

**Town of Andover**  
**Board of Selectmen**  
Special Meeting Budget Workshop  
Monday, January 29<sup>th</sup>, 2024 – 7:00pm  
Location: virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Jeff Murray, Scott Person, Paula King, Anne Cremè  
Town Administrator: Eric Anderson  
Public Works: Jay Tuttle (Supervisor)  
Board of Finance: Joanne Hebert  
Public Present: none

**1. Call to Order/Pledge of Allegiance** – Jeff Maguire called the meeting to order at 7:01pm. The Pledge was recited.

**2. Public Speak** – none

**3. Budget Workshop for Fiscal Year 2024-2025 Proposed Town Budget**

**a. Spending Priorities**

Eric Anderson shared his screen with the mill rate calculation, reviewed \$600,000 expenditure increase, revenue increase of \$175,000~, potential fund balance use of \$100,000~, and abatements for Andover Volunteer Fire Department and the Hop River Homes.

Jay Tuttle shared screen with operating budget for Public Works. Crew salaries are contractual – Supervisor salary set by Board; total increase around \$16,000. Variable items include overtime, temporary help. Reviewed budget increase requests: Tire Maintenance (3 trucks and chipper needing new tires), tire repairs during the course of the year. Shop Supplies, Sweeper Supplies, Uniforms. Hope that as fleet of vehicles becomes newer, the cost of maintenance will decrease. Miscellaneous Labor increase request (equipment rental, additional crew, signage. Traffic Control: need to address signage in Town – applied for State grant for additional funding. Radio/Communication increase: busses now on RHAM frequency – look into State system for Public Works. Fuel: increase, added additional 1,000 gallons in contract. Overall increase request from 2023-2024 budget year is \$27,884.28. Major drivers include salaries, fuel, tires.

Fueling system software is outdated, no longer supported, and can no longer receive updates - \$12,000~ for new system. Would go through CIP process – look to pay from Public Works Equipment Fund. Discussed fuel usage between Public Works, AES, RHAM, AFD, and Senior Transportation – look to amortize cost for software upgrade into billable gallons to entities using fuel. Reviewed current software issues, tank monitoring and reporting. Jeff Murray to meet with Jay Tuttle to look at existing system and review options.

Discussed Snow Removal budget – salaries remain contractual, look to add 5% increase to salt purchase from previous year, sanding equipment, meals budget line increased to \$850 (contractual). Salt contract signed for 800 ton – obligated to buy half of amount stated in contract. Public Works Building/Garage – increase in physicals cost for crew, working on electrical upgrades, electricity cost decrease to \$5400~.

Identify line items that are currently over or under budget – Eric Anderson added notes in overall budget on line items and updated contract costs for Fire Protection Services and annual alarm monitoring. Tree removal line item to remain the same – addressing tree work on Cider Mill Road and replacing wooden guardrails.

Capital Equipment purchasing: 2024 Freightliner plow truck \$58,881~, 2004 20-ton trailer (replace deck and springs) purchase for \$10,000, new snowblower, new jumping jack compactor to replace 23-year-old compactor. Large purchase request – 2024 John Deere 4x4 Roadside Mower – discussed how purchase would be financed, how does machine fit into Capital Equipment Plan – could try to sell current machine to offset cost, current machine is 23-years-old, parts are starting to become worn out and harder to find. Look to come up with 10-year Capital Plan.

Capital Roads – Jay Tuttle shared screen with breakout of budget. Town Aid Road Funding and Town funding to Road Improvement Fund = \$600,000 ask. Break out of projects to accomplish throughout the year – reviewed balances in funds from reconciling Town Aid Road account discrepancy. Projects include paving, chip sealing, drainage, traffic control, guardrails, striping, and signage. Generate a listing of roads with expectations of projects and corresponding dates for work. If TRIP grant is awarded can begin drainage work – need to reconfigure intersection of Hendee and Long Hill Road.

Discussed contractor(s) used for chip sealing project, AES upper parking lot reclaim and repave project funding, contract renewal with Street Scan. Reviewed Street Scan usage, reliability, cost and benefit of software. Addressing road treatment (reclaiming, repaving, chip sealing), justifying budget increase to tax payers.

Town Planner to attend regularly scheduled meeting on February 13<sup>th</sup>, 2024 to discuss affordable housing plan and attaining goals for Town.

Next Budget Workshop Topics (Monday, February 5, 2024) – Transfer Station: contract, prices increasing for services, potentially look to increase Transfer Station costs to residents if necessary. Have departments present their budget if they would like to. Review major increases by department – major increases include AES Capital Fund, Public Works Capital Equipment Fund, Bridge & Culvert Fund. Eric Anderson to put together top 10 expenditure increases, current expenditures versus prior year budget and YTD spending for current year for next workshop.

Joanne Hebert – also commented regarding disappointment in chip seal contractor

**4. Adjournment** – Paula King MOTIONED to adjourn the meeting at 9:53pm. Scott Person SECONDED. MOTION CARRIED 5:0:0

