



## Town of Burlington

### **BURLINGTON BOARD OF FINANCE REGULAR MEETING May 15, 2019**

A meeting of the Burlington Board of Finance was held on Wednesday, May 15, 2019, at the Town Hall. Board members present were: Chairman Anthony DiNicola, John Achilli, John Kirschner, Andrew Klimkoski and Gerald Mullen. Also in attendance were First Selectman Theodore Shafer, Finance Director Eleanor Parente, Courtney Hendricson from the CT Economic Resource Center and Tod Kallenbach, Chairman of the Burlington Economic Development Commission.

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

#### **Minutes**

Minutes from the meetings held on April 17<sup>th</sup>, April 24<sup>th</sup>, May 1<sup>st</sup> and May 8<sup>th</sup> were reviewed. Following the review and discussion, on a motion made and seconded by Kirschner/Achilli, it was unanimously VOTED TO:

*Approve the April 17, 2019 minutes as presented.*

On a motion made and seconded by Klimkoski/Achilli, it was unanimously VOTED TO:

*Approve the April 24, 2019 minutes as presented.*

On a motion made and seconded by Achilli/Kirschner, it was unanimously VOTED TO:

*Approve the May 1, 2019 minutes as presented.*

On a motion made and seconded by Achilli/Mullen, it was unanimously VOTED TO:

*Approve the May 8, 2019 minutes as presented.*

#### **Citizen Comments**

None.

#### **Correspondence**

None.

#### **CERC Presentation**

Mr. Kallenbach introduced Ms. Hendricson and distributed a proposal dated February 2019 for on-site economic development consulting services by CERC. The proposal's scope covered a focus on downtown and agricultural business retention, expansions, attraction and creations.

Mr. Shafer and Mr. Kallenbach requested that funding for CERC services be included in the 2019-20 Town budget. Following the discussions, Mr. Kallenbach and Ms. Hendricson left the meeting at 8:19 p.m.



## Town of Burlington

### **Financial Report**

Mrs. Parente presented and reviewed with the Board key financial reports for April and through May 15, 2019. Discussion covered fiscal year-to-date results and budget line item variances. Engineering and Fire Department budgets are expected to be materially over budget at year end. The Board also reviewed non-budget account revenue and expenses.

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

*Accept the May 15, 2019 Financial Report as presented.*

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

The Board reviewed and discussed the April 30, 2019, Tax Collector's Report. Key reports included fiscal year-to-date tax collections and sewer use collections. Following the review, on a motion made, seconded by Mullen/Kirschner, it was unanimously VOTED TO:

*Accept the April 30, 2019 Tax Collector's Report as presented.*

### **Town Road Projects**

Engineering design and legal costs for the reconstruction of Jerome Avenue will be Town funded. Construction will be State LOTCIP funded. Actual engineering costs have exceeded the amount in the 2018-19 Town budget due to more extensive drainage issues on Jerome Avenue. Town engineer's firm, Wengell, McDonnell & Costello (WMC), is looking for additional sums of money to cover added work. The Board agreed to reimburse WMC for the additional work pending agreement by the Board of Selectmen.

LOTICIP Pre-Application for reconstruction of George Washington Turnpike. The Town has submitted an application for a State LOTICIP grant to reconstruct part of George Washington Turnpike. Engineering design work for the project will be Town funded. Construction will be State LOTICIP funded. WMC's LOTICIP Pre-Application Agreement is in the amount of \$17,000.00. The Board decided to increase the budgeted amount for 2019-20 Contingency expense to cover this item.

LOTICIP Pre-Application for reconstruction of Punch Brook Road, Case Road and George Washington Turnpike. The Town has submitted an application for a State LOTICIP grant to reconstruct part of George Washington Turnpike. Engineering design work for the project will be Town funded. Construction will be LOTICIP funded. WMC's LOTICIP Pre-Application Agreement is in the amount of \$5,000.00. The Board decided to also increase the budgeted amount for 2019-20 Contingency expenses to cover this item.

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

None.



## Town of Burlington

### **2019-20 Budget**

The board discussed the next fiscal year's budget. Final adjustments were made for the May 22<sup>nd</sup> Town Budget Public Hearing.

### **Executive Session**

Chairman DiNicola asked for a motion to go into executive session. On a motion made and seconded by Mullen/Kirschner at 9:54 p.m. it was unanimously VOTED TO:

*Convene into executive session to discuss personnel-bargaining unit and finance department; real estate acquisition; contracts; security; and litigation and invite First Selectman Shafer.*

Mrs. Parente left the meeting at this time. Mr. Shafer subsequently left the meeting at 10:38 p.m.

On a motion made and seconded by Mullen/Klimkoski at 10:46 p.m. it was unanimously VOTED TO:

*Reconvene to public session.*

### **Adjournment**

Chairman DiNicola asked if there was any further business to come before the Board. There being no further business, on a motion made and seconded by Klimkoski/Mullen, at 10:46 p.m. it was unanimously VOTED TO:

*Adjourn the meeting.*

Respectfully submitted,

Andrew Klimkoski, Secretary