

**Town of Andover  
Board of Finance**  
Wednesday, September 22<sup>nd</sup> 2021 at 7:00 P.M.  
Location: virtual Zoom meeting

**Regular Meeting Minutes**

1. Call to Order/Pledge of Allegiance  
Diane Choquette called the Regular Meeting to order at 7:00 P.M.  
Members Present: Vice Chair Diane Choquette, Linda Fish, Curt Dowling, Robert England, Joanne Hebert  
Members Absent: Chair Marc Brinker, Louise Goodwin  
Town Administrator: Eric Anderson, Admin Assistant: Amanda Gibson, Finance Director: Sherry Holmes  
Planning and Zoning Commission Chair: Jed Larson  
Public Present: None.  
Community Voice Channel: Nick Lavigne
2. Public Speak  
Joanne Hebert suggested for the town to improve future communication regarding the annual budget process.
3. Additions/Deletions of Agenda Items  
Robert England MOVED to add under New Business item 8h. Affordable Housing Plan.  
Curt Dowling SECONDED  
MOTION CARRIED 5:0:0
4. Town Administrator's Report provided by Eric Anderson  
Mattea Whitford resigned who was working as the combined Assistant Town Clerk and Building Department Administrative Assistant. The town is advertising for two separate part time positions. The Board of Selectmen has decided to hire a 26-hour part time with benefits position for the Assistant Town Clerk and a 20-hour part time position for the Building Department Administrative Assistant. Job advertisements have been posted and interviews will be conducted soon.  
Tree trimming began in mid-September throughout town roads with Eversource is paying half the cost.  
The Community Senior Center Building Committee has chosen vendor, BSC Group, for the Survey and Site Engineering Request For Proposal, based on recommendations from Town Engineer Brandon Handfield.  
The town will be posting a Request For Proposal for Electrical Upgrades to the Town Hall as needed to comply with regulations. The Board of Selectmen has requested to increase the scope of the project. Board of Finance members approved the necessary RFP process for the upcoming upgrades.  
The Planning and Zoning Commission approved to hire William Warner to conduct the Affordable Housing Plan study which was sent to Request For Qualifications. Members agreed with the decision.
5. Finance Department 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. Software Transition
    - i. Chart of Accounts Draft  
Sherry Holmes shared that she is working on reporting capabilities with the programmers.
  - b. Audit Status  
Sherry Holmes is working on the encumbrances, purchase orders, etc. Members requested final audit completion prior to the next budget process.

- c. Community Senior Center Building Committee – Previously discussed in Town Administrator’s Report.

8. New Business

Discuss and act upon the following:

- a. RHAM Multi Use Turf Field Project  
Referendum on Tuesday, November 2<sup>nd</sup> from 6:00 A.M. to 8:00 P.M. The explanatory text is available on the town website. Members discussed taking a shared stance on the potential expenditure. Members discussed communicating to residents via the Rivereast newspaper and a mailer distribution to all town residents in order to inform the public of the vote at hand. Members agreed to host a Board of Finance Special Meeting on Thursday, October 14<sup>th</sup> at 7:00 P.M.
- b. BOE Request Letter to BOF regarding 2% Transfer of Funds  
Diane Choquette MOVED to discuss this item at the next Regular Meeting.  
Robert England SECONDED  
MOTION CARRIED 5:0:0
- c. Recommendation from BOS for acquisition of excavator and plate compactor.
  - i. Purchase or lease for excavator
  - ii. Purchase of plate compactor
  - iii. Funding Source: Town Aid Road or Equipment Fund  
Eric Anderson shared the potential equipment purchase costs with explanation of large extent of drainage projects to be conducted with this equipment and cost savings for purchasing instead of renting. Curt Dowling and Robert England expressed discontent of the Board of Selectmen and potentially Board of Finance approving the expenditure prior to approval from the Capital Improvement Planning Committee. Members had an open discussion regarding this communication issue.  
  
Diane Choquette MOVED to approve the excavator purchase as presented with the rental discount with the following conditions: the Board of Finance is not violating purchasing policy procedures; going forward the board will follow the Capital Improvement Planning Committee process with clear expectations; with the excavator purchased from the Capital Equipment Fund.  
Robert England SECONDED  
MOTION CARRIED 4:1:0 Curt Dowling opposed  
  
Diane Choquette MOVED for the Board of Finance to update the purchasing policy for the Town of Andover to add clarity to the process that needs to be followed.  
Robert England SECONDED  
MOTION CARRIED 5:0:0  
  
Diane Choquette MOVED to approve the compactor purchase as presented, with the conditions as listed in the excavator purchase motion, with the compactor purchased from the Town Aid Road Fund.  
Robert England SECONDED  
MOTION CARRIED 5:0:0
- d. Credit Card Purchasing Policy  
Eric Anderson shared that all online and credit card orders are now only conducted through the Finance Department. Assistant Finance Officer Marina Pandolfi has instated an improved process for ordering among staff members and is working on a new purchasing policy for the Town Hall.
- e. Open discussion regarding purchasing Rules and Policy for large expenses – Previously discussed.
- f. Town Hall Electrical Upgrades – Previously discussed in Town Administrator’s Report.
- g. Road Line Striping  
Eric Anderson shared that line striping is underway in the lake district and Bunker Hill Road area.
- h. Affordable Housing Plan - Previously discussed in Town Administrator’s Report.

9. Approval of Meeting Minutes

a. Wednesday, August 25<sup>th</sup> 2021 Regular Meeting Minutes

Curt Dowling MOVED to approve the Wednesday, August 25<sup>th</sup> 2021 Regular Meeting Minutes

Joanne Hebert SECONDED

MOTION CARRIED 5:0:0

10. Liaison Reports

Capital Improvement Planning Committee: Robert England reported that the members discussed disappointment in lack of presentation of the Public Works capital equipment purchases to the committee.

Community Senior Center Building Committee: Diane Choquette reported that the members will be identifying services and needs to provide at the center including site visits to nearby centers.

11. Board Open Discussion – None.

12. Public Speak – None.

13. Adjournment

Curt Dowling MOVED to adjourn the Regular Meeting

Robert England SECONDED

MOTION CARRIED 5:0:0

Diane Choquette adjourned the Regular Meeting at 9:42 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.*