

Town of Andover

Board of Finance

Wednesday, March 25, 2020 at 7:00 P.M.

Location: Virtual Meeting via Zoom Website Platform

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

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

The Pledge of Allegiance was recited.

Members Present: Marc Brinker, Linda Fish, Rob England, Diane Choquette, Louise Goodwin, David Hewett

Members Absent: Curt Dowling

Town Administrator: Eric Anderson

Town Treasurer: Barbara Griffin

RHAM BOE Superintendent: Patricia Law

BOS Liaison: Adrian Mandeville

Board Clerk/Administrative Assistant: Amanda Gibson

Public Present: Dianne Grenier, Joanne Hebert

2. Public Speak- None.

3. Additions/Deletions of Agenda Items

Marc Brinker MOVED to add under New Business item 9a. Review Auditor Proposal.

Rob England SECONDED

MOTION CARRIED 5:0:0

4. RHAM 20-21 Budget Presentation by the Regional School District No. 8

Superintendent Patricia Law shared the RHAM 2020-21 Budget Presentation to Andover BOF. *See the town website for the presentation.

5. Town Administrator's Report

a. COVID-19 Response

Marc Brinker: Town Hall has done a great job in protecting the employees while continuing to provide services to the town.

Eric Anderson: Provided a brief update. All town updates are listed on the town website at www.andoverct.org and sent out via the town's Emergency Alert system. Residents are encouraged to sign up for the alerts on the town website to receive notifications via email/voicemail/text. The town is purchasing laptops for town employees to work remotely as the crisis will last approximately 8-10 weeks.

6. Treasurer's Report

a. Town Budget Summary

b. Revenue Summary

c. TAR Spending

d. Over Expenditure Report

Treasurer Barbara Griffin informed the BOF members that the Phoenix software is down and the IT Department is working on fixing it tomorrow Thursday, March 26th. The software is on the school's server and the AES tech support has fixed the issue in the past, the fiber optic connection between the Town Hall and AES. Has requested for IT to connect the Phoenix software to her home laptop.

Eric Anderson: Provided update on the technology upgrade – Lenco Electric is 90% done with the rewiring and are welcome to finish work on Fridays when the Town Hall is completely closed. Rick Langley has furloughed his team for the time being. Unsure when upgrade will be completed.

7. Budget Transfers

a. Budget Transfers/Supplemental Appropriations – None.

b. Over Expenditure Requests – None.

8. Old Business

Discuss and act upon the following

a. FY 2020-2021 budget schedule

Members discussed timeline of the budget extension. The budget deadline has been pushed back 30 days per the Governor's office. Members discussed possible options of completing budget process.

The auditor from Mahoney Sabol is working on the audit remotely. There is no completion date set yet.

David Hewett MOVED for the BOF to draft a letter to the BOE to look further at their budget and target \$100k less than the current proposed budget.

Rob England SECONDED

MOTION CARRIED 6:0:0

9. New Business

a. Review Auditor Proposal.

Rob England MOVED to accept the Auditor Proposal.

David Hewett SECONDED

MOTION CARRIED 6:0:0

10. Approval of Meeting Minutes

a. Wednesday, February 26, 2020 Regular Meeting Minutes

Diane Choquette MOVED to approve the Wednesday, February 26, 2020 Regular Meeting Minutes.

Louise Goodwin SECONDED

MOTION CARRIED 5:0:1 David Hewett abstained.

b. Thursday, March 5, 2020 Special Meeting Budget Workshop Minutes

Louise Goodwin MOVED to approve the Thursday, March 5, 2020 Special Meeting Budget Workshop Minutes.

Diane Choquette SECONDED

MOTION CARRIED 5:0:1 David Hewett abstained.

11. Liaison Reports

a. BOE Shared Educational Services Committee – Marc Brinker

None.

12. Board Open Discussion

13. Public Speak

Dianne Grenier: Appreciates the virtual meetings and all that the BOF members doing. Shared that she believes the town will not pass the 10-12% increase in the budget.

Joanne Hebert: Expressed appreciation to the BOF. Inquired on when the AES proposed budget will be available to review.

14. Adjournment

Rob England MOVED to adjourn the Regular Meeting.

David Hewett SECONDED

MOTION CARRIED 5:0:0

Marc Brinker adjourned the Regular Meeting at 9:03 P.M.

Helpfully submitted by 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.