

**Town of Andover  
Board of Finance**

Wednesday, March 24<sup>th</sup> 2021 at 7:00 P.M.

Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

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

Members Present: Chair Marc Brinker, Vice Chair Diane Choquette, Curt Dowling, David Hewett, Robert England, Linda Fish. Members Absent: Louise Goodwin.

Town Administrator: Eric Anderson, Admin Assistant/Board Clerk: Amanda Gibson

Board of Selectmen: Adrian Mandeville, Scott Person.

Finance Director: Sherry Holmes

Public Present: Ed Sarisley, Dianne Grenier, Joanne Hebert, Jay Kamins.

Community Voice Channel: Nick Lavigne

2. Public Speak

Adrian Mandeville expressed concern for Andover Elementary School Board of Education budget. Shared support for AES covering contractual increases, but not for 10 children per class. Encouraged the Board of Finance to start implementing budget decisions. Recommended to take \$100k from the 3<sup>rd</sup> grade class and put towards the center. Suggested for the concept drawings he created for the Community Senior Center Building Committee from the last Board of Selectmen Special Meeting be shared with the Board of Finance. *\*The Tuesday, March 16<sup>th</sup> Board of Selectmen Special Meeting Zoom video recording is available on the Town's YouTube channel with the center discussion and preliminary drawings by Adrian Mandeville available beginning at 40 minutes into the meeting.*

Ed Sarisley shared that he is available for questions on the Community Senior Center Building Committee concept design discussion. Reiterated Adrian Mandeville's comments. Thanked the Board of Finance.

Scott Person reiterated Adrian Mandeville's comments. Suggested for budget information to be shared with the town residents.

Joanne Hebert: \*See included.

Marc Brinker thanked everyone for their input.

3. Additions/Deletions of Agenda Items

Marc Brinker MOVED to add replacement of Board of Finance member on the Capital Improvement Planning Committee under New Business item g.

Robert England SECONDED

MOTION CARRIED 6:0:0

4. Town Administrator's Report

Eric Anderson provided report. \*See included.

5. Finance Department Report

- a. Town Budget Summary – Provided.
- b. Revenue Summary – Provided.
- c. TAR Spending – Provided.
- d. Over Expenditure Report

6. Budget Transfers

- a. Budget Transfers/Supplemental Appropriations – None.
- b. Over Expenditure Requests – None.

7. Old Business

- a. COVID-19 Update  
Previously shared in the Town Administrator's Report.
- b. Finance Director Position  
Board of Finance welcomed Sherry Holmes as the new Finance Director.
- c. Software Transition  
Sherry Holmes shared that she has been in contact with Edmunds software and would like the new software implemented beginning July 1<sup>st</sup>, 2021. She is working to create an updated chart of accounts for both AES and Town entities.
- d. Audit Status  
Eric Anderson shared that the town has received preliminary data from the auditor.

## 8. New Business

Discuss and act upon the following:

- a. Review the AHM FY 2021-22 Budget  
Eric Anderson shared that the Andover Hebron Marlborough's Youth and Family Services agency's municipal 'Youth Services Bureau' formula has been updated. The new agreement allocates funds directly from the town budget in one allotment instead of independently from the town and schools. The agreement states that the Town of Andover as a whole will allocate \$88,684 to the partner agency for the Fiscal Year 2020-2021 budget. AES proposed budget will be reduced by \$24k to recognize new agreement. Sherry Holmes stated that AES has a separate line item for additional support of an AHM social worker.
- b. Letter of Commitment for Budget Stabilization Program between CIRMA and Town/BOE  
Curt Dowling MOVED for the Board of Finance to authorize the Town Administrator Eric Anderson to sign the letter of commitment for budget stabilization program between CIRMA and Town of Andover/Andover Elementary School Board of Education.  
Rob England SECONDED  
MOTION CARRIED 6:0:0
- c. Community Senior Center Building Committee Authorization of Funds for Architectural Designs  
Ed Sarisley presented conceptual drawings created by Adrian Mandeville.  
Members discussed ideas and suggestions including but not limited to solar panels, future of community needs, versatile rooms, welcome area, increased parking, etc.  
  
Curt Dowling MOVED to allocate \$50k from the Community Senior Center Building Fund for the architectural plans.  
Diane Choquette SECONDED  
Discussion: Members agreed that up to \$20k will be allocated for the conceptual drawings with a Request for Proposal.  
MOTION CARRIED 6:0:0
- d. Veterans Monument Park Updates  
Members discussed upcoming updates to Old Town Hall Museum of Andover History and Veterans Monument Park. Resident Veteran Gerry Wright is fundraising through patio bricks for new monument, site work, irrigation system, seeding and fill and potentially two new flagpoles. Town to fund the upgrades for well, vault and electrical.  
  
Diane Choquette MOVED to spend up to \$20k to contribute to Veterans Monument Park for well and electrical work with funding source to be approved by Board of Finance prior to expenditure.  
Rob England SECONDED  
MOTION CARRIED 6:0:0

e. Building and Land Use Department Online Permitting System

Eric Anderson shared that the Building and Land Use Department's Administrative Assistant resigned effective immediately on March 6<sup>th</sup>, 2021. Administrative Assistant Amanda Gibson was requested to help in the department temporarily to process applications for residents. Eric Anderson proposed the town's plan to reduce time of the Building and Land Use Department Administrative Assistant to part time hours for a reduction in salary and benefit costs. Town to charge small fee built into cost per application to generate \$4k-6k per year for new online permitting system. The town is in negotiation with the union for the reduced hours of the Building and Land Use Administrative Assistant and requested combination with the Assistant Town Clerk position.

David Hewett MOVED to approve the online permitting system agreement with Permit Link for the Building and Land Use Department.

Rob England SECONDED

MOTION CARRIED 6:0:0

f. COVID Funding Update

Eric Anderson shared that based on municipal data, the town will receive up to \$319k in COVID relief funding. Members discussed possible options for spending the designated funding.

g. Replacement of Board of Finance member on the Capital Improvement Planning Committee

Louise Goodwin resigned from the committee, suggesting a replacement member more appropriate for the role of the committee. Members thanked Louise Goodwin for her time. Rob England volunteered to be a member of the committee.

Diane Choquette MOVED to appoint Rob England as member of the Capital Improvement Planning Committee as the Board of Finance representative.

Curt Dowling SECONDED

MOTION CARRIED 6:0:-0

h. Budget Discussion

Members viewed updated budget sheets. Marc Brinker shared a budget reduction scenario sheet.

Eric Anderson shared the potential options for cutting funds, as requested by the Board of Finance:

1. Building Dept.
2. Eliminate BOF legal budget entirely.
3. Reduce all wage increases.
4. Reduce the BOS salary stipend from \$1,200 to \$1000 each.
5. Reduce the assessor Legal Notice legal counsel item.
6. Eliminate old firehouse alarm maintenance and stop heating the building completely.
7. Reduce overtime for snow removal.
8. Street lighting.

Members discussed potential cuts to capital.

Eric Anderson stated that the town is waiting for the final budget numbers from Andover Elementary School Board of Education and Region 8 RHAM Board of Education.

i. Upcoming Budget Workshops:

Wednesday, March 31<sup>st</sup>, 2021 at 7:00 P.M.

Wednesday, April 7<sup>th</sup>, 2021 at 7:00 P.M.

Wednesday, April 14<sup>th</sup>, 2021 at 7:00 P.M.

9. Approval of Meeting Minutes

- a. Wednesday, February 24<sup>th</sup>, 2021 Regular Meeting Minutes
- b. Wednesday, March 3<sup>rd</sup>, 2021 Special Meeting Minutes
- c. Wednesday, March 17<sup>th</sup>, 2021 Special Meeting Minutes

Diane Choquette MOVED to approve the Wednesday, February 24<sup>th</sup>, 2021 Regular Meeting Minutes.  
Curt Dowling SECONDED  
MOTION CARRIED 6:0:0

Curt Dowling MOVED to approve the Wednesday, March 3<sup>rd</sup>, 2021 Special Meeting Minutes.  
Diane Choquette SECONDED  
MOTION CARRIED 6:0:0

Linda Fish MOVED to approve the Wednesday, March 17<sup>th</sup>, 2021 Special Meeting Minutes.  
Rob England SECONDED  
MOTION CARRIED 6:0:0

10. Liaison Reports – None.

11. Board Open Discussion – None.

12. Public Speak

Jeff Murray expressed disappointment in possibility of cuts to services in town and importance of capital funds for road improvements. Discussed actions at the previous Board of Education meeting and suggested for the town to make sensible cuts to the AES budget. Thanked the Board of Finance.

Scott Person reiterated Jeff Murray's comments.

13. Adjournment

Diane Choquette MOVED to adjourn the Regular Meeting.  
Rob England SECONDED  
MOTION CARRIED 6:0:0  
Marc Brinker adjourned the Regular Meeting at 10:56 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.

**Town of Andover**

**Board of Finance**

Wednesday, March 24<sup>th</sup> 2021 at 7:00 P.M.

Location: virtual Zoom meeting

**Regular Meeting Minutes**

**PUBLIC SPEAK**

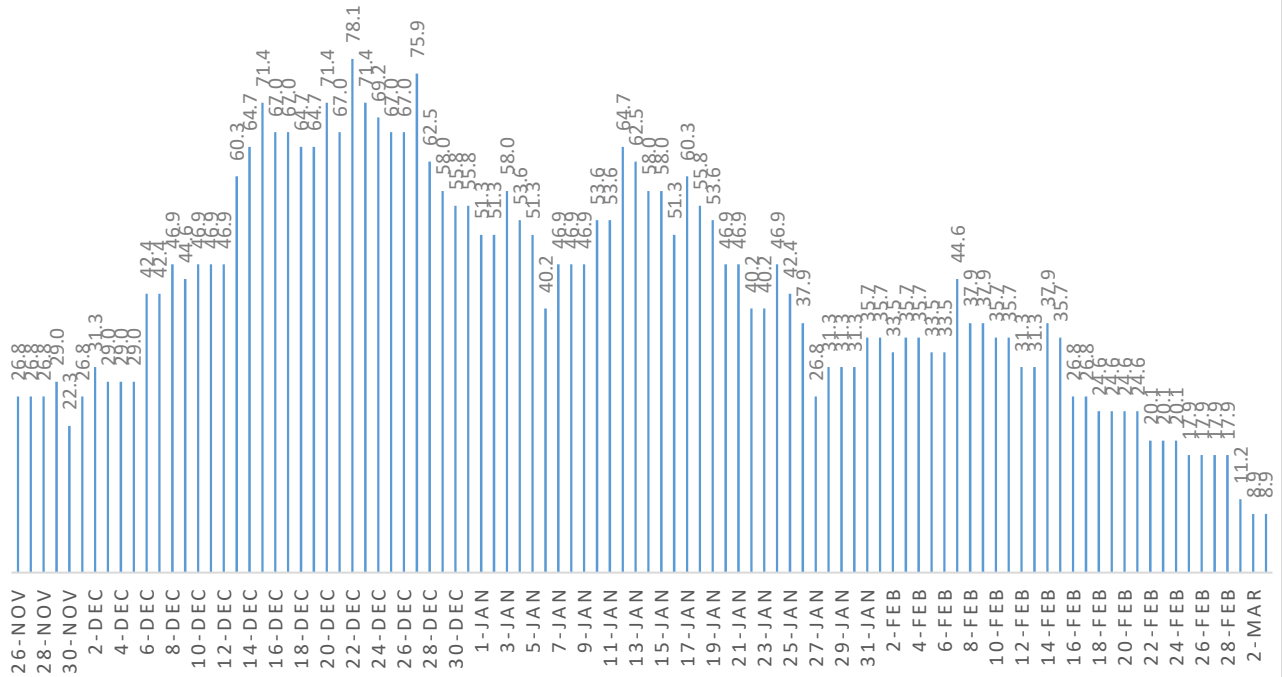
Joanne Hebert: In regards to the AES budget numbers, our Superintendent has referred to the fact that we need to have those small class sizes now in order to prevent the high cost of additional money needing to be spent on students in the future with services if we are not able to pick up on some possible learning needs of our youngest students. I would like to challenge that idea again referring to my own personal experiences. All Towns offer Early Childhood Screenings before children enter kindergarten for this exact purpose. While a resident in another Town, and using my intuition as a mother, I thought that one of my children had a slight speech issue. It was picked up during an assessment that we signed up for that was provided for all incoming kindergarten students, and was taken care of during my daughter's kindergarten year. She received the half hour of speech help during kindergarten and was exited from the program by the end of the year, and we never looked back. Again, that is why Town's offer screenings and assessments before students arrive in school. Thank you.

## Town Administrator's Report for the 3.24.21 Board of Finance Regular Meeting

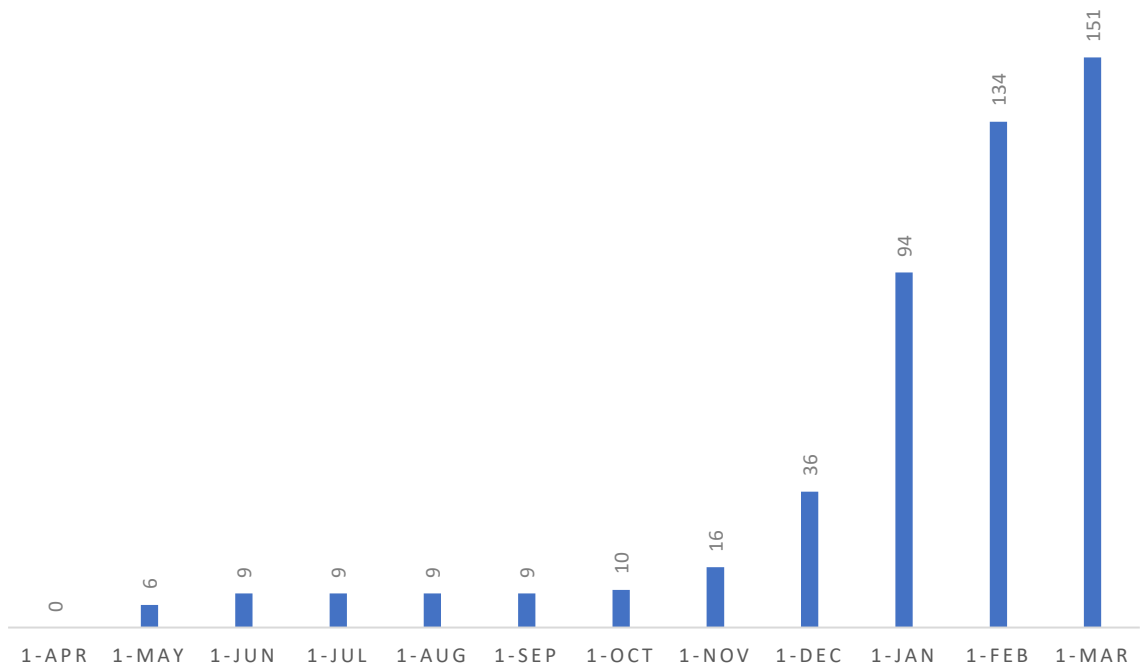
### Covid Update as of 3.4.21:

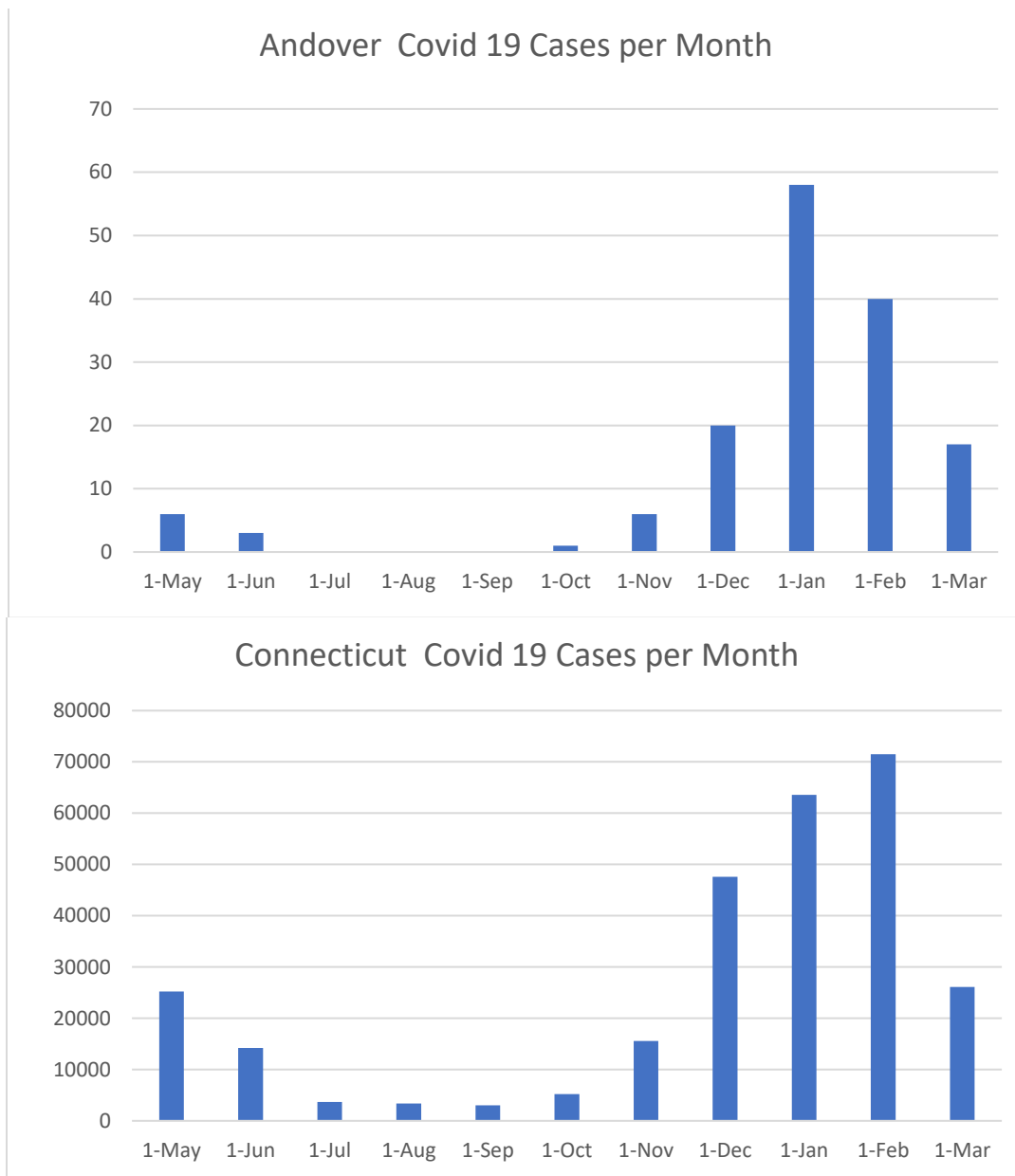
This is rapidly evolving. As of today 322 Andover has **had 160** positive Covid cases and 3 deaths from the disease. Here is Andover's numbers for infection rate.

### ANDOVER COVID 19 INFECTION RATE 14 DAY AVERAGE OF CASES/DAY/100K POPULATION



### ANDOVER CUMULATIVE COVID 19 CASES





#### **Town Hall Operations:**

The Town hall is open by appointment but is mostly staffed at this point.

#### **Finance Office:**

We have sent our Auditor the first batch of information and are working towards audit completion. Looking forward to having a finance director.

#### **Assessor's Office:**

The revaluation process by the assessor's office is well underway. Initial Field Collection is complete. Grand List up approximately 2%.

#### **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. Meeting with the union to discuss consolidation of the position.

#### **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.

We are unfortunately providing very limited services for seniors at this time.

**Resident State Trooper:**

Trooper Christopher Ferreira is covering as our Resident Trooper for at least the next few months.

**Burning Official:**

Scott Yeoman's has completed the course to be appointed Andover's Burning Official. I have officially appointed him. DEEP has approved and processed it. We have received our first burning permit. Website includes new information.

**Library:**

I have two contractors lined up to evaluate the brickwork and chimney at the library.

We had a problem with the phone and alarm system at the library Working with Paul Cheeny to resolve it. The alarm system currently is not working- unknown how long it has been faulty.

**Public Works:**

Pothole filling going on with cold patch in multiple spots.

WINDSTORM OVERNIGHT ON 3/2/21 caused a bunch of road closures and knocked out power to about 1/3 of residents by 11 am all roads were open except Wales Road.

We used the emergency announcement to get the early word out about then social media for updates.

**Snow Plowing Budget:**

We have had more than average plowable events lately. We have spent approx. 45,000\$ in salt for the year so far. We started the year with a stockpile of salt worth about \$20,000 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.

**F550 Mason Dump Truck:**

Purchased as approved last month.

**Transfer Station:**

Transfer station running smoothly. brand new sign installed at the entrance- required by law and old one was unreadable.

**Ongoing projects:****Bunker Hill Bridge Design:**

In progress no updates. Waiting on the State DOT to finish the survey.

**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
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The BOF had agreed to transfer 150,000 to fund balance but it never got moved

We are making Progress

**STEAP Grant:**

Working on paperwork for STEAP grant.

**Connectivity Grant:**

Finally some progress with DOT, phase one of the project the signalized upgrade is STILL not finished yet. I sent cdot another letter asking them to release the letter since I had not heard from them since December. They had been trying to get ahold of Gerry Hardisty unsuccessfully. Working on getting Brandon to draft revisions.

Jay Tuttle is getting us quotes on the signage costs for the project.

The project manager for the signalized upgrade has sent them a release authorization.



## **Town-wide Alarm Monitoring and Repair:**

**Still in the works- hoping to have firm contract to approve by next month**

Basic problem with systems

1. 6 different locations each one has a different system type. Two systems are priority school and fire Department.
2. Except for the school, none of the systems are maintained or tested annually
  - a. Public works system needs full rewiring and modification
  - b. Library alarm currently does not call out.
  - c. System in museum non-functional needs to be done from scratch.

Lowest bid so far for garage is approx. 11,000 reuse sensors and rewire\* presuming fire marshal approves of existing locations of detectors.

Trying for 4 bids on the alarm systems monitoring and repair/ upgrade

Monitoring services

1. There are a few big hubs that do monitoring will not be local. Likely neither Albany NY or in MA.
2. Copper phone lines are 35\$ per month and fairly unreliable
3. Monitoring via phone line ~17-20 dollars/month each should use 2 lines
4. Cost to monitor via cellular monitoring ~ 45-48\$/month each.
5. Similar cost if we use a vhf radio based system
6. None of the systems work well with VOIP or straight internet connection.

My working assumption is that we are going to use a cell based monitoring system.

Still trying to gather information.