

**BOARD OF FINANCE  
REGULAR MEETING MINUTES  
DECEMBER 21, 2020**

**I. CALL TO ORDER**

The meeting was called to order at 7:03 p.m. via GoToMeeting by Chairman Thomas Harrison. Members present: Chairman Thomas Harrison, Vice Chairman/Secretary Catherine Durdan, Ellen Retelle, Cathy Salchert, Katrina Marin, and Margaret Bratton. Ken Birk was absent. A quorum was present.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Thomas Harrison.

**III. COMMUNICATION FROM THE AUDIENCE - None**

**IV. MINUTES OF PRECEDING MEETING:**

**November 23, 2020 Meeting**

1<sup>st</sup> page, item VI, 1<sup>st</sup> full paragraph, 6<sup>th</sup> line, strike “for the tribe” from the sentence.

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

**RESOLVED:** That the Board of Finance approves the minutes of the November 23, 2020 Meeting minutes as amended.

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

**V. OLD BUSINESS**

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

Mr. Robertson reported that a proposed budget is scheduled to go before Town Council by the end of January; capital budget presentations made to Town Council were distributed to the Board in their packet; health insurance and post-employment benefits and other reductions made in the current fiscal year are currently being reviewed; there is a lot of work to do; we have nothing yet to report regarding the Board of Education’s proposed FY 21/22 budget.

**VI. NEW BUSINESS**

**20/21-11      Review, Discussion & Approval: FY 19/20 Year End Transactions**

Ms. Colligan reviewed the Final Fiscal Year Transactions FY 2019-2020. She noted the overall positive operating variance of \$1.6 million and a positive variance of \$2.5 million on the expenditure side. She highlighted the return of \$1.8 million to Unassigned Fund Balance in addition to being able to put on other assignments including \$250,000 for the Board of Education to help offset their FY 21/22 operating budget as a result of the anticipated \$500,000 positive variance on the expenditure side which came in higher. She noted that not as much debt was issued as a result of a delay with the Town and Public Safety Communication System Replacement Project so those monies will be returned to the General Fund. She reviewed Town Manager recommendations under Tab D. She highlighted the assignments under Tab D – Transfers and Fund Balance Assignments. In response to a question from Ms. Bratton, Ms. Colligan responded that the Town Council operating budget returned over \$1 million and those monies will be distributed to pension, OPEB, 26<sup>th</sup> payroll, etc. Ms. Retelle inquired what percentage is the \$250,000 of the total operating budget for the Board of Education; approximately 5%. Ms. Bratton inquired about what the comparable return value percentage would be for the Town Council. Ms. Colligan will calculate and report back. In response to a question from Ms. Bratton, Ms. Colligan responded that the return of \$1.8 million is a combination of the expenditure and revenue returns of \$1.6 million and \$2.5 million

respectively, and then put on assignments for the future to offset the budget. In response to a question from Ms. Retelle, Mr. DiStasio responded that federal grant funding that the Board of Education received through the State of Connecticut comes in two-year increments. Mr. Harrison expressed thanks for the great news regarding the FY 2019-2020 results.

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

**RESOLVED:** That the Board of Finance hereby approves the Fiscal Year End Transactions: Transfer and Encumbrances, Supplemental Appropriations, and Assignments, Appropriations from Fund Balance, as outlined in the booklet Final Fiscal Year Transactions FY 2019-2020, and as described in the memoranda from the Special Projects Manager, Finance Department to the Town Manager.

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

**20/21-12      Appropriation from Town Road Aid (Fund 08)/Transfer of Appropriation to Capital Projects Fund for Paving Projects/Road Improvements, \$575,000**

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

**RESOLVED:** That the Board of Finance hereby appropriates a sum not to exceed \$575,000.00 from Town Road Aid Fund, Other Financing Sources, Unassigned Fund Balance, Account #08-0390-43913, and transfer from Town Road Aid Fund, Other Financing Uses, Interfund Transfer-Out, Account #08-8700-58000 to Capital Projects Fund (Facil & Equip), Town-CIP Facil/Road Overlay, Road Overlay, Account #02-4831-53003, and Capital Projects Fund (Facil & Equip), Other Financing Sources, Interfund Transfers In, Account #02-0390-43918 in the amount of \$575,000.00, for the purpose of paving projects and road improvements.

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

**20/21-13      Appropriation from Town Road Aid (Fund 08): Road Improvements, \$90,000**

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

**RESOLVED:** That the Board of Finance hereby appropriates a sum not to exceed \$90,000.00 from Town Road Aid Fund, Other Financing Sources, Unassigned Fund Balance, Account #08-0390-43913, to Town Road Aid Fund, Town CIP - Facil/Road Overlay, Road Overlay, Account #08-4831-53003 for the purpose of road improvements.

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

**VII.      OTHER BUSINESS**

In response to a question from Ms. Retelle, Ms. Colligan responded that the State awarded Avon a total of \$140,000 through the CRF (Coronavirus Relief Fund) which included a first payment from March through June of \$18,000 and we have not yet decided how it will be allocated to support expenditures.

**VIII.      ADJOURN**

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

**RESOLVED:** That the Board of Finance adjourn the meeting at 7:46 p.m.

Mr. Harrison and Mmes: Bratton, Salchert, Marin, Retelle, and Durdan 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.