

Andover Board of Finance
Special Meeting -November 28, 2018 at 7:00 PM
Town Hall Community Room
17 School Road, Andover, CT

Minutes

Members Present: Dan Warren, Linda Fish, Eric Shevchenko, Adrian Mandeville(arrived 7:08 p.m.)

Members Absent: Rob England, Jeff Murray, Dave Hewett

Others Present: Treasurer Barbara Griffin, Recording Secretary Linda McDonald, and reporter Chris McDermott from the Journal Inquirer

1. Call to Order: D. Warren called the meeting to order at 7:06 p.m.

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

3. Treasurer's Report: B. Griffin reported there are no postings for tax collection revenues and no tax reports available. Discussion followed. The members reviewed the revenue summary and budget summary.

3.a FY 2017 Audit: B. Griffin distributed the 2017 audit books to the members. She referred to discrepancies with some of the audit numbers that do not match the system numbers. Discussion followed. D. Warren asked for a schedule from B. Griffin for when the books would be audit ready, cash aside, for the 2018 audit. B. Griffin responded she will reach out to the auditor regarding the audit schedule.

3.b FY 18 Audit: D. Warren MOVED to authorize Joe Higgins, Town Administrator to the Town of Andover, to execute the State audit extension request to January 30, 2019. A. Mandeville SECONDED. MOTION CARRIED 4:0:0.

3.c FY 2020 Budget: B. Griffin explained the process for the FY 2020 budget and reviewed the sample budget worksheets. D. Warren said when the total budget is put together, there are Charter requirements of what needs to be presented. D. Warren said the budget package should include budgets for any existing funds other than the General Fund. He directed B. Griffin to ask the Town Administrator to find out from the Board of Selectmen (BOS) if there are any funds they are going to want to use this year and stated that all budget items are to go through the administrative office, including capital.

B. Griffin asked for guidance from the board regarding a \$4,090.42 invoice she received from Lenco Electrical Contractors for repair of light fixtures by the gas pumps at the DPW and blower heater repair in the DPW bathroom. The board responded that the non-recurring fund cannot be used to pay this bill. Discussion followed on the need to enter into supplier contracts for repairs. The board asked that this item be put on the BOS December meeting agenda, so the BOS could recommend to the BOF to pay this bill as a supplemental appropriation out of a line item in the General Fund. (use of fund balance). Consensus of the board was they do not consider moving funds from Contingency an inter-department transfer.

4. Approval of Minutes

- 4.a Regular Meeting Minutes from October 24, 2018: D. Warren MOVED to approve the regular meeting minutes from October 24, 2018 as presented. E. Shevchenko SECONDED. MOTION CARRIED 4:0:0.

5. Approval of 2019 Regular Meeting Schedule: D. Warren MOVED to approve the 2019 Regular Meeting Schedule as follows:

Tuesday, January 22
Tuesday, February 26
Tuesday, March 26
Tuesday, April 23
Tuesday, May 28
Tuesday, June 25
Tuesday, September 24
Tuesday, October 22
Tuesday, November 26
Tuesday, December 17

All meetings will be held at 7:00 p.m. in the Town Hall Community Room. A. Mandeville SECONDED. MOTION CARRIED 4:0:0.

Consensus of the board was to schedule budget workshop meetings at the December meeting.

6. Board Chairmanship and Liaisons: E. Shevchenko noted that D. Warren has resigned as Chairman. D. Warren and A. Mandeville agreed to alternate running the meetings.

E. Shevchenko said he has resigned as the Board of Finance member on the Capital Improvements Planning Committee (CIP). Discussion followed on nominating a member to attend the CIP meetings. D. Warren MOVED to nominate A. Mandeville as Board of Finance member on the Capital Improvements Planning Committee. L. Fish SECONDED. MOTION CARRIED 4:0:0.

7. Adjournment: D. Warren MOVED to adjourn the regular meeting at 8:15 p.m. A. Mandeville SECONDED. MOTION CARRIED 4:0:0.

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.