

**BOARD OF FINANCE  
REGULAR MEETING MINUTES  
SEPTEMBER 23, 2019**

**I. CALL TO ORDER**

The meeting was called to order at 7:03 p.m. at the Avon Town Hall by Chairman Thomas Harrison. Members present: Chairman Thomas Harrison, Vice Chairman/Secretary Catherine Durdan, Margaret Bratton, Dean Hamilton, Ken Birk, Katrina Marin, and Cathy Salchert. 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)

David Cavanaugh, liaison for the Board of Education (BOE), did not have any items to report on. In response to a question from Mr. Harrison, Mr. Cavanaugh responded that district school enrollment is about the same as last year. In response to a question from Ms. Bratton, Mr. Cavanaugh responded that kindergarten at Pine Grove School is at full capacity. In response to a question from Mr. Harrison, Mr. Cavanaugh responded that there no significant delays with school security deployment and we must now follow the new protocols. In response to a question from Ms. Salchert, Mr. Cavanaugh responded that he can send out district school enrollment numbers; parking permits at the High School are not inexpensive.

Mr. Cavanaugh also spoke as a resident, not a Board of Education member, and alerted to an item being tracked - the State's perceived threat to bill Avon for contributions to the teacher's retirement fund; to coordinate how that is recorded on our balance sheet; it should be charged to the teacher's salary and benefits budget line item; and may also become a future collective bargaining negotiation issue. Mr. Birk suggested, if needed, free consulting of our benefits consultant or auditor regarding best accounting practices. In response to a question from Ms. Bratton, Mr. Cavanaugh responded that the BOE does not have money in their budget to cover this contingency and a plan has not yet been discussed among the BOE; we are in the first year of the district's three-year teacher's contract. He noted that we are bringing people into the system and the mathematics of the current State teacher's retirement plan doesn't favor them collecting. Mrs. Marin requested letting us know how it would be best recorded to give the BOE the best leverage for bargaining as well; Mr. Cavanaugh stated that a joint meeting might be needed for this topic.

On a motion made by Ken Birk, seconded by Cathy Salchert, it was voted:

**RESOLVED:** That the Board of Finance move item *19/20-03 Technology Lease/Purchase Approval (Board of Education)* up before item IV.

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

**IV. MINUTES OF PRECEDING MEETING:**

**August 26, 2019 Meeting**

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

**RESOLVED:** That the Board of Finance approves the minutes of the August 26, 2019 Meeting as drafted. Messrs: Harrison, Birk, Hamilton and Mmes: Bratton, Marin, Salchert, and Durdan voted in favor.

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

**VI. NEW BUSINESS**

**19/20-02      Appropriation from Police Special Services Fund (Fund 7): Police Vehicle, \$56,797**

In response to a question from Mr. Harrison, Mr. Robertson responded that a brand new patrol vehicle may last about six years. In response to questions from Ms. Bratton, Mr. Robertson responded that retired vehicles don't usually have a trade-in value and the Fleet Manager watches the market pricing for new vehicles. In response to a question from Mrs. Marin, Mr. Robertson responded that the Fleet Manager keeps a vehicle life cycle schedule. In response to a question from Mr. Harrison, Mr. Robertson responded that he can ask the Police Chief to come in to discuss police vehicle packages.

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 \$56,797 from Police Special Services Fund, Other Financing Sources, Unassigned Fund Balance, Account #07-0390-43913, to Police Special Services Fund, Special Services, , Vehicles, Account #07-2109-53311, for the purpose of purchasing a new police vehicle and the in-vehicle set-up.

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

**19/20-03      Technology Lease/Purchase Approval (Board of Education)**

Heather Michaud, Director of Fiscal Affairs, provided a brief summary, noting the agreement comes with white glove service with a new leasing company, estimated equipment arrival time is 30 days, and the interest rate was adjusted from 6.13% to 4.82% due to the Town's AAA bond rating and CAFR posted on Avon's web site. In response to a question from Mr. Hamilton, Ms. Michaud responded that they switched from Dell to HP based on a positive trial experience and less expensive. In response to a question from Ms. Bratton, Ms. Michaud responded that the proposal expiration date has been extended to October 1<sup>st</sup>.

On a motion made by Tom Harrison, seconded by Katrina Marin, 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 100 laptops for faculty at Pine Grove School and Roaring Brook School and 577 chromebooks to create a 1:1 device to student ratio from Kindergarten through Grade 12, in an amount not to exceed \$298,976.00, or annual installments of \$74,744.00.

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

**19/20-04      Approve Board of Finance 2020 Meeting Schedule**

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

**RESOLVED:** That the Board of Finance hereby approves the Board of Finance 2020 Meeting Schedule as presented.

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

**VII.      TOWN MANAGER'S REPORT****A.      Monthly Financial Report Summary**

Details were included in the packet report dated period ended 8/31/19 prepared and reported by Margaret Colligan. Ms. Colligan noted that revenues and expenditures are running in line to date versus last year. In response to a question from Ms. Bratton, Ms. Colligan responded that landfill residential fees are near a 70% collection rate and BOE tuition receipts are near a 71% collection rate versus last year at this time under Charges for Services. Mr. Cavanaugh commented that the BOE item would be related to pre-school. In response to a question from Ms. Salchert, Ms. Colligan responded that during the end-of-year appropriation process, in positive years, we bump up General Fund Unassigned Fund Balance and Reserves.

**B. Miscellaneous**

In response to an inquiry from Ms. Bratton, Mr. Robertson provided a brief summary regarding recent car break-ins. Mrs. Marin commented on the Next Door app that reminds neighbors to lock doors, etc. Mr. Robertson provided an update on the AHS Athletic Turf Field & Track Improvement Project – ribbon cutting ceremony to be tentatively scheduled in conjunction with homecoming weekend, Town Council will formally accept the project which will then be turned over to the BOE. In response to a question from Ms. Bratton, Mr. Robertson responded that there will be posted restrictions for field use; light use/restrictions are to be determined. Ms. Marin noted that the fundraising group has raised \$150,000 of \$200,000 and hope to seek an additional \$200,000 in grants. Mr. Robertson provided an update on the Public Safety Communication System Project – FCC permits were secured in June; Land Use application for Canton is being prepared; abutters were notified and a neighborhood meeting was held.

**VIII. OTHER BUSINESS** – No other items were discussed.

**IX. ADJOURN**

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

**RESOLVED:** That the Board of Finance adjourn the meeting at 8:06 p.m.

Messrs: Harrison, Birk, Hamilton and Mmes: Bratton, Durdan, Salchert, 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.