

**BOARD OF FINANCE
REGULAR MEETING MINUTES
DECEMBER 18, 2017**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. at the Avon Town Hall by Chairman Thomas Harrison. Members present: Chairman Thomas Harrison, Vice Chairman/Secretary Thomas Gugliotti, and Margaret Bratton, Catherine Durdan, Dean Hamilton, and Jeff Bernetich. Mr. Oleyer was absent. A quorum was present.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Tom Gugliotti.

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

Ken Birk, liaison for the Board of Education (BOE), reported that the estimated unexpended balance will be published by December 31, 2017; on December 12th the BOE unanimously appointed Bridget Carnemolla as its next Superintendent of Schools and will start on March 6th; there will be some overlap with JeanAnn Paddyfote whose last day is April 6th. In response to a question from Ms. Bratton, Mr. Putnam-Lowry, BOE Chairman, responded that there is no requirement for the Superintendent of Schools to live in Avon. Mr. Birk noted that in October and November the BOE approved a new three-year contract for the Administrators and Secretaries; the BOE is also expected to receive an Executive Session update tomorrow night on the bargaining unit negotiations for the paras. Mr. Birk reported that the FY 18/19 budget timeline is underway; a community input session was held, special BOE meetings were held on December 4th and 6th; an item is on tomorrow night's meeting agenda for possible approval of the proposed budget. Mr. Birk noted that the BOE enrollment as of November 2017 is 3,223 versus 3,286 in November 2016. Mr. Putnam-Lowry noted that the BOE's proposed FY 18/19 budget percentage increase is 2.08% on a gross basis (2.59% on a net basis) assuming the Superintendent's budget is approved by the BOE. Mr. Birk extended congratulations to Mr. Gugliotti and thanked him for all of his service. Mr. Harrison thanked Mr. Birk for his reports over the last two years and looks forward to him taking his seat on the Board of Finance.

IV. MINUTES OF PRECEDING MEETING:

October 30, 2017 Regular Meeting

On a motion made by Dean Hamilton, seconded by Cathy Durdan, it was voted:

RESOLVED: That the Board of Finance approves the minutes of the October 30, 2017 Regular Meeting as drafted.

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

V. OLD BUSINESS

17/18-07 Review and Discussion: FY 18/19 Budget

Mr. Robertson reported that the Town Council should have his proposed budget by the end of January; the budget workshop is scheduled for Saturday, February 11th. He noted that we continue to monitor what the State is doing. In response to a question from Mr. Harrison, Mr. Robertson responded that he would not be surprised if there are further reductions to the budget; we have had conversations with the Superintendent of Schools and closely monitor revenues in the event we need to take action. Mr. Harrison noted that we get three cents back on the dollar, 2nd lowest behind Greenwich, from the State.

VI. NEW BUSINESS**17/18-09 Distinguished Service Recognition**

Mr. Harrison recognized Mr. Bernetich for having been a Board member for two years; we have enjoyed having him here; his thoughts, ideas, and suggestions have been helpful; we will miss you and wish you all the best on the Town Council. Mr. Bernetich was given applause. Mr. Bernetich encouraged Mr. Harrison to continue the trend of an orientation with the new people coming on as he found it beneficial.

Mr. Harrison recognized Mr. Gugliotti as our longest serving member, joining two years before himself; has been a wonderful adversary, a supporter, and positively outspoken and we will miss that. Mr. Harrison presented Mr. Gugliotti with a plaque and clock on behalf of the Town.

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

RESOLVED: That the Board of Finance on this 18th day of December, 2017 adopts this resolution in recognition of Thomas A. Gugliotti's 24 years of exemplary service to the Town of Avon as a member of the Board of Finance; and

WHEREAS: During Tom's tenure, the Town of Avon experienced a period of tremendous growth and development. Avon's population at the start of Tom's tenure was 14,700. By 2017, the population had increased by 31% to 19,300. Similarly, the Grand List grew approximately 91% from \$1.4 to \$2.6 billion over the same period. Growth of this scale required the guidance and the firm hand of the Board of Finance to ensure that the community's infrastructure and service needs were balanced with the ability and willingness of taxpayers to pay for these needs; and

WHEREAS: Tom's wise counsel based on his profound understanding of the role of the Board of Finance and the needs of the community as a whole was central to Avon's successful management of this growth. Tom established the expectation that this growth would be managed in the context of best management and financial practices. As a result of his support, the Town was awarded a coveted AAA Bond Rating by Moody's Investors Service in 1997, a rating that it continues to hold to this day. Further, the Town of Avon has been awarded a Certificate of Achievement for Excellence in Financial Reporting, and the Distinguished Budget Presentation Award by the Government Finance Officers Association every year during Tom's tenure on the Board.

WHEREAS: In recognition of his standing on the Board and in the Community, Tom was elected by his fellow Board of Finance Members to the newly created position of Vice Chairman on January 23, 2012.

NOW, THEREFORE, BE IT RESOLVED: That the Board of Finance of the Town of Avon, on behalf of the citizens, recognizes Thomas A. Gugliotti for his dedicated work on behalf of the community and, with profound thanks and deep appreciation, directs that this RESOLUTION be spread upon the minutes of the December 18, 2017 Board of Finance Meeting and that a copy of this Resolution be presented to him. Messrs: Harrison, Hamilton, Bernetich, and Mmes. Durdan and Bratton voted in favor. Mr. Gugliotti abstained.

Mr. Gugliotti thanked everyone for being here tonight; he pointed out that all of the nice things in the resolution there are about 20 other people that deserve these nice words many of whom are in this room; he is grateful to have been part of that ride; he thanked his friend Billy Shea who twenty-four years asked him to run for the Board of Finance, Jennifer Worsman, Peg Colligan, Brandon Robertson, his friends on the Democratic Town Committee, all of his friends who have been on this Board and previous Boards, Bud Herrmann, his friend David Pena, everybody in this room, he thanked them for the opportunity to have been of service to the great Town of Avon; in many respects this is an easy job up here because we have people like Brandon, Peg, and Jennifer who give us the direction to go in; Avon is a wonderful town and led by people who by and large do the right thing with the minimal amount of disruption or controversy; during his twenty-four years on this Board so much has been accomplished because of a collaborative approach to

how to get things done in this great town; we are a very well run town and that will continue in the future; he thanked Mr. Harrison who has been a collaborative leader and for being his Vice Chair on this Board; he thanked everyone and wished all the best, including Mr. Bernetich, Mr. Birk and Ms. Marin. He concluded to keep doing what you're doing because it is a great place.

Mr. Harrison noted that we look forward to officially welcoming Mr. Birk and Ms. Marin to the Board.

17/18-10 **Review, Discussion, & Approval: FY 16/17 Year End Transactions**

Mr. Robertson reported that these are year-end closing entries for FY17 (ending June 30, 2017) that need approval from Town Council and Board of Finance so we can provide to the auditors so they can prepare the Comprehensive Annual Financial Report (CAFR); these include various to's/from's from departments, supplemental appropriations for revenues received throughout the year, and approve various assignments to Fund Balance. He noted that Peg Colligan and her team deserves much thanks; there were no unplanned draw downs on Fund Balance throughout the year; collection rate continues to be very strong, small variances in revenues, and percent of Unassigned Fund Balance when compared to the operating budget is above 10% (10.75%) which is an improvement over last year.

Ms. Colligan first noted that she enjoyed working with Mr. Gugliotti equally. Ms. Colligan reviewed the Final Fiscal Year Transactions FY 2016-2017. She prefaced by noting that we had a positive, typical year. She highlighted two new additions to this report per the request of the Boards: a detailed General Fund revenue report which is budget to actual and Use of Unassigned Fund Balance in a 10-Year Lookback Period report. She noted that most of these entries are part of Charter and budgetary compliance. Ms. Colligan reviewed each tab of the report with the Board. Under Tab D, the Town Manager noted that through the FY 19 capital budget we had a request from Public Works for \$320,000 to replace the Fisher Meadows irrigation system; instead we would use funding left from FY 17, reduce the capital budget request in FY 19, and be ready to work next spring. In response to a question from Ms. Bratton, Mr. Robertson responded that it is similar to what we have done in the past with road paving. In response to a question from Mr. Harrison, Mr. Robertson responded that the next Revaluation will take place in FY 20 on the 2018 Grand List. Ms. Colligan noted that all other funds are doing well and keeping with our informal policy of 10% or higher Fund Balance. Mr. Robertson noted that with the Fisher Meadows Agreement entry we might get reimbursed from the CT Water/Avon Water Company.

On a motion made by Margaret Bratton, seconded by Tom Gugliotti, 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 2016-2017, and as described in the memoranda from the Director of Finance to the Town Manager.

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

17/18-11 **Supplemental Appropriation: Police Bicycle Patrol Unit, \$1,000**

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

RESOLVED: That the Board of Finance hereby amends the FY 17/18 Budget by increasing:

REVENUES

General Fund, Other Local Revenues, Miscellaneous Funds, Acct. #01-0360-43912 in the amount of \$1,000.00 and increasing

APPROPRIATIONS

General Fund, Patrol Services, Materials-Other, Account #01-2107-52239 in the amount of \$1,000.00 for the purpose of purchasing Police Bicycle Patrol Unit mountain bicycle, as stipulated in grant request to Walmart Foundation.

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

17/18-12 Supplemental Appropriation: Oak Bluff Dry Hydrant, \$47,771.60

In response to a question from Mr. Harrison, Mr. Bernetich responded that a dry hydrant will provide another water source in an area. Mr. Robertson added that there is a small pond on Oak Bluff, our Engineering Department verified the data for this dry hydrant and it was approved by Inland Wetlands. He noted that the Vermillion Drive fire in 2016 was very complicated and there was not a direct connection between not having this water source in place and what eventually happened with the fire; the Fire Department over the years had done drills but given the volume of fire it was over before it started.

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

RESOLVED: That the Board of Finance hereby appropriates an appropriation in the amount of \$47,771.60 from Account #01-0330-43313, General Fund, Intergovernmental, FEMA Grant (For FY12- Alfred 4046-DR-CT) and transfer from Account #01-8700-58000, General Fund, Other Financing Uses, Interfund Transfers Out

to

Account #02-4829-53060, Capital Projects Fund (Facil & Equip), Town CIP- Facilities, Dry Hydrant Oak Bluff, in the amount of \$47,771.60 and Account #02-0390-43918, Capital Projects Fund (Facil & Equip), Other Financing Sources, Interfund Transfers In, for the purpose of building a dry hydrant at Oak Bluff.

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

VII. TOWN MANAGER'S REPORT

A Monthly Financial Report Summary was not provided by Ms. Colligan. She highlighted the following: collections are at about 57%; building permit activity is in line; under Intergovernmental Revenue we have received 21%; under Local Revenues, Interest Income is quite a bit ahead at 150% over budget; no major variances under Expenditures.

A. Miscellaneous

Mr. Robertson reported that he will be presenting the annual CCM Municipal Budget Workshop on January 6th. He noted that we will be entering a contract for the Revaluation with the same company as the last one and will have the Assessor come in and talk about the process. In response to a question from Ms. Bratton, Mr. Robertson responded that it is a combination revaluation, due to how we keep up with things during the off revaluation years and being aware of what is going on in Town. In response to a question from Mr. Harrison, Mr. Robertson responded that Avon Village Center Project is stabilized for the winter; we are waiting for detailed plans/specs, continue to have conversations with the developer and continually on the Planning and Zoning Commission agenda; the developer agreed to complete the relocation the trail behind Buildings 5/6/7.

VIII. OTHER BUSINESS – No items discussed.**IX. EXECUTIVE SESSION** – Not held.**X. ADJOURN**

On a motion made by Tom Gugliotti, seconded by Dean Hamilton, it was voted:

RESOLVED: That the Board of Finance adjourn the meeting at 8:02 p.m.

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

Respectfully Submitted,
Thomas A. Gugliotti, Secretary

Attest: Jennifer Worsman, Clerk

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