



## Town of Burlington

### BURLINGTON BOARD OF FINANCE REGULAR MEETING Wednesday December 15, 2021

The regular meeting of the Burlington Board of Finance was held on Wednesday, December 15, 2021. Board members present were: Gerald Mullen, Chairman, Steve Carrier, Sue Brault, Skip Achilli, John Kirschner and Deborah Miller. Also in attendance were First Selectman Doug Thompson, Finance Director Elisa Michell, Scott Tharau, Director of Public Works Recording Secretary Allison Breithaupt

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

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

#### **Acceptance of Minutes from November 17, 2021 Regular Meeting**

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

*Approve the November 17, 2021 minutes as amended*

**Motion** made, seconded and passed unanimously to amend the agenda item III to include Election of Secretary. (Brault/Kirschner)

#### **Election of Chair and Secretary**

The Board discussed the election of a Chairman and Secretary.

**Motion** made, seconded to nominate Gerald Mullen as Chair for Board of Finance. (Achilli/Brault)

**Motion** made, seconded to nominate Andy Klimkoski as Chair for Board of Finance. (Kirschner/Achilli)

No other nominations, no other nominations, no other nominations, It was unanimously VOTED TO:  
*Appoint Gerald Mullen as Chairman.*

**Motion** made, seconded to nominate Sue Brault as Secretary for Board of Finance. (Achilli/Kirschner)

No other nominations, no other nominations, no other nominations, it was unanimously VOTED TO:  
*Appoint Sue Brault as Secretary*

Allison Breithaupt has been hired to continue to record minutes for the Board.

**Citizen Comment-** none

**Correspondence-** none.



## Town of Burlington

### **Financial Report -**

Mrs. Michell reviewed and discussed key year-to-date financial reports for November 30, 2021 revenue and expenses. Expenses were at 39%. Revenue is at 53 % of budget.

She provided the following finance updates:

Audit Update:

Audit extension was filed with the State for January 31, 2021.

Auditors are continuing with their review and forwarding questions for response.

Budget requests from departments have been received. Gathering additional details for review with First Selectman. Working on uploading the information into Edmunds.

Received preliminary draft audit for review. CLA to present to Board end of year or beginning of January as special meeting.

October & November 2021 reserve transfers discussed.

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

*Accept the November 2021 Financial Report as presented*

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

The Board reviewed and discussed the Tax Collector's Report for month ending November 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**

Thompson reported that the BOS recommended to the Board of Finance an appropriation of funds from EDC budget up to \$384.00 to cover annual fee of Survey Monkey for Library Lane Advisory Commission use.

**Motion** made, seconded and passed unanimously to authorize \$384.00 for annual Survey Monkey fee. (Achilli/Kirschner)

BOS discussed the Covey Road Bridge contract. Scott Tharau was present and provided an update to the BOF.

The BOS authorized Thompson to approve the Cardinal Engineering proposal for construction inspection services for Covey Road bridge replacement project once all permits are in place to proceed, not to exceed \$93,000, half of this amount will be covered by grants approved.

The BOS also authorized Thompson to approve the Black & Warner proposal for construction of the Covey Road bridge replacement project when all permits are in place to proceed, not to exceed \$620, 710.50, half of this amount will be covered by grants approved.



## Town of Burlington

### **Executive Session: Personnel- Finance Director**

**Motion** made, seconded and passed unanimously to close the regular meeting and go into Executive Session at 7:07PM. (Brault/Miller)

**Motion** made, seconded and passed unanimously to come out of Executive Session and into regular meeting at 7:44 PM. (Brault/Kirshner)

### **Adjournment**

There being no further business, on a motion made by Brault and seconded by Achilli, at 7:45 PM. It was unanimously VOTED TO:

*Adjourn the Meeting*

Respectfully submitted,

Allison Breithaupt, Recording Clerk