

Town of Andover

Board of Finance

Wednesday March 30, 2022

Location: virtual ZOOM meeting

Special Meeting Budget Workshop Minutes

1. Call to Order/Pledge of Allegiance

Marc Brinker called to order the meeting at 7:01 . The Pledge of Allegiance was recited.

Members present: Chair Marc Brinker, Vice Chair Diane Choquette, Curt Dowling, Linda Fish, Rob England, Louise Goodwin, Joanne Hebert
Others present: Town Administrator Eric Anderson, Finance Director Sherry Holmes

2. Public Speak - none

3. Budget Workshop - Eric Anderson began with a discussion about the sizable increase of about \$378,000 and a reminder that last year's increase was zero.

Task that was given previously to track electrical usage

Overview of budgetary changes/updates since last meeting

- Line item for a Building Official contract - estimate correct, will not change the budget
- Mowing - Calarco, Andover Landscaping, Hebron Parks and Rec. Fixed cost HP&R, and estimate, increased cost/rental revenue
- Electrical Usage - Don't know what it will cost, Costs up 25%
Pretty good estimate for next 6 months = Actual costs plus 16%
Summary of projected costs

Will put in a spreadsheet so BOF can see how it affects the budget.

Largest Increase Public Works/Town Garage with addition of full time employee and part time employee that is \$164,500 increase Overall Capital Funding up \$195,000

Any significant cuts should come from these

Or

Consider Change Contingency Fund To from \$75,000 to \$50,000? (Not realistic due to variability in budget)

Capital Funds cuts? Could absorb more easily in tree work than roads

Building Maintenance Fund could absorb some cuts

Little cuts elsewhere

Discussion about Contract Planner - BOS asked for \$5000 allotment For legal advice and updating regulations
Increased Legal and Professional shared by Land Use Agencies
More Economical to use a Planner vs a Land Use Attorney

(Joanne Hebert questioned the clarity of part time employees vs staff employees. (Vagueness of Personal Policies) Discussion on people hired that are NOT town employees and the clarity of contracted service vs staff that receives benefits.)

Things that will be happening this year (that may require a planner) have already begun:
Affordable Housing
Sign Regulations
Regulatory changes
Multi family houses, granny pods etc

Discussion of Contract planner vs attorney (Legal and Professional)
Questioned if it was a good idea to Consolidate Planner & Legal/Professional services
Need for good explanation notes to explain

Board Discussion on general feel of the Budget. What's Doable, Reasonable? BOF expectations.

Reminder that Whole Budget is:
Towns budget
AES budget
RHAM budget

5.2% tax increase overall

Recap - towns portion of the budget is only 27% of the budget, 11% increase is town's portion
Education is the rest, RHAM budget is down.

WE do have some increase in Revenue , with the 3 budgets = 5.2% increase in taxation,

Discussion on RHAM budget's impact

Discussion from previous meeting on Diesel fuel for public works. Is it shared or just public works portion?

Sherry Holmes - different departments putting in the money, will create a spreadsheet
Questions: Year to date figures, want Feb or March?
March and keep updating as we go along

Marc Brinker - Plan for next week - See proposed changes, see year to date, any discrepancies, Etc BOF will make changes to take to Town Hearing and then will have the opportunity to make any changes before going to Town Meeting.

Eric Anderson asked if the BOF has any Focus areas? What info do you need?

Marc Brinker asked about Town field use soccer team, charging for use - revenue placed in line item "Rentals" (SH)

Diane Choquette questioned when BOF will get the audit. Sherry Holmes replied that the auditor will take another extension should be done in April.

Eric Anderson questioned when the BOF will set a date for public hearing, do you intend to do it zoom or in person?

Discussion followed

Discussion on schedule of hearing and meetings

Next meeting Meeting is April 6th

Diane Choquette made a MOTION to have Annual BOF Public Hearing on April 13, 2022 at 7pm, via ZOOM

SECONDED by Robert England

Passed 7:0:0

4. Correspondence - none

5. Public speak - none

6. Adjournment Louise Goodwin MOVED to adjourn the meeting, Joanne Hebert SECONDED.

Motion CARRIED 7:0:0

Marc Brinker adjourned the meeting at 9:42pm

Submitted by Amy Knox

Please see the minutes of subsequent meetings for the corrections to and approval of these minutes.