

**Andover Board of Finance  
Regular Monthly Meeting  
Wednesday, September 27, 2017  
Community Room, Town Hall  
Minutes**

**BOF Members: Present:**

Dan Warren, Board Chair, Linda Fish, Rob England, Jeff Murray, Eric Shevchenko, Dave Hewitt

**Absent:** Adrian Mandeville

**Town Officials Present:** Joe Higgins, Town Administrator

**Staff Present:**

Sandra Nichols, Board Clerk

**Other Attendees:** Attachment #1

**Agenda Item 1: Call to Order:** Dan Warren, Board Chair, called the meeting to order at 7:00PM

**Agenda Item 2: Pledge of Allegiance**

**Agenda Item 3: Public Comment:** None

**Agenda Item 4: Additions/Deletions**

**Dan Warren Motions** to add election of Vice Chairman to Item 7a and the liaison to the negotiating Committee to 7b.

**Eric Shevchenko Seconded**

**Motion Passed/Unanimous 6/0/0**

**Agenda Item 5: Administrative Update:**

**5A. FY16 Audit Presentation**

**Dan Warren** welcomes the representatives from Mahoney Sabol and asks them to begin their presentation.

**Jennifer Hawkins, CPA** from Mahoney Sabol begins the discussion on the update of the audit that was started at the end of June/beginning of July. She explains the State rules/procedures and states that the Board will have a final draft before it is submitted. Mr. Hawkins also explains how the Volunteer Fire Dept. Is being handled in the audit. Ms. Hawkins then starts to review the packet that was submitted to the Board detailing how the audit was conducted.(available for review upon request). She discusses in detail the Financial Highlights (pages 5&6).

#### ***Brief Discussion on pages 1-6***

**Ms. Hawkins** continues with page 7 of the presentation “Findings an Recommendations”. She discusses this page in detail.

Adrian Mandeville arrives at 7:21PM

#### ***Discussion on page 7 among all present regarding how to proceed to address all issues mentioned including a discussion on Quick Books vs the Phoenix System.***

**Ms. Hawkins** discusses page “ Requires Communications” and states that Andover is not looking at any penalties for the Audit being late at this time. She also states that she has been in contact with OPM and mentions the document that needs to be signed off on. Ms. Hawkins talks about the submission of the FY16 Audit and the FY17 Audit submission.

#### ***Continued Discussion on the Audit with the Auditor***

#### **5B. Administrator/Treasurer Report**

**Joe Higgins** updates the Board on Treasurers Office, the hours/days that they are working and the long term plan for the office, hiring someone in the next two months.

#### ***Discussion among all on the Treasurers Office including the hiring process***

#### **Agenda Item 6: Purchasing Policy:**

**Dan Warren** Motions to adopt the Town of Andover Purchasing Policy as presented  
**Eric Shevchenko** Seconded

#### ***Discussion on the Purchasing Policy draft and the Boards recommendations for changes to it***

**Dan Warren Motions** to adopt the purchasing policy with the changes discussed; eliminate the minimum level of \$2,500 for PO's, eliminate the competitive bidding level to be a percentage of annual budget appropriation and change the bid posting period to 21 days.

**Adrian Mandeville Seconded**

***Discussion on the modifications***

***Motion Passed/Unanimous 7/0/0***

**Agenda Item 7: Chairman Election:**

**Robert England Motions** to nominate Dan Warren as Chairman

**Adrian Mandeville Seconded**

**Motion Passed/Unanimous 7/0/0**

**Agenda Item 7a: Election of Vice Chairman: Tabled**

**Agenda Item 7b: Election of a Board Member as a liaison to the negotiating Committee:**

**Dan Warren Motions** to nominate Adrian Mandeville

**Eric Shevchenko Seconded**

**Motion Passed/Unanimous 7/0/0**

**Agenda Item 8: State Budget Update/Recommendations:**

**Dan Warren** briefly discusses the State Budget (executive order) and the School Budget. He asks Superintendent Doyen to review/explain in detail the letter she submitted to the BOF regarding the School Budget. (attachment #2)

**Superintendent Doyen** explains what the BOE is looking to do to reduce the budget if the State Budget is not passed.

***Discussion on the School Budget. Dr. Doyen goes through the proposed reduction listed in the letter presented and notes the \$78k to be returned to the Town. Continued discussion on the BOE budget reduction proposal and how they would do it, in stages?***

**Dan Warren mentions the** budget for the regional Board of Education.

**Eric Shevchenko** discusses the meeting he attended concerning the budget for the regional Board of Education.

***Discussion on the Regional Board of Education Budget***

**Eric Shevchenko** clarifies what the meeting entailed(new teachers and teachers negotiations).

**Dan Warren** discusses his proposal that he submitted to the First Selectman and the Town Administrator for reductions ideas in the Town budget due to the State Budget executive order. (attachment #3)

***Discussion on the transfer station the cost to run it and resident stickers that could be required to purchased in order to use it.***

**Adrian Mandeville** **Motions** that the BOF remove item #7 from Attachment #3  
**Jeff Murray** **Seconded**

***Continued discussion on the Transfer Station***  
**Motion Passed/ 5/0/2 Dan Warren and Robert England Abstained**

**Discussion on the proposed budget reductions (attachment #3)**

**Robert England** **Motions** to submit the memo to the First Selectman and the Town Administrator  
**Eric Shevchenko** **Seconded**  
**Motion Passed/Unanimous 7/0/0**

**Agenda Item 9: CIP Representative/Liaison Positions:**

**Dan Warren** **Motion** to nominate Eric Shevchenko to the CIP Committee  
**Robert England** **Seconded**  
**Motion Passed/Unanimous 7/0/0**

**Dan Warren** **Motion** to nominate Linda Fish as liaison on the Library and AHM Committees  
**Adrian Mandeville** **Seconded**  
**Motion Passed/Unanimous 7/0/0**

**Agenda Item 10: Approval of Minutes:**  
**Dan Warren** **Motions** to approve the June 15, 2017 Minutes as presented  
**Eric Shevchenko** **Seconded**  
**Motion Passed/ 6/0/1 David Hewitt Abstains**

**Eric Shevchenko** discusses an open liaison position regarding RHAM

***Discussion on the RHAM Meetings/teachers contract negotiations***

**Agenda Item 11: Public Comment:** None

**Agenda Item 12: Adjournment:**

**Dan Warren** Motions to adjourn at 9:06PM

**Robert England** Seconded

**Motion Passed/Unanimous 7/0/0**

The next scheduled BOF meeting is on Wednesday, October 25, 2017 at 7:00 pm at the Town Hall Community Room.

Respectfully Submitted,  
Sandra Nichols, Board Clerk