

**Town of Andover
Board of Finance –
Special Meeting**
Wednesday, June 29th 2022 at 7:00 P.M.
Location: virtual Zoom meeting

Special Meeting Minutes

Members: Vice Chair Diane Choquette, Joanne Hebert, Curt Dowling, Louise Goodwin, Linda Fish
Members absent: Chair Marc Brinker, Robert England
Town Administrator: Eric Anderson, Board Clerk: Marina Pandolfi
Assistant Finance Officer: Marina Pandolfi
Public Works: Supervisor, Jay Tuttle

1. Call to Order/Pledge of Allegiance-

Diane Choquette called the meeting to order at 7:02pm

The Pledge of Allegiance was recited.

2. Public Speak- none

3. Additions/Deletions of Agenda Items - none

4. Town Administrator's Report

Eric Anderson updated the Board on the status of Union negotiations and contracts – which will be on the agenda at the next Board of Selectmen meeting, Federal funding for bridge program – application put in for the Long Hill Bridge, reviewed the bids for a new Town Engineer with Ed Sarisly and Jed Larson. Eric also reached out to CRCOG about a Rural Transportation Improvement Program – will put in a grant submission if the Town qualifies.

5. Audit Status

Jeff Maguire, Diane Choquette, and Marina Pandolfi are working together to input data into Excel sheets and manually reconcile each month without having access to the previous accounting software. Eric Anderson has requested an incident report from EASTCONN on the accounting software server crashing. Sherry Holmes has been in contact with the auditor and an update will be provided as we receive more details from them. Once the Fiscal Year 2020-2021 audit is completed, Fiscal Year 2021-2022 will begin to be reconciled.

6. Finance Department Reports

- a. Town Budget Summary
- b. Revenue Summary
- c. TAR Spending
- d. Over Expenditure Report

Question on dates on reports provided – report printed with proposed Budget Transfer Excel sheet is most up to date through June 22, 2022. The Finance Office will encumber the funds in the Resident Trooper expense line as we wait for the invoice from the State. Additional discussion about remaining invoices – will try to have as much finalized by the next Board of Finance meeting in July.

7. Budget Transfers

- a. Budget Transfers/Supplemental Appropriations
 - b. Over Expenditure Report
- No action taken.

8. Old Business – no discussion

9. New Business

Discuss and act upon the following:

a) Final Budget Transfers

- i. Items that will not be reconciled prior to this meeting
- ii. Resident State Trooper Contract

Discussion on journal entries being done throughout the year to cover departmental overages – would cut down on the amount of transfers done at the end of the year – also discussed MERS Retirement rate.

Curt Dowling MOTIONED to approve the final budget transfers as presented.

Louise Goodwin SECONDED.

MOTION CARRIED 5:0:0

Eric Anderson asked to move agenda items 9d and 9e up as the Public Works Supervisor was present.

d) Skid Steer

- i. BOF further approval now that we have a budget

Jay Tuttle updated Board on the potential Skid Steer purchase – provided three quotes and recommendations of one machine over the other. The purchase will include the machine, attachments and 5 year/3,000 hour Warranty.

Diane Choquette MOTIONED for the Board of Finance to approve the purchase of a Bobcat S64 T4 Skid Steer Loader with attachments that is not to exceed \$76,000.

Joanne Hebert SECONDED.

MOTION CARRIED 5:0:0

e) Cost over-run in previous STEAP grant

- a. Lowest bid \$278,000 plus cost of curbing ~\$8,000

Eric Anderson updated the Board on the cost of repairing a portion of Shoddy Mill Road and Long Hill Road. Lowest bidder is B&W Paving – the cost is now higher than when the STEAP Grant was submitted, grant will cover \$128,500 – remaining funding will be from what the Town can afford.

b) Interview Panel for new Treasurer

- i. Assume one other Finance Director from a neighboring Town – Columbia or Coventry
- ii. BOF Representative – Diane C.
- iii. BOS Representative

Diane Choquette and Louise Goodwin will sit on the interview panel.

c) STEAP grant submission

- i. How do we square this with our purchasing policy?
 - 1. EZIQC
 - 2. New Holland for a building shell kit
 - 3. Survey, topographic and structural wall design plan
- ii. Grant due 59 days from today

Eric Anderson updated the Board on STEAP Grant Funding information from the Office of Policy & Management - \$30 million in funding. Grant application to be submitted for tearing down the Old Fire House and putting up a new building to house the Senior Transportation vehicles. Eric spoke with the Planning & Zoning Commission – he is looking for approval at their next meeting. Asbestos and lead testing to be done – awaiting results. Survey needs to be done – variance needs to be filed with Zoning Board of Appeals. Eric received four demolition bids, will also need an estimate for the cost of a new building.

Board discussed the cost of the survey which is \$7600 – over the Purchasing Policy section that requires three responsive quotes/bids for purchases over \$5,000. Trying to make survey cost work with policy in a timely matter for grant application. Need to have a potential meetings with CIP, Board of Selectmen and Board of Finance to make exception. Eric Anderson asked if he could fund the remaining \$2600 himself.

Curt Dowling MOTIONED to poll the present Board members of whether they would like to give Eric Anderson the approval to spend \$2600 of his own money outside of the Purchasing Policy towards the cost of the survey for the Old Fire House.

Linda Fish SECONDED.

MOTION CARRIED 4:1:0 with Diane Choquette voting No.

Will follow up with other Boards to revise Purchasing Policy.

f) EV Charger

- a. Eversource Grant – discussion on grant will add to agenda for July meeting

g) School request for paying generator expense – no action taken, will add to agenda for July meeting

10. Approval of Meeting Minutes

- a) Wednesday, April 20th, 2022 Special Meeting Budget Workshop Minutes
- b) Wednesday, May 25th, 2022 Regular Meeting Minutes
- c) Thursday, June 9th, 2022 Special Meeting Minutes

No action taken – will add to agenda for July meeting

11. Liaison Reports - none

12. Board Open Discussion - none

13. Public Speak - none

14. Adjournment

Curt Dowling MOTIONED to adjourn the meeting at 9:25pm. Joanne Hebert SECONDED. MOTION CARRIED 5:0:0