

**Andover Board of Finance  
Special Meeting-Budget Workshop  
Wednesday, April 19, 2017  
Community Room, Town Hall  
Minutes**

**BOF Members: Present:**

**Dan Warren**, Board Chair, Jeff Murray, Eric Shevchenko, Robert England, Georgette Conrad  
Adrian Mandeville, Linda Fish

**Absent:** None

**Town Officials Present:** Robert Burbank, First Selectman

**Staff Present:** Sandra Nichols, Board Clerk

**Other Attendees:** None

**Agenda Item 1: Call to Order:** Dan Warren, Board Chair, called the meeting to order at 7:02PM

**Agenda Item 2: Pledge of Allegiance**

**Agenda Item 3: Public Comment:**  
None

**Dan Warren** provided a letter from Civil Engineering Services addressed to the First Selectman regarding roadwork Budget Items (attachment #1). No Discussion

**Agenda Item 4: Board of Finance Deliberation and Actions on FY18 Budget:**

**Dan Warren** discusses the revised FY18 Budget provided by the Treasurer. He explains the Employee Benefits in detail. The Board Members asks questions which Dan answers in detail with the changes that the Board voted on. The Chairman also relays information that he received about the proposed Governors Budget and likely action of the legislature.

***Discussion on this information that the Chairman received on the proposed Governors Budget and the effect on the Town Budget.***

**Robert Burbank** weighs in on the Budget and what he believes will occur when presented.  
**Dan Warren** speaks about the increase that would occur to the Mill Rate. He also discusses Property tax and Motor Vehicle taxes.

***Continued discussion on the Budget including the BOE Budget.***

**Dan Warren** mentions that the State Trooper Budget is in the recent Budget presented to the Board.

***Discussion on the Resident State Trooper and the Mill Rate***

**Robert Burbank** informs the Board what information he has on the Trooper working in the School and the effects on the Budget if you take this out of the Budget and then try and put this Item back in.

***Continued discussion on the Trooper and the alternatives***

**Adrian Mandeville** **Motions** to set the Budget as presented with the Trooper in it including the reductions that were set and send it to the Public Hearing.

**Georgette Conrad** **Seconded**

***Discussion on where the Town can make cuts/changes to the Budget***

**Adrian Mandeville** amends this Motion to add 10K in the budget for a Merit based increase  
**Rob England** **Seconded**

***Discussion on where to put this line item***

**Motion Passed/Unanimous 7/0/0**

**Dan Warren** **Motions** to send this budget to the Public Hearing as presented with the addition of the additional 10K Budget line Item

**Linda Fish** **Seconded**

**Motion Passed/ 6/1/0 Eric Shevchenko Opposed**

**Agenda Item 5: Purchasing Policy-Town Charter Requirements on Expenditures: Dan Warren** discusses the Treasurer position which has still not been filled and the issues that have come up due to this.

**Adrian Mandeville** discusses some of the issues involving work that was done by the Public Works Dept. In the building (bathroom)

***Discussion on the extensive work done on the PW bathroom and how it was done.***

**Robert Burbank** explains what happened and why it occurred the way that it did.

**Dan Warren Motions** that under Section 807 of the Town Charter the BOF adopt the requirements of the CT Dept. of Consumer Protection's *The Connecticut Contractor for Home Improvement and New Home Construction* for Town contracting and payment of renovation/construction work and adopt the requirement that Purchase Orders be issued prior to commencement of work.

**Adrian Mandeville Seconded**

***Discussion on the policy and purchase orders***

**Motion Passed/Unanimous 7/0/0**

**Agenda Item 6: Public Comments:**

none

**Agenda Item 7: Adjournment:**

**Dan Warren Motions** to adjourn at 8:07PM

**Rob England Seconded**

**Motion Passed/Unanimous 7/0/0**

**Next BOF Meeting/Public Hearing will be held on April 26, 2017.**

Respectfully Submitted,

Sandra Nichols, Board Clerk

April 24, 2017