

Town of Andover Board of Finance
Wednesday, April 28th 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.

Members: Chair Marc Brinker, Vice Chair Diane Choquette, David Hewett, Louise Goodwin, Linda Fish, Rob England.

Absent: Curt Dowling

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

Board of Selectmen: Jeff Maguire

Town Clerk: Carol Lee

Finance Director: Sherry Holmes

Board of Education: Chair Gerry Crème, Daniel Foran.

AES Superintendent: Valerie Bruneau

Public Present: Cathy Palazzi, Mike Palazzi, Georgette Conrad, Joanne Hebert.

Community Voice Channel: Nick Lavigne

2. Public Speak – None.

3. Additions/Deletions of Agenda Items – None.

4. Discuss and act upon the following:

a. Budget Discussion

i. Discuss feedback from Public Hearing – None.

ii. State Legislature Municipal Funding Decrease

Eric Anderson provided updates on estimated Education Cost Sharing (ECS) town funding with a \$67k decrease from the state.

iii. Adjustment of Building Admin line item

Members discussed savings from combining position with Assistant Town Clerk. The town is converting to an online permitting software system Permit Link very soon.

iv. Finalize Budget for Town Budget Meeting

Members discussed final details of the proposed budget.

Members discussed that the town budget increase is not from expenditures, but from decrease in funding and less available from fund balance.

Diane Choquette and David Hewett suggested AES reduce costs.

Members discussed details of the potential American Recovery Act \$319k grant funds.

Rob England MOVED to recommend the town budget presented at the last meeting with two corrections of the combined budget and \$67k decrease in funding from Education Cost Sharing.

Louise Goodwin SECONDED

MOTION CARRIED 6:0:0

Visit the town website at www.andoverct.org to view the [FY 2021-22 Proposed Town Budget](#) information page.

5. Town Administrator's Report – Not provided due to length of the meeting.

6. Finance Department Report

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

Marc Brinker MOVED to transfer \$30,000 from the Software Fund 100-01-0109-735 Computer Services Fund to 100-00-3700-049 Tree Work Fund for this year's Fiscal Year budget.

Rob England SECONDED

MOTION CARRIED 6:0:0

7. Budget Transfers

- a. Budget Transfers/Supplemental Appropriations
- b. Over Expenditure Requests

8. Old Business

- a. Software Transition

Sherry Holmes provided updates with training to begin soon, the software is on the server and the data conversion will include both town and school. Sherry to provide a list of account numbers and reclassification of account numbers. The goal is to transfer system by July 1st, 2021 at the start of the new Fiscal Year.

- b. Audit Status - Previously addressed.

- c. Motion to transfer funds from Treasurer's Office (software) to Tree Work Fund - Previously addressed.

- d. Community Senior Center Building Committee

Diane Choquette shared that funding is approved for the Town to go to Request For Proposal bids for the architectural drawings for the center.

- e. Veterans Monument Park Updates

Gerry Wright is fundraising for the Veterans Monument Park through the Buy a Brick Program. The Board of Selectmen is working with Gerry Wright on upgrades to the park. The Agent Orange Monument Unveiling Ceremony is on Saturday, June 5th at 6:00 P.M. at the park.

- f. Building and Land Use Department Online Permitting System - Already discussed.

9. New Business

Discuss and act upon the following:

- a. CIP Recommendation for Building Alarm System

Rob England MOVED to authorize the Town Administrator with the concurrence of the Board of Selectman to expend up to \$25,000 from L100-00-3700-052 (Building Maintenance Fund) to hire FTP (Fire Protection Team) for fire alarm cellular monitoring, installation, repair, monitoring and annual inspection services at the following locations: Andover Town Hall, Andover Elementary School, Public Library, Fire Department, and Public Works. The Andover Museum (Old Town Hall) may be added based on a revised contract.

Linda Fish SECONDED

MOTION CARRIED 6:0:0

- b. Request for funding for Planning and Zoning Commission to hire a consultant to develop an Affordable Housing Plan in accordance with new state law.

Members agreed to review the Town Charter prior to agreeing to hire a consultant.

- c. Motion to appoint Sherry Holmes Town Treasurer in accordance with the Town Charter.
Rob England MOVED to recommend that the Board of Selectman appoint Sherry Holmes as Town Treasurer to conform with the Town Charter, Section 702I.
Louise Goodwin SECONDED
MOTION CARRIED 6:0:0
- d. School and State Funding Project – Already discussed.

10. Approval of Meeting Minutes

- a. Wednesday, March 24th, 2021 Regular Meeting Minutes
- b. Wednesday, March 31st, 2021 Special Meeting Budget Workshop Minutes
- c. Wednesday, April 7th, 2021 Special Meeting Budget Workshop Minutes
- d. Wednesday, April 21st, 2021 Town Budget Public Hearing Minutes

Louise Goodwin MOVED to approve the following:

Wednesday, March 24th, 2021 Regular Meeting Minutes

Wednesday, March 31st, 2021 Special Meeting Budget Workshop Minutes

Wednesday, April 7th, 2021 Special Meeting Budget Workshop Minutes

Wednesday, April 21st, 2021 Town Budget Public Hearing Minutes

Dave Hewett SECONDED

MOTION CARRIED 6:0:0

11. Liaison Reports – None.

12. Board Open Discussion – None.

13. Public Speak

Joanne Hebert: *See included.

Cathy Palazzi thanked the Board of Finance.

14. Adjournment

Diane Choquette MOVED to adjourn the Regular Meeting.

Rob England SECONDED

MOTION CARRIED 6:0:0

Marc Brinker adjourned the Regular Meeting at 9:24 P.M.

*Please visit our town website at 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 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.

Board of Finance Regular Meeting
Wednesday, April 28th

PUBLIC SPEAK

I appreciated the conversation revolving around the State Grant and whether or not to add it to the revenue of the budget. Ultimately, I believe you all made the right decision in not adding it in without having more information of where you are able to spend it. If added in and then you were not able to fully use it, it would have negatively affected the budget and cost the taxpayers more in the long run. I also would appreciate hearing how much of a total dollar percentage increase this proposed budget represents and not just the percentage of mill rate increase. Thank you.

Joanne Hebert
Andover Town Resident