
Gary Gianino, Tax Collector / Treasurer  
Paul Sagarino, Town Administrator  
Jose DeSousa, MIS Director  
Mark Dupell, Inspector of Buildings  
Christopher Hanafin, Disability Access Coordinator / Veteran Services

#### **Public Participation**

N/A

#### **FY2022 Budget Reviews**

##### Local Transportation

The Committee discussed the \$50,000.00 contribution to a revolving fund to as replacement for the B-Line. The new service (using Lyft and GoGo) has generally been accepted by residents and is on track to be a reasonable replacement for the B-Line. The subcommittee voted 2-0-0 in favor.

Sonia Rollins motioned to approve and Roger Riggs seconded the motion. The motion passed 15-0-0.

Yes: Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin

No: N/A

Abstentions: N/A

145 – Treasurer/Collector - 0.99% Increase





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The Committee discussed the FY22 budget for the Treasurer/Collector's Office. The \$68,445.00 budget is essentially level funded. The 0.99% increase comes from contractual obligations. The office chose not to fill an administrative position left empty due to the retirement of an employee and overtime was taken out of the budget. The subcommittee voted 2-0-0 in favor.

Sonia Rollins motioned to approve and Roger Riggs seconded the motion. The motion passed 15-0-0.

Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: *N/A*

Abstentions: *N/A*

#### 911 – Middlesex Retirement (A/O) - 10.13% Increase

The Committee discussed the Town's contractually required payment of \$11,757,449.00 to the Middlesex Contributory Retirement System. The system provides retirement benefits to the Town's retirees as required by Massachusetts General Law and also accumulates assets to fund the future retirement benefits of the Town's current employees. Payments owed are determined based on employment levels and other factors. The subcommittee voted 2-0-0 in favor.

John Iler motioned to approve and Roger Riggs seconded the motion. The motion passed 15-0-0.

Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: *N/A*

Abstentions: *N/A*

#### Pension Reimbursement (A)

The Town is no longer billed for an employee who retired from multiple systems. The subcommittee voted 2-0-0 in favor for the \$0.00 item and no vote from the Committee was required.

#### Health Insurance (A) - 5.66% Increase

The Committee discussed the FY22 contribution of \$15,028,422.00 to employee and retiree health insurance and other benefits. The Town funds 70% of insurance premium cost and employees pay the remaining 30%. The current account balance is approximately \$10,000,000.00. The subcommittee has no recommendation to do anything with that fund; it suggests having a cushion to fall back on in the event of many claims in a given year. The subcommittee voted 2-0-0 in favor.

Sonia Rollins motioned to approve and John Iler seconded the motion. The motion passed 15-0-0.

Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*





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### *Meeting Minutes - Ways and Means Committee*

No: N/A

Abstentions: N/A

#### 149 – Central Administration - 0% Increase

The Committee discussed the \$110,000.00 level funded budget for general office supplies, paper, postage, etc. The subcommittee voted 2-0-0 in favor.

Phil Gallagher motioned to approve and John Iler seconded the motion. The motion passed 15-0-0.

*Yes: Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: N/A

Abstentions: N/A

The Committee discussed the \$26,600 level funded budget for central machines (town copiers etc). There are 26 machines, some owned by the Town and some are leased; this budget includes lease payments for the machines not owned by the Town. The subcommittee voted 2-0-0 in favor.

Roger Riggs motioned to approve and John Iler seconded the motion. The motion passed 15-0-0.

*Yes: Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: N/A

Abstentions: N/A

#### Unemployment (A)

The Committee discussed the \$100,000 line item for the Town's unemployment program. It goes into a self-funded account which covers all town and school unemployment claims. The 5 and 10 year averages for claims are \$71,000.00 and \$81,000.00 respectively. The subcommittee voted 2-0-0 in favor.

John Iler motioned to approve and David Tait seconded the motion. The motion passed 15-0-0.

*Yes: Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: N/A

Abstentions: N/A

#### Medicare (A)

The Committee discussed the Town's \$1,260,528.00 portion of the Medicare tax for all employees hired after 1986. This tax is based on payroll levels and has been increasing as older employees who did not pay into the system retire and are replaced by employees who do. The subcommittee voted 2-0-0 in favor.

Tom Killilea motioned to approve and John Iler seconded the motion. The motion passed 15-0-0.





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Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: *N/A*

Abstentions: *N/A*

#### Town Insurance (A) - 4.53% Increase

The Committee discussed the Town's \$1,156,399.00 insurance which covers all town and school properties, all insurance claims, and all worker's compensation claims except for police and fire. The Town has a higher than desired deductible to keep expenses in check and is working with third party vendors to fix this. The subcommittee voted 2-0-0 in favor.

John Iler motioned to approve and Frank Monaco seconded the motion. The motion passed 15-0-0.

Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: *N/A*

Abstentions: *N/A*

#### Financial Services / Audit (A) - 0% Increase

The Committee discussed the \$60,000.00 line item to cover the annual town audit. Previously this was higher to cover specialized audits as they come up; the committee discussed the possibility of doing this again in the future. The subcommittee voted 2-0-0 in favor.

John Iler motioned to approve and Sonia Rollins seconded the motion. The motion passed 15-0-0.

Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: *N/A*

Abstentions: *N/A*

#### OPEB (A)

The Committee discussed the Town's schedule to fund OPEB, currently scheduled as a 9.3% increase each year. This line item calls for a \$852,493.00 payment which is on track with the original schedule. The Committee also discussed an additional contribution to make up for the reduction of the OPEB payment in FY21. The subcommittee voted 2-0-0 in favor.

John Iler motioned to approve and Sonia Rollins seconded the motion. The motion passed 15-0-0.





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Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: *N/A*

Abstentions: *N/A*

#### 155 – MIS - 2.06% Increase

The Committee discussed the FY22 MIS budget. Major increases in the \$667,455.00 budget include the Town switching website vendors (from approximately \$3,000.00 per year to approximately \$11,000.00 per year) and an increase in licensing fees for Viewpoint software (approximately \$7,000.00). The subcommittee voted 2-0-0 in favor.

Phil Gallagher motioned to approve and Roger Riggs seconded the motion. The motion passed 15-0-0.

Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: *N/A*

Abstentions: *N/A*

#### 930 – Capital Improvements (A/O)

The Committee discussed the \$400,000 line item which services an approximately \$2,000,000 interest free 5-year loan. The Town is currently in the 2nd year of 5 year plan to improve network security. The loan was used as follows: \$1,477,533.00 related to network hardware and \$517,571.00 related to network security. The subcommittee voter 2-0-0 in favor.

Roger Riggs motioned to approve and John Iler seconded the motion. The motion passed 15-0-0.

Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: *N/A*

Abstentions: *N/A*

#### 241 – Building Inspector

The Committee discussed the essentially level funded budget. One major difference is that instead of filling another position the department will have \$39,000.00 for overtime funding in the event that there will be more work than expected. The subcommittee voted 2-0-0 in favor.

Sonia Rollins motioned to approve and Roger Riggs seconded the motion. The motion passed 15-0-0.

Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: *N/A*





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Abstentions: N/A

#### 244 – Sealer of Weights and Measures - 0% Increase

The Committee discussed the Town's flat rate contract with state at \$15,000.00 per year for sealer service. The town pays for about half of this service (budgeted for \$7,800.00) and the other half is paid for by fees. The Committee discussed the possibility that the state may increase the prices of the services. The revolving account has approximately \$21,000.00 to cover this contingency. The subcommittee voter 2-0-0 in favor.

Roger Riggs motioned to approve and John Iler seconded the motion. The motion passed 15-0-0.

Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: *N/A*

Abstentions: *N/A*

#### 543 – Veterans - 0.76% Increase

The committee discussed the \$256,698.00 budget for Veterans Affairs. The subcommittee voted 2-0-0 in favor.

Tom Killilea motioned to approve and Roger Riggs seconded the motion. The motion passed 15-0-0.

Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: *N/A*

Abstentions: *N/A*

#### 590 – Disability Access - 0.85% Decrease

The committee discussed the \$934.00 budget for a recording clerk position. The subcommittee voted 2-0-0 in favor.

John Iler motioned to approve and Roger Riggs seconded the motion. The motion passed 15-0-0.

Yes: *Brad Bond, Cody Case, David Tait, Doug Davison, Frank Monaco, John Iler, Jayashree Voruganti, Kelly Pappas, Mike Hardy, Phil Gallagher, Rob Neufeld, Roger Riggs, Sonia Rollins, Tom Killilea, Steve Morin*

No: *N/A*

Abstentions: *N/A*

**Adjourned**

