

**Town of Andover**  
**Board of Finance**  
Regular Meeting Minutes  
Wednesday, November 29<sup>th</sup>, 2023 – 7:00pm  
Location: Hybrid via Zoom & in Community Room, Town Hall, 17 School Road

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

Members Absent: Kelly Wood

Town Administrator: Eric Anderson

Town Treasurer: Cheryl LaFlamme-Miller

Board Clerk: Marina Pandolfi

Public Present: Mike VanDeventer (Mahoney Sabol), Linda Fish

**1. Call to Order/Pledge of Allegiance** – Marc Brinker called the meeting to order at 7:01pm. The Pledge was recited. 3

**2. Public Speak** – none

**3. Changes/Additions to Agenda** – Joanne Hebert MOTIONED to add agenda item 6b – Discussion on meeting type/location (in-person, hybrid, Zoom). Robert England SECONDED. MOTION CARRIED 6:0:0

**4. Review with Auditor 2022 Financial Statements –**

Mike VanDeventer distributed financial statement audit packet for the 2022-2023 Fiscal Year audit. This is a high-level overview of results of the audit. The Town does not meet the threshold for a Federal single audit. Provided opinion on overall funds, issue report on compliance, internal controls, and financial reporting. Reviewed repeat findings from previous Fiscal Year, however were less severe and in better shape. Some deficiencies were improved – weaker areas include bank reconciliations, year-end closing procedures, and reconciliation between the Town and Board of Education. Provided recommendations - management to create a Corrective Action Plan and submit to the Office of Policy and Management (OPM). Reviewed Town's accounts, policies, procedures, financial statements, and capital funds on a GAAP basis.

Additional discussion with Auditor regarding the creation of the AES Capital Fund – using underspent funds from budget to add to fund. There are statutes on establishing funds – discussed authority over moving and spending of the funds, check writing authority, and AES providing financial information to Town. Will need to draft policy – look to move new Capital Fund and 2% non-lapsing account dollars into STIF account to earn interest. Looking to close other unused bank accounts and consolidate into STIF account.

**5. Old Business**

**a. Review of Budget to Actual** – in packet, no significant issues at the moment. Animal Control expenditure line will be over due to larger amount billed by NECOG. Town Treasurer reviewed formatting of reports in packet. Eric Anderson provided information regarding minimum wage increase in January 2024. Additional increase to pest control expenses and switched portable bathroom company resulting in increase.

**b. Check Register** – reviewed

## 6. New Business

**a. Review proposed policy for AES Capital Expenditures** – Eric Anderson passed out draft policy created by Robert England and Shannon Loudon. Board discussed concerns regarding having a separate bank account for funds. BOE is exempt from Town Purchasing Policy by Charter, however Capital projects should fall under the Town's Capital Policy. AES should look to create 10-year Capital plan – reviewed Board of Selectmen scenarios where they would need to step in, formal process for projects (permits, approvals, etc.) – the Board of Selectmen are the executive body of the Town for building projects. A Capital expense that is not a building or structure, the Board of Selectmen is not necessarily involved. Discussed dollar amount threshold for purchases, implementing universal definitions across all policies. Funds from old AES Expansion Fund transferred to fund the new Capital account. Robert England will relay information discussed back to Shannon (BOE), potentially have BOE member attend next Board of Finance meeting for further discussion.

**b. Discussion on meeting type and location (in-person, hybrid, Zoom)** – Discussion on process of virtual meetings if interrupted. Joanne Hebert MOTIONED to return to virtual meetings with the option of holding an in-person meeting at the discretion of the Board. Robert England SECONDED. MOTION CARRIED 6:0:0

## 7. Approval of Meeting Minutes

**a. October 25<sup>th</sup>, 2023 Regular Meeting Minutes** – Joanne Hebert MOTIONED to accept the October 25<sup>th</sup>, 2023 Regular Meeting Minutes as presented. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

**8. Administrator's Report** – roof leak at Andover Fire Department, replaced flat roof – under threshold for RFP. Town received STEAP grant for \$500,000 for improvements to ballfields – going through Planning and Zoning Commission for regulation change for lighting of fields/courts. Authorized grant for Route 316 study – Barton and Loguidice was contractor chosen; worked with Town Attorney to draft two contracts so work can begin. Community Center build going well, staying on budget. Asked for Department of Labor ruling on Center Street project for Senior Transportation.

## 9. Liaison Reports - none

**10. Board Open Discussion** – received quote for bleacher repair/replacement from Carol Lee, approval to move forward with singular quote received. Marc Brinker MOTIONED to approve the quote received for the bleacher repair/replacement. Joanne Hebert SECONDED. MOTION CARRIED 5:0:0

## 11. Correspondence – none

## 12. Public Speak – none

**13. Adjournment** – Brian Briggs MOTIONED to adjourn the meeting at 9:13pm. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0