



## Town of Burlington

### **BURLINGTON BOARD OF FINANCE REGULAR MEETING May 20, 2020**

A meeting of the Burlington Board of Finance was held on Wednesday, May 20, 2020, as a virtual Zoom Conferencing meeting. Board members present were: Gerald Mullen, Chairman, John Achilli, Susan Brault, Steve Carrier, John Kirschner and Andrew Klimkoski. Also in attendance was First Selectman Theodore Shafer, and Finance Director Elisa Mitchell.

Chairman Mullen declared a quorum was present and called the meeting to order at 6:33 p.m. He then asked for a motion to amend agenda item II, Minutes, to add the May 19, 2020, Public Hearing Meeting minutes. Following discussion, on a motion made and seconded by Brault/Kirschner, it was unanimously VOTED TO:

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

#### **Minutes**

Secretary Klimkoski noted that the agenda incorrectly referenced the May 15<sup>th</sup> as opposed to April 15<sup>th</sup> regular minutes. Minutes from the April 15, 2020, regular meeting, along with April 29<sup>th</sup>, May 4<sup>th</sup> and May 19<sup>th</sup> special meetings, were reviewed. Following the review and discussion, on a motion made and seconded by Klimkoski/Brault, it was unanimously VOTED TO:

*Approve the April 15, April 29, May 4 and May 19<sup>th</sup>, 2020, minutes as presented.*

#### **Citizens Comments**

None.

#### **Correspondence**

None.

#### **Financial Report**

Finance Director Mitchell reviewed and discussed key financial reports through April 30, 2020. Discussion covered year-to-date results and budget line item variances. It was noted that negative items will be offset within department budgets. Bank/investment/reserve account balance reports prepared by Treasurer Savino were then reviewed and discussed. It was also noted that the reports still do not align with the CPA report's classifications. Following discussion, on a motion made and seconded by Brault/Achilli, it was unanimously VOTED TO:

*Accept the April 2020 Financial Report as presented.*

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



## Town of Burlington

The Board reviewed and discussed the April 30, 2020, Tax Collector's Report. Questions regarding the reports and notes to the WPCA's revenue were raised and discussed. Discussion focused on the revenue being just under 55% of budget. The BOS has approved a deferment of taxes in line with the State's executive order which will also affect WPCA collections. Ramifications on current and past assessments were discussed. Chairman Mullen suspended further discussion pending Ms. Mitchell obtaining answers from the tax collector's office to questions raised. Discussion concluded at this time.

### **2019-20 Audit**

Chairman Mullen informed the Board he had received an engagement letter from the Town's current CPA's King and King to perform the fiscal year-end June 30, 2020, audit. Following discussion, on a motion made and seconded by Brault/Achilli, it was unanimously VOTED TO:

*Approve King & King for 2019-20 Audit.*

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

Mr. Schafer reported the Town's attorney advises that the Board authorize the use of LOCIP funds by the Highway Department at one of its scheduled meetings. Action is usually taken in conjunction with the Town budget vote. Given adoption of the Town budget by the Board in lieu of an in-person vote, the Board cannot take action on the LOCIP funds at that same budget adoption meeting. Following discussion, on a motion made and seconded by Klimkoski/Kirschner, it was unanimously VOTED TO:

*Authorize Highway Department to use LOCIP funds.*

He also reported that the Town will not hold normal Memorial Day celebrations. The Town will post a video to honor community servicemembers. Lastly, he noted the board of selectmen has authorized the Board to adopt the 2020-21 Town Budget in lieu of an in-person meeting and to set the mil rate accordingly on Tuesday June 2<sup>nd</sup>.

### **2020-21 Budget**

The Board reviewed and discussed the proposed 2020-21 Budget. 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 Brault/Klimkoski, at 7:49 p.m. it was unanimously VOTED TO:

*Adjourn the meeting.*



## Town of Burlington

Respectfully submitted,

*Andrew J. Klimkoski*

Andrew Klimkoski, Secretary