

Town of Andover Board of Finance  
Special Meeting  
Wednesday, January 23, 2019  
7:00 p.m. – Community Room  
17 School Road  
Minutes

Members Present: Dan Warren, Linda Fish, Eric Shevchenko, Adrian Mandeville, Rob England, Dave Hewett, Jeff Murray (arrived 7:15 p.m.)

Others Present: Recording Secretary Linda McDonald

1. Call to order: A. Mandeville called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance: The Pledge of Allegiance was recited.

3. Administrative Report

3A. FY19 Budget Transfers/Supplemental Appropriations: D. Warren MOVED to approve the following transfer/supplemental appropriations as approved by the Board of Selectmen on January 9, 2019:

To transfer \$7,000.00 from line item 1-100-01-0107-312 (Assessor-Legal Counsel) to line item 1-100-01-0107-310 (legal retainer counsel) and \$10,000.00 from 1-100-13-1305-899 (from contingency) to line item 1-100-01-0107-310 (legal retainer counsel)

D. Shevchenko SECONDED. MOTION CARRIED 6:0:0.

3B. FY18 Audit: No report.

3C. BOS FY20 Budget Progress: L. McDonald reported that the budget will be delivered to the BOF by February 28, 2019.

4. Public Works Items

4A. Loader:

4B. Plow Truck

After discussion, D. Warren MOVED to request the Board of Selectmen (BOS) submit a formal supplemental request to the Board of Finance (BOF) with the requested amounts for the loader and the plow truck. A. Mandeville SECONDED. There was no vote taken on this motion.

A. Mandeville MOVED to modify the prior motion to read "To request the Board of Selectmen submit a formal supplemental request to the Board of Finance with the final purchase amounts for the DPW loader and plow truck and to submit costs for four or five year lease options for the loader and plow truck, as available." D. Hewett SECONDED. MOTION CARRIED 7:0:0.

5. BOF FY20 Budget Process:

5A. Schedule: Discussion followed on the number of special budget meetings.  
Consensus of the Board was to schedule the following special budget meetings:

- Thursday, March 7, 2019 in the Town Administrator's office at 7:00 pm
- Thursday, March 14, 2019 in the Community Room at 7:00 pm
- Wednesday, April 10, 2019 in the Community Room at 7:00 pm
- and to schedule a public hearing on the proposed budget for April 23, 2019 at 7:00 p.m., immediately followed by a BOF special budget meeting.

5B. Format for Presentations and Deadlines:

Consensus of the Board was, after a preliminary review of the budget at the March 7, 2019 special budget meeting, to invite specific boards and commissions to discuss their budgets at the March 14 & April 10 (if needed) budget meetings.

5C. Other Budget Process Items Reserves/Fund Balances:

D. Warren said he would email information to the members regarding a request from the Fire Chief regarding a proposal to reform the remuneration compensation structure.

6. Approval of Revised 2019 Meeting Schedule:

D. Warren MOVED to approve the revised 2019 meeting schedule as presented:

- February 19
- March 19
- April 23
- May 22
- June 18
- September 17
- October 22
- November 19
- December 17

D. Hewett SECONDED. MOTION CARRIED 7:0:0.

7. Approve Minutes: D. Warren MOVED to approve the November 28, 2018 special meeting minutes as presented. D. S. SECONDED. MOTION CARRIED 4:0:3 with R. England, J. Murray, and D. Hewett abstaining.

8. Adjournment: A. Mandeville adjourned the meeting at 7:56 p.m.

Respectfully submitted by Linda H. McDonald

*Linda H. McDonald*

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