

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

Wednesday, November 16th, 2022 - 7:00pm

Location: virtual Zoom meeting

**Regular Meeting Minutes**

**1. Call to Order/Pledge of Allegiance-**

Marc Brinker called the meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.

Members: Vice Chair Marc Brinker, Joanne Hebert, Robert England, Linda Fish, Louise Goodwin

Members Absent: Curt Dowling

Town Administrator: Eric Anderson

**2. Public Speak – none**

**3. Additions/Deletions to the Agenda – none**

**4. Town Administrator's Report**

Eric Anderson updated the Board with Town operations - RFP's that will be going out shortly for HVAC upgrades at the Fire Station and the Town Hall including a ductless split, converting the burner to propane, and heating and cooling in the Community Room. TRIP Program – Andover now qualifies, grant application due in February 2023, this could cover a lot of road work. Eric provided a testimony to COST (Council of Small Towns) regarding the Town Aid Road funding formula, the Resident State Trooper, and LOTCIP funding.

**5. Finance Department Report**

- a) Budget Expenditure Reports
- b) Permanent Fund Expenditure Report
- c) Budget Variance Report
- d) Revenue Report

Eric Anderson included reports of revenue received from the State, the Tax Collector's report of tax revenue collected, and a check register for the month of October.

**6. Budget Transfers**

- a) Transfers/Supplemental Appropriations
- b) Over Expenditure Requests

None.

**7. Old Business**

- a) FY 21-22 Audit status – Cheryl Miller is getting more information together to get to a clean starting point for bank reconciliations
- b) Review updated Draft of Purchasing Policy – In packet, discussion amongst Board members on outstanding comments/questions – regarding process of choosing someone other than the lowest bidder, and the preferred vendor selection, process and policy.

Robert England MOTIONED to remove the following sentence from the draft Purchasing Policy on page 7, Section A, "the situation should be reviewed by the Town Attorney, if after review by the Town Attorney, the lowest bidder is not recommended." Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

Robert England MOTIONED to add the Board of Finance to both instances in Section 3.2 of the draft Purchasing Policy where the Board of Selectmen is solely mentioned, and to fix a formatting error. Linda Fish SECONDED. MOTION CARRIED 5:0:0

Will have on next month's meeting agenda for discussion.

Robert England MOTIONED to change the sentence at the end of Section 3.3.1 from "At a minimum all bids shall consist of technical and cost components sealed in separate envelopes" to "At a minimum all bids shall consist of technical and cost components in a sealed envelope". Joanne Hebert SECONDED. MOTION CARRIED 5:0:0

c) Current status of staff searches for finance department – will be posting the job opening around December or after the holidays.

8. New Business – none

9. Resignation of Diane Choquette

Discussion on Diane's resignation – the open Board position is posted on the Town website and in the Rivereast until December 2<sup>nd</sup>, 2022. Will then review any letters of interest and select a member with a vote. All interested candidates should include a personal statement with background information in addition to their letter of interest.

a) Elect new Board chair and Vice Chair

Joanne Hebert nominated Marc Brinker to become Board Chair. Robert England SECONDED. MOTION CARRIED 4:0:1 with Marc Brinker abstaining.

Joanne Hebert volunteered to be Vice Chair. Louise Goodwin nominated Joanne, Robert England MOTIONED to appoint Joanne Hebert as the new Vice Chair. Louise Goodwin SECONDED. MOTION CARRIED 4:0:1 with Joanne Hebert abstaining.

b) Procedure for selecting new Chairman –

Previously discussed, potentially have a Special Meeting to elect a new Board Member on December 14<sup>th</sup>, 2022.

10. Approval of meeting minutes

a) October 26, 2022, regular meeting minutes

Louise Goodwin MOTIONED to approve the October 26<sup>th</sup>, 2022 Regular Meeting Minutes. Joanne Hebert SECONDED. MOTION CARRIED 5:0:0

11. Liaison reports – CIP meeting on November 17<sup>th</sup>, 2022

12. Board Open Discussion – AHM is having an online auction @ [www.ahmyouth.org](http://www.ahmyouth.org)

Joanne Hebert thanked Diane Choquette for her time and all her work put into the Board and Town. She will be greatly missed.

13. Public Speak – none

14. Adjournment –

Robert England MOTIONED to adjourn the meeting at 8:15pm. 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](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.