

**Town of Andover
Board of Finance**
Wednesday, January 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.
Members Present: Chair Marc Brinker, Vice Chair Diane Choquette, Curt Dowling, Linda Fish, Robert England, David Hewett, Louise Goodwin
Town Administrator: Eric Anderson, Admin Assistant: Amanda Gibson
Community Voice Channel: Nick Lavigne
2. Public Speak – None.
3. Additions/Deletions of Agenda Items
Curt Dowling MOVED to add under the Capital Improvement Planning Committee, New Business item 8.d.iv. Board of Finance approval of the Fire Commission's request
Rob England SECONDED
MOTION CARRIED 6:0:1 Curt Dowling abstained
4. Town Administrator's Report
Eric Anderson provided an overview of his report. *See included.
5. Finance Department Report
 - a. Town Budget Summary – Provided.
 - b. Revenue Summary – Provided.
 - c. TAR Spending – Provided.
 - d. Over Expenditure Report – Provided.
6. Budget Transfers
 - a. Budget Transfers/Supplemental Appropriations – None.
 - b. Over Expenditure Requests – Provided.
Rob England MOVED to approve the over expenditure request for Public Works for \$11,000 for temporary labor budget line item 0301-111 and \$4,000 for overtime pay budget line item 0301-112.
Louise Goodwin SECONDED
MOTION CARRIED 7:0:0
7. Old Business
 - a. COVID-19 Update – Previously addressed in Town Administrator's Report.
Curt Dowling provided an update that most of the volunteer firefighters are receiving their second vaccine shot. David Hewett shared that himself and his staff have received both shots with zero issues.
 - b. AHM and Town Agreement
Eric Anderson shared that the Board of Selectmen has approved the agreement. The two major amendments to the document include an updated formula for cost per town and AHM to bill town in one lump sum instead of two separate amounts between town and school. AHM should have their FY 2021-2022 budget by February.
8. New Business
Discuss and act upon the following:
 - a. Finance Director Position
Eric Anderson shared that the town received qualified candidates today, January 27th and the hiring committee hopes to interview as soon as possible.
 - b. Software Transition
Eric Anderson shared that it is on hold due to absence of new Finance Director hire.

c. Audit Status

Eric Anderson shared that it is also on hold due to absence of new Finance Director hire. Members discussed the possibility of hiring someone to help the town through the audit process.

d. CIP Recommendations

i. Street Sweeper

Eric Anderson stated that Public Works needs to procure a modern street sweeper, as the current one dates to the mid-1980s. Due to high cost with a new one approximately costing \$233k, the staff is looking into purchasing a used machine. Public Works Supervisor Jay Tuttle and Maintainer Tim Higley are driving down to Delaware to analyze a 10-year-old sweeper which is around \$75k to purchase including the shipping cost. The proposed vehicle has the maintenance log history. Jay Tuttle has driven this specific model and Tim Higley has performed maintenance on existing sweeper.

Rob England MOVED to conditionally approve the purchase of the sweeper if the inspection team believes it is in working order and in our best interest as a town to purchase.

David Hewett SECONDED

Discussion: Members agreed to approve the purchase of up to \$75k including inspection, purchase, and transportation. Members to possibly request a hydraulic inspection and oil consumption.

MOTION FAILED 2:5:0

Louise Goodwin and Linda Fish voted in favor of.

Diane Choquette, Marc Brinker, Rob England, Curt Dowling, Dave Hewett voted not in favor of.

Members to host a Special Meeting following the inspection to approve the purchase.

ii. Asphalt Hotbox

Eric Anderson presented the town purchasing a device which keeps the asphalt hot and delivered to the road at a hot temperature. The Capital Improvement Planning Committee has approved the purchase of up to \$35k.

iii. Town Hall Electrical Upgrade

Eric Anderson presented a proposal from Lenco Electrical Contractors LLC with a quote of \$8,356.51 to address 3 electrical issues within the Town Hall. Members discussed owner Rick Langley's dedication to and trust of the town throughout the years. Members agreed to follow the town's policy of following the Request For Proposal (RFP) process.

iv. CIP report the BOF approval of the Fire Commission's request

Curt Dowling presented 5 upcoming purchases for the Volunteer Fire Department:

1. Battery Operated Vehicle Extrication System
2. Commercial Laundry Machines
3. Self-Contained Breathing Apparatus Air Compressor
4. SCBA Self-Contained Breathing Apparatuses
5. 20 complete sets of turnout gear for all certified firefighters, averages to \$6-8k per set.

Currently, there is \$33,552.52 in the Fire Equipment Fund. Funding would be procured from the existing fund, and the town may place additional funds based on the long-term plan submitted for capital improvement.

e. Schedule Budget Workshops

Rob England MOVED to schedule Special Meeting Budget Workshops at 7:00 P.M. on Wednesday, March 3rd and Wednesday, March 17th, 2021.

Linda Fish SECONDED

Discussion: Members to invite Andover Elementary School Board of Education and RHAM Board of Education members to the budget workshops. Members to schedule additional meetings as needed.

MOTION CARRIED 7:0:0

9. Approval of Meeting Minutes

a. Wednesday, December 16th 2020 Regular Meeting Minutes

Curt Dowling MOVED to approve the Wednesday, December 16th 2020 Regular Meeting Minutes

Louise Goodwin SECONDED

MOTION CARRIED 6:0:1 David Hewett abstained

10. Liaison Reports

Diane Choquette shared that the next Community Senior Center Building Committee is scheduled for Thursday, February 11th. The members will review preliminary drawings by Vice Selectman Adrian Mandeville. Ed Sarisley has volunteered to be the new Chair.

Louise Goodwin shared that per the last Capital Improvement Planning Committee meeting, Town Clerk Carol Lee of the Recreation Commission and Board of Education Chair Shannon Loudon are working together on possible playscape idea with resident offering to donate \$10k for the construction of it.

Curt Dowling shared that he contacted Tolland County Mutual Aid and received recommendations on companies to conduct alarm monitoring for the Town Hall, Public Works, Andover Elementary School, Firehouse, Old Town Hall. He is hosting a meeting with one potential vendor on Monday, February 1st and invited the Town Administrator.

11. Board Open Discussion – None.

12. Public Speak – None.

13. Adjournment

Rob England MOVED to adjourn the Regular Meeting

Louise Goodwin SECONDED

MOTION CARRIED 7:0:0

Chair Marc Brinker adjourned the Regular Meeting at 9:20 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.

Town Administrator's Report for the 1.27.21 Board of Finance Regular Meeting

Edwin Kasacek. The town lost a long time and loyal employee, last week. Ed worked for the Public Works Department for 33 years, certainly one of the longest serving full time employees. He died 5 weeks after he retired.

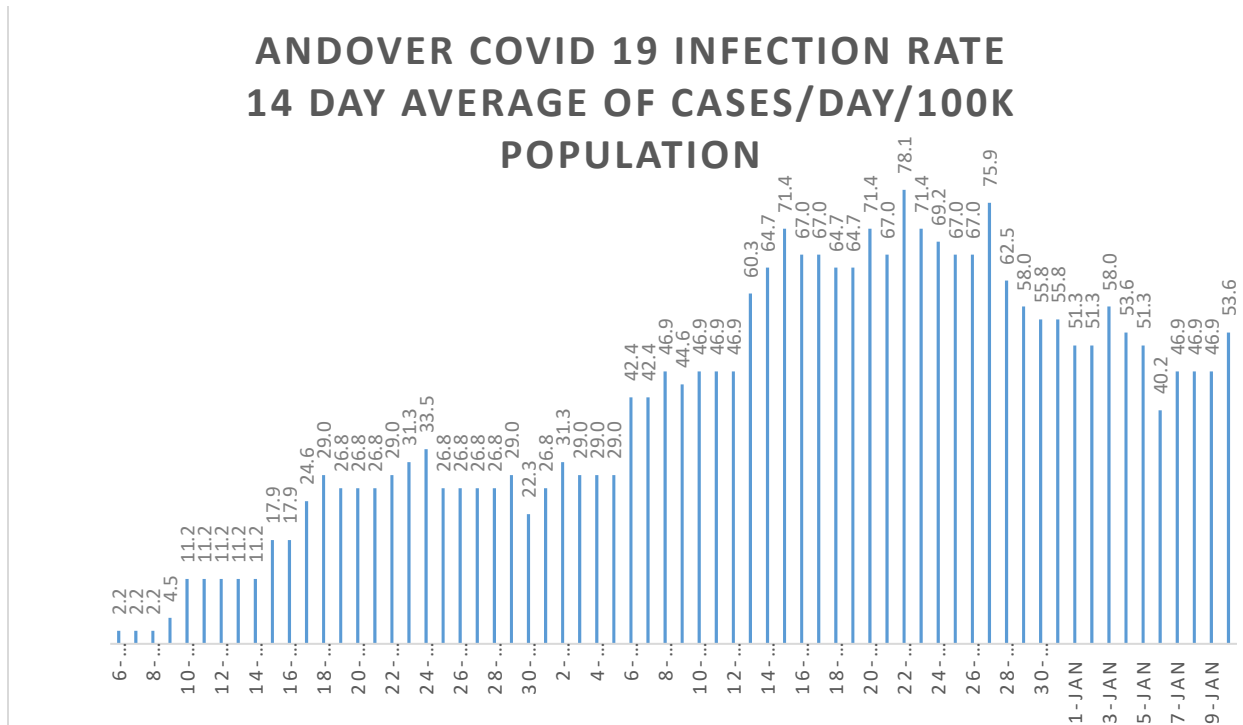
Covid Update as of 1-14-2021:

Andover's ems first responders have gotten the first Covid vaccine shot

In the next week they will begin vaccinating seniors age 75 and over. As we get more details, we will make them available along with the contact info to schedule your appointment.

This is rapidly evolving. As of today 1/11 Andover has **had 124** positive Covid cases and 2 deaths from the disease.

Here is Andover's numbers for infection rate.



Town Hall:

As you all know the Town hall is open by appointment but is mostly staffed at this point.

The Covid case count in CT appears to have plateaued off and may be decreasing.

Finance Office:

We are re-searching for the finance director. Until then Marina Pandolfi is holding the department together. Lack of a finance director will delay the audit for an unknown period.

Building Department:

As we modernize the department, we also need to update our fee structure which has not been updated in many years. The board of selectman has agreed to the new fee schedule.

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:

The public has approved the acquisition.

Vote: went well 62:2 in favor of Land Acquisition Great job by the registrar and voting team.

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.

Public Works:

I would like to welcome Jay Tuttle as the new Public Works Supervisor.

We still need a new more functional computer setup for Public works for Jay, now that we have a PW supervisor that can use a computer. This is in the works.

Richard Begin is onboard as a full time Public works employee.

We have had 5 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.

For your interest, each time the plow trucks do a pass of the town roads and apply salt, it costs the town ~\$1100 \$700 in salt and \$360 in labor (assuming it is after hours.)

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 have contracted with **Weather Works** since that is the one Jay Tuttle prefers. They both seem equal to me.

Road Closure for Bunker Hill Bridge test borings:

Bunker Hill Road will be closed during the day for 2 days in late Feb for test borings for the bridge design. We will have at least 7 days notice.

I notified Public Works, the Fire Dept, and the School/ bus drivers.

Survey done, Mid to late February 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. The goal is to get the design

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.

Forestry:

No updates since last month. I examined all the property's that are large enough to justify a forestry management program. We are still awaiting setting up a meeting with Rick Zulic of Datum Engineering. Will set up a meeting with Scott Person and myself.

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 have locked in prices for next year at 1.78/gallon for heating oil and 1.79 per gallon for diesel.

Federal Reimbursement:

We received \$7,000 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. We received another allotment of around \$24,000.

Still waiting for a refund of \$55K from LOCIP funds.

Salary repayment schedule is complete:

As you may recall, when I was first hired it was at the wrong salary level. When we realized it last spring, I set up the following repayment schedule with the finance department. As of January first the overpayment has been corrected and I am being paid my base salary.

Eric Anderson

FY 2020 salary overpayment

FY 2021 Salary reimbursement

pp ending	pay date	paid	s/b	diff	pay date	re-paid	gross pay
8/31/2019	9/4/2019	2137					
9/14/2019	9/18/2019	3469.97	2884.61	585.36	7/8/2020	2836.39	48.22
9/28/2019	10/2/2019	3469.97	2884.61	585.36	7/22/2020	2836.39	48.22
10/12/2019	10/16/2019	3469.97	2884.61	585.36	8/5/2020	2836.39	48.22
10/26/2019	10/30/2019	3469.97	2884.61	585.36	8/19/2020	378	2506.61
11/9/2019	11/13/2019	3469.97	2884.61	585.36	9/2/2020	378	2506.61
11/23/2019	11/27/2019	3469.97	2884.61	585.36	9/16/2020	378	2506.61
12/7/2019	12/11/2019	3469.97	2884.61	585.36	9/30/2020	378	2506.61
12/21/2019	12/25/2019	3469.97	2884.61	585.36	10/14/2020	378	2506.61
1/4/2020	1/8/2020	3469.97	2884.61	585.36	10/28/2020	378	2506.61
1/18/2020	1/22/2020	3469.97	2884.61	585.36	11/11/2020	378	2506.61
2/1/2020	2/5/2020	3469.97	2884.61	585.36	11/25/2020	378	2506.61
2/15/2020	2/19/2020	3469.97	2884.61	585.36	12/9/2020	378	2506.61
2/29/2020	3/4/2020	3469.97	2884.61	585.36	12/23/2020	381	2503.61
3/14/2020	3/18/2020	3469.97	2884.61	585.36			
3/28/2020	4/1/2020	3469.97	2884.61	585.36			
4/11/2020	4/15/2020	3469.97	2884.61	585.36			
4/25/2020	4/29/2020	3469.97	2884.61	585.36			
5/9/2020	5/13/2020	3469.97	2884.61	585.36			
5/23/2020	5/27/2020	3469.97	2884.61	585.36			
6/6/2020	6/10/2020	3469.97	2884.61	585.36			
6/20/2020	6/24/2020	3469.97	2884.61	585.36			
				12292.6		12292.17	
insurance co-pay			48.22				
salary less co-pay			2836.39				