



## Town of Burlington

### **BURLINGTON BOARD OF FINANCE SPECIAL MEETING March 6, 2019**

A meeting of the Burlington Board of Finance was held on Wednesday, March 6, 2019, at the Town Hall. Board members present were: Chairman Anthony DiNicola, John Achilli, Sue Brault, Don Desiderato, John Kirschner, Andrew Klimkoski and Gerald Mullen. Also in attendance were First Selectman Theodore Shafer and Finance Director Eleanor Parente.

Chairman DiNicola called the meeting to order at 7:30 p.m.

#### **Minutes**

Minutes from the January 16<sup>th</sup> and January 23<sup>rd</sup> special meetings were reviewed. Following the review and discussion, on a motion made and seconded by Klimkoski/Brault, it was unanimously VOTED TO:

*Approve the January 16, 2019 minutes as presented.*

On a motion made and seconded by Kirschner/Brault (Klimkoski abstained), it was VOTED TO:

*Approve the January 23, 2019 minutes as presented.*

#### **Citizen Comments**

None.

#### **Correspondence**

None.

#### **Financial Report**

Mrs. Parente presented and reviewed with the Board key financial reports through March 4, 2019. Discussion covered fiscal year-to-date results and budget line item variances. It was noted that legal costs and Town engineer expenses were both materially unfavorable due to union contract negotiations, and preliminary site work to repave sections of Jerome Ave. and George Washington Tpk., respectively. She also reported that unexpected costs will be forthcoming to install a new floor at the dog pound due to a State mandate. The Board then reviewed the Town Treasurer's reports on bank and reserve accounts.

Following the review and discussion, on a motion made and seconded by Klimkoski/Kirschner, it was unanimously VOTED TO:

*Accept the March 4, 2019, Financial Report as presented.*

#### **Tax Collector's Report**

The Board reviewed and discussed the February 28, 2019, Tax Collector's Report. Key reports included fiscal year-to-date tax collections and sewer use collections. It was noted unpaid back taxes owed continues to decline.



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Following the review and discussion, on a motion made and seconded by Mullen/Desiderato, it was unanimously VOTED TO:

*Accept the February 28, 2019, Tax Collector's Report as presented.*

### **First Selectman's Report**

Mr. Shafer gave an executive summary of the proposed 2019-20 Fiscal Budget. He recommended that consideration be given to funding new reserve accounts for some long-range capital projects and Town initiatives. He then discussed with the Board ways to increase transparency with the Board of Selectmen. The Board provided feedback to be communicated back to the Board of Selectmen along with a request for written guidance on the proposed budgets with any recommended changes.

### **Policy Revision**

The Board decided to table further action on revisions to existing accounting policies, and adoption of new debt management and fund balance policies, until after the budget season.

### **2019-20 Budget**

Mrs. Parente distributed copies of management's proposed 2019-20 Town Budget which included Region 10's current proposed budget and a report on the October 2018 Grand List. It was noted there was a 2.12% total increase compared to the 2017 Grand List. The Board reviewed and set a schedule for special budget meeting dates.

### **Executive Session**

None.

### **Adjournment**

Chairman DiNicola noted that the next meeting will be held on Wednesday, March 13, 2019, at 7:30 p.m. and election of Board officers will take place at that meeting. He then asked if there was any further business to come before the Board. There being no further business, on a motion made and seconded by Brault/Achilli at 10:57 p.m. it was unanimously VOTED TO:

*Adjourn the meeting.*

Respectfully submitted,

Andrew Klimkoski, Secretary