

**Andover Board of Finance
Special Joint Meeting with the Board of Selectmen
Monday, March 21, 2016
7:PM-Old Fire House
15 Center Street**

Minutes

BOF Members: Present:

Dan Warren, Board Chair, Linda Fish, Georgette Conrad, Adrian Mandeville,
Jeff Murray, Eric Shevchenko, CIP Representative

Absent: Nathaniel Houle

Board of Selectmen Present: Robert Burbank, First Selectman, Jeff Maguire, Vice
First Selectman, Jay Linddy, Cathy Desrosiers, Julia Haverl.

Staff Present:

Sandra Nichols, Board Clerk

Other Attendees: Ed Kasacek Public Works, Wally Barton Fire Commission, Dianne
Grenier, Joan Foran, Jerry Wright

Agenda Item 1: Call to Order: Dan Warren, Board Chair, called the meeting to
order at 7:12PM

Agenda Item 3: Public Comment: None

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

Agenda Item 5: Board of Selectmen Budget Presentations:

Dan Warren explains the process and how the BOF will conduct this meeting and and
then asks the Board of Selectmen if they would like to proceed with their
presentation.

Robert Burbank begins with Budget Line Item 0101-Selectmen. He states that there
is no change in the new budget year and includes a list of the First Selectman's
duties (attachment #1). Mr. Burbank also makes note of the \$500.00 for the
Veterans Day Committee for a celebration on this Holiday. It was established a few
years ago.

Budget Line Item 0107-Town Attorney: The BOS is requesting an increase of
\$10,000.00 for a total line item of \$20,000.00 due to the fact that they would like to
advertise for new legal consul. Research shows that the average cost was in excess
of \$20,000.00. Mr. Burbank details that most attorney's average cost is \$150/ Hour

and the average time per year is 120 hours. Mostly are paying for legal opinions. Don't know from year to year if there will be a law suit.

Georgette Conrad inquires if they have to do anything with FOI

Robert Burbank they would do some work and go to a hearing if necessary. The Town uses a couple of specialty attorney's, for example Planning and Zoning has a special attorney.

Budget Line Item 0109-Treasurer/Financial: Discussion on the Treasurer, the BOS would like to advertise for this position at 6 hours/week as a part time position, not sure of the hourly rate. It would depend on experience. The Treasurer Clerk currently works 18-20 hours per week and makes \$17.00/ hour. There is also mention that a procedure needs to be put in place for these positions so that it is available if a new person is employed in these positions.

Discussion about how many hours the Clerk is working and is the Town compensation her and is she filing a correct time sheet?

Dan Warren states that there is more money in Budget Line Items 109-100 and 109-120 that is needed for these two positions and it needs to be addressed. He would like clarification by April 1, 2016.

The BOS replies that they will sort this out and come back to the BOF with this information.

Line Item 0111-Tax Collector: The BOS explain that there was a miscalculation on Budget Line Items 0111-109 and 011-430.

Dan Warren needs clarification on this by April 1,2016.

Budget Line Item 0113-Assessor: The BOS explains that there is a reduction in Budget Line Item 0113-430 of \$2,500.00 due to the fact that mapping software was loaded on to the existing Software. The Salary for the assessor is increased by \$419.32 and the assistant by \$475.05.

Budget Line Item 0117-Town Clerk: **Dan Warren** asks the BOS about the Salary and who determines it?

Cathy Desrosiers replies that this is an elected position and the BOS recommended no salary increase.

Dan Warren asks if it is binding

Bob Burbank replies that it is not.

Budget Line Item 0125- Registrars: This was already presented/no discussion.

Budget Line Item 0301-Public Works: **Robert Burbank** discusses the changes as follows: Budget Line Item 0301-100 reflects a 2% salary increase as per union contract and \$35,000.00 is to hire a manager for Public works. Budget Line Item

0301-390 is increased by \$1,000.00 for trees that have been identified that need to be removed. Budget Line Item 0301-435 is increased by \$2,000.00 for vehicle maintenance as the fleet is getting older. A few extra fire extinguishers/replacements.

Adrian Mandeville asks several questions regarding the Public Works Department and Jeff Maguire replies to these questions. (most about the need for a Manager for the Dept.)

Robert Burbank brings up new Town projects and what is involved with them (town engineer) .

Cathy Desrosiers states that this is not a Union position and the BOS recommends someone that is strictly a manager.

Adrian Mandeville asks the BOS if they realize that there is no internet at the Town Garage for a Manager to work on and that there is money allocated in Budget Line Item 309-537.

Cathy Desrosiers states that it is their intent to upgrade the system at the garage.

Dan Warren has a discussion with the First Selectman and board members about this proposed position.

Cathy Desrosiers reminds the BOF that the BOS came to them last year for help with the road crew and it was denied. The road crew only has three people and it is in need of a manager to help with organization and paperwork.

Discussion among all present.

Dan Warren would like to see a Budget line item for seasonal workers that were discussed. He states that this Board does not want to under fund this department as it is a major part of this budget and would like a plan for the year, not just working on emergency situations. He would like the BOS to present this by April 1, 2016 to the BOF an idea of what needs to be done and an estimate of what it will cost. He is also asking for a comprehensive plan by April 1, 2016 that includes a description of the Manager what the manager needs in this position, a seasonal labor plan and a plan to address supplies that are needed (nuts and bolts). Dan Warren then asks Ed Kasacek about the lease to buy for the loader was it looked into. Ed replies that it was not they do not have the cost. Ed will follow up with some information on the loader.

Budget Line Item 0123-Old Town Hall: Bob Burbank explains that there is no change in the budget however the Town did upgrade the alarm system and offset the cost by switching to cell phone service and eliminating the telephone cost and the maintenance will be the glazing of the windows. Discussion about money that was spent from this line item, it does not reflect monies spent that the First Selectman says was on electrical work done. It is thought that it was allocated to the wrong line item.

Discussion on files for building maintenance do we have them for each building?

Budget Line Item 0129-Town Office Building: Bob Burbank goes through each increase/decrease in this budget. The BOF questions Budget Line Items 0129-493

and 0129-432. The First Selectman explains the changes and there is a discussion. Mr. Baton also speaks on the 911 line item and the sealing of the parking lots at the Town Hall and Fire Dept. and how the Town could save money by combining them.

Budget Line Item 0131-Administrative Assistant: Bob Burbank explains that this position increased from 10 hours/week to 16 hours/week at \$17.00/hr.

Budget Line Item 0137-Insurance: The Fire Department supplies a document to both the BOF and the BOS outlining their request for supplemental insurance coverage (attachment #2).

Question on why that line item is at \$113,000.00.

Discussion among both Boards on the insurance. What was expended? Need more information.

Dan Warren suggest that this budget item is tabled to a later date.

Budget Line Item 141-Employee Benefits: Dan Warren states that there was an increase from \$315,384.54 to \$337,500.00. This needs to be updated and it needs to be done for audit reasons. He asks Bob Burbank to complete this by April 1, 2016 (the forms that the insurance company needs).

Budget Line Item 0143-Andover Senior Transportation: Bob Burbank states the there is an increase of \$3,000.00 (Budget Line Item 0143-100-Salary) for a total of \$12,000.00.

Budget Line Item 0149-Old Fire House: Increase of \$3,150 for general maintenance, replace gutters and fix leaks in ceiling.

Budget Line Item 0207-AHM Youth Services: Discussion on the money allocated and that it is believed that there will only be a small change.

Budget Line Item 0303-Snow Removal: Bob Burbank discusses this budget.

Budget Line Item 0151-Dog Fund: Discussion on the salary and the frequency that the Dog warder works. Are there other options? Jay Linddy does not believe there is one. Bob Burbank explains that the Town goes out after hours, other towns do not.

Budget Line Item 0305-Lighting: The BOF asks if there are lights being added and the BOS replies one on Hendee and Pine Ridge. No Change in the Budget.

Budget Line Item 0307-Town Aid Roads: Dan Warren does not think that \$195K should be placed in Budget Line Item 0307-451. He would like to see all Town Aid Roads funds be put into the Capital Road Improvement line item and all expenditures to be taken out of this line item. This would show the money spent and it would be

accounted for in the offset section of the Budget. Line item 0307-999 would go away. Discussion on Towns Farm Road Bridge. Bob Burbank is hoping to have this started next fiscal year, still needs to go out for bid.

Budget Line Item 0311-Town Engineer: there is no change however there needs to be more information as far as what the town needs to do and reflect what is being done. The BOF would also like to know what was done that the Town paid for the engineer.

Budget Line Item 0403-Public Safety: Discussion on the cost and duties of the Resident State Trooper. The cost keeps going up and the question arises are we getting what the Town is paying for? Bob Burbank provides some detail to the Board (attachment #3).

Budget Line Item 0703-Transfer Station: Jay Linddy provides the BOF with a summary and detailed break out of each Budget Line Item (attachments #4a and #4b) for the Transfer Station.

This is a Budget Line decrease of \$1,278.39. He also provides detail on Budget Line Item 0703-Recycling (attachment #4c). Jay Linddy explains them to the BOF.

Budget Line Item 1001-Library: Brief discussion on LOSIP. It is then discussed that benefits are included in line item 1001-100 -Payroll.

Jeff Murray states that there are two options: keep it this way or break it out into two line items.

Adrian Mandeville asks Dan Warren if this this can be done.

Dan Warren replies that it can.

End of Budget discussion

Dan Warren will get back to both Boards on a date to meet again.

Agenda Item 6: Capital Improvement Budget:

No Discussion

Agenda Item 7: Public Comment:

None

Agenda Item 8: Adjournment:

Georgette Conrad Motions to adjourn at 10:45PM

Linda Fish Seconded

Motion Passed/Unanimous

Respectfully Submitted,

Sandra Nichols, Board Clerk
March 24, 2016