



## Town of Burlington

### **BURLINGTON BOARD OF FINANCE SPECIAL MEETING September 16, 2020**

A meeting of the Burlington Board of Finance was held on Wednesday, September 16, 2020, as a virtual Zoom meeting. Board members present were: Gerald Mullen, Chairman, John Achilli, Susan Brault, Steve Carrier, John Kirschner, Mark Klepacki and Andrew Klimkoski. Also in attendance were First Selectman Theodore Shafer, Finance Director Elisa Mitchell and Selectman James Chard.

Chairman Mullen declared a quorum was present and called the meeting to order at 6:35 p.m.

#### **Minutes**

Minutes from the August 12, 2020, special meeting was reviewed. Following the review and discussion, on a motion made and seconded by Kirschner/Achilli, (Klimkoski abstained) it was VOTED TO:

*Approve the August 12, 2020, minutes as presented.*

#### **Citizens Comments**

None.

#### **Correspondence**

None.

#### **Financial Report**

Mrs. Mitchell reviewed and discussed key year-to-date financial reports for: 9/14 revenue and 8/31 expenses. It was noted that the \$15.3 million in property tax revenue is materially less than the \$17.2 million in YTD taxes collected in 2019. The lower amount is attributed to the COVID-19 pandemic. Tax payments are subject to a three-month grace period to help taxpayers impacted by the pandemic. Expenses were generally on budget except for public works overtime. YTD expenses were \$28,900 over the full fiscal year's \$20,000 budget. The excessive amount is due to storm Isaias. A federal disaster was declared so the Town will recoup money from FEMA. It is unknown at this time the amount FEMA will grant nor when any money will be received. August's month-end bank/investment/reserve account balance reports prepared by Treasurer Savino were then reviewed and discussed.

Mrs. Mitchell then reported that the Town of Farmington agreed to and paid, \$6,000 for their use of the Dog Pound. Auditors will be on-site beginning September 28<sup>th</sup> for the 2020 fiscal year- audit. Following discussion, on a motion made and seconded by Brault/Kirschner, it was unanimously VOTED TO:

*Accept the Financial Report as presented.*



## Town of Burlington

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

The Board reviewed and discussed the Tax Collector's Report. Reports covered information on collected, and uncollected, property taxes and sewer fees/taxes through August 31<sup>st</sup>. Following discussion, on a motion made and seconded by Klimkoski/Brault, it was unanimously VOTED TO:

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

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

Mr. Shafer reported the Town's WPCA has received a letter from the Town of Farmington requiring payment of \$141,000 related to usage of their new water treatment facility. This is at the disputed higher rate that WPCA has not resolved with Farmington. Payment is due in November. He also reported that a letter was received from the Tavern to increase the amount of support for the Historical Society from \$6,000 to \$8,000 this fiscal year.

Mr. Shafer then reported that the Town has entered into an agreement to purchase two parcels of land totaling 4.181 acres owned by Dwight Harris on Library Lane for \$400,000. The Town's attorney obtained a Restricted Appraisal Report from Hunter Associates, LLC. The intent of the appraisal report was to assess the fair market value of the property in relation to the amount Mr. Harris is asking for it. The appraisal report determined \$400,000 is a fair value for the property based on current market conditions. The two parcels border behind the corner parcel which has already been sold to a private party. The Board of Selectmen support the purchase but have not taken formal action to approve the sales agreement yet. He requested that the Board authorize \$400,000 be taken from the Land Purchase Reserve account to acquire the two parcels. This would give the Town more control over its use to fit within the vision for Library Lane to become a focal point in its Town Center Development Plan. It was noted that the reserve account has a current balance of just over \$455,000 based on the financial reports presented earlier.

During discussion on the request, it was noted that this was not on the meeting agenda. In addition, the publicly posted agenda incorrectly classified today's meeting as a "special" meeting. The Board cannot add any new business to a special meeting agenda, only regular meetings. Today's meeting should have been classified as "regular" as it was on the calendar of meeting dates filed with the Secretary of State for 2020. Over concerns this may create an issue that formal action was not legal, no action was taken.

### **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 Klimkoski/Klepacki, at 7:55 p.m. it was unanimously VOTED TO:

*Adjourn the meeting.*



## Town of Burlington

Respectfully submitted,

*Andrew J. Klimkoski*

Andrew Klimkoski, Secretary