

**Andover Board of Finance
Regular Meeting Minutes
Wednesday, January 25, 2017
Community Room, Town Hall Office Building
17 School Road, Andover, CT**

BOF Members: Present:

Dan Warren, Board Chair, Georgette Conrad, Jeff Murray, Eric Shevchenko,
Robert England

Absent: Adrian Mandeville, Linda Fish

Town Officials Present: Robert Burbank, First Selectman (arrived at 7:20PM)

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 or Deletions to the Agenda:

None

Agenda Item 5: Discussion with Legislators:

Dan Warren explains that neither one of the Legislators could attend due to certain emergencies. He mentions the CT Consul of Municipalities(CCM) budget workshop that he, Robert England and Adrian Mandeville attended. Dan Warren gives an overview of what was discussed. He explains that there is a Municipal spending cap and that it is a State Statutory thing. Dan continues to explain that if Town increases there spending by 2.5% from the previous fiscal year they can be hit with hit with punitive reductions in their Municipal Revenue Sharing Account Grants. This has been a “hot topic” among the Towns in CCM and there has been enough of ambiguity/ vagueness of how things are being calculated and what

is exempt and what is not. They are advising that the Towns contact their Legislators to repeal this Act. He believes that may do this. Since there is not enough clarity. Dan Warren also mentions the State Trooper reimbursement rate and how it has been rising and also mentions that the Town is at risk of not getting LoCIP allocation for this year since the amount of projects that has been approved has met it's threshold of the bonding that was authorized (cumulative over 10-15 years). Action would need to be taken by the Assembly to increase bonding that is in the State Budget for LoCIP. The conversation also needs to be started for the Towns plan to put into action the POCD.

Tabled until the Legislators are able to attend to discuss

Agenda Item 6: Approval of Minutes of November 30,2016 and December 16,2016:

Eric Shevchenko Motions to approve the November 30, 2016 and the December 19, 2016 Minutes as presented.

Georgette Conrad Seconded

Motion Passed/ 4/0/1 Jeff Murray abstained

Agenda Item 7: Selectman's Report:

Tabled until the First Selectman arrives

Agenda Item 8: Hiring Financial Consultant for Audit Support:

Dan Warren explains the situation to the Board about the Town's Treasurer and how the Audit has not been started since the Treasurer has not provided any of the information that was requested. He then states that he has arranged a meeting with two consultants (gives the Board their names), he has met with them along with the First Selectman and Jeff Maguire. The plan is that they will temporarily come in to "right the ship" in regards to the audit completion. Dan Warren states that a treasurer is still needed and a job description will be created to look for a new one. The other part is that the school is delinquent on a filing a document that was supposed to be in by January 3rd. Dan Warren discusses this further with the Board and how the school and Town are both involved. He states that he will work with Sally Dolyan, Superintendent on this matter.

Agenda Item 9: Appointment of BOF Representative to the Town Administrator Advisory Committee:

Dan Warren brings up the need for this Board to appoint one person from the BOF. He explains the procedure of how this Committee will be formed.

Discussion among the Board on this topic.

Dan Warren **Motions** that Jeff Murray be nominated for this position.

Robert England **Seconded**

Motion Passed/Unanimous 5/0/0

Agenda Item 10: State Mid-Year Grant Reductions:

Dan Warren updates the Board on what monies they will be receiving and states that the Town is in good shape.

Agenda Item 11: Old Business:

8a. Purchasing Policy

Dan Warren talks about the purchasing policy that the Town Attorney reviewed and revised. Mainly removed the Conflict of Interest clause since he has drafted an ethics regulation.

Dan Warren **Motions** that the BOF adopt the Purchasing procedures with the caveat that they be suspended until the Town hires a Treasurer since there is still work to be done with it. He does not believe that it should be implemented until that time. (attachment #1)

Eric Shevchenko **Seconded**

Motion Passed/Unanimous 5/0/0

Agenda Item 7: Selectman's Report: *(tabled earlier in the meeting)*

Robert Burbank states that he has written up a job description for a new Treasurer that will be placed in an add next week. He talks about the position and what it requires, municipal back round. Bob Burbank briefly talks about the Budget and where the BOS stands.

Eric Shevchenko briefly talks about the Superintendent of Schools

Robert Burbank mentions that they are trying to have the self funding insurance meeting in place by February 15th. He also talks on the funding and budgeting of this insurance program.

Dan Warren talks about the memo that he got from the Planning and Zoning Commission and the three capital improvements that they are looking do. He discusses the complete streets plan (available in the Building Dept.) submitted also.

Agenda Item12: Liaison Reports:

Georgette Conrad talks about the RHAM Meeting and the votes and what passed for votes. She notes that they are talking about two meetings per month.

Agenda Item 13: Public Comment:

None

Agenda Item 14: Adjournment:

Georgette Conrad Motions to adjourn at 7:40PM

Dan Warren Seconded

Motion Passed/Unanimous 5/0/0

Next Regular Meeting/ Budget Workshop will be held February 22, 2017.

Respectfully Submitted,

Sandra Nichols, Board Clerk

January 30, 2017