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# TOWN OF BURLINGTON

## *Meeting Minutes*

DEPT./BOARD: Ways and Means Town Hall 1 Subcommittee  
DATE: Jan 4, 2022  
TIME: 8:00 AM  
PLACE: WebEx Conference Call

MEMBERS and INVITED OFFICIALS:

**Present:**

John Danizio – Assistant Town Administrator / Town Accountant  
Gary Gianino – Town Treasurer/Collector  
Mike Hardy – Ways and Means  
Whitney Haskell – Budget Director  
Frank Monaco – Town Hall 1  
Paul Sagarino – Town Administrator  
David Tait – Chair Town Hall 1

**Absent:** None

**Meeting Purpose:**

Discuss January 2022 Warrant Articles, OPEB Report, and New Position Guidelines

**OPEB Report**

Segal Associates is invited to the full W&M Jan 6 meeting to present an overview and take questions. Gary reported that the investment returns remain strong and the trust balance is about \$14 million. Otherwise there are no significant changes.

**New Position Guidelines**

Mike reviewed the latest draft and we all agreed he should present it to full Ways and Means as a new form and procedure for hiring requests. Paul Sagarino expanded the conversation to introduce the need for upgrading senior position compensation and restructuring some departments to enable promotion from within as department heads retire. Outside recruiting is difficult for many key positions due to very small pools and municipal salaries. The suggestion is we bring the new hiring form/policy forward and as a separate initiative form a special committee to explore restructuring and compensation.





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### **Article 6 Replenish Reserve Fund \$100,000 from Free Cash**

The fund is appropriated every May \$200,000 and once free cash is certified we consider adding another \$100,000. Currently no draws have occurred but it is prudent to bring this up to the traditional \$300,000 level to cover the unknowns in the second half of the fiscal year.

Vote: 2-0-0

### **Article 8 Transfer to Stabilization \$150,000 from Free Cash**

The purpose is to replenish \$150,000 used to fund an abatement claim. The policy in place is to hold stabilization at its original level and to replenish as it is used. The current balance is about \$10.4 million

Vote: 2-0-0

### **Article 10 Repurpose Article 25 of June 2020 – Economic Development Study**

The town received a state \$85,000 grant which is now fully expended but was used in part to cover the original Article 25 purpose. The administration is very encouraged by the recent new business activity and has concluded that we can gain greatly by further outreach through web sites and social media. The repurposed funds would be to support such programs.

Vote: 2-0-0

**Adjourned Approximately 9:05 AM**

