

Town of Andover Board of Finance
Wednesday, July 20, 2016 Special Meeting Minutes
Old Fire House 15 Center Street
7:00 p.m.

Board of Finance Members Present:

Dan Warren, Chairman, Georgette Conrad, Linda Fish, Adrian Mandeville, Jeff Murray, Eric Shevchenko

Town Officials Present: Robert Burbank, First Selectman

Others Present: Robert England (*Sign-in Sheet* attached)

1. Call to Order

Chairman Dan Warren called the meeting to order at 7:08 p.m.

2. Pledge of Allegiance

3. Public Comment

None

4. Approval of Minutes of June 29, 2016

Georgette Conrad moved to approve the June 29, 2016 minutes.

Dan Warren seconded.

Vote: unanimous in favor; motion passed

5. Appoint BOF Member

Robert England, a nine year resident of Andover with two young children, introduced himself to the Board of Finance. There was discussion about the Town's budget and the Board's fiduciary responsibilities with Robert.

Adrian Mandeville moved to vote on the possible choices.

Georgette seconded.

Vote: unanimous in favor; motion passed

Dan nominated Robert England to fill the vacancy on the Board of Finance.

Jeff Murray seconded.

Vote: unanimous in favor; motion passed

6. Auditor Selection Process

The Board had received proposals for financial audit services from Ron L. Beaulieu and Company, and CohnReznick LLP. Members reviewed the cost and technical proposals, and discussed the information presented. The Beaulieu Company, Portland, Maine cost proposal was \$10, 900 yearly for 2016 – 2018; CohnReznick LLP, cost proposal was \$47,750 yearly for 2016 – 2018.

Members questioned the differences in costs and asked what the Town would be getting and not getting with each of the proposals. The importance of input from the Treasurer was stressed.

(Attachments: *Ron L. Beaulieu and Company, Cost Proposals, and Technical Proposals for Audit Services to the Town of Andover, CT; CohnReznick LLP, Cost Proposals for Financial Audit Services and Financial Audit Services for: Town of Andover, Connecticut*)

Adrian moved to accept Ron L. Beaulieu from Maine as the Town Auditor, contingent upon the Town Treasurer communicating with the appointed firm and confirming with the Board of Finance she believes she will be able to work productively with the selected firm.

Georgette seconded.

Vote: unanimous in favor, motion passed

7. Supplemental Appropriation

First Selectman Robert Burbank presented the Board of Selectmen request for a supplemental appropriation of \$24,000 for the Treasurer's Office. The request will provide additional hours for the Treasurer to update the accounting system and organize the funds. Monies for the supplemental appropriation will be from unexpended funds in the 2015- 2016 fiscal year budget.

(Attachments: *Board of Finance, Request for Budget/Supplemental Appropriation Form; Employment Contract, Treasurer Additional Services; letter to Dan Warren, Board of Finance Chairman from Robert Burbank, First Selectman dated July 13, 2016*)

Adrian moved to approve the supplemental appropriation in the amount of \$24,000 for the Office of the Treasurer.

Georgette seconded.

Vote: unanimous in favor; motion passed.

8. Purchasing Policy

The auditor has reported the need for a purchasing policy since 2007. Dan stated we need a purchasing policy in place for next year: Adrian comments, we need it sooner. Dan volunteered his services and Linda Fish offered to help. Dan will send members his draft policy from last summer.

9. Public Comment

Linda Fish, speaking as a member of the Library Board, stated as of their July 18th meeting, the Andover Library has not received a check from the Town.

10. Adjournment

Adrian moved to adjourn. Dan seconded.

Vote: unanimous in favor; the meeting adjourned at 7:55 p.m.

Respectfully submitted,

Joan Foran

RECEIVED FOR RECORD
7-28-2016 @ 12:50 pm
Carol A. De...
TOWN CLERK