

Town of Andover Board of Finance
Regular Meeting
Tuesday, June 18, 2019 – 7:00 PM
Town Hall Community Room, 17 School Road

Minutes

Members Present: Eric Shevchenko, Adrian Mandeville, Dan Warren, Linda Fish

Members Absent: Jeff Murray, Rob England, Dave Hewett

Others Present: Treasurer Barbara Griffin, Recording Secretary Linda McDonald

1. Call to Order: A. Mandeville called the meeting to order at 7:05 p.m. The Pledge of Allegiance was recited. Item 3.c: Appoint Temporary Board of Finance Chair was added to the agenda.

2. Administrative Report

2.a FY18 Audit: B. Griffin reported she reviewed a draft from the auditor and returned the draft to the auditor with her comments. The current extension for delivering the audit to the Office of Policy and Management expires June 27, 2019.

2.b Transfers: There were no transfers.

2.c Town Treasurer Report on Items requested at May 22, 2019 Meeting:

B. Griffin distributed copies of the FY 19-20 approved budget. She provided a detailed sheet on the Capital Reserve Funds and a spreadsheet on FY 18-19 TAR with a general ledger detail as requested by the board at the May meeting. B. Griffin will look into the statutory parameters for using the money in the School Improvement fund and report to the new board. Discussion followed on working capital. B. Griffin will research information on this.

3. New Business

3.a Discuss and Act Upon Severance Pay for Town Administrator per Contract:

Discussion followed with concern that a dollar amount for the severance was not specified in the June 10, 2019 approval motion of the Board of Selectman June 10, 2019 special meeting minutes.

D. Warren MOVED to request the Board of Selectmen pass a resolution for a dollar amount and provide a funding mechanism for the severance pay for the Town Administrator. E. Shevchenko SECONDED. MOTION CARRIED 4:0:0.

3.b Appoint BOF Representative to Town Administrator Ad Hoc Search Committee:

A. Mandeville reported he reached out to incoming member Diane Choquette, who volunteered to serve as the BOF Representative to Town Administrator Ad Hoc Search Committee.

D. Warren MOVED to appoint Diane Choquette to serve as the BOF Representative to Town Administrator Ad Hoc Search Committee. A. Mandeville SECONDED. MOTION CARRIED 4:0:0.

3.c Appoint Temporary Board of Finance Chair:

A. Mandeville MOVED to appoint Linda Fish as temporary Board of Finance Chair until the incoming board meets. D. Warren SECONDED. MOTION CARRIED 4:0:0.

4. Approve Minutes

4.a May 22, 2019 Regular Meeting Minutes: The minutes of the May 22, 2019 meeting were amended as follows:

Item 5.b: "Transfer of \$14,375.00 from Non-Recurring - Capital funds (1-100-13-1305-902) to Contingency (1-100-13-1305-899)" should read "Transfer of \$14,375.00 from Contingency (1-100-13-1305-899) to Non-Recurring - Capital funds (1-100-13-1305-902)".

A. Mandeville MOVED to approve the May 22, 2019 minutes as amended. D. Warren SECONDED. MOTION CARRIED 3:0:1 with Dan Warren abstaining.

5. Adjournment: The meeting adjourned at 7:45 p.m.

Respectfully submitted by Linda H. McDonald

Linda H. McDonald

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