



Town of Burlington

BURLINGTON BOARD OF FINANCE REGULAR MEETING September 18, 2019

A regular meeting of the Burlington Board of Finance was held on Wednesday, September 18, 2019, at the Town Hall. Board members present were: Chairman Anthony DiNicola, John Achilli, Sue Brault, Donald Desiderato, 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 July 30th special meeting were reviewed. Following the review and discussion, on a motion made and seconded by Klimkoski/Achilli, it was unanimously VOTED TO:

Approve the July 30, 2019 minutes as presented.

Citizens Comments

None.

Correspondence

None.

BVFD – Tanker Presentation

No presentation was made. Finance Director Parente reported that she needs to review the BVFD Reserve account balance with BVFD leadership. The BVFD leadership believe they have more money than there actually is saved up in the reserve account for a new truck. The balance is not just for apparatus but includes funds set aside for SCBA Bottles and Packs as well as Life Packs. The reserve balance also has \$188,000 set aside for the remaining balance owed upon delivery of the last truck ordered.

Financial Report

Mrs. Parente presented and reviewed with the Board key financial reports for July and through September 17, 2019. Discussion covered fiscal year-to-date results and budget line item variances. The Board also reviewed non-budget account revenue and expenses. Bank/investment/reserve account balance reports prepared by Treasurer Savino were then reviewed and discussed. A report that showed the payment history on the 2002 Senior Housing bond was presented. Based on recent payments the bond is projected to be paid off 2027-28. She also provided a report which detailed revenue collected by the Town Clerk for the past two fiscal years. Fiscal 2018-19 revenue was down 9% compared to the prior fiscal year. She then reported that the bond account established for the Monce Road Firehouse has been reconciled with the State. It will be closed and the \$726,862 balance transferred into the General Fund.

Mrs. Parente reported that the Bond Liquidation Reserve account can also be closed. This account was setup by the Board to offset increased bond servicing costs associated with the overlap of a final payment on an old bond and the new bond issued for the Monce Road Firehouse,



Town of Burlington

Johnnycake Mountain land acquisition and Library expansion. She requested that the Board approve close this account and transfer the \$130,292 balance into the General Fund. Following discussion, on a motion made and seconded by Brault/Mullen it was unanimously VOTED TO:

Close Bond Liquidation Reserve and transfer balance into General Fund.

Mrs. Parente then reported on two expense accounts with negative year-to-date balances. The annual fee for Miscellaneous Expense – Planning Agency fee ended up being \$12 more than budget. She recommended that this amount be taken from contingency to cover the negative expense balance. The BVFD Capital expense also has a large negative balance. A total of \$63,378 (Lucas Device Ambulance \$20,000, Water Rescue Boat \$10,000, Portable Radios \$15,000, Ceiling Repair & Paint \$18,378) in fiscal 2019-20 capital expenses was inadvertently booked to the BVFD Reserve account by mistake. She recommended that the Board authorize \$63,378 to be transferred from the reserve account back into capital expenses. Following these discussions, on a motion made and seconded by Brault/Desiderato it was unanimously VOTED TO:

Move \$12 from Contingency to Misc-Planning Agency expense.

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

Transfer \$63,378 from BVFD Reserve to BVFD Capital.

Lastly, Mrs. Parente requested that the Board re-authorize the Director of Finance to transfer funds within a department's 2019-20 budget to zero out any negative expense line items. The Town's CPAs prefer that any negative expenses be cleared out as the fiscal year progresses rather than leaving accounting entries to the fiscal year-end. Following discussion, on a motion made and seconded by Brault/Achilli it was unanimously VOTED TO:

To authorize the Director of Finance to transfer funds within a department's budget to zero out negative expense line items.

Following these discussions, on a motion made and seconded by Mullen/Brault it was unanimously VOTED TO:

Accept the September 17, 2019 Financial Report as presented.

Tax Collector's Report

The Board reviewed and discussed the August 31, 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 and seconded by Klimkoski/Desiderato, it was unanimously VOTED TO:

Accept the August 31, 2019 Tax Collector's Report as presented.

First Selectman's Report



Town of Burlington

Mr. Shafer reported that the Town Hall's boiler needs to be replaced. An RFP produced only one bid for \$34,735 plus additional costs of \$16,125 for new piping and an overflow tank. The additional costs to replace the underground piping includes \$9,000 to dig a trench. He conveyed that Public Works personnel could dig the trench to save money. The responding bidder also quoted \$10,950 for an optional tank monitoring system. He noted that the savings from the Town digging the trench could offset the cost of the monitoring system. Following discussion, on a motion made and seconded by Brault/Klimkoski it was unanimously VOTED TO:

Authorize up to \$55,000 for new boiler and related equipment.

He reported that a joint meeting between the Boards of Selectmen and Finance to discuss the 2020-21 budget process would be beneficial. The Board discussed and proposed dates for a special BOF meeting. He then reported that an Evergreens Senior Housing feasibility study is planned and that the Jerome Ave road project is ready to go out to bid.

Mr. Shafer then presented information from Parks and Recreation Director Twomey regarding a grant application due October 11th for a new Dial-A-Ride van. The State of Connecticut will provide 80% of the cost of a van, not to exceed the grant application amount of \$67,000. The State will pay up to \$53,600 and the Town's share would be \$13,400. If the grant is approved, the Board would authorize procurement of the vehicle in March or April 2020. The Board agreed with the pursuit of the grant.

Executive Session

Chairman DiNicola asked for a motion to go into executive session. On a motion made and seconded by Klimkoski/Desiderato at 9:48 p.m. it was unanimously VOTED TO:

Convene into executive session to discuss personnel-bargaining unit; real estate acquisition; contracts; security; and litigation and invite First Selectman Shafer and Finance Director Parente.

On a motion made and seconded by Desiderato/ Mullen at 10:06 p.m. it was unanimously VOTED TO:

Reconvene to public session.

Adjournment

Chairman DiNicola noted that he cannot attend the next regular meeting on October 16th. Mr. Klimkoski also reported that he will not be able to attend that meeting as well. Following discussion, the Board decided to move the October meeting to Wednesday, October 23rd.

Chairman DiNicola 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 Achilli/Brault, at 10:11 p.m. it was unanimously VOTED TO:

Adjourn the meeting.

Respectfully submitted,



Town of Burlington

Andrew Klimkoski, Secretary