

**Town of Andover Board of Finance
Regular Meeting
Wednesday, March 28, 2018
7:00 p.m. – Community Room
17 School Road
Minutes**

BOF Members: Present:

Dan Warren, Board Chair, Rob England, Eric Shevchenko, Adrian Mandeville, Dave Hewitt

Absent: Linda Fish, Jeff Murray

Town Officials Present: Robert Burbank, First Selectman

Staff Present: Sandra Nichols, Board Clerk

Other Attendees: Cathy Desrosiers, Selectmen Member, Jeff Maguire, Vice Selectmen, Dr. Sally Doyan, AES Superintendent, Curt Dowling, Mike and Cathy Palazzi

Agenda Item 1: Call to Order: Dan Warren, Board Chair, called the meeting to order at 7:05PM

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Public Comment:

Cathy Palazzi hands out a packet to each Board Member that contains information on Budget line Item 145- Senior Citizens. She reads a letter and discusses the information she provided with the Board. (packet submitted to the Town Clerk as attachment #1). Cathy also discusses CIP, the small bus that was purchased.

Dan Warren briefly addresses the information that Cathy presented however he is not going to discuss it any further at this time (Agenda Item 5c).

Curt Dowling requests that the Chairman add CIP to the Agenda so that he can provide an update.

Agenda Item 4: Additions/Deletion of Agenda Items:

Dan Warren Motions to add CIP Committee Report to Agenda Item 5a, the supplemental appropriation request from the BOS to Agenda Item 5b and Budget line Items 107 and 145 (expenditures) to Agenda Item 5c.

Robert Hamburger Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 5: Administrative Update:

5A. CIP Update/Report:

Dan Warren ask Curt Dowling to give the CIP Committee Report.

Curt Dowling states that they have had two meetings so far and have received two capital requests on how they should proceed. One was the Town Museum and the other was from the Fire Department. He states that the CIP Committee is looking for an asset list from each Dept. in the Town which they have yet to receive. They were expecting this at their last meeting from the Town Administrator. Curt explains why they are looking for this list and how it would assist the Committee.

Discussion on the museum, the condition of it and what improvements that the Committee would like to make this year.

Curt Dowling also discusses the Fire Departments three requests this year; The storage shed that the Fire Department is looking for to store their equipment in, the request for a UTV to get onto the rail-trail in case someone is injured or there is a fire on the trail and a new tanker truck.

Discussion on the need for the tanker truck and the funds

Curt Dowling explains the long term goals of the Committee and what they are looking for from this Board.

Dan Warren goes over the funds that have been put in next years Budget for purchases/improvements. He also asks the Board to address Curt with any questions that they have at this time for the CIP Committee.

Eric Shevchenko asks about the loader for the Public Works Dept.

Discussion on the loader and a continued discussion on what the CIP Committee is looking for.

Curt Dowling states what they need at this time is the Town Asset list so they can proceed in their planning.

Eric Shevchenko asks about the improvement of the track around the field and the concession stand.

Discussion on this topic , track/concession stand

Jeff Maguire explains and discusses the field situation with the Board

5B. Supplemental Appropriation Request from the BOS:

Dan Warren states that the BOS approved a Supplemental Appropriation request for Line Item 107 which consisted of \$15K for Dept. 310 Legal consul and \$5k for Dept. 312 for legal consul for the Assessors Office. He also states how much over budget they are at this time and he discusses what the Board can do at this time.

Eric Shevchenko Motions to approve the Supplemental Appropriation of 20K as requested by the Board of Selectmen dated March 20, 2018 for legal consul.

Adrian Mandeville Seconded

Dan Warren goes over the back round on the legal situation that has occurred. He also notes the legal consul invoices that the Town Administrator apprised him of that he had no prior knowledge of that were received and paid. Dan was also informed by the Town Administrator that this would go into the General legal consul fund with a new line to keep track of the Assessors Office's legal consul . He then states that he told the Town Administrator in September that he would have to execute a

supplemental appropriation to cover these expenditures. Dan continues to discuss the lack of action on this issue by the BOS/Town Administrator. He then informs the Board that all the information/documentation that he requested from the Town Administrator regarding incoming invoices and existing contracts (for the Assessor Office) has still not been provided to him/the BOF for their review. He believes that until this information is provided the motion should be changed since this is in violation of the Town Charter.

Discussion on the legal consul issue and how it has been handled in the past

Robert Burbank explains what happened within the Town that caused the need for Legal Consul and why the Town was over budget this year.

Continued discussion on the Legal Consul issue and Town procedures that were not followed and documents that were not provided.

Motion/ Failed 0/5/0

Adrian Mandeville Motions to approve \$15K of the supplemental appropriation for Dept. 107-310 and the additional \$5k of the supplemental appropriation for Dept 107-312 after the documents requested are provided to the BOF.

Dave Hewitt Seconded

Motion Passed/Unanimous 5/0/0

5C. Budget Line Items 107 & 145 Expenditures:

Dan Warren discusses line item 145 as line 107 was already discussed. He talks about what occurred in the Budget under this line item, the changes made to the budget names and amounts. He details what he explained to the BOS at their last meeting. Dan states that the underlying fact is that the Budget under line item 145 was changed with out approval. He would like to highlight the failure of the internal controls that are occurring in the Town.

Discussion on the Budget that was approved by the Town vs what the BOS approved and how it is formulated and approved.

Agenda Item 6: FY19 Budget :

6a. AES Budget Presentation:

Dr. Sally Doyan hands out the AES Presentation and goes through it with the BOF and all present. A summary of the changes was provided (attachment #2)

Discussion on the AES Budget as presented and their future plans

Dan Warren asks what their contingency plan is in case funding changes again next year.

Dr. Doyan discusses her thoughts on this and what projects they are doing this year to avoid doing them next year.

6b. FY19 Budget Actions:

Dan Warren informs the Board that he got the CIP information which he incorporated into the budget spreadsheet. He discusses how the mill rate was calculated with input from the treasurer and the assessor.

Discussion on the Budget including CIP, the Resident State Trooper and potential legal cases regarding assessments

Eric Shevchenko discusses the Public Works Dept. regarding tree cutting and the issues in the Town including the outside services that are being used to assist the Town.

Dan Warren briefly talks about the auditor and mentions the search for a Treasurer.

Discussion on the Treasurers Office

Agenda Item 7: Public Comments:

None

Agenda Item 8: Adjournment:

Dan Warren Motions to adjourn at 9:12PM

Robert England Seconded

Motion Passed/Unanimous 5/0/0

Respectfully Submitted,
Sandra Nichols, Board Clerk

***These Minutes are submitted as required by the Freedom of Information Act and are not official until formally approved by the Board.**