

AVON WATER POLLUTION CONTROL AUTHORITY**January 10, 2013****The Avon Room, 5:30 pm****Town of Avon****I. CALL TO ORDER**

The Avon Water Pollution Control Authority was called to order at 5:36 pm by Mr. Farrell.

Present: Thomas Armstrong
Michael Farrell
Eric Johansen
Terry Ryan
Lawrence Baril, Town Engineer
Brandon Robertson, Town Manager

Absent: Jim Miller

II. MINUTES OF PRECEDING MEETING – December 13, 2012

MOTION: Mr. Farrell made a motion for approval of the December 13, 2012 minutes.
The motion, seconded by Mr. Ryan, received unanimous approval.

III. COMMUNICATION FROM THE AUDIENCE – None**IV. NEW BUSINESS – None****V. OLD BUSINESS – None****VI. PLANNING & ZONING MATTERS – None****VII. COMMUNICATION FROM STAFF – None****VIII. COMMUNICATION FROM MEMBERS –**

Mr. Farrell explained that the Board discussed the budget process and inquired how the AWPCA fits into the process, such as pressing routine maintenance issues and the best way to access those funds.

Mr. Farrell welcomed Mr. Robertson to the meeting to address these questions.

Mr. Robertson provided an overview regarding the mechanics of the budgeting process for the Town of Avon. The process begins in September or October for the next fiscal year's budget. The Town Manager's office sends guidance to the operating departments for both operating and capital budget requests. A capital request is considered a capital item if it has a useful life of more than five years and costs at least \$20,000. The sewer budget is unique in that it is not budgeted in the general fund. It's a special revenue fund, fund 05. It's a fund that's established with a specific purpose and revenue source, such as EDU charges. These charges are the primary revenue that go into the sewer fund. There's a statement of purpose for every special revenue fund that is created that is legally binding. Although the sewer fund is an item in the operating budget, it does not affect the tax rate. It's supported by non tax revenue. The Town Manager meets with department heads to discuss their proposed operating and capital budgets. The Town Manager's budget then goes to the Town Council which is discussed at the Town Council Budget Workshop. After adoption of the budget, it becomes the Town Council budget. The Board of Finance reviews the budget also.

In response to Mr. Farrell's question, Mr. Baril responded there is a 5-fiscal year plan on the sewer side for capital projects. Mr. Robertson noted the capital plan document is a tool so that policymakers are aware of the needs of the departments.

Mr. Baril responded to Mr. Farrell's question about accessing funds for paying for a maintenance item. There is the ability to request a supplemental appropriation to access funds for a specific non-budgeted project.

Mr. Robertson noted that a supplemental appropriation, especially from the general fund, is restricted by policy and is approved under defined circumstances such as an emergency or a unique opportunity. Mr. Baril confirmed Mr. Armstrong's question about the procedure taken if there was a failure at a pump station which needed to be replaced, Mr. Baril would submit a supplemental appropriation request from Fund 05.

Mr. Baril noted that easement clearing should appear as a recurring maintenance item, which should be considered as an operating expense. Mr. Ryan shared his experiences of clearing brush near the Cold Spring neighborhood approximately eight years ago.

Mr. Johansen commented on the authority's level of accessing money for certain funds from the current budget approval process. Reference was made from the presentation given by Attorney Andrew Lord and what is appropriate based on the statutory authority.

Mr. Robertson noted that there is an understanding that the sewer fund has sewer-related projects but one needs to remember that it is not connected to the tax rate. Based on Mr. Armstrong and Mr. Farrell's questions, Mr. Robertson noted the special revenue funds are created for specific purposes and similar to the general fund, one needs a fund balance in case of unforeseen issues throughout the year. Rating agencies primary concern is the general fund. The other special revenue funds are also discussed which are associated with un-appropriated balances. It's important to know there is 'x' amount of dollars that are held off as undesignated specifically for sewer-related infrastructure repair or replacement in case there is a problem.

In response to Mr. Johansen's question, Mr. Baril replied that he presents everything to the AWPCA. Mr. Farrell noted that the AWPCA is more active than in the past. Mr. Baril agreed noting that the system is aging and there's more upkeep needed.

The need to properly document Town-wide infrastructure was discussed and the importance of properly maintaining easements.

Mr. Farrell noted that it was agreed upon that the month of February will be the recurring month to discuss operating costs, address a potential adjustment of the EDU and the status of the man-hours needed for FOG. Mr. Farrell noted the Town Manager's office and the Town Council will be formally informed and notified before any rate increase. Mr. Ryan agreed with Mr. Baril that the last rate increase was 2007.

Mr. Johansen noted that although there's a healthy fund balance, what would happen should there be a catastrophic failure. Mr. Baril noted that there is approximately \$1.9 million of undesignated fund balance. A recent estimate to re-build Route 44 is \$750,000. Although replacement of the pump station would be a large expense, it would not drain the fund.

Mr. Robertson addressed Mr. Farrell's question about collateral issues for the Town should there be a flooding catastrophe. Mr. Robertson noted the Town has insurance with CIRMA and it would be handled appropriately with insurance coverage. If a deductible was needed and the catastrophe was a

sewer-related issue, perhaps a supplemental appropriation would be made from the sewer fund to cover the deductible.

Mr. Farrell thanked Mr. Robertson for his time and would keep him posted as items progress.

IX OTHER BUSINESS –

Mr. Armstrong noted he spoke to Ms. Jennifer Kertanis with the FVHD regarding SepticSmart. She indicated that she would contact her staff regarding the program and follow-up with Mr. Armstrong. Mr. Armstrong provided a background on the program to Mr. Robertson.

Mr. Baril responded to Mr. Farrell's question about the letter sent to Mr. Brighenti of Riverdale Farms regarding the possible storm drainage connection to the Town's sewer system. Mr. Baril will follow-up with Mr. Foster to find a meeting date.

X ADJOURNMENT

MOTION: Mr. Farrell motioned to adjourn the meeting at 6:25 p.m. The motion, seconded by Mr. Johansen, received unanimous approval.

Respectfully submitted,
Suzanne Essex, Clerk