

**Town of Andover**  
**Board of Finance**  
Wednesday, May 27, 2020 at 7:00 P.M.  
Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

Chair Marc Brinker called the Regular Meeting to order at 7:00 P.M.

BOF Members: Chair Marc Brinker, Vice Chair Diane Choquette, Robert England, Linda Fish, Curtis Dowling, Louise Goodwin.

BOF Members Absent: David Hewett

Town Administrator: Eric Anderson

Board Clerk/Town Administrator: Amanda Gibson

Public Present: Richelle Strimple, Joanne Hebert, Melissa Loteczka, Jennie Morrell, Dianne Grenier, Anne Crème, Gerry Crème, Michelle France from the Journal Inquirer

2. Public Speak – None.

3. Additions/Deletions of Agenda Items – None.

4. Town Administrator's Report

a. COVID-19 Response

Eric Anderson shared the following:

- The town's roadwork plan is on the town's website.
- The town has officially been accepted into state's bridge program for reconstruction of Bunker Hill Bridge.
- Public Works electrical upgrade by Lenco Electrical was successful.
- Connectivity Grant is underway and being administered through CRCOG for the Route 6 area between Center Street Rails to Trail and Public Library/Church on Long Hill Road.
- Working towards getting the town hall flag pole lit since it is a federal requirement.
- Technology upgrade going well at the Town Hall with firewalls, new server installed and running successful backups. The next steps are fiber connection and VOIP phone systems.
- The Rails to Trails will be doing maintenance mowing. Advises trail users to stay clear of the mowers when passing.

5. Treasurer's Report

a. Status of Town Financial Audit

b. Town Budget Summary

c. Revenue Summary

d. TAR Spending

e. Over Expenditure Report

Barbara Griffin: Shared that the town audit is complete and waiting for a final electronic copy. BOF members requested for a presentation by Mahoney Sabol at the Wednesday, June 24<sup>th</sup> Board of Finance Regular Meeting.

Eric Anderson: Announced that the town will be transferring excess funds into capital funds to be spent next year as the town tries to accomplish projects cut from the FY 2020-21 budget.

Barbara Griffin: Announced that tax collections in May and June are not heavy collection months, but there is no real difference in payments from last year, predicting that tax collections will not be an issue during the pandemic. Shared that the Town Aid Road reports do not include that the town has received state funding.

6. Budget Transfers

a. Budget Transfers/Supplemental Appropriations – None.

b. Over Expenditure Requests – None.

7. Old Business

a. Governor's Executive Order

Eric Anderson: Announced that the Governor's Executive Orders have been posted to the town website, stating that the Board of Finance is required to set the budget and mil rate for the town.

8. New Business

Discuss and act upon the following:

a. Feedback from Town's Budget Google Site

The Board of Finance has received all of the feedback from the town's budget website. All of the feedback has been posted anonymously to the town website.

Curt Dowling MOVED for the following:

Reduce Line item 01-0141-280 (Physicals) from \$3000, to \$1000.

Increase line item 100-04-0401-800 from \$136,650 to \$140,650.

Rob England SECONDED

MOTION CARRIED 6:0:0

Rob England MOVED for the following:

Reduce Line item 1-100-01-0109-XXX (software transition) from \$30,000, to \$0.

Create capital fund 1-100-XXX with for Software transition with \$30,000.

Louise Goodwin SECONDED

MOTION CARRIED 6:0:0

Rob England MOVED to restore the \$13,600 requested cut to the AES budget.

Curt Dowling SECONDED

Discussion: Rob England shared concerns raised from residents regarding the Board of Education working hard to reduce requested cuts, then having the BOF request for a further reduction. Members discussed this issue was addressed and decided at the last budget meeting.

MOTION FAILED 4:2:0

Diane Choquette, Linda Fish, Louise Goodwin, Marc Brinker voted not in favor.

Rob England and Curt Dowling voted in favor of.

b. FY 2020-21 Town Budget

Louise Goodwin MOVED to adopt the Andover Town Budget for the Fiscal Year 2020-2021 as presented.

Diane Choquette SECONDED

MOTION CARRIED 6:0:0

The final town budget including AES and RHAM is \$12,535,376 with a resulting mil rate of 35.61.

The final Fiscal Year 2020-2021 Town Budget will be posted to the town website.

Members discussed establishment of capital reserve funds:

Marc Brinker MOVED to establish Capital Reserve Funds as follows for the next Fiscal Year:

A fund entitled "Bunker Hill Bridge Replacement fund" for the purposes of utilizing the Federal local bridge replacement program to replace the Bunker Hill Bridge.

A fund entitled "Town Building maintenance fund" for the purposes of creating a permanent fund for the maintenance of town buildings and structures.

A fund entitled Roadwork fund" for the purposes of creating a permanent fund for the maintenance, paving and reconstruction of town roads.

A fund entitled "Tree removal fund" for the purposes of creating a permanent fund for the trimming and removal of trees that are safety hazards on town roads.

A fund entitled "Bridge and culvert fund" for the purposes of creating a permanent fund for the maintenance, evaluation, engineering and replacement of bridges and culverts that do not qualify for state or federal funding.

A fund entitled "Connectivity Grant Fund" for the purposes of creating a permanent fund for money received from a State of Connecticut DOT Connectivity Grant.

Further, it is the intention of the Board of finance that money placed in these special funds shall be considered budgeted in the year they are placed in the funds and are therefore spendable without requiring a town meeting.

Louise Goodwin SECONDED

Discussion: Eric Anderson shared that the town has received legal opinions from the Town Attorney Dennis O'Brien. Per the Town Charter, when the funds are established by the Board of Finance, then the Board of Selectmen can transfer the funds. The funds can be used without going to a Town Meeting.

MOTION CARRIED 6:0:0

9. Approval of Meeting Minutes

a. Wednesday, April 22, 2020 Regular Meeting Minutes

Curt Dowling MOVED to accept the Wednesday, April 22, 2020 Regular Meeting Minutes

Rob England SECONDED

MOTION CARRIED 6:0:0

b. Wednesday, April 29, 2020 Special Meeting Minutes

Rob England MOVED to accept the Wednesday, April 29, 2020 Special Meeting Minutes

Diane Choquette SECONDED

MOTION CARRIED 6:0:0

c. Wednesday, May 6, 2020 Special Meeting Minutes

Louise Goodwin MOVED to accept the May 6, 2020 Special Meeting Minutes

Rob England SECONDED

MOTION CARRIED 6:0:0

10. Liaison Reports

Linda Fish provided update on AHM Youth and Family Services: Their staff is doing their best during the pandemic situation. Social workers are still visiting with their students virtually. AHM meeting is being hosted next week.

Eric Anderson: Shared that AHM has adopted their budget and the town budgeted for that exact amount in the FY 2020-21 budget.

11. Board Open Discussion – None.

Linda Fish: Announced that she received no communication via email leading up to this meeting.

Amanda Gibson: Shared that the town has been experiencing numerous email issues.

Eric Anderson: Received an agreement from the Board of Selectmen to transition the town to Office 365.

Linda Fish: Memorial Day Car Parade was great!

Curt Dowling: Stephanie Bancroft is new RHAM Chairwoman. David Gostonian is resigning. New member soon. Suggested for the Board of Finance and the Board of Selectmen to get all boards connect this next year.

Marc Brinker: Suggested for all residents to speak up and participate in all board meetings.

Eric Anderson: Thanked the board for all of their hard work.

12. Public Speak

Joanne Hebert: Stated that she would have been disappointed to see the funds added back to the AES budget.

Dianne Grenier: Thanked everyone for their efforts with the budget.

Marc Brinker: Thanked all of the Board of Finance members, Eric Anderson, Amanda Gibson, Barbara Griffin, Board of Selectmen and residents. Expressed appreciation for positive and professional meetings held.

Louise Goodwin: Thanked Chair Marc Brinker for a great job facilitating the meetings.

13. Adjournment

Louise Goodwin MOVED to adjourn the Regular Meeting.

Rob England SECONDED

MOTION CARRIED 6:0:0

Chair Marc Brinker adjourned the Regular Meeting at 8:24 P.M.

**\*Please visit our town website at [www.andoverct.org](http://www.andoverct.org) for upcoming VIRTUAL meetings with instructions on how to join. The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our [www.facebook.com/townofandoverct](https://www.facebook.com/townofandoverct) page for community updates!**

Helpfully submitted by the Board Clerk/Administrative Assistant, Amanda Gibson. *Amanda Gibson*

*Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.*