

**BOARD OF FINANCE
REGULAR MEETING MINUTES
JUNE 22, 2020**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. via GoToMeeting 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 Tom Harrison.

III. COMMUNICATION FROM THE AUDIENCE - None

IV. MINUTES OF PRECEDING MEETING:

May 4, 2020 Special Meeting

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

RESOLVED: That the Board of Finance approves the minutes of the May 4, 2020 Special Meeting minutes as drafted.

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

May 11, 2020 Budget Workshop

Page 4, Item 19/20-05, 11th line, change “unemployed” to “employed”; 23rd line, insert “noted” between “Mr. Robertson” and “that”; second to last sentence in paragraph, insert “add” before “new positions.”

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

RESOLVED: That the Board of Finance approves the minutes of the May 11, 2020 Budget Workshop minutes as amended.

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

May 18, 2020 Meeting

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

RESOLVED: That the Board of Finance approves the minutes of the May 18, 2020 Meeting minutes as drafted.

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

Chairman Harrison reminded the Board that their minutes are not a transcript, rather a general summary of what was discussed.

V. OLD BUSINESS

19/20-18 Board of Education Request: Non-Lapsing Account

Bridget Carnemolla, Superintendent of Schools, commented that she and the Town Manager discussed this item after the last Board of Education meeting at which time the Board also advised that for the time being they are holding off on having this discussion and rather see this fiscal year come to a close; it is a difficult time right now.

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

RESOLVED: That the Board of Finance remove item 19/20-18 Board of Education Request: Non-Lapsing Account from the agenda.

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

VI. NEW BUSINESS**19/20-20 Approve Suspense List, \$14,488.53
Deborah Fioretti, Collector of Revenue**

Deborah Fioretti, Collector of Revenue, provided highlights regarding the suspense list that was distributed to the Board. In response to a question from Mr. Harrison, Ms. Fioretti responded that we do very well with our collections so we probably fair better than other towns. In response to an inquiry from Ms. Retelle, Ms. Fioretti provided a brief explanation about the process when developing the suspense list. In response to a question from Ms. Salchert, Ms. Fioretti responded that Truffles on the Main LLC went out of business about a year and a half ago; their business in Farmington is a different entity, plus we cannot go after their personal assets as an LLC.

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

RESOLVED: That the Board of Finance hereby approve the suspense list totaling \$14,488.53 as submitted by Deborah Fioretti, Collector of Revenue.

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

19/20-21 Supplemental Appropriation: Board of Education-Open Choice, \$206,528

Dr. Bridget Carnemolla, Superintendent of Schools, provided a brief overview regarding the request. Heather Michaud, Director of Fiscal Affairs, was present to answer any questions the Board had. In response to a question from Ms. Retelle, Dr. Carnemolla responded that they estimate these funds from a conservative standpoint and they did not budget for the Pre-K funds at the start of the fiscal year; this \$206,000 is not part of the anticipated \$500,000 to be returned to the Town at the end of the fiscal year. In response to a question from Ms. Bratton, Ms. Michaud responded that an additional \$60,000 in unanticipated revenue from PK-12 Open Choice was received due to additional student enrollment, in addition to \$146,528.00 from Early Beginnings Grant funds and Additional Entitlement dollars.

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

RESOLVED: That the Board of Finance hereby amends the FY 19/20 Budget by increasing:

REVENUES

General Fund, Intergovernmental, Education Program Grants, Account #01-0330-43343 in the amount of \$206,528.00 and increasing

APPROPRIATIONS

General Fund, Board of Education, BOE Expenses, Account #01-9401-55000 in the amount of \$206,528.00 for the purpose of funding school programs and special education needs.

Messrs: Harrison, Birk, and Mmes: Salchert, Bratton, Marin, Durdan, 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 5/31/20 prepared and reported by Margaret Colligan. Ms. Retelle noted that there is \$1 million or more collected which should reflect in Unassigned Fund Balance not dropping significantly. Ms. Colligan noted that these numbers are on a cash basis. In response to a question from Ms. Bratton, Ms. Colligan responded that we will want to discuss how and when we want to replenish funds. In response to a question from Ms. Bratton, Ms. Colligan responded that 12.49% (under Other Financing Sources) is based on General Fund Budgeted Expenditures and would not include supplementals during the year or any planned use of Fund Balance for FY 20/21.

In response to a question from Ms. Salchert, Ms. Colligan responded that the bond issuance covered the AHS Synthetic Turf Field and Track Improvement Project in the amount of \$2,995,000 and \$280,000 for the Public Safety Communication System Project; the debt was issued at 1.24%. In response to a question from Mr. Harrison, Ms. Colligan responded that regarding the Town's 0% tax increase for FY 20/21, the

rating agencies were pleased to hear that it went successfully and pleased to hear that the governing bodies listened to the residents and noted that Avon has a high collection rate.

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

The memo included in the packet dated June 8, 2020 from Vanessa Rossitto of Blum Shapiro & Co. to the Board of Finance has been received and reviewed.

VIII. OTHER BUSINESS

In response to a question from Ms. Durdan, Ms. Colligan responded that the Town and BOE have attended webinars and will be following protocols for COVID-19 FEMA expenditure reimbursement; submissions are due to OPM by the end of August; this will get us through June; additional expenditures will be incurred during FY 20/21.

IX. ADJOURN

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

RESOLVED: That the Board of Finance adjourn the meeting at 7:50 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.