



## Town of Burlington

### BURLINGTON BOARD OF FINANCE REGULAR MEETING April 21, 2021

A meeting of the Burlington Board of Finance was held on Wednesday, April 21, 2021, 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 Michell, Public Works Director Scott Tharau, and from Greenleaf Energy Solutions Felipe Siebrecht and David Stout.

Chairman Mullen declared a quorum was present and called the meeting to order at 6:32 p.m.

#### Minutes

Minutes from the regular meeting held on March 17<sup>th</sup> and special meetings held on March 10<sup>th</sup>, March 24<sup>th</sup>, March 31<sup>st</sup>, April 7<sup>th</sup>, and April 14<sup>th</sup> were reviewed. Mr. Kirschner noted that the March 17<sup>th</sup> meeting minutes should be corrected to reflect his attendance at that meeting. Following the review and discussion, on a motion made and seconded by Achilli/Klepacki, it was unanimously VOTED TO:

*Approve the March 10, 2021 minutes as presented.*

*Approve the March 17, 2021 minutes as amended to include John Kirshner in attendance.*

*Approve the March 24, 2021 minutes as presented.*

*Approve the March 31, 2021 minutes as presented.*

*Approve the April 7, 2021 minutes as presented.*

*Approve the April 14, 2021 minutes as presented.*

#### Citizens Comments

None.

Mr. Shafer reported that the Town awarded Black & Warner Construction the bid to replace the bridge on Covey Road. The winning bid of roughly \$621,000 was much less than the original estimate of \$880,000. The final cost to the Town could be less if the State approves any financial assistance. The Town has submitted grant applications to help with replacing both the Covey Road and Main Street bridges.

#### Correspondence

None.

#### Solar and LED Lighting

Mr. Shafer introduced Messrs. Siebrecht and Stout from Greenleaf Energy Solutions to the Board. Copies of a proposal and other information to install solar energy panels on the Burlington Library were distributed and reviewed. Greenleaf is an Eversource authorized solar installation firm. The Town does not have to put up any upfront money – no drain on budget capital expenses. All equipment and installation costs are financed by an Eversource clean energy program. Greenleaf works with the Town to obtain project approval by Eversource. The cost is spread out over 20 years and added as a special line item to monthly Eversource bills. Solar can reduce or eliminate electricity costs. The Town currently pays \$0.15 per Kilowatt-hour (kWh). Greenleaf proposes to install a solar system at the Library and the electricity rate charged the Town would be reduced to \$0.08 per kWh. Worst case



## Town of Burlington

scenario, due to weather conditions and other factors, the solar system does not produce as much energy in a given month as estimated in the solar system proposal. When this happens, the monthly solar energy production shortfall would be billed at Eversource's then current rate, currently the \$0.15 per kWh, as opposed to the initial solar contract rate of \$0.08 per kWh. Greenleaf estimates the Town could save \$266,000 in electricity costs for just the Library over a 25-year period with no upfront capital costs.

Greenleaf will continue to work with Public Works Director Tharau to compile additional high-level layouts and proposals for other Town buildings, including, but not limited to, the BVFD Main Station, Public Works and Town Hall will also be evaluated. Installation of LED lighting is also being evaluated. Following the presentation, the two representatives from Greenleaf left the meeting at 7:41 p.m.

### **Financial Report**

Mrs. Michell reviewed and discussed key year-to-date financial reports for: 4/9 revenue and 3/31 expenses. Twenty-four percent of the \$88,000 in COVID grants received have been allocated to offset the reclassification of COVID related costs. Unexpected repairs to the Library's electric car charging station this past month, has created a negative balance in maintenance expenses. Overall revenue is at 93.3% of budget. Property taxes is at 99.9% of anticipated revenue. An increase in building permits has led to a favorable income variance at 165% of budget already with a few months still to go. The second \$1.9 million installment in educational cost support money from the State has not been received and makes up most of the \$2.5 million the Town's budget anticipates bringing in by fiscal year-end. WPCA also still has annual use taxes to collect. March's month-end bank/investment/reserve account balance reports prepared by Treasurer Savino were then reviewed and discussed.

Mrs. Michell reported the Town issued an RFP on behalf of the Board for CPA auditing services. Proposals are due April 22<sup>nd</sup>. 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 Tax Collector's Report based on collections as of March 31, 2021. 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 Tax Collector's Report as presented.*

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

Mr. Shafer noted that information regarding Town bridges and LED/solar have already been discussed. He had nothing further to add at this time.

### **2021-22 Budget**

Chairman Mullen noted that to-date, the original proposed operating budget has been reduced by approximately \$90,000. The Board continued to review and discuss budget expenses. At the conclusion of the budget review, all of areas of the budget have been discussed except police, capital



## Town of Burlington

and revenue. Mr. Shafer reported that the board of selectmen plan to discuss enhanced tax abatements for seniors, veterans, farmers and BVFD members at its next meeting.

### **Executive Session**

Chairman Mullen asked for a motion to go into executive session to discuss the Public Works Bargaining Unit Contract. On a motion made and seconded by Achilli/Klepacki, at 9:04 p.m. it was unanimously VOTED TO:

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

On a motion made and seconded by Klimkoski/Klepacki, at 9:16 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 Carrier/Klepacki, at 9:30 p.m. it was unanimously VOTED TO:

*Adjourn the meeting.*

Respectfully submitted,

*Andrew J. Klimkoski*

Andrew Klimkoski, Secretary