

RECEIVED

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WAYS & MEANS
MEETING MINUTES
BURLINGTON, MA 01803

MAR 30, 2022

MEMBERS IN ATTENDANCE

Present: Steve Morin, Chair
John Iler, Vice Chair

Brad Bond
Phil Gallagher
Frank Monaco
Rob Neufeld
Roger Riggs

Doug Davison
Michael Hardy
Meghan Nawoichik
Ed Parsons
Jaya Vorunganti

Absent: Chris Campell
Sonia Rollins
David Tait

Guests: Thomas Browne, Police Chief
Andrew Connerty, Assistant Fire Chief
Jose DeSousa, Systems & Network Manager
Jim Doherty, Commercial Appraiser
Robert Kirschner, Deputy Police Chief
Kathy O'Neil,
Michael Patterson, Fire Chief
Paul Shannon, Chairman
Paul Tierney, Town Appraiser/Assessor

Pledge of Allegiance

Public Participations N/A

Additional Comments N/A

FY23 Budget Reviews

210 – Police

\$9,723,795

The overall budget increase is 0.84% – the small value of the increase is due to contracts. The current contract is expiring at the end of June; a new contract is under negotiation.. As mentioned by the chief, there is over 10% of capital outlay within the guideline.

The mental health clinician role was funded through a grant, for halftime of 19 hours per week. The grant ran out last year, the committee funded through the departmental budget due to the high demand of services for mental health conditions. The expenses of the line item include contracted services (increased by 8.81%) – it comprises three main components: (1) new contract for a police detail tracking system (2) software for internal affairs due to police reform (3) a position to backfill the I.T. Support. Capital outlay has also slightly increased by 13.55% due to the three hybrid cruisers that are purchased every year by the department. The subcommittee voted 2-0 in support. A motion was made and seconded.

Vote: [12-0-0]

220 – Fire

\$9,203,023

The overall budget increase is 1.89% – the budget item line exceeds about 10% due to contracted services increasing by 31.15%. Education tuition increased by 41.67%. \$200,000 was requested for an assessment center – it will be used to assess candidates applying for a position within the department. The cost of the process is \$1,000 per person. Catch basin cleaning will cost about \$15,000 and \$6,000 for medical evaluations of new hires. The cost of public relations is mentioned at \$4,000 – a person that provides PR services for the department. An additional \$3,000 for data management (I.T. software system). Overtime has been put in at roughly \$1.1M – historically, the department has overspent overtime and in the process of initiating a proposal on how to pay for the overage. A motion was made and seconded.

Vote: [12-0-0]

291 – Emergency Management

\$23,600

The budget item line is *level funded* – the fire department has been operating with a certain amount for the past several years without any changes. The main drivers of the budget are (1) salary for an emergency management director (2) materials and supplies; typically the replacement of equipment (sheltering). There are three trailers at the fire headquarters equipped with shelter equipment for the response of providing shelter in case of an emergency. The subcommittee voted 2-0.

Vote: [12-0-0]

155 – MIS

\$10,000

There is a request for a part-time network position so that one or both of the critical systems admins can free up time to work on Cybersecurity. The dedicated hours of the position would be used as stipends tentatively \$5,000 per existing position to backfill the standard duties. The proposal includes the hiring of a *junior member of the department at a non-benefited position* at 19 hours a week for coverage of the routine work. The subcommittee voted 2-0 in support. A motion was made and seconded.

Vote: [12-0-0]

- Capital Improvement (A/O)

\$1,477,533

A five year plan instituted to *improve network hardware and network security* across the town of Burlington; the committee is on year three of the five year plan. The work on the hardware was completed in the previous year and the network security improvements are still in progress; the town is being billed for \$400,000 per year as part of a five-year, *zero interest* loan from the provider. The subcommittee voted 3-0 in support. A motion was made and seconded.

Vote: [12-0-0]

141 – Assessors

\$462,837

An increase of 2.83% – the changes in the item line are driven fundamentally by a retirement hire and the decision to reverse an in-house operation back to outsourcing (data collection). The plan is to have a contracted service with support for the commercial sector and to outsource again to data collection. The subcommittee voted 2-0-0 in support.

Vote: [12-0-0]

Approval of Minutes: A motion was made and seconded to the approval of 3/9/22.

Vote: [10-0-2]

For: Frank, Brad, Doug, Mike, Phil, Roger, Chris, Ed, John, Steve

Against: None

Abstain: Meghan, Rob

Approval of Minutes: A motion was made and seconded to the approval of 3/16/22.

Vote: [11-0-1]

For: Frank, Brad, Meghan, Doug, Mike, Phil, Roger, Chris, Ed, John, Steve

Against: None

Abstain: Rob

Approval of Minutes: A motion was made and seconded to the approval of 3/23/22.

Vote: [12-0-0]

MEETING ADJOURNED.