

Andover Board of Selectmen

Special Meeting Minutes

April 25, 2017 12:30 PM

Town Office Community Room 17 School Road, Andover CT

BOS Members Present: Robert Burbank, First Selectman; Jeff Maguire, Vice First Selectman; Jay Linddy, Selectman; Julia Haverl, Selectman

BOS Members Absent: Cathleen Desrosiers, Selectman

Other Attendees: Linda Savitsky, Municipal Finance Contractor

Agenda Item 1: Call to Order – 12:32 PM

Agenda Item 2: Town Treasurer:

Robert Burbank: Linda Savitsky has list of outside people she can call to be on the committee to hire Town Treasurer.

Robert Burbank requests recommendations from Linda for hiring of Town Treasurer

Linda Savitsky briefs attendees of her background and current role in the town. Issue was, and still is, that audit that was due in December 2016 still isn't complete. Current auditor has essentially no experience on conducting CT municipal audits.

Observations: Current Treasury department is budgeted for 30 hours per week with an open Treasurer's position. This includes the current assistant treasurer's 30 hours per week. Based on size of town and number of town grants. In her opinion, the Treasurer's job requires no less than 30 hours per week. In recent years, the position was staffed only sporadically which has led to our current position of 11th month of fiscal year and general ledger has not been balanced and we still have issues

with last fiscal year's records. Current Phoenix accounting system records must be mapped to state records format. It is unknown where the town is in this process. The Treasurer's job will involve playing catch-up/clean-up for at least the first two years. Current goal is to have current audit (for 2015) to state by May 2017. Would recommend Treasurer's from 3 other towns to staff the panel.

Jeff Maguire: How much of the 30 hours is clean up and how much is operational?

Linda Savitsky: That is difficult to say. ~ Discussion on items that need to be addressed. ~ The tax collector is the single person doing a job where normally you would have additional staff so that one person isn't controlling an entire money cycle. That is not a good system of control.

Jay Linddy: The Town Administrator will have the most experience so we want to make sure that person is in at the new fiscal year to make sure things are done correctly.

Jay Linddy: You are telling us we have to hire a Treasurer for 30 hours per week and also keep the Assistant Treasurer for 30 hours per week.

Jeff Maguire: Can you get us a list of the grants the town has?

Linda Savitsky: Yes, I have that. It's in the audit. The BOE grant monies come through the Treasurer's office.

Jeff Maguire: What is the Treasurer's salary line item in the budget?

Julia Haverl: It is \$22,000.

Some discussion on hours required for Treasurer's office when compared to other towns of similar size and hourly needs of Treasurer's office.

Linda Savitsky: I have viewed the resumes that have been received for the Treasurer's position and I am concerned that we may have to go

back out because it was posted as a part-time position. It is the norm to have to post more than once for a government finance position.

Discussion on needs of needs of Treasurer's office.

Julia Haverl Motions: BOS recommends to BOF at tomorrow night's meeting that we ask for an increase of \$23,000 in Treasurer's salary line item to deal with serious problems.

Jay Linddy seconds.

Jeff Maguire: That will also add approximately \$30,000 in additional health insurance and other benefits.

Jeff Maguire: Discussion on what we will pay to fix structural problems and is that part of the increase in Treasurer's salary. Is that what we are increasing the budget for? Will the day-to-day operations require fewer hours and then we will then not be able to roll back the position if required in the future?

Julia Haverl: The position will continue to require a greater number of hours for day-to-day tasks, not just during structural repairs and catch-up.

Linda Savitsky: The position will probably never go back to being a part-time position. Even after the clean-up it will likely always require a full-time person.

Jay Linddy: The salary increase will lead to an increase in other benefits.

Jeff Maguire: SS/Medicare taxes will increase by \$1,700, \$3,000 MERF, \$12,000 in health insurance (may vary based upon coverage level) for a total of \$16,700 increase related to benefits.

Motion Passed/Unanimous 4/0/0

Agenda Item 3: Review of Revised General Government Budget

and

Agenda Item 4: Recommended Revisions to General Government Budget

Robert Burbank: (Line item 101-381) \$500 Moving is required by state statute so Marshal can move goods into storage in the case of foreclosure.

Conferences and Seminars (line items 101-330) \$650 was completely eliminated.

Mileage (line item 101-580) \$1050 in First Selectman's budget was also eliminated.

Jeff Maguire: The Administrator has \$1,500 for mileage in line item 102-xxx.

Julia Haverl Motions: The BOS recommends to the BOF add the following back into the budget:

101-330 \$200

101-381 \$500

101-580 \$750

for a total of \$1450

Jeff Maguire seconds.

Motion Failed 2/2/0, Jeff Maguire and Jay Linddy Opposed

Discussion on Town Administrator 102-xxx items.

Robert Burbank Treasurer's Clerk wages was eliminated and equipment maintenance (which is fee paid to upgrade Phoenix system) was cut in half.

113-120 Assistant Assessor wages have been zeroed out and have all been incorporated into Administrative Assistant 1, 2, and 3 (131-xxx).

Julia Haverl Motions: Salary amounts for Assistant Town Clerk, Assistant Assessor, and Building Department Secretary salaries be moved back to the budget line items where they belong.

Robert Burbank seconds.

Motion Failed 2/2/0, Jeff Maguire and Jay Linddy Opposed

Julia Haverl reads an excerpt from the 3/29/2017 BOF meeting where the motion was made to move the above-referenced assistants to new line items in the budget, but reporting structure was not altered.

Jay Linddy The Board of Finance cannot set the salary, per the charter.

Jeff Maguire The Board of Finance is not changing the hourly rates.

Agenda Item 5: Adjourn

Jeff Maguire makes motion to adjourn.

Julia Haverl seconds.

Meeting adjourned at 2:15 PM.

Respectfully submitted by Shawna Niles