

Town of Andover
Board of Finance
Regular Meeting Minutes
Wednesday, September 27th, 2023 – 7:00pm
Location: Community Room, Town Hall, 17 School Road

Members Present: Marc Brinker, Joanne Hebert, Linda Fish, Louise Goodwin, Robert England, Brian Briggs

Members Absent: Bill Desrosiers

Town Administrator: Eric Anderson

Finance Department: Cheryl LaFlamme-Miller (Treasurer), Chris Harakaly (Asst. Treasurer)

Public Present: none

1. Call to Order/Pledge of Allegiance – Marc Brinker called the meeting to order at 7:13pm. The Pledge was recited.

2. Public Speak – none

3. Changes/Additions to Agenda – Auditor not present for meeting, can send presentation to Board members. Marc Brinker MOTIONED to add agenda item 6e – Discussion of Proposed Budget Transfers. Joanne Hebert SECONDED. MOTION CARRIED 6:0:0

4. Review with Auditor 2022 Financial Statements – auditor not present, not discussed

5. Old Business

a. Review of Budget to actual – reviewed and discussed with Treasurer, reviewed by department and report formats that will work best for meetings

b. Check register – reviewed check register with Treasurer, next month reports will be July through September – discussed budget lines that may be over expended during the year due to additional expenses (Transfer Station, NECOG Animal Control, Senior Lunch Program); Discussed STIF account funding and update on roadwork.

c. Update on AES parking Lot paving project - Constantine Paving (contractor), check cut and sent to Town for \$122,000~, materials testing lab and Town Engineer contacted and involved with project. Discussed a possible “Plan B” for project – BOE has decided to not use lot due to safety. Eric Anderson reached out to other companies to review the lot – cracks to seal in lot. Could go to formal RFP over the winter with paving companies or have Public Works complete work for parking lot in the meantime. BOE having Special Meeting to discuss options, technical requirements for project from the Town, and what can be done in the meantime for the lot to be open and useable.

6. New Business

a. 2024 BOF Meeting Schedule – meetings will be the fourth Wednesday of each month. Louise Goodwin MOTIONED to have the regularly scheduled meetings on the fourth Wednesday of each month. Brian Briggs SECONDED. MOTION CARRIED 6:0:0

b. Future BOF meeting Venues – discussion on virtual versus in-person. Louise Goodwin MOTIONED to continue with in-person meetings. Linda Fish SECONDED. MOTION CARRIED 5:1:0 with Joanne Hebert voting No.

c. BOF Chair Position Policy and Procedure – discussion on 1-Year or 2-Year term, protocol and policy. Would vote in December or January meeting following election. Robert England MOTIONED for the Board to adopt a policy to vote on Chair and Vice-Chair positions every two years effective the December meeting following the election. Joanne Hebert SECONDED. MOTION CARRIED 6:0:0

d. Discussion on discrepancies with capital funding levels – reviewed Town Aid Road account; funding received, balances, information was not accurate in accounting system that was given to Public Works – Town Treasurer gave options to correct overages – discussed funds that are no longer in use and could be closed and consolidated. Eric Anderson additionally weighed in on options. Joanne Hebert MOTIONED to transfer funds from the Library Reserve Fund of \$175,000~ into the Town Aid Road fund. Robert England SECONDED. MOTION CARRIED 6:0:0

e. Discussion of proposed budget transfers – FY 2022-2023 budget transfer requests in packet, needed to close year to prepare for audit. Reviewed expenditure lines that were overspent. Treasurer can also include fund balances in monthly reports. Joanne Hebert MOTIONED to approve the budget transfers as presented. Louise Goodwin SECONDED. MOTION CARRIED 6:0:0

7. Approval of Meeting Minutes

a. July 19, 2023 Special Meeting

b. July 26, 2023 Special Meeting

c. August 17, 2023 Special Meeting

Joanne Hebert MOTIONED to approve all meeting minutes as presented. Linda Fish SECONDED. MOTION CARRIED 5:0:1 with Robert England abstaining.

8. Administrator's Report – Eric Anderson gave update on \$100,000 Legislative funding for Route 316 study, goal of project is a multi-use pathway between Town Hall property and rail trail. RFP submitted for consultant; Eric walked area with members of project involved with LOTCIP. Thanked Linda Fish for her years of service to the Board of Finance.

9. Liaison Reports – CIP approved purchase of Steiner mower for Public works

10. Board Open Discussion - discussion regarding the process for unexpended funds at the end of the Fiscal Year, Capital Fund creation for AES, draft policy regarding Capital Plan

11. Correspondence – Town Clerk request for meeting schedule, previously discussed in meeting

12. Public Speak – none

13. Adjournment – Linda Fish MOTIONED to adjourn the meeting at 9:13pm. Louise Goodwin SECONDED. MOTION CARRIED 6:0:0