

**Town of Andover  
Board of Finance**  
Wednesday, December 16<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, Linda Fish, Rob England, Louise Goodwin, Curt Dowling

Members Absent: Vice Chair Diane Choquette, David Hewett

Town Administrator: Eric Anderson, Admin Assistant: Amanda Gibson

Community Voice Channel: Nick Lavigne

2. Public Speak – None.

3. Additions/Deletions of Agenda Items – None.

4. Town Administrator's Report

Eric Anderson provided report. \*See included.

Curt Dowling suggested for the new Public Works Supervisor salary to be placed in a separate line item from the Public Works union positions. Curt Dowling requested the contract for the Public Works Supervisor.

Linda Fish inquired on the status of the scam involving payment to the town's audit company Mahoney Sabol. Eric Anderson shared that the town has submitted a claim with CIRMA insurance company.

5. Treasurer's Report

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

6. Budget Transfers

- a. Budget Transfers/Supplemental Appropriations – None.
- b. Over Expenditure Requests – None.

7. Old Business

- a. COVID-19 Update – Previously discussed.  
Eric Anderson announced the Governor's Executive Order, requiring municipalities to decide if they want to delay tax payments or offer low interest rates for residents for the January 2021 payment.

8. New Business

Discuss and act upon the following:

- a. Finance Director Position  
Eric Anderson shared that interviews are underway. Andover Elementary School Business Manager Laura Edwards is retiring on January 7<sup>th</sup>, 2021 but has offered to help as a contracted employee.
- b. Software Transition  
Eric Anderson reported that the transition with Edmunds software is in progress but suggested for a new Finance Director to be in place prior to the transition.
- c. Audit Status  
Mahoney Sabol has filed for an extension as the audit will not be completed by January 1<sup>st</sup>, 2021. The town will not have completed financial statements due to turnover.

9. Approval of Meeting Minutes

a. Wednesday, November 18<sup>th</sup>, 2020 Regular Meeting Minutes

Rob England MOVED to approve the Wednesday, November 18<sup>th</sup>, 2020 Regular Meeting Minutes

Linda Fish SECONDED

MOTION CARRIED 4:0:1 Curt Dowling abstained

10. Liaison Reports

Capital Improvement Planning Committee:

Louise Goodwin shared that the committee discussed improvements at Veterans Memorial Field and Community Center. The committee to hold a Special Meeting on Monday, December 21<sup>st</sup>.

Andover Hebron Marlborough Youth and Family Services (AHM):

Linda Fish shared that the Oversight Committee has been discussing revisions of the towns' agreement. The next meeting is on Tuesday, December 22<sup>nd</sup> at 11:00 A.M.

Eastern Highlands Health District:

Eric Anderson shared that the overall increase in next year's town budget will be 3.3%.

CIRMA Insurance Company:

Eric Anderson shared that insurance rates were locked in for 3 years and will remain the same for 2021.

MidNEROC:

Located in Willington, 15 towns participate in the Household Hazardous Waste Disposal program. A warehouse located in Georgia has an ongoing investigation for hazardous waste located in their facility which the towns involved may be liable for. Rob England offered suggestions based on his expertise.

11. Board Open Discussion – None.

Curt Dowling inquired on updates from the Community Senior Center Building Committee.

12. Public Speak – None.

13. Adjournment

Rob England MOVED to adjourn the Regular Meeting

Curt Dowling SECONDED

MOTION CARRIED 5:0:0

Chair Marc Brinker adjourned the Regular Meeting at 8:32 P.M.

\*Please visit our town website at [www.andoverct.org](http://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](https://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.

# Town Administrator's Report

## for the Board of Finance Wednesday, December 16<sup>th</sup> Regular Meeting

### Very Sad news:

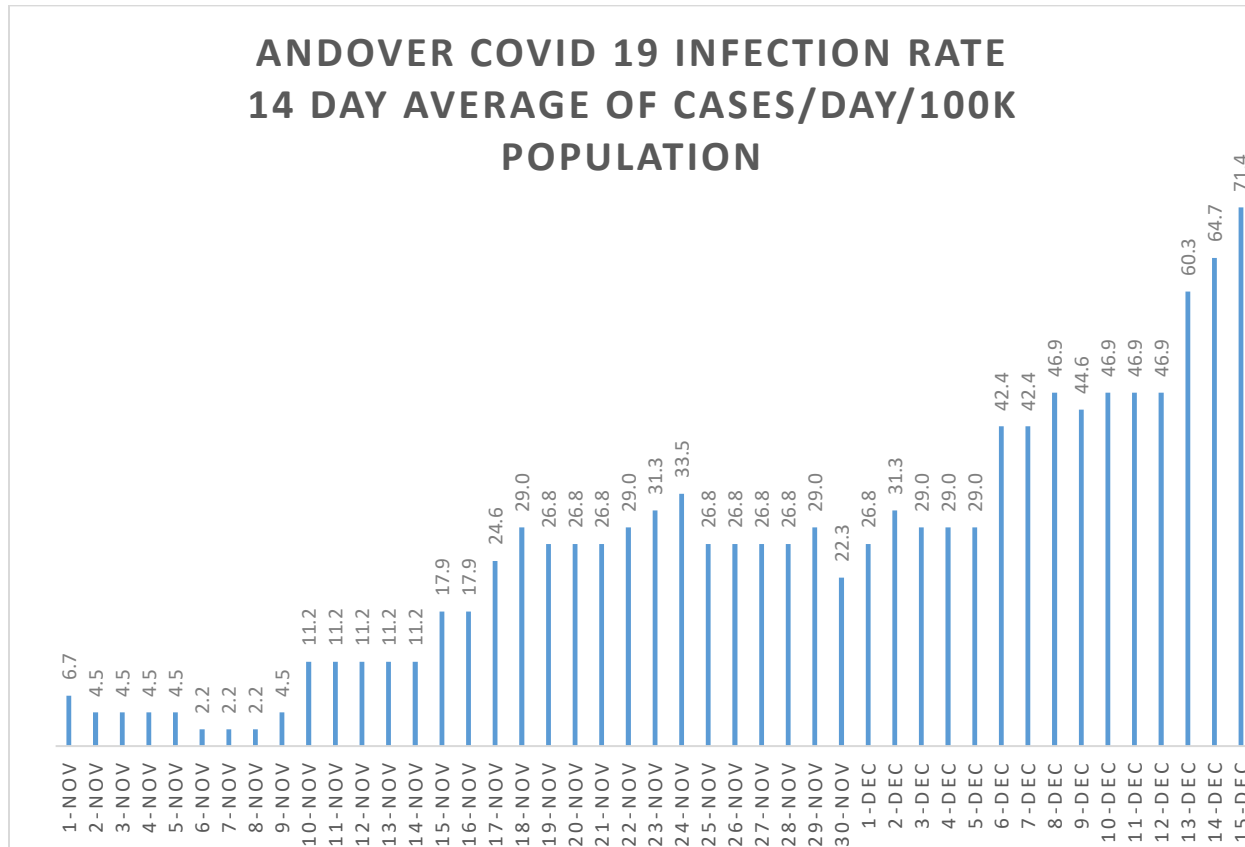
Andover Volunteer firefighter Gary Calvo passed away from a heart attack last week. He was a 19 year member of the fire department. The family has set up a go fund me site to pay for the funeral expenses

[Fundraiser by Taylor Horton : Gary Calve funeral costs and expenses \(gofundme.com\)](#) link an the Andover Support Group So far has raised over \$6500

### Covid Update as of 12-14-2020:

First delivery of vaccine today in CT !!!

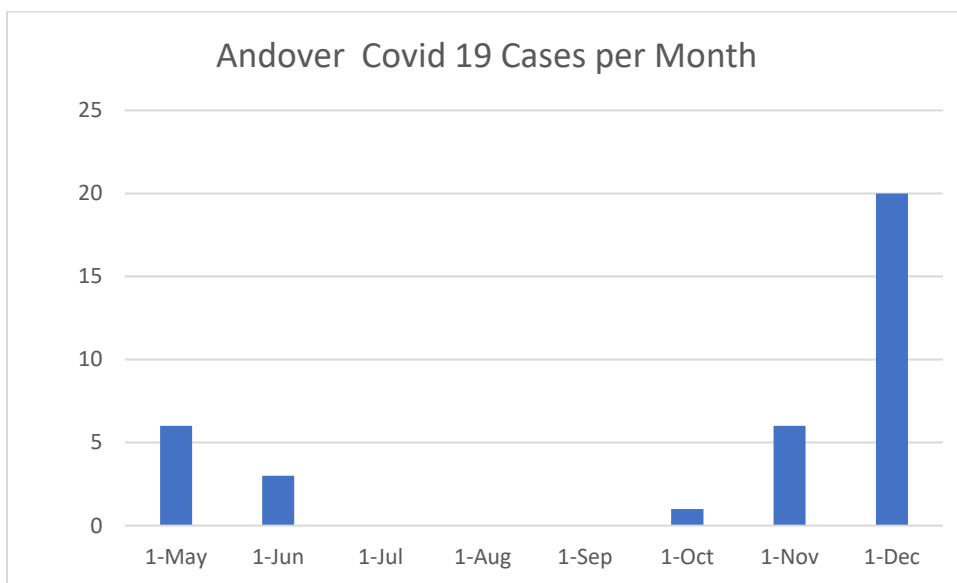
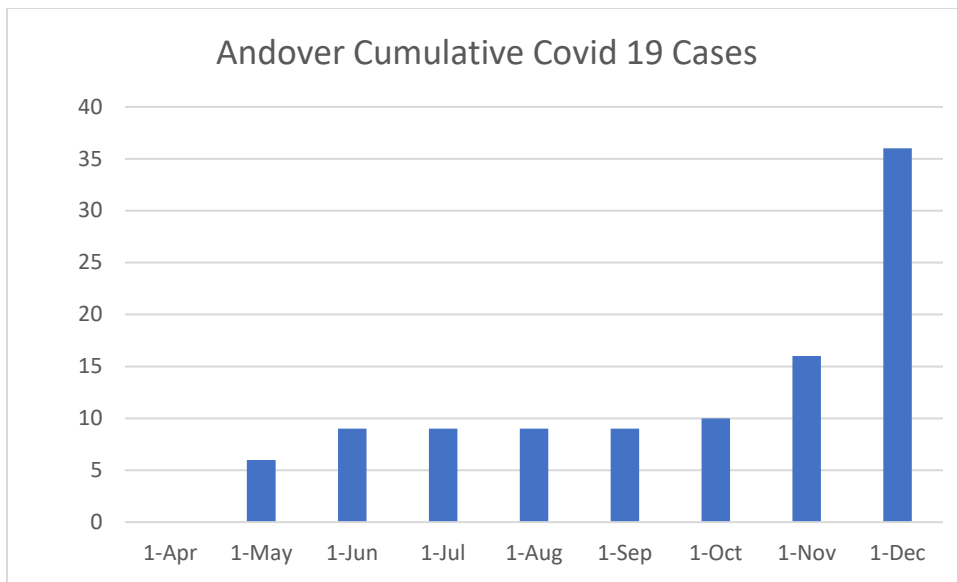
This is rapidly evolving. As of today Andover has **had 63** positive Covid cases and 1 death. As of today Here is Andover's numbers for infection rate.



Connecticut overall is running around 76 now so we are still below the state average although both are rising. Nationally the number is ~70.

Nationally, the states that were the hardest hit are starting to get better as they initiate lockdowns.

In the first 15 days of December Andover had **30** new Covid 19 infections. We had more cases in the first 8 days of December than in the first 7 months of the pandemic.



The other concern is hospital beds

October 1 Connecticut had **110** patients hospitalized with COVID 19

November 1 Connecticut had **340** patients hospitalized with COVID 19

December 1 Connecticut had **1212** patients hospitalized with COVID 19

This increase leveled off a bit the last few weeks-which is good

The good news is that the average stay in the hospital is ½ as long as it was in June so that is part of the reason we are only at 1200 hospitalized.

The Governor is going to have to make some hard decisions about keeping restaurants open.

Announced today the opening of the Harford convention center as a Covid treatment center

#### Federal Reimbursement:

We received ~7000 in Covid related expenses reimbursed from the federal government. I will refund the library their share of the expenses and use the rest at the town level.

**Just Announced:** Additional Covid money allocated for towns. Andover's allocation is potentially \$24,648. Per the conference call we can allocate the sum to our public safety line item and then reallocate as needed.

## **Personnel Related Costs:**

### Public Works

Edwin Kasecek Public works road crew foremen retired effective Dec 1. I would like to thank Ed for 33 years of service to the town of Andover. I hope he enjoys his retirement. His replacement, Jay Tuttle starts Dec 21 as the public works supervisor.

Non Union working supervisor position

The financial impact of this is from 2 part 1. First that the Severance Pay fund is significantly depleted. This was due in part to an agreement with Ed K to retire and be replaced with a non-union supervisor. This fund will need to be augmented in the next year's budget at least \$25,000

Secondly, we are going to be over in the spring on the Public works salary line item is the replacement for Ed is at a higher salary so that we will need to make up approximately \$10,000 at the end of the year.

Currently we are overspent in Public works OT (\$2,108) and PT temp help (\$10,038)

There are 2 factors to this, we delayed hiring the 4<sup>th</sup> PW employee until we had a hard retirement deadline. Instead I employed Richard Begin as a temp. What would have come out if the salary-Public works Line item was booked to Temp/PW

Secondly, we have had 5 call outs this fall for storm cleanup (before snow plowing season which is treated separately) Storm Eisia was the major one. Every big wind storm is bringing down trees on town roadways. Since we use our employees to cover for road guards, we are also having to pay OT to our employees whenever the roadwork runs past public works normal shift.

Going forward we will need to account for this as we look at future budgets.

The good news is that the total Public Works Salary Line item is 39% expended so we are in good shape overall.

Tropical storm Gail Nor Easter expected this evening 12-18" of snow expected.

This will likely cost the town ~ 60 hours of OT as well as another ~10-12 hours of temp Help (Mark Williams) ~ \$3000

### Finance Department

Andover hired and welcomes Marina Pandolfi as the Assistant Finance Officer. She is settling into the job nicely.

Shrinking from 3 to 2 individuals between school and town but higher salary's

Andover hired and welcomes Marina Pandolfi as the Assistant Finance Officer. She is settling into the job nicely. 52K Salary Still interviewing Finance Director. In the end the total costs will be about the same. Short term likely increased costs.

### Town Administrator

Because of last year's salary mix up, Administrators line item will be underspent ~12,000. This can be applied to the finance officer or PW supervisor

### Senior Coordinator

Additionally, we have not hired a Senior coordinator- due to Covid restrictions in services offered. This will save at least 15000 this year.

### **Town Hall:**

As you all know the Town hall is open by appointment but is semi-staffed at this point, as the COVID case count in Connecticut is rising again. Planning underway with employees and IT in case the Town Hall needs to shut down again if COVID spikes cause shutdowns at the state level again. 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. Still working out the kinks to allow all employees to work from home.

*First Town Hall employee tested Positive for COVID-19 with several others are sick and awaiting test results. Moving some offices to remote staffing.*

Planning is also underway for backup internet connection at Town Hall in case CNET goes down. Likely will be by some sort of MiFi.

Implemented a IT security training program for town employees through south Windsor. The Tax collector Eileen was the first employee to complete all the trainings. She will get a 25\$ gift certificate for being the first to complete it.

#### **Building Department:**

The Building Official has resigned. We are looking at our options either as a shared service or a salaried position. Either way costs will increase on a year to year basis \$6000-\$8,000.

As we modernize the department we also need to update our fee structure which has not been updated in many years. This will also potentially allow us to pursue an online permitting system. I am working on this as well as a simple spreadsheet to calculate it. The goal for the building department will be to capture ~80% or more of the total Department costs, currently we capture ~55%

We will likely increase expenses, but also fees for service. We should end up ahead in the long run compared to where we are now.

#### **Senior /Social Services:**

Continuing to run the bus for essential medical runs. We are also doing grocery bus runs for those that do not have cars. All Covid protocols are being observed.

This month we have had one emergency fuel request and one for diapers. Both have been accommodated.

We are unfortunately providing very limited services for seniors at this time.

#### **Land Acquisition:**

There will be a resolution to sign regarding the town meeting for land acquisition. The meeting has been delayed to January due to a number of factors. No effect on finances of the town.

#### **Library Mural Vandals:**

Court docket updates: <https://www.jud2.ct.gov/crdockets/DocketNoEntry.aspx?source=Pend>

Next Court date March 2 2021 for all 3 of them.

Amanda filed the paperwork with the courts for restitution to the town which will be refundable.

#### **Speed Radar information:**

We are getting two new solar powered speed signs through a state/federal grant program. I asked about it about 6 months ago and then forgot all about it until they called to say we were getting the signs. Initially the signs will go up on Gilead Rd and Bunker Hill rd, because they are purchased with rural crash reduction federal dollars we need to deploy them where there is crash data to warrant it. After a few months we can move them around to other locations. These signs upload data directly via cellular network so should be easier to do data analysis. This is about an **\$8,000 grant to the town.**

We are still working out the kinks of data acquisition with our stryker Unit. No additional data to report from last time.

We have had 2 plowable events so far this winter. I have received one complaint about not using sand from a resident who could not make it up bunker hill while it was snowing.

#### **Precision Weather Forecasting:**

So far the results using a Public Works specific weather service have been very good. We are debating between two products both roughly the same cost. We will probably go with **Weather Works** since that is the one Jay Tuttle prefers. They both seem equal to me.

#### **Transfer Station:**

Transfer Station brush pile has been chipped and hauled. We delivered 15 loads of chips to the Andover Sportsman's Club to get rid of it and they made a donation to the Andover food Pantry so that worked out well all around.

Drainage detention basin on the lower level is complete per specs from town engineer.

Line painting and no parking paint is complete. Things still under consideration.

**Bunker Hill Bridge:**

Survey done, January they will be doing test borings for soil stability.  
We are still looking at Spring 2022 to start the actual bridge construction work.

**Hutchinson Rd Culvert**

This culvert is in critical need of replacement. We are beginning the process with survey, wetlands flagging and hydrology calculations. The initial work paid from the bridge and culvert permanent fund.

**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. DOT has not yet certified the proposed 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:**

Working on paperwork for STEAP grant.

**Connectivity Grant:**

Still no Major update, phase one of the project the signalized upgrade is STILL not finished yet. CDOT will not issue encroachment permit letter until phase 1 is complete. We still do not have an encroachment permit letter. I transferred the Survey and drawings from Gerry Hardisty who has now moved out west to Brandon Hanfield.

**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.

**Oil and Diesel:**

We still have not locked in prices for next year.

**Building and Grounds Expenses for winter/spring:**

1. Considering replacing the overhead door at the Transfer Station, current door is completely rotted.
2. Personnel door at the Rear of the Public Works building, OSHA compliance as well as not having to open the overhead door as much.
3. Electrical upgrades to Veterans Memorial Park
4. Electrical Upgrades to Town Hall
  - a. Redo electrical to Registrars room (overloading circuits causing trips when AC is used).
  - b. Replace dangerous Stabloc electrical panel with larger one, re-feed electrical connections.
  - c. Reconfigure circuits on back up generation to address problems with current setup
  - d. This will allow limited use of community room during outages.
  - e. This will be done so that it is forward compatible with a new generator, and or Automatic transfer switch. If a new community center does go in there will be no rework needed at town hall