



Town of Burlington

BURLINGTON BOARD OF FINANCE REGULAR MEETING January 15, 2020

A meeting of the Burlington Board of Finance was held on Wednesday, January 15, 2020, at the Town Hall. Board members present were: John Achilli, Sue Brault, Steve Carrier, John Kirschner, Andrew Klimkoski and Gerald Mullen. Also in attendance were First Selectman Theodore Shafer and Chris King of King, King & Associates.

Chairman Mullen called the meeting to order at 6:30 pm.

Minutes

Minutes from the regular meeting held on December 18th were reviewed. Following the review and discussion, on a motion made and seconded by Brault/Achilli, it was unanimously VOTED TO:

Approve the December 18, 2019 minutes as presented.

Citizens Comments

None.

CPA Audit Report

Mr. King distributed and reviewed the *Audited Financial Statements for the Year Ending June 30, 2019*, report and management letter. The audit resulted in an unmodified opinion, meaning the financial statements prepared by the Town's management present fairly, in all material respects, the financial condition and operating results in accordance with generally accepted accounting principles. Mr. King noted there were no disagreements with management encountered during the audit. Lastly, he distributed a *Single Audit for June 30, 2019* report which covered internal control over financial reporting and compliance with each major State grant program. No exceptions were noted.

Mr. King left the meeting at 8:08 pm.

Following the report, on a motion made and seconded by Klimkoski/Brault, it was unanimously VOTED TO:

Accept the June 30, 2019 Audit Report as presented.

Correspondence

Invitations from Superintendent Thiery to Region 10's proposed 2020-21 expense budget presentation to be held on February 10th were distributed.

Reconstruction of Route 4 – Punch Brook Road-Barnes Hill Road Intersection

Mr. Shafer presented information on the full reconstruction of the intersection. A request for \$44,000 appropriation was made for reconstruction design work. The Town has been approved for a State grant in the amount of \$350,000 that will not be enough to cover the costs to fix this intersection. The Town must use these funds on Route 4. The BOS approved use of the grant money to extend the streetscape on Route 4. The Town must pay for any engineering design costs and have a plan submitted to the State soon otherwise it will forfeit the grant money. Cost for the design work is estimated to be \$5,000 plus time and travel to meet with State officials. He recommended action to fund the streetscape design work. Action on the intersection can wait until next month.



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

Approve up to \$6,000 to be transferred from Contingency to Engineering for streetscape design work.

Financial Report

The Board reviewed and discussed key financial reports through December 31, 2019. Discussion covered 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.

Tax Collector's Report

The Board reviewed and discussed the December 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 Brault/Achilli, it was unanimously VOTED TO:

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

First Selectman's Report

Mr. Shafer reported that the State of Connecticut wants the Town to do a full safety analysis on 5 bridges. One proposal received is for \$15,000 and he will get others. He noted that the BOS support having a study done. In addition, the BOS has appointed a Limited Charter Review Committee. Target is to have any proposed changes as a referendum on the November 2020 elections ballot. A discussion was held on holding joint budget meetings with the BOS and department directors.

Executive Session

Chairman Mullen asked for a motion to go into executive session. On a motion made and seconded by Klimkoski/Brault, at 8:54 p.m. it was unanimously VOTED TO:

Convene into executive session to discuss real estate acquisition; contracts; security; and, litigation and invite First Selectman Shafer.

On a motion made and seconded by Brault/Klimkoski, at 9:21 p.m. it was unanimously VOTED TO:

Reconvene to public session.

Adjournment

Chairman Mullen noted that he will contact Finance Director Parente to have the 2020-21 Budget packets prepared. Members can pick them up prior to the next meeting. He will schedule special budget meetings before the Board's next regular meeting. Chairman Mullen 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 9:21 p.m. it was unanimously VOTED TO:

Adjourn the meeting.

Respectfully submitted,
Andrew Klimkoski, Secretary