

**BOARD OF FINANCE
REGULAR MEETING MINUTES
JUNE 25, 2018**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. in the Avon Town Hall by Chairman Thomas Harrison. Members present: Chairman Thomas Harrison, Vice Chairman/Secretary Cathy Durdan, Dean Hamilton, Katrina Marin, and Margaret Bratton. Ken Birk and Michael Oleyer were absent. A quorum was present.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Katrina Marin.

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

David Cavanaugh, liaison for the Board of Education (BOE), passed to Debra Chute, Board of Education Chairperson who was present at the meeting. Ms. Chute commented on a successful graduation and Dr. Heston-Carnemolla, Superintendent of Schools, is doing an excellent job. Ms. Bratton noted the recognitions given during the graduation. Mr. Harrison extended congratulations on a successful school year and look forward to hearing good things about the Superintendent of Schools as well.

IV. MINUTES OF PRECEDING MEETING:

May 16, 2018 Special Meeting

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

RESOLVED: That the Board of Finance approves the minutes of the May 16, 2018 Special Meeting as drafted.

Messrs: Harrison and Hamilton and Mmes: Bratton, Durdan, and Marin voted in favor.

V. OLD BUSINESS – No items discussed.

VI. NEW BUSINESS

17/18-23 Approve Suspense List, \$17,729.12
Deborah Fioretti, Collector of Revenue

Deborah Fioretti, Collector of Revenue, reported that by State Statute every year she provides a list to the Board with mostly taxes that are deemed uncollectible; even though they are on suspense, these taxes are always collectible and \$2,000-\$4,000 per year is collected from the suspense list. Mr. Harrison clarified that these are people/businesses who owe taxes that have gone out of business, moved out of town, deceased, or in bankruptcy. Mr. Hamilton commented that it is an impressive statement of the work you do and that there is so little on the list. Mr. Harrison noted that we do have an extremely high collection rate. In response to a question from Ms. Bratton, Ms. Fioretti responded that the last List Year date in her memo should read 2016.

On a motion made by Margaret Bratton, seconded by Dean Hamilton, it was voted:

RESOLVED: That the Board of Finance hereby approve the suspense list submitted by Deborah Fioretti, Collector of Revenue as amended (\$1,932.68 is for List Year 2016).

Messrs: Harrison and Hamilton and Mmes: Bratton, Durdan, and Marin voted in favor.

17/18-24 Technology Lease/Purchase Approval (Board of Education)

Heather Michaud, Director of Fiscal Affairs, reported that this has been an annual request for over six years; this program has enabled the Avon School District to reap the technology benefits, keep current and improve saturation of a 1:1 model and if approved we will accomplish that for grades K through 8. In response to a question from Ms. Bratton, Ms. Michaud responded that they have done the reverse auction for the last two cycles and gone back to the State of Education DAS listing; the reverse auction would be a better tool for bank deposit slips; computers have different specs. In response to a question from Ms. Bratton, Ms. Michaud responded that we have to go through municipal procurement entities, i.e. CREC, CRCOG, State of Education DAS, and Massachusetts Higher Ed. In response to a question from Ms. Marin, Ms. Michaud responded that they have negotiated the interest rate four times. Mr. Robertson noted that it will also have to go before Town Council for approval and noted it has to go through this path since under our debt policy we are issuing debt.

On a motion made by Tom Harrison, seconded by Margaret Bratton, it was voted:

RESOLVED: That the Board of Finance approve a four-year lease agreement between HP Financial Services and Town of Avon for the Board of Education to secure 105 laptops for faculty at Avon Middle School and Thompson Brook School and 505 chrome books to create a 1:1 device to student ratio from Kindergarten to Grade 8, in an amount not to exceed \$285,036.60, or annual installments of \$71,259.15.

Messrs: Harrison and Hamilton and Mmes: Bratton, Durdan, and Marin voted in favor.

17/18-25 Supplemental Appropriation: Board of Education-Open Choice, \$412,016

In response to a question from Ms. Durdan, Ms. Michaud responded that their Open Choice has slowly been declining from 134 to 131; to be conservative they budgeted at 125 and are moving down to 120 as they need to fill the 3% mark. In response to a question from Ms. Bratton, Ms. Michaud responded that this amount is the above budgeted amount. In response to a question from Ms. Marin, Ms. Michaud responded that the money has to be spent this school year and a list of items was approved at the Board of Education's May meeting. In response to a question from Ms. Bratton, Ms. Michaud responded that she would get school enrollment numbers for her regarding "bubble" years.

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

RESOLVED: That the Board of Finance hereby amends the FY 17/18 Budget by increasing:

REVENUES

General Fund, Intergovernmental, Education Program Grants, Account #01-0330-43343 in the amount of \$412,016.00 and increasing

APPROPRIATIONS

General Fund, Board of Education, BOE Expenses, Account #01-9401-55000 in the amount of \$412,016.00 for the purpose of funding school programs and special education needs.

Messrs: Harrison and Hamilton and Mmes: Bratton, Durdan, and Marin voted in favor.

17/18-26 Board of Finance Liaison to Negotiations with Avon Education Association

Mr. Harrison noted the request received from the Superintendent of Schools that we appoint a liaison. He added that State law allows for the Board to have a representative present for negotiations. He noted that Michael Oleyer, Ken Birk, and Cathy Durdan will be our representatives. Ms. Durdan will cover the first two dates and Mr. Oleyer and/or Mr. Birk could perhaps attend other future dates. Ms. Chute will correspond with Mr. Harrison regarding session dates. Mr. Harrison noted that the Board can go into Executive Session to receive updates from its representative(s) regarding the negotiations.

17/18-27 Supplemental Appropriation: Avon Police Bicycle Patrol Unit, \$1,000

In response to a question from Ms. Bratton, Mr. Robertson responded that the Police Department has less than a half dozen bicycles right now and they use them whenever weather permits including Town events.

On a motion made by Dean Hamilton, seconded by Katrina Marin, it was voted:

RESOLVED: That the Board of Finance hereby amends the FY 17/18 Budget by increasing:

REVENUES

General Fund, Other Local Revenue, Miscellaneous Funds, Account #01-0360-43912 in the amount of \$1,000.00 and increasing

APPROPRIATIONS

General Fund, Public Safety, Patrol, Materials/Other, Account #01-2107-52239 in the amount of \$1,000.00 for the purpose of purchasing Police Bicycle Patrol Unit supplies, as stipulated in grant request to Walmart Foundation.

Messrs: Harrison and Hamilton and Mmes: Bratton, Durdan, and Marin voted in favor.

17/18-28 Request for Transfer of Appropriation for Paving Management Plan, \$36,967.71

In response to a question from Ms. Marin, Mr. Robertson responded that the funds will be fully utilized for paving and will have a balance of almost \$260,000 in the Road Overlay account if approved.

On a motion made by Margaret Bratton, seconded by Katrina Marin, it was voted:

RESOLVED: That the Board of Finance hereby amends the FY 17/18 budget by transferring from Capital Projects Fund (Facil & Equip), Town CIP- Facil/Road Overlay, Country Club Rd Improvements, Account #02-4831-53030 to Capital Projects Fund (Facil & Equip), Town CIP- Facil/Road Overlay, Road Overlay, Account #02-4831-53003, the amount of \$36,967.71, for the purpose of closing the completed Country Club Road Improvements Project and adding the remaining funds to the paving management plan.

Messrs: Harrison and Hamilton and Mmes: Bratton, Durdan, and Marin voted in favor.

17/18-29 Supplemental Appropriation: Fisher Meadows/Fisher Old Farms Special Revenue Fund (12) Fisher Meadows Trail Restoration Project, \$15,000

Mr. Robertson shared a map regarding this project. He noted that the project is being managed by the State and granting a restrictive covenant is a condition of the General Permit approval and whatever condition the property is in at that time cannot be changed. In response to a question from Ms. Bratton, Mr. Robertson responded that the trails will be cut back and cleaned up. In response to a question from Mr. Harrison, Mr. Robertson responded that the State is going to come through with the money for the Old Farms Road Bridge Project; following all approvals, clearing should begin this fall with construction following in spring 2019. In response to a question from Ms. Bratton, Mr. Robertson responded that the two brownstone pillars will be incorporated. In response to a question from Mr. Harrison, Mr. Robertson responded that the project is scheduled to run through 2021 with no Town funding involved.

On a motion made by Margaret Bratton, seconded by Dean Hamilton, it was voted:

RESOLVED: That the Board of Finance hereby appropriates a sum not to exceed \$15,000 from Fisher Meadow Maintenance Fund, Other Financing Sources, Unassigned Fund Balance, Account #12-0390-43913 and to Fisher Meadow Maintenance Fund, Parks, FM Trail-Clear Trail, Account #12-5201-52244, for the purpose of clearing and restoring hiking trails in areas that will become part of a Restrictive Covenant in Fisher Meadows.

Messrs: Harrison and Hamilton and Mmes: Bratton, Durdan, and Marin voted in favor.

VII. TOWN MANAGER'S REPORT

A. Monthly Financial Summary Report

Details were included in the packet report dated period ended 5/31/18 prepared and reported by Margaret Colligan. Ms. Colligan reported that the Quarterly Financial Report is posted on the Town's web site. Ms. Colligan noted the following items: collections are at 99%, building permit activity is exceeding 100%, Intergovernmental is exceeding 100%, Charges for Services are running a little behind, and Other Local Revenues are exceeding 100% due to interest income. In response to a question from Mr. Harrison, Ms.

Michaud responded that the Board of Education's year-end funding is looking great. She noted that with the Affordable Care Act, there was a savings with health insurance.

B. Long Range Financing Plan

There was discussion regarding potential Town projects on the horizon, including the Avon High School turf field project and Public Safety Radio System and projected debt projections which can also be found in Tab M of the operating budget. Mr. Robertson noted that Dennis Dix, Town's Financial Advisor, made a presentation to Town Council in May which illustrated the impact on debt service based on multiple scenarios. He added that at the June 4th Special Town Meeting the Severni property acquisition was approved 81-5 and its debt expires in 2028. He provided some background regarding the Public Safety Radio System. In response to a question from Mr. Harrison, Mr. Robertson responded that it will be up to Town Council on how these projects appear on the ballot. In response to a question from Mr. Harrison, Ms. Chute responded that there would be special machinery to maintain the turf field and conversations are taking place to ensure its best performance capability. Mr. Robertson noted that the Board of Education currently maintains the existing field and will probably stay that way in the future and will theoretically require less maintenance. He noted that field replacement would cost approximately \$300,000 to \$400,000 every twelve years. In response to a question from Ms. Bratton, Mr. Robertson responded that with Scenario A, the Old Farms Road Project could be intermediate. In response to a question from Ms. Bratton, Mr. Robertson responded that if questions on a ballot are substantially different you separate them.

C. Miscellaneous

Mr. Robertson noted that Harry DerAsadourian, Town Assessor, will likely attend the September meeting to provide an update on the Revaluation. In response to a question from Ms. Durdan, Mr. Robertson responded that the developer for the Avon Village Center Project provided the Rail Trail Improvement behind Town offices and as a result 16,000 cubic yards of fill has been dispersed accordingly and the fill at the Annex will be used to grade the site and make it easier to install a ball field in the future. In response to a question from Mr. Harrison, Mr. Robertson responded that a public hearing is open regarding the Avon Village Center Project; the plans are available to view at the Library and in the Planning Department. Ms. Bratton shared that her son will be recognized at the Eagle Scout Ceremony at the Avon Congregational Church on Sunday, July 15th at 2:00 p.m.

VIII. OTHER BUSINESS – No items discussed.

IX. EXECUTIVE SESSION – Not held.

X. ADJOURN

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

RESOLVED: That the Board of Finance adjourn the meeting at 8:19 p.m.

Messrs: Harrison and Hamilton and Mmes: Bratton, Durdan, and Marin 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.