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TOWN OF BURLINGTON

Meeting Minutes

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Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DEPT./BOARD: Ways & Means
DATE: January 18, 2023
TIME: 7:00pm
PLACE: Town Hall, Main Hearing Room

Present: John Iler, Chair
Doug Davison, Vice Chair

Brad Bond	Meghan Nawoichik
Christopher Campbell	Ed Parsons
Christian Delaney	Roger Riggs
Michael J. Hardy	Sonia Rollins
Steve Morin	David Tait

Remote: N/A

Absent: Shayan Bhattacherya
Frank Monaco
Rob Neufeld

Guests: Amy Warfield, Town Clerk
Paul Sagarino, Town Administrator
John Danizio, Asst Town Administrator
Whitney Haskell, Budget Director
Jose Desousa, MIS Director
Joe Bongiorno, MIS

Pledge of Allegiance

Public Participations N/A

Additional Comments N/A

JANUARY TOWN MEETING ARTICLES – DISCUSSION, VOTE

3. Replenish Reserve Fund (TH1)

This article is to transfer \$100,000 from Free Cash to the Reserve fund. David provided the subcommittee report. Free Cash was certified at \$24,975,130. Stabilization has approximately \$10,000,000. If everything passes as proposed with this warrant, \$1,335,678 will be spent. Free cash benefitted from higher-than-expected building permits and meal taxes rebounded to pre-pandemic levels. Hotels are lagging, but there are promising





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trends coming from the larger hotels. This fund allows emergency spending without calling a special town meeting. To date, nothing has been spent from it, but a fire engine was recently repaired and funds may be requested for it in the future. The subcommittee voted 2-0 in favor. A motion to approve was made and seconded.

Vote: 11-0-0

Chris Campbell arrived late and was not present for this vote.

4. Transfer from Free Cash to Stabilization Fund (TH1)

This article is a transfer \$230,000 from Free Cash to the Stabilization Fund. The Stabilization Fund was used to fund warrants for the police department feasibility study (\$130,000) and form-based zoning review (\$80,000) in September. The subcommittee voted 2-0, but had further discussion on the stabilization account. A plan was discussed to develop some type of analysis to reflect what stabilization should be at in the future. For now, the subcommittee is not suggesting replenishing anything additional than what was used in September. A motion to approve was made and seconded.

Vote: 12-0-0

5. Transfer from Free Cash to Water Stabilization Fund (TH1)

This article is to transfer \$980,678 from Free Cash to the Water Stabilization Fund. It is standard procedure to collect temporary annual fees to finance the MWRA project. The fees are accumulated in Free Cash and transferred to the Water Stabilization Fund. Paul Sagarino noted that this will eventually become part of the water budget, but Massachusetts General Laws currently require the funds to go to Free Cash first and then be moved out. The subcommittee voted 2-0. A motion to approve was made and seconded.

Vote: 12-0-0

6. Fund the Burlington Municipal Employees' Association Contract (TH1)

This article is a transfer of \$204,568 from the existing FY23 negotiated settlements account. It was already budgeted for last year so it does not increase the operating budget. A contract has been settled for FY23, 24, and 25 at 2.5% each year with adjustments to step increases. It is in line with other unions. John Danizio extended a thank you to everyone who worked on the negotiations for professional discussions. The subcommittee voted 2-0 in favor. A motion was made and seconded.

Vote: 12-0-0

7. Fund the Department of Public Works Contract (DPW)

This article is a transfer of \$94,821 from negotiated settlements. The contract includes similar terms to the BMEA contract in Article 6. It is for FY23, 24, and 25 at 2.5%, 2.5%, and 2.25% with other minor changes. The subcommittee voted 2-0. A motion to approve was made and seconded.

Vote: 12-0-0

8. Fund the Administrative & Professional Compensation Plan (TH1)

This article is a transfer of \$134,934 from negotiated settlements to fund the Administrative & Professional group. The A&P group is a non-union group of 42 professional department heads and staff. This is a 1-year





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settlement that occurs every year for 2% with additional step increases. The subcommittee voted 2-0 in favor. A motion to approve was made and seconded. Paul Sagarino noted that moving forward, they would like to engage in discussions and studies to keep compensation at fair market value in order to remain competitive. A motion to approve was made and seconded.

Vote: 12-0-0

9. Cyber Security Assessment (TH2)

This article is for a transfer of \$25,000 from Free Cash to hire a consulting firm for two purposes: (1) five-phase cybersecurity training; and (2) an interactive database where department heads can collect data on training that is useful for internal purposes and external insurance companies. This is part of a long-term arc of emergency management development. The consulting firm is on the state bid list and the services cannot be provided in-house. The request is coming in January because of the urgency of getting all individuals up to speed on cybersecurity issues. The subcommittee voted 2-0 in favor. A motion to approve was made and seconded.

Vote: 12-0-0

10. Five-Year Municipal Solid Waste Collection/Disposal Contract (DPW)

This is a vote whether to approve entering into a five-year contract. Any contract over three years requires a vote. At least the last two contracts have been five-year terms, and five-year contracts traditionally allow for better financial gains. The current contract expires on June 30 and a new contract will be worked on soon. A motion to approve was made and seconded.

Vote: 12-0-0

11. Transportation Infrastructure Fund (TH1)

This is a transfer of \$14,830.40 to the Transportation Infrastructure Fund. This relates to the commercial ride share programs: each ride that originates from the town is assessed a 20¢ fee, half of which goes back to the Town for transportation needs. This transfer is to offset the cost of the subsidized rideshare program. The subcommittee voted 2-0. A motion to approve was made and seconded.

Vote: 12-0-0

Articles 14, 15, 17, and 18 Relating to Hybrid Board and Town Meetings

These are not financial warrants, but there is a financial aspect to them due to the cost associated with running hybrid meetings. Amy Warfield helped compile a rough estimate of the cost of permanent hybrid town meetings. It would cost approximately \$5,000 per night for personnel, as well as an upfront hardware cost of approximately \$14,000. The subcommittee did not take a position. The Committee did not vote, but felt it was appropriate to discuss the costs associated with it due to the financial consideration. Amy provided an overview of the cost analysis, which was spurred by the frequent comment that “it doesn’t cost anything” to run a remote town meeting. Amy noted that the Town has significant volunteer support, but cannot rely on unpaid volunteers to continue permanently running hybrid meetings. She explained the work involved in setting up, dismantling, troubleshooting, and other technology costs. She also addressed issues related to voting and current Massachusetts laws regarding hybrid meeting format. The committee discussed pros and cons of in-person and hybrid meetings.





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Approval of Minutes

There were two sets of minutes to approve: July 13, 2022, and September 21, 2022.

July, 13, 2022 – No amendments were proposed.

Vote: **9-0-3**

*Yes: Brad Bond, Doug Davison, Michael Hardy, John Iler, Steve Morin, Meghan Nawoichik, Ed Parsons,
Roger Riggs, Sonia Rollins*

Abstain: Christopher Campbell, Christian Delaney, David Tait

September 21, 2022 – No amendments were proposed.

Vote: **11-0-1**

*Yes: Brad Bond, Christopher Campbell, Doug Davison, Michael Hardy, John Iler, Steve Morin, Meghan
Nawoichik, Ed Parsons, Roger Riggs, Sonia Rollins, David Tait*

Abstain: Christian Delaney

MEETING ADJOURNED, 8:07 PM

