

**BOARD OF FINANCE
REGULAR MEETING MINUTES
AUGUST 25, 2014**

I. CALL TO ORDER

The meeting was called to order at 7:02 p.m. at the Avon Town Hall by Chairman Thomas Harrison. Members present: Chairman Thomas Harrison, Vice Chairman/Secretary Thomas Gugliotti, Margaret Bratton, Catherine Durdan, Dean Hamilton and Brian Stoll. James Speich was absent. A quorum was present.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Cathy Durdan.

III. COMMUNICATION FROM THE AUDIENCE

Ms. Zirolli, liaison for the Board of Education reported Board did not meet last month. The draft June 30 Financial Summary report shows \$18,410 of unencumbered funds plus the remaining special education escrow of \$140,143 that will revert back to the town. The current year does not anticipate any unanticipated special education costs. Enrollment has had a nice inflow with a 1% increase instead of the anticipated -3.2%. To accommodate the increase, APS has added four new teachers at the Kindergarten and First Grade level. The books as of June 30th have been reconciled to the penny with the Town, significantly ahead of schedule.

In response to a question from Mr. Harrison, Ms. Dorn informed the Board that the accounting systems are not connected and most likely will not be. The timely reconciliation is due to working together.

Ms. Durdan added that she took a tour through the schools this past Saturday, they looked wonderful, and she was very impressed. In response to a question from Ms. Bratton, Ms. Zirolli responded that the curriculum in terms of what is formally written, the rigor was not there. There have been concerns over political ideology being presented in new books. Ms. Zirolli and other Board members do review all proposed materials. Certain parents have asked for curriculum for their grade. They have received what is approved, but have not received it to their satisfaction. A parent has filed a FOI request and there may be a lawsuit, legal counsel is engaged. Other parents are asking about the math because there have been changes. It hasn't been submitted for approval yet, it is within the 30 day review according to policy. We have encouraged parent to come into the Annex and review the materials. In response to a question from Mr. Stoll, Ms. Zirolli responded that Legal says we have given parents what we needed to. As the updated curriculum is approved, it will be made public, draft form is not public.

IV. MINUTES OF PRECEDING MEETING:

June 23, 2014 Regular Meeting

Mr. Stoll asked that the submitted minutes be streamlined to conform with the Board norms. In response to a question from Mr. Harrison, Ms. Marinello replied that the meeting recordings are held for the minimum required retention period of 6 months.

Mr. Gugliotti asked Mr. Stoll to consider his comment on page 8, and after reflection if he feels

it is inaccurate, to have the minutes reflect that change. Mr. Stoll responded that most of the discussion on page 7 & 8 should be deleted because it doesn't add value and is not in accord with Board practice to be included. Mr. Harrison did not agree that the entire discussion was not relevant. He stated that it could be edited and slimmed down. Mr. Stoll responded that this section of the minutes had numerous inaccuracies and he will defer commenting until there is a streamlined version for review.

On a motion made by Brian Stoll, seconded by Margaret Bratton, it was voted:

RESOLVED: That the Board of Finance reduce the June 23, 2014 minutes in accord with existing practice and to resubmit them for review next month.

Messrs: Harrison, Gugliotti, Hamilton, Stoll and Mmes: Bratton and Durdan voted in favor.

V. OLD BUSINESS

10/11-16 Discussion of possible modifications to the current format of BOF public hearing minutes, including the level of detail

Mr. Robertson provided samples from surrounding town's public hearing minutes for the Boards' consideration. Members agreed the level of detail in Avon's Public Hearing minutes can be reduced and does not need to be in a transcription format. Mr. Harrison stated that he wants the name and address of the speakers to be included along with a summary of their comments.

On a motion made by Tom Gugliotti it was voted:

RESOLVED: The Board of Finance changes the reporting of Public Hearing and Workshop minutes to a summary format.

Messrs: Harrison, Gugliotti, Hamilton, Stoll and Mmes: Bratton and Durdan voted in favor.

VI. NEW BUSINESS

14/15-01 Supplemental Appropriations: Avon Middle School Tennis Court Lighting

Mr. Robertson provided summary of the request approved by the Town Council on August 12th where they accepted and approved a \$12,000 donation from ACORN. In response to questions from Ms. Bratton and Mr. Harrison, Mr. Robertson stated these transfers will finish the project. Site approval from Planning & Zoning has expired and it will be on their September agenda for approval. Public Works has this slotted for the Fall. In response to a question from Mr. Gugliotti, Mr. Robertson stated he will look into the process for turning the lights on and off. In response to a question from Ms. Bratton, Mr. Robertson will look into the verbiage on recreation signage to make sure usage intent is clear. In response to a question from Mr. Stoll, Mr. Robertson stated that the Board of Education approved and recommended this appropriation to the Town Council who in turn approved and recommended it to the Board of Finance.

On a motion made by Tom Gugliotti, seconded by Dean Hamilton, it was voted:

RESOLVED: That the Board of Finance hereby approves:

An appropriation not to exceed \$19,150 from Recreation Activities Fund, Other Financing Sources, Unassigned Fund Balance, Account #09-390-43913 and Recreation Activities Fund, Other Financing Uses, Interfund Transfers-Out, Account #09-8700-58000
and

An appropriation not to exceed \$9,900 from Use of School Facilities Fund, Other Financing Sources, Unassigned Fund Balance, Account #15-0390-43913 and Use of School Facilities, Other Financing Uses, Interfund Transfers-Out, Account #15-8700-58000

and

An appropriation not to exceed \$29,050 (\$19,150 + \$9,900) to Capital Projects Fund (Facil & Equip), Other Financing Sources, Interfund Operating Transfers-In Account, Account #02-0390-43918

and increasing

Capital Projects Fund (Facil & Equip), Other Local Revenues, Donations & Grants, Private Sources, Account #02-0360-43651 in the amount of \$12,000

and increasing

Capital Projects Fund (Facil & Equip), BOE CIP-Facilities, AMS Tennis Court Lighting, Account #02-4859-53110 for a total amount of \$41,050 (\$19,150+\$9,900+\$12,000), for the purpose of purchase and installation of lighting at the AMS tennis courts.

Messrs: Harrison, Gugliotti, Hamilton, Stoll and Mmes: Bratton and Durdan voted in favor.

14/15-02 Board of Finance Liaison to Negotiations with Avon Administrator's Association

Mr. Robertson stated this is a request from Mr. Mala .It provides an opportunity for a members of the BOF to attend/audit negotiations with the BOE Administrator's Association. Mr. Harrison asked for Mr. Robertson or Ms. Zirolli for concrete dates and times before seeking a Board volunteer.

VII. TOWN MANAGER'S REPORT

A. Monthly Financial Report Summary

Details were included in the packet report dated period ended 7/22/14 and reported by Mr. Robertson. There is nothing out of ordinary on revenue side. Collections are strong. There is an expected increase in activity for fees & permits for 2015 due to the new subdivision between Haynes and Lennox Roads. In response to a question from Mr. Stoll, Mr. Robertson stated there is a projected positive transfer to fund balance for the year, however, the actual number won't be available until after the audit. There is an expected deficit on the public safety side due to staffing issues that are being resolved. In terms of legal, there is only one item currently that is outside of the retainer which has to do with a Doppler radar issue. P & Z denied the application & the matter will end up in court. The year-end sweep of CIP accounts will generate a positive increase to General Fund balance, the largest entry will be from the sewer project on Haynes Road. Coming down the road is the large treatment plant expansion for the Town of Farmington. Our shared cost will be about 4.9 million, our payments will be amortized out of the sewer use fund.

In response to a question from Mr. Harrison, Mr. Robertson stated that the lawsuit the BOE is involved with is subject to a deductible of \$5,000, which will come out of the BOE budget. There are two firms involved.

Mr. Harrison asked for an Avon Old Farms School road relocation update. Mr. Robertson stated we are still talking about a Core of Engineers category 1 permit. In order to support the permit, a study is required. The scope has been prepared. Tom Dawkus, the special project manager, was going to the Core of Engineers with Michael Klein, an environmental engineers, and review with them the proposed draft scope. Once the permit is approved, we will have to reengage the school. It is premature to get into too much detail at this time. The permit does not lock us into any solution. In response to a question from Mr. Gugliotti, Mr. Robertson stated that until the future of the road is determined, other than patching, nothing else is a good investment. Mr. Robertson

reported that there has been some interest from a group in town to install a sidewalk on Country Club Road. The Council has asked staff to prepare some cost estimates. In response to a question from Ms. Bratton, it was stated bicycle lanes on a narrow road do not work well and are more of a liability than benefit. In response to a question from Mr. Stoll, Mr. Robertson stated there are no plans to upgrade the sidewalk between Sycamore and Carmon Funeral Home. Mr. Robertson stated that he always removes the annual budget request from Public Works for \$50,000 - \$100,000 for sidewalk repairs because in the context of everything else the Capital Budget has to address and paving work is so expensive, that sidewalks have not been funded.

The quarterly report from Margaret Colligan to Brandon Robertson was included in the monthly packet dated 8/4/14.

B. Thompson Road Athletic Complex

Mr. Robertson reported the architect has been working with the Recreation and Parks subcommittee along with staff to develop a preliminary plan. He expects a report at the next Council meeting in September. He thinks it is probable there will be a recommendation with cost estimate at the October Council meeting. In response to a question from Ms. Bratton, it was stated that at some point a traffic engineer will have to do an assessment of Thompson Road. In response to a question from Ms. Durdan, it was stated there is no timeframe for this to go to referendum. It is in the preliminary design phase. There are a lot of pieces to be put into place first.

C. Miscellaneous Items

There was none.

VIII. OTHER BUSINESS

There was none.

IX. EXECUTIVE SESSION

There was none.

X. ADJOURN

On a motion made by Tom Gugliotti, seconded by Cathy Durdan, it was voted:

RESOLVED: That the Board of Finance adjourn the meeting at 8:12 p.m.

Messrs: Harrison, Gugliotti, Hamilton, Stoll and Mmes: Bratton and Durdan voted in favor.

Respectfully Submitted,
Thomas A. Gugliotti, Secretary

Attest: Mary Marinello, Clerk

All referenced material will be available to the public in the Town Clerk's office.