

**Town of Andover**  
**Board of Finance**  
Regular Meeting Minutes  
Wednesday, February 28<sup>th</sup>, 2024 – 7:00pm  
Location: virtual Zoom meeting

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

Town Administrator: Eric Anderson

Public Present: Stephen King, Kimberly Person, Adrian Mandeville, 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. Additions/Deletions to Agenda** – none, Eric Anderson sent Board of Finance budget that Board of Selectmen has passed on

**4. Old Business**

**a. Vacant Position on Board of Finance**

**i. Stephen King** – provided background information both personally and professionally, recently became involved with the RTC, part of Andover Sportsman’s Club, currently works for UCONN Health managing data centers – interested in more Town politics. Board members asked questions regarding Town budget knowledge, Town happenings, and what Andover’s largest challenge is. The success of the Town is important as well as understanding the costs associated with demographics, housing and schooling.

**ii. Kimberly Person** – provided background information both personally and professionally, raised in Andover – has worked at Library, ran non-profit (COOL Program) in Town, currently works at UCONN Health administering continuing medical education programs, has served on Board of Education. Board members asked questions regarding top priorities for Town upon joining Board – importance of listening to Town residents and communicate openly regarding spending.

**iii. Adrian Mandeville** – introduced himself and provided background information. Has previously served on many Boards in Town (BOS, BOF, and BOE). Discussed potential 5-year plan of population and projection, RHAM will need increased funding. Ultimately decided to withdraw application for vacancy.

The Board moved into Executive Session at 7:32pm, inviting Eric Anderson.

The Board returned from Executive Session and asked Stephen King and Kimberly Person to re-summarize why they would like to join the Board and qualities they would bring to the Board.

Joanne Hebert MOTIONED to appoint Stephen King to the Board of Finance. Louise Goodwin SECONDED. MOTION NOT CARRIED unanimous vote 3:3:0

Robert England MOTIONED to appoint Kimberly Person to the Board of Finance. Bill Desrosiers SECONDED. MOTION CARRIED unanimous vote 4:2:0.

Kimberly will need to be sworn in by the Town Clerk. Board discussed monthly meetings, budget workshops, and liaisons to different Boards and Commissions. Will receive Town email address for correspondence. Next meeting is March 13<sup>th</sup>, 2024 @ 7:00pm. Congrats Kimberly!

- b. Review Policy for AES Capital Expenditures** – Celeste Willard reached out to Marc Brinker for further information on policy. Robert England to continue to work with Shannon Loudon from BOE on policy.
- c. Review of Budget to Actual** – in packet, budget is in good shape for snow budget. Some expenses over previous two weeks missing from report. No significant shortfalls in budget so far for this year – can add other items to agenda for Budget Workshop in advance of meeting.
- d. Check Register** – reviewed register, discussed questions regarding checks disbursed for voluntary payroll deductions. Joanne Hebert will reach out to Town Treasurer and Town Administrator with any further questions.
- e. Conduit installation and Propane Tank install** – Eric Anderson provided information regarding wiring for conduit – was able to solve problem without having to get Board of Finance involved. Conduit in new wing of building was undersized when installed – looking on how to correct. There will be no phone service at Town Hall on Friday 3/1/2024 while VOIP access is being switched.

## **5. New Business**

- a. Initial Audit Results** – provided in packet, recommendations listed on pages 111-112. Concerns of AES reporting, material findings, internal control of financial reporting for the school district, reporting to bank, and interfund reconciliations between the School and Town. Board will review., kudos given for audit being submitted in timely manner. Eric Anderson shared screen with audit findings: 1) Financial reporting in the school district ledger 2) School monthly bank reconciliations not fully reconciled to the Town's general ledger involved capital items 3) Financial reporting and reconciling the combined ledgers of the two accounts (Town and School). Will need to establish year-end closing practices to be followed by both entities. No material weaknesses on Town side or repeat findings. Recommendations provided by auditor include – school eGrants Management Systems, identifying Capital assets, accrued liability accounts, records retention, purchasing documentation (per capital threshold, purchasing policy), budgetary compliance (purchase order system). Deficit fund balances – need to be cleaned up with Board of Finance. Summary of audit – underspent budget, brought in more revenue than anticipated, 12% of budget in unexpended fund balance – look to use \$150,000 to offset taxation in next fiscal year budget. AES underspent budget by \$112,000 – look to officially accept audit report by end of March. Will need to respond to list of findings with Corrective Action Plan, asked Superintendent to write. Joanne Hebert suggested meeting be set up with Superintendent, Business Manager, and Board members.

## **6. Approval of Meeting Minutes**

- a. November 29<sup>th</sup>, 2023 Regular Meeting Minutes** – Bill Desrosiers MOTIONED to amend the minutes for November 29<sup>th</sup>, 2023 to reflect the audit is for the 2021-2022 Fiscal Year. Robert England SECONDED. MOTION CARRIED 6:0:0
- b. January 24<sup>th</sup>, 2024 Regular Meeting Minutes** – Joanne Hebert MOTIONED to approve the January 24<sup>th</sup>, 2024 Regular Meeting Minutes as presented. Louise Goodwin SECONDED. MOTION CARRIED 6:0:0

**7. Administrator's Report** – Eric Anderson provided update; Board of Selectmen and CIP made a recommendation to put forth a public meeting for the purchase of a piece of equipment for Public Works (roadside mower and trailer). Asked Jay Tuttle to put together a Capital Equipment Plan – to review in next packet. Submitting LOTCIP grant for Route 316 Connectivity project – if approved would receive \$2.9 million for project – did receive \$100,000 for congressional study for design. Did not receive TRIP grant, had conversation with Mr. Murphy regarding congressional set aside. Look to have generator backup for municipal complex and Public Works – apply for FEMA grant through legislature. Submitting Rec Trails grant as alternative to LOTCIP grant. Discussion on mower and trailer purchase, 5-year plan for Public Works capital equipment.

Public Meeting topics to include – trail projects, equipment purchases. Asked Board members to complete Plan of Conservation and Development (POCD) survey.

## **8. Liaison Reports** – none

**9. Board Open Discussion** – Joanne Hebert commented regarding funds reallocated from RHAM budget around \$119,000. Would like to set up a meeting with AES and review listing of grant funding. Deliverables for first Board of Finance budget workshop to include high level overview of budget, 10 largest expenditures/increases, reasoning for large changes over 10% or \$1,000. Board members to review budget and compile questions.

**10. Correspondence** – email from Stephen King thanking Board for opportunity to fill vacancy

**11. Public Speak** – none

Kimberly Person to be sworn in by Town Clerk and seated at next Board meeting. RHAM Superintendent to do budget presentation at next budget workshop. AES to present budget at following budget workshop.

**12. Adjournment** – Robert England MOTIONED to adjourn the meeting. Joanne Hebert SECONDED. MOTION CARRIED 6:0:0