

**BOARD OF FINANCE
REGULAR MEETING MINUTES
JUNE 27, 2016**

I. CALL TO ORDER

The meeting was called to order at 7:08 p.m. at the Avon Town Hall by Chairman Thomas Harrison. Members present: Chairman Thomas Harrison, Jeff Bernetich, Catherine Durdan, Dean Hamilton, and Michael Oleyer. Margaret Bratton and Thomas Gugliotti were absent. A quorum was present.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Dean Hamilton.

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

Ken Birk, liaison for the Board of Education, directed everyone's attention to the report dated May 31, 2016 included in the meeting packet. He reported the year end estimated unexpended balance as of June 30th is \$15,000 or .00028% of the approved budget. Journaling in May included the second half of the employer medical contribution totaling over 2.8 million dollars, a \$650,000 administration fee to Cigna is included. He conveyed the thanks of the Board of Education for the confirmation received from Peggy Colligan that the town would favorably consider transferring the unexpended \$15,000 from the 15/16 operating budget to the Board of Education OPEB fund. Mr. Birk congratulated Jeff Bernetich & Margaret Bratton whose daughters graduated AHS. Mr. Harrison stated he read in the Courant that the Board voted 7-1 to extend superintendent Mala's contract. In response to a question from Mr. Bernetich, Mr. Birk stated Wendy Howard voted no and Laura Young abstained. In response to a question from Mr. Harrison, Mr. Birk stated enrollment continues to increase. We are fortunate that people are moving into the community.

IV. MINUTES OF PRECEDING MEETING:

April 11, 2016 Public Hearing

April 13, 2016 Budget Workshop

May 11, 2016 Special Meeting

The minutes from the April 11th Public Hearing were moved to next month's meeting. On a motion made by Dean Hamilton, seconded by Michael Oleyer, it was voted:

RESOLVED: That the Board of Finance approves the minutes of the April 13, 2016 Budget Workshop and May 11, 2016 Special Meeting Minutes as drafted.

Messrs: Harrison, Bernetich, Hamilton, Oleyer voted in favor and Mmes: Durdan abstained.

V. OLD BUSINESS

There was none

VI. NEW BUSINESS

15/16-21 Approve Suspense List, \$16,890.36 Deborah Fioretti, Collector of Revenue Ms. Fioretti stated the accounts moved to the suspense list are collectible for 15 years. She added that \$1,000 - \$1,500 per year is recovered from the suspense list. There are upcoming changes with the motor vehicles taxes that may create new issues for the town. We will no longer be able

to prevent delinquent taxpayers from registering their vehicles and we will only receive two years back for delinquent taxpayers. In response to a question from Mr. Harrison, Ms. Fioretti stated that revenue collected from the suspense list is accounted for in the year it is collected.

In response to a question from Mr. Oleyer, Ms. Fioretti stated that the process for collections prior to hitting the suspense list is town billing, secondary notices, a warrant warning the account will be turned over to the State Marshall, then turning the delinquent accounts over to the State Marshall for collection. The State Marshall receives 15% of monies he collects. This is paid directly by the delinquent taxpayer. A tax lien is also recorded on the land records in Avon. In response to a question from Mr. Harrison, Ms. Fioretti stated the Marshall will work with names over 3-4 years prior to ending up on the suspense list. Mr. Hamilton stated he was impressed that the suspense list is so low compared to the Grand List.

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

RESOLVED: That the Board of Finance hereby approve the suspense list as submitted by Deborah Fioretti.

Messrs: Harrison, Bernetich, Hamilton, Oleyer and Mmes: Durdan voted in favor.

VII. TOWN MANAGER'S REPORT

A. Monthly Financial Report Summary

Details were included in the packet report dated period ended May 31, 2016 prepared and reported by Margaret Colligan. Highlights included were Property Tax and Assessments collections are tracking at 100% of the budgeted amount, Licenses, Fees & Permits are tracking at 101% (as of today it is at 110%). The State has released unbudgeted Grants for Municipal Projects, so we are at a positive variance for State revenue. We do have some weaknesses on some line items in Charges for Services that are being reviewed to determine if it is a timing or performance issue. For the first time since 2008 we have exceeded our investment interest estimates. We have received \$325,000 reimbursement for the Old Farms CIP and General Fund reimbursement will be part of the EOY transfers for FY15/16. The Old Wheeler road project has begun, however we won't see reimbursement until FY16/17. In response to a question from Mr. Hamilton, Mr. Robertson stated we appropriated funding for two projects on Old Farms Road, the bridge and the feasibility study. The feasibility study is complete and we will get 90% reimbursement for the study. Ms. Colligan stated we anticipate some budget stress in the area of the water company invoices. The timing of the Water Company surcharge that is approved by PURA occurs after our budget is approved. There is no anticipation of a negative General Fund variance for the EOY. In response to a quest from Mr. Oleyer, Ms. Colligan stated we increased the budgeted amounts for Licenses, Fees & Permits by \$75,000 for FY16/17 in anticipation of the trending.

B. Miscellaneous Items

Mr. Robertson stated the Finance Department has been recognized by the GFOA for the FY15 CAFR, this is the 35th consecutive year. Mr. Harrison on behalf of the board congratulated Peggy Colligan and her staff for their work.

Mr. Robertson stated, as Mr. Hamilton mentioned, at the last Council meeting there was a presentation on the Old Farms Road project. The results of the study was presented, the project is feasible but \$18,000,000 more than expected. The reasons for the unanticipated cost is the mitigation to avoid the impact on the wetlands. This impact avoidance is what allows the

permitting through the Army Corp of Engineers. Council looked at it, is glad it's feasible but it is not what the town or school had in mind. So this project will pivot and we will work to improve the road in its current location. Engineering is working on preliminary cost estimates. Expect to see a request in the capital budget in FY18 for 30% to go to scope. We are abandoning road relocation project. In response to a question from Mr. Harrison, Mr. Robertson stated we will not make any additional lanes. There is currently no formal drainage for the road, improve sight lanes, widen the road, softening out some of the hard edges are all items we are considering. There are issues to handle on the North-South portion of the road, the portion north of Thomson road intersection to the water tower. We have had funding through CRCOG of about \$1,000,000 going back at least 10 years now. It has been an appropriation that has been earmarked for the project. We have to reengage CRCOG. Hopefully the end result will be that the East-West portion of the road will be 100% the Town's responsibility and the North-South section will be cost shared at 80/10/10, but we will have to do some work to get those other sources lined up. Working closely with the school we will need to move it a bit away from the water tower and fix the intersection with Scoville Road. That is where the majority of the accidents are. Now that we have the East-West nailed down we can design the North-South section. Planning will be funded through the Capital Budget, but the project will require referendum. In response to a question from Mr. Oleyer, Mr. Robertson stated the design, permit and construction of a new bridge, but just to the north of existing bridge on Old Farms Road is a separate project designated by the DOT. Given the States financial turmoil, they state it is as certain as anything can be and we expect it to proceed. We expect construction in 2018. All of the improvements, beautification and canoe launch is in the state plan without add cost for the town.

In response to a question from Mr. Harrison, Mr. Robertson stated there was a meeting this morning of the recreation complex subcommittee. Council has asked them to go through design-development which includes buffering, field lines, restrooms, hours of operation, rules of use and the PA system. They are trying to have a recommendation to Council for their September. They are keeping track of the issues.

In response to a question from Mr. Harrison, Mr. Robertson stated the Avon Town Center was conceptually approved in November with 10 pages of conditions. The developer was supposed to come back to the town with a detailed site plan and special permit application. The developer did get their team together but they came in with excavation permit application instead of the expected one. They are looking to remove about 250 cubic yards of fill. It requires a public hearing. Planning & Zoning has 65 days to make decision on the application. When Carpionato filed their application in July of 2015, the Town engaged a peer review architect. Their job was to critique and improve the submitted plans if necessary. The firm was out of RI. In talking with staff we would look to issue a RFP to secure the services of another peer review architect & engineer. The developer pays 100% of the cost. We told the developer the estimate is \$30,000 to get started. This will be on the Council agenda next week and the BOF agenda next month. The Developers time line has changed a bit, but they will come in with full blown plans for the September Planning & Zoning meeting.

Mr. Robertson stated the current Legislation Session has ended. He stated understanding what has been adopted is ongoing particularly with respect to the 2.5% soft spending cap. He does not expect the motor vehicle cap to affect us for 2017. Internally, GFOA has recommended that the Town develop a long range financial plan similar to our CIP and it is being worked on.

In response to a question from Mr. Bernetich, Mr. Robertson stated there is nothing to do above and beyond the reporting of the FGOA award. Mr. Harrison stated that the Board appreciates the effort of Ms. Colligan and her staff and acknowledges that she likes to keep it low profile. Ms. Colligan stated she can put a blurb on her web page.

Mr. Harrison, in response to a question from Mr. Bernetich, asked where the meeting notices are posted in order to meet the State requirement for advanced publication.

Mr. Robertson stated that after more than 55 applications with 40 meeting the minimum qualifications Grace Tiezzi has been hired as the Assistant to the Town Manager. She is a graduate of Fairfield University and earned her MBA from the University of Connecticut.

VIII. OTHER BUSINESS

There was none

IX. EXECUTIVE SESSION

There was none

X. ADJOURN

On a motion made by Dean Hamilton, seconded by Tom Harrison, it was voted:

RESOLVED: That the Board of Finance adjourn the meeting at 7:55 p.m.

Messrs: Harrison, Bernetich, Hamilton, Oleyer and Mmes: Durdan voted in favor.

Respectfully Submitted,
Thomas A. Gugliotti, Secretary

Attest: Mary Marinello, Clerk

All referenced material will be available to the public in the Town Clerk's office.