

**BOARD OF FINANCE  
REGULAR MEETING MINUTES  
AUGUST 27, 2018**

**I. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. in the Avon Town Hall by Chairman Thomas Harrison. Members present: Chairman Thomas Harrison, Vice Chairman/Secretary Cathy Durdan, Dean Hamilton, Michael Oleyer, Ken Birk, Katrina Marin, and Margaret Bratton. A quorum was present.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Michael Oleyer.

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

David Cavanaugh, liaison for the Board of Education (BOE), reported that Mike Renkawitz was appointed as Principal at Avon High School; school security changes are in progress; a special meeting with the BOE and Town Council on September 13<sup>th</sup> regarding the turf field, including the BOE's ongoing concern of whether we have the right fill; and bargaining unit negotiations are ongoing.

**IV. MINUTES OF PRECEDING MEETING:**

**June 25, 2018 Meeting**

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

**RESOLVED:** That the Board of Finance approves the minutes of the June 25, 2018 Meeting as drafted.

Messrs: Harrison and Hamilton and Mmes: Bratton, Durdan, and Marin voted in favor. Messrs: Oleyer and Birk abstained. Motion passed.

**V. OLD BUSINESS**

Mr. Robertson reported that we have a revaluation underway and Harry DerAsadourian, Town Assessor, will attend your September meeting to provide an update.

**VI. NEW BUSINESS**

**18/19-01 Supplemental Appropriation: Donation to Recreation and Parks Department, \$2,200**

Mr. Robertson noted that the Groths live in Arizona and given the circumstances around the donation they felt strongly about making the gift to the Town versus the Town offer to fund the repair.

On a motion made by Ken Birk, seconded by Margaret Bratton, it was voted:

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

**REVENUES**

Recreation Activities Fund, Other Local Revenues, Donations & Grants, Private Sources, Account #09-0360-43651 in the amount of \$2,200.00 and increasing:

**APPROPRIATIONS**

Recreation Activities Fund, Parks, Buildings, Account #09-5201-52212 in the amount of \$2,200.00, for the purpose of purchasing a water fountain, in memory of Adam Groth, at Fisher Meadows fields to be funded by a donation from Sharon and Stephen Groth.

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

**18/19-02**      **Supplemental Appropriation: Consulting Services for Avon Village Center Project, \$30,000**

Mr. Robertson reported that the Planning and Zoning Commission has approved the three applications for Carpionato to move the project forward. He noted that Alfred Carpionato Sr. passed away on Saturday; we will wait to hear what their succession planning will be. He noted that Carpionato paid for the work/relocation of the trail behind Buildings 5/6/7. In response to a question from Mr. Harrison, Mr. Robertson responded that it took a lot longer for Carpionato to return in front of the Planning and Zoning Commission than we anticipated but now we have the appropriate conditions and bonding in place to protect the Town's interest.

On a motion made by Dean Hamilton, seconded by Ken Birk, it was voted:

**RESOLVED:** That the Board of Finance hereby amends the FY 18/19 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 Avon Town Center LLC for consulting services/peer review by Weston & Sampson Engineers for engineering studies in connection with the November 17, 2015, approved Carpionato Group LLC's Master Plan for Avon Village Center.

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

**18/19-03**      **Supplemental Appropriation: Library HVAC System, \$175,000**

Mr. Robertson reported that this is a housekeeping item to appropriate funding to a capital account for future HVAC repairs at the Library.

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

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

**REVENUES**

Capital Projects Fund (Facil & Equip), Other Financing Sources, Library HVAC, Account #02-0390-43503, in the amount of \$175,000.00, and increasing:

**APPROPRIATIONS**

Capital Projects Fund (Facil & Equip), Town CIP Facilities, Library Geothermal System, Account #02-4829-53409, in the amount of \$175,000.00, for the purpose of designating a capital project with funds from the Geothermal settlement at the Avon Free Public Library.

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

**18/19-04**      **Role of the Board of Finance in the Referendum Process**

Mr. Robertson reported it has been a number of years since a referendum process has not been tied to the budget process; most recently we had the Library Addition/Renovation Project and before that the Middle School Roof Project. He introduced Doug Gillette, Bond Counsel-Day Pitney, who gave a brief summary of the Board's role in the Referendum process. Some highlights include: same role with respect to other special appropriations which eventually gets referred to the voters at referendum; for policy purposes the Board can also get into reviewing mailers that are adjunct to the referendum; the Board has fiscal powers; when reviewing an appropriation for a non-mandated purpose, a project within the discretion of the Town to move forward, the Board is not limited to say whether the Town can afford it, it has the power to see whether they feel the purpose itself is justified and basis to determine not to recommend the appropriation. He noted that in the past the Board has focused on the fiscal merits of the project and how it fits into the Town's overall financial planning.

Mr. Robertson highlighted the critical path timeline to get to the December 12<sup>th</sup> referendum. He noted that with the Library Project several years ago the Board reviewed the referendum mailer. He noted that between the feedback at Public Information Sessions to be held regarding these projects and the mailer, the Board can take that under consideration at your October 22<sup>nd</sup> meeting. In response to a question from Ms. Marin, Mr. Robertson responded that the referendum will include two separate votes, one for each project. Mr. Robertson highlighted Avon Capital Projects 2018 Presentation from Dennis Dix, Town Financial Advisor to show potential debt service impacts. In response to a question from Mr. Birk, Mr. Robertson responded that is unknown at this time which facilities/equipment will be cut from the capital budget, if necessary.

#### **18/19-05      Synthetic Turf Field Project: Avon High School**

Mr. Robertson recognized Myles Altimus, Director of Operations-Avon Public Schools, Mike Renkawitz, Principal-Avon High School, and Heather Maguire, Town Council Chairperson, in the audience. He provided an update on next steps regarding this project. He noted that the proposed cost for the project is about \$2.96 million and includes a 10% contingency, \$320,000 for soft costs, and an upcharge of about \$330,000 for infill material. In response to a question by Ms. Marin, Mr. Robertson responded that there were no projected revenues for this project so lights were not included in the current project scope. Ms. Maguire commented that within this proposed cost is the ability to take the infill out and replace it if faulty. Mr. Robertson noted that 95% of the communities we talked to have coated crumb rubber turf fields.

#### **18/19-06      Town and Public Safety Communication System Replacement Project**

Mr. Robertson recognized Chief Rinaldo, Lt. Kelly Walsh, and Tom Kline in the audience. They gave a brief summary about the proposed project and discussed the draft Q&A. Mr. Rinaldo noted that the project cost will be approximately \$3.5 million with another \$400,000 in soft costs. In response to a question from Mr. Harrison, Mr. Rinaldo responded that there are five other towns that have the P25 system. In response to a question from Mr. Hamilton, Mr. Kline responded that the core is the computer system that runs all of the sites. In response to a question from Mr. Birk, Mr. Robertson responded that a back-up plan could be to put \$500,000 into the current system but there are no guarantees; sinking costs into the existing system doesn't do anything for improved functionality and coverage. In response to a question from Mr. Birk, Mr. Kline responded that the system has been a problem for over ten years and the Avon Volunteer Fire Department has had it in their capital budget requests since then. Mr. Robertson noted about five years ago we increased the appropriation in the capital budget to have funds to triage the system if something catastrophic happened or use for seed money with a new system. Mr. Rinaldo noted that the system hasn't been upgraded since 2002 going from 400 to 700 MHz. In response to a question from Ms. Marin, Mr. Rinaldo responded that if approved the project would start in spring 2019 and take a year before the entire system is completely upgraded. In response to a question from Mr. Oleyer, Mr. Rinaldo responded that other non-P25 system towns have coverage problems. In response to a question from Ms. Durdan, Mr. Kline responded that we have to keep the old system running until the new system is built and make the switch at once. Mr. Rinaldo noted that if Avon has the P25 core then other towns would pay us to be part of it and can use those funds to make site improvements. Mr. Hamilton suggested a map showing current coverage and potential new coverage. In response to a question from Ms. Marin, Mr. Rinaldo responded that if both projects for us and Windsor are approved we may be able to buy equipment with Motorola in bulk and save some money. Ms. Maguire suggested a campaign throughout Town to educate students about this system, perhaps through a Public Information Session. Mr. Cavanaugh commented that there might be an opportunity to merge this in with changes in security at the schools.

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

#### **A.      Monthly Financial Summary Report**

Details were included in the packet report dated period ended 7/31/18 prepared and reported by Margaret Colligan. Mr. Robertson noted that two legal matters listed have been resolved.

Mr. Robertson reported that he is attending the ICMA Conference in Baltimore when the Board is scheduled to hold their September meeting and asked to move this meeting up one week.

On a motion made by Ms. Durdan, seconded by Mr. Hamilton, it was voted:

**RESOLVED:** That the Board of Finance reschedule their September regular meeting date from Monday, September 24, 2018 to Monday, September 17, 2018.

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

B. The Auditor's Communication with Those Charged with Governance

The memo included in the packet dated July 2, 2018 from Ronald Nossek of Blum Shapiro & Co. to the Board of Finance has been received and reviewed.

C. Miscellaneous

Mr. Robertson noted that the Town with the great work by Peg Colligan, Director of Finance, and her staff has again received the GFOA's Certificate of Achievement for Excellence in Financial Reporting for our Comprehensive Annual Financial Report (CAFR) for the 36<sup>th</sup> consecutive year.

Ms. Marin commented on the SALT tax deduction. Mr. Robertson responded that he will circulate what came in from CCM on this topic.

**VIII. OTHER BUSINESS** – No items discussed.

**IX. ADJOURN**

On a motion made by Ken Birk, seconded by Dean Hamilton, it was voted:

**RESOLVED:** That the Board of Finance adjourn the meeting at 8:44 p.m.

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

Respectfully Submitted,  
Cathy Durdan, Vice Chair/Secretary

Attest: Jennifer Worsman, Clerk

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