



Town of Burlington

BURLINGTON BOARD OF FINANCE REGULAR MEETING April 15, 2020

A meeting of the Burlington Board of Finance was held on Wednesday, April 15, 2020, as a virtual Zoom meeting. Board members present were: Gerald Mullen, Chairman, John Achilli, Susan Brault, Steve Carrier, Donald Desiderato, John Kirschner and Andrew Klimkoski. Also in attendance was First Selectman Theodore Shafer, Finance Director Elisa Mitchell and selectmen James Chard and Thomas Zabel.

Chairman Mullen declared a quorum was present and called the meeting to order at 6:34 p.m.

Chairman Mullen asked for a motion to amend agenda item II – Minutes to add the February 19, 2020, regular meeting minutes. Following discussion, on a motion made and seconded by Klimkoski/Desiderato, it was unanimously VOTED TO:

Add February 19 2020, minutes to agenda item II – Minutes.

Minutes

Minutes from the February 19, 2020, regular meeting, along with February 26th, March 4th, March 11th, and April 8th special meetings, were reviewed. Following the review and discussion, on a motion made and seconded by Kirshner/Achilli, it was unanimously VOTED TO:

Approve the February 19, February 26, March 4, March 11 and April 8, 2020 minutes as presented.

Citizens Comments

None.

Correspondence

Chairman Mullen reviewed correspondence from Tax Collector Allison Tharau to the Board regarding the proposed Annual Suspense Report for 2020. The reports provided a list of the names and amounts owed by town residents with past due property and/or auto taxes that have gone uncollected. Taxes have not been collected due to taxpayer's death, moved and can't be located, or other reasons that make them doubtful to be collected. The total is \$18,003.21 from 2005-2018 Grand Lists. These uncollected taxes would be moved from current collection balances to suspense. Following the review and discussion, on a motion made and seconded by Achilli/Brault, it was unanimously VOTED TO:

Approve the \$18,003.21 Annual Suspense Report as presented.



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Financial Report

Finance Director Mitchell reviewed and discussed key financial reports through March 31, 2020. Discussion covered year-to-date results and budget line item variances. The increase in employee health insurance costs is related to employees' adding family members to the plan. Mr. Shafer noted that the Town is in the process of getting new insurance quotes. Results should be received soon and help set the next budget. He also reported holding a meeting with the Police Union and the Town's attorney to discuss personnel assignments. The Police Union did not agree to make any operational changes to curtail overtime costs which are now over budget for the current fiscal year. Bank/investment/reserve account balance reports prepared by Treasurer Savino were then reviewed and discussed. Following discussion, on a motion made and seconded by Kirschner/Klimkoski, it was unanimously VOTED TO:

Accept the March 2020 Financial Report as presented.

Tax Collector's Report

The Board reviewed and discussed the March 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 Desiderato/Achilli, it was unanimously VOTED TO:

Accept the March 2020 Tax Collector's Report as presented.

First Selectman's Report

Mr. Schafer reported on recent Governor Executive Orders in response to the COVID-19 pandemic:

- EO 7C, issued March 15th, grants any municipal legislative body, the board of selectmen in the place of a charter's town meeting, the ability to modify and amend the schedule and deadlines for the preparation, submission and adoption of the 2020-21 fiscal budget in adherence with the extended deadline of June 15.
- EO 7I, issued March 21st, extends the June 15th deadline to any State or municipal taxing authority which includes WPCA. In addition, it suspends in-person budget adoption requirements for municipalities. It empowers any municipal legislative body, boards of selectmen where the legislative body is a town meeting, the ability to authorize the budget-making authority within said municipality to adopt a 2020-21 fiscal year budget and to set a the mill rate without holding votes required by charter or without complying with any in-person budget adoption requirements. Any public budget adoption meetings shall also comply with public meeting requirements consistent with EO 7B.
- EO 7S, issued April 1st, suspends and modifies tax deadlines and collection efforts. The Order establishes two programs known as the "Deferment Program" and the "Low Interest Rate Program" for any municipality or other taxing authority to offer its taxpayers temporary relief. The Deferment Program empowers the taxing authority to



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defer tax payment by ninety (90) days from a due date that may occur between March 10, through and including July 1, 2020. The Low Interest Rate Program enables any taxing authority to reduce the interest and penalties to at least 3% unless already less on any delinquent amounts for ninety (90) days. Taxing authorities may participate in either or both programs. The board of selectmen have until April 25th to report to the Secretary of the Office of Policy and Management which program(s) it will participate in.

- EO 7W, issued April 9th, amends EO 7S to clarify that since many tax payments do not incur any interest or penalties if paid in the month due the Deferment Program shall be for three (3) months instead of ninety (90) days. In addition, it requires participation in either of the programs to be applied consistently to all local municipal taxing authorities.

He then reported that the Board of Selectmen adopted a resolution at its meeting held on April 14th in response to the Governor's Executive Orders 7S and 7W. The resolution was to participate in the Deferment Program. The paperwork still needs to be filed with the State. The Board of Selectmen are also expected to take action in response to Executive Order 7I and modify the process for adoption of Burlington's 2020-2021 Fiscal Year Budget at its next regular meeting to be held on April 28th. The Town's attorney still advises that a virtual public budget hearing be held.

2020-21 Budget

The Board reviewed and discussed the proposed 2020-21 Budget. During the discussion, Mr. Shafer reported that he and the Harwinton First Selectmen met with Superintendent Howard Thiery to discuss Region 10's forthcoming budget. Due the closing of schools, the Superintendent expects overhead for the current fiscal year to be lower which should result in refunds to the towns. The Board of Education is holding a virtual budget hearing on May 4th and is expected to take formal action at its regular meeting on May 5th. Following discussion, Chairman Mullen reviewed his list of outstanding items that need to be addressed.

Executive Session

None.

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 Achilli/Desiderato, at 9:30 p.m. it was unanimously VOTED TO:

Adjourn the meeting.

Respectfully submitted,

Andrew J. Klimkoski

Andrew Klimkoski, Secretary