

**BOARD OF FINANCE  
REGULAR MEETING MINUTES  
FEBRUARY 24, 2020**

**I. CALL TO ORDER**

The meeting was opened at 7:01 p.m. at the Avon Town Hall by Chairman Thomas Harrison. Members present: Chairman Thomas Harrison, Vice Chairman/Secretary Catherine Durdan, Margaret Bratton, Ken Birk, Cathy Salchert, Katrina Marin, and Ellen Retelle. A quorum was present.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Ken Birk.

**III. COMMUNICATION FROM THE AUDIENCE - None**

**IV. MINUTES OF PRECEDING MEETING:**

Ms. Salchert requested to postpone approving the minutes until she could listen to the recording from the last meeting for possible clarification on two items she commented on.

**January 27, 2020 Meeting**

On a motion made by Tom Harrison, seconded by Ellen Retelle, it was voted:

**RESOLVED:** That the Board of Finance table the approval of the January 27, 2020 Meeting minutes to the March 23, 2020 Meeting.

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

**V. OLD BUSINESS**

**19/20-05      Review and Discussion: FY 20/21 Budget**

Mr. Robertson noted that Town Council held a second Budget Workshop on February 20<sup>th</sup>; they will likely recommend a budget to the Board of Finance at their March 5<sup>th</sup> meeting; an estimated mill rate increase of just under 3.5% which is higher than normal during a non-revaluation year.

**VI. NEW BUSINESS**

**19/20-11      CAFR Presentation by Blum, Shapiro & Company, P.C.**

Vanessa Rossitto, Audit Partner, Jessica Aniskoff, Audit Manager, and Emily Finn, Audit Manager, guided the Board through a presentation of the Comprehensive Annual Financial Report (CAFR) and Federal and State Single Audits. Ms. Colligan recognized Ms. Rossitto for receiving the Distinguished Service Award for Inaugural Connecticut Society of CPAs in December. Ms. Rossitto noted that sample selections are used for assumptions. In response to a question from Ms. Salchert, Ms. Rossitto responded that a Deferred Outflow of Resources is an asset and an Inflow is a liability; these amounts are a result of your pension/OPEB plans. In response to a question from Mr. Harrison, Ms. Rossitto responded that other municipalities' pension plans are funded at a higher percentage versus Avon, but OPEB plans are better than most municipalities. Ms. Aniskoff noted that some specific language requirements were not found in the Board of Education purchasing policies, i.e. minority businesses; several towns had the same findings. Ms. Colligan noted that regarding the need for a Fraud Top Line, CCM offers a service for \$200 per year; IT Controls is a standing item on the IT Committee agenda. In response to a question from Mr. Birk, Ms. Rossitto responded that for return rate assumptions they look at it in a range with the industry. Ms. Aniskoff noted that the Town is very responsive with information requested and applauded Town management for implementing their recommendations. Ms. Rossitto noted that Statements 84, 87, and 89 are new and will be implemented for FY 20/21. Mr. Harrison thanked Blum, Shapiro & Company for their work.

**19/20-12      Response to Audit comments and recommendations to Management**

In a memo from Ms. Colligan to Mr. Robertson dated February 18, 2020, she responded to the auditor's comments and recommendations to management for the fiscal year ended June 30, 2019.

**19/20-13      Appointment of Auditor for FY 19/20**

A memo from Ms. Colligan to Mr. Robertson dated February 3, 2020 was included in the meeting packet. Ms. Colligan noted that the audit for FY 19/20 will be the final year of a five-year contract with Blum Shapiro; it is a best practice to revisit the process. She added that we are satisfied with their service, the Board of Education is pleased; there are not many firms out there. In response to a question from Ms. Retelle, Ms. Colligan responded that their contract increases about 3% every year.

On a motion made by Ken Birk, seconded by Ellen Retelle, it was voted:

**RESOLVED:** That the Board of Finance recommend Blum, Shapiro & Company, P.C. to perform auditing services for the Town's FY 19/20 audit, per management's recommendation.

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

**19/20-14      Supplemental Appropriation: Public Works Administration Vehicle, \$35,000**

In response to questions from Mrs. Marin, Mr. Robertson responded that this is a take home vehicle for the Deputy Director of Public Works, is a condition of their appointment, and the Town pays for the gasoline. In response to a question from Mrs. Marin, Mr. Robertson responded that he does not receive pay-per-mileage when he visits other towns; he receives a stipend of \$6,500, included in his appointment letter and modified by the Town Council over the years. In response to a question from Mrs. Marin, Mr. Robertson responded that hopefully this new vehicle will last a long time; the vehicle being replaced lasted 200,000 miles. In response to a question from Ms. Bratton, Mr. Robertson responded that the new vehicle will probably be a smaller, used sport utility vehicle. He noted that there are two non-police vehicles that go home are both are for Public Works.

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

**RESOLVED:** That the Town Council favorably recommends to the Board of Finance, an appropriation not to exceed \$35,000, from General Fund, Other Financing Sources, Assigned to Capital Reserve, Account #01-0390-43914 and transfer from Account #01-8700-58000, General Fund, Other Financing Uses, Interfund Transfers Out

to

Account #02-4844-53450, Capital Projects Fund (Facil & Equip), Town CIP-Equipment, DPW Vehicle and Account #02-0390-43918 and Capital Projects Fund (Facil & Equip), Other Financing Sources, Interfund Transfers In, in the amount \$35,000, for the purpose of purchasing a replacement vehicle for the Department of Public Works.

Messrs: Harrison, Birk, Mmes: Bratton, Marin, Salchert, Retelle, 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 1/31/20 prepared and reported by Margaret Colligan. Ms. Colligan noted that revenues and expenditures continue to run in line. She added that the detailed Quarterly Financial Report is available on the Town's web site.

**B.      Miscellaneous – No other items were discussed.**

**VIII. OTHER BUSINESS**

Ms. Retelle presented two motions to the Board.

On a motion made by Ellen Retelle, seconded by Cathy Salchert, it was voted:

**RESOLVED:** That the Board of Finance adhere to Avon Charter's legal requirement to choose, via vote, a parliamentary procedure for Board of Finance meetings and that the Board of Finance adhere to the parliamentary procedure during every Board of Finance meeting.

Ms. Retelle noted that we are not following parliamentary rules; we open an item for discussion before making a motion. This item was further discussed. Mr. Harrison indicated that this Board is run by Robert's Rules of Order. Ms. Retelle withdrew the motion.

On a motion made by Ellen Retelle, seconded by Cathy Salchert, it was voted:

**RESOLVED:** To move her seat to the other side to be with her two Democratic colleagues.

Mmes: Salchert, Retelle, and Marin voted in favor. Messrs: Harrison, Birk, and Mmes: Bratton and Durdan voted against. The motion failed, 3-4.

Mr. Harrison noted that it has always been the position of the Board of Finance that we base the seats on seniority, length of service on the Board working from the outside of the table and moving in; the practice has always been not to publicly display itself as a partisan Board; he joined the Board in 1995.

**IX. ADJOURN**

On a motion made by Cathy Salchert, seconded by Katrina Marin, it was voted:

**RESOLVED:** That the Board of Finance adjourn the meeting at 8:22 p.m.

Messrs: Harrison, Birk, and Mmes: Bratton, Durdan, Salchert, Marin, and Retelle 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.