

**BOARD OF FINANCE
REGULAR MEETING MINUTES
AUGUST 26, 2019**

I. CALL TO ORDER

The meeting was called to order at 7:04 p.m. at the Avon Town Hall by Chairman Thomas Harrison. Members present: Chairman Thomas Harrison, Vice Chairman/Secretary Catherine Durdan, Margaret Bratton, Dean Hamilton, Ken Birk, Katrina Marin, and Cathy Salchert. A quorum was present.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Catherine Durdan.

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

David Cavanaugh, liaison for the Board of Education (BOE), reported that the BOE closed FY 19 without a budget deficit; healthcare costs were better than expected; and there is one Assistant Principal opening in the District. In response to a question from Mr. Harrison, Mr. Cavanaugh responded that enrollment is dependent upon new housing development in Town; we have had a small decline in enrollment over the past few years; kindergarten at Pine Grove School is full. He noted that Avon High School acquired crew equipment from Power 10 via the Avon Booster Club and are now looking for storage space. Mr. Robertson noted that arrangements have been made to store the crew boats in a shed at the bulky waste transfer station. In response to a question from Mr. Harrison, Mr. Cavanaugh responded that security upgrades are moving along as expected and the BOE is satisfied with the progress.

IV. MINUTES OF PRECEDING MEETING:

June 24, 2019 Meeting

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

RESOLVED: That the Board of Finance approves the minutes of the June 24, 2019 Meeting as drafted. Messrs: Harrison, Birk, Hamilton and Mmes. Bratton, Marin, Salchert, and Durdan voted in favor.

V. OLD BUSINESS – No items discussed.

VI. NEW BUSINESS

19/20-01 Supplemental Appropriation: Avon Senior Center/Tai Ji Quan, \$1,500.00

On a motion made by Katrina Marin, seconded by Catherine Durdan, it was voted:

RESOLVED: That the Board of Finance hereby amends the FY 18/19 Budget by increasing:

REVENUES

Recreation Activities Fund, Other Local Revenues, Donations & Grants, Private Sources, Account #09-0360-43651, in the amount of \$1,500.00, and increasing:

APPROPRIATIONS

Recreation Activities Fund, Senior Citizens, Services-Other, Account #09-5301-52189, in the amount of \$1,500.00, for the purpose of funding the TJQMBB (Tai Ji Quan Moving for Better Balance) class. Avon Senior Center is part of a Senior Center Collaboration with CCC (CT Community Care) & the CT Healthy Living Collective (CT HLC) and received a NCAAA (North Central Area Agency on Aging) Grant for the program titled Tai Ji Quan: Moving for Better Balance® (TJQMBB).

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

Mr. Robertson noted that Jennifer Bennett, Senior Center Coordinator, is very aggressive finding these types of grants, successfully, for Avon.

VII. TOWN MANAGER'S REPORT**A. Monthly Financial Report Summary**

Details were included in the packet report dated period ended 7/31/19 prepared and reported by Margaret Colligan. Laurie Dorn, Town Accountant, was present in lieu of Ms. Colligan's absence. She noted that everything is in order from where we were last year at this time. In response to a few questions from Ms. Bratton, Mr. Robertson responded that expenses are higher than normal for the "Farmington-Avon Sewer Agreement" item under Legal; the "WPCA Policy and Procedures" item under Legal is ongoing; and the "Wetlands Violation Injunction" is regarding a property on Route 44 that has since been resolved.

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

The memo included in the packet dated July 17, 2019 from Vanessa Rossitto of Blum Shapiro & Co. to the Board of Finance has been received and reviewed. Ms. Bratton noted an error on page 4 at "End of Fieldwork" which should read 11/03/19, not 10/03/19. In response to a question from Ms. Bratton, Mr. Robertson responded that Blum Shapiro & Co. has made recommendations regarding cybersecurity; in addition, on the Town side we have an independent IT advisor who we are working with; it is a high priority. He noted that local governments are high value targets. In response to a question from Mr. Birk, Mr. Robertson responded that we are educating employees on cybersecurity awareness. Ms. Dorn shared a recent incident that was caught in time and was reported to the Police Dept., our IT advisor, and we alerted Town staff. Mr. Robertson noted a community that paid a fraudulent invoice that originated overseas.

C. Miscellaneous

Mr. Robertson provided a brief update regarding the Public Safety Communication System Project. He noted that Simsbury is in the feasibility process and we are looking into options for them to piggyback onto our system; we are also accommodating Canton's needs on the pole in an effort to make it a seamless regional dispatch system which can also offset our maintenance costs.

VIII. OTHER BUSINESS

A few other items were highlighted:

- AHS Athletic Turf Field & Track Improvement Project – "Lights On" fundraising campaign; light use policy; brick patio site to be determined; plant buffering next spring; ribbon cutting ceremony to be scheduled.
- Avon Village Center – detailed plans are being reviewed by staff.
- New business/construction – Avon Mill Apartments, property on Sandscreen Road, and new homes on Bailey Road.

IX. ADJOURN

On a motion made by Ken Birk, seconded by Katrina Marin, it was voted:

RESOLVED: That the Board of Finance adjourn the meeting at 8:00 p.m.

Messrs: Harrison, Birk, Hamilton and Mmes: Bratton, Durdan, Salchert, 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.