

**Town of Andover**  
**Board of Finance**  
Regular Meeting & Budget Workshop Minutes  
Monday, March 22<sup>nd</sup>, 2023 – 7:00pm  
Location: Virtual Zoom Meeting

Members Present: Marc Brinker, Joanne Hebert, Robert England, Louise Goodwin, Linda Fish, Bill Desrosiers, Brian Briggs  
Town Administrator: Eric Anderson  
Town Treasurer: Cheryl Miller  
RHAM Board of Education: Superintendent Colin McNamara, Eric Shevchenko, Kirsten Erlandsen

**1. Call to Order/Pledge of Allegiance**

Marc Brinker called the meeting to order at 7pm. The Pledge was recited.

**2. Public Speak – none**

**3. Additions/Deletions to the Agenda**

Marc Brinker MOTIONED to move agenda item 6a. and agenda item 5a. before agenda item 4. Robert England SECONDED. MOTION CARRIED 7:0:0

Joanne Hebert MOTIONED to remove agenda item 6c. and add to the next month's meeting agenda. Louise Goodwin SECONDED. MOTION CARRIED. 7:0:0

Louise Goodwin MOTIONED to remove agenda item 8. and add to the next month's meeting agenda. Bill Desrosiers SECONDED. MOTION CARRIED 7:0:0

**6. Old Business**

**a. FYE 21-22 Audit Status/Update on status of Town Finance Department**

Cheryl Miller updated the Board that the Budget to Actual report is through February 28<sup>th</sup>, 2023. Checks are now being cut through QuickBooks – Accounting Associate is updating checks that have been cut since July 1<sup>st</sup>, 2022 to the correct line items in QuickBooks, Cheryl will go back and reconcile.

Discussion on the Resident State Trooper bill – invoice normally doesn't come from the State until after the close of the FY. The budgeted line item includes salary, car, etc.

Update on Audit status: all smaller funds have been updated, reconciled, and put into the Excel workbook. QuickBooks files have been tied out and uploaded to the Auditor, audit book is 80% complete – hoping to have uploaded by the weekend. Will check with Auditor's for when they would like to come in and start testing.

**5. Budget Workshop**  
**c. Presentation of RHAM Budget by Superintendent**

PowerPoint presentation of Budget was shared on screen.

Proposed budget of \$31,139,381 – 2.85% increase (\$30,598,391 operating & \$540,990 capital)

Andover’s LEVY cost - \$4,493,413 (\$4,415,340 operating & \$78,065 capital) decrease of \$541,540 from last year

Superintendent Colin McNamara reviewed the net operating budget by object code and reviewed drivers that are increasing the budget – health insurance, contracted salary increases, technology/software, custodial, natural gas, adding & removing positions.

Audit for FY 2021-2022 was complete in February, leaving a surplus of \$363,436 after year close – will be used for items and services so that the 2023–2024-year budget can be reduced. Using \$87,000~ from the current year’s budget to pre-purchase items for the 2023-2024 year.

RHAM ranks among the lowest in per pupil spending when compared to other regionalized school districts – reviewed enrollment numbers and projections between October 1, 2015 and October 2032.

Additionally reviewed Capital Improvement Plan projects and the timeline of budget meetings.

Board members asked questions regarding funding for Professional Development or workshops on diversity – there is a budget line item for Professional Development included in the budget, grant funding is also allocated towards costs. Additional increase in custodial supplies and maintenance equipment due to unfunded mandates from the State – includes sanitary napkin dispensers in restrooms and HVAC system changes.

Eric Shevchenko spoke briefly about the budget and regarding the concerns of Andover voters.

**4. Town Administrator’s Report**

Eric Anderson gave a quick update on some additional costs the Town may see for this current year – regarding compliance with the Uniform Relocation Act and enforcement action against a renter and tenant. May begin to allocate money to these costs in the future – budget does not include them currently.

**5. Budget Workshop**  
**a. CIP Request**

Andover Fire Commission is looking to purchase a new vehicle. Rob England shared information – Fire Department currently has 2 trucks that are over 30 years old, want to consolidate down to one, \$1,000,000 to purchase the vehicle outright – looking at leasing options would be around \$114,000 per year, will need to get up to date pricing costs to CIP. Eric met with the CIP representative from the Fire Commission – their Capital Plan will be presented to the Board of Finance potentially at the next meeting on March 29<sup>th</sup>, 2023.

The Economic Development Commission is also looking for potential funding around \$5,000 for ‘Welcome to Andover’ sign(s).

Budget Discussion: value that the new Dollar General adds to Town, around \$39,700 in tax dollars per year, valued at 80% completion from when building was not yet completed.

Board of Selectmen request to purchase an additional vehicle for Senior Transportation – put into 2023-2024 budget.

Marc Brinker shared screen to review draft budget. Discussed revenue from the State, decrease in Town Clerk revenue as well as Building Dept revenue, reflects less house sales and building projects

Reviewed budget by line/department.

- Town Clerk will present to Board information regarding salary increase – Asst. Town Clerk is a Union position
- Waiting on updated cost of contracted software for the Tax Collector
- Assessor training line – will this be used? Purchasing NADA books
- Registrars – eliminated membership budget line, look at early voting costs
- Town Planner – presentation at Board of Selectmen meeting, Town needs to complete POCD – more cost effective to hire Town Planner than contract out, would also assist with grant applications/funding
- Computer Tech Support - \$11,461 cost from Town of South Windsor
- Electricity Increase – Town Hall switching to ductless split for heating, in turn will decrease heating oil cost
- Keep separate Furnace Maintenance line from Building Maintenance
- CRCOG – waiting on cost, no approved budget yet
- Probate Court – Shared with Manchester, no budget yet
- Public Works – diesel increase, supplies increase, salt increase
- Mowing/Ground Care – 6-7 areas mowed by Andover Landscaping, Hebron Parks & Rec takes care of ball fields, irrigation, etc.
- Old Cemetery Maintenance – Town receives grant for neglected cemetery, variable amount each year
- Street Lighting – increase in cost
- Fire Commission – increase in electricity, propane, diesel, radio repair and software costs. Will present costs to Board
- New Senior Transportation Vehicle (hybrid)
- Update AHM budget line
- Adding First Selectman's Salary back in due to election
- Board of Finance – legal services line – look into if it is needed.
- Conservation Commission – conference line increase
- Board of Assessment Appeals – salary line – look into if it is needed.
- Part-Time Scheduler for Recreation – Joanne Hebert summarized from Board of Selectmen meeting
- Discussion on RHAM budget

3/29/2023 Meeting – Andover Fire Department presentation on truck purchase, Town Clerk salary increase presentation, AES budget presentation, updated information from RHAM budget, and dollar amount for CIP to purchase sign(s).

## 6. Old Business

- Hiring of new Finance associate** – has started and doing well in office
- ~~**Draft Review of Policy on Financial Reports**~~ – REMOVED
- Review and Approve AHM Budget** – Joanne Hebert MOTIONED to approve the AHM budget as presented. Robert England SECONDED. MOTION CARRIED 7:0:0

**7. New Business**

- a. **4/19/2023 Budget Meeting Conflict with Board of Education Meeting** – Marc Brinker MOTIONED to change the date of the Public Hearing to Thursday, April 20<sup>th</sup>, 2023 (same time). Bill Desrosiers SECONDED. MOTION CARRIED 7:0:0
- b. **Overage Report** – Eric updated Board on over expenditures from Public Works regarding work done in the Town Garage, snow removal, and fire extinguishers. Over expenditure for Social Services as well.

**~~8. Approval of Meeting Minutes~~**

- a. **~~February 22, 2023 Meeting Minutes~~** – REMOVED

**9. Liaison Reports** – none

**10. Board Open Discussion** - none

**11. Public Speak** – none

**12. Adjournment**

Louise Goodwin MOTIONED to adjourn the meeting. Brian Briggs SECONDED. MOTION CARRIED 7:0:0

\* The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our [www.facebook.com/townofandoverct](https://www.facebook.com/townofandoverct) page for community updates! Helpfully submitted by the Board Clerk Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.