

**Town of Andover
Board of Finance**
Wednesday, April 29, 2020 at 7:00 P.M.
Location: virtual Zoom meeting

Special Meeting Minutes

1. Call to Order 7:04 P.M.

Members: Marc Brinker, Rob England, Diane Choquette, Louise Goodwin, Curt Dowling, David Hewett, Linda Fish
Board of Selectmen: Jeff Maguire, Scott Person, Adrian Mandeville, Jeff Murray
Town Administrator: Eric Anderson
Public Present: Joanne Hebert, Melissa Loteczka, Cathy and Mike Palazzi, Joseph Goodwin, and anonymous others.

Chair Marc Brinker introduced the budget process as a whole and goals of the meeting.

2. Public Speak

Melissa Loteczka: Inquired on this year's voting plans.

Eric Anderson: Shared that per the Governor's Executive Order, the Board of Finance is REQUIRED to pass a Fiscal Year 2020-21 Town Budget and set the mil rate. The Annual Budget Meeting will be held at the Board of Finance Special Meeting on Wednesday, May 6th. The public is invited to attend and participate in Public Speak. Directions for the virtual meeting are located on the agenda. The BOF will be voting on the budget at their virtual Regular Meeting on Wednesday, May 27th at 7:00 P.M.

3. Budget Workshop

The revised budget can be viewed on the town website's FY 2020-21 Proposed Budget Info.

The members discussed the following budget line items:

0102 Town Administrator 1-100-01-0102-100 Administrative Assistant salary... salary/hourly increase.

0105 Auditor/Actuary 1-100-01-0105-320 Annual Audit-Auditor

0107 Town Attorney 1-100-01-0107-310 Legal Retainer-Legal Counsel

0109 Treasurer/Financial 1-100-01-0109-100 Treasurer salary... discussion of combined AEs/town finance department.

0109 Treasurer/Financial NEED NEW LINE ITEM Software Transition

0111 Tax Collector 1-100-01-0111-100 Tax Collector salary... transition to part time at 26 hours per week starting in October 2020, subject to union negotiation.

0113 Assessor 1-100-01-0113-438 Assessor's Office Software... new Vision software installation

0115 Board of Assessment Appeals 1-100-01-0115-120 BAA clerk salary... board needs a paid clerk position.

0117 Town Clerk 1-100-01-0117-100 Town Clerk salary... discussion of employee raises and health insurance

0121 Elections 1-100-01-0121-100 Election salaries

0121 Elections 1-100-01-0121-335 Registrars training

0129 Town Office Building 1-100-01-0129-XXX Website Fees... new town website coming soon.

0129 Town Office Building 1-100-01-0129-530 Telephone... new VOIP phone system, approximately same costs.

0129 Town Office Building 1-100-01-0129-550 Printing Town...new town hall copiers, with color printing ability.

0129 Town Office Building 1-100-01-0129-601 Electricity... increase.

0129 Town Office Building 1-100-01-0129-735 Computer Repl. & Service... computer replacement plan.

0133 Dog Damage 1-100-01-0133-815 Dog Damage... town is liable and this varies per year.

0135 Civil Preparedness 1-100-01-0135-100 Salary... grant application to cover reasonable salary for CERT director.

0135 Civil Preparedness 1-100-01-0135-610 CERT Office Supplies... includes PPE supplies, protective gear, etc.

0137 Insurance 1-100-01-0137-500 Insurance... CIRMA provides town insurance.

0141 Employee Benefits 1-100-01-0141-230 Retirement/MERF... 4th PW employee.

0141 Employee Benefits 1-100-01-0141-280 Employee Benefits... physicals.

Curt Dowling questioned why \$5k for Fire Department volunteer physicals were not included.

0143 Senior Transportation 1-100-01-0143-100 Salaries-Drivers/Dispatch... increase in salaries and more total hours.

0145 Senior Citizens 1-100-01-0145-100 Resident Services Coordinator... new part time position.

0147 Custodian 1-100-01-0147-365 Cleaning Services... decreasing slightly.

0151 Dog Fund 1-100-01-0151-100 Dog Warden salary... to increase in order to compensate for services.

0201 Health Officer 1-100-02-0201-841 Health Director from Eastern Highlands Healthy District... salary increase.

0207 AHM Youth Services 1-100-02-0207-844 AHM Youth Services... increase in services from state mandated agency.

0301 Public Works 1-100-03-0301-100 Public Works salary... 4th employee to be hired.
 0301 Public Works 1-100-03-0301-390 Tree Removal
 0301 Public Works 1-100-03-0301-435 Vehicle Maintenance
 0301 Public Works 1-100-03-0301-638 Shop Supplies
 0301 Public Works NEW LINE ITEM NEEDED GPS System... discussion on if necessary.
 0403 Public Safety 1-100-04-0403-375 Contract State Fee - Law Enforcement... Resident State Trooper salary increase.
 0405 Fire Marshal 1-100-04-0405-100 Fire Marshal Salary... salary increase. Discussion of underpaid position.
 0501 Public Welfare 1-100-05-0501-100 Social Worker salary... discussion on if necessary.
 0501 Public Welfare 1-100-05-0501-845 Social Services ACCESS agency... state mandated partner agency.
 0701 Transfer Station 1-100-07-0701-100 Attendants... salaries increase.
 0701 Transfer Station 1-100-07-0701-481 Bulky Waste... Willimantic Waste increase.
 0809 Inland Wetlands Commission 1-100-08-0809-100 Wetlands Agent... salary/hours increase.
 0809 Inland Wetlands Commission 1-100-08-0809-350 Water Testing... discussion if needed.
 0817 Zoning Agent 1-100-08-0817-100 Zoning Agent... salary/hours increase.
 0819 CROG, CCM, COST 1-100-08-0819-810 Capital Region Council of Governments... increase.
 0901 Education 1-100-09-0901-527 RHAM/AES Retainer Benefits... increase.
 1001 Library 1-100-10-1001-100 Library Payroll... salary increase.
 1101 Capital 1-100-11-1101-451 Road improvement/paving
 1101 Capital 1-100-11-1101-714 Revaluation
 1101 Capital 1-100-11-1101-715 Planning and Zoning Plan of Conservation and Development (POCD)
 1305 Transfers 1-100-11-1301-XXX Fire Department Equipment Fund
 1305 Transfers 1-100-11-1301-XXX Bunker Hill Bridge fund
 1305 Transfers 1-100-11-1301-XXX Building Maintenance Fund

Members discussed that AES and RHAM have updated their budgets. RHAM has approved their final FY 2020-21 budget. Acknowledged that Andover Elementary School Board of Education has made appropriate cuts to decrease the proposed budget. Discussion of potential extra funds leftover from AES this year due to school closure.

Diane Choquette MOVED to ask the Andover Elementary School Board of Education for a total reduction of 4% from the current proposed budget.

David Hewett SECONDED

MOTION CARRIED 4:2:1 Rob England abstained. Curt Dowling and Marc Brinker opposed.

Adrian Mandeville: Announced that the Treasurer will receive auditor information prior to the May 6th meeting.

Curt Dowling MOVED to remove the proposed new line item for GPS tracking system from the 0301 Public Works budget.

Linda Fish SECONDED

MOTION CARRIED 7:0:0

Diane Choquette MOVED to remove the 0809 Inland Wetlands Commission 1-100-08-0809-350 Water Testing for consultant support for site monitoring of town projects.

Rob England SECONDED

MOTION CARRIED 7:0:0

Rob England MOVED to remove the 0501 Public Welfare 1-100-05-0501-100 Social Worker salary.

Louise Goodwin SECONDED

MOTION CARRIED 7:0:0

Members discussed the updated proposed budget to be presented at the Board of Finance ANNUAL TOWN BUDGET Special Meeting on Wednesday, May 6, 2020 at 7:00 P.M.

Revised FY 2020-21 Budget to be presented on May 6, 2020	
(Compared to 2019-20 budget)	
Town General Budget	Decrease -0.3%
AES Budget	Decrease -4.0%
RHAM Budget	Increase +6.9%
Mil Rate Increase	+0.61
Mil Rate	35.6 proposed

4. Board Open Discussion

Louise Goodwin: Stated that she believes the Board of Finance is doing what they believe is the right thing for the town.

Curt Dowling: Shared that the Town of Vernon hosted a drive-thru voting process at the Town Hall.

Adrian Mandeville: Stated that since the Governor's Executive Order requires the Board of Finance to pass the budget and set the mil rate, unfortunately that option is not possible.

THE FOLLOWING ARE VARIOUS OPTIONS RESIDENTS HAVE TO UNDERSTAND THE BUDGET/PROCESS & PROVIDE FEEDBACK:

- Fill out an electronic feedback form located on our town website at www.andoverct.org
- View the Town of Andover CT YouTube channel with all virtual BOS and BOF meetings.
- Email budget@andoverct.org where you can send feedback on the budget.
- Participate in Public Speak at the Budget Meeting on Wednesday, May 6th.

5. Public Speak

6. Adjournment

Curt Dowling MOVED to adjourn the Special Meeting.

Louise Goodwin SECONDED

MOTION CARRIED 7:0:0

Marc Brinker adjourned the Special Meeting at 11:45 P.M.

***Please visit our town website at 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 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.