

Town of Andover
Board of Finance
Special Budget Meeting Workshop Minutes
Wednesday, April 3rd, 2024 – 7:00pm
Location: virtual Zoom meeting

Members Present: Marc Brinker, Joanne Hebert, Bill Desrosiers, Louise Goodwin, Robert England, Kimberly Person, Brian Briggs

Town Administrator: Eric Anderson

Town Clerk: Carol Lee

Registrars: Wally Barton, Linda Derick

Planning & Zoning Commission: Jed Larson

Public Present: Jan Maschi, Linda Fish

1. Call to Order/Pledge of Allegiance – Marc Brinker called the meeting to order at 7:00pm. The Pledge was recited.

2. Public Speak –

Jan Maschi – volunteer at Andover Food Pantry, pantry is paying for food from Food Share (around \$750 to \$1,000) – donations are currently low, actively looking for donations and fundraisers and applying for a grant. Will speak with Board of Selectmen to see if budget can include funds towards food pantry and put message out to Town residents regarding donations

3. Audit Review and Corrective Action Plan discussion with AES – meeting scheduled for April 15th, 2024

4. Budget Workshop for Fiscal Year 2024-2025 Proposed Town Budget

a. Town Clerk – Carol Lee – budget request remaining the same except for 5% increase in salary due to increased hours for election duties and responsibilities, early voting, and absentee balloting. No increase on supplemental salary line

b. Registrar's Office – Wally Barton & Linda Derick – proposed increase for additional hours for early voting, additional duties and responsibilities. Early voting now requires 4 days before the Presidential Preference Primary, 7 days before the August Primary, and 14 days before the November election. Currently training additional staff, budget proposal to reflect what will be needed due to State requirements. Wally Barton reviewed the proposed increases on both the Registrars and Elections budgets.

c. Planning & Zoning Chair

i. Zoning Agent – Jed Larson – increased hours for Zoning Agent due to enforcement issues, blight ordinance, working additional hours to resolve matters without having to go to court

ii. Open Space Fund – Jed Larson – previously funded by Town through budget to build up balance in account. POCD Survey results show that residents would pay additional taxes for conservation, Open Space, and Education. State goal requires 284 additional acres to meet requirement - budget proposal is \$50,000.

d. Budget Detail – Marc Brinker shared screen, reviewed Revenue items; anticipating being more aggressive on tax collection, increase in State Miscellaneous revenue – which is comprised of smaller amounts received from the State. still awaiting State budget. Senior Transportation Grant – multi-year allotment based on transportation driver's cost. Rentals – includes athletic field rental to soccer club, Senior Transportation vehicle used by AES. Interest from STIF account. RHAM – budget lines include reduction of \$119,000. AES Budget – previously presented. Administrator – Administrative Assistant stipend to carry out duties while in Tax Collector role – reviewed duties, no contract signed yet for stipend. Will use additional funding from Admin Asst line for part-time Project Manager to assist Eric Anderson, can potentially be funded from grant or project itself. Treasurer – increase in hours for Treasurer and Assistant Treasurer positions. Town Clerk – previously discussed in meeting, additionally discussed reducing supplemental pay line from \$6,300 to \$6,000. (Continued on next page)

Tax Collector – salary reduction until certification is complete. Increase in software cost for both Tax Collector and Assessor’s Office. Assessor – contractual salary increases, software increase, increase in NADA books. Registrar’s – previously discussed in meeting, updated spreadsheet. Elections – previously discussed in meeting. Building Department – contractual salary increases, Zoning Agent salary increase in hours per week (15 hours to 19 hours). Permitlink fees offset by fees charged to applicant. Library – wage increase due to minimum wage. Civil Preparedness – salary increase, may additionally increase if Town receives grant from State. Town Office Building – payroll service cost decrease, water testing fee increase, elevator service contract increase, elevator permit decrease and corrected from \$2,400 to \$240, increase in building maintenance line, Civic Ready increase for emergency alerts, switching to propane for building creating decrease from fuel oil, increase in office supplies line as it tends to get overspent each year. Community Center (new) – discussion on full time versus part time director position, duties of position, transition of Recreation duties from Town Clerk to Community Center Director. Duties to include managing Senior Transportation, Senior luncheon program, Senior trips, Senior programming, Community Center programming, Recreation programming, shift AHM services available for Andover residents into building, special events/rentals of building. Building to become Town’s emergency shelter in the future, benefits costs for position are listed in separate budget line item. Will be keeping Social Services position separate from Community Center Director position.

5. Adjournment – Bill Desrosiers MOTIONED to adjourn the meeting at 8:51pm. Brian Briggs SECONDED. MOTION CARRIED 7:0:0

* The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates! Helpfully submitted by the Board Clerk Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto