



Town of Burlington

BURLINGTON BOARD OF FINANCE REGULAR MEETING Wednesday November 17, 2021

The regular meeting of the Burlington Board of Finance was held on Wednesday, November 17, 2021. Board members present were: Gerald Mullen, Chairman, 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 First Selectman Elect Douglas Thompson.

Call Meeting to Order

Chairman Mullen called the meeting to order at 6:31PM.

Acceptance of Minutes from October 28, 2021 Special Meeting

Following the review and discussion, on a motion made and seconded by Carrier/Klepacki, it was unanimously VOTED TO:

Approve the October 28, 2021 minutes as amended

Citizen Comment- none

Correspondence- Letter received from Board of Education inviting the Board of Finance for preliminary discussions of 2022-2023 budget on December 13th 7PM.

Financial Report -

Mrs. Michell reviewed and discussed key year-to-date financial reports for October 31, 2021 revenue and expenses. Expenses were at 31%. Revenue is at 52 % of budget.

She provided the following finance updates:

Audit Update:

Jessica, Director of our audit will be in Town Hall one day during the week of November 15th to review the General Fund and 999 accounts. Once this is complete they will come up with a plan to finish and present the audit.

Received 65% of 2022-2023 budgets from Department Heads thus far.

October 2021 reserve transfers – no transfers were made in October.

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:

Accept the October 2021 Financial Report as presented



Town of Burlington

Tax Collector's Report

The Board reviewed and discussed the Tax Collector's Report for month ending October 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 stated that the Board of Selectmen approved two increases to base salaries effective the next payroll.

Approved MOA for Beth Paul, Assessor, an increase from \$33.79 to \$39.48 hourly rate.

Approved for Scott Tharau, Director of Public Works a \$7,000 increase to base salary.

Annual Town Report Review

Kirschner reviewed with the Board changes and recommended improvements to the Annual Town Report.

Budget Policy Review

Klimkoski provided input to the budget policy review. Mullen described the budget process as stated in Town Charter.

Executive Session-Real Estate acquisition Status, Personnel: Police Bargaining Unit Agreement Status

No Executive Session

Adjournment

There being no further business, on a motion made and seconded by Brault/Klimkoski, at 7:55PM. It was unanimously VOTED TO:

Adjourn the Meeting

Respectfully submitted,

Allison Breithaupt, Recording Clerk