

**Andover Board of Finance
Regular Monthly Meeting Minutes
Wednesday, January 27, 2015**

Community Room, Town Hall Office Building, 17 School Road, Andover, CT
06232

BOF Members: Present:

Dan Warren, Board Chair, Linda Fish, Georgette Conrad, Adrian Mandeville, Eric Shevchenko

Absent: Jeff Murray, Nathaniel Houle

Town Officials Present: None

Staff Present:

Sandra Nichols, Board Clerk

Other Attendees: Attachment #1

Agenda Item 1: Call to Order: Dan Warren, Board Chair, called the meeting to order at 7:01 PM

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Public Comment: None

Agenda Item 4: Additions/Deletions to agenda: None.

Agenda Item 5: Approval of November 18, 2015 Minutes

Georgette Conrad motioned to approve the December 23, 2015 BOF regular monthly meeting minutes.

Linda Fish Seconded

Discussion: Correct under item 6, line 1, stated to started. Item 7, Page 2 (third paragraph), add to Bob Burbank's statement Board "of Selectmen". Page 3 top change and on is the to and one is. Under Item 9 correct EHM to read AHM.

Motion Passed 4/0/1, Georgette Conrad Abstained

Agenda Item 6: Selectman's Report:

None

Agenda Item 7: Liaison Report

Bob Siminski, RHAM, hands out a Budget Calendar (attachment #2) for discussion.

He begins by pointing out that the BOE Meeting and budget presentation is on February 22, 2016 and that they are trying to shorten the budget period. The Board of Education will still however go through the process as required and look at all areas during the March Monday meetings (total of 4). On April 4th there will be a Public Hearing in the School Auditorium at 7PM. After the Public Hearing after listening to the people the board will vote on a budget that they approve to take to Referendum. On Monday May 2nd there will be a District Meeting and on Tuesday the 3rd there will be a Budget vote. Mr. Siminski and Dan Warren have a discussion on the procedure and conclude that after all the meetings that at the time for a budget vote in May all items should have been covered sufficiently. Mr. Siminski reports that the Board of Education has been looking for savings and is pleased that they could find additional savings. One area was in oil for the year they saved over 10k. Adrian Mandeville asks if they are looking for any additional cost savings and if there are mechanisms in place to get better deals? Mr. Siminski will update the Board of Finance of any other savings options.

There is then a discussion about the General Contractor on site and the work that was done. Is the responsibility the General Contractors or the installers for any work done that is not done properly, with the windows. Mr. Siminski replies to this that they must proceed slowly due to the fact that there are settlements involved.

Danny Holtsclaw, RHAM enters the meeting. He announces that the Board recently went through the Board of Electors and there is a new elected Treasurer (Dave Gustine?). The Leadership Board sat through negotiations with leading teachers up to a budget with two members from Andover and two members from Marlboro. To this they have received a letter with "flack and frustration" due to many issues. There needs to be a strategy and organization with strategic planning. Need to determine how urgent some projects are in the district. There will be an approximately 60/40 split between the state and RHAM for a new project if they get the grant. We need to find out how we prioritize and finance things that need to get done. There has been a lot of help from Senator Austin and Mr. Mullegan to find money where it may exist. The goal is to take advantage of what we can get and hopefully have money left over.

Discussion with the Board Members and the RHAM Reps on the budget and Financing.

Dan Warren asks if there is a deadline to report back to the State?

RHAM replies that there is not one set at this time.

Parting discussion RHAM REPS depart.

Linda Fish would like a copy of the Town Audit.

Dan Warren replies that it is not finalized yet.

Linda Fish states that Bob Burbank has to write a letter that has to go to OPM by the end of January and has asked for a copy which she has not seen to date. Linda then discusses the CCM Municipal Training Workshop that she and Eric Shevchenko attended (Agenda attachment #3). Items of interest; the Town should work on revenues before working on expenditures prior to spending, need Capital demand from all Commissions and you should not your fund balance and Unassigned funds. Short discussion on other Towns budgets and what a "sinking Fund" is.

Dan Warren discusses the Mill Rate and how it won't affect us at this point. No change.

Linda Fish Library meet early in January started to work on the budget but there are too many unknowns (oil/ raises) so it did not get done. They did get the bids in for the windows and they were submitted to CIP. AHM at the last meeting they had a Christmas party. At the AHM oversight consortium meeting she went however they were looking for Bob Burbank and the Chair from the Board of Finance.

Dan Warren CIP is meeting on February 8th to discuss several things including the Library, Senior transportation, public works and the Fire Dept. The consensus on The Fire Dept. Heating system is to use the existing system and switch to propane. The Library is getting \$25,000.00. Discussion on liability regarding the Fire Dept. How much does \$20,000 cover us? Cathy Desrosiers has the policy. Question of what other Towns do. Adrian says this Town has a very different set up.

Dan Warren clarifies what was said at the last meeting since it can be very confusing. The Town Road Fund gets checks twice a year that goes into the General Fund which is a restricted fund. So it does not make sense to him since it is basically the same thing as ECS money.

Discussion on this topic among the Board Members

Agenda Item 8: Upcoming Budget Workshops

Dan Warren supplies a list of all the meetings and topics for the 2016-2017 Andover Board of Finance workshop Dates. (Attachment #4). The Board Reviews and discusses.

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Agenda Item 9: Old Business

9a. Auditor RFP

Dan Warren Working on a Union basis not on a contract. Would like to vote on the RFP next meeting to pay the auditors fees. He would like to have a better working relationship with the auditor since he sent a notification to The First Selectman and his assistant that he was suspending his services for failure to pay. Dan would like to see a new procedure for payment and a contract for the work performed.

9b. Purchasing Policy and Procedure

First Selectman Robert Burbank had started this procedure in 2014 with the Auditor however to date it has not been completed.

9c. Fund Balance

Dan Warren advises the Board members what other Towns do with any Leftover funds and where they put it. He points out what Andover currently shows as a fund balance transfer and would like to see what can be done with this money. He also points out that there is \$153K in the severance pay fund? Why, can we use it since it is not restricted and not committed.

Agenda Item 10: Public Comment:

Linda Fish comments on the CIP committee and is concerned that it is not made up of individuals independent of other Town associations.

Dan Warren addresses this concern and states that the Charter has changed so it is now in the Charter.

Agenda Item 11: Adjournment:

Adrian Mandeville **Motions** to adjourn at 8:45PM

Georgette Conrad **Seconded**

Motion Passed/Unanimous

Note: Portions of the recording were not audible

The next scheduled BOF meeting is a regular monthly meeting on Wednesday, February 24, 2016 at 7:00 pm at the Town Office Community Room.

Respectfully Submitted,

Sandra Nichols, Board Clerk
February 01, 2016