

**Town of Andover  
Board of Finance**  
Special Meeting – Budget Workshop  
Wednesday, April 5<sup>th</sup>, 2023 – 7:00pm  
Location: Virtual Zoom Meeting

Members Present: Marc Brinker, Joanne Hebert, Bill Desrosiers, Brian Briggs, Robert England, Louis Goodwin, Linda Fish

Town Administrator: Eric Anderson

Board of Selectmen: Adrian Mandeville

**1) Call to Order/Pledge**

Marc Brinker called meeting to order at 7pm. The Pledge was recited.

**2) Public Speak - none**

**3) Budget Workshop for Fiscal Year 2023-2024 Proposed Town Budget**

Topics for meeting:

- Board of Selectmen recommend to have money allocated in budget towards furnishing Community Center. Not to exceed \$150,000
- New fire apparatus purchase
- Town Clerk further clarification on salary increase request
- Registrars' salary and Election expenses

Adrian Mandeville stated once the Community Center is built it will need furnishings, items for meetings, rugs, blinds, signage, kitchen items, shelving, desks etc. – can look to get State grants for storage/record keeping, possible monetary donations.

\$1000 per person occupancy x 100 people = \$100,000 & \$25,000 for kitchen

Hoping to break ground when school year ends through the summer – there are funds available in the Multi-Use Building Fund, will need to earmark money so Town Meeting or Referendum is not required

Adrian also gave information regarding the purchase of the new fire apparatus – The Fire Commission revised their Capital Plan in 2020. Most departments in the State do a lease purchase program, 10-year lease may be best. New apparatus may attract new recruits to the Fire Department.

Look around at other financial institutions to get 3 rates for lease purchase financing. Create separate fund in budget for lease payments clearly stating budget commitment - discussion on additionally funding Fire Engine Fund.

Robert England MOTIONED to earmark \$125,000 of the Multi-Use Building Fund for the purpose of furnishing the Community Center when appropriate. Bill Desrosiers SECONDED. MOTION CARRIED 7:0:0.

Additional discussion on funding the appropriate account(s) for the purchase of the new fire apparatus and purchase in general. Include in budget presentation that this cost will be included in the budget for the next 10 years. Could take no action this meeting – and bring to special Town meeting to authorize purchase.

Recreation Commission Planner - Commission not in favor of planner, having a meeting following day to discuss. Joanne Hebert suggested adding a stipend position to a current Town Hall employee. This position would eventually take on tasks for Senior Transportation and other duties for the Community Center once built.

Town Clerk salary increase discussion - Joanne Hebert MOTIONED to increase the Town Clerk salary by 6% from \$52,296 to \$55,433. Bill Desrosiers SECONDED.

Discussion more on position/duties (additional duties). MOTION CARRIED 5:2:0 with Marc Brinker and Robert England voting no.

Discussion on removing Senior Transportation budget line from next year's budget for new vehicle purchase - try to buy vehicle from surplus funds from the current year budget - expenses that may come in as less than budgeted, can move funds to Senior Transportation line.

Joanne Hebert MOTIONED to remove the additional funding for the purchase of the Senior Transportation vehicle from the budget proposal for 2023-2024. Bill Desrosiers SECONDED. MOTION CARRIED 7:0:0.

Old Cemetery Maintenance line - Town awarded grant from the State for \$5000 (up to 2 years to expend)

Robert England MOTIONED to keep the \$2000 in the Old Cemetery Maintenance line and add the \$5000 from the Grant with an offsetting revenue line of \$5000 for a total of \$7000 towards expenditures. Louise Goodwin SECONDED. MOTION CARRIED 7:0:0.

Eric Anderson gave a few updates - still doesn't have a lot of numbers yet. Spoke with CIRMA - no insurance increase. No final numbers for Fire Department Insurance. Mowing budget line - still no budget numbers from Hebron Parks & Rec. Contracted Software Maintenance from QDS (Quality Data Service) going up \$600, increase cost in postage - final number \$12,950.

Robert England MOTIONED to increase the budget line item 143-853-510 to \$12,950. Joanne Hebert SECONDED. MOTION CARRIED 7:0:0.

Legal expense budget line for Board of Finance -

Marc Brinker MOTIONED to decrease the Board of Finance Legal expense budget line to \$0. Joanne Hebert SECONDED. MOTION CARRIED 7:0:0

BAA (Board of Assessment Appeals) salaries line - should this be removed from the budget? No other Board or Commission is paid other than Board of Selectmen.

Marc Brinker MOTIONED to move the BAA salary budget line 115-100.51000 from \$680 to \$0. Robert England SECONDED. MOTION CARRIED 7:0:0.

Registrars/Elections - cost increase 5% for additional costs with increased work regarding early voting – may reach out to Registrars to make sure they are comfortable with these budget numbers for their needs.

Linda Fish shared email from Tressa at AHM – thanked the Board for passing their line item.

Discussion on purchase of new fire apparatus fitting into Town Charter – if separate Town meeting is needed, next steps after approval - will discuss at next week's meeting.

Marc Brinker will be reaching out to Board of Education Chair and Superintendent for a complete budget – would like to see full picture with grant funding.

#### **4) Adjournment**

Joanne Hebert MOTIONED to adjourn the meeting. Bill Desrosiers SECONDED. MOTION CARRIED 7:0:0