

**BOARD OF FINANCE
REGULAR MEETING MINUTES
November 23, 2015**

I. CALL TO ORDER

The meeting was called to order at 7:04 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 James Speich. Brian Stoll has resigned his position. A quorum was present.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Dean Hamilton.

III. COMMUNICATION FROM THE AUDIENCE

(Including Board of Education Liaison Report)

Ames Shea reported on two years of Board of Education negotiations that culminated in three contracts for three separate groups; Custodians, Nurses and Teachers. Each group received a three year contract. The Custodian's contract runs 7/1/2015 – 6/30/2018 and includes a wage increase of 2% for the first year, 2% for the second year and 2.25% for the third year. The Nurse's contract runs 7/1/2015 – 6/30/2018 and includes a wage increase of 2.5% for the first year, 2.25% for the second year and 2.25% for the third year. The Teacher's contract was ratified by the Board of Education at their November 17th meeting and by the AEA's membership on October 27th. This contract runs 7/1/2016 – 6/30/2019 and includes a wage increase of 2.25% for each of the three years of the contract, in exchange they agreed to significant changes in their health insurance. Other highlights were mentioned. Ms. Shea answered clarification questions. She stated our teachers are the highest paid in Hartford County and among the top in the state and that is why we have very good teachers. Negotiations will start up again in two years.

Kathy Zirolli, liaison for the Board of Education reported the most recent financial report dated 10/31/15 is included in the meeting packet. Ms. Zirolli stated the BOE has had an influx of 6 special education students and they also had 3 students moved out of district per parent request. They are watching costs closely. A forecast will be available next month. She stated Mr. Mala presented his 2016-2017 budget last month. There will be scheduled special meetings in December and at the December Board meeting it will be discussed further. It is possible it will be voted on at that meeting. It has been posted to the BOE website. It reflects an increase of 4.2%. The budget must be submitted to the Town Council no later than February 15, 2016.

She clarified a comment she made at the October meeting stating a constituent "had everything". The statement meant to reflect that it was everything from Finance, but not from the Administration. The constituent has now has received all materials.

Mr. Harrison informed the Board that the Superintendents budget is available on their website and follows the same format as previous years. Within the power point presentation the superintendent projects the new Mill rate based upon a spending increase of 4.2%. He cautioned the Board that the Superintendent is not in a position to project this. He can only estimate the Mill Rate for the School's portion of the budget.

IV. MINUTES OF PRECEDING MEETING: October 26, 2015 Regular Meeting

Page one, 5th sentence down insert "do"

Page 4, correct spelling of Stoll to Stahl

On a motion made by Thomas Gugliotti seconded by Margaret Bratton, it was voted:

RESOLVED: That the Board of Finance approves the minutes of the October 26, 2015 Meeting as amended.

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

V. OLD BUSINESS

15/16-05 Review and Discussion: FY 16/17 Budget Process

In response to a question from Mr. Harrison, Mr. Robertson stated most of the Capital presentations have been made to the Town Council. Public Works, Engineering and Recreation will make their presentations at the next meeting. Budget preparation is proceeding on schedule and in line with the charter. Mr. Robertson will then work with all Capital requests and Operating requests to compile his final budget that will be presented to the Town Council in early February.

15/16-06 Review and Discussion: Auditing Services – Request for Proposals

Mr. Harrison stated this is a lengthy document. Ms. Colligan stated the plan is to put the RFP out in January and receive proposals back by February. She would like the Board to consider the length of the contract. GFOA recommends in their best practices a 5 year contract to reduce disruption and allows auditors to recover their first year costs. The Auditing Committee is made up of the entire BOF and staff including representation from the BOE, the Town and the Fire Department. Review time will last until April 1st, the 4th – 8th is reserved for questions.

She requested prior to the December meeting to have the Board determine the first date of the date range, the time requirements, Term of engagement for the contract, and optional items including Fraud assessment, producing the CAFR document and Inclusion of forms others towns are using such as non-collusion and a submission checklist form. The Board may want to offer a pre-proposal conference if any bidders are interested. The Board discussed the options. Mr. Harrison stated he would support a straight 5 year contract and the Board concurred.

Recommended dates were January 25th, requesting bids be in by February 26th. March 4th through April 1st was set as the review period. Ms. Colligan confirmed she had all the necessary dates to produce the RFP.

VI. NEW BUSINESS

15/16-07 Supplemental Appropriation: Old Wheeler Lane Bridge

A memo was included in the meeting packet dated October 29, 2015 from Lawrence Baril to Brandon Robertson, Mr. Robertson stated every year there are state bridge inspections. We began budgeting in the CIP to have a consultant look at the bridge and make recommendations. The recommendation was for a substantial rehabilitation. The town CIP planned to fund this in FY 17. It will be a 80/20 program where the town will pay the costs and then receive reimbursement. The project will cost about \$1,000,000. The Town would like to have the project done in the summer of 2016. The State has indicated that if we don't do it this summer, the funding may not be there. The Town Council approved this at their November meeting.

On a motion made by Tom Gugliotti, seconded by Margaret Bratton, it was voted:

RESOLVED: That the Board of Finance hereby appropriates a sum not to exceed \$350,000 from Account #01-0390-43913, General Fund, Other Financing Sources, Unassigned Fund Balance and transfer from Account #01-8700-58000, General Fund, Other Financing Uses, Interfund Transfers Out

To

Account #03-4930-53391, Capital & Nonrecurring Expenditure Fund, CNREF: TOWN, Replace Old Wheeler Lane Bridge and Account #03-0390-43918, Capital & Non recurring (Facil & Equip), Other Financing Sources, Interfund Transfers In, in the amount of \$350,000 for the purpose of rehabilitating the bridge over Roaring Brook on Old Wheeler Lane.

15/16-08 Supplemental Appropriation: Police Vehicles

Mr. Robertson stated detail are included in the meeting packet memo dated October 27, 2015 from Alexander Trujillo Brandon Robertson. He stated the town the old cars will be recycled through the fleet. If they are auctioned off the funds would then go back into the Capital Asset Replacement Fund.

On a motion by James Speich, seconded by Dean Hamilton, it was voted:

RESOLVED: That the Board of Finance hereby appropriates a sum not to exceed \$108,000 from Police Special Services Fund, Other Financing Sources, Unassigned Fund Balance Account #07-0390-43913 and transfer from Police Special Services Fund, Other Financing Uses, Interfund Transfer-Out Account #07-8700-58000 to Capital Projects Fund (Facil & Equip), Town-CIP Equipment, Vehicles Account #02-4844-53311 and Capital Projects Fund (Facil & Equip), Other Financing Sources, Interfund Operating Transfers In Account #02-0390-43918 in the amount of \$108,000 for the purpose of purchasing two new APD Cruisers.. Messrs. Harrison, Gugliotti, Hamilton, Speich and Mmes: Bratton and Durdan voted in favor.

15/16-09 Supplemental Appropriation: State of CT Department of Education Youth Services Bureau Grants, \$19, 817

Mr. Robertson stated this comes up every year. The This is used to increase the hours and programming provided by the Youth Services Coordinator. Mr. Gugliotti asked to have a representative at a future meeting present to tell the Board about the Bureaus programs.

On a motion made by Dean Hamilton, seconded by Cathy Durdan, it was voted:

RESOLVED: That the Board of Finance hereby amends the FY 15/16 Budget by increasing:

REVENUES

General Fund, Intergovernmental, Youth Services Bureau Grant, Account #01-0330-43383 in the amount of \$19,817.00 and increasing:

APPROPRIATIONS

General Fund, Human Services, Service & Consultant, Account #01-4203-52184 in the amount of \$19,817.00 for the purpose of funding expenditures, which will be reimbursed through approved State of Connecticut Department of Education Youth Services Bureau Grants.

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

VII. TOWN MANAGER'S REPORT

A. Monthly Financial Report Summary

Details were included in the meeting packet report dated period ended 10/31/15. Ms. Colligan reported revenue highlights are running slightly ahead of target in most categories. Fund Balance is tracking at 10.68%. On the expenditure side it is a bit early. She stated Utilities are being watched. Public works was able to purchase salt at a good price. There were no revenue gaps or negative expenditure variances to report. In response to a question from Mr. Hamilton, Ms. Colligan will look into the Lis Pendens number and report back to the Board.

B. Quarterly Financial Report

C. Standard and Poor's Rating Review

Mr. Robertson reported that the AAA rating will be reaffirmed.

D. Miscellaneous Items

On Dec 7th there will be joint Town Council & Board of Education meeting at 7 pm for the Synthetic turf field. No decision will be made that night.

VIII. OTHER BUSINESS

There was none

IX. EXECUTIVE SESSION

There was none

X. ADJOURN

On a motion made by Thomas Gugliotti, seconded by James Speich, it was voted:

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

Messrs: Harrison, Gugliotti, Hamilton, Speich 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.