

WAYS & MEANS
MEETING MINUTES
BURLINGTON, MA 01803

MAR 16, 2022

MEMBERS IN ATTENDANCE

Present: Steve Morin, Chair
John Iler, Vice Chair

Brad Bond
Michael Hardy
Frank Monaco
Ed Parsons
Sonia Rollins

Chris Campell

Meghan Nawoichik
Roger Riggs
Jaya Vorunganti

Absent: Doug Davison
David Tait

Rob Neufeld
Phil Gallagher

Guests: Kristin Kassner, Planning Director
Susan Lumenello, Director of Public Health
Michael Wick, Library Director

Pledge of Allegiance

Public Participations N/A

Additional Comments N/A

FY23 Budget Reviews

510 – Board of Health

\$694,894

Overall the operating budget had a 1.5% decrease, the salary increases are due to the usual step increases, and the majority of the contracts are being negotiated. The P/T salary line has a large decrease due to: (1) position is being filled to someone at a lower step increase and (2) the correction of hours; the original hours were 35, now they are set at 30 hours. The current administrator position budget is funded by a grant from a grant. The subcommittee voted 2-0 in favor of the budget.

Vote: [11-0-0]

Hazardous Waste Collection (A)

The bylaw, Control of Toxic and Hazardous Materials, requires that any company who has stored a certain amount(s) of chemicals registere with the Board of Health on a yearly basis. An inspection is performed after the department receives their application; the components of the inspection are proper secondary containments, closed floor drainage, the storage of chemicals and incompatible chemicals, underground and outdoor storage tanks and the testing of tanks, if applicable. A motion was made and seconded. The subcommittee voted 2-0 to recommend this budget.

Mosquito Control (A)

A contracted service is done through East Middlesex Mosquito Control – the procedure includes setting up mosquito traps and through examining the traps, they would be able to determine the population of mosquitos in an area and where they may need to spray the insecticide. The mosquitoes are sampled for EEE. There is an option for residents to opt-out if requested.

A motion was made and passed unanimously to vote these two budget lines for the Accommodated Accounts together. The two Accommodated Accounts totaled **\$95,743** for a **0%** increase. The subcommittee voted 2-0 to recommend this budget.

Vote: [11-0-0]

175 – Planning Board

\$444,220

The planning department’s budget is **90%** salary – the salary increase is largely due to two new positions: (1) Zoning Compliance Officer (**20-hours**) and (2) Planning Assistant. The Zoning Compliance Officer role is involved with verifying compliance with development and resolving issues quickly during the planning process. The intent of the Planning Assistant is to take the current admin. Assistant position, leave it vacant, and replace it with the new position. The expenses for the planning board are level-funded. The subcommittee voted 3-0-0 in recommendation of the budget. A motion to table until there is more information through administration passed unanimously. .

610 – Library

\$1,710,003

There’s a small increase in salary due to steps – no contracts were negotiated yet. There is an **\$11,000** increase in contracted services from greater usage of the Ricoh copier. There’s another increase in funding for organizing and advertising the library’s speakers series. Another increase of **\$3,500** in materials and supplies for displays and new furniture. A specific percentage of the library budget that is required to go towards book and periodical purchases in order to maintain membership. The increase of **\$34,400** or **2.05%**. The subcommittee voted 2-0 in support. A motion was made and seconded

Vote: [11-0-0]

192 – Library Facilities

\$98,163

The facilities budget is separate from the main library budget so that the money spent on facilities doesn’t increase the amount we need to spend on lending materials under the terms of the Merrimack Valley Library Consortium. The budget requested is **\$2,220**, or 2.31% from the previous fiscal year.

Vote: [11-0-0]

113 – Town Meetings & Reports

\$15,908

There are P/T salaries of \$3,333 and then contracted services for \$12,575. The major driver of the budget is assuring that town meetings are held three times a year. A motion was made and seconded.

Vote: [11-0-0]

119 – Combined Legislative Committees

\$829,999

Overall budget increase requested is 37.42% – it is largely driven from the two new committees requesting recording clerks; Land Use Committee and the ISSAC committee. The town moderator salary of \$150 is paid from this budget. The subcommittee voted 2-0-0 in support. A motion was made and seconded.

Vote: [11-0-0]

630 – Recreation Maintenance *scheduled at a future meeting

631 – Recreation Director

*scheduled at a future meeting

MEETING ADJOURNED.