



## Town of Burlington

### BURLINGTON BOARD OF FINANCE MEETING

Wednesday September 15, 2021

A meeting of the Burlington Board of Finance was held on Wednesday, September 15, 2021. Board members present were: Gerald Mullen, Chairman, John Kirschner, Steve Carrier, Sue Brault, Andrew Klimkoski, Skip Achilli and Mark Klepacki via telephone. 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 6:34PM.

#### **Acceptance of Minutes from August 18, 2021 Regular Meeting & August 30, 2021 Special Meeting**

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

*Approve the August 18, 2021 minutes as accepted*

*Table the minutes from August 30, 2021 special meeting*

**Citizen Comment-** none

**Correspondence-** none

#### **Financial Report -**

Mrs. Michell reviewed and discussed key year-to-date financial reports for August 31, 2021 revenue and expenses. Expenses were at 15%. Revenue is at 48 % of budget.

She provided the following finance updates:

Auditors on site week of September 13<sup>th</sup>-17<sup>th</sup>

August 2021 Reserve transfer-\$2,550.00 from Sewer Maint Reserve 6163 to General Fund 6843 for WPCA -Farmington Treatment Plant Upgrade.

September 2021-Motion made and seconded by Klimkoski/Kirschner, it was unanimously VOTED TO:

*Move \$18,505.31 from the Highway Reserve account ending in 2171 for the Fiscal Year 2021*

*Highway Department retro payout per the union contract. Retro was paid to highway employees on 9/1/21.*

BVFD Expense/Reimburse budget line item was discussed. Change account name to Stipend Reimburse.

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

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*Accept the August 2021 Financial Report as presented*

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

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

*Accept the Tax Collector's Report as presented*

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

Shafer reported that his office received a letter dated September 13, 2021 from the Town of Farmington regarding Farmington Wastewater Treatment Plant Upgrade -Revision.

The revision was based on an error in flow ratio. Previously, Burlington was responsible for 5.01 % of the net project cost. Burlington is now responsible for 1.55% of the net project cost or \$722,206.31. A revised loan repayment schedule has been calculated for Burlington's portion.

Shafer received a request from Burlington Historical Society for \$8,000 - \$9,000 for capital expenses. He requested justification of expenses and will review/discuss with the Board once received.

The Board of Selectmen met with the BVFD and discussed pre planning for succession. Pre discussions included filling future positions; managerial changes to BVFD and possibly paid management.

Mike Boucher, Chief BVFD, is qualified and trained to take over the Emergency Management Director position. Mike will put an Emergency Operations team together.

Motion made and seconded by Kirschner/Klimkoski, it was unanimously VOTED TO:

*Move agenda item IX Budget Policy before agenda item VIII*

### **Budget Policy**

The Board discussed the Budget Process Per Charter Summary. Continue discussions at next meeting.

### **Executive Session-Real Estate, Contracts; Telecommunications Tower at BVFD Station #1**

Motion made and seconded by Klimkoski/Brault, it was unanimously VOTED TO:

*come out of regular session and go into Executive Session at 8:10PM.*

Motion made and seconded by Kirschner/Brault, it was unanimously VOTED TO:

*come out of Executive Session and go back into regular meeting at 8:20PM.*

### **Adjournment**

There being no further business, on a motion made and seconded by Brault/Kirschner, at 8:32PM. It was unanimously VOTED TO:



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*Adjourn the Meeting*

Respectfully submitted,

Allison Breithaupt, Recording Clerk