

Town of Andover
Board of Finance
Regular Meeting Minutes
Wednesday, January 24th, 2024 – 7:00pm
Location: virtual Zoom meeting

Members Present: Marc Brinker, Joanne Hebert, Robert England, Bill Desrosiers, Louise Goodwin, Brian Briggs
Town Administrator: Eric Anderson
Board of Education: Shannon Loudon
Public Present: Linda Fish

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. Changes/Additions to Agenda – none

4. Old Business

a. Review Policy for AES Capital Expenditures – Robert England provided update; have not sat down with Shannon Loudon (BOE) to review yet. Conflicts between what BOE and BOF have come up with for policy – core issues raised in last BOF meeting. Shannon Loudon provided update and agreed with Robert England, gave background of what BOE would like as outcome of policy agreement. Discussion on account set up (similar to 2% non-lapsing account). Outstanding issues from Board of Finance end include \$25,000 amount limit, permissions for transfer of funds and fiscal responsibility. Joanne Hebert gave thoughts that the Capital Fund is a good start for projects, trying to get good relationships from both sides. Look to have AES use CIP process, or potential compromise. Involvement of Board of Selectmen in any given project – look for agreement to do things in a better way that would get a buy in from all parties. Discussed which entity is in control of the funds (Town/BOE) – continue to rethink ideas. Eric Anderson proposed the Board of Selectmen to place \$100,000 into fund this year – the BOE needs Board of Selectmen approval for major Capital projects, explained process at end of fiscal year with remaining funds and if there is any mechanism to segregate fund origin in new account. Robert England and Shannon Loudon will collaborate further for next meeting.

b. Review of Budget to Actual – in packet, Revenue down – building permits slower this time of year, Transfer Station stickers purchased towards end of Fiscal Year, Tax Collector working on making progress collecting previous year taxes, STIF account making interest. State raised minimum wage which was not accounted for in 2023-2024 budget, received \$10,000 from the Secretary of the State towards early voting costs; look to set up permanent fund. Reviewed snow and salt budget.

c. Check Register – in packet, reviewed by Board

5. New Business

a. Nominations and Election of Board Chair and Vice Chair – Robert England nominated Marc Brinker as Board Chair. Bill Desrosiers SECONDED. MOTION CARRIED 5:0:1 with Marc Brinker abstaining. Louise Goodwin nominated Joanne Hebert as Board Vice-Chair. Bill Desrosiers SECONDED. MOTION CARRIED 6:0:0. Congratulations Marc & Joanne!

Marc Brinker also provided information on duties and responsibilities of roles.

b. Vacant position on Board of Finance – Announcements posted in Rivereast, Town Facebook page and Town website. Letters of interest should be sent to the Town Clerk's office.

c. Schedule for Budget Workshops & Budget Hearing – Eric Anderson shared screen with proposed budget schedule. Board of Selectmen have 6 Budget Workshops scheduled with the intention to give the Board of Finance a budget by March 1st, 2024. Board discussion on dates – selected the following: March 13th, 2024 (Workshop), March 20th, 2024 (Workshop), April 3rd, 2024 (Workshop), April 10th, 2024 (Workshop), April 17th, 2024 (Workshop), April 24th, 2024 (Regular Meeting & Public Hearing), April 25th, 2024 (if needed), and May 1st, 2024 (Town Budget Meeting)

d. Discussion on State/Local Bridge Program

i. Program cost increase ~4 fold – old numbers used for max in contract

ii. RFP or use Town Engineer

Eric Anderson provided information – Town Purchasing Policy has exception for requirement for RFP for professional services under certain circumstances – cost of culvert/small bridge has increased due to regulatory requirements. Award letter and proposed cost schedule included in meeting packet. Reviewed cost and timeframe to go to RFP, having specialized panel to review evaluations. If exception is made, engineering can begin – funding for project in Bridge and Culvert fund, will continue to add funds to this account over the next 2 years. 3 culverts currently failing – looking to repair and fund using State/Local Bridge Program. Robert England MOTIONED to approve Eric Anderson's request to bring this exception to the Board of Selectmen as stated, and agree to the variance given the circumstances and accept the quote. Bill Desrosiers SECONDED. MOTION CARRIED 6:0:0

e. Requests for HVAC

i. Fire Department

ii. Town Hall

Eric Anderson provided update – went through RFP process and CIP, units in buildings are failing, will be an improvement to the Town Hall. Panel selected contractor for both projects (Corbett HVAC Services, and Lenco Electric)

f. Conduit installation and Propane Tank install – Eric Anderson provided update on gas line installation, received 3 quotes for propane tank installation and quotes for trenching. Will keep excavation for concrete in house by having Public Works complete. LOCIP funds to be used for projects – conduit cost, only look to dig once while Community Center build is in process.

g. Requests for Electrical upgrades to Town Hall

i. Request exception to Purchasing Policy

Require Board of Finance approval for exception to Purchasing Policy to not go to RFP for project. Electrical work is not compliant or up to code in parts of building. If project is done partially due to RFP need, it could cost more in the end. Discussed timeframe for project, parts ordering – look to have major portion of project completed in four months. Robert England MOTIONED to allow Eric Anderson to proceed with the electrical work outlined in the packet for the project and waive the Purchasing Policy provision that would require an RFP for the work. Bill Desrosiers SECONDED. MOTION CARRIED 4:0:0

6. Approval of Meeting Minutes

a. November 29th, 2023 Regular Meeting Minutes – minutes not included in packet, will review at next month's meeting

7. Administrator's Report – Budget coming together well – met with Board of Selectmen to review budget priorities, will give them full copy of the budget and continue to review priorities and projects with Board(s) – will then go to Board of Finance for input, review and changes. Joanne Hebert commended Veteran's Ceremony.

8. Liaison Reports – no CIP meeting this month

9. Board open discussion – Joanne Hebert mentioned addressing and organizing outstanding budget issues ahead of time to prevent any last-minute additions to the budget.

10. Correspondence – Eric Anderson provided update on Finance Office struggling with M&T Bank for Town accounts, actively looking for a new bank – had meeting with Jewett City Savings Bank, downside is no local offices

11. Public Speak –

Linda Fish – commented regarding Board being responsible for elected officials’ salaries; should have elected officials present budget. Reviewed candidates on ballot who were not elected to potentially fill vacancy on Board

12. Adjournment – Bill Desrosiers MOTIONED to adjourn the meeting at 9:04pm. Robert England SECONDED. MOTION CARRIED 4:0:0