

**Town of Andover Board  
of Finance Regular  
Meeting**  
Wednesday, September 28th, 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 7:02 P.M. The Pledge of Allegiance was recited.

Members: Chair Diane Choquette, Vice Chair Marc Brinker, Joanne Hebert, Robert England, Linda Fish  
Members Absent: Curt Dowling, Louise Goodwin  
Town Administrator: Eric Anderson  
RHAM: Colin McNamara – Superintendent

2. Public Speak –

Colin McNamara – introduced himself to the Board as RHAM’s new Superintendent

3. Additions/Deletions to the Agenda – none

4. Town Administrator’s Report

Eric Anderson updated the Board with Town operations including the EV charging station at Town Hall, his new Administrative Assistant – Kate Morrissey, a contract for the new Town Engineer (Nathan Jacobson). Roadwork is mostly complete for the year; tree work has been completed in conjunction with Eversource. The Community Center RFP is almost completed. The Connectivity Grant is being finished, there will be a ribbon cutting ceremony on October 15<sup>th</sup> at 9am. Excess funds from the Connectivity Grant will be used towards handicapped accessible walking path at Veteran’s Field. The Town received a partial amount of funds from the 2<sup>nd</sup> half of the ARP grant. Discussion on chipsealing process in Town, and about the Veteran’s field. Eric will also send the Board a copy of the contract for the Town Engineer.

5. Finance Department Report
  - a) Budget Expenditure Reports
  - b) Permanent Fund Expenditure Report
  - c) Budget Variance Report
  - d) Revenue Report

Discussion on reports provided in packet.

6. Budget Transfers
  - a) Transfers/Supplemental Appropriations
    - i) FYE ’22 Transfers for Audit Services
  - b) Over Expenditure Requests

Marc Brinker MOTIONED to transfer \$54,757.54 from Budget Line item #100-04-0403-375 (Resident State Trooper) to Budget Line Item #100-01-0105-320 (Audit Services). Robert England SECONDED. MOTION CARRIED 5:0:0

Marc Brinker MOTIONED to transfer \$38,263.50 from Budget Line Item #100-13-1305-899 (Contingency) to Budget Line Item #100-01-0105-320 (Audit Services). Robert England SECONDED. MOTION CARRIED 5:0:0

7. Old Business

- a) FYE 20-21 Audit Status  
Diane Choquette and Eric Anderson put together a Corrective Action Plan, Eric sent to the State.
- b) Current status of staff search for Finance Department  
Not many qualified applicants for Treasurer position, will begin advertising for the Assistant Treasurer position.  
Discussion on filling positions going forward – consultant for office has plan and proposal for the Finance Office.

8. New Business

- a) Hiring of consultant for Accounting Services – previously discussed
- b) Review of draft Purchasing Policy

The Board and Eric Anderson reviewed the draft Purchasing Policy and discussed comments and concerns on the draft including:

- Preferred vendors, dollar amount threshold for projects and contracted services, joint approval between the Board of Finance and Board of Selectmen, RFP for professional services (public bidding, quotes, preferred vendors), and making terms clearer

Eric Anderson made suggestions on changes that would help the Town Administrator's office with the storage and distribution of RFP's and bids.

Diane Choquette will revise the draft with points discussed in the meeting. Will have a revision for the next meeting.

9. Approval of Meeting Minutes

- a) August 24<sup>th</sup>, 2022 Regular Meeting Minutes

Marc Brinker MOTIONED to approve the August 24<sup>th</sup>, 2022 Regular Meeting Minutes. Joanne Hebert SECONDED. MOTION CARRIED 4:0:1 with Robert England abstaining.

10. Liaison Reports

No major updates – projects previously discussed in the meeting.

11. Board Open Discussion – none

12. Public Speak – none

13. Executive Session

Marc Brinker MOTIONED to enter Executive Session at 8:45pm. Robert England SECONDED.

Marc Brinker AMENDED his motion to enter Executive Session at 8:45pm to discuss contract negotiations for accounting consulting services, and invited Eric Anderson in. Robert England SECONDED. MOTION CARRIED 5:0:0

Returned from Executive Session at 9:20 PM

14. Adjournment

Joanne Hebert MOTIONED to adjourn the meeting at 9:22 PM. Robert England 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](https://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.