



Town of Burlington

BURLINGTON BOARD OF FINANCE REGULAR MEETING October 21, 2020

A meeting of the Burlington Board of Finance was held on Wednesday, October 21, 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 and Finance Director Elisa Mitchell.

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

Minutes

Minutes from the September 16, 2020, special meeting was reviewed. Following the review and discussion, on a motion made and seconded by Klimkoski/Brault it was unanimously VOTED TO:

Approve the September 16, 2020, minutes as presented.

Citizens Comments

None.

Correspondence

None.

Financial Report

Mrs. Mitchell reviewed and discussed key year-to-date financial reports for: 10/8 revenue and 9/30 expenses. It was noted that the property tax revenue increased from \$15.3 million to \$17.2 million since the Board's last meeting. Expenses were generally on budget except for public works overtime. As reported in September, the excessive amount is due to storm Isaias. A federal disaster was declared. She reported the Town is waiting for FEMA to act on its application. It is unknown at this time the amount FEMA will grant nor when any money will be received. State assistance applications are due by the end of October. The Town has applied to the State and is also waiting on this application. Unemployment taxes exceed the total fiscal budget due to COVID-related layoffs. September's month-end bank/investment/reserve account balance reports prepared by Treasurer Savino were then reviewed and discussed.

Mrs. Mitchell reported her department performed a review of payroll processing services. The current vendor (ADP) was compared to three others. The Town will be switching services to Paylocity. Following discussion, on a motion made and seconded by Brault/Kirschner, it was unanimously VOTED TO:

Accept the Financial Report as presented.



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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 September 30th. Following discussion, on a motion made and seconded by Klimkoski/Achilli, it was unanimously VOTED TO:

Accept the Tax Collector's Report as presented.

First Selectman's Report

Mr. Shafer reported the Town is working on plans for Johnnycake Mountain's recreational space. He requested that the Board authorize funding for water testing well and conceptual design renderings of the project. Total amount requested is \$3,300. Following discussion, on a motion made and seconded by Brault/Carrier it was unanimously VOTED TO:

Authorize up to \$3,300 from Johnnycake Mountain Reserve for water testing and concept renderings.

Next, Mr. Shafer reported the Town has received proposals to replace the remaining sections of the Town Hall's roof. He requested funding in the amount of \$72,000. Following discussion, on a motion made and seconded by Kirschner/Achilli it was unanimously VOTED TO:

Authorize up to \$72,000 from Town Hall Reserve for new roof.

Lastly, Mr. Shafer informed the Board that BVFD Chief Haviland resigned and was replaced by Michael Boucher.

Executive Session

Chairman Mullen asked for a motion to go into executive session to discuss Johnnycake Mountain and Farmington Sewer contracts, along with Land Use and Assessor departments' personnel. On a motion made and seconded by Kirschner/Klimkoski, at 7:49 p.m. it was unanimously VOTED TO:

Convene into executive session and invite Mr. Shafter and Mrs. Mitchell.

On a motion made and seconded by Brault/Achilli, at 8:28 p.m. it unanimously VOTED TO:

Reconvene to public session.

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/Brault, at 8:28 p.m. it was unanimously VOTED TO:



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Adjourn the meeting.

Respectfully submitted,

Andrew J. Klimkoski

Andrew Klimkoski, Secretary