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## TOWN OF BURLINGTON

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

DEPT./BOARD: Ways and Means  
DATE: March 10, 2021  
TIME: 7pm  
PLACE: WebEx Conference Call

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

**Members Absent:** Doug Davison

#### **Guests:**

Whitney Haskell, Budget Director/Chief Procurement Officer  
Paul Sagarino, Town Administrator  
John Danizio, Town Accountant  
Joanne Faust, Human Resources Director  
John Keeley, Conservation Administrator  
Margery McDonald, Council on Aging Director  
Christine Shruhan, Youth and Family Services Director

#### **Public Participation**

N/A

#### **FY2022 Budget Reviews**

##### 113 – Town Meeting and Reports - 0% Increase

This budget is level funded at \$15,908. It covers salaries of part time employees running town meetings and contracted services (ie printing warrant, budget books, and annual reports). The subcommittee voted 2-0-0 in support.

Sonia Rollins motioned to approve the budget and Roger Riggs seconded the motion. The motion passed 14-0-0.

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

*No: N/A*

*Abstentions: N/A*

##### 119 – Legislative Committees - 5.87% Decrease

This budget covers the Town's legislative committees - primarily the salaries for recording clerks. It is level funded with the exception of the Zoning Bylaw Review Committee which proposed a \$500.00 reduction based on work load. The subcommittee voted 2-0-0 in support.





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Roger Riggs motioned to approve the budget and John Iler seconded the motion. The motion passed 14-0-0.

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

*No: N/A*

*Abstentions: N/A*

#### 115 – Reserve Fund - 0% Increase

This budget establishes a \$200,000 emergency reserve fund to be used at the discretion of the Ways and Means Committee for emergency expenditures. It is level funded for \$200,000 with an additional \$100,000 usually added in January. Any funds not used are returned to the general fund.

Sonia Rollins motioned to approve the budget and John Iler seconded the motion. The motion passed 14-0-0.

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

*No: N/A*

*Abstentions: N/A*

#### 122 – Town Administrator / Select Board - 3.7% Increase

Increases to the \$688,011 budget are required by contractual salary raises. The \$10,000 communications budget is level funded and was discussed to understand the services provided. These include economic development material and supplies and Board of Selectmen Initiatives. The subcommittee voted 2-0-0 in support.

Phil Gallagher motioned to approve the budget and John Iler seconded the motion. The motion passed 14-0-0.

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

*No: N/A*

*Abstentions: N/A*

#### 135 – Town Accountant - 1.19% Increase

Funding for part time position was cut last year and the position remains unfilled. The department will do without for FY2022 but this is an important staffing level to properly maintain all the functions and should be reinstated as soon as possible. The subcommittee voted 2-0-0 in support.

Roger Riggs motioned to approve the budget and Sonia Rollins seconded the motion. The motion passed 14-0-0.

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





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No: N/A

Abstentions: N/A

### 151 – Legal - 0% Increase

The level funded \$202,000 budget covers the cost of legal services for government, collective bargaining, cable, and tax titles. It is difficult to predict the exact amount that will be needed in FY2022; the expected workload is similar to FY2021 and the FY2021 budget has been sufficient. The subcommittee voted 2-0-0 in support.

Roger Riggs motioned to approve the budget and John Iler seconded the motion. The motion passed 14-0-0.

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

No: N/A

Abstentions: N/A

### 152 – Human Resources - 0.17% Increase

The only increase in the \$160,787 budget is the result of contractual salary changes. The Human Resources Department covers both town and school needs. Expenses such as BMEA and staff training are all level funded. The subcommittee voted 2-0-0 in support.

Sonia Rollins motioned to approve the budget and John Iler seconded the motion. The motion passed 14-0-0.

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

No: N/A

Abstentions: N/A

### 171 – Conservation - 2.20% Increase

The only increase in the \$273,633 budget is the result of contractual salary increase. All other aspects of this budget are level funded. The subcommittee voted 2-0-0 in support.

Sonia Rollins motioned to approve the budget and Mike Hardy seconded the motion. The motion passed 14-0-0.

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

No: N/A

Abstentions: N/A

### 541 – Council on Aging - 3.76%

The \$417,996 budget is level funded except for an almost 10% increase in the part time line item. The subcommittee voted 2-0-0 in support.





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Sonia Rollins motioned to approve the budget and Roger Riggs seconded the motion. The motion passed 14-0-0.

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

No: *N/A*

Abstentions: *N/A*

#### 541 – Local Transportation

The subcommittee voted 2-0-0 to postpone this discussion.

#### 549 – Youth and Family Services - 1.07% Increase

Beyond salary changes caused by staff changing the \$479,026 budget is level funded. The subcommittee voted 2-0-0 in support.

Sonia Rollins motioned to approve the budget and Roger Riggs seconded the motion. The motion passed 14-0-0.

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

No: *N/A*

Abstentions: *N/A*

### **Approval of Previous Minutes**

#### February 24, 2021

Phil Gallagher motioned to approve the minutes of the January 20, 2021 meeting as amended. Roger Riggs seconded the motion. The motion passed 11-0-3.

Yes: *Brad Bond, Cody Case, David Tait, Frank Monaco, Jayashree Vorugant, John Iler, Kelly Pappas, Phil Gallagher, Rob Neufeld, Roger Riggs, Steve Morin*

No: *N/A*

Abstentions: *Mike Hardy, Sonia Rollins, Tom Killilea*

### **Adjourned**

### **Documents Reviewed:**

- Budget guideline presentation

