



## Town of Burlington

### **BURLINGTON BOARD OF FINANCE SPECIAL MEETING April 29, 2020**

A meeting of the Burlington Board of Finance was held on Wednesday, April 29, 2020, as a virtual Zoom meeting. Board members present were: Chairman Gerald Mullen, John Achilli, Sue Brault, Steve Carrier, Donald Desiderato, John Kirschner and Andrew Klimkoski. Also in attendance was First Selectman Theodore Shafer, Finance Director Elisa Michell, Public Works Director Scott Tharau and Selectman Thomas Zabel.

Chairman Mullen called the meeting to order at 6:38 p.m. and declared a quorum was present.

#### **2019-20 FY Financial Review**

The Board discussed transfers within department budgets to clear out negative variances. Finance Director Michell was advised to consult with department heads on which accounts to take unspent budget funds to cover the overages. Chairman Mullen reported on a communication from BVFD Chief Haviland that the paramedics contract is due for renewal in December and to plan on a 2% increase in next year's budget. He also reported on the new senior transportation van status with delivery possibly delayed into the 2020-21 fiscal year.

It is herewith noted that Don Desiderato joined the meeting at this time 6:46 p.m.

The Board also discussed engaging King and King to conduct the annual CPA audit of fiscal year-end June 30, 2020, financials. The engagement letter will need to be signed off on soon.

#### **2020-21 Budget**

The Board reviewed and discussed the proposed 2020-21 Town Budget. Discussion included the upcoming Region 10 budget vote. A virtual public hearing will be held on May 4<sup>th</sup>. Due to the COVID-19 pandemic, the Board of Education will act on the budget at their May 5<sup>th</sup> regular meeting without a public vote. There is no indication that the board of education plans to reduce its budget prior to the public hearing. The current Town FY 2020-21 Budget assumes adoption of the proposed Region 10 Budget.

Chairman Mullen and Director Tharau reported that the public works department will handle the repaving of a BVFD station area instead of the BVFD. Funds will be moved in the budget from BVFD capital to public works at an estimated 40% savings.

Discussion was held on the 2020-21 Budget adoption process. First Selectman Shafer reported that the board of selectmen discussed, but did not make a decision on, a final process at their April 28<sup>th</sup> meeting. It is herewith noted that at the BOS' April 14<sup>th</sup> meeting, with the Town's attorney present, the BOS discussed the Governor's Executive Order 71 which empowers the BOS with legal authority to adopt the fiscal budget without a public vote and may authorize the Board of Finance to take such action and set the mill rate in its place. The Board then discussed its current plans:

- May 12<sup>th</sup>- Publish FY 2020-21 Budget on Town's website and invite email comments.
- May 19<sup>th</sup> – Hold virtual public hearing.



## Town of Burlington

- May 20<sup>th</sup> – BOF regular meeting to include budget discussion.
- June 2<sup>nd</sup> – Tentative budget adoption action.

The BOS will make a final decision on the budget adoption at its next regular meeting on May 12<sup>th</sup>.

Mr. Shafer reported that the BOS recommends that capital improvement requests for new Town Hall doors, BVFD and Parks and Recreation be retained. He also reported that the BOS continue to work on a development plan for Johnnycake Mountain's public use.

Messer's Shafer and Tharau led a review and discussion on the results from a recent assessment completed by Cardinal Engineering on several Town bridges as required by the State. Two bridges (Covey Road and Main Street) need to be replaced at an estimated cost of \$2.5 million without any State aid. Three other bridges can be refurbished at a cost of \$400,000. The Town will apply for aid grants but there is no guarantee any funds will be received. State grants will only help with costs associated with the two replacements; none can be used with refurbishments. The Board reviewed and discussed reallocating existing committed reserve funds from police, completed BVFD Monce Road station, highway and other funds towards the immediate need to replace the two bridges. It was noted that a number of bridges still have not been assessed but were considered less critical based on visual inspections. The refurbishments will extend the lives of the bridges 8-10 years. Current and future budgets will need to start budgeting more funds for bridge replacements. The current annual \$30,000 will need to be increased to at least \$200,000 or more. Annual unused contingency funds should be considered moved into the bridge reserve account. Discussion on bonding noted legal and other costs as reasons to avoid even with low interest rates. The current FY Budget capital amount for bridges was increased as a result of these findings and discussion.

Mr. Shafer requested that funds be provided to purchase two solar-powered speed detection units. One was recently stolen. The Board agreed to take \$8,000 from the police committed reserve account to cover the cost instead of including in next year's budget. He then requested that \$18,000 be added to cover senior housing expansion construction engineering and architectural costs. Lastly, he reported that approximately \$190,000 will be needed for costs not covered by the State's grant to extend the center streetscape from CVS to Library Lane. The State's grant is approximately \$350,000.

The Board reviewed and discussed projections for revenue noting that the impact of COVID-19 and BOS tax deferments is unknown. Projections are conservative. Director Michell was asked to add the projected revenue into the budget system. Chairman Mullen noted that based on the current budget which includes Region 10's budget, committed town expenses and new bridge costs, the mil rate will increase by 0.50.

### Adjournment

Chairman Mullen declared there was no further business on the agenda. On a motion made and seconded by Brault/Achilli, at 8:14 p.m. it was unanimously VOTED TO:

*Adjourn the meeting.*

Respectfully submitted,

*Andrew J. Klimkoski*

Andrew Klimkoski, Secretary