

Town of Andover
Board of Finance
Special Meeting Minutes
Wednesday, July 19th, 2023 – 7:00pm
Location: Virtual Zoom meeting

Members Present: Marc Brinker, Joanne Hebert, Linda Fish, Louise Goodwin, Brian Briggs

Members Absent: Bill Desrosiers, Robert England

Town Administrator: Eric Anderson

Finance Department: Cheryl Miller, Chris Harakaly

Board of Selectmen: Adrian Mandeville

Board of Education: Superintendent Valerie Bruneau, Terri Smith, Chris Bernard

1.Call to Order/Pledge of Allegiance

Marc Brinker called the meeting to order at 7:00pm. The Pledge was recited.

2.Public Speak - none

3.Review with Auditor 2022 Financial Statements – Auditor unable to attend meeting, will need to reschedule.

4.Old Business

a. Review of Budget to actual – Reviewed Profit/Loss summary for 2022-2023. Discussed Revenue and Expenses being down for the Fiscal Year, Town's overall budget under \$270-275,000 – may change when final bills for the year come in, looked at expenditure lines for office supplies and other departments, Miscellaneous Revenue line is for revenue that comes in that is not budgeted for – reviewed expenses for permits (Transfer Station, Mid-NEROC) costs for programs vary each year. Chris and Cheryl continue to work on clean up of accounts and financial information.

b. Check Register – in packet

c. Report from Fire Truck RFP review

i. Authorization to sign on behalf of Town – Eric spoke with Shawn Covell. Jeff Maguire and Rob England on committee for proposal – contract met criteria and RFP, recommend to Board of Finance to sign the initial contract – does not lock in financing but reserves build slot

d. Vehicle Purchase for Senior Transportation – Town received vehicle. Purchase contract in packet.

5. New Business – Joanne Hebert discussed setting up meeting with Board of Education (Superintendent and Business Manager) to discuss a few administrative items.

6. Approval of Meeting Minutes

a. June 28th, 2023- Regular Meeting - Louise Goodwin MOTIONED to approve the June 28th, 2023 Regular Meeting Minutes. Brian Briggs SECONDED. MOTION CARRIED 5:0:0

7. Administrator's Report – nothing additional to report

8. Liaison reports - none

9. Board Open Discussion - Discussion to leave regularly scheduled meeting on July 26th – Cheryl will reach out to auditor to see if they are able to attend.

10. Correspondence - none

11. Public Speak - none

12. Adjournment – Louise Goodwin MOTIONED to adjourn the meeting at 7:40pm. Joanne Hebert SECONDED. MOTION CARRIED 5:0:0