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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: March 16<sup>th</sup>, 2023  
TIME: 9:00 AM  
PLACE: MIS office/Town Hall Annex/25 Center Street/Burlington, MA 01803

MEMBERS IN ATTENDANCE: Jose DeSousa (Director of MIS), Joe Bongiorno (MIS),  
Meghan Nawoichik (Ways & Means), Brad Bond (Ways & Means)

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### MINUTES

Discussed the FY23 budget for the MIS Department. There is a small increase in salaries because of steps. There are increases in several of the Network and Web service subscriptions. Note that the \$10,800 line item for WebEx license fees will be paid for by ARPA funds for another year, but that expense will eventually be returned to the MIS budget. The subcommittee voted on a request for \$769,926 which is an increase of \$15,610 or 2.07%. After following up on a late change to fees by the vendor for Website Maintenance, the current request is for \$771,213 which is an increase of \$16,897 or 2.24%.

*Vote on the MIS FY24 Budget – 2-0 in support.*

Discussed the Capital Improvements line item. This is the fourth year of a five-year plan consisting of a \$1,477,533 expense to improve network hardware across the town and a \$517,571 expense toward improving network security. The work on the hardware was completed two years ago and the network security improvements are on-going. The town is billed \$400,000 per year as part of a 5-year zero interest loan from the provider.

*Vote on the FY24 Capital Improvements line item – 2-0 in support.*

**Adjourned – 10:00 AM**

