

**Town of Andover
Board of Finance**
Wednesday, August 25th 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, Louise Goodwin, Robert England, Joanne Hebert
Members Absent: Vice Chair Diane Choquette, Curt Dowling, Linda Fish
Town Administrator: Eric Anderson, Board Clerk/Admin Assistant: Amanda Gibson
Board of Selectmen: Paula King
Auditor from Mahoney Sabol: Michael VanDeventer
Public Present: Catherine Magaldi-Lewis
Community Voice Channel: Nick Lavigne
2. Public Speak – None.
3. Auditor Presentation
Michael VanDeventer, Auditor from Mahoney Sabol provided a presentation on Fiscal Year 2019-2020.
The presentation ended at 7:18 P.M.
4. Additions/Deletions of Agenda Items – None.
5. Town Administrator's Report
Eric Anderson reported updates regarding employee benefits through the unions.
Eric Anderson shared that the Animal Control Officer resigned due to issues with the job duties and compensation.
6. Finance Department Report
 - a. Town Budget Summary – Provided.
 - b. Revenue Summary – Provided.
 - c. TAR Spending – Provided.
 - d. Over Expenditure Report – None.
7. Budget Transfers
 - a. Budget Transfers/Supplemental Appropriations – None.
 - b. Over Expenditure Requests – None.
8. Old Business
 - a. Software Transition
 - i. Chart of Accounts Draft
Eric Anderson reported that the Finance Department is working to complete a final chart of accounts for the new financial software.
 - b. Audit Status
Eric Anderson reported on behalf of the Finance Department that the audit company Mahoney Sabol will be working on the Fiscal Year 2020-2021 reports soon. The board discussed potentially setting a Special Meeting to approve final transfers. Finance Director Sherry Holmes working on final transfer report.
 - c. Community Senior Center Building Committee
Eric Anderson reported that the committee reviewed Request For Proposals and will choose vendor for the site engineering and architectural drawings for the proposed Community Senior Center as recommended by the Town Engineer Brandon Handfield.
 - d. Veterans Monument Park Updates
Eric Anderson reported that Resident Veteran Gerry Wright is continuing with fundraising for monuments and updates to the park.
 - e. Building and Land Use Department Online Permitting System – No reported provided.

- f. Affordable Housing Plan RFQ
The Request For Qualifications is due on Wednesday, September 1st at 2:00 P.M. The RFQ is listed on the town website and submitted to local platforms.
- g. Eastern Highlands Health District funding request
Members discussed request from the EHHD board to compensate the program for COVID related expenses. Joanne Hebert MOVED for the Town Administrator to pay \$1,200 to the Eastern Highlands Health District as presented in the request letter.
Robert England SECONDED
MOTION CARRIED 5:0:0
- h. Funding for 175 Anniversary Committee
Paula King presented on behalf of the committee with Chair Catherine Magaldi-Lewis.
Louise Goodwin MOVED to authorize \$500 for the 175th Anniversary Committee seed funding.
Rob England SECONDED
MOTION CARRIED 4:0:0

9. New Business

Discuss and act upon the following:

- a. RHAM Multi Use Turf Field Project
Members discussed the project proposed by the RHAM Middle/High School for a Multi Use Turf Field installation. RHAM presented at the Monday, August 9th Board of Selectmen Regular Meeting, hosted virtual informational sessions, and held a District Meeting Public Hearing on the project. All the information pertaining to the project is listed at www.reg8.k12.ct.us/.

10. Approval of Meeting Minutes

- a. Wednesday, July 28th 2021 Regular Meeting Minutes
Louise Goodwin MOVED to approve the Wednesday, July 28th 2021 Regular Meeting Minutes
Joanne Hebert SECONDED
MOTION CARRIED 4:0:0

11. Liaison Reports

Eric Anderson reported that the Capital Improvement Planning Committee will be recommending for the town to purchase an excavator for Public Works.

12. Board Open Discussion – None.

13. Public Speak – None.

14. Adjournment

Louise Goodwin MOVED to adjourn the meeting.
Robert England SECONDED
MOTION CARRIED 4:0:0
Marc Brinker adjourned the Regular Meeting at 8:32 P.M.

Helpfully submitted by Board Clerk/Administrative Assistant, Amanda Gibson.