



Town of Burlington

BURLINGTON BOARD OF FINANCE SPECIAL MEETING Thursday October 28, 2021

A special meeting of the Burlington Board of Finance was held on Thursday, October 28, 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.

Call Meeting to Order

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

Acceptance of Minutes from September 15, 2021 Regular Meeting

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

Approve the September 15, 2021 minutes as accepted

Citizen Comment- none

Correspondence- none

Financial Report -

Mrs. Michell reviewed and discussed key year-to-date financial reports for September 30, 2021 revenue and expenses. Expenses were at 23%. Revenue is at 49 % of budget.

She provided the following finance updates:

Audit Update:

Edmund financials are not in balance with the 2020 audit. Working with Edmunds to open 2020 audit to complete missing journal entries. Annual report draft should be completed by December. Extension will be filed.

Storm Isaias Fema funds received \$124,038.01. Discussed using funds for hybrid meeting expenditures, Emergency Management set-up expenditures and BVFD radio upgrades.

Discussed payout to PW OT due to three storms and Union contract discretionary payout. September 2021 reserve transfers were discussed.

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 September 2021 Financial Report as presented

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



Town of Burlington

Move \$16, 414.92 from the BVFD reserve to cover uniform and other enhancements for presentation contingent upon Board of Selectmen approval.

Tax Collector's Report

The Board reviewed and discussed the Tax Collector's Report for month ending September 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 he received an invoice from Resident State Trooper Matt Pakulski in the amount of \$75,000 for state mandated cameras as a result of the Accountability Act. State will be paying for storage and FOIA costs. Invoice paid September 21, 2021.

Land Use Department is requesting \$1480 to upgrade their permitting software in order to get information between the Assessor's office and Land Use office updated faster. Annual hosting fee is \$480.00. Money previously budgeted for building code books will be used as updates for code books has been delayed.

Public Works is requesting \$10,569.00 to replace two speed detection signs.

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

Move \$10,569.00 from the Police reserve to replace two speed detection signs contingent upon Board of Selectman approval.

Annual Town Report Review

Tabled until next regular meeting when John Kirschner is present.

Budget Policy Review

Michell stated that she distributed 2022-2023 budget worksheets to department heads along with expectations from the Board of Finance. Expense and capital budgets along with detailed explanations for each line item need to be to her by November 17th..

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

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

come out of regular session and go into Executive Session at 7:33PM and invite in Ted Shafer and Elisa Michell.

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

come out of Executive Session and go back into regular meeting at 8:03PM.

Adjournment

There being no further business, on a motion made and seconded by Brault/Klepacki, at 8:04PM. It was unanimously VOTED TO:



Town of Burlington

Adjourn the Meeting

Respectfully submitted,

Allison Breithaupt, Recording Clerk