

**Town of Andover  
Board of Finance  
Special Meeting**  
Wednesday, December 14th, 2022 - 7:00pm  
Location: virtual Zoom meeting

Special Meeting Minutes

**1. Call to Order/Pledge of Allegiance-**

Marc Brinker called the meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.

Members: Vice Chair Marc Brinker, Joanne Hebert, Robert England, Linda Fish, Louise Goodwin

Members Absent: Curt Dowling

Town Administrator: Eric Anderson

Public Works Supervisor: Jay Tuttle

Public Present: Ashley Helton, Bill DeRosiers

**2. Public Speak – none**

**3. Town Administrator's Report**

No formal report. Jay Tuttle will speak later on in the meeting regarding the purchase of a new plow truck for Public Works.

Eric Anderson sent out budget worksheets to all departments, Boards, and Commissions. He presented things to the Board of Selectmen in their meeting earlier this week that could effect next year's budget. He also shared his screen to show the Profit and Loss sheet from Quickbooks showing the budgeted numbers versus actual – will send to the Board members to review for any changes.

Gave update on Finance Office clean up from the Treasurer – resolved a 2020-2021 reconciling issue, Cheryl has all of the information for the bank reconciliations for 2021-2022, and is hoping to turn over to the auditor in January.

Additional discussion on staffing for the Finance Office.

**4. Draft Budget**

Preliminary schedule of dates – mirroring last year. Eric Anderson also asked for budget explanations from departments, Boards and Commissions.

Eric Anderson shared his screen to show the suggested budget schedule – looking to receive all of the worksheets back in January.

**5. Old Business**

**a) FYE 21-22 Audit status/Update on status of Town Finance Department & software update** – previously discussed, Eric Anderson, the Treasurer, and auditor had a meeting for the 2021-2022 audit schedule.

**b) Discuss & vote on Town Purchasing Policy** – Joanne Hebert MOTIONED to adopt the Town Purchasing Policy as presented and gone over as a draft at the November 16<sup>th</sup>, 2022 Board of Finance Meeting. Robert England SECONDED. MOTION CARRIED 5:0:0

**c) Current status of staff searches for the Finance Department** – will be advertising for position(s) after the holiday season

**6. New Business**

**a) Discuss candidates for open Board of Finance position and select new Board member**

i) Ashley Helton

ii) Bill DeRosiers

Ashley Helton introduced herself to Board members and Town Administrator – gave background on her personal life and professional life. Board members asked questions including what Ashley's expectations are of the Board, and how much time she can contribute to the Board. Additional discussion on experience with budgets and grants.

Bill DeRosiers introduced himself to Board members and Town Administrator – gave background on his personal life and professional life, he is getting closer to retirement and would like to give back to the community. Board members asked questions including what Bill's expectations are of the Board, and how much time he can contribute to the Board. Additional discussion on the internal function of the Board.

Robert England MOTIONED to move into Executive Session to discuss the candidates at 8:07pm. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

Board Members and Town Administrator returned from Executive Session.

Board Members voted unanimously to appoint Bill DeRosiers as the new Board of Finance member.

**b) Purchase of Public Works Plow Truck**

- i) Current Purchasing Policy
- ii) Outright purchase versus Financing

Eric Anderson gave background information on the different truck options – was able to secure a build slot.

Jay Tuttle reached out to Freightliner for an updated quote - \$258,608.56

Board members, Jay Tuttle, and Eric Anderson discussed purchasing the truck outright, or opting for the Municipal Lease Program – offers a 4 or 5-year term (would add about \$35,000 in interest if lease option was chosen). The quote on financing is good until January 5<sup>th</sup>, 2023 – with the first payment being due at the time of signing.

Additional discussion including: current Public Works plow truck fleet, using an older truck as a backup plow truck, where the funds would be taken from to purchase the truck outright, and how this purchase fits into the Town's newly adopted Purchasing Policy.

This will be included in the January 2023 Board of Finance meeting agenda for further discussion.

**7. Approval of Meeting Minutes**

- a) November 16<sup>th</sup>, 2022, Regular Meeting Minutes

Louise Goodwin MOTIONED to approve the November 16<sup>th</sup>, 2022 Regular Meeting Minutes as presented. Linda Fish SECONDED. MOTION CARRIED 5:0:0.

**8. Liaison reports** – CIP meeting December 15<sup>th</sup>, 2022

**9. Board open discussion** – The December 28<sup>th</sup>, 2022 Board of Finance meeting will be cancelled.

**10. Public Speak** - none

**11. Adjournment** – Linda Fish MOTIONED to adjourn the meeting. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

\* The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our [www.facebook.com/townofandoverct](https://www.facebook.com/townofandoverct) page for community updates! Helpfully submitted by the Board Clerk Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.