

**BOARD OF FINANCE
REGULAR MEETING MINUTES
OCTOBER 26, 2020**

I. CALL TO ORDER

The meeting was called to order at 7:09 p.m. via GoToMeeting by Margaret Bratton. Members present: Ellen Retelle, Ken Birk, Cathy Salchert, Katrina Marin, and Margaret Bratton. Chairman Thomas Harrison and Vice Chair/Secretary Catherine Durdan were absent. A quorum was present.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Margaret Bratton.

III. COMMUNICATION FROM THE AUDIENCE - None

IV. MINUTES OF PRECEDING MEETING:

September 21, 2020 Meeting

On a motion made by Ellen Retelle, seconded by Cathy Salchert, it was voted:

RESOLVED: That the Board of Finance approves the minutes of the September 21, 2020 Meeting minutes as drafted.

Mr. Birk and Mmes: Bratton, Salchert, and Retelle voted in favor. Mrs. Marin abstained.

V. OLD BUSINESS

20/21-03 Appointment of Auditor for FY 2020/2021 and FY 2021/2022

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

RESOLVED: That the Board of Finance authorize the extension of the original agreement with Blum Shapiro to serve as the Town's auditor for the FY 2020/2021 and FY 2021/2022 audits, as per Blum Shapiro's fee proposal dated September 24, 2020.

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

In response to a question from Mrs. Marin, Ms. Colligan responded that Blum Shapiro spends approximately 200 hours working with the Town on an annual basis. Ms. Retelle commented that Blum Shapiro's fees seem appropriate for the services they provide to the Town. Mrs. Bratton noted that Blum Shapiro has always been good to work with.

VI. NEW BUSINESS

20/21-05 Review and Discussion: FY 21/22 Budget

Mr. Robertson reported that the Town is very early in the process with the FY 21/22 budget; capital budget presentations will be made at Town Council's upcoming regular meetings.

20/21-06 Supplemental Appropriation: Bailey Road Subdivision Paving, \$20,000

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

RESOLVED: That the Board of Finance hereby amends the FY 20/21 Budget by increasing:

REVENUES

Capital Projects Fund (Facil & Equip), Other Local Revenue, Payment in Lieu of Road Improvements, Account #02-0360-43659, in the amount of \$20,000.00 and increasing:

APPROPRIATIONS

Capital Projects Fund (Facil & Equip), Town CIP- Facil/Road Overlay, Road Overlay, Account #02-4831-53003, in the amount of \$20,000.00, for the purpose of paving Bailey Road Subdivision, per an agreement with Sunlight Construction, Inc. and the Town of Avon.

Mr. Birk and Mmes: Bratton, Salchert, Retelle, 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 9/30/20 prepared and reported by Margaret Colligan. Ms. Colligan noted that collections are running in line, even with the tax deferral program; Charges for Services are slightly behind with the lack of school activities and recreation programs due to COVID-19; FY 19/20 numbers look favorable and we should be able to restore the \$1.8 million used to balance the FY 20/21 budget. In response to a question from Mrs. Bratton, Ms. Colligan responded that we have not received any formal acknowledgement with regards to the Board of Education returning \$500,000 as discussed during the FY 20/21 budget adoption. In response to a question from Ms. Retelle, Ms. Colligan responded that interest income was budgeted at \$340,000 out of the \$556,540 for the entire category.

B. Finance Director Appointment

Mr. Robertson reported that Tom DiStasio will be starting with the Town on November 12th. He added that Ms. Colligan will be assisting with the transition.

VIII. OTHER BUSINESS

On behalf of the Board, Mrs. Bratton expressed sincere condolences to Ms. Durdan and the Durdan family following the recent passing of her husband. Mrs. Bratton also expressed sincere condolences, on the Board's behalf, to the family of Steve Kushner following his recent passing. Mr. Robertson noted that Steve Kushner was the Town's former Director of Planning and Community Development from 1988 to 2016 and his hard work and dedication is seen throughout the Town today.

IX. ADJOURN

On a motion made by Ellen Retelle, seconded by Katrina Marin, it was voted:

RESOLVED: That the Board of Finance adjourn the meeting at 7:40 p.m.

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

Respectfully Submitted,
Margaret Bratton

Attest: Jennifer Worsman, Clerk

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