



Town of Burlington

BURLINGTON BOARD OF FINANCE REGULAR MEETING November 18, 2020

A meeting of the Burlington Board of Finance was held on Wednesday, November 18, 2020, as a virtual Zoom conferencing meeting. Board members present were: Gerald Mullen, Chairman, John Achilli, Susan Brault, Steve Carrier, John Kirschner, Mark Klepacki and Andrew Klimkoski. Also in attendance was First Selectman Theodore Shafer, Finance Director Elisa Mitchell and Public Works Director Scott Tharau.

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

Minutes

Minutes from the October 21, 2020, regular meeting were reviewed. Chairman Mullen noted that the minutes should reflect that Tax Collector Tharau had been present at the meeting to review the tax collector's report. Following the review and discussion, on a motion made and seconded by Achilli/Kirschner, it was unanimously VOTED TO:

*Approve the October 21, 2020, minutes as amended under Tax Collector's Report to read:
"Tax Collector Tharau reviewed and discussed the October 31, 2020 Tax Collector's Report."*

Citizens Comments

None.

Correspondence

None.

2021 Meeting Dates

Chairman Mullen presented a 2021 calendar for the Board to select its regular meeting dates. He noted that the regular meeting dates need to be filed with the CT Secretary of the State's office. The Board agreed to continue holding its meetings on the third Wednesday of each month. Following discussion, on a motion made and seconded by Kirschner/Brault, it was unanimously VOTED TO:

Set 2021 regular meetings on third Wednesday of each month at 6:30 p.m.

Financial Report

Mrs. Mitchell reviewed and discussed key year-to-date financial reports for: 11/5 revenue and 10/31 expenses. It was noted that the property tax revenue increased from \$17.2 million to \$17.8 million since the Board's last meeting. Revenue from zoning & building permits is already at 100% of the fiscal year budget. Mr. Shafer reported demand is high and Town staff are very busy. Expenses were generally on budget except for public works overtime. As



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reported in September, the excessive amount is due to storm Isaias. Unemployment taxes exceed the total fiscal budget due to COVID-related layoffs. The Town has applied to the State for a LOCIP grant to offset the additional surface treatment costs. Public Works' cleaning/sweeping expenses are negative due to receipt of money from an old sweeper. These funds will go towards the purchase of a replacement sweeper. October's month-end bank/investment/reserve account balance reports prepared by Treasurer Savino were then reviewed and discussed. It was noted that the \$962,000 Bridge/Road Repairs Reserve account balance does not reflect payments still to be made on bridge costs already incurred and approved in June. Those were \$57,000 to Cardinal Engineering for preliminary design work to replace bridges on Main Street and Covey Road; and, \$107,000 to refurbish two bridges on Prospect Street. Mr. Tharau noted that work on the two Prospect Street bridges is done and final costs should be well less than the initial \$107,000 estimate.

Mrs. Mitchell then reported all department heads were asked to submit their FY 2021-22 budget requests by Nov. 25th. The CPA auditors state they are on track to have a draft for the Board's Dec. 16th meeting. The one outstanding item is the GASB 75 pension valuation report from USI Consulting Group. USI states their report will be complete the first week in December. The Board requested that the draft audit report be presented on Dec. 16th with, or without, the GASB 75 disclosures. She then reported that the Town anticipates receiving around \$11,000 from FEMA, and nearly \$22,000 from the State, to offset COVID-19 related costs. It is unknown when the funds will be received. Following discussion, on a motion made and seconded by Klimkoski/Brault, it was unanimously VOTED TO:

Accept the Financial Report as presented.

Tax Collector's Report

The Board reviewed and discussed the October 31, 2020, Tax Collector's Report. Reports covered information on collected, and uncollected, property taxes and sewer fees/taxes. Following discussion, on a motion made and seconded by Brault/Klimkoski, it was unanimously VOTED TO:

Accept Tax Collector's Report as presented.

First Selectman's Report

Mr. Shafer reported that the Conservation Commission has restarted communications with the BOS to provide a Municipal Optional Tax Exemption program for local farmers. Thus far the BOS has taken no action. Commission member Miller reviewed abatement options under consideration by the Commission with the Board back in November 2019. At that time, this Board asked Mr. Miller for financial impact data associated with each option. Mr. Shafer stated he will need to assist the Commission with this. He then informed the Board that the Town's residence voted to approve the recommended changes to the Town's Charter. An updated copy of the Charter was emailed to all Board members.



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Mr. Shafter and the Town's attorney are working with AT&T, Verizon and T-Mobile to split the costs to make improvements to the communications tower at the main fire station. The Town has emergency/critical communications equipment on it. Over the years, more and more equipment has been added to the tower. An engineering review of the tower found that it is already at 105% of capacity. More equipment is needed to upgrade the respective cellular networks. Dealing with all three companies has been difficult. Improvements are estimated to cost around \$100,000. It would provide the ability for the companies to add more equipment now and in the future. Split four-ways would mean the Town would contribute \$25,000. Board members asked that the Town try to get the cellular companies to each pay more than 25% to reduce the Town's share. The BOS will discuss this topic at its next meeting.

He reported that the Town has received a \$95,000 STEAP grant to offset some of the Foote Road bridge repair costs. It was noted that the new senior services bus is expected to be delivered next week. Messers Shafer and Tharau then presented information from Cardinal Engineering to finalize design plans for the two new bridges located on Covey Road and Main Street. Cost is \$39,500 for each bridge. The BOS has already approved Cardinal's proposal pending funding by the Board of Finance. Following discussion, on a motion made and seconded by Klimkoski/Kirschner, it was unanimously VOTED TO:

Authorize up to \$79,000 from Bridge/Road Repair Reserve for the two bridges' design plans.

Executive Session

Chairman Mullen asked for a motion to go into executive session to discuss Farmington Sewer and Central Business contracts, and Land Use and Assessor departments' personnel. He asked that Mr. Shafer and Mrs. Mitchell be invited into the executive session. On a motion made and seconded by Brault/Kirschner, at 7:46 p.m. it was unanimously VOTED TO:

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

All non-Board members besides Mr. Shafer and Mrs. Mitchell left the meeting at this time.

On a motion made and seconded by Klimkoski/Brault, at 8:11 p.m. it was 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 Achilli/Brault, at 8:11 p.m. it was unanimously VOTED TO:

Adjourn the meeting.



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Respectfully submitted,

Andrew J. Klimkoski

Andrew Klimkoski, Secretary