

**Town of Andover
Board of Finance**

Wednesday, October 27th 2021 at 7:00 P.M.

Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance
Marc Brinker called the Regular Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.
Members: Chair Marc Brinker, Vice Chair Diane Choquette, Linda Fish, Curt Dowling, Robert England Joanne Hebert, Louise Goodwin.
Finance Director: Sherry Holmes, Town Administrator: Eric Anderson, Board Clerk/Admin Assistant: Amanda Gibson
Community Voice Channel: Nick Lavigne
Public: None.
2. Public Speak – None.
3. Additions/Deletions of Agenda Items – None.
Diane Choquette suggested adding Budget Discussion on all upcoming agendas leading up to budget season.

Curt Dowling MOVED to add under New Business 8h. Outdoor Classroom at Andover Elementary School.
Diane Choquette SECONDED
MOTION CARRIED 7:0:0
4. Town Administrator's Report provided by Eric Anderson
The Connectivity Grant new construction at the intersection of Long Hill Road and Route 6 to commence on Monday, November 1st.
Roadwork is almost complete, and Public Works is behind schedule on drainage projects due to storm damage issues.
5. Finance Department Report
 - a. Town Budget Summary
 - b. Revenue Summary
 - c. TAR Spending
 - d. Over Expenditure Report

Sherry Holmes provided a copy of the final 2020-2021 Town Budget Summary which includes Board of Education expenditures, along with new system's Revenue Report for 2021-2022 which includes all taxes recorded through September 30th, 2021.
Diane Choquette inquired on slight discrepancies in the budget per prior funding approvals and Sherry Holmes clarified adjustments to funding.
Diane Choquette inquired about the finance department providing reports in excel so members of the board can study the budget thoroughly. Sherry Holmes explained issue with adjusting official finance reports. Diane and Sherry discussed options, and Sherry offered to work with Diane on this matter.
Members inquired on details of report transactions and Sherry Holmes discussed limitations on new financial software. Diane Choquette inquired on various line items and Sherry provided explanations. Eric Anderson offered to clarify the expenditure from the Contingency Fund. Sherry Holmes explained that the refreshed department now has a handle on the budget and offered to provide a report explaining each line item.
6. Budget Transfers
 - a. Budget Transfers/Supplemental Appropriations – None.
 - b. Over Expenditure Requests – None. Eric Anderson to provide to Sherry Holmes prior to the next meeting.
7. Old Business
 - a. Software Chart of Accounts
Sherry Holmes shared that the transition is complete, and the finance department is now solely working with the new software. Diane Choquette inquired on how the reports will be understood for the newly consolidated accounts. Sherry Holmes offered to provide a report explaining the adjustments.
 - b. Audit Status
Sherry Holmes stated that questions need to be answered for the auditor prior to a site visit.
 - c. Community Senior Center Building Committee
Diane Choquette provided an update: An engineering and architectural firm has been hired to complete the site plans and preliminary drawings. The committee traveled to three local community centers on September 28th to take notes and pictures of what other towns have for facilities. The committee is now preparing a list of needs for the proposed community center that will be presented to the architect and engineer so they can begin work. Next steps include the development of the initial drawings and cost estimates in late fall and a public presentation by architect.

- d. Public Works Excavator and Plate Compactor Purchase
Eric Anderson stated that the equipment has been purchased, as approved at the last regular meeting.
 - e. Credit Card Purchasing Policy
Eric Anderson shared that the board reviewed the proposed policy at the last regular meeting and the finance department is now utilizing the credit card purchasing form for all town employees and volunteers.
 - f. Road Line Striping
Eric Anderson stated that the line striping is complete.
8. New Business
- Discuss and act upon the following:
- a. RHAM Multi Use Turf Field Project
Marc Brinker shared that the Board of Finance published a letter in opposition of the expenditure in the Rivereast newspaper, and also posted on the town website, Facebook and notification system. The Referendum vote is on Tuesday, November 2nd from 6:00 A.M. to 8:00 P.M. in the Town Hall Community Room at 17 School Road.
 - b. BOE Request Letter to BOF regarding 2% Transfer of Funds
The Andover Elementary School Board of Education officially requested the Board of Finance vote to approve a transfer of funds into the 2% non-lapsing account, also called the School Improvement Fund.

Robert England MOVED to approve a \$58k transfer to the School Improvement Fund account as requested by the Board of Education.
Marc Brinker SECONDED
Discussion: Joanne Hebert suggested capping the fund at \$200k. Members discussed various scenarios.
MOTION NOT CARRIED 2:5:0 Marc Brinker and Robert England voted in favor of.

Diane Choquette MOVED to transfer sufficient funds of \$40k of the surplus into the School Improvement Fund account as requested by the Board of Education.
Joanne Hebert SECONDED
MOTION CARRIED 6:0:1 Robert England abstained
 - c. Town Hall Electrical Upgrades
Eric Anderson shared that the town will be posting a Request For Proposal soon with updates to be shared at the next meeting.
 - d. Veterans Monument Park Upgrades
 - i. Flag Poles
 - ii. Battlefield Cross
 - iii. Irrigation
 Eric Anderson presented updates on newly installed well pump, electrical and irrigation work, and proposed new P.O.W. and M.I.A. monuments to be installed in the spring of 2022. The town spent a total of \$16,792, not including electrical work, as earmarked from COVID relief funds, with the town previously agreeing to spend up to \$20k. Andover Landscaping donated the topsoil and seeding. Resident Veteran Gerry Wright is leading the projects. Gerry has requested funding for low voltage lighting for \$2,118 and needs approval from the Board of Selectmen. Gerry continues to fundraise through the Buy a Brick program.
 - e. DEEP Grants
 - i. Coventry Nathan Hale Loop
Town is cosponsoring a grant to support the Town of Coventry at no cost to the Town of Andover, with updates to the Bear Swamp Road area of the Nathan Hale State Forest Coventry Loop.
 - ii. Route 316 Multi Use Path
Town of Andover is applying for a DEEP grant through the CT Recreational Trails Program for a multiuse path on Route 316 to connect the Town Hall/Elementary School area, the Rail Trail and Long Hill Road community areas including the Public Library, First Congregational Church, Veterans Memorial Field and Elderly Housing. The grant funding to be used for the engineering study, with \$8k to be sourced from the Town budget.
 - f. Animal Control with NECOG
Town Administrator announced that the town has contracted with the Northeast Council Of Government for Animal Control services. They are available 24/7/365. and always have an Animal Control Officer (ACO) on duty. All information is posted on the town website.
 - g. 2022 Regular Meeting Schedule
Robert England MOVED to approve the following 2022 regular meeting dates:

Wednesday, January 26th; Wednesday, February 23rd; Wednesday March 23rd; Wednesday, April 27th; Wednesday, May 25th; Wednesday, June 22nd; Wednesday, July 27th; Wednesday, August 24th; Wednesday, September 28th; Wednesday, October 26th; Wednesday, November 16th; Wednesday, December 28th.

Joanne Hebert SECONDED

MOTION CARRIED 7:0:0

- h. Outdoor Classroom at Andover Elementary School
Curt Dowling inquired on details and cost of the Outdoor Classroom materials. Sherry Holmes shared that the materials were sourced from the COVID relief funds with \$30k total cost. Members had an open discussion on this topic.

9. Approval of Meeting Minutes

- a. Wednesday, September 22nd 2021 Regular Meeting Minutes
- b. Wednesday, October 13th, 2021 Special Meeting Minutes

Curt Dowling MOVED to approve the Wednesday, September 22nd 2021 Regular Meeting Minutes.

Linda Fish SECONDED

MOTION CARRIED 5:0:2 Marc Brinker and Louise Goodwin abstained.

Louise Goodwin MOVED to approve the Wednesday, October 13th, 2021 Special Meeting Minutes.

Diane Choquette SECONDED

MOTION CARRIED 6:0:1 Curt Dowling abstained.

10. Liaison Reports

Curt Dowling shared that the Capital Improvement Planning Committee did not meet in October and therefore no updates to share.

11. Board Open Discussion

Diane Choquette to attend the Monday, November 8th Board of Selectmen Regular Meeting on behalf of the Board of Finance. Board of Selectmen requested a Board of Finance representative on the Executive Session regarding the Assistant Finance Office position.

Diane Choquette suggested for members to use an excel spreadsheet to utilize during budget season.

12. Public Speak – None.

13. Adjournment

Robert England MOVED to adjourn the Regular Meeting.

Curt Dowling SECONDED

MOTION CARRIED 7:0:0

Marc Brinker adjourned the Regular Meeting at 9:34 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.