

Town of Andover

Board of Finance

Wednesday, April 22, 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.

Members Present: Marc Brinker, Diane Choquette, Curt Dowling, Louise Goodwin, Rob England, Dave Hewett

Members Absent: Linda Fish

Town Administrator: Eric Anderson

Board of Selectman Liaison: Jeff Maguire, Scott Person, Jeff Murray, Adrian Mandeville, Paula King

Public Participants: Dianne Grenier, Jennie Morrell, Krysta Cariboni, Jaime Webber, Joanne Hebert, Melissa Loteczka, Laura Edwards, Richelle Strimple, Laura Bush, Liz Lokiec, Elaine Buchardt, Katie Marino, Sheila Patrizz, Julie Victoria, Mike Palazzi, Cathy Palazzi.

Marc Brinker requested for Amanda Gibson to post the feedback from the proposed budget website onto the town website.

2. Public Speak – None.

3. Additions/Deletions of Agenda Items

Curt Dowling MOVED to add Item 8e. Consideration of BOF representative to be on AHM Youth and Family Services oversight committee.

Rob England SECONDED

MOTION CARRIED 6:0:0

4. Town Administrator's Report

a. COVID-19 Response

***See included for the full Town Administrator's Report.**

Eric Anderson: Announced that the Governor's Executive Order has authorized to assign the Board of Finance to set the budget and mil rate. The town received legal feedback from the Town's Attorney Dennis O'Brien which is posted on the town website and budget website. The Executive Order did not make this optional, it is required.

5. Treasurer's Report by Barbara Griffin

a. Status of Town Financial Audit – Expected to receive any day now.

b. Town Budget Summary – Provided.

c. Revenue Summary – Provided.

d. TAR Spending – Provided.

e. Over Expenditure Report – Provided.

6. Budget Transfers

a. Budget Transfers/Supplemental Appropriations

b. Over Expenditure Requests – Provided. *See included for the Appropriation Transfer Requests.

Town Administrator Eric Anderson explained reasoning for the requests.

Rob England MOVED to adopt the Appropriation Transfer Requests as proposed by the Town Administrator.

Diane Choquette SECONDED

MOTION CARRIED 6:0:0

7. Old Business

- a. Governor's Executive Order

*Included on the town website and proposed budget website.

8. New Business

Discuss and act upon the following:

- a. Budget schedule/timeline

Eric Anderson: Explained that the BOS suggested the following at the Monday, April 13, 2020 Regular Meeting in order to move the budget process along:

*"Adrian Mandeville MOVED to amend the motion with adjusted dates as discussed in the RESOLUTION REQUIRING ADOPTION OF THE TOWN BUDGET BY THE BOARD OF FINANCE WITHOUT THE BUDGET MEETING AND REFERENDUM, AND THE SETTING OF THE MILL RATE. *See included resolution.*

Scott Person SECONDED

MOTION CARRIED 5:0:0"

Curt Dowling MOVED to set a Board of Finance Special Meeting on Wednesday, May 6th, 2020 at 7:00 P.M. to establish a proposed budget and obtain public input.

Rob England SECONDED

MOTION CARRIED 6:0:0

Louise Goodwin MOVED to set a Board of Finance Special Meeting on Wednesday, April 29th, 2020 to host a budget workshop at 7:00 P.M. to review and develop the proposed budget.

Diane Choquette SECONDED

MOTION CARRIED 6:0:0

- b. Board of Education FY 2020-21 budget

Marc Brinker reviewed changes to the budget.

**See included for letter from Superintendent Sally Doyen.*

Discussion of possibility for a shared Finance Department.

AES Financial Operations Laura Edwards: Explained reasoning behind some of the AES budget changes.

Confirmed that AES feels that a part time para position is essential for larger class sizes. Expressed concerns with possibility of combining finance department including student resources which would have to be covered by another AES staff person. Many details need to be discussed prior to combining the two offices.

Eric Anderson: Shared input he received from other towns regarding combined finance departments including lack of significant cost savings though they had a more functional department overall. Expressed concern of Human Resources issues, since the town lacks this department.

Adrian Mandeville: Offered to discuss a plan with the BOS members in order to move forward.

BOF members requested an updated AES budget with details prior to their Wednesday, April 29th, 2020 Special Meeting.

Eric Anderson: Confirmed that by state law, all school boards are allowed to hold back 2% of the budget in order to place into an emergency account.

- c. REVISED FY 2020-21 Proposed Budget from the Board of Selectmen

Marc Brinker: Announced that it has been submitted electronically via the town website.

Eric Anderson: Shared the highlights, variances, impacts, etc. including but not limited to the following...

- This budget was presented at the Monday, April 13, 2020 BOS Regular Meeting. The BOS made some changes and recommended for it to be given to the BOF for review. The BOS had recommended that the AES budget be reduced by \$200k. The BOE has proposed a \$149k reduction. RHAM has not yet presented a final proposed budget.

- Town to potentially repurpose every fund not actively used, suggesting to take all unexpended funds and fund balance, transferring all to the general fund for next year's budget in order to work on priority projects.
- Shared potential personnel changes to the following staff positions... hiring a 4th full time Public Works employee, decreasing hours for the Tax Collector to part time which needs to be union approved first, increasing part time hours and pay rate for the Administrative Assistant, adding a part time senior services coordinator, combined finance department. Also, benefit packages have changed along with the annual pay increase at 2.5%.
- Funds will be set aside for design/engineering costs for the new community/senior center as planned by the Community/Senior Center Building Committee.
- Roadwork presentation by the Town Administrator is on the town website. The priority projects need to be funded.
- Plans for permanent funds each year in regards to the Fire Department, Public Works equipment and building maintenance.

Adrian Mandeville: Clarified that the essential town functions are funded by resident taxes. Town needs to come up with a long term plan for the culverts and roads. Key to making this happen is the 4th Public Works employee.

Rob England: Road projects are under capital funds though they need to be done every year.

Eric Anderson: The town recently hired an engineer to complete a culvert replacement plan. However, the engineer was recovering from an accident and the project was delayed but in progress now. He is requesting enough funds to complete engineering plans for the small/medium sized culverts with intention of funding one every or every other year.

Curt Dowling: Expressed concerns for residents with a 2% mil rate increase during this unprecedented time of COVID-19 throughout the state, country and world. ***See town website for the REVISED FY 2020-21 Proposed Budget – Revenue and Mil Rate Calculation.** Believes that there should be a 0% increase for residents. Shared importance of education for our children and resources for our seniors. Commended the Town Administrator on a fantastic job putting everything in place for the proposed budget. Suggested for the boards to connect with the RHAM BOE members Stephanie Bancroft and David Gostonian.

Adrian Mandeville: Announced that the town road projects are essential.

Rob England: Recognized that the budget season began in a different situation.

Eric Anderson: Announced that the BOF can decide on the bottom line number for AES but cannot decide on how to spend the funds.

Dave Hewett: Recognized that 1.5% of the mil rate increase would be from the RHAM budget.

Eric Anderson: Town budget is underfunded by about 30% compared to other municipalities. Anything is possible but does not wish to cut into town's ability to function properly.

d. Feedback from town's budget google site

***Amanda Gibson posted the feedback to the town website.**

Dave Hewett: Recognized that since residents cannot vote at a Town Meeting, there needs to be a 0% increase. Members discussed how the information has been as accessible as possible.

Eric Anderson: Shared that no Andover residents voiced opinions at recent RHAM BOE meetings.

Louise Goodwin: Requested that the RHAM BOE feedback form be shared.

Marc Brinker: Provided a reminder that Superintendent Patricia Law presented the RHAM 2020-21 proposed budget at the Wednesday, March 25, 2020 BOF Regular Meeting. However, that was prior to the unprecedented situation at hand.

- e. Consideration of BOF representative to be on AHM Youth and Family Services oversight committee.
Rob England MOVED to nominate Linda Fish to be on the AHM Youth & Family Services oversight committee.
Curt Dowling SECONDED
MOTION CARRIED 6:0:0

9. Approval of Meeting Minutes

- a. Wednesday, March 25, 2020 Regular Meeting Minutes
Louise Goodwin MOVED to approve the Wednesday, March 25, 2020 Regular Meeting Minutes
Diane Choquette SECONDED.
MOTION CARRIED 6:0:0

10. Liaison Reports – None.

11. Board Open Discussion – None.

12. Public Speak

Elaine Buchardt: Expressed appreciation to the boards for their hard work. Suggested to ensure that the RHAM proposed budget comments are being reviewed.

Joanne Hebert: Agreed that due to COVID-19 situation, our town needs to be mindful in regards to hardships people are experiencing. Appreciated that AES proposed budget decreased, and believes additional cuts could be made. Shared that RHAM's goal was to fund next year's items with leftover funds from this year's. RHAM's approval meeting is set for Monday, April 27th. Supports the pay rate increase for the Administrative Assistant position and kept at 19 hours per week.

Eric Anderson: Expressed appreciation to everyone who attended the meeting.

13. Adjournment

Rob England MOVED to adjourn the Regular Meeting

Louise Goodwin SECONDED

MOTION CARRIED 6:0:0

Chair Marc Brinker adjourned the Regular Meeting at 9:41 P.M.

***PLEASE STAY TUNED VIA OUR TOWN WEBSITE (WWW.ANDOVERCT.ORG) AND FACEBOOK PAGE (WWW.FACEBOOK.COM/TOWNOFANDOVERCT) FOR UPCOMING VIRTUAL MEETINGS WITH INSTRUCTIONS ON HOW TO JOIN.**

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.

Town Administrator's Report

Board of Finance Regular Meeting on Wednesday, April 22nd, 2020

As of today, 2 reported cases of COVID-19 in Andover. Given the dearth in testing, it is assumed between 20 and 30 residents have COVID-19. We are tracking expensed related to COVID-19 in the hopes of fed or state reimbursement for expenses.

Grants

The State Bond commission approved Town Aid Road ~ \$190,000 we should have that in the next week.

Pegpitia

The Town got a Grant for **\$16,655.36**. I (with the help of Elaine B. and Nick from CVC) applied for it from the Public Utility Regulatory Agency Commission (PURA) to be able to film and livestream meetings of boards and commissions. Going forward all BOF meetings should be It will provide the hardware for the library and AES to do the same.

Budgets

You have before you the revised budget approved by the BOS for your review.

Budget Motion for the BOF Budget

TOWN OF ANDOVER, CONNECTICUT

Board of Selectmen

Andover Town Hall

17 School Road

Andover, CT 06232

RESOLUTION REQUIRING ADOPTION OF THE TOWN BUDGET BY THE BOARD OF FINANCE

WITHOUT THE BUDGET MEETING AND REFERENDUM, AND THE SETTING OF THE MILL RATE

Pursuant to the authority provided to this Board of Selectmen by paragraph 13 of the March 21, 2020 Executive Order 7I, and paragraph 2 of the March 20, 2020 Executive Order 7H of the Governor of the State of Connecticut, it is **RESOLVED** that the Board of Finance of the Town of Andover is hereby authorized and required to promptly and timely adopt the Annual Town Budget of the Town of Andover for the fiscal year beginning July 1, 2020, without the Annual Town Budget Meeting and Referendum otherwise required by Town Charter section 803, and rather in accordance with said paragraph 13 of Executive Order 7I, and also with paragraph 1 of the March 14, 2020 Executive Order 7B of the Governor of the State of Connecticut, subject only to the further Order of the Governor and subsequent Resolution of this Board.

Accordingly, it is further **RESOLVED** that in compliance with the foregoing charge and the legal authorities set forth therein, it shall be the duty of this Board of Selectmen to provide and publish its draft budget for the fiscal year beginning July 1, 2020, to the Board of Finance and by reasonable means including the official Town website to the public of the Town of Andover no later than April 20, 2020, and the duty of the Board of Finance to then edit the draft budget in compliance with all procedural requirements of the above cited Executive Orders, followed by an on line budget meeting with public access on May 6, 2020, and an additional two (2) weeks for public comment by reasonable means including email, and finally an online publicly available meeting of the Board of Finance on May 26, 2020, at the conclusion of which a Town budget must be adopted and a mill rate set by the Board for the 2020-2021 fiscal year.

So Moved by Adrian Mandeville

Selectman

Second by Paula King

Selectman

Dated at Andover, Connecticut this 13th day of April, 2020

Transfers

You have before you the first of the budget transfers. We are moving money in to the Public Works capital equipment fund.

CIP approved for next year's budget to purchase an Material Handler (basically a boom for the front of the loader to help moving around large pieces, as well as a material spreader.

I would like to purchase this in the next few weeks by re allocating money in the snow plow budgets for this purpose. Purchase price is \$7100.00 from Tyler Equipment

We will also use the capital fund to buy a Material Spreader this spring for use with roadwork this year. The spreader is \$11,995.45

Stay Safe,

Eric Anderson

Appropriation Transfer Requests
BOF meeting April 22, 2020

Acct#	Description	from	to
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Assessor has provided a statement certifying that balance in legal counsel will not be needed

0107-312	asseser legal counsel	5,000.00	
0113-438	software assessor		5,000.00

Highway Foreman concurs with these appropriation transfers in DPW budgets

0303-830	meals snow removal	314.46	
0303-642	plow blades		232.78
0301-435	public works vehicle maintenance		81.68
0303-644	sand snow removal	24,000.00	
0303-646	salt- snow removal		2,693.31
1101-702	DPW Capital Expenditure		21,306.69
0303-130	overtime wages snow removal	9,000.00	
0301-390	tree removal		3,000.00
0301-435	public works vehicle maintenance		6,000.00
0301-637	fuel additive	234.26	
0301-535	mobile phone public works		234.26

Per Town Administrator, overbudgeted TA salary can be used to cover increase in Admin assistant hours

0102-100	Town Admin salary	5,000.00	
0102-120	Admin assistant salary		5,000.00

TOWN OF ANDOVER, CONNECTICUT

Board of Selectmen

Andover Town Hall

17 School Road, Andover, CT 06232

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So Moved by Adrian Mandeville

Selectman

Seconded by Paula King

Selectman

Dated at Andover, Connecticut this 13th day of April, 2020.



Andover School District

35 SCHOOL ROAD
ANDOVER, CT 06232
TEL. (860) 742-7339
FAX (860) 742-8288
www.andoverelementaryct.org

Dr. Sally Doyen
Superintendent

Mr. John Briody
Principal/Director of Curriculum

Mrs. Holly Maiorano
Director of Special Education

April 16, 2020

Marc Brinker, Chair, Andover Board of Finance
Members of the Andover Board of Finance
Town of Andover
17 School Road
Andover, CT 06232

Dear Members of the Andover Board of Finance,

Due to an unexpected Special Education outplacement required for a student at Andover Elementary School, the tuition charges of approximately \$100,000 for the remainder of the current school year, summer placement, and anticipated 2020-2021, the Andover School Improvement Fund will need to be used.

Please let me know if you need additional information.

Sincerely,

Sally E. Doyen, Ed.D., BCBA
Superintendent of Schools

Cc: Andover Board of Education
Holly Maiorano, Director of Special Education
John Briody, Principal
Laura Edwards, Business Manager