

**Andover Board of Finance
Special Meeting -Budget Workshop
Wednesday, April 6, 2016
7:PM-Community Room
17 School Road**

Minutes

BOF Members: Present:

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

Absent: Nathaniel Houle

Staff Present:

Sandra Nichols, Board Clerk

Other Attendees: Dr. Sally Doyen, BOE, Curt Dowling Fire Commission, Dianne Grenier, Ron Mike, Fire Chief

Agenda Item 1: Call to Order: Dan Warren, Board Chair, called the meeting to order at 7:15PM

Agenda Item 3: Public Comment:

Curt Dowling speaks about the Fire Departments request capital for a new exhaust system and necessary apparatus. The Department has requested different grants and this is a long time request. The ceiling fans in the fire house have been compromised by the trucks running on diesel fuel and the floor is an issue since it has become slippery and poses a hazard to the Department members. They did have to wash the trucks inside due to the weather.

Agenda Item 4: Town Clerk Computer Request:

Dan Warren reviews the request from the Town Clerk (attachment #1) and states that it is a pretty straight forward request.

Robert Burbank states that this is almost an emergency situation it is the computer and server that stores all the Town information.

Discussion among the Board with Robert Burbank on the situation with the computer.

Dan Warren needs a motion to approve the transfer of funds from the Board.

Georgette Conrad Motions that \$5,762.00 be transferred from the Contingency Fund to the Town Clerk Budget to replace the Laserfiche Program and the Computer, contingent on the BOS approval.

Adrian Mandeville Seconded

Motion Passed/Unanimous

Agenda Item 5: Budget Presentation/Review:

Dan Warren goes over the Budget Summary and notes that there is no increase in the mill rate. The budget the BOF received a slight increase of .39 for the mill rate from what the BOS recommended. It includes the Fire Department's request. He asks if the Board had a chance to look at the excel spread sheet. He mentions the 1% cost of living increase for elected officials. He asks the First Selectman if there is a policy/procedure manual in place.

Robert Burbank replies that the information for a procedure manual needs to come from the Treasurers Office. The Town is currently advertising for the position therefore they need to hire someone first.

Dan Warren mentions that he put some buffer in place for the Treasurers position. Insurance line item he believes that this can go down.

Dan Warren refers to the excel spread sheet he handed out and goes over the highlighted items for discussion.

Summary (attachment #2) Section 1.0

Dan Warren discusses removing the \$5,000 in overtime for the Resident State Trooper. He and the First Selectman have a discussion on this. Fire Marshal increased by 1%. The Chairman suggests that the Transfer Station Budget by \$10,000. In regards to the Library Dan suggests that it is decreased by approx. \$22K, he got this number from Jeff Maguire. The Fund Transfers that includes \$15,000 in the equipment contingency fund an assignment of \$200,000 and an unassigned balance of \$200K for a new multi- use building and \$100K for a new Public Works building. This would be similar to the library fund.

Discussion among the Board members on these funds. Mention of the engine fund that has about 44K in it now and the Chairman would like to see money put into it every year.

Dan Warren goes over the summary of 2016-2017 projects (attachment #3) discussing each line item. He asks Dr. Doyen about the reimbursement for the roof. She replies approx. 58%. Adrian and Dan Warren then have a discussion on the roof. In regards to the Roads he mentions that the town has approx. 400K in Town Aid Road grants and are predicting to get approx. \$190K next year. In regards to the Times Farm Bridge the Town will have to come up with \$85K, all these numbers are budgetary numbers. The Chairman states that he would like to transfer \$100K from the Severance Fund to the Open Space Fund, must be done at a Town meeting. The Chairman explains his reasoning behind doing this. For the Pedestrian Bridge there is \$5,800.00 available that is in a restricted fund.

Adrian Mandeville questions the restriction on the money

Robert Burbank explains that this is a grant that is specific for use on the Ped. Bridge and if we used it for something else it could put other grants in jeopardy.

Discussion on the Severance Fund and what it is used for.

Adrian Mandeville then discusses the School roof . He believes the Budget line 1101 should be reduced by 100K

Dan Warren agrees.

Dan Warren next proceeds to go through the Revenues.

Building Department: there has not been any significant activity therefore it remains the same.

ECS: He received information from Jeff Maguire that it may decrease by 1%. This budget reflects that.

PILOT reduction of about 16K

Taxes- will be kept where it was

Dan Warren asks Curt Dowling about the Fireman's tax abatement, do they have an estimate for next year.

Curt Dowling can't answer this question at this time.

Dan Warren asks the First Selectman what the latest is on the Senior Housing tax abatement?

Robert Burbank is not sure at this time they just came in with new paperwork today and that will be going out. The procedure that was used in the past should not have been used.

Dan Warren asks Georgette Conrad about these guidelines and she explains them to him and the Board.

Dan Warren speaks next on the offsets. He goes through them and where they came from for a total Unassigned Fund of \$602,500.00. It is reinvesting these surpluses from 2011-2016 into other areas. (attachment #2 last page).

Discussion between Dan Warren and Adrian Mandeville on this topic and the overall budget. Other side discussions within the Board.

Assigned General Fund offset includes the Steap Grant money for the Times Farm Bridge.

Working Capital offset about \$400K is to be moved to working capital budget for the bridge in which approx. 80% will go back to the account for the next project.

Robert Burbank explains that there is a Budget line 1-100-03-0307-716 that is for expenditures.

This is where the money should be for the Bridge.

Dan Warren will move this from Budget line Item 1101 into the above mentioned account. This will be for accounting purposes. Under the budget proposed by the

Chairman the total Budget to be funded by taxation will be \$8,270,915.03 and the mill rate will remain flat. The Grants are estimates and not factored in the Budget.

Adrian Mandeville talks about the new loader for the Public Works Dept. He suggests that this is evaluated and look at it next year.

Robert Burbank voices his concerns about the existing backhoes and discusses this briefly.

Discussion on the Foreman/Facilities Manager that is being advertised for the Public Works Dept. Tabled

Adrian Mandeville and Jeff Murray discuss the roof on the building.

Dan Warren and **Georgette Conrad** discuss the Senior Center with the Board.

Adrian Mandeville describes what he saw at the sight. He believes that there is a structural deficiency and would need a survey of the building. He will send an e-mail to the First Selectman on the structural damage by Tuesday. He expresses to **Dan Warren** that he does not want the budget to go any lower then it is.

Dan Warren states that they will just take 100K off the unassigned balance.

Eric Shevchenko informational for CIP , the Fire Department had requested to remove 2 tanks from below ground and move them above. This may be a good time to look at finding grant money to change to gas. This is not in this years budget.

Curt Dowling explains to the Board what proposal that the Fire Department has and after that they do not foresee any additional proposals.

Agenda Item5: Public Comment:

Curt Dowling states that the Fire Department was told that the equipment fund was no longer there and then they found out that there were still funds available.

Dianne Grenier would like to see a complete inspection on the Old Fire House.

Adrian Mandeville that they are going to inspect it and are asking the BOS for approval/funds.

Agenda Item 6: Adjournment:

Georgette Conrad Motions to adjourn at 9:10PM

Dan Warren Seconded

Motion Passed/Unanimous

Next Meeting Wednesday April 13, 2016 to vote on the Budget

Respectfully Submitted,
Sandra Nichols, Board Clerk

April 11, 2016