

**Town of Andover  
Board of Finance**

Wednesday, December 15<sup>th</sup> 7:00 P.M.

Location: virtual Zoom meeting

**Regular Meeting Minutes**

1. Call to Order/Pledge of Allegiance  
Diane Choquette called the meeting to order at 7:02 P.M.  
Members Present: Vice Chair Diane Choquette, Louise Goodwin, Curt Dowling, Robert England Joanne Hebert, Linda Fish. Members Absent: Chair Marc Brinker  
Town Administrator: Eric Anderson, Board Clerk/Admin Assistant: Amanda Gibson  
Public Present: None.
2. Public Speak – None.
3. Additions/Deletions of Agenda Items – None.
4. Town Administrator's Report  
Eric Anderson provided the following verbally from his written report:  
Senior Transportation received a \$77k state grant to be awarded in May 2022 for a 12-passenger bus to replace the 21-year-old 20 passenger bus.  
Public Works expense sheets to be sent following the meeting to review prior to the January Regular Meeting.  
Eric Anderson is currently working on the budget book with Finance Director Sherry Holmes.  
Shared that there is a proposed new recycling program for alcoholic nip bottles.  
Announced that the newly appointed Assistant Town Clerk and Building Administrative Assistant did not utilize health care benefits which is cost savings for the town budget.
5. Finance Department Report
  - a. Town Budget Summary – Provided.
  - b. Revenue Summary – Provided.
  - c. TAR Spending – Provided.
  - d. Over Expenditure Report

Diane Choquette requested line item title/organization changes be made to the budget prior to budget season.  
Members requested Excel version of the Town Budget from Edmunds financial software.
6. Budget Transfers
  - a. Budget Transfers/Supplemental Appropriations
  - b. Over Expenditure Requests

Diane Choquette inquired on Over Expenditure Reports. Eric Anderson stated that he will send the upcoming reports to the Board of Selectmen and Board of Finance.
7. Old Business
  - a. Community Senior Center Building Committee  
Diane Choquette shared that the architects presented the updated drawings at the Thursday, December 9<sup>th</sup> Regular Meeting.
8. New Business  
Discuss and act upon the following:
  - a. Town Hall Electrical Upgrades  
Eric Anderson shared that the Request For Proposal is postponed but coming soon.
  - b. Assessor's Office Revaluation Update  
Eric Anderson shared that the Assessor John Chaponis presented at the Board of Selectmen Regular Meeting on Monday, December 13<sup>th</sup>, 2021. Details of the revaluation can be found on the town website and Vision Government Solutions website. Members discussed process and status.
  - c. BOF 2022-2023 Requested Budget  
Diane Choquette suggested for members to submit their Board of Finance budget to include funds for legal counsel and board clerk for meeting minutes.
  - d. Schedule 2022 Budget Workshops  
Members agreed to host Budget Workshops on the following dates at 7:00 P.M.:  
Wednesday, March 2<sup>nd</sup>, Wednesday, March 9<sup>th</sup>, Wednesday, March 16<sup>th</sup>, Wednesday, March 30<sup>th</sup>,  
Wednesday, April 6<sup>th</sup>, Wednesday, April 13<sup>th</sup>.  
(Wednesday, March 23<sup>rd</sup> is the Regular Meeting)

Members stated there are pending union contract negotiations with Assessor, Assistant and Tax Collector. Members inquired on potential grant opportunities. Eric Anderson shared that the Town received recent grant funding for the following: Senior Transportation and Activities, Connectivity Grant for intersection of Route 6 and Long Hill Road, Feasibility Study for Route 316 to make more walkable/bikeable, Town Clerk's Offices, etc. Eric Anderson working on upcoming grant for car charging stations at town facilities. Eric Anderson stated that the American Rescue Act funds are currently not being used and will likely be utilized for the proposed Community Senior Center. Eric Anderson working on bridge and culvert funding. Eric Anderson stated that the Town Audit is not fully complete, yet 3-4 months ahead of last year's schedule.

9. Approval of Meeting Minutes

- a. Wednesday, October 27<sup>th</sup> 2021 Regular Meeting Minutes  
Curt Dowling MOVED to approve the Wednesday, October 27<sup>th</sup> 2021 Regular Meeting Minutes  
Linda Fish SECONDED  
MOTION CARRIED 6:0:0

10. Liaison Reports

Capital Improvement Planning Committee:

Robert England shared that the members discussed starting a capital fund for the Senior Transportation vehicles. Eric Anderson suggested the town purchase a small electric vehicle for Senior Transportation medical appointments.

Board of Fire Commissioners:

Curt Dowling shared that members received a request to replace fire apparatus equipment.

11. Board Open Discussion

Transfer Station:

Curt Dowling stated that on Saturday, November 27<sup>th</sup> the household trash compactor was not delivered yet and trash bags were piling up. Attendant had Dominic DeRico called Willi Waste to report the issue. Members discussed upcoming issue with trash hauling and MIRA (Materials Innovation and Recycling Authority). Eric Anderson to meet with new representative of Willi Waste to discuss town operations.

12. Public Speak – None.

13. Adjournment

Robert England MOVED to adjourn the meeting.  
Curt Dowling SECONDED  
MOTION CARRIED 6:0:0  
Diane Choquette adjourned the meeting at 8:47 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.