

**BOARD OF FINANCE
REGULAR MEETING
MINUTES
November 21, 2022**

I. CALL TO ORDER

The meeting was opened at 7:06 p.m. hybrid: in person /Microsoft Teams by Cathy Salchert, Chair, present: Margaret Bratton, Carl Gismarian, Brian Loveless, Houston Putnam Lowry, Ellen Retelle and Cathy Salchert. A quorum was present.

II. MINUTES OF PRECEDING MEETING

October 24, 2022, Meeting –

On a motion made by Houston Putnam Lowry, seconded by Margaret Bratton it was voted: **RESOLVED:** That the Board of Finance approves the minutes of the October 24, 2022, meeting as drafted.

Bratton, Gismarian, Loveless, Lowry, Retelle and Salchert voted in favor.
Motion carried 6-0-0.

III. BOARD OF FINANCE PHOTO

The photo with the entire Board of Finance will be scheduled for a future date.

IV. COMMUNICATION FROM THE MEMBERS

Cathy Salchert signed the Board of Finance Meeting Schedule for January 2023-January 2024 and a copy will be posted on the Board of Finance webpage and a copy is attached to these minutes. Members should let her know as soon as possible if they have any meeting date conflicts.

Capital budget presentations were made at the October and November Town Council meetings. The final presentation will be made at the December meeting. A link will be sent to the Board of Finance members to review.

Avon's pension committee met on November 18, 2022. Cathy Salchert and Charles Harvell have been attending the meetings when they can. There is a report which is publicly available.

A number of Board of Finance members attended the Fire Department's annual dinner. Cathy Salchert thanked Retired Chief James DiPace for running a great event. There was a panel discussion on the future of volunteer fire departments. Avon is lucky to have an all-volunteer fire department (especially for cost savings) and anything we can do to support them would be greatly appreciated.

V. TOWN MANAGER'S REPORT/MISC.**Monthly Financial Report Summary**

Details of the Monthly Financial Report Summary were included in the packet report dated period ended 10/31/22 prepared and reported by Tom DiStasio, which were discussed. The Avon Public Schools financial summary report, month end June 20, 2022, was included in the packet at the Board's request. While the Town collaborates with the Board of Education, records, and reconciles their financial information into the Town's general ledger, the Board of Finance has not power over the budget allocations of the Board of Education.

The difference between Pension and Other Post Employment Benefits (OPEB) was discussed. Pension payments are accounted for in general ledger fund 18. There are very few active employees in the pension plan because Avon went from a defined benefit retirement plan to a defined contribution retirement plan years ago. OPEB is primarily medical insurance benefits, which is accounted for in general ledger fund 19. The Pension program has been closed (meaning no new employees are eligible to join it) and the Town is expected to have it fully actuarially funded by 2028. Once that has occurred, the funds being sent to the Pension plan will then be reallocated to OPEB along with current payments because OPEB isn't fully actuarily funded.

VI. OLD BUSINESS**21/22-21 American Rescue Plan Act.**

Town Council Updates as of November 7, 2022: www.avonct.gov/arpa

VII. NEW BUSINESS**22/23-11 Review and Discussion: FY 23/24 Budget**

Capital budget presentations are wrapping up in December. Superintendent Carnemolla is getting a budget ready for presentation to The Board of Education. Brandon Robertson is meeting with Department heads to review their capital budget requests. One item that more time will be dedicated to this year is looking at the Town's future debt forecasting. Looking into the future there are projects such as Fire Services – Facilities and Apparatuses, the 2nd phase of Old Farms Rd., and road work projects. The Board of Education annex needs repairs that are not cost effective to make (meaning the structure has reached the end of its economic life-it was built roughly 100 years ago), so the Town is looking into possibly purchasing or leasing a building. Brandon Robertson would like to have some debt modeling prepared with different scenarios for discussion with the Town Council in January or February.

22/23-12 Supplemental Appropriation: Avon Food Bank (ARPA), \$25,000

On a motion made by Houston Putnam Lowry, seconded by Margaret Bratton it was voted:

RESOLVED: That the Board of Finance hereby amends the FY 22/23 Budget by increasing:

REVENUES

American Rescue Plan Act Grant, Intergovernmental, American Rescue Plan Act Grant Revenue, Account #50-0330-44037 in the amount of \$25,000 and increasing:

APPROPRIATIONS

American Rescue Plan Act Grant, Human Services, Food Bank Support, Account #50-4203-55165, in the amount of \$25,000 for the purpose of allocating funding received through the American Rescue Plan Act towards the support of the Avon Food Bank.
Bratton, Gismarian, Loveless, Lowry, Retelle and Salchert voted in favor.
Motion carried 6-0-0.

22/23-13 Supplemental Appropriation: Avon Fuel Bank (ARPA), \$25,000

On a motion made by Houston Putnam Lowry, seconded by Margaret Bratton it was voted:

RESOLVED: That the Board of Finance hereby amends the FY 22/23 Budget by increasing:

REVENUES

American Rescue Plan Act Grant, Intergovernmental, American Rescue Plan Act Grant Revenue, Account #50-0330-44037 in the amount of \$25,000 and increasing:

APPROPRIATIONS

American Rescue Plan Act Grant, Human Services, Fuel Bank Support, Account #50-4203-55160 in the amount of \$25,000 for the purpose of allocating funding received through the American Rescue Plan Act towards support of the Avon Fuel Bank.
Bratton, Gismarian, Loveless, Lowry, Retelle and Salchert voted in favor.
Motion carried 6-0-0.

22/23-14 Appropriation from Capital & Nonrecurring Expenditure Fund (CNREF): Tax & Assessing Software, \$33,600

Tom DiStasio gave an overview of the memo contained in the meeting packets. In response to Margaret Bratton's question, he pointed out the total of \$150,600 referenced in the memo pertained to the total estimated cost of the Gemni Software from implementation in FY 2022/2023 to the end of the initial contract term in FY 2025/2026. These amounts are summarized in the first two columns of the chart provided to board members to illustrate the costs to implement the software. These columns fall under the header that reads "Gemni Software Modules".

Once approved, the software implementation will be done in prior to July 2023 and the contract will run through fiscal year 2025/2026.

There was a discussion regarding the Town having a person in charge of IT. We do not have a dedicated information technology employee. Avon currently works with a third-party consultant, Cooperative Systems Inc. Glenn Grube, our Library Director is the Chair of the IT committee. He works closely with Cooperative Systems, and reports to Brandon Robertson. The Town also utilizes multiple consultants to handle various software packages in all department, with these costs coming from the IT budget.

The Tax & Assessing software was put out to bid to companies within Connecticut because

they are in tune with changes made at the State level. Cybersecurity was discussed because it is a constant issue. Avon must meet certain standards or we will be unable to secure Cyber insurance coverage. The tax and assessing software can be integrated. The data will be hosted by the vendor and the fee is a flat rate for three years. The data is not confidential and will remain the Town's property. The software can be used on more than one work station at a time and is not expected to require any customization. The software has a report writer function, so the Town can customize its own reports without hiring a programmer.

The contract has not been finalized and does not currently have escalators or options built in to extend the contract. Brian Loveless suggested inquiring with other municipalities who have been using the software for some time, about pricing when extending the contract and so forth. Brian Loveless suggested checking into having a Most Favored Nations (MFN) clause in the contract, that would protect the Town from being charged more than other municipalities using the same software.

On a motion made by Ellen Retelle, seconded by Houston Putnam Lowry it was voted:

RESOLVED: That the Board of Finance hereby appropriates a sum not to exceed \$33,600.00 from Capital & Nonrecurring Expenditure Fund, Other Financing Sources, Unassigned Fund Balance, Account #03-0390-43913 to Capital & Nonrecurring Expenditure Fund, CNREF: Town, Software Implementation, Account #03-4930-53454, for implementation of a new Tax and Assessment Software.

Bratton, Gisnarian, Loveless, Lowry, Retelle and Salchert voted in favor.

Motion carried 6-0-0.

22/23-15 Transfer of Appropriation: Trail Kiosk & Signage Improvements \$12,222

On a motion made by Margaret Bratton, seconded by Ellen Retelle it was voted:

RESOLVED: That the Board of Finance hereby amends the FY 22/23 budget by transferring, \$12,222 from Capital Projects Fund (Facil & Equip), Town CIP-Facilities, Farmington Valley Trail Fence Replacement, Account #02-4829-54412; to Capital Projects Fund (Facil & Equip), Town CIP-Facilities, Trail Improvements, Account #02-4829-53442; to fund the updating of trail kiosks.

Bratton, Gisnarian, Loveless, Lowry, Retelle and Salchert voted in favor.

Motion carried 6-0-0.

22/23-16 Review and Discussion: Proposed FY 21/22 Year End Transactions

This discussion was intended to give the Board a preview of the items that they will need to act upon in their December meeting. Tom gave an overview of revenues and expenditure savings, and thoughts they have for assignments to fund balance. The Board has discussed the revenue savings in the past, the bulk of the expenditure savings comes from weather related savings in overtime and road treatments for public works of about \$214,000 and payroll vacancies within the Town which was about \$360,000.

Ellen asked for a 5 year look back, which Tom will provide to the Board.

VIII. ADJOURN

On a motion made by Ellen Retelle, seconded by Cathy Salchert it was voted:

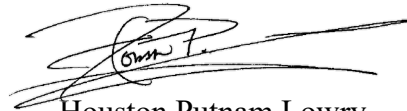
RESOLVED: That the Board of Finance adjourn the meeting at 8:35 p.m.

Bratton, Gisnarian, Loveless, Lowry, Retelle and Salchert voted in favor.

Motion carried 6-0-0.

Minutes are official only after approval by the Board of Finance, usually at its next meeting.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "H. Putnam Lowry", with a long horizontal flourish extending to the right.

Houston Putnam Lowry,
Secretary

Attest: Christine Pescatore, Clerk

All referenced material is available to the public in the Town Manager's Office.



Town of Avon

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BOARD OF FINANCE Meeting Schedule – 2023 & January 2024

In accordance with PA-723 of the 1967 session of the Connecticut General Assembly, the following is a schedule of meetings for the Year 2023 and January of 2024.

January 23, 2023

February 27, 2023

March 27, 2023

April 3, 2023 – Board of Finance Public Hearing

April 4, 2023 – Budget Workshop

April 10, 2023 or April 12, 2023 – 2nd Budget Workshop, if needed

April 24, 2023

May 1, 2023 – Annual Town Meeting

Avon Senior Center – Adjourn to Referendum

May 10, 2023 – 1st Budget Referendum

Immediately following Approved Referendum, set Mill Rate

May 22, 2023

May 31, 2023 – 2nd Budget Referendum, if needed

June 21, 2023 – 3rd Budget Referendum, if needed

June 26, 2023

July 24, 2023

August 28, 2023

September 18, 2023

October 23, 2023

November 27, 2023

December 18, 2023

January 22, 2024

Meetings shall be held on the fourth Monday of each month at 7:00 p.m. in a hybrid format (in-person in the Selectmen's Chamber, Town Hall, as well as virtual), unless otherwise specified. Public Hearings, Workshops, Town Meetings, and Referenda shall be held in the Community Room, Avon Senior Center, unless otherwise specified.

Cathy Salchert, Chairperson
Avon Board of Finance