

Town of Andover
Board of Finance
Regular Meeting Minutes
Wednesday, March 27th, 2024 – 7:00pm
Location: virtual Zoom meeting

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

Town Administrator: Eric Anderson

Public Present: none

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 the Agenda – none

4. Old Business

a. Review Policy for AES Capital Expenditures – Robert England provided update; met with Shannon Loudon (BOE) and discussed progress, will be meeting again on March 28th, 2024 to continue. Audit currently shows \$112,000~ surplus from AES to be moved into Capital account.

b. Review of Budget to Actual – Eric Anderson provided update, budget overall in good shape through the end of the fiscal year. Reviewed revenue that will continue to flow in through the end of the year (ECS funding, uncollected taxes)

c. Check register – in packet, reviewed larger items that were paid

d. Audit Review - will be submitted before the end of the month, working to schedule meeting between Board of Selectmen, Board of Finance, Board of Education and Auditor to review

5. New Business

a. DPW Equipment Schedule – in packet, is updated each year and reviewed by CIP. Gives overview of what will need to be replaced in years to come. Eric Anderson working with Town Attorney on items for Town meeting including vote for new mower purchase. Look to schedule Town Budget meeting at next Board of Selectmen meeting. Reviewed plans for Public Works vehicles and equipment.

b. Approval of Capital Purchase Process form – Recommendation from Auditor to create form to track Capital purchases and put a packet together of all supporting documentation to keep in the Finance Office. Board reviewed form and made suggestions on changes – will update and put on next month's agenda to review further.

c. CIRMA Budget – Eric Anderson provided update – received 3-year window of maximum costs. Reviewed policies, recent claims and rate increases.

6. Approval of Meeting Minutes

a. February 28th, 2024 Regular Meeting Minutes – Marc Brinker MOTIONED to approve the February 28th, 2024 Regular Meeting Minutes as submitted. Robert England SECONDED. MOTION CARRIED 7:0:0

b. March 13th, 2024 Special Budget Meeting Minutes – Joanne Hebert MOTIONED to approve the March 13th, 2024 Special Budget Meeting Minutes as submitted. Louise Goodwin SECONDED. MOTION CARRIED 7:0:0

7. Budget Discussion

a. AES Gymnasium Floor – floor is currently 46 years old; Town will be paying for repair/replacement. Liability is under the Town's CIRMA insurance policy. Funding for project will be taken from the Building Maintenance Fund – funding is in the current budget proposal for 2024 -2025. (Continued on next page)

Discussion on current oil tanks at AES – located underground, Robert England will research further to be added to next month's agenda and look to be added to the AES Capital project list. Additionally discussed overhead fans in gymnasium – look to replace for energy efficiency in gym. Reviewed details of both projects, would be completed over the summer when students are not in school.

Brian Briggs MOTIONED to approve the gymnasium floor and overhead fan projects at AES for \$40,000. Robert England SECONDED. MOTION CARRIED 7:0:0

b. AES Gymnasium Fans – combined discussion with agenda item 7a.

c. Welcome to Andover sign – Economic Development Commission looking to fund additional sign in the 2024-2025 Fiscal Year Budget. CIP has approved additional sign and referred back to the Board of Finance. Discussed potential sign locations – will discuss more at a future meeting when budget is farther along in process.

8. Administrator's Report – Eric Anderson provided update; grant application submitted to LOTCIP for the Route 316 Connectivity project (\$2.9 million) to create a multi-use pathway from the Municipal Complex to Cider Mill Road then to the Rail Trail. LOTCIP grant to fund construction of the pathway, Legislative grant to fund the design. Additionally submitted grant applications for a Rec Trails Grant, micro grant to the DOT to fund a bike share program, and BRIC grant to fund a new generator for the Municipal Complex and fund towards the new Community Center becoming an emergency shelter. Community Center build coming along well, dry wall is beginning to be done. Spoke with Jed Larson and Town Planner regarding Gravel Pit on Route 6 – looking to potentially move towards legal action for compliance. Discussion on Town meeting requirements for Connectivity project.

9. Liaison Reports – Robert England provided update from CIP; discussed plumbing issue at AES – repair was completed however there is more damage than initially realized. Look to have engineer to full survey of damage to get full scope of repairs necessary - potentially move up on Capital project list. Eric Anderson spoke with Jay Tuttle (DPW) regarding catch basin top replacement in AES parking lot. Discussion on authority over projects, Eric Anderson walked AES building with head custodian to review outstanding problems.

10. Board open discussion – reviewed topics for next budget workshop. Look to have Town Clerk, Planning and Zoning Chair, and Registrars at meeting. Will review any other significant line-item changes.

11. Correspondence – none

12. Public Speak – none

13. Adjournment- Bill Desrosiers MOTIONED to adjourn the meeting at 8:56pm. Louise Goodwin SECONDED. MOTION CARRIED 7:0:0