

Town of Andover
Board of Finance
Regular Meeting Minutes
Wednesday, February 22nd, 2023 – 7pm
Location: Virtual Zoom Meeting

Members Present: Marc Brinker, Joanne Hebert, Linda Fish, Louise Goodwin, Robert England, Bill Desrosiers
Town Administrator: Eric Anderson
Andover Board of Education: Superintendent Valerie Bruneau, Business Manager Terry Smith
Planning and Zoning Commission: Anne Cremè
Public Present: Brian Briggs

1. Call to Order/Pledge of Allegiance

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

2. Public Speak – none

Linda Fish MOTIONED to add agenda item 6c. Review AHM Budget from Oversight Committee Meeting. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0.

3. Town Administrator's Report

Eric Anderson updated the Board on various grant applications – the TRIP Grant application was submitted for roadwork; the Recreation Trails Grant application will be submitted next. Drilling on Long Hill will begin for pilings for bridge work in a week or two – there was a meeting with contractors for the Community Center, the budget for the project is looking to come in under \$1,000,000. The first draft of the 2023-2024 Budget was given to the Board of Selectmen for review – first budget meeting is on February 23rd – hoping to finalize by March 14th. Eric will also be on vacation from April 19th to the 25th.

4. Draft Budget

a. Budget Meeting Schedule

Discussion on possible budget meeting dates in March and April.

Robert England MOTIONED to have Board of Finance Budget Meeting dates on 3/15, 3/22 (regular meeting), 3/29, 4/5, 4/12 and 4/19. Joanne Hebert SECONDED. MOTION CARRIED 6:0:0

5. Old Business

a. FYE '21-'22 Audit Status, Status of Town Finance Department, Software update

Eric Anderson gave an update – on track with the auditor for the 2021-2022 Audit, gave a listing of Capital Asset Inventory, Treasurer has given all information needed, funds were reviewed, conversion to QuickBooks is complete – starting to cut checks from the system, most remaining items for the audit will be turned over to the Auditor in the next couple weeks

b. Current status of staff searches for the Finance Department

Difficulty having candidates come for interviews – have received 4 more applicants. Will be screening resumes and doing phone interviews before scheduling in person interviews. Joanne Hebert gave feedback from sitting on the interview panel.

6. New Business

- a. Discuss candidates for open Board of Finance position and select Board member**
 - i. Brian Briggs**

Brian introduced himself to Board members – gave background on personal and professional life. Is currently a Health/PE Teacher. Board members asked questions including following the budget process, the Board of Finance's involvement with the budget, dedication of time to meetings, and the most important mission of the Board of Finance.

The Board moved into Executive Session at 8:33pm.

Robert England MOTIONED to seat Brian Briggs as the 7th member of the Board of Finance. Linda Fish SECONDED. MOTION CARRIED 6:0:0

- b. Policy of Financial Reports**

Eric and Cheryl Miller discussed creating a list and frequency of when Financial Reports should be provided by departments prior to Board meetings. The Andover Library and Fire Commission would submit information quarterly. The Board will review and make any necessary changes.

- c. Review AHM Budget from Oversight Committee Meeting**

Linda Fish shared information regarding AHM's proposed budget – Eric was able to share his screen to show the spreadsheet with the numbers. AHM is hiring a full-time therapist – they currently have a waiting list of clients. Andover's share of the 2023-2024 proposed budget is \$97,002 which is an increase of \$3,596 (16.27%) from last year.

Board members discussed the line items, numbers, and changes between the two years. This document will be emailed to Board of Finance members.

7. Approval of Meeting Minutes

- a. January 18th, 2023 Meeting Minutes**

Robert England MOTIONED to approve the January 18th, 2023 Meeting Minutes as presented. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

- b. January 25th, 2023 Meeting Minutes**

Bill Desrosiers MOTIONED to approve the January 25th, 2023 meeting minutes with an amendment to the date in the header of the minutes be corrected from "January 15th, 2022" to "January 25th, 2023". Robert England SECONDED. MOTION CARRIED 6:0:0

8. Liaison Reports – CIP meeting was cancelled, nothing to report

9. Board open discussion

Would like to put something on the agenda for the next meeting to discuss the 4/19 Budget Meeting date as it conflicts with the Board of Education meeting.

10. Public Speak

Anne/Gerry Cremè – none

Brian Briggs – none

Terry Smith – none

Superintendent Valerie Bruneau – discussed AHM’s services in the Elementary school, budget meeting dates, the financial policy discussion, and congratulated Brian Briggs on becoming a new member of the Board

11. Adjournment

Bill Desrosiers MOTIONED to adjourn the meeting. Robert England SECONDED. MOTION CARRIED 6:0:0