

Town of Andover
Board of Finance
Wednesday, September 23, 2020 at 7:00 P.M.
Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

Chair Marc Brinker called the Regular Meeting to order at 7:03 P.M.

The Pledge of Allegiance was recited.

Members Present: Chair Marc Brinker, Vice Chair Diane Choquette, Linda Fish, Robert England, David Hewett

Members Absent: Louise Goodwin, Curt Dowling

Staff Present: Town Administrator Eric Anderson, Admin Assistant Amanda Gibson, Treasurer Barbara Griffin

Others Present: Nick Lavigne from the Community Voice Channel

2. Public Speak – None.

3. Additions/Deletions of Agenda Items – None.

4. Town Administrator's Report

Town Administrator Eric Anderson presented his report.

Marc Brinker inquired on the financial software update. Eric Anderson shared that the Board of Selectmen and Board of Education approved to sign the contract with Edmunds as the new financial software for the Town of Andover and the Andover Elementary School.

5. Treasurer's Report

- a. Town Budget Summary
- b. Revenue Summary
- c. TAR Spending
- d. Over Expenditure Report

Treasurer Barbara Griffin provided the reports with no over expenditures to share. The auditor from Mahoney Sabol is expected to be more on schedule this year. Barbara Griffin is currently working on statements and schedules. Marc Brinker inquired on Public Works being over budget. Eric Anderson stated that it is due to the storm aftermath.

6. Budget Transfers

- a. Budget Transfers/Supplemental Appropriations
 - i. Appropriation Transfers FY 2020

Treasurer Barbara Griffin provided the appropriation transfers.

In July, budget shortages were mostly due to items being under budgeted or anticipated expenses being higher than budgeted for. In September, there was intentional overspending to work on certain projects including employee time clocks, transfer station repairs and electronic speed sign. Due to COVID-19 shutdown, the budget will be underspent in specific areas including senior transportation and registrars. Town Administrator received approval and transfers are being completed. After transfers are completed. By next month, the treasure will have a preliminary revenue expense schedule to provide a positive fund balance.

Eric Anderson shared that \$125k not spent would be put into various capital funds. There will be approximately \$50k that will flow into unexpended fund balance. Discussion on funding a sweeper instead of a second roadside mower.

Barbara Griffin noted that individual boards submit their budgets based on their previous year, not anticipating their actual needs, with some of their funds never spent. Eric Anderson suggested that due to micro-budgeting and transferring between budgets, the Board of Finance could reorganize the structure with the new financial software transition, for budgets at a department level instead of numerous individual line items. Barbara Griffin discussed possibility of a Town Charter revision. Marc Brinker suggested to still have line items, but consolidate the departments and boards with larger categories.

Rob England MOVED to approve the suggested appropriation transfers as written in the packet.
Diane Choquette SECONDED
MOTION CARRIED 5:0:0

- b. Over Expenditure Requests – None.

7. Old Business

- a. Governor's Executive Order

Town Administrator Eric Anderson shared that the Governor's Executive orders are still in effect. Town meetings cannot exceed 25 people. Most of Andover's meetings are under that number of attendees. The Town Hall Community Room can accommodate up to 18 attendees meeting the 6ft distance threshold. Masks are still required in a public meeting. Members agreed that Public Speak is important and wish to continue with virtual Zoom meetings until further notice.

- b. FY 2020-21 Town Budget

Eric Anderson stated that he will be reviewing the first quarter shortly to check status of the budget.

8. New Business

Discuss and act upon the following:

- a. BOE Request for unexpended funds in the School Improvement account

Treasurer Barbara Griffin shared that the Andover Elementary School Business Manager Laura Edwards stated that the school no longer has leftover funds. Members agreed to take no action. Chair Marc Brinker offered to write a letter to the Board of Education stating that the Board of Finance understands there are no material funds left and therefore declined to take action. If noted otherwise, the Board of Finance would reconsider since the members wish to support the school.

- b. Hiring Committee for Assistant Finance Officer

The Board of Selectmen motion from the Monday, September 14th, 2020 Regular Meeting:

- i. Assistant Finance Officer Job Posting Jeff Maguire MOVED motion to appoint Town Administrator Eric Anderson and Board of Selectman Adrian Mandeville, with Board of Finance Vice Chair Diane Choquette as the Alternate Member if Adrian is not capable, as the Town's representative for the hiring committee for the Assistant Finance Officer for the Town of Andover. These members will join 2 representatives from Andover Elementary School and one outside representative. The board delegated the determination of a local Finance Director to the Town Administrator. Adrian Mandeville SECONDED MOTION CARRIED 5:0:0

Town Administrator Eric Anderson stated that Beverly Ciurylo the Finance Director from the Town of Columbia has agreed to serve on the committee. Beverly has been the Finance Director of multiple towns and is currently a director of a combined town and school department. The position will remain open until filled. Members to determine a time to meet in the near future to discuss applicants.

- c. Transportation Infrastructure Overview

Town Administrator Eric Anderson provided an overview of the town's transportation infrastructure. The town is awaiting to hear if they are approved for the \$128k STEAP grant through the state, hoping to know in approximately two weeks. The application was submitted for paving portions of Long Hill Road and Shoddy Mill Road.

Eric is having design work done for Bunker Hill Bridge. Town of Andover to work on a culvert replacement plan, similar to the Town of Lebanon's 20 year plan instated 15 years ago. Board of Selectman Adrian Mandeville stated that residents are seeing results of their tax dollars.

Eric Anderson shared that Distinctive Tree Care has been conducting tree trimming and have created a great relationship with the company. Distinctive even volunteered to trim tree limbs on the Rails to Trails for DEEP. Members discussed if the town would consider bonding in the future.

9. Approval of Meeting Minutes

a. Wednesday, June 24th, 2020 Regular Meeting Minutes

Linda Fish MOVED to approve the Wednesday, June 24th, 2020 Regular Meeting Minutes

David Hewett SECONDED

MOTION CARRIED 3:0:2 (Rob England and Diane Choquette abstained)

10. Liaison Reports

Board of Selectman Adrian Mandeville inquired if the Board of Finance would consider attending a seminar on financing options.

11. Board Open Discussion – None.

12. Public Speak – None.

13. Adjournment

Rob England MOVED to adjourn the Regular Meeting

Diane Choquette SECONDED

MOTION CARRIED 5:0:0

Chair Marc Brinker adjourned the Regular Meeting at 8:47 P.M.

***Please visit our town website at www.andoverct.org for upcoming VIRTUAL meetings with instructions on how to join. The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates!**

Helpfully submitted by the Board Clerk/Administrative Assistant, Amanda Gibson. *Amanda Gibson*

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