

**Andover Board of Finance  
Regular Monthly Meeting Minutes  
Wednesday, March 30, 2016**

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 (arrived at 7:15), Eric Shevchenko, Jeff Murray

**Absent:** Nathaniel Houle

**Town Officials Present:** Robert Burbank, First Selectman arrived at 7:30

**Staff Present:**

Sandra Nichols, Board Clerk

**Other Attendees:** Dr. Sally Doyen, Shannon Loudon, Dianne Grenier

**Agenda Item 1: Call to Order:** Dan Warren, Board Chair, called the meeting to order at 7:07 PM

**Agenda Item 2: Pledge of Allegiance**

**Agenda Item 3: Public Comment:** None

**Agenda Item 4: Additions/Deletions to agenda:**

Dan Warren Motions to add under Agenda item 6a. RHAM natural gas conversion.  
Georgette Conrad Seconded  
Motion Passed/Unanimous

**Agenda Item 5: Approval of Minutes of January 27,2016, February 24,2016, March 7, 2016 and March 21, 2016**  
Tabled

**Agenda Item 6: Selectman's Report:**

Dan Warren speaks about the Times Farm Bridge meeting that was held with the BOS. The engineering is complete, permits that are outstanding and the job is going out for bid to contractors. This will be brought up at the next meeting since Federal funding 80%of the cost and there is a Steap Grant for 20 % however the town most likely will have to pay approximately 100K.

**Eric Shevchenko** has question on a few budget line items: The Town Garage that almost doubled, the consult line item and the sand and snow, do we want to keep it the same or change it?

Dan Warren discusses the sand and salt budget.

6a. Dan Warren brings up the expansion of the natural gas line and the possibility of conversion to natural gas at RHAM. The only cost would be the conversion over to natural gas.

Adrian Mandeville brings up the possibility of a converter kit that could do this.

*Discussion among the Board members about this topic.*

#### **Agenda Item 7: BOE Budget Presentation:**

Dr. Sally Doyen and Shannon Loudon present a proposed Andover Board of Education Budget plan for 2016-2017. (Attachment #1)

Dr. Doyen begins with the the four focus areas on page 2 of the letter in the beginning of the presentation briefly discussing them. She then goes to the enrollment page since this is an issue the school is facing with the decline of students and it is the major factor in the budget. One of the effects of the enrollment will be a reduction in staff (4 positions).

*Discussion with Dr. Doyen, Ms. Loudon and the Board on the schools enrollment decline.*

Dr. Doyen then goes on to speak about the page listing the achievements (Your Tax Dollars at Work). She then proceeds to go over the proposed budget summary for 2016-2017.

Line item 100 is an approx. 167K decrease due to the 4 staff members that they will be losing.

Line item 200 is an increase however this is not yet a final figure it is only a projection.

Line item 300 is a reduction due to the fact that they no longer have as many special needs students.

Line item 400 increase for school maintenance is explained in the presentation.

Dan Warren questions how the repairs will be done, all at once or sections at a time?

Dr. Doyen replies that they intend to do it all at once.

*Discussion with Dr. Doyen and the Board members on the repairs to the school*

Line 600 is a decrease mainly due to lower fuel and heating costs.

Line Item 700 the school has not had new carpeting for over 15 years that is included in the increase of \$5,900.00.

Dr. Doyan sums it up as it is a 0% change in the budget.

Adrian Mandeville asks about line item 500 (magnet schools/ special ed outplacement). He also discusses the transportation with Dr. Doyen.

**Dr. Doyen and Ms. Louden** explain that they had to place students in special needs schools, pay for tuition and provide transportation(which increased). The School used to get a substantial amount from the State for tuition, it has however been decreasing. The figure is now and unknown since the State seems to have abandoned the standard formula that was previously used. This year there are 12 students in magnet schools and the Town pays the Tuition (approx \$30K this year). The school will not know until August how many students will want to go to magnet schools and what the tuition will be. They also need to coordinate transportation for these students.

### ***Discussion on transportation and magnet schools and how it is payed for by the State/Town***

**Jeff Murray** inquires about the mini-labs, 4/classroom, could they have more students (6/lab) would it be more cost effective?

**Dr. Doyen** explains why that number of students is beneficial to the student and the teachers.

**Georgette Conrad** inquires about Pre-K, do you need specialized teacher training?

**Dr. Doyen** replies that the Pre-K staff does have special training. She goes on to discuss the Pre-K hours and says that in the spring there will be a decision made if they will offer an all day option. There is a grant that is available.

**Dan Warren** asks **Dr. Doyen** if there is a time line for the building, completion of the roof?

**Dr. Doyen** replies that there is a meeting next week with the architect and she will receive and update and a time line.

**Robert Burbank** speaks on the leasing of a loader for the Public Works Dept. It would cost approximately \$35,000 per year to lease with the option to buy. There would be a closing cost of \$400-\$500.

### ***Discussion on the lease proposed for the loader.***

**Mr. Burbank** then answers **Dan Warren's** question on the about the Budget line Item for the Town Garage and that the fuel oil has doubled. He states that we pay for it and then it gets reimbursed from the school. **Dan Warren** then asks about the Sand and Salt Budget line item.

**Mr. Burbank** explains why that has not changed and will provide the Chairman with more information.

## **Agenda Item 8: Old Business**

### **7a. Fund Balance and Fund Balance Policy**

**Dan Warren** goes through attachment #2 with the Board.

**Adrian Mandeville** believes that 8% General Fund Balance is to low.

**Adrian Mandeville** Motions to adopt the policy as presented with one exception; that

Under Guidelines 8% is changed to 10% only.

**Georgette Conrad** Seconded

**Motion Passed/ Unanimous**

**Dan Warren** Motions to change under Guidelines and Fund Balance Definitions that

“unrestricted” be change to “unassigned”.

**Jeff Murray** Seconded

**Motion Passed/Unanimous**

**Agenda Item 9: Liaison Reports:**

None

**Agenda Item 10: Public Comment:**

None

**Agenda Item 11: Adjournment:**

**Adrian Mandeville** Motions to adjourn at 8:30PM

**Georgette Conrad** Seconded

**Motion Passed/Unanimous**

Respectfully Submitted,  
Sandra Nichols, Board Clerk  
April 4, 2016