

**BOARD OF FINANCE
REGULAR MEETING
MINUTES
August 22, 2022**

I. CALL TO ORDER

The meeting was opened at 7:00 p.m. via GoToMeeting by Cathy Salchert, Chair, present: Margaret Bratton, Carl Gisnarian, Charles Harvell, Houston Putnam Lowry, Ellen Retelle and Cathy Salchert. Brian Loveless was absent. A quorum was present.

II. COMMUNICATION FROM MEMBERS

On a motion made by Margaret Bratton, seconded by Ellen Retelle, it was **RESOLVED:** To move agenda item 21/22-48 to the top of Old Business. Bratton, Gisnarian, Harvell, Lowry, Retelle and Salchert voted in favor. Motion carried 6-0-0.

III. MINUTES OF PRECEDING MEETING

July 25, 2022, Meeting –

On a motion made by Houston Putnam Lowry, seconded by Margaret Bratton it was voted: **RESOLVED:** That The Board of Finance approves the minutes of the July 25, 2022 meeting as drafted. Bratton, Gisnarian, Harvell, Lowry, Retelle and Salchert voted in favor. Motion carried 6-0-0.

IV. TOWN MANAGER'S REPORT/MISC.

A. Monthly Financial Report Summary

Updates to the Monthly Financial Report Summary, as of August 10, 2022, were included in the packet report period ended 6/30/22 (unaudited) prepared and reported by Tom DiStasio, and were discussed. It was noted when this report was completed, the Board of Education was working on completing its annual EFS report (Education Financial System report required by the State of Connecticut). The Board may want to discuss the required percentage of the “rainy day” fund (as compared to the total budget) to maintain the town’s AAA bond rating. While Moody’s appeared to previously view 10% as a good reserve percentage, the minimum seems to be inching up to 12% at present (and other factors are considered).

Details of the Monthly Financial Report Summary were included in the packet report dated period ended 7/31/22 prepared and reported by Tom DiStasio, were discussed. Tom noted there is a new line for employee benefit funding on the report under expenditures. These expenditures primarily fund long-term liabilities for retired employees.

V. OLD BUSINESS**21/22-48 Review and Discuss: Project Referendum Mailer for Old Farms Road Phase 1 – North/South Section – State Project No. L004-0001**

The modifications to clarify the information on this project were further discussed. The fact the project will be fully funded by outside grants was made more prominent, meaning approval of this project will not have any additional direct financial burden on Avon taxpayers. A frequently asked questions document (FAQ) was created. The FAQ document will not be mailed to voters but will be available on the Town's website. The consensus of the Board of Finance is no further changes are necessary and the mailer is ready to go to the Town Council for their second review and approval.

21/22-21 American Rescue Plan Act.

Town Council Updates as of August 9, 2022: www.avonct.gov/arpa Nothing was discussed.

21/22-23 Discuss Policies as proposed for the Board of Finance

On a motion made by Houston Putnam Lowry, seconded by Ellen Retelle, it was voted: **RESOLVED:** The proposed Board of Finance policies are approved, except for the proposed consent agenda and the agenda distribution day was changed Wednesday. The Secretary will produce the final document, distribute it to the board members and it will be appended to the minutes.

Bratton, Gismarian, Harvell, Lowry, Retelle and Salchert voted in favor.

Motion carried 6-0-0.

VI. NEW BUSINESS**22/23-01 Supplemental Appropriation: Avon Senior Center/Tai Ji Quan: Moving for Better Balance, \$2,880**

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

RESOLVED: The Board of Finance hereby amends the fiscal year 22/23 budget by increasing:

REVENUES

Recreation Activities Fund, Other Local Revenues, Donations & Grants, Private Sources, Account #09-0360-43651 in the amount of \$2,880.00 and increasing:

APPROPRIATIONS

Recreation Activities Fund, Senior Citizens, Services-Other, Account #09-5301-52189 in the amount of \$2,880.00, for the purpose of allocating grant funding towards the Tai Ji Quan Moving for Better Balance program at the Avon Senior Center.

Bratton, Gismarian, Harvell, Lowry, Retelle and Salchert voted in favor.

Motion carried 6-0-0.

22/23-02 Supplemental Appropriation: Avon Senior Center/Monday Meals and Minds Program, \$6,000

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

RESOLVED: The Board of Finance hereby amends the fiscal year 22/23 budget by increasing:

REVENUES

Recreation Activities Fund, Other Local Revenues, Donations & Grants, Private Sources, Account #09-0360-43651 in the amount of \$6,000.00 and increasing:

APPROPRIATIONS

Recreation Activities Fund, Senior Citizens, Services-Other, Account #09-5301-52189 in the amount of \$6,000.00, for the purpose of allocating grant funding towards the Monday Meals and Minds program at the Avon Senior Center.

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

Motion carried 6-0-0.

22/23-03 Supplemental Appropriation: Board of Education-Open Choice, \$184,209

A memo, dated June 21, 2022, prepared by Susan Russo, Board of Education Business Manager outlining the Open Choice Attendance Grant was discussed. The town is required to forward these funds to the Board of Education. The amount of funding is determined by the State of Connecticut towards the end of its fiscal year.

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 22/23 budget by increasing:

REVENUES

General Fund, Intergovernmental, Education Program Grants, Account #01-0330-43343 in the amount of \$184,209.00 and increasing

APPROPRIATIONS

General Fund, Board of Education, BOE Expenses, Account #01-9401-55000 in the amount of \$184,209.00 for the purpose of funding instructional supplies and curriculum.

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

Motion carried 6-0-0.

22/23-04 Transfer of Appropriation: Consulting Services for Route 44 Sanitary Sewer Pump Station Upgrade, \$100,000

Tom DiStasio gave an overview of the memo included in the packets, from Lawrence Baril, Town Engineer, dated July 27, 2022, regarding the Route 44 sanitary sewer pump station upgrade, which was discussed by the Board.

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 22/23 budget by transferring \$91,100 from Capital Projects Fund (Facil & Equip), Town CIP-Facilities, Lateral Extension Program, Account #02-4829-53392; to Capital Projects Fund (Facil & Equip), Town CIP-Facilities, Sewer Pump Station Replacement, Account #02-4829-53361; and \$8,900 from Capital Projects Fund (Facil & Equip), Town CIP-Facilities, Lateral Extension Program, Account #02-4829-53392; to Capital Projects Fund (Facil & Equip), Town CIP-Facilities,

Riverdale Pump Station Rehabilitation, Account #02-4829-53392; for costs associated with ongoing sewer pump replacement projects.

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

VII. OTHER BUSINESS

Cathy Salchert would like to discuss the Board of Finance returning to in person meetings during the next meeting.

VIII. ADJOURN

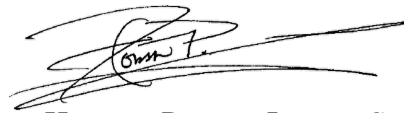
On a motion made by Ellen Retelle seconded by Cathy Salchert, it was voted:

RESOLVED: That the Board of Finance adjourn the meeting at 8:00 p.m.

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

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 L.", with a long horizontal flourish extending to the right.

Houston Putnam Lowry, Secretary

Attest: Christine Pescatore, Clerk

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

All formal actions of the Avon Board of Finance will be recorded in official minutes.

The minutes for a meeting will include, among other things:

1. The time, date and location of each meeting.
2. The Avon Board of Finance members present and absent.
3. All motions.
4. The name of the Avon Board of Finance member making the motion and the name of the Board member seconding the motion.
5. A record of the vote.
6. A short description of the business transacted by the Avon Board of Finance.
7. Any short statement an Avon Board of Finance member requests during the meeting be part of the minutes.
8. A record of any executive session and the reason for the executive session (as noted under the Connecticut Freedom of Information Act).
9. The time the meeting adjourned.

The minutes of an executive session will include the names of everyone present except for anyone present for a job interview.

The votes of all members of the Avon Board of Finance at regular meetings will be reduced to writing and made available for inspection within forty-eight hours. Draft minutes of all meetings, including committee meetings, will be available within seven calendar days at the Avon Town offices during regular business hours and on the Town of Avon website. The minutes are made official only after they are approved, usually at the Avon Board of Finance's next meeting.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies, as amended by June 11
Special Sessions, PA 08-3 and PA 10-171

Agenda Preparation and Dissemination

The Town Manager or his/her designee will prepare agendas for Avon Board of Finance meetings at the direction and approval of the Avon Board of Finance Chair.

Individual Avon Board of Finance members may suggest to the Chair items of business. The inclusion of agenda items by staff, residents, and citizens will be at the discretion of the Chair.

The Avon Board of Finance may discuss and act upon items not on the agenda if two-thirds of the Avon Board of Finance members present agree to consider them. The Avon Board of Finance, however, may not revise policies or adopt new ones, unless such action is on the posted agenda.

Posting of the Agenda

At least 24 hours prior to the time of the regular meeting, the agenda shall be posted in the Office of the Town, posted on the Town's website, and shall be filed in Town's office.

Distribution of Completed Agenda

The agenda, together with supporting materials, will be available and, if possible, distributed to Avon Board of Finance members on the Wednesday before the scheduled meeting.

A sufficient number of copies of the agenda will be available to persons attending each meeting in person.