

**BOARD OF FINANCE  
REGULAR MEETING MINUTES  
NOVEMBER 22, 2021**

**I. CALL TO ORDER**

The meeting was called to order at 7:10 p.m. via GoToMeeting by Chairman Thomas Harrison. Members present: Chairman Thomas Harrison, Vice Chairman/Secretary Catherine Durdan, Ellen Retelle, Katrina Marin, Margaret Bratton, Ken Birk, and Cathy Salchert. A quorum was present.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Thomas Harrison.

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

Mr. Harrison thanked members who unfortunately will not be with the Board in January for their service to the Town and to the Board; it has been a wonderful association with you; please keep in touch with the Town and Board; we are still Avon residents and have the best interests for the Town; “hail and farewell” and we wish you all the best; we will welcome new members to the Board, along with nominating a Chair at the January meeting.

**IV. MINUTES OF PRECEDING MEETING:**

**September 27, 2021 Meeting**

Page 1, Item V, 2<sup>nd</sup> full paragraph, 1<sup>st</sup> line, remove “if” before “it is more....”

Page 2, Item V, 1<sup>st</sup> paragraph, 2<sup>nd</sup> line and 4<sup>th</sup> line, change “FOI” to “FOIA.”

Page 3, Item VIII, 1<sup>st</sup> paragraph, move entire paragraph under VII. Town Manager’s Report.

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

**RESOLVED:** That the Board of Finance approves the minutes of the September 27, 2021 Meeting as amended.

Messrs: Harrison, Birk, and Mmes: Bratton, Retelle, Durdan, and Marin voted in favor. Ms. Salchert abstained. Motion carried, 6-1.

**V. OLD BUSINESS – No items discussed.**

**VI. NEW BUSINESS**

**21/22-09      Review and Discussion: FY 22/23 Budget**

Mr. Harrison noted that the goal will be to come up with a budget to recommend to the Town Meeting that takes place in May.

**21/22-10      Transfer of Appropriation: Public Works Administration Vehicle, \$37,469.48**

In response to a question from Mrs. Marin, Alex Trujillo, Deputy Director of Public Works, responded that this vehicle will be assigned to the Director of Public Works which has the same application as he does. In response to questions from Ms. Retelle, Mr. Trujillo responded that these vehicles may take up to a year to arrive so another municipality ordered it, couldn’t wait any longer, and paid full retail somewhere else; when it arrived, given our relationship with O’Neill’s Chevrolet, their sister dealership notified us about the opportunity at an excellent price that we couldn’t pass up; and we have already purchased the vehicle.

On a motion made by Ellen Retelle, seconded by Margaret Bratton, it was voted:

**RESOLVED:** That the Board of Finance hereby amends the FY 21/22 budget by transferring, \$17,013.20 from Capital Projects Fund (Facil & Equip), Town CIP-Equipment, 1995 Ford Pickup Replacement, Account #02-4837-53435; \$14,795.66 from Capital Projects Fund (Facil & Equip), Town CIP-Equipment, Tractor, Account #02-4837-53436; and \$5,660.62 from Capital Projects Fund (Facil & Equip), Town CIP-Equipment, 7.58 CU Dump Truck, Account #02-4844-53376; to Capital Projects Fund (Facil & Equip), Town CIP-Equipment, Vehicles, Account #02-4830-53074; in the amount of \$37,469.48 for the purchase of a Town vehicle.

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

#### **21/22-11 Supplemental Appropriation: Sanitary Sewer Analysis/Sewer Fund, \$4,800**

On a motion made by Ellen Retelle, seconded by Margaret Bratton, it was voted:

**RESOLVED:** That the Board of Finance hereby amends the FY 21/22 Budget by increasing:  
**REVENUES**

Sewer Fund, Other Local Revenues, Refunds & Reimbursements, Account #05-0360-43612 in the amount of \$4,800.00 and increasing:

#### **APPROPRIATIONS**

Sewer Fund, Sewage Coll & Disp, Services – Other, Account #05-3205-52189 in the amount of \$4,800.00, for the purpose of paying for a sanitary sewer analysis at the proposed project at 20 Security Drive.

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

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

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

Details were included in the packet report dated period ended 10/31/21 prepared and reported by Tom DiStasio. Ms. Salchert noted that the Quarterly Financial Report has not been updated since March on the Town's web site. Mr. DiStasio responded that June is the end of the fiscal year and we are compiling a year-end booklet that will be presented to Town Council at their December meeting and then the next Board of Finance meeting; we will have the September Quarterly Report completed shortly after that for FY 21/22.

#### **B. Land Acquisition**

Mr. Robertson reported that a public hearing is scheduled for the next Town Council meeting on December 2, 2021 regarding the potential acquisition of property located at 503 West Avon Road.

#### **C. American Rescue Plan Act**

Mr. Robertson reported that a presentation will be made at the next Town Council meeting on December 2, 2021. He noted that this is going to present an interesting opportunity for the Town; in April/May of this year we received \$2.7 million and will receive another \$2.7 million same time next year; the expenditures have to fall in a number of different categories; funds need to be committed by end of calendar year 2024 and spent down by end of calendar year 2026; Town and BOE staff has identified various projects, including some from capital improvement plan, Plan of Conservation and Development, and think about opportunities that may otherwise be out of the question.

### **VIII. OTHER BUSINESS**

Mrs. Marin inquired if Town staff had the opportunity to check the Town Charter regarding the option to hold an online/hybrid meeting versus an in-person meeting. Mr. Robertson responded that the Governor's Executive Order allows the Board to conduct in-person, hybrid, or entirely virtual meetings through February 2022. In response to a question from Ms. Bratton, Mr. Robertson responded that there is a very good chance that the Executive Order may be extended and we should know that well in advance and then give the Board some options.

**IX. ADJOURN**

On a motion made by Ellen Retelle, seconded by Katrina Marin, it was voted:

**RESOLVED:** That the Board of Finance adjourn the meeting at 7:37 p.m.

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