

**BOARD OF FINANCE
REGULAR MEETING MINUTES
APRIL 26, 2021**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. via GoToMeeting by Chairman Thomas Harrison. 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 Thomas Harrison.

III. COMMUNICATION FROM THE AUDIENCE - None

IV. MINUTES OF PRECEDING MEETINGS:

March 22, 2021 Meeting

On a motion made by Ellen Retelle, seconded by Thomas Harrison, it was voted:

RESOLVED: That the Board of Finance approves the minutes of the March 22, 2021 Meeting as drafted. Messrs: Harrison, Birk, and Mmes: Bratton, Salchert, Retelle, Durdan, and Marin voted in favor.

April 5, 2021 Public Hearing

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

RESOLVED: That the Board of Finance table approval of the minutes of the April 5, 2021 Public Hearing to the next Board meeting.

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

Ms. Bratton inquired about a statement typically made by Mr. Harrison towards the end of the Public Hearing regarding the Budget Workshop at which point the Board of Finance members discuss everything including residents' feedback. The Clerk will re-listen to that portion of the Public Hearing and edit the draft minutes accordingly.

April 7, 2021 Budget Workshop

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

RESOLVED: That the Board of Finance table approval of the minutes of the April 7, 2021 Budget Workshop to the next Board meeting.

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

V. OLD BUSINESS

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

Mr. Harrison commented that the budget is very thoroughly prepared, as always, and thanked Mr. Robertson and Town staff that put it together. He stated that the budget as drafted and presented meets the needs of the Town. The Clerk shared that a handout for the Town Meeting is being put together and will go out for distribution to all Board/Council members this Thursday. Ms. Salchert commented that she is glad the Board was able to come together and vote on a budget at their last meeting; it was a good result.

VI. NEW BUSINESS

20/21-22 Supplemental Appropriation: Permit Tracking Software, \$84,100

Mr. Robertson noted that he invited Larry Baril, Town Engineer, to attend tonight's meeting to answer any questions. Mr. Baril noted that the key department users will be Engineering, Building, and Public Works; role development is in process; and the system should be up and running in about three months. In response to an inquiry from Ms. Retelle, Mr. DiStasio responded that most of the permit revenue collected for the Avon Village Center Project has gone into Fund 3 over the course of FY 20 and FY 21; some of that money is in the Unassigned Fund Balance of Fund 3, not the General Fund Unassigned Fund Balance. In response to a question from Ms. Bratton, Mr. Baril responded that the annual cost for the new software is \$28,440; for this year \$6,900 will be deducted from that cost; future operating budgets will need to increase by the difference of \$21,540.

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

RESOLVED: That the Board of Finance hereby appropriates a sum not to exceed \$84,100.00 from Capital & Nonrecurring Expenditure Fund, Other Financing Sources, Unassigned Fund Balance, Account #03-0390-43913 to Capital & Nonrecurring Expenditure Fund, CNREF: Town, Permit Tracking Software, Account #03-4930-53452, for the purchase and implementation of a new permit software system. Messrs: Harrison, Birk, and Mmes: Marin, Bratton, Retelle, Salchert, and Durdan voted in favor.

20/21-23 Supplemental Appropriation: Absentee Ballot Clerks/2020 Election, \$10,087

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

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

General Fund, Intergovernmental, Absentee Ballots, Account #01-0330-43425 in the amount of \$10,087.00 and increasing

APPROPRIATIONS

General Fund, Records and Vital, Temporary Part Time, Account #01-1601-51014, in the amount of \$10,087.00, for the purpose of increasing funding to cover the cost of the hiring staff to process absentee ballots for the 2020 election.

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

20/21-24 Supplemental Appropriation: Community Connectivity Grant – Phase I, \$29,130

Mr. Robertson noted that the original grant was about \$378,000; we are expediting a small percentage of the grant to get the signalized intersection crossings taken care of this season. In response to a question from Ms. Bratton, Mr. Baril responded that these will be installed at trail crossing areas at Country Club Road, Security Drive, Thompson Road, and Scoville Road; the biker/pedestrian has to stop and press the button to activate. Mrs. Marin asked if it was similar to the one in Canton. Mr. Baril commented that there is also a variance of it in Simsbury, Granby, and Farmington. Mrs. Marin thanked the Town for doing this. Ms. Salchert is very pleased to see we are doing this.

On a motion made by Margaret Bratton, seconded by Cathy Salchert, it was voted:

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

Capital & Nonrecurring Expenditure Fund, Intergovernmental, Community Connectivity Grant, Account #03-0330-43674 in the amount of \$29,130.00 and increasing

APPROPRIATIONS

Capital & Nonrecurring Expenditure Fund, CNREF: Town, Community Connectivity Grant, Account #03-4930-53444 in the amount of \$29,130.00, for the purpose of installing user-activated rapid flashing beacons at four trail crossings.

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

VII. TOWN MANAGER'S REPORT

A. Monthly Financial Report Summary

Details were included in the packet report dated period ended 03/31/21 prepared and reported by Tom DiStasio. In response to a question from Ms. Bratton, Mr. DiStasio responded that he did not think that we would add interest to late paid service bills regarding Special Education Tuition; Hartford will request reimbursement from the State for a portion of these costs based on paying the invoice; we expect them to pay the amount owed. Ms. Retelle added that teachers submit hours; it is a time-consuming process and is sometimes done on a lump sum basis. In response to a question from Ms. Retelle, Mr. DiStasio responded that regarding the deficit of \$32,000 under BOE Equipment on the Avon Public Schools Financial Summary Report, \$67,000 of that is in encumbrances and they have time to readjust those balances through balance transfers if needed. Ms. Retelle inquired about the Town completing a similar financial summary report on an object code basis. Mr. DiStasio responded that he could look into completing such report.

B. GFOA Policy Statement-Comprehensive Annual Financial Report

Ms. Bratton commented that it is good to be ahead of the game regarding no longer using the acronym for the Comprehensive Annual Financial Report.

VIII. OTHER BUSINESS – No other items were discussed.

IX. ADJOURN

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

RESOLVED: That the Board of Finance adjourn the meeting at 7:43 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.