

**Town of Andover**  
**Board of Selectmen**  
Special Budget Workshop Meeting Minutes  
Monday, February 5<sup>th</sup>, 2024 – 7:00pm  
Location: virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Scott Person, Paula King, Anne Cremè, Jeff Murray (joined later in meeting)

Planning & Zoning Commission: Jed Larson

Board of Finance: Joanne Hebert

Public Works: Jay Tuttle

Town Administrator: Eric Anderson

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-**

Jed Larson – commented regarding addition of \$50,000 towards funding Open Space acquisition and meeting State goals and requirements

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

Eric Anderson shared screen with spreadsheet of the Top 10 highest expenditure increase costs for the Town. Proposed expenditure increase is around \$528,000 – reviewed Revenue and mill rate calculations.

1. AES Capital Fund – information sent to Board regarding Capital projects for the school (plumbing repairs, structural concerns, elevator update, upper parking lot paving). Create 10-year plan for Capital projects. Town can contribute annually to fund; School can contribute excess funds remaining in budget at the end of the year. Reviewed school population and enrollment numbers between AES and RHAM. Jeff Maguire MOTIONED to approve \$100,000 in the budget to be placed in the AES Capital Fund account. Scott Person SECONDED. MOTION CARRIED 4:0:0

2. Community/Senior Center - \$82,967~, look at some streams of revenue to offset costs. Jeff Maguire to increase the new line item by \$83,000. Scott Person SECONDED. The \$83,000 is to include the wages for the new director position, funds for building maintenance, HVAC, software maintenance, alarm monitoring, utilities, phone and computer. MOTION CARRIED 5:0:0

3. Bridge & Culvert Fund – Lake Road at Bausola project around \$950,000~, utilize as much State funding as possible. Jeff Maguire MOTIONED to fund the Bridge and Culvert fund with \$175,000 for the 2024-2025 Fiscal Year budget. Paula King SECONDED. Eric Anderson to provide list of culverts in Town with estimated cost for the Town Budget Meeting. 5:0:0

4. Health & Dental Insurance – review increase from Consortium. Jeff Maguire MOTIONED to increase the Health and Dental Insurance budget expenditure to \$236,390. Scott Person SECONDED. Eric Anderson will have updated information before the budget goes to the Board of Finance – will review with Treasurer. Jeff Maguire REVISED his motion to fund the Health and Dental insurance line item to a maximum of \$236,300. Scott Person SECONDED. 5:0:0

5. Open Space Fund – looking to add \$50,000 to budget to fund Open Space acquisitions. Jeff Maguire MOTIONED to budget \$50,000 for the Open Space Fund in the 2024-2025 Fiscal Year budget. Scott Person SECONDED. 5:0:0

6. Multi-Use Building Fund – current obligations and projects may deplete the current balance of the fund. Jeff Maguire MOTIONED to add \$50,000 to the Multi-Use Building Fund for the 2024-2025 Fiscal Year budget. Paula King SECONDED. 5:0:0

7a. Treasurer Salary – more hours necessary for the position, increase in salary. To be discussed further at next budget meeting.

7b. Treasurer Clerk Salary – will discuss more when salaries and wages are discussed. To be discussed further at next budget meeting.

8. Senior Transportation Drivers/Dispatch Salary – under budgeting for hours in previous years. To be discussed further at next budget meeting.

9. Project Manager – use funding from Admin Asst position and additional money from projects themselves. To be discussed further at next budget meeting.

10. Fire Engine/Tanker Fund – increase based on loan payments/interest and other Capitals. Jeff Maguire MOTIONED to fund the Fire Engine/Tank Fund with \$137,000 for the 2024-2025 Fiscal Year Budget. These funds to be used towards the rescue vehicle being ordered and other Capital needs. Fire Department asked to have a meeting between the Board of Selectmen and officers of the Fire Department to review equipment, Capital requests, etc. MOTION CARRIED 5:0:0

To review at next budget meeting: wages, employee benefits, healthcare. Budget needs to be delivered to the Board of Finance by March 1<sup>st</sup>, 2024. 21<sup>st</sup> and the 26<sup>th</sup> of February are additional budget meeting workshops for the Board of Selectmen. Meeting on the 26<sup>th</sup> to review entire budget by line item – vote on segments of the budget. Will also review additional information received from Public Works – can have Jay Tuttle (DPW) attend next meeting on February 21<sup>st</sup>, 2024 to discuss. Will also review permanent fund accounts – have Treasurer attend meeting on the 21<sup>st</sup> as well regarding increases for the Finance Department.

#### **Public Speak –**

Joanne Hebert – commented regarding increase to Treasurer Clerk position increase, Union contract was just negotiated. AES agreement with the Board of Finance for Capital projects. Have well written job description for new Community/Senior Center director.

Jay Tuttle – will attend next budget workshop meeting on February 21<sup>st</sup>, 2024.

Jed Larson – commented regarding Open Space funding addition into budget for the 2024-2025 Fiscal Year

#### **4. Adjournment –**

Anne Cremè MOTIONED to adjourn the meeting at 8:39pm. Paula King SECONDED. MOTION CARRIED 5:0:0