

Andover Board of Finance
Regular Meeting -October 24, 2018 at 7:00 PM
Town Hall Community Room
17 School Road, Andover, CT

Minutes

Members Present: Dan Warren, Linda Fish, Rob England, Eric Shevchenko, Dave Hewett, Jeff Murray, Adrian Mandeville (arrived 7:04 p.m.)

Members Absent:

Others Present: Recording Secretary Linda McDonald, Reporter Chris McDermott from the Journal Inquirer, and Treasurer Barbara Griffin.

1. Call to Order: D. Warren called the meeting to order at 7:01 p.m.

2. Pledge of Allegiance: The Pledge of Allegiance was recited.

3. Public Comments (Audience of Citizens): No public comment.

4. Additions/Deletions to the Agenda:

D. Warren MOVED to add agenda item 5.a: Two BOE Requests. R. England SECONDED. MOTION CARRIED 6:0:0.

D. Warren MOVED to add agenda item 8.c. Commitment of funds for pumper truck and Community Center. E. Shevschenko SECONDED. MOTION CARRIED 7:0:0.

5. Treasurer's Report

5.a Town Budget Summary

5.b Revenue Summary

B. Griffin said having the corrective action plan in place will help her get her arms around the budget. Revenues for tax collection has not yet been posted due to transition of personnel in the tax collector's office. She reported the audit for FY 17 has been completed.

Discussion followed on several budget items of concern by the board. D. Warren will draft a memo to the BOS outlining the items of concern.

6. Supplemental Appropriations

Discuss and Act Upon:

6.a Transfer \$650.00 from General Fund to Mobile Phone/Administrator account # 1-100-01-0102-535.

6.b Transfer \$2,000.00 from General Fund to ACO account #1-100-01-0151-100:

6.c Transfer \$159.99 from Contract State Fee-Law Enforcement # 1-100-04-0403-375 to Office Equipment – Law Enforcement #1-100-03-0403-901 to purchase a trail camera for law enforcement.

D. Warren MOVED to approve the supplemental appropriation transfer for \$2,000.00 for ACO training for line item 01-0151-100 and apply the cost to Contingency fund line item 13-1305-899, a \$2,000.00 reduction to account 13-1305-899 and an increase to account 01-0151-100. A. Mandeville seconded. Motion carried 7:0:0.

For direction only, D. Warren MOVED to recommend the Town Administrator and BOS transfer the appropriate amounts to fund the Town Administrator's cell phone and trail camera within the Town Administrator's and State Trooper's budgets as appropriate. R. England SECONDED. MOTION CARRIED 7:0:0.

7. FY 18 Audit:

B. Griffin reported that she met with the auditor on Tuesday, Oct 23rd and the audit would begin as soon as the reconciliations that were not done for FY 16-17 or FY 17-18 are completed. Discussion followed. The deadline for submittal of the audit report to the State is December 31, 2018.

8. FY 20 Budget

8.a Superintendent Letters:

D. Warren presented two letters from the school superintendent, the first requesting BOF commit \$175,000 from unexpended fund from FY 18 budget to school improvement reserve fund to re-purpose the upper portion of the wing at the school for Town use. Discussion followed. A. Mandeville suggested a joint meeting with the Board of Finance (BOF), Board of Education (BOE), and Board of Selectmen (BOS) to get details before going to town meeting for approval of the request.

This agenda item was tabled with no action taken.

D. Warren explained the second request from the BOE was for the BOF to commit \$42,758.00 from the General Fund to the non-lapsing School Improvement Fund for future school improvements from the FY 18 budget.

D. Warren MOVED to commit \$42,758.00 from the General Fund to non-lapsing school improvement fund for future school improvements from the FY 18 budget. A. Mandeville SECONDED. Discussion followed. MOTION CARRIED 7:0:0.

8.b FY 20 Budget Process:

D. Warren MOVED the BOF require that solicitations for the FY 20 budget requests be issued to department heads and elected boards and commissions by Nov 13, 2018, administrative departments to return budgets to the Town Administrator and Treasurer by 11/29/18 and elected Boards and Commissions to return budgets to the Town Administrator and Treasurer by 12/10/18. R. England SECONDED. Motion failed 0:0:6.

D. Warren left the meeting.

Discussion followed on the proposed FY19 budget schedule and how the budget process was handled in the past. B. Griffin proposed getting a full budget to the BOS by their first meeting on January 9, 2019. She will talk to the BOS at their November meeting about the budget schedule and follow-up with BOF

members by email. B. Griffin said she would also discuss the budget process with the BOS at their November meeting.

B. Griffin distributed copies of proposed excel sheet to track the budget. The members suggested adding extra columns to report "adjusted budgets" and "percent change from the previous year's budget".

8.c Commitment of funds for pumper truck and Senior Center:

E. Shevchenko explained there is a recommendation from the Capital Improvement Plan Committee to commit funds for purchase of a pumper truck and construction of a senior center. Discussion followed on the mechanism for this fund commitment. If done as a transfer, there is no mechanism for separating the funds out and the monies go into general fund. The process of town approval would ensure the funds are earmarked for their specific purpose. B. Griffin explained the correct mechanism for the funding. Consensus of the board was for B. Griffin to obtain a written statement from the auditor supporting the correct funding mechanism for the next BOF meeting.

No action taken. This agenda item was tabled to the next BOF meeting.

9. Approval of Minutes

9.a Regular Meeting Minutes from February 12, 2018: A. Mandeville MOVED to approve the regular meeting minutes from February 12, 2018 as presented. R. England SECONDED. MOTION CARRIED 4:0:2 with J. Murray and A. Mandeville abstaining.

9.b Regular Meeting Minutes from March 28, 2018: A. Mandeville MOVED to approve the regular meeting minutes from March 28, 2018 as presented. R. England SECONDED. MOTION CARRIED 4:0:2 with J. Murray and L. Fish abstaining.

9.c Special Meeting Minutes from April 16, 2018: A. Mandeville MOVED to approve the special meeting minutes from April 16, 2018 as presented. R. England SECONDED. MOTION CARRIED 5:0:1 with J. Murray abstaining.

9.d Special Meeting/Public Hearing Minutes from April 18, 2018: A. Mandeville MOVED to approve the special meeting/public hearing minutes from April 18, 2018 as presented. R. England SECONDED. MOTION CARRIED 5:0:1 with J. Murray and E. Shevchenko abstaining.

9.e Special Meeting Minutes from May 5, 2018: A. Mandeville MOVED to approve the special meeting minutes from May 5, 2018 as presented. R. England SECONDED. MOTION CARRIED 6:0:0.

9.f Regular Meeting Minutes from May 23, 2018: A. Mandeville MOVED to approve the regular meeting minutes from May 23, 2018 as presented. R. England SECONDED. MOTION CARRIED 6:0:0.

10. Public Comments (Audience of Citizens): Chris McDermott introduced himself as the new reporter from the Journal Inquirer covering the Town of Andover.

11. Adjournment: A. Mandeville MOVED to adjourn the regular meeting at 8:35 p.m. L. Fish SECONDED. MOTION CARRIED 6:0:0.

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.