

**Andover Board of Finance
Regular Meeting
Wednesday, January 24, 2018
Community Room, Town Hall**

Minutes

BOF Members: Present:

Dan Warren, Board Chair, Linda Fish, Rob England, Jeff Murray, Eric Shevchenko, Adrian Mandeville, Dave Hewitt

Absent: None

Town Officials Present: Joe Higgins, Town Administrator

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 7:05PM

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Public Comment: None

Agenda Item 4: Additions/Deletions:

Dan Warren adds the Liaison Reports to Agenda Item 7a

Agenda Item 5: Administrative Update:

5A. FY17 Audit Update:

Dan Warren states that he has been in contact with Jennifer Hawkins and they have started the process however they may not start for a couple of weeks since things are not yet put together in the Finance Dept.

Joe Higgins states that it should be by Feb. 19th and they put together a team to work on it. No target date of completion has been set however Beth will have this information when it is available.

5B. Budget vs Expended and Revenue Reports:

Dan Warren supplied this information to the Board to review if they have any question and he Joe if he has any comments on the Budget.

Joe Higgins states that he gave budget paperwork to all the departments however has not gotten all the costs. He did receive the Resident State Troopers cost back.

Dan Warren asks Joe how we are tracking on this years budget?

Joe Higgins replies that it is being tracked on a month to month basis and the Town is still within budget with some required transfers. Legal has been an issue.

Discussion on materials, how the bids are presented and the budget. To be discussed under purchasing policy 5C

Dan Warren asks in regards to Legal has the BOS done any supplemental appropriations/transfers because the BOF has not received any request from them? He states that he brought this to their attention in November.

Joe Higgins replies that he just received two more bills in that are over 10K

Dan Warren asks Joe to talk to the BOS about following the procedure to make appropriations to cover the legal bills since they are going to be over Budget and this procedure is clearly stated in the Charter.

Brief Discussion Between Dan Warren and Joe Higgins on the legal situation, the Budget and the need for the BOS to address this issue .

Dan Warren asks Joe how the Town is doing on the snow removal budget.

Joe Higgins replies that we are still on budget and he has been monitoring it closely with the Assistant Treasurer since he would like to use any extra money to pay for the chipping of the wood at the Transfer station. He states that the Town has received a bid for someone to do this and remove the chippings.

Discussion on the Budget Line Item for Road Work and the roads that were supposed to be worked on, the ones that were done, what will be done in the spring and the priority list that was provided.

Dan Warren states that he thought that this was supposed to be subcontracted

Joe Higgins replies that the last time he try to do that they filed a grievance. He agreed to plan ahead of schedule with them if he wanted to subcontract work.

Discussion on this situation with the Public Works Dept. and subcontracting the work

Linda Fish talks about the issues on Townsend Road

Jeff Murray has questions on how the Town Engineer came up with this list and is the Public Works Dept. giving their input?

Continued discussion on the priority list and the budget

Dan Warren asks Joe what is the latest on the month to month tracking in regards to Budget vs Revenue in consideration of the hold backs? What does Beth's best estimate of where we are?

Joe Higgins replies that Beth has not consigned all the cash yet and when she does she will get back to him.

Dan Warren would like to know for this years budget what do we expect for revenues and he talks about what they know at this point in regards to revenues.

Joe Higgins mentions the teachers pension and suggests that Dan e-mail Beth.

5C. Purchasing Policy Conformance:

Dan Warren asks Joe in general if the Purchasing Policy has been implemented? Are PO's being issued before the invoices come in?

Joe Higgins replies that it has been

Dan Warren goes over the checks over 5K with Joe who explains what they are for.

Discussion on the bids for material and the documentation for this (the Board would like to see this)

Agenda Item 6: FY19 Budget :

6a. Municipal Aid Estimates

6b. Local BOE Budget

6c. Other Budget Business

Dan Warren begins by briefly discusses what they are to expect less from State aid and what the School is projecting for a decrease. He continues by talking about what the State is doing regarding the education funding. He also talks about the mill rate.

Discussion on 6a,6b and 6c including the mill rate among all the Board Members (Discussion to be continued to the BW Feb. 12th)

Dan Warren talks about the Resident State Trooper and the money in the Budget for this.

Discussion on the new Trooper, the money budgeted and the job that she is doing that is much better then the previous Trooper.

Dan Warren says that he received a list of employees with the FY18 hourly rates and benefit costs. He notes that Joe needs to send a list to the BOS on the employees covered under the charter.

Joe Higgins states that he wanted to get the BOF feel on how they are going to budget for increases.

Discussion on appraisal reviews and the % on increases and the union negotiations

Dan Warren goes through the list of employee names with Joe.

Discussion on what is in the Budget that can be used for wage increases and how evaluations should be done

Adrian Mandeville mentions the assessors contract negotiation.

Brief discussion on the assessors/office contract

Dan Warren states that he will compose a letter and deliver it at the meeting regarding the Committee Members

Discussion on what the Charter states regarding this situation

Agenda Item 7: Approval of Minutes:

Tabled

Agenda Item 7a: Liaison Report:

Eric Shevchenko talks about RHAM's upcoming budget in detail.

Discussion on RHAM's Budget

Eric Shevchenko also talks about the teachers contract negotiations at RHAM in detail and what is occurring in surrounding towns.

Discussions on other schools teachers salaries including RHAM and how they are determined, negotiation process

Eric Shevchenko CIP Meeting, elected Fred as the new Chairman. He talks about the other members and states that they are looking for two at large members. They talked about putting together a ten year plan, Curt talked about the fire department and the ladder truck. The fire

dept has now taken the ladder truck off the list of items they would like and replaced it with three other items.

Continued discussion on the BOE contract negotiations

Linda Fish states that the library is looking good and that she attended an AHM Meeting last week and they are doing fine.

Agenda Item 8: Public Comments:

None

Agenda Item 9: Adjournment:

Dan Warren Motions to adjourn at 8:44PM

Rob England Seconded

Motion Passed/Unanimous 7/0/0

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.**