

**Town of Andover  
Board of Finance**

Wednesday, June 23<sup>rd</sup>, 2021 at 7:00 P.M.

Location: virtual Zoom meeting

**Regular Meeting Minutes**

**1. Call to Order/Pledge of Allegiance**

Diane Choquette called the Regular Meeting to order at 7:02 P.M.

The Pledge of Allegiance was recited.

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

Members Absent: Chair Marc Brinker

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

Finance Director: Sherry Holmes

Board of Selectmen: Scott Person, Adrian Mandeville, Paula King.

Board of Education: Gerry Crème, Shannon Loudon,

AES Superintendent: Valerie Bruneau

Public Present: Cathy Palazzi, Mike Palazzi, Liz Lokiec, Kelly Haggerty, Jennie Morrell, Sarah Warriner, Erin Boris, Melissa Loteczka, Stacy Kluczowski, Jed Larson, Elizabeth Partridge, Kimberly Person, Jacob Isleib, Marcie Miner, Dianne Grenier, Linda Derick, Kathleen Barrett, Louise, Kirstina Frazier, Meghan Lally, Katrina Clate, Mary Holer, Georgette Conrad, Melissa Kjellquist.

Community Voice Channel: Nick Lavigne

**2. Public Speak**

Dianne Grenier thanked the Board of Finance.

Kathleen Barrett thanked the Board of Finance.

Chris Bernard thanked the Board of Finance and shared support of the Andover Elementary School budget.

**3. Additions/Deletions of Agenda Items – None.**

**4. Budget Workshop**

Members discussed Referendum budget failure, potential mil rate increases and next steps in budget process.

Valerie Bruneau provided input. Adrian Mandeville provided input.

Curt Dowling MOVED to provide a zero percent increase for the Town Budget and Andover Elementary School Board of Education Budget for the upcoming Fiscal Year 2021-2022.

Linda Fish SECONDED

MOTION CARRIED 5:1:0 Robert England voted not in favor of.

**5. Town Administrator's Report**

Eric Anderson provided verbal report and provided budget recommendations.

Rob England MOVED to endorse Town Administrator Eric Anderson's budget recommendations to reduce the Town Capital Budget with the following adjustments: Reduce the Bridge and Culvert Fund by \$10k; Reduce the Public Works Equipment Fund by \$10k; Reduce the Roadwork Fund by \$10k; Reduce the Building Maintenance Fund by \$5k; Reduce the Fire Department Fund by \$15k.

Louise Goodwin SECONDED

MOTION CARRIED 6:0:0

**6. Finance Department Report**

a. Town Budget Summary – Provided.

b. Revenue Summary – Provided.

c. TAR Spending – Provided.

d. Over Expenditure Report

Eric Anderson shared the Eastern Highland Health District COVID relief fund request from towns including Andover to offset COVID clinics and support.

**7. Budget Transfers**

a. Budget Transfers/Supplemental Appropriations – Provided.

b. Over Expenditure Requests

Members discussed numerous budget transfers presented by Sherry Holmes.

Diane Choquette MOVED to accept the Fiscal Year 2020-2021 Town Budget Transfers as presented by Finance Director Sherry Holmes.

Curt Dowling SECONDED

MOTION CARRIED 6:0:0

8. Old Business

a. Software Transition

Sherry Holmes provided update: Software training commenced June 16<sup>th</sup> and 17<sup>th</sup>. Edmunds GovTech is currently loading data from Fiscal Year 2020-2021. Operations will be streamlined for Fiscal Year 2021-2022 with easily produced reports.

b. Audit Status

Sherry Holmes announced that the audit is complete, and town is awaiting the final printed copy. Auditor has requested a corrective action plan be written by Sherry Holmes and to be reviewed by auditor prior to submitting audit and plan to OPM. The complete audit will be included in the Annual Report and posted on the town website in the near future.

c. Community Senior Center Building Committee

Diane Choquette provided a report as a member of the committee. The committee meets monthly. The town posted a Request For Proposal (RFP) for Site Survey with submissions due by Monday, July 19<sup>th</sup> at 2:00 P.M. The RFP is available on the town website, posted on government CTSOURCE site, shared in the local newspaper and submitted to local companies. The committee has published preliminary site plan, floor plan, and report on the town website under Community Senior Center Building Committee page.

d. Veterans Monument Park Updates

Eric Anderson shared that upcoming updates to the park include irrigation system and surface treatment. COVID funds will be utilized to fix the well and sand filter.

e. Building and Land Use Department Online Permitting System

Eric Anderson shared that the process has been delayed slightly. Permit Link has transferred data from Assessor's Vision software, so progress is being made.

9. New Business

Discuss and act upon the following:

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

Jed Larson presented on behalf of the Planning and Zoning Commission, recommending the town hire Bill Wariner to conduct the Affordable Housing Study, as he completed the town's Plan Of Conservation and Development in 2015. Board of Finance discussed their Purchasing Policy requires a Request For Proposal. Members agreed to post an RFP for the Affordable Housing Study.

b. Timing for Tax Collection for Upcoming Year.

Louise Goodwin MOVED to recommend to the Board of Selectmen a mil rate of 36.00.

Linda Fish SECONDED

MOTION NOT PASSED 3:2:1

Curt Dowling and Diane Choquette voted not in favor of. Robert England abstained.

Eric Anderson stated that the Board of Finance proposed mil rate is 35.88 based on the recommended budget for the Annual Town Budget Meeting.

10. Approval of Meeting Minutes

a. Wednesday, May 26<sup>th</sup>, 2021 Regular Meeting Minutes

b. Thursday, June 3<sup>rd</sup>, 2021 Special Meeting Minutes

Diane Choquette MOVED to approve the following:

Wednesday, May 26<sup>th</sup>, 2021 Regular Meeting Minutes

6.23.21 Board of Finance – Regular Meeting Minutes

11. Liaison Reports – None.

12. Board Open Discussion

Diane Choquette thanked the Board of Finance members for their hard work throughout budget season.

Members thanked David Hewett for his time on the Board of Finance.

Members discussed the 'American Rescue Plan' document on what towns can expend the COVID relief funds on and the lack of clarity on implementation.

13. Public Speak

Valerie Bruneau expressed disappointment in COVID relief fund implementation by the boards.

Dianne Grenier inquired on format of ballot questions.

Shannon Loudon thanked the Board of Finance and expressed lack of trust in budget passing at the Annual Town Budget Meeting on Tuesday, June 29<sup>th</sup>.

Kelly Haggerty thanked the Board of Finance.

Georgette Conrad thanked the Board of Finance.

Mary Holer thanked the Board of Finance.

Marcie Miner inquired on format of ballot questions.

Gerry Crème thanked the Board of Finance.

14. Adjournment

Curt Dowling MOVED to adjourn the Regular Meeting.

Louise Goodwin SECONDED

MOTION CARRIED 6:0:0

Diane Choquette adjourned the Regular Meeting at 8:57 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.