

**Town of Andover
Board of Finance**
Wednesday, July 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. The Pledge of Allegiance was recited.
Members: Chair Marc Brinker, Vice Chair Diane Choquette, Linda Fish, Curt Dowling, Robert England, Louise Goodwin, Joanne Hebert.
Finance Director: Sherry Holmes, Town Administrator: Eric Anderson
Community Voice Channel: Nick Lavigne
Public Present: None. Marc Brinker welcomed new member Joanne Hebert.
2. Public Speak – None.
3. Additions/Deletions of Agenda Items – None.
4. Town Administrator's Report – Eric Anderson provided report.
Auditor starting on 2020-2021 town audit.
Town to determine new fund accounts for Connectivity Grant, American Rescue Act, and Recreation Committee.
Minor staffing changes pending permission include adding additional hours in the Building and Land Use Department for Building Official hours along with reinstituting Board Clerk assistance on Monday evenings to help Zoning and Wetlands Agents with paperwork. The changes would add approximately \$5,000 total with suggestion to fund from the CIRMA rebate check. The Board of Selectmen wishes to add a custodian for all town buildings to be funded from the Building Maintenance Fund.
Provided a storm update regarding water damage. Bunker Hill Road bridge is closed until further notice. Roadwork update includes completion of crack sealing and shimming on roads. Public Works will now work on drainage and tree trimming projects. Public Works Supervisor Jay Tuttle and Eric Anderson were featured on NBC Connecticut News sharing how Andover's tree trimming is to help keep power on during storms.
5. Finance Department Report
 - a. Town Budget Summary – Provided.
 - b. Revenue Summary – Provided.
 - c. TAR Spending – Provided.
 - d. Over Expenditure ReportSherry Holmes provided updates regarding the summaries provided. The town received half of the American Rescue Act funding. The auditor has begun working on the 2020-2021 audit.
6. Budget Transfers
 - a. Budget Transfers/Supplemental Appropriations – None.
 - b. Over Expenditure Requests – None. To be provided next month.
7. Old Business
 - a. Software Transition - Chart of Accounts Draft
Sherry Holmes provided update on the new financial software status. Members asked questions of Sherry Holmes regarding the draft chart of accounts and status of transition.
 - b. Audit Status
 - i. Date for Auditor Presentation set for the next Board of Finance Regular Meeting on Wednesday, August 25th, 2021 at 7:00 P.M.
 - c. Community Senior Center Building Committee
Request For Proposals received on July 19th, 2021 and to be reviewed by the committee at their next Regular Meeting. The committee received 4 RFPs.
 - d. Veterans Monument Park Updates
Marc Brinker shared how nice the park updates are for residents and visitors. Eric Anderson reported that a meeting will occur soon with contractor for the updated sprinkler system and electrical work. Funds leftover from COVID relief funds to be dedicated to the park updates. Resident Veteran Gerry Wright is continuing to

fundraise through the Buy a Brick Program. Gerry is proposing a new Battlefield Cross Monument at the park to the Board of Selectmen.

- e. Building and Land Use Department Online Permitting System
Eric Anderson shared that the projected launch date is Monday, August 9th, 2021. The town website, notification system and Town Hall will be posted with the new system announcement.
- f. Affordable Housing Plan RFQ
The Request For Qualifications is due on Wednesday, September 1st 2021 and is posted on the town website.

8. New Business

Discuss and act upon the following:

- a. Eastern Highlands Health District funding request
Members discussed potential policy to expend grant funds and capital equipment, with meeting to include Board of Selectmen/Finance and Capital Improvement Planning Committee. To be discussed in the future.
- b. RHAM Field Installation
RHAM has proposed a budget for an artificial field installation. RHAM would like to present at an upcoming Board of Selectmen meeting. RHAM to hold virtual informational meetings on Monday, August 16th and Thursday, 19th 2021. Boards to encourage residents to attend informational meetings. Marc Brinker suggested the Board of Selectmen and Board of Finance host Town of Andover informational meetings to ensure residents are well informed.
- c. Discuss funding for the 175 Anniversary Committee
 - i. \$500
 - ii. Stand along checking accountPaula King presented on behalf of the committee. The committee hopes to host a town account to pay vendors, deposit checks, etc. during the planning process. Sherry Holmes to receive feedback from the town's auditor from Mahoney Sabol on how to set up the new fund prior to the next Board of Finance meeting.

9. Approval of Meeting Minutes

- a. Wednesday, June 23rd, 2021 Regular Meeting Minutes
Diane Choquette MOVED to approve the Wednesday, June 23rd, 2021 Regular Meeting Minutes
Louise Goodwin SECONDED
MOTION CARRIED 6:0:1 Marc Brinker abstained

10. Liaison Reports

Robert England apologized for not attending the Capital Improvement Planning Committee meetings. Eric Anderson shared that the Capital Improvement Planning Committee decided on the Public Library's chimney repointing and will be moving forward.

11. Board Open Discussion

Robert England MOVED to approve the new Connectivity Grant, American Rescue Act, and Recreation Committee fund accounts and for the Finance Director Sherry Holmes to create the new account numbers.
Curt Dowling SECONDED
MOTION CARRIED 7:0:0

12. Public Speak – None.

13. Adjournment

Curt Dowling MOVED to adjourn the Regular Meeting
Robert England SECONDED
MOTION CARRIED 7:0:0
Marc Brinker adjourned the Regular Meeting at 8:40 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.