



Town of Burlington

BURLINGTON BOARD OF FINANCE REGULAR MEETING June 17, 2020

A meeting of the Burlington Board of Finance was held on Wednesday, June 17, 2020, as a virtual Zoom Conferencing meeting. Board members present were: Gerald Mullen, Chairman, John Achilli, Susan Brault, Steve Carrier, John Kirschner and Andrew Klimkoski. Also in attendance was First Selectman Theodore Shafer, Finance Director Elisa Mitchell and Public Works Director Scott Tharau.

Chairman Mullen declared a quorum was present and called the meeting to order at 6:39 p.m.

Minutes

Minutes from the May 20, 2020, regular meeting, and June 2nd special meeting were reviewed. The agenda included approval of the May 19th budget hearing minutes. The May 20th minutes under review noted that the hearing minutes were added to the agenda and approved at last month's regular meeting. Board members agreed that the May 20th meeting minutes were correct. Following the review and discussion, on a motion made and seconded by Kirschner/Klimkoski, it was unanimously VOTED TO:

Approve the May 20 and June 2, 2020, minutes as presented.

Citizens Comments

None.

Correspondence

None.

Financial Report

The Board reviewed and discussed key year-to-date financial reports: 6/15 revenue and 5/31 expenses. Revenue is at 100% of budget and includes favorable variances in permits, conveyance taxes, interest income and State educational funding. WPCA tax revenue will likely be short of budget. The tax payments are subject to a three-month grace period to help taxpayers impacted by the pandemic. Expenses were generally on budget with the exception of employee health insurance. Costs increased as employees made changes to their coverage and added family members to the plan. It was also noted that the BVFD expenses were at 97% with one month to go. May's month-end bank/investment/reserve account balance reports prepared by Treasurer Savino were then reviewed and discussed. Following discussion, on a motion made and seconded by Brault/Achilli, it was unanimously VOTED TO:

Accept the May 2020 Financial Report as presented.



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Tax Collector's Report

The Board reviewed and discussed the May 31, 2020, Tax Collector's Report. Reports covered information on collected, and uncollected, property taxes and sewer fees/taxes. Following discussion, on a motion made and seconded by Brault/Klimkoski, it was unanimously VOTED TO:

Accept the May 2020 Tax Collector's Report as presented.

First Selectman's Report

Messer Shafer and Tharau provided an update on the Town's four bridges that need immediate attention based on the recent assessment report prepared by Cardinal Engineering on several bridges. Two bridges on Covey Road and Main Street need to be totally replaced. One road is closed due to the bridge being closed. The Town is working on an emergency grant application with the State DOT. The grant will only cover 50% of the replacement cost. Replacement of both bridges is estimated to cost around \$2.5 million. In order to submit the application, a 30% design package needs to be completed that meets the State Local Bridge Program requirements. Cardinal Engineering prepared two proposals, each for \$28,500, to prepare the preliminary design packages to be submitted to the DOT. It was noted that the board of selectmen still need to approve it. Following discussion, on a motion made and seconded by Klimkoski/Kirschner, it was unanimously VOTED TO:

Authorize \$57,000 from Bridge/Road Reserve for Cardinal Engineering work pending approval by the BOS.

Next, they gave an update on the two bridges that need to be refurbished. Both are on Prospect Street. A proposal in the amount of \$88,000 was received from Black & Warner Construction for the work on both bridges. Cardinal Engineering recommends at least a 15% contingency be added to the estimate for unanticipated costs. Mr. Tharau requested up to \$107,000 to move forward with the repairs. Repairs will extend the life of both bridges by 12-15 years. It was noted that the board of selectmen still need to approve it. Following discussion, on a motion made and seconded by Achilli/Brault, it was unanimously VOTED TO:

Authorize up to \$107,000 from Bridge/Road Reserve for 2 Prospect Street bridge repairs pending approval by the BOS.

Mr. Tharau requested funds to purchase a new lawnmower. The cost would be \$33,000 through the State's contractor program. It was also noted that the board of selectmen still need to approve it. Following discussion, on a motion made and seconded by Kirschner/Brault, it was unanimously VOTED TO:

Authorize up to \$33,000 from Highway Equipment Reserve for new lawnmower pending approval by the BOS.



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2020-21 Budget

Chairman Mullen reported the Town has received feedback and questions residents regarding the mil rate increase.

Adjournment

Chairman Mullen then asked if there was any further business to come before the Board. There being no further business, on a motion made and seconded by Brault/Kirschner, at 7:52 p.m. it was unanimously VOTED TO:

Adjourn the meeting.

Respectfully submitted,

Andrew J. Klimkoski

Andrew Klimkoski, Secretary