

WAYS & MEANS
MEETING MINUTES
BURLINGTON, MA 01803

MAR 23, 2022

MEMBERS IN ATTENDANCE

Present: Steve Morin, Chair
John Iler, Vice Chair

Brad Bond	Chris Campell
Doug Davison	Phil Gallagher
Michael Hardy	Frank Monaco
Meghan Nawoichik	Rob Neufeld
Ed Parsons	Roger Riggs
David Tait	Jaya Vorunganti

Absent: Sonia Rollins

Guests: John Danizio, Town Accountant
Mark Dupell, Inspector of Buildings
Gary Gianino, Tax Collector/Treasurer
Chris Hanafin, Veterans Services Director/Disability Access Coordinator
Whitney Haskell, Budget Director
Paul Sagarino, Town Administrator

Pledge of Allegiance

Public Participations N/A

Additional Comments N/A

FY23 Budget Reviews

241 –Building Inspection

\$687,198

There is a decrease in salaries driven by retirement; there are not any open positions, the department rehired but each employee is at a lower step. There is an increase of \$500 in the cost of color printer cartridges due to the department having a map-size printer and an increase to cover the cost of training expenses. The assessment of the decrease is \$94,786 (or 12.12%) – the subcommittee voted 2-0 in support. A motion was made and seconded.

Vote: [13-0-0]

244 – Sealer of Weights and Measures**\$7,800**

There has been no change in this budget line item for many years – the operating budget funds two contract parts: one with the State and the other comes from a revolving fund. Administration will be expecting some changes in this budget line item; approximately two weeks ago, the town was notified that the town would be dropped from the service in the next couple of months. The town is investigating options on how to continue the service and negotiating with the state to stay on the service for a few more months to allow for a smooth transition. A motion was made and seconded.

Vote: [13-0-0]

543 – Veterans**\$265,722**

There is a small increase in salaries due to steps, as well as an \$1,000 increase in the fund for Memorial and Veterans' Day ceremonies – it has been historically been funded in the amount of \$4,000 per year and then scaled back to \$2,000 due to the pandemic. Another small increase in the veterans aid line item; two additional people were added to the program. The veterans aid line item is reimbursed at a rate of 75% then the money will be returned into the general fund. The increase is mentioned at \$7,609 (or 2.97%). The subcommittee voted 2-0 in support. A motion was made and seconded.

Vote: [13-0-0]

590 – Disability Access**\$965**

There is a small increase in salary due to steps – the increase is mentioned at the amount of \$31 (or 3.21%). The department noticed significant trends in handicap parking spaces; they're not coming in as consistently as they were between the years of 2015 to 2019. The budget is not replenishing itself as readily as it was previously. A motion was made and seconded.

Vote: [13-0-0]

149 – Central Administration**\$137,920**

The total amount for the operating budget is \$137,920 (1% increase) – the total cost on central machines is \$27,920 and supplies for \$110,000. The subcommittee voted 2-0 in support of the operating budget for central machines and supply.

Vote: [14-0-0]

- Unemployment (A) **\$100,000**
 - Historically the town of Burlington self-insures unemployment instead of an assessment from the state, The town receives more economy by self-funding. The coverage includes schools and the town. The subcommittee voted 2-0 in support.

Vote: [14-0-0]

- Medicare Accommodated Line (A) **\$1,323,134**
 - A 5% increase; the town is responsible for the portion of employees enrolled in Medicare payments which is a 1.5% tax on payroll. Even if the town doesn't hire more FTEs, salaries will increase which derives the pay scales. The subcommittee voted 2-0-0 in support.

Vote: [14-0-0]

- Town Insurance ^(A) **\$1,214,219**
 - A 5% increase; This is for all government and schools property, accidents, cyber losses, and professional liability. It also includes workers compensation except for police and fire. There is not a lot of vendor competition so bidding has not helped lower our premiums. We are coming off a few high claim years which have made it difficult to get a better rate but we are working with carriers to implement best practices and we have raised our deductible for two years in a row.

Vote: [14-0-0]

- Financial Services/Audit ^(A) **\$60,000**
 - It is required to perform annual audits on the general ledger – an outside accounting firm is brought in to do the audits. There was extra money, historically, due to the requests by the town for specific internal audits. A motion was made and seconded.

Vote: [14-0-0]

- OPEB ^(A) **\$931,775**
 - The OPEB trust fund was initiated in 2013 –the town is executing a plan to build a trust fund to pay OPEB costs by allocating funds from the operating budget over a 30 year period. OPEB is funded at 11% of its total liability. The anticipated year of reaching 100% funding is 2047. An actuarial study is performed every two years to evaluate progress, update assumptions, and recommend changes to keep the town on track.

Vote: [14-0-0]

- Health Insurance ^(A) **\$15,633,054**
 - The town self insures health insurance costs and claims. Premium costs are based on expected claims amount for the upcoming year. The town offers wellness programs to keep costs low for all employees. The insurance plan is annual whereas the budget is fiscal; there is a six month shift. There is a high deductible for HSA plans of \$3,000 and \$6,000; the town reimburses 50% of that and goes into an account that stays with the employee.

Vote: [14-0-0]

145 – Treasurer/Collector

\$695,721

A 1.92% increase – the two basic articles driving this line item are steps and salaries with some restructuring of duties and titles. The mailing and supplies' cost have increased but the majority of the dollar increase is in the salary section.

Vote: [14-0-0]

- 911 – Middlesex Retirement (A/O)
\$12,543,435

A 6.69% increase – The pension fund for all government employees who have been employed for an extended time; this line item is required by Massachusetts’ general law for participation of the fund.

Vote: [14-0-0]

Ways & Means Reserve Fund

\$200,000

An emergency fund that allows money to be made available on an *extraordinary* and *unforeseen emergency* basis without a town meeting vote through a line-item transfer in the budget with a Ways & Means vote.

Vote: [14-0-0]

900 – Negotiated Settlements

\$872,715

A 63.12% increase – the line item is to counterbalance unsettled contracts; the number of open contracts drives how much money will be set aside to cover negotiated salary increases when the contracts are resolved.

Vote: [14-0-0]

141 –Assessors

***budget line item was postponed for future meeting**

155 – MIS

***budget line item was postponed for future meeting**

630 – Recreation Maintenance

***budget line item was postponed for future meeting**

631 – Recreation Director

***budget line item was postponed for future meeting**

MEETING ADJOURNED.