

**BOARD OF FINANCE
REGULAR MEETING
MINUTES
May 23, 2022**

I. CALL TO ORDER

The meeting was opened at 7:03 p.m. via GoToMeeting by Cathy Salchert, Chair, present: Margaret Bratton, Carl Gissarian (arrived at 7:15pm), Charles Harvell, Brian Loveless, Houston Putnam Lowry, Ellen Retelle and Cathy Salchert. A quorum was present.

II. MINUTES OF PRECEDING MEETING:

The format of the minutes was briefly discussed, Houston Putnam Lowry is currently working on a couple draft sets of policies which will be distributed to the members this week and discussed at our next meeting. One proposal, which was generally viewed favorably, when there is something which a member would like to be quoted verbatim in the minutes that they state it as such. The member may also email the Secretary and the Clerk the statement if they wish to.

April 6, 2022 Budget Workshop –

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

RESOLVED: That The Board of Finance approves the minutes of the April 6, 2022 Budget Workshop, amended to include the following statements:

Brian Loveless stated:

I am somewhat concerned if we approve a \$106 million budget representing a 4.92% increase that next year we'll be looking at an even higher number in absolute dollar terms.

I think that we'd all agree that we have had some "wind at our backs" with respect to property values and motor vehicle values; this isn't unique to Avon, it's a direct result of monetary and fiscal intervention that has distorted supply/demand balances which have persisted since the great financial crisis in 2007 or so. Furthermore, the federal government won't be sprinkling money around like they've done with ARPA grants in future years.

I'd like us all to be extremely disciplined with respect to current and future spending increases.

Avon's Unassigned Fund Balance at 12.5% was the 2nd lowest across our peer group. I acknowledge that our policy is 10% but I'd recommend we make a concerted effort to close the gap with our peers and move towards a 15% level.

Margaret Bratton closed by saying,

"Just as we had to be careful about creating a 'cliff' in 2020 with our 0% Tax Increase during Covid, we need to make sure that we don't create a 'cliff' in the way that we use our Covid-relief money."

Bratton, Harvell, Loveless, Lowry, Retelle and Salchert voted in favor.
Motion carried 6-0-0.

April 25, 2022 Meeting –

On a motion made by Ellen Retelle, seconded by Houston Putnam Lowry, it was voted:

RESOLVED: That The Board of Finance approves the minutes of the April 25, 2022 meeting as drafted.

Bratton, Harvell, Loveless, Lowry, Retelle and Salchert voted in favor.
Motion carried 6-0-0.

May 11, 2022 Special Meeting –

On a motion made by Brian Loveless seconded by Houston Putnam Lowry, it was voted:

RESOLVED: That The Board of Finance approves the minutes of the May 11, 2022 Special Meeting as drafted.

Bratton, Harvell, Loveless, Lowry, Retelle and Salchert voted in favor.
Motion carried 6-0-0.

III. TOWN MANAGER'S REPORT/MISC.:

Details of the Monthly Financial Report Summary were included in the packet report dated period ended 4/20/22 prepared and reported by Tom DiStasio, which were discussed. In response to a request at the last meeting, Tom DiStasio prepared and reported a detailed Intergovernmental Grants Report. Susan Russo, Board of Education Business Manager was in attendance to answer questions on the Board of Education.

IV. OLD BUSINESS:

21/22-21 American Rescue Plan Act.

Town Council Updates as of May 5, 2022: www.avonct.gov/arpa

21/22-23 Discuss and Possibly Appoint a Policy Sub-Committee of the Board of Finance
This item will be discussed at the next meeting.

V. NEW BUSINESS:

21/22-40 Supplemental Appropriation: Board of Education IT Improvements (ARPA), (MR46 WiFi Access Points, MR76 WiFi Access Points, BenQ Panels, QNAP Security Camera Server), \$236,000

On a motion made by Houston Putnam Lowry, seconded by Ellen Retelle it was voted:

RESOLVED: The Board of Finance hereby amends the fiscal year 21/22 budget by increasing:

REVENUES

American Rescue Plan Act Grant, Intergovernmental, American Rescue Plan Act Grant Revenue, Account #50-0330-44037 in the amount of \$236,000.00 and increasing:

APPROPRIATIONS

American Rescue Plan Act Grant, BOE CIP-Facilities, BOE IT Improvements-ARPA, Account #50-4859-53461 in the amount of \$236,000.00, for the purpose of allocating funding received through the American Rescue Plan Act towards making IT improvements for the Board of Education such as: updated wireless network access points, panels with broadcast capabilities, and additional security camera servers.

Bratton, Gismarian, Harvell, Loveless, Lowry, Retelle and Salchert voted in favor.
Motion carried 7-0-0.

21/22-41 Supplemental Appropriation: Avon High School Variable Air volume Units (ARPA) \$341,000

On a motion made by Houston Putnam Lowry, seconded by Margaret Bratton it was voted:

RESOLVED: The Board of Finance hereby amends the fiscal year 21/22 budget by increasing:

REVENUES

American Rescue Plan Act Grant, Intergovernmental, American Rescue Plan Act Grant Revenue, Account #50-0330-44037 in the amount of \$341,000.00 and increasing:

APPROPRIATIONS

American Rescue Plan Act Grant, BOE CIP-Facilities, AHS Variable Air Volume Units-ARPA, Account #50-4859-53463 in the amount of \$341,000.00, for the purpose of allocating funding received through the American Rescue Plan Act towards the replacement of variable air volume boxes at Avon High School.

Bratton, Gismarian, Harvell, Loveless, Lowry, Retelle and Salchert voted in favor.
Motion carried 7-0-0.

21/22-42 Supplemental Appropriation: Board of Education Districtwide Library Carpet Replacement (ARPA), \$280,000

On a motion made by Houston Putnam Lowry, seconded by Ellen Retelle it was voted:

RESOLVED: The Board of Finance hereby amends the fiscal year 21/22 budget by increasing:

REVENUES

American Rescue Plan Act Grant, Intergovernmental, American Rescue Plan Act Grant Revenue, Account #50-0330-44037 in the amount of \$280,000.00 and increasing:

APPROPRIATIONS

American Rescue Plan Act Grant, BOE CIP-Facilities, BOE DW Library Carpet Replacement-ARPA, Account #50-4859-53466 in the amount of \$280,000.00, for the purpose of allocating funding received through the American Rescue Plan Act towards the replacement of carpet in

BOE library spaces.

Bratton, Gisnarian, Harvell, Loveless, Lowry, Retelle and Salchert voted in favor.

Motion carried 7-0-0.

21/22-43 Supplemental Appropriation: Town Office 365 Implementation (ARPA), \$38,000

On a motion made by Houston Putnam Lowry, seconded by Margaret Bratton it was voted:

RESOLVED: The Board of Finance hereby amends the fiscal year 21/22 budget by increasing:

REVENUES

American Rescue Plan Act Grant, Intergovernmental, American Rescue Plan Act Grant

Revenue, Account #50-0330-44037 in the amount of \$38,000.00 and increasing:

APPROPRIATIONS

American Rescue Plan Act Grant, Town CIP-Facilities, Office 365 Implementation-ARPA, Account #50-4829-53465 in the amount of \$38,000.00, for the purpose of allocating funding received through the American Rescue Plan Act towards the migration of all Town email accounts to Office 365, a cloud service run by Microsoft.

Bratton, Gisnarian, Harvell, Loveless, Lowry, Retelle and Salchert voted in favor.

Motion carried 7-0-0.

21/22-44 Supplemental Appropriation: Town Technology Refresh (ARPA), \$98,100

On a motion made by Houston Putnam Lowry, seconded by Brian Loveless it was voted:

RESOLVED: The Board of Finance hereby amends the fiscal year 21/22 budget by increasing:

REVENUES

American Rescue Plan Act Grant, Intergovernmental, American Rescue Plan Act Grant

Revenue, Account #50-0330-44037 in the amount of \$98,100.00 and increasing:

APPROPRIATIONS

American Rescue Plan Act Grant, Town CIP-Equip., Technology Refresh-ARPA, Account #50-4837-53467 in the amount of \$98,100.00, for the purpose of allocating funding received through the American Rescue Plan Act towards updating the Town's core technology.

Bratton, Gisnarian, Harvell, Loveless, Lowry, Retelle and Salchert voted in favor.

Motion carried 7-0-0.

21/22-45 Supplemental Appropriation: Buckingham Baseball Infield Renovations (ARPA) \$67,000

On a motion made by Ellen Retelle seconded by Houston Putnam Lowry it was voted:

RESOLVED: The Board of Finance hereby amends the fiscal year 21/22 budget by increasing:

REVENUES

American Rescue Plan Act Grant, Intergovernmental, American Rescue Plan Act Grant

Revenue, Account #50-0330-44037 in the amount of \$67,000.00 and increasing:

APPROPRIATIONS

American Rescue Plan Act Grant, Town CIP-Facilities, Buckingham Infield Renovations-ARPA, Account #50-4829-53470 in the amount of \$67,000.00, for the purpose of allocating funding received through the American Rescue Plan Act towards the renovation of the infield of the baseball field at Buckingham Park.

Bratton, Gismarian, Harvell, Loveless, Lowry, Retelle and Salchert voted in favor.
Motion carried 7-0-0.

21/22-46 Supplemental Appropriation: Compact Excavator for Public Works, \$74,196

On a motion made by Houston Putnam Lowry seconded by Ellen Retelle it was voted:

RESOLVED: The Board of Finance approve, an appropriation not to exceed \$74,196, from General Fund, Other Financing Sources, Assigned to Capital Assets, Account # 01-0390-43928 and transfer from Account # 01-8700-58000, General Fund, Other Financing Uses, Interfund Transfers out

To

Account # 02-4844-53338, Capital Projects Fund (Facil & Equip), Town CIP-Equipment, Highway Division Equip. Replace and Account # 02-0390-43918 Capital Projects Fund (Facil & Equip) Other Financing Sources, Interfund Transfers In, in the amount of \$74,196, for the purpose of purchasing a compact excavator with a fixed rotating grapple.

Bratton, Gismarian, Harvell, Loveless, Lowry, Retelle and Salchert voted in favor.
Motion carried 7-0-0.

VI. ADJOURN:

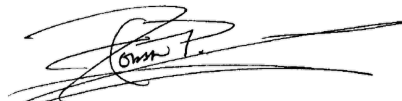
On a motion made by Houston Putnam Lowry, seconded by Cathy Salchert, it was voted:

RESOLVED: That the Board of Finance adjourn the meeting at 8:30 p.m.

Bratton, Gismarian, Harvell, Loveless, Lowry, Retelle and Salchert voted in favor.
Motion carried 7-0-0.

Minutes are official only after approval by the Board of Finance, usually at its next meeting.

Respectfully Submitted,



Houston Putnam Lowry, Secretary

Attest: Christine Pescatore, Clerk

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