

**Town of Andover**  
**Board of Finance**  
Budget Public Hearing and Regular Meeting Minutes  
Wednesday, April 24<sup>th</sup>, 2024 – 7:00pm  
Location: virtual Zoom meeting

Members Present: Marc Brinker, Joanne Hebert, Brian Briggs, Bill Desrosiers, Louise Goodwin, Kimberly Person

Members Excused: Robert England

Town Administrator: Eric Anderson

Board of Education: Shannon Loudon

Public Present: Cathy Desrosiers, Leigh Ann Hutchinson, Linda Fish, Anne & Gerry Cremè, Jed Larson

**Budget Public Hearing Minutes**

**1. Call to Order/Pledge of Allegiance** – Marc Brinker called the Public Hearing to order at 7:00pm. The Pledge was recited.

**2. Receive Comments from the Public**

Marc Brinker shared screen and gave brief overview of draft budget. Reviewed 3 main expenditure costs – RHAM, AES, Town. Current Budget request comparison to previous years and percent change. Highlighted large changes: revenue changes, RHAM budget reduction due to Andover student enrollment, AES 2.7% increase. Town expenditure changes: Community Center addition, medical insurance increase, Capital Funds (multi-use building fund, bridge & culvert fund, AES capital fund establishment, open space fund). Reviewed mill rate calculation – 31.46.

Linda Fish – none

Cathy Desrosiers – commented regarding Community Center annual maintenance line, heating for new building (ductless split), CT Partnership for Municipal health plans, funds to furnish Community Center

Anne & Gerry Cremè – none

Shannon Loudon – appreciates Board of Finance's hard work on budget, commented on Community Center Director salary. Eric Anderson provided information regarding responsibilities and duties of position

Leigh Ann Hutchinson – commented regarding Community Center Director position (full time versus part time), similar positions in surrounding Towns

Jed Larson – thanked Board of Finance for work on budget, commented regarding Fire Commission budget – Eric Anderson answered regarding Fire Commission, Town supplies most of operating expenses. Discussed Multi-Use Building Fund and uses – priority of fund created was for previous Community/Senior Center, Town able to use ARPA funds for construction of building – fund to also be used towards Senior Transportation garage project on Center Street, and viewing current balances of permanent funds

Shannon Loudon – commented regarding Administrator's section of budget, addition of Project Manager position, decrease in Administrative Assistant line to just a stipend for work in addition to Tax Collector salary. This will free up some funds to use towards Project Manager position – some grants and projects can cover part of the Project Manager cost

**3. Close or Continue the Public Hearing**

**4. Adjournment** – Bill Desrosiers MOTIONED to close the Public Hearing and adjourn the meeting at 7:45pm. Louise Goodwin SECONDED. MOTION CARRIED 6:0:0

## Regular Meeting Minutes

**1. Call to Order/Pledge of Allegiance** – Marc Brinker called the meeting to order at 7:46pm. The Pledge was recited.

**2. Public Speak** – none

**3. Changes/Additions to Agenda** – Joanne Hebert MOTIONED to remove agenda item 5a. New Business – Treasurer. Bill Desrosiers SECONDED. MOTION CARRIED 6:0:0. Joanne will reach out to the Treasurer regarding needs for Finance Office moving forward.

**4. Old Business**

**a. Review Policy for AES Capital Expenditures** – Shannon Loudon provided update; draft created, reached out to CAFE representative and Board of Education legal team for review. Will discuss and finalize at the May meeting

**b. Review of Budget to Actual**

**c. Check Register**

**d. Audit Review** – previously reviewed audit findings, audit has been accepted, Corrective Action Plan submitted, moving in positive direction

**e. Approval of Capital Purchase Process form** – Eric Anderson shared screen with form and updates made from discussion at last meeting. Joanne Hebert MOTIONED to approve the current version of the Capital Purchase Process form. Bill Desrosiers SECONDED. MOTION CARRIED 6:0:0

**5. New Business - REMOVED**

**a. Treasurer**

**6. Approval of Meeting Minutes** – move to next month's agenda

**a. March 27<sup>th</sup>, 2024 Regular Meeting Minutes**

**b. April 3<sup>rd</sup>, 2024 Special Budget Meeting Minutes**

**c. April 10<sup>th</sup>, 2024 Special Budget Meeting Minutes**

**7. Budget Discussion** –

Reviewed proposals and reductions discussed at previous meeting, confident in salary figures presented in spreadsheet, insurance consortium cost, insurance bill with CIRMA may change based on adding new Town building and staff member, MERF data, previous year comparisons of mill rate, and budget drivers. Bill Desrosiers MOTIONED to adopt the budget as submitted and shown for the 2024-2025 Fiscal Year. Brian Briggs SECONDED. MOTION CARRIED 4:2:0 with Joanne Hebert and Kimberly Person voting against.

Town Budget Meeting on May 1<sup>st</sup>, budget will be presented.

**8. Administrator's Report** - Eric Anderson shared screen with current Grants for the Town. These Grants include Senior Transportation cost, DOT grant (16 passenger bus), Legislative grant for Connectivity study, LOTCIP grant, 2022 STEAP, STEAP grant for recreation field improvements, State/Local Bridge Program, Federal/Local Bridge Program, Department of Homeland Security grant, ARPA grant for Community/Senior Center, DOT micro grant for e-Bike program, Eastern Highland Health District funds. Submitted grants for Rec Trails grant, and for Federal Legislative Congressional grant for new generator and to finish Community/Senior Center. Discussion on liability of e-Bikes, insurance cost – waiting on Board of Selectmen approval.

**9. Liaison Reports** – none

**10. Board Open Discussion** – recap of joint meeting with Auditor. Reviewed audit, Corrective Action Plan, financial reporting, needs for Treasurer and Finance Office, Board of Finance reporting – agreement reached or what the Treasurer will need on a monthly basis. Discussed procedures and timeline for Town Budget Meeting and referendum. RHAM Referendum on May 7<sup>th</sup>.

**11. Correspondence** – email received from Celeste Willard (BOE) regarding transfer request of surplus funds into Capital account. Will address at next meeting.

**12. Public Speak** – none

**13. Adjournment** – Louise Goodwin MOTIONED to adjourn the meeting at 8:42pm. Joanne Hebert SECONDED. MOTION CARRIED 6:0:0