

**Town of Andover**  
**Board of Finance**  
Special Meeting Budget Workshop  
Wednesday, April 17<sup>th</sup>, 2024 – 7:00pm  
Location: virtual Zoom meeting

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

Members Excused: Marc Brinker

Town Administrator: Eric Anderson

## Andover Fire Commission: Wally Barton

Public Present: Linda Fish, Anne Crémé

**1. Call to Order/Pledge of Allegiance** – Joanne Hebert called the meeting to order at 7:04pm. The Pledge was recited.

## 2. Public Speak –

Anne Cremé – commented regarding Community Center Director position (part-time versus full-time), new roadside mower purchase, support of Town Planner

### 3. Budget Workshop for Fiscal Year 2024-2024 Proposed Town Budget

Eric Anderson shared screen with budget breakout:

Community Center Director position - discussion, full-time versus part-time, salary starting at \$50,000. Grant funding for position if any, a duty of position is to get grant funding for Recreation Programs, Senior Programs, etc.

Finance Office positions: Increased Treasurer position hours and Assistant Treasurer hours. Eric Anderson gave thoughts on positions in Finance Office and what is needed, potentially have another Town combine with Andover, Treasurer is very part time position – is the increase for 2024-2025 Fiscal Year budget enough to attract qualified candidate, look to have Treasurer on next meeting to discuss needs of position and office. Joanne Hebert will reach out to Treasurer via email for comment on needs for Finance Office and hours per week.

Joanne Hebert MOTIONED to hire the full-time Community Center Director at \$45,000. Bill Desrosiers SECONDED. Joanne Hebert AMENDED the motion to be salary to \$50,000. Bill Desrosiers SECONDED. Discussion on position – Public Hearing at next week’s meeting before Town meeting on May 1<sup>st</sup>, 2024. MOTION CARRIED 4:0:2 with Robert England and Brian Briggs abstaining.

Town Clerk budget – reviewed salary and percent increase, agreed with how it is listed in the budget presentation with 5% increase.

Administrator Budget – Project Manager position discussion with Eric Anderson on projects and time needed to acquire grant funding for town projects and other projects throughout town.

Fund Accounts: discussion - potentially putting additional dollars into funds (Bridge & Culvert) – Eric Anderson provided information about culverts in town, life span of culverts and cost to replace and plan of replacements - seek as much funding as possible through State/Local Bridge Program. Projects needing repairs at AES (plumbing, oil tank) reviewed the material and age of oil tanks at AES – adding insurance coverage on tanks around 2021. Understand lifespan on tanks and plan going forward. Eric looking for MEP for plumbing project at AES.

Joanne Hebert MOTIONED to reduce the Road Improvement fund account funding by \$60,000 from \$410,000 to \$350,000. No second on motion.

Contingency funding discussion – per auditor should be higher than \$50,000, should be 1-2% of total budget.

Senior Citizens budget section: Resident Services Coordinator position and duties, covers everything under the Social Services section of the budget. Requirement to have Municipal Agent for elderly. Additional discussion on Community Center Director position and areas to cover.

**a. Fire Department Budget –**

Eric Anderson shared screen with explanation of proposed increases for Andover Fire Commission in the 2024-2025 Fiscal Year. Total increase of \$14,000. Electricity increase 10%, propane increase 5%, gas/diesel increase 20%, building maintenance 5% increase, testing 18% increase, office supplies 67% increase, firefighting supplies 47% increase, training increase 12%. 35 current volunteers – may eventually need to hire daytime personnel, experiencing decrease in recruiting volunteers. Meeting between Selectmen and Fire Chief to discuss recruiting and how to increase membership numbers. Surrounding towns (Hebron, Bolton) have paid daytime staff. Mutual aid for Tolland County and surrounding towns. Average 350 calls per year. Tax abatement given to volunteers based on percentage of calls responded and based on years of service and qualifications. Fundraisers used for uniforms, Christmas party, department events, sometimes purchasing equipment with money raised. Would like to see cost breakout year by year in budget form – Wally can send to Eric to pass onto Board. Reviewed testing of gear and hoses to replace.

**4. Adjournment** - Robert England MOTIONED to adjourn the meeting at 9:18pm. Bill Desrosiers SECONDED. MOTION CARRIED 6:0:0