



## Town of Burlington

### **BURLINGTON BOARD OF FINANCE REGULAR MEETING February 19, 2020**

A meeting of the Burlington Board of Finance was held on Wednesday, February 19, 2020, at the Town Hall. Board members present were: Gerald Mullen, Chairman, Sue Brault, Steve Carrier, Don Desiderato, John Kirschner and Andrew Klimkoski. Also in attendance was First Selectman Theodore Shafer.

Chairman Mullen declared a quorum was present and called the meeting to order at 6:30 p.m.

#### **Minutes**

Minutes from the January 15<sup>th</sup> regular meeting, and February 5<sup>th</sup> and 12<sup>th</sup> special meetings were reviewed. Following the review and discussion, on a motion made and seconded by Brault/Kirschner, it was unanimously VOTED TO:

*Approve the January 15, 2020 minutes, February 5, 2020 minutes and February 12, 2020 minutes as presented.*

#### **Citizens Comments**

None.

#### **Public Works**

Mr. Shafer reported that the Town was awarded a \$44,000 grant to purchase a new crane truck. The truck is in Director Tharau's 2020-21 capital expense budget request, but the Town must order the truck now to secure the State grant. It cannot wait until the new fiscal year begins in July. The grant covers approximately 19% of the \$230,000 cost. Following the discussion, on a motion made and seconded by Kirschner/Brault, it was unanimously VOTED TO:

*Authorize up to \$230,000 for purchase of new crane truck.*

#### **Route 4-Punch Brook Road-Barnes Hill Road Intersection**

Mr. Shafer presented information on the full reconstruction of the intersection. A recent State grant awarded the Town cannot be used for upfront costs such as design work. The BOS authorized use of that grant money to expand the center streetscape. He requested that a \$44,000 appropriation be made for reconstruction design work. Following the discussion, on a motion made and seconded by Klimkoski/Brault, it was unanimously VOTED TO:

*Authorize \$44,000 from Bridge/Road Repair Reserve for reconstruction design work.*

#### **Correspondence**

None.

#### **Financial Report**

The Board reviewed and discussed key financial reports through January 31, 2020. Discussion covered year-to-date results and budget line item variances. Bank/investment/reserve account balance reports



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prepared by Treasurer Savino were then reviewed and discussed. A memo from Finance Director Parente requested that full \$30,000 budgeted this year for dog fund appropriation expense be authorized at this time rather than wait until fiscal year-end. Treasurer Savino had to use \$500 from the Town's general fund money market account to cover some costs. Following discussion, on a motion made and seconded by Brault/Desiderato, it was unanimously VOTED TO:

*Authorize \$30,000 budgeted Dog Fund Appropriation be moved with \$29,500 into Restricted Dog Fund Account and \$500 to Money Market Account.*

The memo also requested a transfer from contingency expense to cover several expense budget variances was then discussed. No action was taken until additional information is obtained from Director Parente. Following the discussion, on a motion made and seconded by Klimkoski/Desiderato, it was unanimously VOTED TO:

*Accept the January 2020 Financial Report as presented.*

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

The Board reviewed and discussed the January 31, 2020, 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/Kirschner, it was unanimously VOTED TO:

*Accept the January 2020 Tax Collector's Report as presented.*

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

Mr. Schafer discussed holding joint budget sessions with the BOS as each department director presents their respective budgets. Following discussion, the consensus of the Board was that it did not want to have all the department directors just come in to review their requests and the documents already submitted to support them as has been past practice. Any specific material questions or concerns could be addressed through either follow-up written documentation or an in-person meeting just to discuss specific matters.

### **Executive Session**

Chairman Mullen asked for a motion to go into executive session. On a motion made and seconded by Klimkoski/Kirschner, at 9:11 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.*

On a motion made and seconded by Brault/Desiderato, at 9:32 p.m. it was unanimously VOTED TO:

*Reconvene to public session.*

### **2020-21 Budget**

No discussion was held on the budget. Chairman Mullen informed the Board he will add an executive session to future budget meeting agendas.



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### **Adjournment**

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/Carrier, at 9:32 p.m. it was unanimously VOTED TO:

*Adjourn the meeting.*

Respectfully submitted,

*Andrew J. Klimkoski*

Andrew Klimkoski, Secretary