

Town of Andover
Board of Finance Regular Meeting Minutes
Wednesday, January 25th, 2023 at 7:00 P.M.
Location: virtual Zoom meeting

Members Present: Marc Brinker, Joanne Hebert, Louise Goodwin, Robert England, Linda Fish, Bill Desrosiers

Members Absent: Curt Dowling

Town Administrator: Eric Anderson

Town Treasurer: Cheryl Miller

1. Call to Order/Pledge of Allegiance

Marc Brinker called the meeting to order at 7pm. The Pledge was recited.

2. Public Speak – none

5. a. Old Business – FYE 2021-2022 Audit Status/Update of Town Finance Dept. Status & Software

Cheryl Miller updated the Board on the FYE 2021-2022 Audit status – she has received all lead sheets from the auditors, will upload documents into the portal. She has input information from the Edmunds accounting software for the 2021-2022 year into Quickbooks, as well as the 2022-2023 budget and expenditures through the end of November 2022.

Employee benefits lines that are overspent need to be cleaned up before being submitted to the auditor. Discussion on breaking out all employee benefits by department – can this be shown on a separate tab on the 2023-2024 budget Excel sheet – was previously time consuming for the Finance Office to complete journal entries by separate employee/department.

Bill Desrosiers MOTIONED to allow Cheryl Miller to transfer budgeted amounts in each individual line for retirement, health care benefits, Medicare and FICA, into the 4117 – Employee Benefits portion of the budget. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

Discussion on open Finance Department position – job duties, hours, responsibilities, salary, day-to-day tasks, history of Finance Office (combining & combining departments, software changes)

3. Town Administrator's Report

Eric Anderson discussed with the Board the potential Capital Fund allocations for the 2023-2024 budget year.

Public Works Capital Equipment Fund – seen increased spending over the last few years

Fire Engine Fund – Fire Department is looking to purchase a new squad vehicle, would take the place of 2 vehicles (engine & heavy duty rescue vehicle), will be bringing to CIP for consideration

Town Wide Building Maintenance Fund – used for larger Town projects

Multi-Use Building Fund – no additional funding

Bunker Hill Bridge Fund – no additional funding (Bunker Hill & Long Hill Bridge projects will be funded by State and Federal grant funds)

Bridge & Culvert Fund – smaller bridges and culverts in Town to be looked at for repair

Tree Fund – would like to fund at \$75,000, hope to continue working with Eversource for tree removal

Roadwork Fund – would like to fund at \$300,000 to accomplish projects that have been put off (reclaiming, chip sealing, guard rail work, catch basin cleaning, striping)

Town Aid Road – State Funded

POCD Fund – done every 10 years, fund at \$5,000 each year – RFP put out for POCD, will need to sign in the next 4-5 months and needs to be completed by 2025

Revaluation Fund – done every 5 years, set aside funds each year

Discussion on Multi-Use Building Fund dollars – can be used towards furnishing the Community/Senior Center, staff for Community/Senior Center, or returned back to the General Fund

Waiting to discuss the Andover Board of Education budget.

Preliminary budget from RHAM -overall increase of 4.75%, less students attending RHAM next school year from Andover, LEVY share could go down – looking to keep a flat mil rate.

Discussed potential dates on meetings for budget time – waiting on budgets from shared services. Will discuss more after the Board of Selectmen reviews the budget.

Current year budget – under spending for expenditures, but under in revenue. Less Town Clerk fees, Building Department fees, and rental fees (below about \$40,000-\$50,000 in Revenue)

4. Draft Budget

- a. **RHAM BOE Presentation** – RHAM Superintendent will be making a budget presentation to the Board of Finance at their March 2023 Regular Meeting

5. Old Business

- b. **Current Status of staff searches for Finance Department** – applications received, starting to review. Form interview panel to include member(s) from the Board of Selectmen, Board of Finance, and Town Treasurer

6. New Business

Open position for Board member – Curt Dowling submitted resignation letter, reach out to Ashley (previous applicant for open Board member position)

7. Approval of Meeting Minutes

Joanne Hebert MOTIONED to approve the December 14th, 2022 Special Meeting Minutes as presented. Louise Goodwin SECONDED. MOTION CARRIED 4:0:1 with Bill Desrosiers abstaining.

8. Liaison Reports – none

9. Board open discussion –

Eric Anderson let the Board know that the monthly bank statement will be included in the meeting packet going forward.

10. Public Speak – none

11. Adjournment

Bill Desrosiers MOTIONED to adjourn the meeting at 8:43pm. Linda Fish SECONDED. MOTION CARRIED 5:0:0