

Town of Andover

BOARD OF FINANCE

Regular Meeting Minutes

September 17, 2019 – 7:00 PM

Town Hall Community Room, 17 School Road

1. Call to Order/Pledge of Allegiance

Linda Fish called the Regular Meeting to order at 7:04 P.M.

Members Present: Louise Goodwin, Linda Fish, Diane Choquette, Curtis Dowling,
(and as of Item 2a.) *Marc Brinker

Members Absent: Robert England, David Hewett

Town Treasurer: Barbara Griffin

Justice of the Peace: Joan Foran

Board of Selectmen Liaison: Adrian Mandeville

Town Administrator: Eric Anderson

Others Present: *Marc Brinker, Don Denley

Diane Choquette MOVED to add Item 2a. Appoint a BOF Member into the order
of New Business.

Louise Goodwin SECONDED

Discussion: None.

MOTION CARRIED 4:0:0

2. New Business

Discuss and Act Upon:

2a. Appoint a Board of Finance Member

- Don Denley explained his background and experience. (R)
- Marc Brinker explained his background and experience. (Unregistered)
- Adrian Mandeville: Announced that Jeff Murray resigned from the BOF due to his appointment on the BOS.

Diane Choquette MOVED to appoint Marc Brinker to the Board of Finance.

Linda Fish SECONDED

MOTION CARRIED 3:0:1 (Louise Goodwin abstained)

Justice of the Peace: Joan Foran swore in Marc Brinker.

2.b Appointment of Board of Finance Chairperson

Diane Choquette MOVED to nominate Marc Brinker as the Board of Finance Chair.

Curt Dowling SECONDED

Discussion: None.

MOTION CARRIED 4:0:0

2.c Appointment of Member to serve on the Capital Improvement Planning Committee, term to expire 6/30/21.

Diane Choquette MOVED to nominate Louise Goodwin to the Capitol Improvement Planning Committee.

Marc Brinker SECONDED

Discussion: Board Clerk Amanda Gibson shared that the Regular Meetings are normally the 3rd Thursday of each month. Next meeting is scheduled for Thursday 9/19 at 7:00 P.M.

MOTION CARRIED 5:0:0

2.d Receive Recommendation from Board of Selectmen on \$40,000.00 Technology Improvement at Town Hall as a Supplemental Appropriation.

- Town Administrator, Eric Anderson presented the Project Priority List Summary.
- Town of South Windsor manages the contract.
- One of the main goals is to gain a VPN connection and for the IT Tech to remotely access the town computers.
- Adrian Mandeville: Announced funds are set aside only for Technological Improvement.
- Town Administrator, Eric Anderson announced this has to go to a Town Meeting and Referendum. Once funding is in place, the procedure would take approximately 6 weeks and come in when office is closed.

Curt Dowling MOVED to support and fund the Recommendation from the BOS on \$40,000.00 Technology Improvement at Town Hall as a Supplemental Appropriation, moving this Item to a Town Meeting.

Diane Choquette SECONDED

MOTION CARRIED 5:0:0

3. Town Administrator Report from Eric Anderson

The Board of Selectman has scheduled a Town Meeting for Thursday, October 24th at 7:00 P.M.

- Moving tax collection bi-annually requires a change in ordinance therefore it must go to a Town Meeting.

RFP for the Roofing Project and Asbestos Abatement for the Public Works Building.

- Roofing Project:
 - The roof was lightly shingled roof 44 years ago. Currently, shingles are missing and are currently lying on the ground. The 13 square foot roof has been re-shingled numerous times.
- Asbestos Abatement:
 - Received 3 RFP Bids. Lowest was from Servpro at \$15k.
- There is \$100k set aside for the Public Works Improvement Fund. This is not currently in the budget, so it requires a Public Meeting as the town has to agree to spend the funds. CIP has agreed to push this through. Predicts spending approximately \$60k total. Funds will cover both the Asbestos Abatement and the Roofing Project.

Resignation of the Elderly and Social Services Municipal Agent

- The position is funded at \$3k per year, considerably less than what our state obligation is at. State requires allocating at least 10 hours per week, with our position equaling out to \$6 per hour, way below the minimum wage.
- Duties and responsibilities include processing rebates for disabled, coordinating general services, liaison to the the Andover Food Pantry/Foodshare programs and to the Hunger Action group at Gilead Congregational Church.
- Recently assigned an interim position to an existing town employee. This person is already a union employee. Need to determine if a union wage position can take on these additional responsibilities. There is a huge advantage to the community to have an existing employee who is already available 34 hours per week.
- Discovered the town is responsible for any hoarding situations. The town had to recently institute a hoarding task force as it is legally the town's responsibility. The town's Building Inspector, Fire Department, Health Aid were all involved.

Curt Dowling:

- Shared that there are two union contracts. At the end of each contract, there is a meet and discuss clause to provide an open discussion on editing the contract itself.

Louise Goodwin:

- Suggested reaching out to the Town of South Windsor which has an excellent program/staff member and we already have a great relationship with their town.

Eric Anderson:

- Town to consider idea of hiring a full-time employee down the road for a senior services and community center coordinator.

Senior Issues:

- Senior Transportation Committee is having a difficult time finding another CDL driver for the town. The position is funded at \$15 per hour. Many applicants are looking for \$19-20. It is part time/on-call on one to two mornings per week with occasional requirement to attend events, requiring an unsteady commitment.
- Since there is a problem finding CDL drivers and the town uses the large van infrequently, would suggest for the town to consider not replacing its large van but contract DATCO instead.
- Senior fund has exceeded of \$4k this year from vehicle maintenance and drivers' salaries. There has been a large increase in medical transportation requests.

RHAM Board of Education:

- RHAM has been pushing for a bond to install an artificial turf field at approximately \$2.5 million. The RHAM Board would go to a Referendum in all 3 towns and would impact the town in the next year or two.

Town starts the new Assessor's Office revaluation process next October 2021.

- Assessor is preparing a revaluation RFP to share with BOF and BOS. Revaluations occur every 5 years. Towns try to host home evaluations every 2 to 3 years.
- There are 2 options for revaluation:
 - Town to send a survey and host an exterior evaluation.
 - Town to host an interior and exterior evaluation.
- The original software company platform is not supported and towns are purchasing new packages. Andover will go to RFP for evaluation and new software. Assessor's Office requested enough lead time to utilize the new package prior to the evaluations.

Adrian Mandeville:

- Suggested for the town to connect with the Town of Windham on which software program they utilize.

Large expenses built into this year's budget:

- Sunset Lane is being paved in one week.
- Emergency guardrail repair on Gilead Road due to a motor vehicle accident. Filing a claim with the insurance company, CIRMA.
- The well pump and controller at the Athletic Fields were damaged by a recent lightning storm. (It also affected the senior housing briefly). It is approximately a \$4k expense and town is filing a claim through CIRMA.
- Town Aid Road Fund has not been replenished because bond package was not passed. Waiting to hear from the state.
- For next year's budget cycle, the town has to spend a fair amount of money to replace failed culverts in town. There is one catastrophically failed large double 72" culvert on Hutchinson Road. All culverts have been inspected as all have serious problems. Last year, the town hosted a Town Meeting to see if able to be funded by a federal program. It was rejected.
- Town has also looked at realigning the bridge. State has downgraded bridge from Category 4 to Category 3 meaning no state funding. The town believes it should have a failing evaluation at this point.

Curt Dowling:

- Fire Changer was purchased sometime in early spring of next year. Fire Chief received a \$30k donation to outfit the truck.

4. Administrative Report from Town Treasurer, Barbara Griffin

a. FY18 Audit Update

- Town is behind in audits. If audits are not completed within 6 month deadline, the auditors submit to the state for an extension.
- As the first full-time Treasurer for the town, the town 2017 Audit was late when she started.
- Last year, auditors took responsibility with their time constraints and staffing issues. Town had received 3 bids for auditors and utilized the last resort and did not have the skill set to handle a small town.
- Bank reconciliations are caught up through 2018.

b. Discussion of 2020 Town Budget Summary

- Barbara will provide a schedule of WHEN she will be conducting budget summaries for the Board of Selectmen.
- Proposal for a new budget system to group together instead of moving individual line items.

c. FY20 Expense/Revenue Summaries to Date

- Report is run right before the Board of Selectmen agendas are released.
- Andover's current sweeper is almost 40 years old with multiple fabricated parts as it is 20 years past its cost effective life cycle, and it is hard to justify

purchasing a new vehicle. May consider subbing out to the Town of Hebron by utilizing their personnel ad sweeper and share the vehicle expense.

- Curt Dowling expressed concerns of falling trees within the past year. Trees are affected by gypsy moths and other variables.
- Town Treasurer to conduct a BOF and BOS join meeting at one of the Regular Meetings to make a presentation on the audit system.

d. Discuss and Act upon Budget Transfer

None.

5. Approval of Meeting Minutes

5.a Tuesday, June 18, 2019 Regular Meeting Minutes

Linda Fish MOVED to approve the Tuesday, June 18, 2019 Regular Meeting Minutes.

Curt Dowling SECONDED

MOTION CARRIED 5:0:0

6. Adjournment

Curt Dowling MOVED to adjourn the Regular Meeting.

Linda Fish SECONDED

MOTION CARRIED 5:0:0

Marc Brinker adjourned the Regular Meeting at 9:34 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.