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# TOWN OF BURLINGTON

## Meeting Minutes

Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you

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 Town Hall II Subcommittee

DATE: Friday, January 13<sup>th</sup>, 2023

TIME: 12:15 PM

PLACE: Town Clerk's Offices/Town Hall/29 Center Street/Burlington, MA 01803

ATTENDANCE: Amy Warfield (Town Clerk),  
Meghan Nawoichik (Ways & Means), Brad Bond (Ways & Means)

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### MINUTES

Discussed the financial implications of Articles 14, 15, 17, and 18 of the January Warrant.

The estimates provided by the Town Clerk include ongoing per-meeting costs in addition to some one-time costs for hardware to support continued town-wide hybrid meetings. The per-meeting additional cost for Town Meeting is estimated to be around \$5,000. The cost for supporting hardware is estimated to be around \$14,000. Please see the attached document for the itemization.

The TH2 subcommittee decided not to take a position on these articles since we have concluded that the cost involved if these articles are passed is not the deciding factor.

**Adjourned – 1:30 PM**



My statements about the cost of Town Meetings have been about the real costs of hybrid Town Meetings which would need to be budgeted going forward (providing the state passed enabling legislation to have them).

There are significant cash costs for employee overtime and other related costs. There also has been significant volunteer efforts by employees and citizens which cannot be assumed to continue as the pandemic wanes. In addition to cash costs there are the costs of lost productivity for employees diverted from their normal activities.

In addition to the actual costs, we should be concerned about the effect that hybrid meetings have on the quality of discussion, deliberation, and duration of Town Meeting.

- It takes about a dozen people to produce a hybrid Town Meeting.
- It required employees from IT, Schools, BCATTV, Planning Department and the Town Clerk’s office. Other residents volunteer their time and skills to make Hybrid meetings work.
- Hourly employees are compensated for the hours they expend. Salaried employees should be compensated for activities unrelated and in addition to their job function.
- Additional equipment and software licenses are also required to support hybrid Town Meeting which also need to be accounted for.

So when these discussions about extending Hybrid Town Meeting came up I did some "back of the envelope" calculations, which helped me look at the full costs of this.

**Costs of Hybrid May Town Meeting (3 nights)**

not including costs of use of HS (custodian and 2 AV) # of people

**Personnel Costs**

IT Personal - set up/testing/take down	\$3,600.00	4
Clerk Staff - onboarding & check-in	\$276.00	1
Clerk Staff - web/Facebook support	\$2,070.00	3
Sound Engineer *	\$1,520.00	1
WebEx Assistance – prior & during the meeting	\$840.00	1
Additional AV - support required	\$170.00	1

**Licenses**

WebEx costs **	<u>\$7,250.00</u>
	\$15,826.00

**Hard one time Costs**

Electronic Voting system – has yearly fee as well	\$10,000.00
Laptops 5 -used part time (\$800)	\$4,000.00
Network switch & cabling	\$200.00
2 large monitors (might need to purchase but borrowed from the schools at this point)	<u>\$0.00</u>
	<u>\$14,200.00</u>

Grand Total	<u>\$30,026.00</u>
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\* cost to hire

\*\* 78 TMM,12 support, 8 proponents and Dept Heads @ \$25 pp/night