

**Andover Board of Finance
Regular Meeting Minutes
Wednesday, September 28, 2016
7:00 p.m. – AES Library
35 School Road**

4. Insurance Consortium Presentation (Joint Meeting with BOS and BOE) :

Meeting called to order at 7PM

Presentation to all present on the proposed Insurance plan. Question and Answer session.

BOF Members: Present:

Dan Warren, Board Chair, Linda Fish,, Adrian Mandeville, Eric Shevchenko, Robert England

Absent: Georgette Conrad, Jeff Murray

Town Officials Present: Jeff Maguire, BOS

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 7:58PM

Agenda Item 2: Pledge of Allegiance: Done at the beginning of the meeting/ presentation (Item #4)

Agenda Item 3: Public Comment:

None

5. Agenda Item 4: Insurance Consortium Presentation (Joint Meeting with BOS and BOE)

Presented at the beginning of the meeting

Agenda Item 5: Move to Separate Room (Room No. To Be Determined): N/A

Agenda Item 6: Addition or Deletions to the Agenda:

None

Agenda Item 7: Approval of Minutes of July 20, 2016

Eric Shevchenko Motions to approve the July 20, 2016 minutes as presented

Dan Warren Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 8: Selectman's Report

8a. FY2015-2016 Wrap-Up

Adrian Mandeville inquires if the First Selectman was aware of these meetings.

Dan Warren replies that his administrative assistant was notified about this meeting.

Discussion on the budget FY2015-2016. Dan Warren speaks specifically on the Capital Expenditure line item and the adjustment that was made and why (Town aid road expenditures that were not included).

Dan Warren asks Jeff Maguire if an engagement letter has been signed in regards to the auditor. **Jeff Maguire** is not sure. **Dan Warren** replies that he will follow up with the auditor.

Agenda Item 9: Purchasing Policy:

Dan Warren recaps the intent of this policy. He however states that he has to confirm that this conforms to State and Local Laws. Dan then asks the Board Members if they have any changes that they would like on the Draft Policy.

Eric Shevchenko comments on the wording in the draft document. Mentions in the definitions the costs that are listed. He believes the \$1,000 listed is not enough for the annual maintenance/leasing cost.

Discussion among the Board Members on the Draft Document

Adrian Mandeville Motions that the definition on page 1 to be changed to read "or estimated annual maintenance/leasing cost of \$2,500."

Robert England Seconded

Motion Passed/Unanimous 5/0/0

Continued discussion on the draft purchasing policy a few minor changes recommended.

Eric Shevchenko would like perpetuity changed to 7 years after the contract is completed.

Continued discussion on the draft purchasing policy and the contracts that are signed in the Town. Dan believes we need to have more discussion and definition.

Dan Warren discusses what needs to be done during the next budget process,

Discussion among the Board Members on how Po's are generated and tracked internally in the Town.

Eric Shevchenko Motions to accept the changes to the draft purchasing policy

Linda Fish Seconded

Motion Passed/Unanimous 5/0/0

Dan Warren states that this document with the changes will need to go through the Town Attorney again and then be presented to the Board of Selectman at their meeting.

Adrian Mandeville requests that the Chairman, Dan Warren walk this document through the First Selectman's meeting. **Dan Warren** Replies that he will do that.

Agenda Item 10: Committed Funds Resolution:

Dan Warren discusses the funds that were committed in the budget FY2016-2017 and the request that needs to be made to the Treasurers Office to transfer \$100K to the Public Building fund and \$100K to the Public Works fund.

Adrian Mandeville Motions that the they (BOF) direct the Treasures Office to transfer the money in the budget FY 2016-2017 to the appropriate funds as noted by the Chairman.

Eric Shevchenko Seconded

Motion Passed/Unanimous

Agenda Item 11: Fund Investments:

Adrian Mandeville talks about the money in funds that he believes could be reinvested in a different way that would earn the Town more money.

Discussion on the funds that can be invested to earn more money.

Agenda Item 12: Town Administrator Endorsement:

Adrian Mandeville informs the Board what the Town Attorney advised him when he spoke with him. He stated that the Boards should not be endorsing this.

Dan Warren discusses the cost of this position and how the Town could pay for it (unassigned fund balance).

Discussion on the unassigned fund balance

Adrian Mandeville re-iterates what the Town Attorney informed him. If they endorse this they hold the risk of being told that they violated ethics.

Discussion on the Endorsement

Item Tabled

Agenda Item 13: Public Speak:

Scott Person asks the Board, **Adrian Mandeville** questions about the Town Administrator.

Discussion on this position. Adrian Mandeville informs Mr. Person that there will be an informational meeting held.

Agenda Item 14: Adjourn:

Adrian Mandeville Motions to adjourn at 9:15PM

Linda Fish Seconded

Motion Passed/Unanimous 5/0/0

Next Regular Meeting is scheduled for Wednesday October 26, 2016 at 7PM.

Respectfully Submitted,
Sandra Nichols, Board Clerk
October 03, 2016