

**BOARD OF FINANCE
REGULAR MEETING
MINUTES
July 25, 2022**

I. CALL TO ORDER

The meeting was opened at 7:01 p.m. via GoToMeeting by Charles Harvell, Vice Chair, present: Margaret Bratton, Carl Gismarian, Charles Harvell, Brian Loveless, Houston Putnam Lowry. Absent: Ellen Retelle and Cathy Lester Salchert. A quorum was present.

II. MINUTES OF PRECEDING MEETING

June 27, 2022 Meeting –

On a motion made by Houston Putnam Lowry, seconded by Margaret Bratton it was voted: **RESOLVED:** The Board of Finance approves the minutes of the June 27, 2022 meeting as drafted.

Bratton, Gismarian, Harvell, Loveless and Lowry, voted in favor.

Motion carried 5-0-0.

III. TOWN MANAGER'S REPORT/MISC.

A. Monthly Financial Report Summary

Details of the Monthly Financial Report Summary were included in the packet report dated period ended 6/30/22 prepared and reported by Tom DiStasio, which were discussed.

It was noted that the report does not reflect the final audited results of the fiscal year, because normal accounting adjustments still need to be completed, such as invoices for goods ordered before the close of fiscal year 21/22.

In response to a suggestion made by Charles Harvell, Tom DiStasio will provide updates to the 6/30/22 report on a monthly basis to the Board, until the records are finalized and ready for the audit process.

B. The Auditor's Communication with Those Charged with Governance

A copy of the letter from CliftonLarsonAllen LLP (CLA) was discussed. The CLA letter details how the annual audit will be conducted in accordance with the generally accepted auditing standards (U.S. GAAS).

C. Webster Bank Contract re: Tax Bills

Webster Bank opened a retail lockbox for Avon's collection of tax payments. Tax payers will have to the option to send their payment directly to Webster Bank via the enclosed envelope with the tax bill. Webster Bank will deposit the tax payments directly to the Town of Avon's account and provide a report to the Collector of Revenue. The lockbox implements one of the auditors' prior recommendations regarding fraud prevention.

D. Municipal Solid Waste & Recycling Disposal Services Contract

Materials Innovation and Recycling Authority (MIRA) was the company we used to transfer the trash from the landfill for disposal/recycling. They sent out updated contracts last winter with price increases, prompting other communities to leave MIRA and use other companies. The Town of Avon decided to do requests for proposals from other companies and chose to contract with Murphy Road Recycling.

IV. **OLD BUSINESS**

21/22-21 American Rescue Plan Act.

Town Council Updates as of June 2, 2022: www.avonct.gov/arpa

21/22-23 Discuss and Possibly Appoint a Policy Sub-Committee of the Board of Finance
The Board Members discussed having a Sub-Committee, using a consent agenda and having a policy on how the minutes will be prepared. Board members will review the draft policy proposed by the Secretary and email him any comments/questions or suggestions to be presented at the August meeting. There was sense of the board there was no reason to have a subcommittee, but no vote was taken.

Charles Harvell (Vice-Chair) will relay the discussion of tonight's meeting to Cathy Salchert (Chair) and agenda item 21/22-23 will carry forward August's meeting agenda for a final discussion and vote.

21/22-48 Review and Discuss: Project Referendum Mailer for Old Farms Road Phase 1 – North/South Section – State Project

A critical path timeline and a draft Referendum mailer for the Old Farms Road (North/South Section) were included in the packet, and were discussed at some length. It was noted that there will be no direct cost to the taxpayers of Avon, because the project is fully funded by grants. A referendum is required by the Town Charter (Sec. 10.3.3(a) (1), due to the amount of the appropriation, regardless of the source of the funds. The Board Members will review the draft mailer and submit any comments/changes/suggestions to the Town Manager by August 12, 2022. On August 22, 2022 the Board of Finance will have the opportunity for a second review of the draft mailer.

Houston Putnam Lowry expressed his dislike for traffic rotaries even though he supports the project in general. While rotaries seem to be the latest thing, everyone loves them, Houston Putnam Lowry feels otherwise. Margaret Bratton generally concurred.

V. **ADJOURN**

On a motion made by Houston Putnam Lowry, seconded by Carl Gismarian, it was voted:

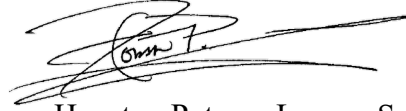
RESOLVED: The Board of Finance adjourned the meeting at 8:17 p.m.

Bratton, Gismarian, Harvell, Loveless and Lowry, voted in favor.

Motion carried 5-0-0.

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Houston P. Lowry", written over a horizontal line.

Houston Putnam Lowry, Secretary

Attest: Christine Pescatore, Clerk

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