

Town of Andover Board of Finance
Regular Meeting
Tuesday, March 19, 2019
7:00 p.m. – Community Room
17 School Road
Minutes

Members Present: Linda Fish, Eric Shevchenko, Adrian Mandeville, Dave Hewett

Members Absent: Rob England, Dan Warren, Jeff Murray

Others Present: Town Administrator Joseph Higgins, Treasurer Barbara Griffin, Wallace Barton, and Recording Secretary Linda McDonald

1. Call to order: A. Mandeville called the meeting to order at 7:07 p.m.
2. Pledge of Allegiance: The Pledge of Allegiance was recited.

Agenda item 6 was added: Discuss and Act Upon CT Department of Transportation (CTDOT) Community Connectivity Grant Program Funding

Adjournment was moved to agenda item 7.

Agenda Item 3.b was added: Conversion

3. Administrative Report

3.a. FY18 Audit: A. Mandeville reported Mahoney Sabol has started the field work and will discontinue doing municipal audits. His recommendation is to ask the auditor to agree to one more year for the FY19 audit.

3.b Conversion: The Town has to do a software conversion because Phoenix will no longer support the Town's software in the near future. Discussion followed on other possible software options.

4. Approve Minutes

6.a February 19, 2019 Special Meeting Minutes: E. Shevchenko MOVED to approve the February 19, 2019 Special Meeting Minutes as presented. D. Hewett SECONDED. MOTION CARRIED 3:0:1 with D. Hewett abstaining.

6.b March 7, 2019 Special Meeting Minutes: E. Shevchenko MOVED to approve the March 7, 2019 Special Meeting Minutes as presented. D. Hewett SECONDED. MOTION CARRIED 4:0:0.

5. Budget Workshop:

W. Barton presented the proposed Registrars budget, which includes a 9% increase for Registrars and 2% increase for elections. Discussion followed.

W. Barton presented the Fire Commission budget. He explained the Fire Department used LoCIP grant to purchase propane tanks and switched from fuel oil to propane at a lower cost. Other proposed increases are for additional protective gear for new people, increase in training line item for certifications, and the cost to cover increase in compensation for calls. Discussion followed. The tax exemption was discussed.

A. Mandeville again asked for the Fire Commission's ambulance fund tax returns. W. Barton said he would pass along the request to those in charge.

J. Higgins discussed the five year schedule of waste and recyclable collection fees for Transfer Station. He explained one of the compactors is owned by the Town and at the end of its useful life. The Town could rent one for \$250.00 per month instead of purchasing another. The Board reviewed the Town budget and requested the following information from J. Higgins:

- Provide a block price for the wall at the Transfer Station by April 10th.
- Look into other telephone phone services for the Town's system (i.e. VOIP, Xfinity).
- Get a day rate for tree removal and quantity of trees scheduled for removal.
- Email the members a road paving priority list with dollar amount for each road (8), accompanied by an explanation list.
- Check with the Foreman on current salt and sand levels.
- Check with the Foreman whether a temporary worker will be needed for summer roadside mowing.
- Verify the cleaning service fees at the Firehouse.

B. Griffin will work on DPW overtime and temporary worker 2020 budget figures. She will email the members a budget worksheet, with expenses updated to April 1 before the April 10 meeting.

Discussion followed on creating a separate line item for tree removal outside the DPW budget. This expense is charged to the DPW but the work is subcontracted out. A. Mandeville suggested creating a separate budget for all contracted services.

Consensus of the Board was to invite the Fire Marshal to the April 10 meeting to discuss budget proposal. Offer him \$6,000, \$6,500, and \$7,000 and to discuss splitting expenses with Columbia.

Consensus of the Board was to start the meeting on April 10 at 6:30 p.m. to accommodate the school budget presentation by the Superintendent and to schedule a special meeting for March 27 at 7:00 p.m.

6. Discuss and Act Upon CT Department of Transportation (CTDOT) Community Connectivity Grant Program Funding:

A. Mandeville proposed sending a memo to the Board of Selectmen (BOS) thanking them for accepting the grant. Discussion followed on the most beneficial way for the Town to complete the project. Further discussion was tabled to the next regular meeting. L. McDonald will email the grant application to the members.

7. Adjournment: A. Mandeville MOVED to adjourn at 9:25 p.m. D. Hewett SECONDED. MOTION CARRIED 4:0:0.

Respectfully submitted by Linda H. McDonald

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