



Town of Burlington

BURLINGTON BOARD OF FINANCE REGULAR MEETING March 17, 2021

A meeting of the Burlington Board of Finance was held on Wednesday, March 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 and Finance Director Elisa Michell.

Chairman Mullen declared a quorum was present and called the meeting to order at 6:38 p.m.

Minutes

Minutes from the special meeting held on March 10th were not completed in time for the meeting. The Board reviewed the minutes for the regular meeting held on February 17th. Following the review, on a motion made and seconded by Brault/Klepacki, with abstentions by Carrier and Kirschner for not being present, it was VOTED TO:

Approve the February 17, 2021 minutes as presented.

Citizens Comments

None.

Correspondence

None.

Mr. Klimkoski joined the meeting at this time.

Financial Report

Mrs. Michell reviewed and discussed key year-to-date financial reports for revenue through March 10th. Tax collections are at 97% of budget. Expenses through February 28th were then discussed. Total expenses were at 64% of budget after eight months. She reported two new negative balances. One was related to the unexpected need to purchase new hoses for the BVFD water holes. The other was increased BVFD reimbursement costs related to an increase in calls during Storm Isaias. February's month-end bank/investment/reserve account balance reports prepared by Treasurer Savino were then reviewed and discussed.

Chairman Mullen reported having received information from the Town's current CPA's to perform the next annual audit for the fiscal year ending June 30, 2021. The Board discussed performing due diligence to obtain proposals from other accounting firms to do the next audit. It was agreed to issue a formal request for proposal (RFP) for the Board. Following these discussions, on a motion made and seconded by Brault/Klimkoski, 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 February 28, 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/Brault, it was unanimously VOTED TO:

Accept the February 2021 Tax Collector's Report as presented.

First Selectman's Report

Mr. Shafer reported that the Town received a proposal from All-Points Technology Corp. to perform a third-party review of the cell phone tower located at the main fire station on George Washington Tpke. The intent is to obtain an engineering assessment of the tower to support additional equipment being requested by cell phone companies in support of network upgrades. Cost is \$1,200. Following discussion, on a motion made and seconded by Brault/Carrier, it was unanimously VOTED TO:

Authorize up to \$1,200 from Contingency to cover cell tower assessment.

2021-22 Budget

The Board next devoted time to continue discussing the proposed budget for the next fiscal year.

Executive Session

Chairman Mullen asked for a motion to go into executive session to discuss security and police personnel. On a motion made and seconded by Brault/Achilli, at 8:54 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 Achilli/Brault, at 9:23 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 Brault/Kirschner, at 9:25 p.m. it was unanimously VOTED TO:

Adjourn the meeting.

Respectfully submitted,

Andrew J. Klimkoski

Andrew Klimkoski, Secretary