TOWN OF BURLINGTON BOARD OF SELECTMEN

Regular Meeting Minutes February 13, 2018 EMBED MS_ClipArt_Galle ry.2

ITEM #	TOPIC	REQ. ACTION
I.	CALL TO ORDER: Meeting CTO @ 6:00pm by Steve Sundberg	0
II.	ATTENDANCE: Steve Sundberg, Penny Kneeland	0
III.	APPROVAL OF MINUTES:	
	Minutes of 02-06-18 reviewed: MSV (2-0): To approve.	0
IV.	AGENDA ADJUSTMENTS:	
	A. Other: In New Business, add A. 2017 Balance Sheets, and B. Administrative Assistant position.	See below
V.	OLD BUSINESS:	
	A. <u>Burlington MFRD</u> : Not discussed.	0
	B. <u>TIF Projects</u> : Not discussed.	0
	C <u>School Committee</u> : Not discussed.	0
	D. <u>Property Clean Up</u> : Court ordered clean-up date has been extended until May 31, 2018.	Pending
	E. <u>Property Reassessments</u> : Will reassess properties that have changed hands and/or have had modifications.	Arrange with Ruth Birtz.
	F. <u>Annual Town Meeting</u> : 2 nd draft of Warrant distributed for review.	Pending
	G. <u>Sand/Salt Supply</u> : Have ordered more sand and salt, which should be delivered later this week.	0
	H. <u>Snowplowing Services</u> : Roger Ireland has contracted with P&C to have Joel Michaud use grader on roads in an effort to remove built-up ice.	0
	I. <u>Animal Control Officer and Town Worker</u> : Not discussed,	Pending
	J. <u>BLT Overpayment</u> : Has been found and rectified.	0
	K. Other: none	0
	(continued next page)	

	T	
VI.	NEW DUCTNESS.	
VI.	A. 2017 Balance Report: Reviewed final balance sheet for last year (ending 1/32/18). There are a couple of accounts that were overspent in amounts less than \$1000. A number of accounts ended with surpluses. Will take those variances into account when formulating 2018 budget and annual warrant.	
	B. Administrative Assistant Position: Board has determined that there is a need for 3 hours of office coverage M-F. Mrs. Wakefield is not interested in those hours. It is very difficult for her to do her Treasurer work while also answering the phone and dealing with citizens who come in with questions. We will advertise the position @ \$12.00 per hour, to work 9a-12n Monday through Thursday and 4p-7p Friday with flexibility up to an average of 20 hours per week as per town ordinance. We need someone with some office experience and computer expertise.	Pending
	C. Other: none	0
VII.	WARRANT ACTION AND FINANCIAL REVIEW:	
	A. Town Warrant #2 approved (2-0) in amount of \$3,085.70	To Treasurer
	B. <u>BLT Warrant</u> #2 a pproved (2-0) in amount of \$3,595.66	To Treasurer
	C. <u>TIF Warrant</u> #2: NO BILLS	To Treasurer
	D <u>Financial Reports</u> : Reviewed 2017 Treasurer's Town Receipts #6007-6020 and BLT Receipts #5400. Reviewed 2018 Treasurer's Town Receipts #6021-6028 and BLT Receipts #6151-6152. Reviewed final balance sheets for 2017 fiscal year as noted in §. VI. A above. No significant concerns noted. Materials will go to auditor this week.	0
VIII.	ADJOURNMENT:	
	A. MSV (2-0): To adjourn @ 7:00pm.	0
	B. Next meeting 2/20/2018 @ 6:00pm.	0

Minutes Submitted By: Penelope L. Kneeland 2/18/18