

Town of Andover
Board of Finance
Wednesday, February 26, 2020 at 7:00 P.M.
Town Hall Community Room, 17 School Road

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

Chair Marc Brinker called the Regular Meeting to order at 7:03 P.M.

The Pledge of Allegiance was recited.

Members Present: Marc Brinker, Diane Choquette, Curt Dowling, Louise Goodwin, Linda Fish, Robert England.

Members Absent: David Hewett

BOS Liaison Absent: Adrian Mandeville

Town Administrator: Eric Anderson

Board Clerk/Administrative Assistant: Amanda Gibson

Public Present: *See included sign-in sheet.

2. Public Speak

Dianne Grenier: Announced the request presented to the Board of Selectmen for funding the 175th Anniversary Celebration Committee to plan for the 2023 Town of Andover 175th Anniversary Celebration.

3. Additions/Deletions of Agenda Items

Curt Dowling MOVED to add New Business 8d. for a discussion regarding the Fire Commission budget request.

Diane Choquette SECONDED

MOTION CARRIED 6:0:0

Curt Dowling MOVED to add New Business 8e. Lenco Electric Quote for structure rewiring of Town Hall and the purchasing procedure.

Louise Goodwin SECONDED

MOTION CARRIED 6:0:0

4. Town Administrator's Report

Eric Anderson offered to give an overview of the Board of Selectmen proposed budget under New Business 8a. Discussion of the proposed budget.

5. Treasurer's Report

a. Town Budget Summary

b. Revenue Summary

c. TAR Spending - The Town of Andover has still not received state funding for TAR.

d. Over Expenditure Report

6. Budget Transfers

a. Budget Transfers/Supplemental Appropriations

BOF Request for Over Expenditure of Budget Appropriation Form

Curt Dowling MOVED to approve the Request for Over Expenditure of Budget Appropriation account #0303-646 due to the additional amount of \$20,000 on salt for the town roads. *See included form.

Rob England SECONDED

MOTION CARRIED 6:0:0

Board of Selectmen Liaison Adrian Mandeville arrived to the Regular Meeting at 7:35 P.M.

7. Old Business

Discuss and act upon the following

a. Auditor RFP

Town Treasurer Barbara Griffin shared that Mahoney Sabol has extended audit services. Chair Marc Brinker expressed appreciation for the opportunity to do business with Mahoney Sabol. The Board of Finance requested an official offer with a two-year contract for 2020 and 2021 auditor services. The Board of Finance decided not to go to a Request for Proposal (RFP).

b. Capital Funds

Town Administrator Eric Anderson provided the following documents:

Capital Fund Balances Recommendations for 2020-21 Proposed Budget, Capital Funds Summary.

8. New Business

a. Discussion of the proposed budget

Town Administrator presented his budget notes. The Board of Finance reviewed the changes made by the Board of Selectmen to the proposed budget. Curt Dowling expressed appreciation to the Board of Selectmen and Town Administrator for handling this huge project.

b. Contract with Town Treasurer

No action needed by the Board of Finance at this time.

c. Setup the Budget Workshop meeting schedule

Marc Brinker MOVED to add a Special Meeting Budget Workshop on Thursday, March 5, 2020 at 6:30 P.M. in the Town Hall Community Room.

Robert England SECONDED

MOTION CARRIED 6:0:0

d. Fire Commission budget request.

Curt Dowling: The Fire Chief Ron Mike did a presentation for the Capital Improvement Planning Commission regarding a vehicle for extrications. CIP approved to spend up to \$20k for the vehicle. It was recommended by the Fire Commission to fund out of the existing Fire Engine Fund which presently has over \$53k. The Fire Commission Chair Wally Barton will be sending a letter of request to the BOF and BOS to use that fund to purchase the vehicle. The demand for this type of vehicle is greater due to providing First Aid at special town events. Chair Marc Brinker requested to add that item to the Wednesday, March 25, 2020 Regular Meeting Agenda.

e. Lenco Electrical Contractors, LLC quote for structure rewiring of Town Hall and purchasing procedure.

Town Administrator Eric Anderson presented the quote from Lenco Electrical Contractors, LLC for the rewiring needed for the Voice Over IP (VOIP) necessary for the upcoming technology upgrade at the Town Hall. The company recently conducted a major project at RHAM and is highly recommended. **See included quote.*

Curt Dowling supports the Town Administrator's request and spoke highly of Lenco due to his past donations to the Andover Volunteer Fire Department.

Robert England MOVED allow the Town Administrator Eric Anderson to move forward with this project, deviating from the town's purchasing policy and take up to \$5k from the Contingency Fund for rewiring project to support the technology upgrade.

Diane Choquette SECONDED

Discussion: Members discussed details of the project itself.

MOTION CARRIED 6:0:0

9. Approval of Meeting Minutes

a. Wednesday, January 22, 2020 Regular Meeting Minutes

Curt Dowling MOVED to approve the Wednesday, January 22, 2020 Regular Meeting Minutes

Louise Goodwin SECONDED

MOTION CARRIED 6:0:0

10. Liaison Reports

a. BOE Shared Educational Services Committee – Marc Brinker

The BOE held the initial Regular Meeting on Tuesday, February 25, 2020. The committee is receiving information from the schools in order to start producing a long term plan.

b. BOS Community/Senior Center Building Committee – Diane Choquette

Initial committee meeting to be held on Wednesday, April 1, 2020 at 7:00 P.M. in the Town Hall Community Room.

c. BOS Shared Services Committee

Adrian Mandeville announced that the committee has folded due to numerous committees and volunteerism at this time.

11. Board Open Discussion

Linda Fish: Attended the recent AHM Youth & Family Services meetings and announced that by state statute, every town requires a youth service agency. As a non-profit, over 60% of their budget comes from fundraising/donations.

Town Administrator Eric Anderson: Deciding on oil service contract. The BOF approved his decision.

BOS Adrian Mandeville: Spoke with the town's auditor Mahoney Sabol to provide a proposal for converting the Town finance department to Quikbooks.

Curt Dowling: The Board of Education and the Fire Commission are required to report directly to the BOF, requesting that the Town Charter be changed in order to report to the Board of Selectmen instead.

Town Administrator asked BOF for any requests prior to the Budget Workshop.

12. Public Speak

John Collins, a Board of Selectman from the Town of Hebron, announced that their town is very supportive of sharing services to help one another. Offered for anyone to reach out and his door is open. Suggested for our towns to use creativity in order to work together whilst maintaining each town's own integrity.

13. Adjournment

Curt Dowling MOVED to adjourn the Wednesday, February 26, 2020 Regular Meeting.

Robert England SECONDED

MOTION CARRIED 6:0:0

Chair Marc Brinker adjourned the Regular Meeting at 9:31 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.

Town of Andover

Board of Finance

Wednesday, February 26, 2020 at 7:00 P.M.

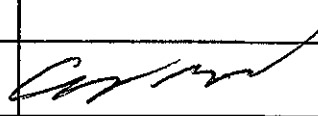
Town Hall Community Room, 17 School Road

Regular Meeting Sign-in Sheet

1. Dianne Greiner
2. _____
3. _____
4. _____
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9. _____
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17. _____
18. _____

Town of Andover, Connecticut
Board of Finance
Request for Overexpenditure of Budget Appropriation

Budget Account #	Account Description	Original Budget	Additional amount requested	Comments
0303 646	Salt	40,000	20,000	All Salt trucks yes

Approval	Name	Signature	Date
Dept Head/Board or Commission Chair			
Town Administrator	Eric Anderson		13 Jan 2019
Board of Selectmen	Meeting date: 13 Jan 2019		
Board of Finance in excess of \$2,000.00	Meeting date: 2.26.2020		

Lenco Electrical Contractors L.L.C.
434 Wall Street Hebron Ct
Ct License# 104177

Town Of Andover
17 School Rd, Andover, CT 06232
RE: Data Cabling.

February 21, 2020

Total Quote \$ 10,400.69

Provide labor and materials as required for the following.

- ** Install a quantity 51 cat 6 E data drops. As outlined herein.
- ** Each cable will be terminated at the head end with RJ45 male crimp connector and at the user end with RJ45 Female port.
- ** Install (2) Two 20 amp 120 volt circuits located at the head end location of the State Troopers office.
- ** Install 1 inch conduit with pull string from Troopers office to the electrical mechanical room.
- ** Relocate horn strobe in the community room from behind the projection screen to a visible location of the same wall.
- ** Provide connectivity and cable testing to 51 drops.

Town Clerk	9	Locations
Assessor	6	Locations
Treasurer Book Keeper	4	Locations
Tax Collector	6	Locations
First Selectmen	2	Locations
Community Room	2	Locations
Community Room	1	WAN Location
Building Department	9	Locations
Building Department Registrar Of Voters	8	Locations
State Trooper	2	Locations
Upper Hall	1	WAN Location
Lower Hall	1	WAN Location

51 Data Lines @ 185.00 each.	\$ 9,435.00
Two dedicated 120 volt 20 amp circuits.	\$ 314.61
Conduit run for fiber optic cable.	\$ 362.77
Relocate Horn Strobe	\$ 288.31

Approved 2/26/2020
ERIC Anderson town Administrator
Confirmed by BOF 2/26/2020

