

**Town of Andover  
Board of Finance**  
Wednesday, November 18<sup>th</sup>, 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.

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

Members Absent: Curt Dowling

Town Administrator: Eric Anderson, Admin Assistant, Amanda Gibson

Others Present: Nick Lavigne from Community Voice Channel

2. Public Speak – None.

3. Additions/Deletions of Agenda Items – None.

4. Town Administrator's Report

Eric Anderson presented his report. \*See included.

5. Treasurer's Report

- a. Town Budget Summary – Provided.
- b. Revenue Summary – Provided.
- c. TAR Spending – Provided.
- d. Over Expenditure Report – None.

Eric Anderson shared there are overages for the Registrars, Transfer Station's brush pile removal, and over time for Public Works' wind storm aftermath.

Members discussed ways to spend funds on tree trimming and removal annually.

Amanda Gibson thanked Barbara Griffin for all her time and efforts.

6. Budget Transfers – None.

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

7. Old Business

- a. 2021 Meeting Schedule  
Schedule has been submitted to the Town Clerk.
- b. COVID-19 Update  
Previously discussed in Town Administrator's Report.
- c. FY 2019-2020 Annual Report  
Chair Marc Brinker to submit.
- d. BOE Request for unexpended funds in the School Improvement account  
Chair Marc Brinker submitted a letter to the Board of Education.
- e. RHAM Board of Education Contract Negotiations  
Marc Brinker met with the Hebron Board of Finance Chair, representative from the RHAM Board of Education and interim Superintendent to discuss Region 8 teacher contracts for the upcoming year.

8. New Business

Discuss and act upon the following:

- a. Hiring of Assistant Finance Officer  
Eric Anderson shared that Marina Pandolfi has been hired as the Assistant Finance Officer for the Town Hall and Andover Elementary School. Her first day is Monday, November 23<sup>rd</sup>.

- b. Finance Director Position  
Eric Anderson shared that they have received a few applications and need to start the interview process as soon as possible in order to fill the position. Members suggested posting the position on other platforms.
- c. Software Transition  
Eric Anderson stated that there has been no progress since the last meeting.
- d. Audit Status  
The town has provided all requested information to Mahoney Sabol at this time.

9. Approval of Meeting Minutes

- a. Wednesday, October 28<sup>th</sup>, 2020 Regular Meeting Minutes  
Diane Choquette MOVED to approve the Wednesday, October 28<sup>th</sup>, 2020 Regular Meeting Minutes  
Louise Goodwin SECONDED  
MOTION CARRIED 6:0:0

10. Liaison Reports

Linda Fish presented on behalf of Andover Hebron Marlborough Youth and Family Services. She attended the AHM Oversight Committee meeting last week. Members discussed how to revise the budget process going forward. She also shared that the Public Library had its own Personnel policy when Librarian Amy Orlomoski was hired. She also stated that Amy has always worked more than 26 hours per week and received full time benefits. Members discussed how COVID is affecting individual families and how that will affect the budget process again this year. Members discussed possibility of bonding for future bridge and roadwork repair.

11. Board Open Discussion

12. Public Speak – None.

13. Adjournment

Rob England MOVED to adjourn the Regular Meeting.  
Linda Fish SECONDED  
MOTION CARRIED 7:0:0  
Chair Marc Brinker adjourned the Regular Meeting at 8:21 P.M.

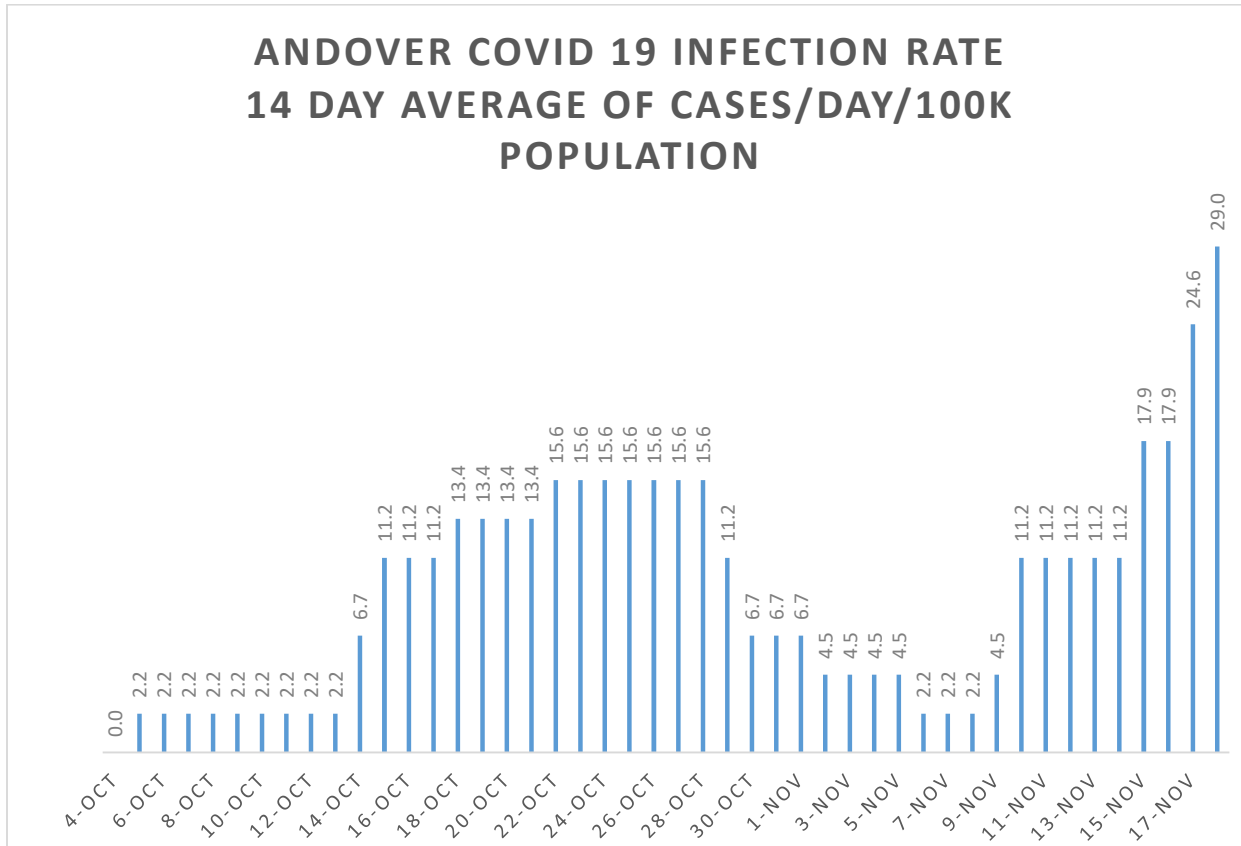
Helpfully submitted by Board Clerk/Administrative Assistant, Amanda Gibson.

# Town Administrator's Report for the Wednesday, November 18<sup>th</sup>, 2020 Board of Finance Regular Meeting

**COVID-19.** The town of Andover has had a sharp rise in COVID-19 . We are now in a red zone indicating between 10 and 15 cases per 100,000 people per day. EHHD is monitoring the increase.

As of today the state of Connecticut has reverted to phase 2.1 of the governors reopening plan. From the towns perspective we are not anticipating any immediate changes. But we will watch it carefully.

## Covid 19 information in Andover Updated info:



We now anticipate changes in posture at the town Level.

Connecticut as a whole is averaging 14-16 cases/day/100,000 right now. So Andover is up there for infection rate. The governor of the State reverted Connecticut back to phase 2.1 This does not have a big effect on us.

What does cause problems is executive order 9H and in conjunction with the DPH guidelines issued.

**1. Remote Participation in Municipal Meetings. Notwithstanding any provision of the Connecticut General Statutes, Regulations of Connecticut State Agencies, or any ordinance, charter, bylaws or other rule: a. Any municipal (as defined in Section 12 of Executive Order No. 71) agency, board, commission, council or local legislative body, and, in a municipality where the legislative body is a town meeting, the board of selectmen, may hold a public meeting or hearing that provides for remote participation in its entirety, or for remote participation in conjunction with an in-person meeting, which shall be referred to herein as a "hybrid meeting." Remote participation shall include the opportunity to offer public comment, if otherwise generally permitted at such meetings, and the ability of electors or qualified voters to vote, if eligible pursuant to state statute, municipal charter, or other applicable legal authority, at any meeting, annual town meeting or special town meeting. Officials conducting hybrid meetings shall make provisions to allow at least some members of the public and press to attend in the same location as the officials conducting the meeting in a manner consistent with public health guidance for limiting the transmission of COVID-19. Municipal bodies conducting in-person or hybrid meetings shall consult with and take steps recommended by local or state public health officials to conduct such meetings in a manner that significantly reduces the risk of transmission of COVID-19. Remote and hybrid meetings shall proceed in a manner as closely consistent with the applicable statutes,**

***special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in the Freedom of Information Act, as modified by Executive Order No. 7B. b. No member of any municipal agency, board, commission, council or local legislative body shall be denied the opportunity to participate and vote in any meeting or proceeding using remote technology if such member requests to do so, and a member of any such body may request to participate remotely in all meetings for the duration of the public health and civil preparedness emergency, and shall not be required to file an individual request for each meeting.***

We can legally conduct all meetings by Zoom. This is the easiest route

If boards Meet in Person, there must be provisions in place for ANY board member to attend remotely. IE each in person meeting must be set up so any member that decides they want to attend from home can do so (Hybrid) The Public must be allowed the ability for public comment.

If a board wants to meet in public, at least some members of the public and press must be allowed in

\*We will have a public Town Meeting in January to accept the donation of 2 land parcels. This will be revenue neutral to the town

### **Elections:**

I would like to publicly thank Andover's Registrars and all poll workers. Thank you for a professional and well run election and all your hard work. Thank you also to the residents of Andover who turned out in record numbers at this election.

Andover had 2374 eligible voters before election day

On election day, 32 voters registered and voted

So the total was 2406 eligible to vote

A total of 2105 voters voted in person or by absentee ballot in the 2020 elections

Andover's turnout was 87%

### **Public Works:**

I have been employing Richard Begin basically full time as the 4<sup>th</sup> PW employee as a temp hire.

We are currently advertising for both the PW Supervisor position as well as a Maintainer position. Interviewing for both positions currently.

Road Foreman Ed Kasecek is leaving December 1<sup>st</sup>. We are in the hiring process for his replacement and shifting to a supervisor. We have a candidate in mind but there is a definite gap in salary between what we pay now and what he wants.

We continue to hire Richard Begin as a temp employee in PW.

We are also in the hiring process for a Maintainer one. (entry level position)

We have already exceeded the budget for OT for public works. This can be covered one of two ways:

1. From the salary and benefits line item from the 4<sup>th</sup> public works employee
2. From the snow plowing budget for OT if it is a mild winter

Ed Kasecek Payout for sick days- The BOS has been asked by the Union to consider paying out Ed ½ his unused sick time. Ed maxed out his sick day's years ago because he does not really take sick days very often. This will considerably deplete the town fund for final payouts. We agreed in writing at this time.

We have completed shimming of part of Bunker Hill Rd, Lake Rd, Erdoni Rd, West St.

Continuing to fill potholes using a hot box borrowed from Bolton (\*thank you Bolton PW)

Precision Weather Forecasting: I demoed a weather service tailored to PW departments this winter to see if it is worth wile. So far it seems reasonable. Will update you when we have more information.

### **Bunker Hill Bridge:**

No major update from last month. We are continuing to work with our consultant Close Jensen and Miller to keep this project rolling. The survey work **BEGAN** the first week of November by a DOT survey crew.

We are still looking at Spring 2022 to start the actual bridge construction work.

**Times Farm Bridge:**

Still on hold awaiting CME reassigning a new engineer for coverage. We have submitted paperwork to DOT requesting certification of new personnel. We are now just waiting on a final cost accounting of one of the change orders from CME. As it stands, there is a \$17,000 discrepancy. CME has to resolve to the states satisfaction before we can proceed.

**STEAP Grant:**

Still no word on STEAP grant for a paving Project (reclaim and pave) a section of Long Hill Rd as well as a section of Shoddy Mill Rd. \***11/9 Steap grant notification award of \$128,500**

**Connectivity Grant:**

Still no major update, phase one of the project the signalized upgrade is not finished yet. CDOT will not issue encroachment permit letter until phase 1 is complete. As of November 12<sup>th</sup>, they finished the sidewalk and ramps poured. I need to rerequest the DOT send the encroachment permit.

**Town Hall:**

Planning underway with employees and IT in case the town hall needs to shut down again as appropriate as covid spikes. As you all know the Town hall is open by appointment but will close to the public as of next week. The covid case count in Connecticut and town is rising rapidly. I have asked all departments to give me a plan for how they will transition back to remote operations if necessary. I am hopeful this will not be necessary.

Planning is also underway for a backup internet connection at the town hall incase CNET goes down. Likely will by some sort of mifi.

**I am implementing Security mentor an online training program for computer and cyber safety for town Personal**

**Finance Office:**

Interviews for Assistant Finance Officer complete. We hired Marina Pandolfi. We wrote the Union a memorandum of understanding regarding the change. Hope to finalize tomorrow.

Barbara Griffin is leaving effective November 28<sup>th</sup>. Laura Edwards is willing to fill some of the gap between now and January 7<sup>th</sup> when she retires, she will work as a consultant 1099 employee for 75\$/ hour. Considering we pay no benefits that is not unreasonable. There is one other possibility but she is even more expensive.

**Library:**

As you know the town has instituted a new Personnel Policy. The Andover Library Board has had an agreement with the Head Librarian Amy regarding benefits (vacation and sick time). What is being done does not conform to the new or old personnel policy and there is no stand-alone document outlining what the benefits are. For practical purposes, the town has been treating her as a full time employee- that just works 26 hours per week. I do not want to blatantly disregard the personnel policy, because that opens us up to a range of problems. I asked the Library Board to do 1 of 2 things:

1. Write with the town a stand-alone employment contract with Amy that corresponds to what we have been doing historically. IE codify the existing relationship with a document that supersedes the language of the personnel policy.
2. Make her a 30 hour per week employee so that she is effectively a FT employee, and fits within the existing personnel policy. This will not change merf or cost of insurance. This would increase the salary line item for the Library director ~\$6400 per annual.

**Revaluation:**

The revaluation process by the Assessor's office is beginning now. We sent a mailer to all residents, got press releases in the papers, and used the website and social media to push it to inform residents.

**Town Clerk:**

We hired a new Assistant Town Clerk, Mattea Whitford. That person opted for partial payment in lieu of health benefits. This will save the town approx. \$6,000 per year.

**Oil and Diesel:**

We should consider locking in prices now for 2021 season. Oil and diesel prices still very low. Still difficult to predict total fuel usage. BOF approved locking in prices now.

**Finance Department:**

Will need to interview ASAP for the Finance Director Position. Laura Edwards submitted her resignation effective Jan 1<sup>st</sup> as the business manager for the Andover Elementary School.

Barbara Griffin submitted her resignation effective 11/28/2020.

**Federal Reimbursement:**

We are filing for repayment of COVID related expenses with FEMA/state. This will be \$9,000 if we get it all.

We are not going to file for storm related expenses too much paperwork relative to the reimbursement.

**Future Issues:**

We may overextend the Registrars budget due to all the additional requirements for this year's voting. We will not be over now, but likely will when we have referendums next year.