

Town of Andover
Board of Finance
Regular Meeting Minutes
Wednesday, June 28th, 2023 – 7:00pm
Location: Virtual Zoom meeting

Members present: Marc Brinker, Joanne Hebert, Robert England, Louise Goodwin, Linda Fish, Brian Briggs, Bill Desrosiers
Town Administrator: Eric Anderson
Town Treasurer: Cheryl Miller
Public Present: none

1. Call to Order/Pledge of Allegiance

Marc Brinker called the meeting to order at 7:00pm. The Pledge was recited.

2. Public Speak – none

3. Additions/Deletions to the agenda – none

4. Old Business

- a. **Review of Budget to Actual** – property tax amount collected around amount anticipated, Tax Collector revenue posted through May, waiting for June to close to post funds – discussion on supplemental tax collection, Senior Lunch budget increase, discuss other revenue items; Land Use fees, Town Clerk fees, and Transfer Station fees.
- b. **Check register** – none
- c. **Draft Review of Policy on Financial Reports** – Board needs to decide how to proceed, School & Town reconciling separately and then given to auditor – Cheryl weighed in, need information from School so that reports to Boards on monthly basis will be correct at least an expenditure report or cumulative total of expenditures.
- d. **Audit Status Review and Accept the Draft Report** – material finding on internal controls, bank reconciliation, and year end closing. Cheryl reviewed and had conversation with auditor regarding reconciliation process, corrective action plan – all bank accounts reconciled on a monthly basis, all up to date – give departments monthly reports on their spending – Cheryl discussed procedures she would like to implement regarding spending throughout the year and reports over to the auditor by the late fall.

Louise Goodwin MOTIONED to accept the draft audit as is. Robert England SECONDED. MOTION CARRIED 7:0:0

5. New Business

- a. **End of Year Budget Transfers**
 - i. Marc Brinker shared screen – Cheryl reviewed spreadsheet with potential transfers, trying to transfer from inside the department first before transferring from outside department

Robert England MOTIONED to accept the budget transfers that were presented. Bill Desrosiers SECONDED. MOTION CARRIED 7:0:0
- b. **CIRMA Three Year Budget Stabilization**– information provided in packet; agreement signed by First Selectman Jeff Maguire

- c. **Review COST Legislative Summary** – Eric Anderson gave highlights, reviewed grant funding that Town will receive from the State – grants with applications submitted
- d. **Vehicle Purchase for Senior Transpiration** – put out RFP, went to bid and received 3 bids (non-sealed) back – around \$31,000 to purchase -expect vehicle mid-July. Will be taking large bus out of commission due to repairs.

6. Approval of Meeting Minutes

- a. **March 22, 2023 – Regular Meeting and Budget Workshop**
- b. **March 29, 2023 – Special Meeting Budget Workshop**
- c. **April 5, 2023 – Special Meeting Budget Workshop**
- d. **April 12, 2023 – Special Meeting Budget Workshop**
- e. **April 26, 2023 – Budget Public Hearing and Regular Meeting**
- f. **May 24, 2023 – Regular Meeting**

Louise Goodwin MOTIONED to accept all meeting minutes presented in packet. Bill Desrosiers SECONDED.
MOTION CARRIED 7:0:0

7. Administrator's Report

Eric Anderson gave updates on the following:

Gave COST information and legislature funding, there is an active RFP for HVAC at the Fire Department and at Town Hall which closed June 2, the Board of Selectmen designated a committee. 2 bids received for Fire Department and 1 bid for Town Hall – reach out to companies for further info, look at modifying RFP – RFP closes for Fire Truck purchase July 3rd, 2023; Board of Selectmen designated member for the committee, Board of Finance to designate one person as well.

Regulation change for Motor Vehicle assessment – MSRP + depreciation = assessment equation, will affect mil rate. Looking to have Audit filed by June 30th.

Public Works – significant repairs on truck, small tractor engine repair, Andover Landscaping handling mowing for the moment, roadwork (crack sealing, shimming, chip sealing) – working on long term contract with debris management company

Bridges & Culverts – 70% design phase released next week for Bunker Hill Bridge hoping for Spring 2024 start, 30% design phase for Long Hill Bridge. Submitted application for State/Local bridge program for the culvert at Lake Road and Bausola - 50% funding match by the state

Planning & Zoning Commission approved Special Application Permit for Community/Senior Center.

STEAP Grant – application in progress for Center Street Project, Connectivity Grant – leftover funding used for handicapped accessible spots to walking path at Long Hill/Veteran's Memorial fields.

Future Town Meeting for boundary line adjustments – backside of Andover Elementary School, and property along Burnap Brook

Discussion on Long Hill/Veteran's Memorial Fields maintenance – picnic table purchases – one table is broken, Eric will have Public Works inspect/repair table

8. Liaison reports – none

9. Board Open Discussion

Discussion on payroll clean up, Town Planner, Board of Finance member designated to committee for Fire Truck RFP, Town Financial statement – capital outlay for Board of Education, audit presentation – move regularly scheduled meeting on July 26th to July 19th – invite Board of Selectmen and Board of Education members.

Payment schedule for AES funding – Marc Brinker MOTIONED to agree to make the school funding in equal payments over 10 months beginning in July 2023. Bill Desrosiers SECONDED. MOTION CARRIED 7:0:0

10. Correspondence – none

11. Public speak – none

12. Adjournment – Robert England MOTIONED to adjourn the meeting at 8:59pm. Louise Goodwin SECONDED. MOTION CARRIED 7:0:0