

**RECEIVED**

By Town Clerk's Office at 8:37 am, Mar 14, 2022

WAYS & MEANS  
BURLINGTON, MA 01803

MAR 2, 2022

MEMBERS IN ATTENDANCE

**Present:** Steve Morin, Chair  
John Iler, Vice Chair

Brad Bond  
Doug Davison  
Michael Hardy  
Rob Neufeld  
Roger Riggs  
Jaya Vorunganti

Chris Campbell  
Phil Gallagher  
Frank Monaco  
Ed Parsons  
David Tait

**Absent:** Tom Killilea  
Sonia Rollins

**Guests:** John Danizio, Town Accountant  
Whitney Haskell, Budget Director

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**Pledge of Allegiance**

**Public Participations** N/A

**Additional Comments** N/A

**FY23 Budget Summit Overview**

**Budget Summary**

**1. Town Operating**

- a. within the 3.5% guideline; approved about a month ago
- b. level service budget with a few new initiatives
- c. no settled collective bargaining agreements reached for the next year

**2. Accommodated Accounts**

- a. an estimated 5.75% guideline; tracked as anticipated
- b. Special Education & non-member Regional School (Minute Man and Essex Tech)  
Assessments outstanding

## Departmental Increases

### 1. Town Operation

- a. Smaller budgets
  - i. Legislative Committee: +37.42%
  - ii. Board of Registrars: +9.13%
  - iii. Historical Commission: +11.17%
- b. No. of Elections
  - i. Town clerk: +19.77%
- c. Staff Adjustments – add or restructure FTE
  - i. Planning board: +18.72%
  - ii. MIS: +9.97%
  - iii. Select Board/ Town Admin.: +9.56%

\*Most department budgets include only contractual obligations (no wage adjustments). These 7 departments *exceeded* guidelines.

## FTE Changes

### 1. Town Operations

- a. New additions
  - i. Planning board + 1.0 FTE; request is for a code enforcement officer
  - ii. Rec. Commissions + 1.0 FTE; requesting for assistant director
  - iii. MIS + P/T hours to support and backfill cyber security; \$35,000 will be dedicated to the position(s) and software to support cyber security
- b. Restructured/Repurposed
  - i. DPW: position restructured; no new FTE. Looking to reinstitute the Ops Manager position
  - ii. Select Board/ Town Admin.: position restructured; no new FTE. Looking to have an Assistant Town Administrator. F/T rather the role being shared between the accounting office and town admin. office
- c. New Reductions
  - i. Assessor - 1.0 FTE; support for data collection for residential and commercial valuations

\*Net result of the FTEs and the budget as a whole for town operations is under 2% requested.

## Accommodated Accounts Budget Line Increases

### 1. Accommodated Accounts

- a. Budget drivers
  - i. OPEB: +9.3%
  - ii. Middlesex retirement: +6.7%
  - iii. Debt services\*: +12.2%
  - iv. Health insurance: +4%

- b. Open items
  - i. Special Education & non-member Regional School (Minute Man and Essex Tech) Assessments outstanding

\* These will take into account rising interest rates.

**Bottom Line**

1. **Total Budget Increase** – estimated at 4.41%
  - a. Town operating budget *increased* 3.50%
  - b. School operating budget *increased* 3.75%
  - c. Accommodated accounts *increased* 5.77%
2. **If approved as submitted**, resulting levy increase would be 4.8%
  - a. Process would be considered as starting
  - b. Continue following state budget process – chapter 70 and Unrestricted General Government Aid (UGGA)
  - c. Potential levy relief if Governor’s budget holds

\*Nothing in the operating budget and federal revenue (\$500M) that would be free cash. The expected capital budget will be about \$4M due to having additional free cash in the current year and what went into water stabilization.

**Approval of Minutes:** A motion was made and seconded to postpone minutes from 2/2/22 until the next meeting.

MEETING ADJOURNED.