

**BOARD OF FINANCE
REGULAR MEETING MINUTES
JULY 25, 2016**

I. CALL TO ORDER

The meeting was called to order at 7:08 p.m. at the Avon Town Hall by Chairman Thomas Harrison. Members present: Chairman Thomas Harrison, Margaret Bratton, Catherine Durdan, Dean Hamilton, and Michael Oleyer. Thomas Gugliotti and Jeff Bernetich were absent. A quorum was present.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Thomas Harrison.

III. COMMUNICATION FROM THE AUDIENCE
(Including Board of Education Liaison Report)

Ken Birk, liaison for the Board of Education, reported that the Board of Education did not meet in July. AMS Principal Marco Famiglietti accepted a position as Assistant Superintendent for Clinton Public Schools. The Board has appointed Dr. Kimberly Mearman as Director of Pupil Services. In response to a question from Ms. Bratton, Mr. Birk stated the Board is still in the vetting process for the new Principal at AMS. In response to a question from Mr. Harrison, Mr. Birk stated that enrollment is tracking close to last year's numbers. The superintendent monitors these numbers on a monthly basis. In response to a follow up question by Mr. Harrison, Mr. Birk stated the residual amount from the operating budget is \$15,000. The Finance Committee for the BOE asked the administration to use these funds for the pension or OPEB plan. The funds will be used by the OPEB Plan

IV. MINUTES OF PRECEDING MEETING:

June 27, 2016 Regular Meeting

On a motion made by Michael Oleyer, seconded by Cathy Durdan, it was voted:

RESOLVED: That the Board of Finance approves the minutes of the June 27, 2016 Meeting as drafted.

Messrs: Harrison, Hamilton, Oleyer and Mmes: Durdan voted in favor. Ms. Bratton abstained.

V. OLD BUSINESS

There was none.

VI. NEW BUSINESS

16/17-01 Supplemental Appropriation: Peer Review for Avon Village Center, \$30,000

Mr. Robertson stated the background material is included in the meeting packet. The Town is allowed to charge the applicant for peer review assistance per a town ordinance. These funds allowed the town to go through the RFP process to hire an architect and engineering firm for the peer review process. We selected Weston & Sampson for engineering services and Amenta Emma Architects. This item would usually go to Council first and then the Board of Finance, however, in this instance since there is a special Council meeting on Wednesday of this week and in the interest of moving forward, it is being presented to the Board of Finance first.

On a motion made by Margaret Bratton, seconded by Dean Hamilton, it was voted:

RESOLVED: That the Board of Finance hereby amends the FY 16/17 Budget by increasing:

REVENUES

General Fund, Other Local Revenues, Refunds & Reimbursements, Account #01-0360-43612, in the amount of \$30,000 and increasing:

APPROPRIATIONS

General Fund, Planning, Service & Consultant, Account #01-7101-52184, in the amount of \$30,000, for the purpose of recording funding received from Carpionato Properties for consulting services/peer review by Amenta/Emma Architects and Weston & Sampson for planning studies in connection with the November 17, 2015 approved Carpionato Master Plan for Avon Village Center

Messrs: Harrison, Hamilton, Oleyer and Mmes: Bratton and Durdan voted in favor.

VII. TOWN MANAGER'S REPORT

A. Monthly Financial Report Summary

Details were included in the packet report dated period ended June 30, 2016 prepared and reported by Margaret Colligan. She highlighted items in the revenue and expense categories. She reported that it will be 60-90 days before all the accrual entries are made and the fiscal year is closed out. Collections are tracking slightly ahead of the prior year. The State released funds to the town in June. Grants in lieu of taxes is a pilot program. The State made a midterm budget reduction adjustment of \$95,000. This created a hole in this budget and we will see one as well in FY 16/17. The State also reduced the ECS Grant by \$26,147. These reductions are offset by the unbudgeted Grants for Municipal Projects of \$261,442. We are still ahead of meeting all of our budget obligations. It is expected that collections will meet appropriations in Charges for Services, we will have a better estimate in mid-August. In Other Local Revenues, this is the first year since FY 08/09 that interest income has exceeded estimates. The BOE reserves funds for legal matters. The funds are specific to client. If the funds are not used it is returned to a BOE account in the General Fund. Unassigned Fund Balance has not moved. The final item of note is the 27th payroll. This occurs once every 7-12 years. For the future, there is one special revenue fund that is currently reporting a deficit. Once all items are posted, a plan will be put in place and reported. Roughly a \$20,000-\$30,000 shortage exists in the food services account. In response to a question from Mr. Harrison, Ms. Colligan stated they have met with the new representative from Blum Shapiro. All the funds have been reconciled. The INR (incurred, not reported for medical claims), a 60-90 day lag report is prepared and we are in good shape. They have not met with the Fire Department yet. Mr. Harrison stated the new partner Ron, at one time was mayor of New London and he has been on the Council and the Board of Finance, so he brings an interesting perspective to the job.

B. Miscellaneous Items

Mr. Robertson reported that last week P & Z approved a modified excavation permit. The original request was to remove 250,000 yards. The modified permit was for 167,000

yards with conditions for approval. This is on a piece east of Climax Road. Sometime in mid-August construction will begin. The end point for truck traffic will be at Dunning Sand & Gravel. Three signs have been approved and installed. They will be back to P&Z in September with full detailed drawings. In response to a question from Ms. Durdan, Mr. Robertson stated it was a negotiation to determine the reduced amount of fill removal. In response to a question from Mr. Harrison, Mr. Robertson provided an update on the Old Farms Road project. Last year there were three appropriations. The feasibility study is completed. A presentation to Council was made in June. The findings are that the project could qualify as a Category 1 permit, but it is cost prohibitive. He had a meeting with the Army Corp of Engineers last week, gave them an update and tried to get sense of their thoughts on a permit for the East-West portion of the project. Their response was positive because there was minimal impact to wetlands. The response was in writing the next day. They talked about the permitting process. There are no firm plans yet. He is working with CRCOG and their Transportation Committee to secure funds on the design and development process. The application is due in December 2018.

Mr. Robertson introduced Grace, the Assistant to the Town Manager.

VIII. OTHER BUSINESS

Mr. Harrison stated the legislature passed a law putting a spending limit cap on municipal budgets of 2.5%. There is a penalty if you exceed the limit. A town will lose .50 per dollar for each dollar in excess of the cap. This has been in flux. There may be changes in the next legislative session. He would like the Board to learn more as we go forward, but in September he would like the Board to address this issue and take a vote on compliance. It may be advantageous to have a three board meeting as we become aware of all of the ramifications. Mr. Robertson stated Avon falls below the mill rate cap for the auto tax.

IX. EXECUTIVE SESSION

There was none.

X. ADJOURN

On a motion made by Michael Oleyer, seconded by Dean Hamilton, it was voted:

RESOLVED: That the Board of Finance adjourn the meeting at 7:45 p.m.

Messrs: Harrison, Hamilton, Oleyer and Mmes: Bratton and Durdan voted in favor.

Respectfully Submitted,
Thomas A. Gugliotti, Secretary

Attest: Mary Marinello, Clerk

All referenced material will be available to the public in the Town Clerk's office.