

Town of Andover
Board of Finance
Wednesday, October 28th, 2020 at 7:00 P.M.
Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

Chair Marc Brinker called the Regular Meeting to order at 7:00 P.M.

The Pledge of Allegiance was recited.

Members Present: Chair Marc Brinker, Vice Chair Diane Choquette, Curt Dowling, Louise Goodwin, Linda Fish, David Hewett, Rob England

Town Treasurer: Barbara Griffin, Town Administrator: Eric Anderson, Admin Assistant: Amanda Gibson

Others Present: Nick Lavigne from the Community Voice Channel

2. Public Speak – None.

3. Additions/Deletions of Agenda Items

Diane Choquette MOVED to add an Executive Session as Item 13. Mahoney Sabol Payment

Curt Dowling SECONDED

MOTION 7:0:0

4. Town Administrator's Report by Eric Anderson – Provided in the meeting packet.

Eric Anderson provided a verbal report.

Louise Goodwin required if the new Assistant Town Clerk opted in for health insurance. Eric Anderson explained that Mattea Whitford agreed to accepting more in her hourly rate in lieu of health insurance, saving the town about \$6k in funds.

Marc Brinker inquired on the brush pile at the Transfer Station. Eric Anderson explained that the brush pile has accumulated over a three-year period, and the brush pile needs to be addressed each year going forward.

5. Treasurer's Report by Barbara Griffin

- a. Town Budget Summary – Provided.
- b. Revenue Summary – Provided.
- c. TAR Spending – Provided.
- d. Over Expenditure Report – Provided.

Barbara Griffin shared that there will be extra costs for the Registrars of Voters election. A part-time employee, Alicia Lee, was hired in the Town Clerk's Office to help process absentee ballots. The Secretary of State has awarded approximately \$4k in grant funds to help offset town costs. Senior Transportation program is operating but at lower costs, with less clients and no senior trips or activities. Due to the Assistant Treasurer leaving, there is now a large savings due to her previous health insurance benefit package.

Eric Anderson shared that the Public Works Department has increased in mowing and ground care, including a new well and well pump at Veterans Memorial Field. The crew sandblasted the bed and body of the 2014 Peterbuilt truck to extend its life which was \$8k in expenses. Due to the Transfer Station wall rebuild delays, the hauling fees from Willimantic Waste were more than expected. Curt Dowling inquired if the Public Works crew can haul the waste themselves similar to Hebron and Marlborough. Eric Anderson offered to look into it, but indicated there would be additional costs for labor.

6. Budget Transfers by Barbara Griffin

- a. Budget Transfers/Supplemental Appropriations
- b. Over Expenditure Requests

Members discussed whether or not the Board of Selectmen needs to approve this request prior to the Board of Finance. Members agreed on the need to manage the brush pile at the Transfer Station every year instead of every other.

Rob England MOVED to approve the Over Expenditure Request for Brush Removal at the Transfer Station as presented in the packet for an additional expenditure of \$6,500.

Louise Goodwin SECONDED

MOTION CARRIED 7:0:0

7. Old Business

- a. Governor's Executive Order

Town Administrator Eric Anderson announced there is a new system for alerting municipalities with updates. Due to a resurgence of cases back in the state and town, the Board of Selectmen will need to determine mitigation steps. The town has been working with their IT on a remote working plan for town employees. The Tax Collector will be returning to work after quarantining due to possible exposure to a positive case. She tested negative and will return to work on Monday, November 2nd. The town is receiving a reimbursement of approximately \$6k in COVID-19 related expenses. Diane Choquette suggested all Community Room meetings return to virtual Zoom. Curt Dowling stated that all Fire Commission meetings will return to virtual Zoom. Eric Anderson shared that the town's safe Halloween event will still occur on Saturday, October 31st. Louise Goodwin suggested the town sends out a COVID-19 update via the Emergency Alert notification system in the near future.

- b. FY 2020-21 Town Budget – None.

- c. BOE Request for unexpended funds in the School Improvement account

Marc Brinker will have a copy of the letter from the Board of Finance to the Andover Elementary School Board of Education at the next Regular Meeting.

- d. Transportation Infrastructure Overview – Previously discussed at last meeting.

8. New Business

Discuss and act upon the following:

- a. Hiring Committee for Assistant Finance Officer

Diane Choquette shared that interviews have been conducted with various applicants on Thursday, October 22nd, Monday, October 26th and the last set is tomorrow, Thursday, October 29th. The committee hopes to confirm the new employee very shortly.

- b. Audit Status

Barbara Griffin reported that she has been communicating with the auditors of Mahoney Sabol and the process will be conducted virtually. She shared that she has been working on schedules and statements, the state report for COVID reimbursement and new PrimePay timeclocks. She is requesting to work additional hours per week to work on audit statements.

- c. Transfer Station Brush Grinding - Previously discussed.

d. 2021 Meeting Schedule

Rob England MOVED to adopt the proposed 2021 meeting schedule with amendments to the following dates as Wednesday, November 17th and Wednesday, December 15th.

Linda Fish SECONDED

MOTION CARRIED 7:0:0

e. FY 2019-2020 Annual Report

Chair Marc Brinker offered to work on the report to submit.

f. RHAM Board of Education Contract Negotiations

Eric Anderson shared that Interim Superintendent at RHAM has negotiated teacher contracts early, inviting a Board of Finance member for a discussion. Chair Marc Brinker offered to be available.

9. Approval of Meeting Minutes

a. Wednesday, September 23rd, 2020 Regular Meeting Minutes

Rob England MOVED to approve the Wednesday, September 23rd, 2020 Regular Meeting Minutes

Louise Goodwin SECONDED

MOTION CARRIED 7:0:0

10. Liaison Reports

Diane Choquette: Community Senior Center Building Committee will meet on Thursday, November 12th. The draft plans have been completed, with the site and scope identified.

11. Board Open Discussion

12. Public Speak – None.

13. Executive Session for Mahoney Sabol Payment

Louise Goodwin MOVED to enter into Executive Session at 8:25 P.M. with Town Administrator Eric Anderson and Treasurer Barbara Griffin to discuss the Mahoney Sabol Payment.

David Hewett SECONDED

MOTION CARRIED 7:0:0

Executive Session ended at 8:49 P.M.

14. Adjournment

Chair Marc Brinker adjourned the Regular Meeting at 8:50 P.M.

**Please visit our town website at www.andoverct.org for upcoming VIRTUAL meetings with instructions on how to join. 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 page for community updates!*

Helpfully submitted by the Board Clerk/Administrative Assistant, Amanda Gibson. Amanda Gibson

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.