

**Town of Andover**  
**Board of Finance**  
Special Meeting Minutes  
Thursday, August 17<sup>th</sup>, 2023 – 7:30pm  
Location: Virtual Zoom meeting

Members Present: Marc Brinker, Joanne Hebert, Bill Desrosiers, Robert England, Linda Fish

Members Absent: Louise Goodwin, Brian Briggs

Town Administrator: Eric Anderson

Board of Education: Superintendent Valerie Bruneau, Gerry Cremè, Chris Bernard, Celeste Willard, Michael Beckwith, Caitlin McIntosh

Public Present: Liz Lokiec, Kimberly Person

1. **Call to Order/Pledge of Allegiance** – Marc Brinker called the meeting to order at 7:33pm. The Pledge was recited.

Marc appreciates the participation in meeting on late notice, agenda is restricted to items listed.

2. **Public Speak –**

Chris Bernard – thanked Board for meeting, here for support.

Superintendent Valerie Bruneau – echoed Chris Bernard

Gerry Cremè – thanked Board for meeting

Celeste Willard – none at the moment, will ask questions later in meeting

Michael Beckwith – here to support Board of Education

Liz Lokiec – none at the moment, may have questions after discussion

Kim Person – none

Caitlin McIntosh – echo other Board of Education members

3. **Andover Elementary School Upper Parking Lot Paving –**

Parking lot is not in great shape, request is to have the upper parking lot paved. School has obtained several quotes. School Capital Fund created for capital projects, transfer excess funds at the end of the Fiscal Year into account. Board of Selectmen requested some changes be made to the specifications proposed by the contractor – if the contractor agrees to technical requirements, this would be a great Capital asset to the Town. Public Works is also involved with reviewing the proposal. Minimally discussed approval process for Capital projects going forward – would like paving project to be completed before the start of the new school year.

Discussion on current quote –if it could change based on conditions that the Board of Selectmen wanted to change. Eric Anderson weighed in – Public Works is able to complete some work; asphalt escalation factor is built into the quote – this is based on cost of liquid asphalt during the week the project is completed.

Board of Education members discussed if this project needed to go through a formal RFP process, new Capital Fund process – adding/using funds, school would go through CIP for major Capital expenditures and then to Board of Finance for referral. Discussed new Capital account and 2% non-lapsing account.

Bill Desrosiers MOTIONED to receive available funds from the Andover Elementary School for the paving project into the AES Capital spending account, and to approve the paving project as proposed with the conditions specified by the Board of Selectmen, for \$125,000 +/- 5% to cover contingencies. Joanne Hebert SECONDED. MOTION CARRIED 4:0:1 with Robert England abstaining.

#### **4. Public Speak –**

Celeste Willard – would like to discuss process of newly created fund in a future meeting

Caitlin McIntosh – echoed Celeste, where new Capital Fund and 2% Lapsing Fund sit on the books

Liz Lokiec – none

Kimberly Person – none

Gerry Cremè – thanked Board for meeting, and expediting this project. Discuss Capital Fund process in future

Superintendent Valerie Bruneau – discuss guidelines for new account, map out process at future meeting

Eric Anderson – added that the Capital account has been created, also drafted a policy for the account – gave to both Board of Education and Board of Finance

#### **5. Adjournment –**

Robert England MOTIONED to adjourn the meeting. Linda Fish SECONDED. MOTION CARRIED 4:0:0