

Town of Andover
Board of Finance
Wednesday, January 22, 2020
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 7:01 P.M.

The pledge of allegiance was recited.

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

Members Absent: Linda Fish

Town Treasurer: Barbara Griffin

Town Administrator Absent: Eric Anderson, BOS Liaison Absent: Adrian Mandeville

Administrative Assistant/Board Clerk: Amanda Gibson

Public: ***See attached sign-in sheet.**

2. Public Speak - None.

3. Additions/Deletions of Agenda Items - None.

4. Town Administrator's Report – Eric Anderson unable to attend and will provide report at the next meeting.

5. Treasurer's Report by Treasurer Barbara Griffin

a. Town Budget Summary – Provided.

b. Revenue Summary – Provided.

c. Town Aid Road (TAR) Spending – Provided.

Town of Andover has still not received the funding from the state. Normally, 50% of the funds would have already been received. Recommended to set aside a large amount for TAR payments in the future.

d. Over Expenditure Report - The new policy recently instated has been working very well. The Town Administrator Eric Anderson has been doing a great job at staying on top of spending and ensuring tracking.

6. Budget Transfers

a. Budget Transfers/Supplemental Appropriations - None.

7. Old Business

Discuss and act upon the following

a. Auditor Request for Proposal (RFP)

In November, Barbara Griffin sent out a sample RFP to the Board of Finance. Inquired if the BOF would like to extend the existing contract with Mahoney Sabol or not. Barbara Griffin has received communication from Mahoney Sabol that they will be beginning their audit the end of February. She had previously agreed to prepare the financial statements prior to the auditor coming on site. The BOF members verbally agreed to continue with Mahoney Sabol as the auditor. The auditor is aware that he is behind as he is currently running into issues with audit extensions for other towns. The auditor sent Barbara the templates to work on in the meantime prior to the field work.

b. BOF member to serve on the BOE Shared Educational Services Committee – Marc Brinker

The initial meeting is set for Wednesday, January 29th at 7:30 P.M.

Curt Dowling MOVED to assign Marc Brinker to serve on the BOE Shared Educational Services Committee.

Diane Choquette SECONDED

MOTION CARRIED 6:0:0

c. BOF member to serve on the BOS Community/Senior Center Building Committee – Diane Choquette

Louise Goodwin MOVED to assign Diane Choquette to serve on the BOS Community/Senior Center Building Committee.

Curt Dowling SECONDED
MOTION CARRIED 6:0:0

8. New Business

a. 2020 BOF Meeting Packet Calendar

Administrative Assistant/Board Clerk Amanda Gibson presented a proposed calendar to ensure the town staff, board and residents are informed when the agenda and packet will be posted via the town website.

BOF requested for Amanda Gibson to post the schedule on the BOF and BOS website. **See attached schedule.*

Rob England MOVED to accept and post the BOF meeting packet calendar as written.

Louise Goodwin SECONDED

MOTION CARRIED 6:0:0

b. BOF member to serve on the BOS Shared Services Committee – TBD

Amanda Gibson shared that a Doodle Poll was conducted for a meeting time for the proposed meeting date of Tuesday, February 11th but feedback was varied. BOF members suggested for the BOS to provide more information on the committee and the meeting schedule. Louise Goodwin expressed interest, pending the more information provided. To be discussed at the next BOF regular meeting.

Curt Dowling left the meeting at 7:40 P.M.

c. BOS approved FY 2021 budget schedule

Barbara Griffin: Informed the board that per Town Charter, the Board of Finance is to receive the budget 120 days prior to the end of the fiscal year. The BOS is currently working on the budget. Last year, the previous BOS hosted a series of budget workshops. BOS has not scheduled workshops yet.

Discussions amongst board members... The BOF must host a Public Hearing not less than 60 days prior, consequently the end of April. Per the Town Charter, the BOF can request the budget by their Regular Meeting on Wednesday, February 26th. Barbara Griffin will request that the BOS provide the preliminary budget to the BOF by Tuesday February 25th.

9. Approval of Meeting Minutes

a. Tuesday, November 19, 2019 Regular Meeting Minutes

Diane Choquette MOVED to approve the Tuesday, November 19, 2019 Regular Meeting Minutes

Louise Goodwin SECONDED

MOTION CARRIED 4:0:1 (Rob England abstained)

10. Liaison Reports - None.

11. Board Open Discussion

Louise Goodwin shared hopes of the town receiving grant funds to film and broadcast the Board of Selectmen and Board of Education meetings. The January BOS & BOE meetings were filmed by a volunteer and posted on the Community Voice Channel website. Asked if the BOF would also like to have their meetings filmed. Rob England inquired if the audio recording could be posted to the town website.

BOF members agreed to have this added as an agenda item for the next regular meeting.

12. Public Speak - None.

13. Adjournment

Louise Goodwin MOVED to adjourn the Regular Meeting

Rob England SECONDED

MOTION CARRIED 5:0:0

Marc Brinker adjourned the Regular Meeting at 7:53 P.M.

Meeting Minutes helpfully submitted by Board Clerk, Amanda Gibson. *Amanda Gibson*

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

**Indicates document attached in the meeting minutes.*

Town of Andover

Board of Finance

Wednesday, January 22, 2020

Town Hall Community Room, 17 School Road

Regular Meeting Sign-in Sheet

1. Kim Bednar
2. Joe King
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____

2020 BOF Meeting Packet Calendar

Regular Meeting Date	Submission Deadline at 12pm	Meeting Packet Sent/Posted
Wed 1/22	Thu 1/16	Tue 1/21 *Mon 1/20 MLK Day
Wed 2/26	Thu 2/20	Mon 2/24
Wed 3/25	Thu 3/19	Mon 3/23
Wed 4/22	Thu 4/16	Mon 4/20
Wed 5/27	Wed 5/20	Thu 5/21 *Mon 5/25 Memorial Day
Wed 6/24	Thu 6/18	Mon 6/22
Wed 7/22	Thu 7/16	Mon 7/20
Wed 8/26	Thu 8/20	Mon 8/24
Wed 9/23	Thu 9/17	Mon 9/21
Wed 10/28	Thu 10/22	Mon 10/26
Wed 11/18	Thu 11/12	Mon 11/16
Wed 12/16	Thu 12/10	Mon 12/14