

**Town of Andover Board
of Finance Regular
Meeting**

Wednesday, August 24th, 2022 at 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 7:00 P.M. The Pledge of Allegiance was recited.

Members: Chair Diane Choquette, Vice Chair Marc Brinker, Joanne Hebert, Louise Goodwin, Linda Fish

Members Absent: Robert England, Curt Dowling

Town Administrator: Eric Anderson

2. Public Speak - none
3. Additions/Deletions to the Agenda

Diane Choquette MOTIONED to revise and reorder the agenda as follows:

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions of Agenda Items
4. Town Administrator's Report
5. Old Business
6. Discuss and act upon the following
7. New Business – discuss and act upon the following
8. Audit Status
9. Finance Department Reports
10. Budget Transfers
11. Approval of Meeting Minutes
12. Liaison Reports
13. Board Open Discussion
14. Public Speak
15. Adjournment

Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

4. Town Administrator's Report

Eric Anderson updated the Board with Town operations including the EV charging station at Town Hall, the STEAP grant has been submitted for both the 15 Center Street project and Andover Elementary School ADA playground. Town Hall staffing changes – new Assistant Town Clerk, need to hire Treasurer and assistant position in Finance Office. Town Engineer – need to have a discussion with the Board regarding the contract. Public Works will be starting chip sealing and reclaiming and repaving Shoddy Mill & Long Hill Road. Tree work was just completed. Gave update on Community Center build, the Veteran's Memorial Park may need seeding. Connectivity Grant – getting final items in, money may be left over – would like to use for a trail side solar charger. Town-Wide alarm monitoring – Eric working with FPT to remedy signal being lost when the weather is bad. Waiting on 2nd half of American Relief Funds.

5. Old Business

6. Discuss and Act upon the following

a) Budget Transfers – none

b) Items that will not be reconciled prior to this meeting – discussion about closing out the 2021-2022 Fiscal Year, and setting up Grant accounts correctly and how they will show on reports

7. New Business – Discuss and act upon the following

a) Interview Panel for Treasurer – received more applications, reviewing

b) Letter from AES – discussed letter, took no action, will wait until Fiscal Year 2021-2022 is closer to being closed out

c) Revenue Shortfall for FY 2022-2023 – FSC North will not be renewing lease to use Veteran's Memorial Field, loss of \$7500 in revenue

8. Audit Status –

Waiting on final report – need to work on submitting a Corrective Action Plan. Diane Choquette has added audit findings to a spreadsheet – can update as they are revisited and addressed.

9. Finance Department Report

- a. Town Budget Summary
- b. Budget Variance Explanation
- c. Revenue Summary

Revenue for taxes has not been added yet.

10. Budget Transfers

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

11. Approval of Meeting Minutes

- a) Thursday, June 9th, 2022 Special Meeting Minutes – Marc Brinker MOTIONED to approve. Joanne Hebert SECONDED. MOTION CARRIED 5:0:0
- b) Wednesday, June 29th, 2022 Special Meeting Minutes – Diane Choquette MOTIONED to approve. Louise Goodwin SECONDED. MOTION CARRIED 4:0:1 with Marc Brinker abstaining.
- c) Wednesday, July 27th, 2022 Regular Meeting Minutes – Joanne Hebert MOTIONED to approve. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

12. Liaison Reports – Diane Choquette gave brief update on Community Center build

13. Board Open Discussion –

Discussion on Marina Pandolfi helping part-time in the Finance Office, Diane Choquette has also been spending time in the office – looking into learning the system and procedures, also starting a master list to create a plan to move forward.

14. Public Speak – none

15. Adjournment – Louise Goodwin MOTIONED to adjourn the meeting at 8:02pm. Joanne Hebert SECONDED. MOTION CARRIED 5:0:0

* 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 Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.