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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 2 subcommittee  
DATE: March 15, 2022  
TIME: 10:30a-11:30a  
PLACE: Planning Office (Town Hall Annex, 25 Center St, Burlington, MA)

### MEMBERS IN ATTENDANCE:

John Iler - W&M  
Steve Morin - W&M  
Meghan Nawoichik - W&M  
Kristin Kassner – Planning Director

The proposed Planning Department FY23 budget was reviewed.

It was noted that the Full Time and Overtime salary lines on the summary page do not match the detail pages which follow. It was assumed for discussion and voting that the detail pages are the intended numbers and that the summary page will be corrected to match.

Expenses are level funded and over 90% of the budget is salary related, so most of the discussion focused on the salary component. Continuing positions include step increases. Since FY23 contracts are under negotiation, any increases due to that will come from the negotiated settlements account. Two proposed new positions resulted in a large percentage increase due to the relatively small overall budget.

The first new position is a Zoning Compliance Officer that will be responsible for verifying compliance with any development approval conditions as well as continued compliance with the bylaws. The Officer will coordinate closely with the Building Department. The Officer will focus on cooperatively resolving issues and cannot issue fines; possible fine situations will be referred to the Building Department. The Director highlighted that post development compliance checking is a weak area, and only the most egregious situations have resulted in enforcement action. Administration has suggested that testing this position at 20 hours is desirable. The Director and the W&M subcommittee agreed that type of applicants for a part time position are likely different than for a full time, and that there is plenty of work to justify a full time hire. The budget reflects a full time hire.

The second new position is a Planning Assistant. It is anticipated that this position will likely be filled by the Admin Assistant 1. Consequently, the budget assumes this position will start at step 10, which would result in an increase of ~\$2K associated with the employee. There is no plan to backfill the vacant Admin Asst 1 position. The position is slated to be A&P (nonunion), but the related overtime and vacation coverage line items have been left in the budget in case the position ends up not being A&P.

Vote to recommend operating budget of \$439,683. Passed 3-0-0.

