

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

I. CALL TO ORDER

The meeting was called to order at 7:04 p.m. via GoToMeeting by Chairman Thomas Harrison. Members present: Chairman Thomas Harrison, Margaret Bratton, Ken Birk, Cathy Salchert, Katrina Marin, and Ellen Retelle. Vice Chairman/Secretary Catherine Durdan was absent. A quorum was present.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Katrina Marin.

III. COMMUNICATION FROM THE AUDIENCE - None

IV. MINUTES OF PRECEDING MEETING:

June 22, 2020 Meeting

On a motion made by Ken Birk, seconded by Tom Harrison, it was voted:

RESOLVED: That the Board of Finance approves the minutes of the June 22, 2020 Meeting minutes as drafted.

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

V. OLD BUSINESS – No items discussed.

VI. NEW BUSINESS

20/21-01 Technology Lease/Purchase Approval (Board of Education)

Heather Michaud, Director of Fiscal Affairs, provided background regarding this item. She noted that this technology equipment has been earmarked for them despite the proposal expiration date of July 31, 2020. In response to questions from Ms. Bratton, Ms. Michaud responded that this is part of their normal annual budgeted lease purchase and the total cost includes interest and Avon's standing and its bond rating should carry through the original quoted price. In response to an inquiry from Ms. Salchert, Ms. Michaud provided a brief explanation about the process with the Interlocal Purchasing System of which Trinity3 is part of.

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

RESOLVED: That the Board of Finance approve a four-year lease agreement between Trinity3 Financial Services and Town of Avon for the Board of Education to secure 880 chrome books of which 750 will serve as replacements for end of life equipment and 130 to be distributed to Kindergarten classrooms to move away from a shared cart model, in an amount not to exceed \$282,500.00, or annual installments of \$70,625.00.

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

**20/21-02 Appropriation from Police Special Services Fund (Fund 7):
Three-Police Vehicles, \$145,000**

Alex Trujillo, Deputy Director of Public Works/Fleet Manager, was in attendance. In response to a question from Ms. Salchert, Mr. Robertson responded that we had funding to purchase three vehicles. Mr. Trujillo added that these vehicles are the oldest in the fleet with the highest mileage; it is an excessive cost to maintain them, in addition to downtime while repairs are being made.

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

RESOLVED: That the Board of Finance hereby appropriates a sum not to exceed \$145,000 from Police Special Services Fund, Other Financing Sources, Unassigned Fund Balance, Account #07-0390-43913, and transfer from Police Special Services Fund, Other Financing Uses, Interfund Transfer-Out, Account #07-8700-58000 to Capital Projects Fund (Facil & Equip), Town-CIP Equipment, Vehicles, Account #02-4844-53311, and Capital Projects Fund (Facil & Equip), Other Financing Sources, Interfund Operating In, Account #02-0390-43918 in the amount of \$145,000, for the purpose of replacing three aged fleet vehicles: 2007 Tahoe (1) and 2008 Crown Victoria (2).

Messrs: Harrison, Birk, and Mmes: Salchert, Bratton, Marin, 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 7/31/20 prepared and reported by Margaret Colligan. She noted that even with the Tax Deferral Program, Collections are currently in line versus last year. She added that we are carrying our COVID-19 related costs in a capital projects fund which reflects a negative balance; we have filed with FEMA to seek reimbursement. In response to a question from Ms. Retelle, Ms. Colligan responded that the 10.16% in Unassigned Fund Balance (UAFB) equates to \$11,175,459. Ms. Colligan forecasts that the Town should be able to return \$1.8 million to UAFB which was used when adopting the FY 2020/2021 budget; the potential return of \$500,000 from the Board of Education has not yet been presented to the Town. In response to a question from Ms. Bratton, Mr. Robertson responded that we extended debris drop off at the Landfill to this past Saturday.

Mr. Harrison, on behalf of the Board, thanked Ms. Colligan for her support and her smarts; she will absolutely be missed. Ms. Retelle noted that Ms. Colligan's professionalism, knowledge, and integrity surpasses anything she has known in terms of finance and sad to see her go. Ms. Colligan expressed thanks and shared her gratitude for her time working with the Board.

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

RESOLVED: That the Board of Finance hereby appoint Peggy Colligan, Director of Finance, as an honorary Board of Finance member.

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

B. Director of Finance

Mr. Robertson reported that we cannot replace Ms. Colligan with all of her experience and years, but we are currently conducting interviews to find a worthy successor.

VIII. OTHER BUSINESS

IX. ADJOURN

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

RESOLVED: That the Board of Finance adjourn the meeting at 7:31 p.m.

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

Respectfully Submitted,
Thomas Harrison, Chairman

Attest: Jennifer Worsman, Clerk

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