

**Town of Andover
Board of Finance**

Tuesday, October 22nd, 2019 – 7:00 PM
Town Hall Community Room, 17 School Road

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

Regular Members Present: Chair Marc Brinker, Louise Goodwin, Linda Fish, David Hewett

Regular Members Absent: Robert England, Diane Choquette, Curtis Dowling

BOS Member Liaison: Adrian Mandeville

Town Administrator: Eric Anderson

Public Present: See attached sign-in sheet

Board Clerk: Amanda Gibson

Marc Brinker called the Regular Meeting to order at 7:01 P.M.

The Pledge of Allegiance was recited.

2. Public Speak

None.

3. Additions/Deletions of Agenda Items

None.

4. Presentation by Mahoney Sabol on 2018 Audit

Presentation cancelled by Mahoney Sabol due to a conflict.

To be rescheduled for Tuesday, November 19th, 2019 pending confirmation from Mahoney Sabol.

5. Town Administrator's Report by Eric Anderson

See report attached.

6. Treasurer's Report by Barbara Griffin

a. Town Budget Summary

See report attached.

b. Revenue Summary

See report attached.

c. TAR Spending

See report attached.

d. FY2020 Audit Services

Barbara Griffin has reviewed previous RFPs for audit services though the town may renew the contract with Mahoney Sabol.

7. Budget Transfers

a. Budget Transfers/Supplemental Appropriations Policy

See proposed draft policy attached.

Adrian Mandeville: Each month, the BOF would receive a tally of over expended accounts and the transfers would be done in April.

Linda Fish: Suggested for the Town Attorney Dennis O'Brien to review the agreement draft.

Barbara Griffin: Shared that the auditor does not care when a transfer is made, as long as the accounts are balanced out with documentation.

Eric Anderson: Suggested for the policy to be used to stimulate discussion with the BOF members with the goal being to be as transparent as possible. The BOF needs to delegate authority. The policy draft was just created to introduce the idea and the final document is completely in the hands of the BOF. The item would be added under Old Business at each Regular Meeting and the members would receive a sheet with all over expended items. Agreed to share the policy draft with the Town Attorney Dennis O'Brien for review.

Marc Brinker MOVED to not adopt the proposed policy, to make amendments to the document, to have the Town Administrator Eric Anderson have it reviewed by the Town Attorney Dennis O'Brien and then brought to the next Regular Meeting in November.

David Hewett SECONDED
MOTION CARRIED 4:0:0

- b. Budget Transfers/Supplemental Appropriations
See report attached.

Louise Goodwin MOVED to address at the next Regular Meeting in November when the policy is in place, with permission to pay the current bills while the policy is being considered.
None SECONDED

Marc Brinker MOVED to amend the original motion to authorize the Town Administrator to make additional expenditures of the line items indicated, authorized for one month until the BOF can conduct a full policy review at the November Regular Meeting.
Louise Goodwin SECONDED
MOTION CARRIED 4:0:0

MOTION CARRIED 4:0:0

- 8. Old Business
None.

- 9. New Business

- a. Report on CCM's 10/17 training session "How to Run Legal and Effective Public Meetings" (Chair Marc Brinker attended)
See report attached. Chair Marc Brinker gathered a great deal of information from the meeting and shared what he learned.
- b. Review and approve Finance Board proposed meeting schedule for 2020
To determine at the November Regular Meeting.
- c. Discuss and appoint Vice Chair for BOF
To discuss at next Regular Meeting.
- d. Discuss and act upon request from BOE to transfer unexpended funds to School Improvement Fund.
See letter included with the following request from the BOE:

A motion to request to the Board of Finance that unexpected funds in the amount of 2% of the 2018-2019 budget, or \$83,100, be placed in the School Improvement non-lapsing account was made by C. Murray, seconded by M. Russo.

David Hewett MOVED for the BOF to write a letter to the BOE requesting more information regarding the account and language of the act specifically.

Marc Brinker SECONDED

MOTION CARRIED 4:0:0

10. Approval of Meeting Minutes

a. Tuesday, September 17th, 2019 Regular Meeting Minutes

Louise Goodwin MOVED to approve the revised Tuesday, September 17th, 2019 Regular Meeting Minutes.

Linda Fish SECONDED

MOTION CARRIED 3:0:1 (David Hewett abstained)

11. Public Speak

Marc Brinker: Announced that he would like to generally limit Public Speak to approximately 3 minutes per person, request that the public not restate anything that has already been stated, and not allow any disruptions or speaking out of order which calls for potential ejection from the meeting.

Debbie Scanlon:

- Expressed appreciation to the BOE for rolling back the money into the general fund since people have already paid taxes on last year's budget and would rather see extra money to offset for upcoming year. Please take into consideration what the future mill rate may be.
 - Shared that she believes the language of the BOF policy is very important. Suggested to have an expiration date on the Memorandum of Agreement as a trial run to see if it will work or not.
 - Inquired on the savings from the Resident State Trooper line item.
- Adrian Mandeville: The town will receive the bill at the end of the year.

Town Administrator: Shared that there is a Public Hearing and Town Meeting on Wednesday, October 23rd, 2019 at 7:00 P.M. in the Andover Elementary School Gymnasium on the following:

1. To see if the Town Meeting will adopt said bi-annual tax collection "Property Tax Liability Ordinance," repealing and replacing Town Ordinance 01-03, thereby replacing quarterly tax collection with bi-annual tax collection, effective July 1, 2020. This vote would change from collecting taxes 4 times per year to 2 times per year.
2. To see if the Town Meeting will allow spending of up to \$80,000.00 from the Public Works Building Improvement Fund to pay for roof replacement and asbestos abatement at the Town Garage.
3. To see if the Town Meeting will allocate up to \$40,000.00 from the General Fund to pay for IT infrastructure upgrades.

12. Adjournment

David Hewett MOVED to adjourn the Regular Meeting.

Linda Fish SECONDED

MOTION CARRIED 4:0:0

Chair Marc Brinker adjourned the Regular Meeting at 9:18 P.M.

Meeting Minutes helpfully submitted by Board Clerk, Amanda Gibson.

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