

**BOARD OF FINANCE
REGULAR MEETING MINUTES
DECEMBER 16, 2019**

I. CALL TO ORDER

The meeting was called to order at 7:06 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, and Cathy Salchert. Katrina Marin was absent. A quorum was present.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Margaret Bratton.

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

IV. MINUTES OF PRECEDING MEETING:

November 18, 2019 Meeting

On a motion made by Ken Birk, seconded by Dean Hamilton, it was voted:

RESOLVED: That the Board of Finance approves the minutes of the November 18, 2019 Meeting as drafted.

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

V. OLD BUSINESS

19/20-05 Review and Discussion: FY 20/21 Budget

Mr. Robertson reported that CIP budget presentations from Recreation and Parks, Public Works, and Engineering have been made to Town Council; Board of Education, Police Department, Fire Department, and General Government took place at Town Council's December 5th meeting.

VI. NEW BUSINESS

19/20-07 Review, Discussion & Approval: FY 18/19 Year End Transactions

Mr. Robertson noted that Ms. Colligan and her team did a great job pulling this information together; we have very positive operating results for FY 19; collection rate remains strong; there was no draw down from Unassigned Fund Balance; communications between the Board of Education and Town staff were very good; and there are positive revenue variances due to investment income and budgeting more defensively in terms of State revenue which ended up coming in higher and a result we are making a number of recommendations to place on Unassigned Fund Balance.

Ms. Colligan reviewed the Final Fiscal Year Transactions FY 2018-2019. She noted \$540,000 being added to the Unassigned General Fund Balance will be good when we go to the market in the spring to issue the debt for the AHS Synthetic Turf Field and Track Improvement Project and Town and Public Safety Communications System Replacement Project. She noted the collection rate of 99.61%. In response to a question from Mr. Hamilton, Ms. Colligan responded that Personal Services in Tab A has to do with fund activity for an object code that correlates to a Personal Services with no budget appropriation and used for monitoring and recording purposes to report in the financial reports. She noted a one-time assignment under Tab D – Transfers and Fund Balance Assignments for Town Clerk electronic recording fees in excess of what they turn into the State. She noted that our Unassigned Fund Balance will be at 12.8%. In response to a question from Mr. Birk, Ms. Colligan responded that credit rating agencies' expectation is in the range

of 12-15% when looking at comparative communities; our policy says 10% or greater. Mr. Harrison thanked staff for their hard work and we have the confidence to put us in a good position like this.

On a motion made by Tom Harrison, seconded by Cathy Durdan, it was voted:

RESOLVED: That the Board of Finance hereby approves the Fiscal Year End Transactions: Transfers and Encumbrances, Supplemental Appropriations, and Assignments, Appropriations from Fund Balance, as outlined in the booklet Final Fiscal Year Transactions FY 2018-2019, and as described in the memoranda from the Director of Finance to the Town Manager

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

19/20-08 Supplemental Appropriation: Youth Services Bureau Grant, \$24,734.00

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

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

REVENUES

General Fund, Intergovernmental, Youth Services Bureau Grant, Account #01-0330-43383 in the amount of \$24,734.00 and increasing

APPROPRIATIONS

General Fund, Human Services, Service & Consultant, Account #01-4203-52184 in the amount of \$24,734.00 for the purpose of funding expenditures, which will be reimbursed through approved State of Connecticut Department of Education Youth Services Bureau Grants.

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

19/20-09 Supplemental Appropriation: Avon Senior Center/Tai Ji Quan, \$1,260.00

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

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

REVENUES

Recreation Activities Fund, Other Local Revenues, Donations & Grants, Private Sources, Account #09-0360-43651, in the amount of \$1,260.00, and increasing:

APPROPRIATIONS

Recreation Activities Fund, Senior Citizens, Services-Other, Account #09-5301-52189, in the amount of \$1,260.00, for the purpose of funding the TJQMBB (Tai Ji Quan Moving for Better Balance) class. Avon Senior Center is part of a Senior Center Collaboration with CCC (CT Community Care) & the CT Healthy Living Collective (CT HLC) and received a NCAAA (North Central Area Agency on Aging) Grant for the program titled Tai Ji Quan: Moving for Better Balance® (TJQMBB).

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

VII. TOWN MANAGER'S REPORT

A. Monthly Financial Report Summary

Details were included in the packet report dated period ended 10/31/19 prepared and reported by Margaret Colligan. In response to a question from Ms. Durdan, Ms. Colligan responded that Whole Foods is included as part of the permit activity; we are going to re-class Avon Village Center activity outside of the General Fund as it is a one-time major project and we will have it flow through the Capital Projects Fund so we can track it over the years.

B. Miscellaneous – No other items were discussed.

VIII. OTHER BUSINESS

Chairman Harrison recognized and thanked Dean Hamilton for his years of service on the Board of Finance. He was presented with a Town of Avon pin as well as a proclamation which was read by Chairman Harrison.

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

RESOLVED: That the Board of Finance on this 16th day of December, 2019 adopts this resolution in recognition of Dean Hamilton's efforts and contributions to the Town of Avon and the Board of Finance that cover 8 outstanding years of service to the Town of Avon as a member of the Board of Finance; and

WHEREAS: Dean's work ethic, knowledge, enthusiasm, personal commitment, ability to articulate his thoughts and vision, and his amiable personality have been a major force in guiding this community in the direction that has been recognized and applauded by so many people throughout Avon; and

WHEREAS: Dean has demonstrated both the willingness and the ability to understand the challenges and issues that Avon has faced and the skill to work through issues and attain a reasonable and amicable solution; and

WHEREAS: Dean has earned the respect and esteem of his colleagues on the Board of Finance and of his fellow Avon residents;

NOW, THEREFORE, BE IT RESOLVED: That the Board of Finance of the Town of Avon, on behalf of the residents, proudly takes this occasion to acknowledge and thank Dean Hamilton for his dedication and devotion to the Town of Avon, to honor and commend him as a worthy and honorable public servant and as a loyal and true friend and colleague, to wish him health, happiness and success in all his future endeavors, and directs that this RESOLUTION be spread upon the minutes of the December 16, 2019 Board of Finance Meeting and that a copy of this Resolution be presented to him.

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

Mr. Hamilton thanked the Board and you will see him around Town; it has been an experience.

IX. ADJOURN

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

RESOLVED: That the Board of Finance adjourn the meeting at 7:47 p.m.

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