

**Andover Board of Finance**  
**Regular Monthly Meeting Minutes**  
**Wednesday, June 29, 2016**  
Community Room, Town Hall Office Building  
17 School Road

**BOF Members: Present:**

**Dan Warren**, Board Chair, Linda Fish, Georgette Conrad, Jeff Murray(arrived at 7:20),  
Adrian Mandeville

**Absent:** Eric Shevchenko

**Town Officials Present:** None

**Staff Present:**

Sandra Nichols, Board Clerk

**Other Attendees:** Dianne Grenier, Curt Dowling, Jay Linddy

**Agenda Item 1: Call to Order:** Dan Warren, Board Chair, called the meeting to order at 7:05 PM

**Agenda Item 2: Pledge of Allegiance**

**Agenda Item 3: Public Comment:**

**Jay Linddy** mentions the BOF that there is a Charter Review Meeting tomorrow evening and a BOS meeting tomorrow at 11AM to discuss the Recreation/Soccer Fields.

**Agenda Item 4: Approval of Minutes of May 25, 2016:**

**Georgette Conrad** Motions to approve the May 25, 2016 Minutes

**Adrian Mandeville** Seconded

**Motion Passed/Unanimous**

**Agenda Item 5: Selectman's Report: None**

**Dan Warren** briefly discusses the end of the Fiscal Year that is tomorrow. He points out the print out all Board Members have and states that at this time the Town is 92% expended. There is one major adjustment for road improvement which is over expended by a quarter of a million dollars, that will be shifted to Town Aid Roads.

**Jay Linddy** comments on this (inaudible).

**Dan Warren** replies that there is 70K in the Budget for Emergency Road Work that starts July 1<sup>st</sup>. He notes that the Town has collected approx 66k more in revenue that was not budgeted for and that the Town is on tract to be significantly under expended. He explains why to the Board.

#### **Agenda Item 6: Treasurers Report:**

**Dan Warren** introduces Maureen Bauer the new Treasurer the the Board.

**Maureen Bauer** talks about what she has been working on , the Treasurers Report, the Audit and how the Phoenix System is a benefit when working on the reports that are generated.

**Adrian Mandeville** asks her several questions which she answers to the best of her ability since she has just started with the Town. He also requests a PDF file be made available and would like to know when she anticipates that the changes on the reports will be complete.

**Maureen Bauer** replies that it is difficult to estimate at this time to complete she does not work full time.

**Dan Warren** request a one page summary spread sheet from her for the BOF to use along with the BOS.

***Brief discussion between Maureen Bauer and the BOF on what she is working on and how it is being done. Not having a purchasing policy is also discussed.***

#### **Agenda Item 7: Audit Issues:**

##### **7a: 2014-2015 Audit:**

**Dan Warren** asks if anyone has any questions for Maureen to bring back to the auditor?

**Linda Fish** asks a question on windows for the library.

**Georgette Conrad** has questions on last years budget.

**Dan Warren** explains why she thinks something is wrong.

***Brief discussion***

**Curt Dowling** asks what the Boards feeling is on HTAC

***Brief discussion***

##### **7b:2015-2016 Audit Firm Selection:**

**Dan Warren** informs the Board that a few days before reporting to OPM Mr. Hopkins withdrew. The request for a new auditor has gone out for bid and is on the Town Website. The new firm should be on board by late August.

## **Agenda Item 8: Appoint BOF Member:**

**Dan Warren** states that there are two candidates that submitted letters of interest: Robert England, who is not present at the meeting and Curt Dowling who is present.

**Curt Dowling** speaks to the Board on his behalf. He mentions his qualification and his interest in being a Member.

***A vote is conducted however no decision is made. Jeff Murray would like to meet and speak with Mr. England. The Board agrees that this should be postponed. Meeting Proposed for July 20, 2016. Discussion on political affiliation of the new Member.***

**Adrian Mandeville Motions** to change the July Regular Meeting to July 20, 2016

**Georgette Conrad Seconded**

**Motion Passed/Unanimous**

## **Agenda Item 9: Liaison Report:**

**Linda Fish** comments that the library will be close to budget this year since the payments consistently come late.

**Dan Warren** states that this needs to be fixed and asks the Treasurer to look into this along with the money in the unassigned fund. She replies that she will.

**Curt Dowling** gives an update on the Fire Dept. Floor and exhaust system. He also discusses the insurance issue and notes that he has been in discussion with Jeff Maguire on this topic.

## **Agenda Item 10: Public Comment:**

**Curt Dowling** talks about the highway crew and contractors that could be contracted for work.

**Dan Warren** that is up to the BOS

## **Agenda Item 11: Adjournment:**

**Georgette Conrad Motions** to Adjourn at 8:00PM

**Linda Fish Seconded**

**Motion Passed/Unanimous**

**Next Regular Meeting is scheduled for Wednesday July 20, 2016 at 7PM.**

Respectfully Submitted,  
Sandra Nichols, Board Clerk  
June 30, 2016