

**Town of Andover  
Board of Finance**  
Wednesday, February 24<sup>th</sup> 2021 at 7:00 P.M.  
Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

Chair Marc Brinker called the Regular Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.

Board of Finance: Chair Marc Brinker, Vice Chair Diane Choquette, Linda Fish, Louise Goodwin, Robert England, David Hewett, Curt Dowling.

Board of Selectmen: Jeff Murray, Paula King, Scott Person.

Board of Education: Shannon Loudon, Chris Bernard, Daniel Foran, Gerry Crème.

Superintendent: Valerie Bruneau, Principal: John Briody

PTA Co-Presidents: Lucie Wilson, Celeste Willard

Public Present: Ed Smith, Sheila Patrizz, Jennie Morrell, Carrie Gilbert, Melissa Loteczka, Erin Boris, Katie Marino, Mike Burke, Anne Crème, Joanne Hebert, Jaime Webber, Amy Knox, David Kluczowski.

Community Voice Channel: Nick Lavigne

2. Public Speak

Chair Marc Brinker outlined the public speaking process for all attendees.

PTA Co-President Celeste Willard read a letter aloud sharing the full support of the AES BOE proposed budget. The letter stated the lack of increase in recent years' budgets and bare bones of staff and resources, expressing the critical need for a well-functioning school system for children and families. The letter was sponsored by her family and numerous AES families.

BOE Member Daniel Foran shared support of the AES BOE proposed budget. Stated impacts of COVID-19 on the school system including students struggling academically and emotionally. Daniel advocated importance of investment in town's education. Shared hopes for the Board of Finance to support the proposed budget.

BOE Member Chris Bernard shared support of the AES BOE proposed budget. *\*See included Public Speak letter.*

BOE Member Gerry Crème thanked the Board of Finance and shared support of the AES BOE proposed budget, speaking at length of community history, importance of education, and potential for commercial development to help tax offset, etc. Also thanked the Board of Selectmen and Board of Education for their hard work and contributions.

BOE Chair Shannon Loudon thanked the Board of Finance and shared support of the AES BOE proposed budget.

Announced AES as Andover's greatest asset, stating that as expenses increase each year, the cost to maintain infrastructure also increases. Shared hopes for the Board of Finance to support the proposed budget.

Erin Boris shared support of the AES BOE proposed budget. Announced that AES was recently featured on local news channel for successful COVID-19 response.

AES Teacher Melissa Loteczka shared support of the AES BOE proposed budget. *\*See included Public Speak letter.*

Ed Smith shared support of the AES BOE proposed budget. Expressed interest in Board of Education member opening.

Sheila Patrizz shared support of the AES BOE proposed budget and the letter read by Celeste Willard.

PTA Co-President Lucie Wilson shared support of the AES BOE proposed budget and the letter read by Celeste Willard.

Katie Marino shared support of the AES BOE proposed budget.

Joanne Hebert stated advocacy for a fair budget whilst agreeing with quality of AES education.

AES Principal John Briody thanked the Board of Finance, Board of Selectmen and Board of Education.

Chair Marc Brinker thanked everyone for their involvement and input.

3. Additions/Deletions of Agenda Items – None.

4. Town Administrator's Report

Eric Anderson provided report, sharing his presentation with the meeting attendees. *\*See included report.*

5. Finance Department Report

a. Town Budget Summary – Provided.

b. Revenue Summary – Provided.

c. TAR Spending – Provided.

d. Over Expenditure Report

Presented by Eric Anderson on behalf of the Finance Department. Line item over expenditures include legal fees, telephone costs, electricity bill, and government elections. Line items under budget include the Assistant Town Clerk due to hiatus in staff member and healthcare costs due to staffing changes.

6. Budget Transfers

a. Budget Transfers/Supplemental Appropriations – None.

b. Over Expenditure Requests – None.

## 7. Old Business

- a. COVID-19 Update  
Already addressed in Town Administrator's Report.
- b. Finance Director Position  
Eric Anderson announced Sherry Holmes as the new Finance Director. The Board of Education signed the employee contract last week with her start date as Wednesday, March 10<sup>th</sup>, 2021 at the first Board of Education Regular Meeting at 7:00 P.M.
- c. Software Transition  
To be addressed when Finance Director is in place.
- d. Audit Status  
Retired Andover Elementary School Business Manager Laura Edwards has been subcontracted to help finish the town audit with company Mahoney Sabol. The audit is underway, and the new Finance Director will help complete when in place.

## 8. New Business

Discuss and act upon the following:

- a. Presentation of 2021-2022 Andover Elementary School Proposed Budget  
Chair Marc Brinker congratulated AES on keeping school open successfully during COVID-19. Superintendent Valerie Bruneau presented the proposed AES budget. Board of Education Chair Shannon Loudon submitted the letter of budget support to the Board of Finance. Valerie Bruneau stated the presentation is available in the Board of Finance Regular Meeting packet. The presentation will also be included on the town website on the budget page to be launched soon. Marc Brinker inquired about grant fund allocation. Members discussed the Smart Start Grant. Valerie Bruneau stated legal obligation to educate preschool students. Rob England shared that the program is a tremendous benefit for working parents. Valerie Bruneau explained the special education costs. Valerie stated that the AES preschool program is excellent. Marc Brinker inquired on ongoing COVID-19 costs. Marc Brinker inquired on salary increases. Valerie Bruneau shared information regarding teacher contracts and grant funding. Diane Choquette inquired on what is driving increase for contracted services and special education. Valerie Bruneau offered to provide a breakdown. Marc Brinker and Diane Choquette requested clarification on budget line items during the Three-Year Object Overview page. Members discussed the Andover Hebron Marlborough Youth and Family Services agency. Valerie Bruneau stated that AES has a contract with a social services staff member from AHM. Louise Goodwin inquired on grade levels with class breakdown. Valerie Bruneau explained reasoning behind class sizes, specifically the importance of Kindergarten and 3<sup>rd</sup> grade due to COVID-19 gap. Valerie Bruneau offered to show offset of revenue going forward. Marc Brinker thanked the Superintendent Valerie Bruneau for her hard work and passion for AES education.
- b. Town Budget Discussion  
Board of Selectmen to provide a proposed Fiscal Year 2021-2022 Town Budget to the Board of Finance. Eric Anderson will submit to the Board of Finance tomorrow, Thursday, February 25<sup>th</sup>, 2021 and post on the town website. Eric Anderson stated that the estimated mil rate is 38.31 with increase of 7.58%. The town portion of the increase is 2.13% with 1 mil as \$271,446. Last year, the Board of Selectmen trimmed back the mil rate via capital to get the increase down.
- c. Upcoming Budget Workshops
  - i. Wednesday, March 3<sup>rd</sup> at 7:00 P.M.
  - ii. Wednesday, March 17<sup>th</sup> at 7:00 P.M.  
Admin Assistant/Board Clerk Amanda Gibson stated that all of the town, AES and RHAM budget information will be available on the town website budget page on Thursday, February 25<sup>th</sup>, 2021.
- d. CIP Request for purchase of a F550 Pickup Truck for Public Works  
  
Robert England MOVED to transfer the fund balance of \$25,252.35 in L-100-00-3949-002, titled DT/DF Farm-Equipment to L-100-00-3700-059 Public Works Capital Equipment Fund;  
and to transfer \$12,000 from L-100-00-3700-006, titled DT/DF Town Aid Road to L-100-00-3700-059 Public Works Capital Equipment Fund.  
Curt Dowling SECONDED  
MOTION CARRIED 7:0:0

Diane Choquette MOVED to authorize the Town Administrator to purchase a 2020 Ford F550 pickup truck with a Rugby 3-yard dump body and Fisher V plow, specs as outlined in the budget quote, with the expenditure not to exceed \$60,000. This will replace the 2008 F550 Dump Truck that is not cost effective to repair.

Robert England SECONDED

MOTION CARRIED 7:0:0

9. Approval of Meeting Minutes

a. Wednesday, January 27<sup>th</sup>, 2021 Regular Meeting Minutes

Curt Dowling MOVED to approve the Wednesday, January 27<sup>th</sup>, 2021 Regular Meeting Minutes.

Louise Goodwin SECONDED

MOTION CARRIED 7:0:0

b. Saturday, January 30<sup>th</sup>, 2021 Special Meeting Minutes

Diane Choquette MOVED to approve the Saturday, January 30<sup>th</sup>, 2021 Special Meeting Minutes.

Louise Goodwin SECONDED

MOTION CARRIED 6:0:1 Robert England abstained.

10. Liaison Reports

Diane Choquette provided update on the Community-Senior Center Building Committee: The committee met on Thursday, February 11<sup>th</sup>, 2021 and reviewed the preliminary site plans. Next phase is to meet on Thursday, March 11<sup>th</sup>, 2021 at 7:00 P.M. to discuss next steps and plan to request funding from the Board of Finance for conceptual drawings. Eric Anderson shared that the fund has a total of \$447k and the proposed FY 2021-22 town budget has a recommendation to add \$50k for design costs in order to sustain the full balance in the fund.

11. Board Open Discussion

Eric Anderson inquired if the board would like to request anything specific for the first upcoming budget meeting. Marc Brinker requested to see how this budget would impact the long-term plan for capital projects including roads and other infrastructure. Diane Choquette requested which funds will be expended in the next 12 months for the next bridge project. Eric Anderson shared that the town will begin bridge construction in approximately 14 months. The town's portion of \$400k to be expended by summer 2022 and to use fund balance as our reserve. The town will await reimbursement portion from the federal government. Curt Dowling requested information from Eric Anderson on future grants for the town.

12. Public Speak

Board of Education Chair Shannon Loudon thanked the Board of Finance for listening to the Board of Education and Superintendent. Shannon announced that the Capital Improvement Planning Committee meeting minutes from Thursday, February 18<sup>th</sup> have been posted to the town website.

Jennie Morrell offered lightheartedly to have her preschoolers paint the new town truck green. Expressed appreciation for those who spoke during public speak on the importance of early childhood education.

Gerry Crème thanked the Board of Finance for the opportunity to participate and hopes the Board of Finance will support the Board of Education proposed budget.

Joanne Hebert recognized the lengthy budget season and thanked the teachers and staff who care for AES students.

Brian Briggs shared that as a teacher at Tolland at primary school, he appreciated the Superintendent's view on class sizes. Recommended for the Board of Finance to accept the budget as presented by the Board of Education.

Principal John Briody thanked the Board of Finance for their time.

13. Adjournment

Louise Goodwin MOVED to adjourn the Regular Meeting.

Robert England SECONDED

MOTION CARRIED 7:0:0

Chair Marc Brinker adjourned the Regular Meeting at 10:34 P.M.

\*Please visit our town website at [www.andoverct.org](http://www.andoverct.org) for upcoming VIRTUAL meetings with instructions on how to join. The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our [www.facebook.com/townofandoverct](https://www.facebook.com/townofandoverct) page for community updates! Helpfully submitted by the Board

Clerk/Administrative Assistant, Amanda Gibson. *Amanda Gibson*

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

**Public Speak comments submitted during the  
Town of Andover, CT  
Board of Finance  
Wednesday, February 24<sup>th</sup> 2021  
virtual Regular Meeting**

**Melissa Loteczka:**

On behalf of the Andover Education Association, we would like to speak in support of Ms. Bruneau's budget for Andover Elementary School for the 2021-2022 school year. We all know that the previous twelve months have been tough for everyone, especially our students. COVID-19 has pushed teachers to totally reinvent the ways we teach and reach our students to not only meet their needs, but often the needs of their families.

This school year has been turbulent for our students. Some have moved back and forth between remote and in-person learning, some are just returning after 10 months of being home, and there are some who still haven't even entered our building since March of 2020. Remote learning is not ideal. It presents our administration and staff with many challenges; it lacks structure and routine, social interaction with peers, direct instruction from a teacher, and real-time support as students encounter challenges with learning. We know that there are students who will continue to need the service of remote instruction next school year. We also need to consider the new students that are off our radar and will enter AES for the first time in the fall. Ms. Bruneau's budget prioritizes students and aligns resources where they are needed most. She is cognizant of the needs our students will present next school year. Her budget will support the school staff to meet the demands the pandemic has put on everyone.

**Chris Bernard:**

Good evening.

My address is 58 Merritt Valley Road and I am speaking as a member of the Board of Education.

I support the proposed AES budget, not only because of the hard work of the School Administration, and my fellow BOE members, but because it is a prudent course of action.

For a bit of background on me, I hold a Doctor of Education degree in Educational Leadership. My dissertation was on how Ideology and Pedagogy impact the adoption of technology in the classroom. While my dissertation was centered on technology use, it was of course important to understand the underlying historical significance of pedagogy, something we have all experienced.

As we discuss the proposed Board of Education budget, one item I would like everyone to keep in mind is the ever changing role of education in society. Many of us were educated for a very different world than what we live in now. As part of the industrial revolution in the 18<sup>th</sup> and 19<sup>th</sup> centuries many of us were educated in some very formalized and standardized ways that continue to this day, with the primary goal of the education system to create a "standardized worker" for factories and labor.

This standardized approach to education, led to larger class sizes and more efficiencies, but as it targeted the "average" student it often failed to serve the vast majority of students in the best way possible. Those students who didn't fit the mold, simply never reached their potential. This of course includes students both above and below the average.

As our nation has changed from an industrial economy to a service/knowledge based economy, so must our education. To do so means we must change how we teach and interact with students moving from the "sage on the stage to the guide on the side" especially in the more formative years of schooling. This means increased interaction with the students, leading to smaller class sizes.

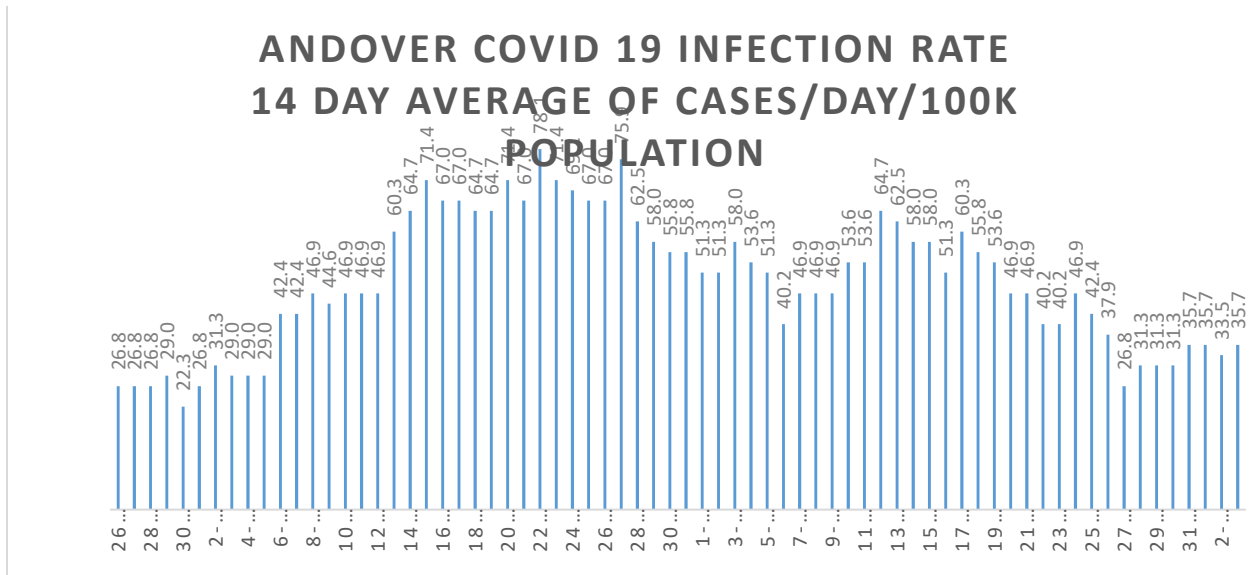
We have seen first hand the impact of not investing in our future. We hear regularly about the ever increasing costs to repair roads and infrastructure that have not been maintained over the years. Roads and buildings can be repaired. Our children cannot.

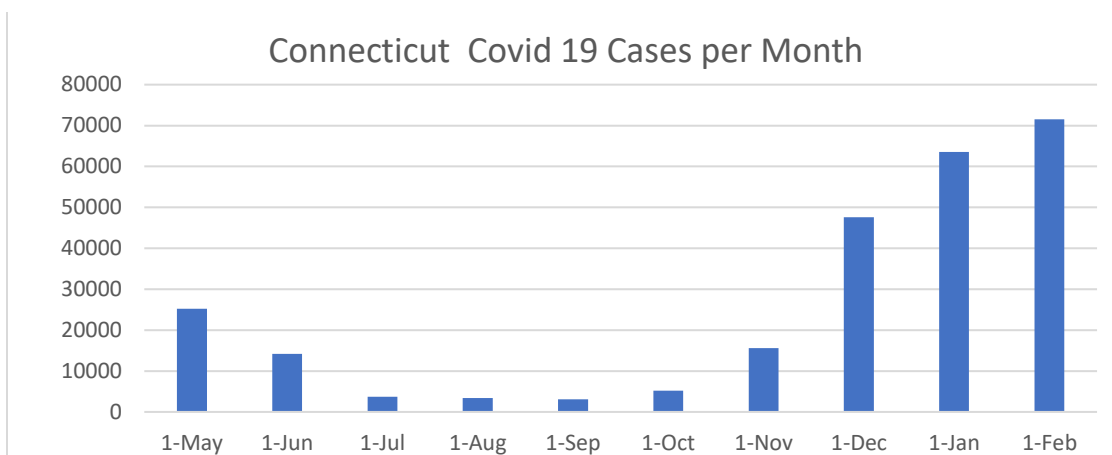
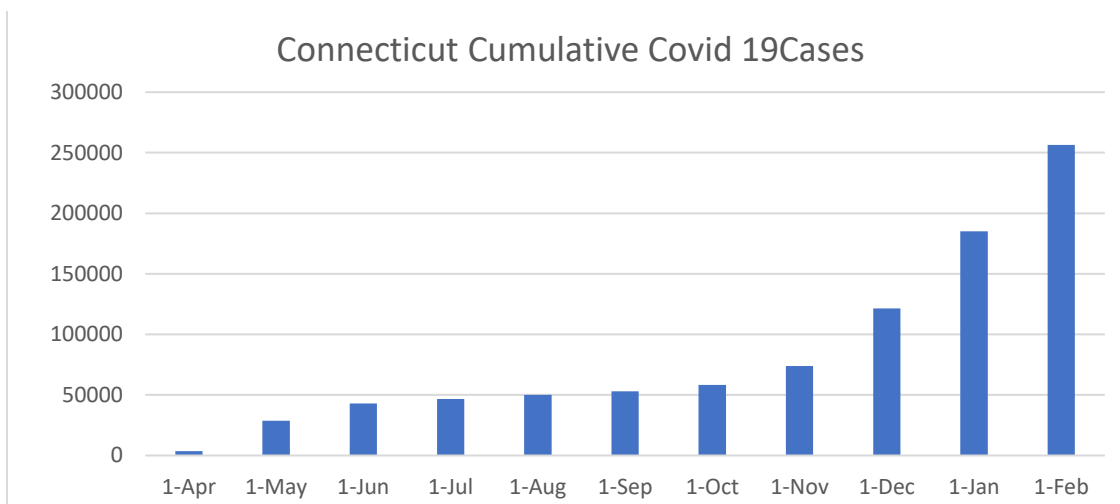
I understand the concern and recognize the challenge of trying to meet the needs of all members of our community, and the daunting task before the Board of Finance, Board of Selectmen, and the community as a whole and look forward to working together in meeting the needs of our community.

# Town Administrator's Report for the Wednesday, February 24<sup>th</sup>, 2021 Board of Finance Regular Meeting

## Covid Update as of 2/22/21:

This is rapidly evolving. As of today 2/22/21 Andover has **had 146** positive COVID cases and 2 deaths from the disease. Here is Andover's numbers for infection rate.





The good news is Andover's infection rate is decreasing. As we all know we are in phase 1A of the vaccine rollout and those 65 and older are eligible for the vaccine.

#### **Finance Office:**

Town Finance Director will start on March 8<sup>th</sup>. We welcome Sherry Holmes to Andover and I look forward to working with her.

#### **Legal:**

The town BOS approved a settlement with Donna Doyker in the amount of \$200k to settle the suit entitled Donna Doyker v. Town of Andover. It will be paid by our insurance company. Will have some future effect on our insurance premium rates.

#### **Budget Related Information:**

Governor Lamont released his proposed 2-year state budget. Basically, level funding for ECS and the funding Andover is projected to get \$29k in additional federal COVID-19 relief spending. Note: this appears to go to the school not the town. Board of Selectman should probably have a budget ready for the Board of Finance by March 1<sup>st</sup>, 2021.

#### **Building Department:**

We have updated our fee structure. We will be looking at possibly implementing an online permitting software. Working with the Building Official on this. More on this to come, should generate extra \$20k yearly in revenue.

#### **Senior/Social Services:**

Continuing to run the bus for essential medical runs. We are also doing grocery bus runs for those that do not have cars. All COVID protocols are being observed. Unfortunately providing very limited services for seniors at this time.

#### **Resident State Trooper:**

Darrell Tetreault has been reassigned to Hebron. I wish him well, he did a great job in Andover. I would like to welcome Trooper Christopher Ferreira who will be our Resident Trooper for at least the next few months. Darrell has been showing him around, he has covered this area for Troop K so is familiar with Andover. This will cause uncertainty in the annual cost basis for the trooper. Note that we are billed once per year in August for the previous year. Salary is dependent on seniority.

**Burning Official:**

Scott Yeomans has completed the course to be appointed Andover's Burning Official. I have officially appointed him. 2-3 more weeks for DEEP to process the paperwork. BOS approved charging a fee for permits of \$30 since each permit requires a site visit. The fee would go to the Burning Official in lieu of other compensation.

**Public Works Info:**Sweeper

We purchased a new (used) 2010 Elgin Pelican sweeper after approval by CIP as well as BOF. Total cost \$69,900 Brand new it would be \$235,000 through Sourcewell.

We intend to auction off our old sweeper as soon as possible and are looking at our options.

Replacement of F550 Mason Dump truck

The Town currently owns a non-functioning diesel 2008 F550 small dump truck with plow. A week or so ago the motor failed and is not repairable.

The capital plan for PW equipment assumed that vehicle would be replaced in 2022 for a cost of around \$60,000. At that time, it would have been 14 years old. We would like to push up the acquisition by one year instead of repairing the existing unit.

**Repair options identified:**

1. Current cost for the dealer to replace the engine is approximately \$19,000. That price may increase slightly based on what else is needed for the conversion. Written Estimate
2. Cotu (used parts dealer) thinks he can obtain a used motor for approximately \$7800-8000 his estimate is \$3000-4000 to install No Warrantee has to be same vintage diesel engine to work with the pollution gear.

Given that the repair options are approximately 1/3 the cost of a new Vehicle and the Age of the Vehicle, it does not seem cost effective to do so.

**Purchase Options**

1. \$60,657.88 Purchase Vehicle through Sourcewell. Sourcewell is a government Purchase Program that Andover Participates in Sourcewell Quote ID#15673 R1 for (1) 2022 Ford Super Duty F-550 DRW (F5H) XL 4WD Reg Cab 145" WB 60" CA with Rugby 9' 3-4 Yard Eliminator LP Dump Body. Exact Delivery time is unknown ( Ford is 90-120 days to build and then the time for the upfitter) but likely 4-6 months total
2. \$58,287 Purchase from Colombia Ford in-stock Unit 2020 Available Now through the government sales program. Not customizable, you get what they have Unit will be Red. This is the lowest bid we found and it is available now.
3. Purchase from other dealers We looked at other options for new units dealers including Tasca since it is a multi state dealership. It also is part of the municipal sales program from ford. No one else seems to have units

available under the municipal purchase agreement currently. Ford is sold out of 2021 production units and will not take new orders for 2022 until sometime in March with delivery 4-6 months later

4. Quote for a Unit from the commercial program from Tasca Ford. Total Unit cost from Tasca Ford would be \$59,525 Plus \$5625 for the Plow

Given the time frame to acquire a truck through Sourcewell, or order a custom unit from Columbia, purchasing what they have off the lot makes sense. Other than that, we are looking at a delivery time in August.

CIP at the Feb 18<sup>th</sup> meeting approved spending up to \$60,000 purchasing the truck but left the funding source to the Boards of Finance and Selectmen.

Funding Sources:

L-100-00-3949-002

As of today, the public works capital equipment fund has a balance of \$23,104.66

L-100-00-3949-002

The old fund entitled DT/DF Farm-Equipment still exists and has \$25,252.35 in it

Combined these two funds contain \$48,357.

My suggestion is to transfer L-100-00-3949-002 to L-100-00-3949-002

Close fund L-100-00-3949-002

Transfer \$12,000 from L-100-00-3700-006 DT/DF Town Aid Road to L-100-00-3949-002

This will leave approximately \$180,000 in Town Aid Road

Auction off the F550 and return that money to L-100-00-3949-002. This should get us between \$6500 and 10,000.

Surplus Equipment to Auction. Below is the list of surplus equipment that should be considered to send to auction.

- 1) 1987 Mobil M-9 Sweeper
- 2) 2CY Hydraulic Stainless Steel Rear Jet Sander (year unknown and not used by our department any longer)
- 3) Muller 6 S Tilting Mixer (year unknown)
- 4) 2008 F550 4X4 Medium Duty Mason Dump Truck w/V-Plow (this truck has blown motor and is not feasible to repair)
- 5) Old Single Axle Military Trailer (year unknown)

All items approved by BOS for Disposal.

Other Items in the pipeline for disposal; many new/old stock parts from John Deere that are still in their packages that were from equipment we no longer possess (710 Backhoe and 450 Dozer). Able to sell them to an independent repair outfit.

Snow Plowing Budget

We have had more than average plowable events lately. We have spent approximately \$45k in salt for the year so far. We started the year with a stockpile of salt worth about \$20k. There is a lot of uncertainty in the salt market for next year- because one of the major vendor salt depots has been kicked out of the state to make room for staging offshore wind equipment.



**Times Farm Bridge:**

I had a long meeting with CME engineering. With their close out team. Bottom line at this point we owe the contractor black and Warner 21,520\$ in retainage after all change orders are settled. 80% of this is reimbursable by the State of Connecticut. (\$17,216) We will also owe CME engineering for their time involved in the closeout. This should also be reimbursable at 80%. When this is all finished we should need to spend ~ 6,000 more in town money. This money is currently in

I-100-00-3700-031                      times farm bridge    \$176468.9  
The BOF had agreed to transfer 150,000 to fund balance but it never got moved.

Funds that still need to get moved:

	name	\$	move to
I-100-00-2980-002	AES expansion	8732.53	general fund
I-100-00-3700-031	times farm bridge	176468.9	Move 150,000 to general fund
I-100-00-3700-045	public works building	26697.19	move to general fund
I-100-00-3949-005	library fund	182742.1	Move to general fund
		368171.9	Total funds
I-100-00-3949-002	equipment fund	25252.35	Move to PW equipment funds
Approved as part of last budget			

**STEAP Grant**

Working on paperwork for STEAP grant.

**Connectivity Grant:**

Still no major update, phase one of the project the signalized upgrade is STILL not finished yet. CDOT will not issue encroachment permit letter until phase 1 is complete. We still do not have an encroachment permit letter. I transferred the survey and drawings from Gerry Hardisty who has now moved out west to Brandon Handfield.

**Revaluation:**

The revaluation initial data collection is complete.