

**Town of Andover**  
Board of Finance  
Regular Meeting Minutes  
Wednesday, October 25th, 2023 - 7:00pm  
Location: Community Room, Town Hall, 17 School Road

Members Present: Marc Brinker, Joanne Hebert, Brian Briggs, Bill Desrosiers, Louise Goodwin

Members Absent: Linda Fish, Robert England

Town Administrator: Eric Anderson

Public Present: none

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

**2. Public Speak** – none

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

**4. Review with Auditor 2022 Financial Statements** - will have auditor present at November meeting

**5. Old Business**

**a) Review of Budget to Actual** – nothing of concern at moment

**b) Check Register** - no additional questions or concerns

**c) Update on AES Parking Lot paving project** - Eric Anderson provided update and discussion. Could continue with current contractor or can revisit and go to RFP. Board of Selectmen authorized a temporary fix for the upper parking lot with crack sealing and mastic sealing. Contractor will seal upper & lower parking lots at AES, Town Hall lot, and Andover Fire Department lot. Would be a one-year fix - could reclaim the upper parking lot at AES during the next paving season after school is out for the year. Board discussion on paving/sealing process, contractors, project specifications, cost, AES Capital Fund guidelines, oversight, and project management.

**6. New Business**

**a) Review of the Joint Board meeting** - Board members gave recap of meeting - goal is to have all Boards be collaborative going forward. Robert England and Shannon Loudon working on policy packet - discussed capital project definition and capital asset guidelines. Eric Anderson weighed in on Board of Education expense portion of Town budget. Tom Mooney Education lawyer also present at joint meeting - discussed financial accounting and access to Board of Education information including providing reports to the Town on a monthly or quarterly basis; last information received was July 2022. Additional discussion regarding fiscal control, State law reporting requirements for Education, audit findings, corrective action plan, and normal checks and balances.

**7. Approval of Meeting Minutes**

**a) September 27th, 2023 Regular Meeting Minutes** - need to correct verbiage on fund transfer motion

**8. Town Administrator's Report** - Eric Anderson provided update; working on projects until budget time, RFP out for pathway between Town Hall and Rail Trail, received 6 proposals - Board of Selectmen has committee to review. Working to put grant application together for LOTCIP. Town received \$500,000 STEAP grant for the recreation fields - will need to go to Town meeting for approval, requires \$150,000 match. Waiting for update on TRIP grant.

**9. Liaison Reports** – none

**10. Board Open Discussion** - preparation for budget season, three commission member terms up for re-election

**11. Correspondence** – none

**12. Public Speak – none**

**13. Adjournment** - Bill Desrosiers MOTIONED to adjourn the meeting at 8:17pm. Brian Briggs SECONDED. MOTION CARRIED 5:0:0