

**BOARD OF FINANCE  
REGULAR MEETING MINUTES  
DECEMBER 19, 2016**

**I. CALL TO ORDER**

The meeting was called to order at 7:04 p.m. at the Avon Town Hall by Vice Chairman/Secretary Thomas Gugliotti. Members present: Vice Chairman/Secretary Thomas Gugliotti, Margaret Bratton, Catherine Durdan and Michael Oleyer. Thomas Harrison, Jeff Bernetich and Dean Hamilton were absent. A quorum was present.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Cathy Durdan.

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

There was none. Ken Birk, liaison for the Board of Education, was not present.

**IV. MINUTES OF PRECEDING MEETING:**

**November 28, 2016 Regular Meeting**

On a motion made by Margaret Bratton, seconded by Michael Oleyer, it was voted:

**RESOLVED:** That the Board of Finance approves the minutes of the November 28, 2016 Meeting as drafted.

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

**V. OLD BUSINESS**

**16/17-03** Review and Discussion: FY 17/18 Budget Process

Mr. Robertson reported Superintendent Mala has submitted his proposed budget to the Board of Education and the deliberations are ongoing. The Capital Budget presentations to the Town Council have been completed. Mr. Robertson has met with 95% of the departments heads to review their budget requests. In response to a question from Mr. Gugliotti, Mr. Robertson stated that it is too soon to take a look at the spending cap question and reach any conclusions. He will have a better idea by the third week of January.

**VI. NEW BUSINESS**

**16/17-08** Review, Discussion, & Approval: FY 15/16 Year End Transactions

Mr. Robertson presented the year's highlights. A report outlining the recommended year end transfers and appropriations was provided to Board members. He stated the year-end review looks to determine if the Town's financial position and condition have improved as a result of the prior year's fiscal activity, and it has. He reported that there was no unplanned use of Fund Balance. Ms. Colligan stated this report has primarily been housekeeping, mostly on the expenditure side for Charter compliance. The report has been presented to the Town Council and they recommended that in the future an overview of the General Fund be included, as well as history of uses of General Fund Fund Balance as part of the year-end transactions report.

Ms. Colligan prefaced her review by stating that out of the normal five revenue categories we quote as part of the budget presentation, we experienced positive variances in all categories except for Charges for Services, however it did come in under budget. The year closed with \$500,000 more revenue than was budgeted. The expenditure side also had a positive expenditure experience. We were able to give back about \$200,000 of expenditure appropriations to Fund Balance. Ms. Colligan reviewed each tab of the report with the Board. In response to a question from Mr. Gugliotti, Ms. Colligan stated the two sets of numbers always coincide because we start with what is needed to balance the budget (transfers in) and then look at all the available resources from the General Fund budget to cover the deficits. In response to a question from Mr. Oleyer, Mr. Robertson stated the police account has run at a deficit for a number of years. The shortfall is a lot to absorb all at once, so we have been incrementally increasing their budget. Mr. Robertson stated he is thinking about FY 18 now and budgeting for all the anticipated overtime would require a significant spending increase. It would be hard on the operating budget so we do not budget for the actual, we deal with it through account transfers. In response to a question from Mr. Gugliotti, Ms. Colligan stated the current end of year transfers are lower than average from past years. In response to a question from Mr. Gugliotti, Ms. Colligan stated all the resolutions have been approved by the Town Council. The deficit in the Board of Education's Cafeteria Fund led to a discussion of the changes to the cafeteria program including regionalization of services among Avon, Canton and Burlington.

On a motion made by Margaret Bratton, seconded by Cathy Durdan, it was voted:

**RESOLVED:** That the Board of Finance hereby approves the Fiscal Year End Transactions: Transfers and Encumbrances, Supplemental Appropriations, and Assignments, Appropriations from Fund Balance, as outlined in the booklet Final Fiscal Year Transactions FY 2015-2016, and as described in the memoranda from the Director of Finance to the Town Manager. Messrs: Gugliotti, Oleyer and Mmes: Bratton and Durdan voted in favor.

## **VII. TOWN MANAGER'S REPORT**

### **A. GFOA Budget Award**

The Town has again received the GFOA budget award. Mr. Gugliotti congratulated all employees responsible for this.

### **B. Miscellaneous Items**

On a motion made by Thomas Gugliotti, seconded by Margaret Bratton, it was voted:

**RESOLVED:** That the Board of Finance hereby gives their best wishes and gratitude to Mary Marinello for her years of service.

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

Mr. Robertson provided an update on the artificial turf field project. He stated he is presenting to the Board of Education the project the Town Council reached consensus on. He wants to get an agreement that this is the base project that they would like to pursue. It will be on the Council agenda for January provided agreement is received. Next steps will include the Town Council requesting that Mr. Robertson draft a letter to the Legislature requesting funds. In response to a question from Mr. Gugliotti, Mr. Robertson stated this may at some point come back to the Board of Finance because they do a tax impact statement.

Mr. Robertson informed the Board that this is the 7<sup>th</sup> year he is presenting at the Budget Workshop for CCM on January 7<sup>th</sup> in Southington at the Police Department. Mr. Gugliotti stated it is a great program and a tremendous learning opportunity.

**VIII. OTHER BUSINESS**

There was none.

**IX. EXECUTIVE SESSION**

There was none.

**X. ADJOURN**

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

**RESOLVED:** That the Board of Finance adjourn the meeting at 7:46 p.m.

Messrs: Gugliotti, 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.