

Town of Andover
Board of Finance
Special Budget Meeting Workshop Minutes
Wednesday, April 10th, 2024 – 7:00pm
Location: virtual Zoom meeting

Members Present: Marc Brinker, Joanne Hebert, Bill Desrosiers, Brian Briggs, Kimberly Person, Louise Goodwin, Robert England

Town Administrator: Eric Anderson

Public Present: Linda Fish

1. Call to Order/Pledge of Allegiance – Marc Brinker called the meeting to order at 7:00pm. The Pledge was recited.

2. Public Speak - none

3. Budget Workshop for Fiscal Year 2024-2025 Proposed Town Budget –

Marc Brinker shared screen with proposed budget – Board discussion and review of line items: look to keep Community Center budget as is until Public Hearing. Legal & Advertising to remain the same. Insurance – increase, 3-year lock-in with CIRMA, reviewed coverage and policies on bill and current year claims. Employee Benefits – FICA and Medicare based on salary projections, unemployment decrease to reflect under spending account line in previous years, Medical & Dental insurance increase – Eric Anderson and Treasurer to review further, reviewed Long Term Disability policy coverage for Town employees. Old Town Hall – increase in electricity based off actual expenses in previous year, look to fill oil tank in building (currently at ¼ tank). Town Garage – reviewed long term plan for building; look to preserve exterior walls, the cold storage building, roof replacement, generator replacement, electrical work, and upgrades that have been previously completed on building – discussed funding options for upgrades moving forward. Old Fire House – hoping to move forward with demolition of building to avoid having to fund in future year budgets. Eric Anderson reviewed current SHPO progress on project – submitting Congressional funding for generator to help offset any additional costs from the Multi-Use Building Fund. Auditor – 5% increase, waiting to sign contract for auditing services; look to discuss at next meeting to appoint auditor. Public Works – budget discussed in previous meetings with Jay Tuttle; increase in road signage, small increase for hand equipment needed for snow removal. Transfer Station – increase in wages, increase in maintenance, decrease in electrical cost to mirror usage from prior year. Recycling – increases in pickups (hazardous waste, tires, antifreeze). Beautification – discussed plantings for new Community Center; Eric Anderson to apply for grant towards kitchen in Community Center. Street Lighting – decrease to reflect actual costs incurred; some streetlights switched to LED. Custodial - increase in hours and salary. Fire Commission - overall increase, look to have Wally Barton attend meeting to discuss budget. NECOG – animal control services contract increase due to increased requirements. Senior Citizens – Senior Lunch increase, previously underfunded – food cost has increased. Senior Programs – increase due to previous underfunding, Senior Transportation Drivers – increase in salaries based on hours and trips completed; will received around \$10,000 in Federal reimbursements. Reviewed Resident Services Coordinator stipend and responsibilities. Social Services – increase, request from Access Community Agency. AHM Youth Services – number from proposed budget. Recreation Commission – increase in outdoor facility rentals for events, additional funding for Community Garden.

Fund Account Review: Bridge & Culvert Fund – increase in funding, requirements changing, costs increasing. Eric Anderson looking to reduce costs, and use grant funding towards projects as much as possible. Other critical bridge and culvert projects include Hutchinson Road and Bear Swap Road Fire Engine Fund – increase to cover other expenses outside of payment for new engine. Discussed tree removal – continuing to address trees in different areas of Town.

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Board Discussion on overall fund account budgets, projects, and roadwork. Two remaining meetings before Town budget meeting (May 1st, 2024). Look to hold Public Hearing at April 24th, 2024 meeting. Additionally reviewed current mill rate proposal and previous year rates.

4. Adjournment – Robert England MOTIONED to adjourn the meeting at 9:02pm. Bill Desrosiers SECONDED. MOTION CARRIED 7:0:0