



Town of Burlington

BURLINGTON BOARD OF FINANCE SPECIAL MEETING July 30, 2019

A special meeting of the Burlington Board of Finance was held on Tuesday, July 30, 2019, at the Town Hall. Board members present were: Chairman Anthony DiNicola, John Achilli, Sue Brault, Donald Desiderato, John Kirschner, Andrew Klimkoski and Gerald Mullen. Also in attendance were First Selectman Theodore Shafer and Finance Director Eleanor Parente.

Chairman DiNicola called the meeting to order at 7:30 p.m.

Minutes

Minutes from the May 15th regular meeting, May 22nd Public Hearing and June 4th special meeting were reviewed. Following the review and discussion, on a motion made and seconded by Klimkoski/Achilli, it was unanimously VOTED TO:

Approve the May 15, 2019 minutes as presented.

On a motion made and seconded by Klimkoski/Achilli, it was unanimously VOTED TO:

Approve the May 22, 2019 minutes as presented.

On a motion made and seconded by Brault/Achilli, (Klimkoski abstained) it was VOTED TO:

Approve the June 4, 2019 minutes as presented.

Financial Report

Mrs. Parente presented and reviewed with the Board key financial reports for the 2018-19 fiscal year-end. Discussion covered fiscal year-to-date results and budget line item variances. The Board also reviewed non-budget account revenue and expenses. Bank/investment/reserve account balance reports prepared by Treasurer Savino were also reviewed and discussed. Revenue was better than budget with no funds needed from surplus due to property taxes collected. Collection of past due taxes had been more favorable than anticipated. The rise in interest rates increased interest income, however, the Fed just lowered rates earlier today. Total expenditures were also less than budget but does not include funding for some budgeted capital expenditures. These were not fully funded due to a soft freeze earlier this year. She then presented recommended 2018-19 fiscal year-end accounting adjustments to zero out expenses which exceeded budget. Key items included elections due to the unanticipated special election, town engineering costs related to Jerome Ave and BVFD operations. The Board decided to reduce the amount still to be funded towards BVFD capital expenditures to offset the unfavorable BVFD operating expenses. Following these discussions, on a motion made and seconded by Achilli/Brault it was unanimously VOTED TO:

Accept the 2018-19 fiscal year end financial report as presented.

On a motion made and seconded by Brault/Achilli it was unanimously VOTED TO:



Town of Burlington

Approve account transfers to zero expense accounts.

Mrs. Parente then presented recommended transfers from the expense budget into reserve accounts to cover capital expenditures that have not been funded due to the soft freeze. These included: town hall renovations; parks and recreation; BVFD; and, employee pensions. She then reviewed a list of recommended transfers from unexpended contingency to increase funding for future expenditures. These included: public works; Johnny Cake Mtn recreation; bridges/roads; and, IT infrastructure. Following discussion, on a motion made and seconded by Achilli/Kirschner, it was unanimously VOTED TO:

Transfer \$329,093 from expense budget and \$265,000 from Contingency to Reserve Accounts.

Mrs. Parente then reported that the special account setup for Town costs related to Angela's Way could now be closed. She recommended that the unspent funds be moved to cover retention pond maintenance costs. Following discussion, on a motion made and seconded by Kirschner/Brault, it was unanimously VOTED TO:

Close Angela's Way bank account and move funds to Retention Pond Maintenance Account.

Tax Collector's Report

The Board reviewed and discussed the June 30, 2019, Tax Collector's Report. Key reports included fiscal year-to-date tax collections and sewer use collections. Following the review, on a motion made, seconded by Klimkoski/Brault, it was unanimously VOTED TO:

Accept the June 30, 2019 Tax Collector's Report as presented.

First Selectman's Report

Mr. Shafer reported BOS authorized the hiring of a part-time constable at a cost not to exceed \$10,000. The Board discussed moving this unbudgeted cost from contingency next year if it becomes necessary.

Executive Session

Chairman DiNicola asked for a motion to go into executive session. On a motion made and seconded by Klimkoski/Brault at 10:05 p.m. it was unanimously VOTED TO:

Convene into executive session to discuss personnel-bargaining unit; real estate acquisition; contracts: Bristol Resource Recovery; security; and litigation and invite First Selectman Shafer and Finance Director Parente.

On a motion made and seconded by Mullen/Desiderato at 10:17 p.m. it was unanimously VOTED TO:

Reconvene to public session.



Town of Burlington

On a motion made and seconded by Achilli/Mullen, it was unanimously VOTED TO:

Cancel August regular meeting.

Adjournment

Chairman DiNicola asked if there was any further business to come before the Board. There being no further business, on a motion made and seconded by Klimkoski/Mullen, at 10:19 p.m. it was unanimously VOTED TO:

Adjourn the meeting.

Respectfully submitted,

Andrew Klimkoski, Secretary