

**BOARD OF FINANCE
REGULAR MEETING MINUTES
JUNE 28, 2021**

I. CALL TO ORDER

The meeting was called to order at 7:08 p.m. via GoToMeeting by Margaret Bratton. Members present: Chairman Thomas Harrison, Vice Chairman/Secretary Catherine Durdan, Ellen Retelle, Cathy Salchert, Katrina Marin, Margaret Bratton, and Ken Birk. 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 MEETINGS:

May 12, 2021 Special Meeting

On a motion made by Ken Birk, seconded by Ellen Retelle, it was voted:

RESOLVED: That the Board of Finance approves the minutes of the May 12, 2021 Special Meeting as drafted.

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

V. OLD BUSINESS – No items discussed.

VI. NEW BUSINESS

20/21-28 Approve Suspense List, \$13,774.54

Deborah Fioretti, Collector of Revenue, provided highlights regarding the suspense list that was distributed to the Board. She noted that these are collectible for fifteen years. In response to a question from Ms. Bratton, Ms. Fioretti responded that the suspense list includes motor vehicles only, no real estate properties. Mr. Harrison expressed appreciation for the work that the Collector of Revenue's Office does and their efforts are viewed very high across the state, being aggressive, comprehensive, and fair.

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

RESOLVED: That the Board of Finance hereby approve the suspense list totaling \$13,774.54 as submitted by Deborah Fioretti, Collector of Revenue.

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

20/21-29 Supplemental Appropriation: Buffering for Lights at AHS Synthetic Turf Field and Track, \$60,000

Mr. Robertson recalled that back in December there was a supplemental appropriation request for the actual lighting portion of the project that was approved and work was completed; at that time he informed the Board that we would be coming back for an appropriation for additional buffering and is in front of you tonight. He noted that Matt Brown, Assistant Town Engineer, did a lot of leg work on the buffering drawing; Mr. Brown went door to door to hear the neighbors' concerns were and ensure the plan addressed and reflected those concerns; there is contingency built into the estimated cost of approximately \$60,000; we anticipate an additional \$10,000 for an irrigation system that the Board of Education would be willing to pay for.

In response to a question from Ms. Bratton, Mr. Robertson responded that this request is for the work that is detailed on the plan in your packets; separate from the Board's vote on the lighting expense. In response

to a question from Ms. Bratton, Mr. Robertson responded that he cannot put the neighbors' approval in percentage terms but the plan reflects the concerns that we heard. Mrs. Marin thanked Mr. Brown for putting in the effort with this. In response to a question from Mrs. Marin responded that the plan was sent out to all neighbors through the Town Manager's Office; he did not hear any feedback from the neighbors after that time; he had already shared with the neighbors that they are not going to be blocked during the first few years but will grow three to five feet per year after the first year; they may see a glow going forward rather than direct light into neighbors' yards; they also had issue with sound and these plants should help with that as well. In response to a question from Ms. Salchert, Mr. Brown responded that what is left to do is plant 80 trees, install a fence, and add to the irrigation system. In response to a question from Ms. Retelle, Mr. Brown responded that there are around fifteen neighboring homes involved with this. Ms. Bratton clarified that Mr. Brown went door-to-door to neighbors on Sudbury Way and West Avon Road of which he confirmed. In response to a question from Ms. Bratton, Mr. Brown responded that he spoke with every neighbor who shared their concerns from which the plan was developed and then went out to the neighbors and he did not know if the Assistant Town Manager heard from any neighbors at that point. Ms. Bratton noted that years ago part of the concern was nighttime events and kids running through people's yards and asked if there is any fence going up. Mr. Brown responded no; there already is a fence along West Avon Road and on the southerly portion of 16 Sudbury Way and West Avon Road and the Roberson property has its own fence; the trees create a big buffer and he did not hear anyone concerned about people running onto their property after big events; two homeowners talked about trash being littered on the side of the road and the noise level later in the evening, but lights should be off sooner; another concern was the current loud speaker but is up to the Board of Education to address that item. In response to an inquiry from Ms. Bratton, Mr. Brown responded that he would defer to the Town Manager's Office regarding a five-year plan to follow-up with the neighbors. In response to an inquiry from Mrs. Marin, Mr. Robertson responded that there is a use policy that has been developed around the turf field including number of times the lights can be used and the time by which the lights should be turned off. Mr. Brown noted that the neighbors are aware of the use policy. In response to Mrs. Marin's inquiry about protecting affected property owners as well as the Town to avoid any negative impact, i.e. owner sells property, Mr. Robertson responded that the Board doesn't have to worry about that.

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

RESOLVED: That the Board of Finance hereby appropriates a sum not to exceed \$60,000.00 from Capital Projects Fund (Facil & Equip), Other Financing Sources, Unassigned Fund Balance, Account #02-0390-43913, to Capital Projects Fund (Facil & Equip), Town CIP-Facilities, Synthetic Field Project, Account #02-4829-53052 for the purpose of using bond premium received in the fiscal year ended June 30, 2020 to install buffering for lights installed at the AHS synthetic field and track.

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

20/21-30 Supplemental Appropriation: Inspection Services for Avon Village Center, \$2,500

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

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

REVENUES

CNREF, Other Local Revenues, Refunds & Reimbursements, Account #03-0360-43612 in the amount of \$2,500.00. and increasing

APPROPRIATIONS

CNREF, Avon Village Center, Service & Consultant, Account #03-4858-52184 in the amount of \$2,500.00, for the purpose of paying independent inspections services.

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

20/21-31 Review and Discussion: FY 22/23 Budget Workshop Date(s)

It was noted that the draft FY 22/23 budget calendar includes a Budget Public Hearing date of Monday, April 4, 2021 and a Budget Workshop date of Wednesday, April 6, 2021.

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

RESOLVED: That the Board of Finance approves two additional workshop dates for the FY 22/23 Budget of April 11, 2021 and April 13, 2021, using only one, if needed.

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

Mr. Robertson confirmed that these additional potential workshop dates would provide enough time for Town staff to prepare budget information accordingly.

VII. TOWN MANAGER'S REPORT

A. Monthly Financial Report Summary

Details were included in the packet report dated period ended 05/31/21 prepared and reported by Tom DiStasio. He noted that since the report was completed, the Board of Education received approximately \$1.1 million through the Open Choice program which would bring Charges for Services closer to 127%. Ms. Retelle thanked Mr. DiStasio for the new report format. In response to a question from Ms. Retelle, Mr. DiStasio responded that based on modified accrual basis accounting we should have good year-end numbers by early September, however the audit for FY 20/21 will take place at the end of October/early November and will better determine our final year-end numbers. Ms. Salchert thanked Mr. DiStasio for the new report format; it is clear, concise, and much appreciated.

B. American Recovery Plan Act

Mr. DiStasio reported that Avon (a non-entitlement unit with populations under 50,000 people) will receive \$5,408,792.89 through the American Recovery Plan Act; the guidance from the Department of Treasury is significant; this process started in March 2021; State governments received the funds in May 2021; Avon received \$2,704,396.44 on June 22nd and will receive the other half in approximately one year. He noted that the funds may be obligated from March 11, 2021 through December 31, 2024 with the period of performance running through December 31, 2026. He added that guidance is not to rush to use the funds, take careful consideration with how to best benefit our population which is our plan and we will share a recommendation when ready. In response to a question from Mr. Harrison, Mr. DiStasio stated that he expects involvement at the Town department level regarding potential uses that would then go through the Town Manager's Office for review. Mr. DiStasio shared the eligible general uses: 1) respond to the public health emergency and its negative economic impacts, 2) make-up for lost revenue due to the pandemic, 3) premium pay for essential workers during the pandemic, and 4) investment in sewer, water, and broadband infrastructure. In response to a question from Ms. Bratton, Mr. DiStasio responded that premium pay was specific to nurses or people who filled very essential positions of need during the pandemic when many places were closed down. In response to a question from Ms. Retelle, Mr. DiStasio responded that there are guidelines related to private businesses who would have to prove they were significantly impacted by the pandemic. In response to an inquiry from Ms. Retelle, Mr. DiStasio responded that Avon Public Schools received separate funding through the State Department of Education. He added that an initial request was submitted by the Town to receive the funding earlier this month and an annual report is due at the end of October every year which may include how we are utilizing the funds.

VIII. OTHER BUSINESS

Ms. Retelle made the following requests regarding future meeting agendas: 1) add "Approval of the Agenda" as an item after "Call to Order," according to Robert's Rules of Order and 2) move "Town Manager's Report" up before New Business so members can make better informed decisions about approval for funding requests. She mentioned that these requests were already mentioned to/discussed with Chairman Harrison and could be discussed at a future meeting or side meeting with the Town Manager.

Mrs. Marin requested the following items for discussion at the next meeting, and if cancelled, at a future meeting: 1) continuing Board of Finance meetings virtually and 2) the Town of Avon employee compensation booklet, like the one that the former Avon Taxpayers' Association issued annually, to be provided to the community by the Town.

Ms. Retelle also requested for discussion at the next Board meeting that the Board of Finance receive the same documentation that the Town Council receives as they talk about the FY 22/23 budget.

IX. 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 8:01 p.m.

Messrs: Harrison, Birk, 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.