



## Town of Burlington

### BURLINGTON BOARD OF FINANCE MEETING-VIA TELECONFERENCE Wednesday June 16, 2021

A meeting of the Burlington Board of Finance was held on Wednesday, June 16, 2021 via teleconference. Board members present were: Gerald Mullen, Chairman, John Achilli, John Kirschner, Steve Carrier, Andrew Klimkoski and Mark Klepacki. Absent: Sue Brault Also in attendance were First Selectman Ted Shafer, Finance Director Elisa Michell and Recording Clerk Allison Breithaupt.

#### **Call Meeting to Order**

Chairman Mullen called the meeting to order at 6:30PM.

#### **Acceptance of Minutes from May 19, 2021 Regular Meeting & June 2, 2021 Special Meeting**

Following the review and discussion, on a motion made and made by Kirschner/Achilli, it was unanimously VOTED TO:

*Approve the May 19, 2021 minutes as presented*

*Approve the June 2, 2021 minutes as amended-Gerald Mullen voted IN FAVOR of setting the Mil Rate at 33.4 for the 2021-2022 Town Budget*

**Citizen Comment-** none

**Correspondence-** none

#### **Financial Report**

Mrs. Michell reviewed and discussed key year-to-date financial reports for May 31, 2021 revenue and expenses. Expenses were at 90%. Revenue is at 100 % of budget.

She provided the following finance updates:

Reclassified current year COVID expenditures related to COVID grants awarded

Year-end planning memo with expenditure and capital reports sent to each department head

Reclasses over expended lines within departments with available funds

Storm Isaias first installment will be \$38, 887.80

American Recovery Plan Act funds of \$1,435,952.24(half of expected funds) expected by June 30<sup>th</sup>.

Further clarification needed on how monies can be expended.

Auditor Update-CLA portal set up. Kick off meeting at Town Hall on June 15<sup>th</sup>. Final visit week of September 13<sup>th</sup> to complete audit. Elisa working with Auditors on framework needed for year end audit

Potential year end transfers from Contingency

May 2021 Reserve transfers-the Board commented what reserve accounts transfers were done from should be indicated.



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Bank/investment/reserve account balance reports prepared by Treasurer Savino were reviewed and discussed. Following discussion, on a motion made and seconded by Klimkoski/Kirschner, it was unanimously VOTED TO:

*Accept the May 2021 Financial Report as presented*

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

The Board reviewed and discussed the Tax Collector's Report for month ending May 2021. Reports covered information on collection, and uncollected, property taxes and sewer fees/assessment. Following discussion, on a motion made and seconded by Kirschner/Klimkoski, it was unanimously VOTED TO:

*Accept the Tax Collector's Report as presented*

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

BOS discussing modifications to existing ordinances and possible new ordinances to expand/create tax abatements for senior residents. Plans for public outreach in August and town vote in September. Johnnycake Mountain Park Advisory Committee is interviewing candidates for JCM Park Master Planning & Landscape Architectural Design/Engineering Services. The Commission will make recommendation to the BOS at future meeting.

Police/DPW hired a part time Trail Steward to patrol Trails to Trails. DPW built an information shack located at Rails to Trails.

No formal discussion/actions regarding WPCA treatment plant upgrade costs. Invite WPCA to future BOF meeting.

### **Budget Process Review**

Lengthy discussion on how the BOF should look at budget in totality, duties of the BOF (per Charter), what is expected from the BOS and timing of recommendations and communications between BOF/BOS/Region 10.

Mullen suggested to Klimkoski/Kirschner to summarize thoughts and send out to BOF members prior to August meeting for review only.

### **Adjournment**

There being no further business, on a motion made by Klimkoski and seconded by Klepacki, at 8:05PM. It was unanimously VOTED TO:

*Adjourn the Meeting*

Respectfully submitted,

Allison Breithaupt, Recording Clerk

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