



## Town of Burlington

### **BURLINGTON BOARD OF FINANCE REGULAR MEETING February 17, 2021**

A meeting of the Burlington Board of Finance was held on Wednesday, February 17, 2021, as a virtual Zoom Conferencing meeting. Board members present were: Gerald Mullen, Chairman, John Achilli, Susan Brault, Mark Klepacki and Andrew Klimkoski. Also in attendance was First Selectman Theodore Shafer, Finance Director Elisa Michell, Public Works Director Scott Tharau and BVFD Fire Chief Michael Boucher.

Chairman Mullen declared a quorum was present and called the meeting to order at 6:33 p.m.

#### **Minutes**

Minutes from the January 20<sup>th</sup> regular meeting were reviewed. Following the review, on a motion made and seconded by Klimkoski/Brault, it was unanimously VOTED TO:

*Approve the January 20, 2021 minutes as presented.*

#### **Citizens Comments**

None.

#### **Correspondence**

None.

Mr. Boucher reported that department radios need to be replaced to be tri-band compliant with Connecticut's emergency communications system. The Town will be seeking financial assistance through a regional grant. He requested that up to \$35,000 be authorized from the BVFD reserve account to purchase 53 portables radios and 2 mobile units. This amount represents Burlington's portion of the cost to buy the radios. It was noted that the board of selectmen recently approved this request. Following the discussion, on a motion made and seconded by Klimkoski/Achilli, it was unanimously VOTED TO:

*Authorize up to \$35,000 from BVFD reserve account for purchase of new radios.*

At 6:50 p.m. Mr. Boucher left the meeting. Next, Mr. Tharau reviewed a proposal from Cardinal Engineering to provide engineering services required to complete a NHCOC Rural Collector funding application for the reconstruction of a section of West Chippens Hill Road. The section is approximately 2,500 linear feet starting at the intersection of Scoville Road and proceeding South. The estimated cost for engineering services is \$24,000. Following the discussion, on a motion made and seconded by Achilli/Klepacki, it was unanimously VOTED TO:



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*Authorize up to \$24,000 from Bridge/Road Repairs reserve account for W. Chippens Hill Road engineering services.*

### **Financial Report**

Mrs. Michell reviewed and discussed key year-to-date financial reports for revenue and expenses. She reported that the negative balance for WPCA legal costs is related to the disagreement with Farmington on the allocation of construction costs to Burlington for their new treatment facility. Mr. Shafer to arrange a joint meeting with the Board, the board of selectmen and WPCA to discuss the situation further. Miscellaneous solid waste removal costs are higher due to an additional brush dumpster needed for storm cleanup and increased use by residents. January's month-end bank/investment/reserve account balance reports prepared by Treasurer Savino were then reviewed and discussed. The decline in the Town Hall reserve balance is associated with the section of new roof approved in October.

Mrs. Michell reported she is working with the board of selectmen on a draft FY 2021/22 budget and expects to provide it to the Board in March. She shared a communication from the Town's CPA firm on cash policies in place at other municipal entities. Not all towns have collateral agreements with their main bank for uninsured deposits. The Town will need to open communication with People's United Bank and have legal counsel be involved. Mrs. Michell then reported that the current fiscal 2020/21 budget did not include some one-time salary adjustments to some Town Hall supervisors and union positions. She requested that up to \$17,000 be authorized from contingency to cover the Town Hall wage adjustments. On a motion made and seconded by Klepacki/Achilli, it was unanimously VOTED TO:

*Authorize up to \$17,000 from contingency to cover wage adjustments.*

Chairman Mullen asked if there were any other questions concerning the financial report. There being none, on a motion made and seconded by Klimkoski/Klepacki, it was unanimously VOTED TO:

*Accept the Financial Report as presented.*

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

The Board reviewed and discussed the January 31, 2021, 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 Klimkoski/Klepacki, it was unanimously VOTED TO:

*Accept the January 2021 Tax Collector's Report as presented.*

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

Mr. Shafer reported that the board of selectmen recently appointed resident volunteer members to serve on the Johnnycake Mountain Park Advisory Commission. The Town



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remains at COVID level RED. The Bristol-Burlington Health District is helping to distribute vaccinations and the Parks & Recreation department is providing Dial-A-Ride services for seniors to get vaccinated. He then invited Mr. Tharau to give an update on the Main Street bridge replacement project and a water pipe owned by the City of New Britain that needs to be relocated. The Town has received a revised cost estimate from Cardinal Engineering of \$52,500. This is \$13,000 more than the original estimate to cover the plans and specifications to relocate the water pipe. The City of New Britain is not responsible for any of the costs since the pipe is located within the Town's 50-foot easement. Following discussion, on a motion made and seconded by Klimkoski/Achilli, it was unanimously VOTED TO:

*Authorize up to \$14,000 from Bridge/Road Repair reserve account to cover additional Main Street bridge engineering costs.*

### **Executive Session: Contracts- BVFD Cell Tower; Security; and, Personnel- IT and Police Pension**

Chairman Mullen asked for a motion to go into executive session to discuss the items on the agenda. On a motion made and seconded by Brault/Achilli, at 7:48 p.m. it was unanimously VOTED TO:

*Convene into executive session and invite Mr. Shafer and Mrs. Michell.*

Individuals not invited to participate in the executive session left the meeting at this time.

On a motion made and seconded by Klimkoski/Klepacki, 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 Klimkoski/Brault, at 8:12 p.m. it was unanimously VOTED TO:

*Adjourn the meeting.*

Respectfully submitted,

*Andrew J. Klimkoski*

Andrew Klimkoski, Secretary