

**Town of Andover  
Board of Finance**

Wednesday, August 24th 2022 at 7:00 P.M.  
Location: virtual Zoom meeting

Regular Meeting Agenda

Call-in Directions to join the Zoom Meeting:  
<https://us02web.zoom.us/j/89301954968>

Join by Phone: +1 646 558 8656

Meeting ID: 893 0195 4968

Passcode: 498618

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions of Agenda Items
4. Town Administrator's Report
5. Audit Status
6. Finance Department Report
  - a. Town Budget Summary
  - b. Revenue Summary
  - c. TAR Spending
  - d. Over Expenditure Report
7. Budget Transfers
  - a. Budget Transfers/Supplemental Appropriations
  - b. Over Expenditure Requests
8. Old Business
9. Discuss and act upon the following:
10. New Business  
Discuss and act upon the following:
  - a) Interviewing Panel for new Treasurer
11. Approval of Meeting Minutes
  - a. Thursday, July 27<sup>th</sup>, 2022 Regular Meeting Minutes
12. Liaison Reports
13. Board Open Discussion
14. Public Speak
15. Adjournment

Helpfully submitted by Acting Administrative Assistant, Eric Anderson

finding number	description	condition	Auditor's recommendation
2021-001	Material Weakness in Internal Control over Financial Reporting - Bank Reconciliation	The bank reconciliation as of June 30, 2021 for the Town's General Fund operating cash account was incomplete and did not reconcile to the general ledger. As a result, the Town's financial information contained misstatements that were identified and corrected during the audit process. In addition, an unreconciled variance continues to exist that may require further adjustments in order to completely reconcile the account.	Accurate and timely bank reconciliations are essential for ensuring the integrity of the Town's general ledger. Monthly bank reconciliations should be fully reconciled within 60 days and management should document a supervisory review and approval process over the completed bank reconciliations.
2021-002	Material Weakness in Internal Control over Financial Reporting: Year-end Closing Procedures	The Town does not have reconciliation controls in place to ensure the accuracy of certain balance sheet accounts and interfund activities. As a result, the Town's financial information contained misstatements that were identified and corrected during the audit process. The following entries were recorded: - to adjust beginning fund balances to agree with prior year financial statements; - to reconcile interfund balances and activities between funds; - to properly record certain year-end accruals and deferrals; - to properly record tax and interest receivables and related deferrals; and - to properly reconcile activity to support conversion entries required to prepare the government-wide financial statements, including capital assets and compensated absences	We recommend that the Town develop formal closing procedures to ensure that all significant and material accounts are reconciled periodically throughout the year and at year-end. The formal closing procedures should identify all necessary reconciliations and required approvals. In addition, the reconciliations and supporting information should be maintained in systematic and organized files that can be readily accessed by management and provided to external auditors as part of the audit process.
2021-003	Material Weakness in Internal Control over Financial Reporting - Capital Assets and the Andover Volunteer Fire Department (AVFD)	The Town funds a significant portion of the operating and capital activities of the AVFD. Historically, the Town has recognized capital outlays for the purchase of fire apparatuses and firefighting equipment as an expense for financial reporting purposes. During the audit process, it was determined that the Town maintains ownership, insures and maintains the fire apparatuses and firefighting equipment. As such, the Town should be capitalizing and depreciating such assets for financial reporting purposes	We recommend that the Town formally document its arrangement with the AVFD. The arrangement should address roles and responsibilities relating to the ownership of, maintenance of, use of, and the treatment of the capital assets for financial reporting purposes.
2021-004	Material Weakness in Internal Control over Financial Reporting - Reconciliation of the Town's and the School District's General Ledgers	The Town's general ledger is not currently integrated with the School District's general ledger. As such, journal entries are required in order to record and reconcile the activity of the School District with the Town's general ledger. These manual entries were not recorded by the Town prior to commencement of the audit.	We recommend that the Town and School District's general ledgers be integrated. If integration is not possible, we recommend that the Town implement periodic reconciliation controls in order to record and reconcile the activity of the School District within the Town's general ledger.
2021-005	Significant Deficiency in Internal Control over Financial Reporting <i>Repeat finding from 2020</i>	The Town's funds, other than the General Fund, are not properly set-up within the general ledger system. Specifically, the majority of these funds are accounted for within the General Fund trial balance as balance sheet accounts only. Revenues and expenditures attributed to these funds are currently recorded as an increase and decrease to the applicable balance sheet accounts. As a result, manual reconciliations are required in order to provide the necessary information to prepare the financial statements	We recommend that the Town develop and implement a comprehensive plan to overhaul its current accounting system. In addition, we recommend that the Town no longer utilize balance sheet accounts for recording revenues and expenditures for governmental funds. Instead, the Town should establish separate funds within the accounting system.
2021-006	Significant Deficiency in Internal Control over Compliance with Special Reporting Requirements	Grantees are required to submit FORM OPM-DE-2017 to the Office of Policy and Management within 90 days of the grantee's fiscal year end and the amounts reported on the Form should agree with the grantee's accounting records and the schedule of state financial assistance for the fiscal year under audit. The Town did make the required submission.	We recommend that the Town develop and implement a comprehensive grant management system. Management should review and document the terms of each grant on a centralized schedule that is periodically reviewed for compliance. Management should also incorporate specific compliance requirements for each grant that is included the Office of Management and Budget's Compliance Supplement for federal awards and the Office of Policy and Management's Compliance Supplement to the State Single Audit Act for state awards.

Range of Accounts: First to Last Include Cap Accounts: Yes As Of: 08/22/22  
Current Period: 07/01/22 to 07/31/22 Skip Zero Activity: Yes

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
100-01-0101-000	Selectmen					
100-01-0101-105	Selectmen Salary	4,800.00	0.00	0.00	4,800.00	0
100-01-0101-115	Board Clerk BOS	1,800.00	112.50	215.50	1,584.50	12
100-01-0101-836	Veteran's Day Committee	500.00	0.00	0.00	500.00	0
Control Total		7,100.00	112.50	215.50	6,884.50	3
FUNCTION Total		7,100.00	112.50	215.50	6,884.50	3
100-01-0102-000	Town Administrator					
100-01-0102-100	Town Administrator Salary	84,975.00	6,345.90	12,692.04	72,282.96	15
100-01-0102-120	Adminstrative Assistant	22,012.00	735.42	735.42	21,276.58	3
100-01-0102-330	Conference/Seminars	300.00	0.00	0.00	300.00	0
100-01-0102-535	Telephone	940.00	71.35	71.35	868.65	8
100-01-0102-580	Travel	1,200.00	100.00	200.00	1,000.00	17
Control Total		109,427.00	7,252.67	13,698.81	95,728.19	13
FUNCTION Total		109,427.00	7,252.67	13,698.81	95,728.19	13
100-01-0103-000	Board of Finances					
100-01-0103-121	Board Clerk Wages-BOF	1,700.00	0.00	122.00	1,578.00	7
100-01-0103-310	Legal Fees	2,500.00	0.00	0.00	2,500.00	0
Control Total		4,200.00	0.00	122.00	4,078.00	3
FUNCTION Total		4,200.00	0.00	122.00	4,078.00	3
100-01-0105-000	Auditor/Actuary					
100-01-0105-320	Annual Audit-Auditor	34,500.00	0.00	0.00	34,500.00	0
100-01-0105-325	Actuarial Services	5,300.00	0.00	0.00	5,300.00	0
Control Total		39,800.00	0.00	0.00	39,800.00	0
FUNCTION Total		39,800.00	0.00	0.00	39,800.00	0
100-01-0107-000	Town Attorney					
100-01-0107-310	Legal Fees	14,000.00	0.00	0.00	14,000.00	0
100-01-0107-312	Assessor - Legal Counsel	3,000.00	0.00	0.00	3,000.00	0
Control Total		17,000.00	0.00	0.00	17,000.00	0

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
FUNCTION Total		17,000.00	0.00	0.00	17,000.00	0
100-01-0109-000	Treasurer/Finance					
100-01-0109-100	Salary-Treasurer	15,000.00	0.00	0.00	15,000.00	0
100-01-0109-120	Assistant Treasurer	57,373.00	4,532.52	9,016.65	48,356.35	16
100-01-0109-330	Conference/Seminars - Treasurer	500.00	0.00	0.00	500.00	0
100-01-0109-438	Software Maint - Treasurer/Finance	0.00	0.00	0.00	2,200.00	0
100-01-0109-610	Office Supplies - Treasurer	200.00	0.00	0.00	200.00	0
Control Total		73,073.00	4,532.52	9,016.65	66,256.35	12
FUNCTION Total		73,073.00	4,532.52	9,016.65	66,256.35	12
100-01-0111-000	Tax Collector					
100-01-0111-100	Salary-Tax Collector	45,174.00	3,830.32	7,709.58	37,464.42	17
100-01-0111-330	Conf. & Seminars-Tax Collector	400.00	0.00	0.00	400.00	0
100-01-0111-438	Contracted Software Maint.-Tax Collector	12,353.00	6,116.25	9,225.90	3,127.10	75
100-01-0111-610	Office Supplies-Tax Collector	400.00	0.00	0.00	400.00	0
100-01-0111-810	Dues/Membership - Tax Collector	125.00	20.00	20.00	105.00	16
Control Total		58,452.00	9,966.57	16,955.48	41,496.52	29
FUNCTION Total		58,452.00	9,966.57	16,955.48	41,496.52	29
100-01-0113-000	Assessor					
100-01-0113-100	Salary-Assessor	30,101.00	2,281.81	4,597.35	25,503.65	15
100-01-0113-120	Salary-Asst. Assessor	38,351.00	2,907.70	5,858.91	32,492.09	15
100-01-0113-335	Training/Assessor	650.00	0.00	0.00	650.00	0
100-01-0113-438	Contracted Software Maint.-Assessor	18,404.00	15,486.50	15,486.50	2,917.50	84
100-01-0113-580	Mileage-Assessor	500.00	0.00	0.00	500.00	0
100-01-0113-610	Office Supplies-Assessor	825.00	0.00	0.00	825.00	0
100-01-0113-612	Books / Subs.-Assessor	450.00	0.00	0.00	450.00	0
Control Total		89,281.00	20,676.01	25,942.76	63,338.24	29
FUNCTION Total		89,281.00	20,676.01	25,942.76	63,338.24	29
100-01-0115-000	BD Assess Appeal					
100-01-0115-100	Salaries-BAA	680.00	0.00	0.00	680.00	0
100-01-0115-120	BAA-Clerk	400.00	0.00	0.00	400.00	0
100-01-0115-335	BAA-Training	150.00	0.00	0.00	150.00	0
Control Total		1,230.00	0.00	0.00	1,230.00	0

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
FUNCTION Total		1,230.00	0.00	0.00	1,230.00	0
100-01-0117-000	Town Clerk					
100-01-0117-100	Salary-Town Clerk	52,296.00	3,964.22	7,987.00	44,309.00	15
100-01-0117-120	Asst. salary-Town Clerk	22,448.00	2,222.53	4,436.95	18,011.05	20
100-01-0117-330	Conf. / Seminars-Town Clerk	1,000.00	0.00	465.00	535.00	46
100-01-0117-335	Training-Town clerk	2,000.00	0.00	0.00	2,000.00	0
100-01-0117-438	Equip. Maint.-Town Clerk	540.00	0.00	0.00	540.00	0
100-01-0117-580	Travel- Town Clerk	400.00	0.00	0.00	400.00	0
100-01-0117-610	Office Supplies-Town Clerk	1,400.00	0.00	0.00	1,400.00	0
100-01-0117-612	Land Records-Town Clerk	10,500.00	8.80	109.86	10,390.14	1
100-01-0117-616	Maps Filming & Indexing-Town Clerk	600.00	0.00	0.00	600.00	0
100-01-0117-810	Dues / Memberships-Town Clerk	520.00	0.00	50.00	470.00	10
100-01-0117-865	Vital Statistics-Town Clerk	300.00	0.00	0.00	300.00	0
100-01-0117-885	Restoration-Town Clerk	6,500.00	0.00	0.00	6,500.00	0
Control Total		98,504.00	6,195.55	13,048.81	85,455.19	13
FUNCTION Total		98,504.00	6,195.55	13,048.81	85,455.19	13
100-01-0119-000	Probate Court					
100-01-0119-800	Misc. Expenses-Probate Court	3,200.00	0.00	0.00	3,200.00	0
Control Total		3,200.00	0.00	0.00	3,200.00	0
FUNCTION Total		3,200.00	0.00	0.00	3,200.00	0
100-01-0121-000	Elections					
100-01-0121-100	Salaries-Elections	16,500.00	0.00	1,715.74	14,784.26	10
100-01-0121-335	Training - Elections	625.00	0.00	290.84	334.16	47
100-01-0121-438	Equip. Maint.-Elections	3,000.00	750.00	750.00	2,250.00	25
100-01-0121-610	Supplies-Elections	8,800.00	0.00	15.26	8,784.74	0
100-01-0121-800	MISC/CANV	120.00	0.00	0.00	120.00	0
100-01-0121-830	Meals-Elections	660.00	0.00	126.88	533.12	19
Control Total		29,705.00	750.00	2,898.72	26,806.28	10
FUNCTION Total		29,705.00	750.00	2,898.72	26,806.28	10
100-01-0123-000	Old Town Hall					
100-01-0123-432	Building Maint.- Old Town Hall	2,500.00	0.00	0.00	2,500.00	0
100-01-0123-490	Alarm System-Old Town Hall	575.00	0.00	0.00	575.00	0
100-01-0123-601	Electricity-Old Town Hall	975.00	54.48	105.97	869.03	11

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
100-01-0123-603	Fuel Oil-Old Town Hall	400.00	0.00	0.00	400.00	0
Control Total		4,450.00	54.48	105.97	4,344.03	2
FUNCTION Total		4,450.00	54.48	105.97	4,344.03	2
100-01-0125-000	Registrars					
100-01-0125-100	Salary-Registrars	12,360.00	0.00	848.65	11,511.35	7
100-01-0125-120	Asst. Salary-Registrars	1,030.00	0.00	0.00	1,030.00	0
100-01-0125-330	CONF & SEMINARS - Registrars	1,200.00	200.00	200.00	1,000.00	17
100-01-0125-335	Registrar-Training	3,500.00	0.00	0.00	3,500.00	0
100-01-0125-580	Travel-Registrars	500.00	0.00	0.00	500.00	0
100-01-0125-610	Office Supplies-Registrars	300.00	0.00	58.48	241.52	19
100-01-0125-810	Dues / Memberships-Registrars	200.00	190.00	190.00	10.00	95
Control Total		19,090.00	390.00	1,297.13	17,792.87	7
FUNCTION Total		19,090.00	390.00	1,297.13	17,792.87	7
100-01-0127-000	ADS					
100-01-0127-540	Legal Ads-Advertising	5,500.00	979.00	1,221.00	4,279.00	22
Control Total		5,500.00	979.00	1,221.00	4,279.00	22
FUNCTION Total		5,500.00	979.00	1,221.00	4,279.00	22
100-01-0129-000	Town Office Building					
100-01-0129-315	Payroll Service-Town Office	7,000.00	0.01-	0.01-	7,000.01	0
100-01-0129-350	Water Testing	500.00	0.00	0.00	500.00	0
100-01-0129-365	Elevator-Service Contract	2,350.00	0.00	0.00	2,350.00	0
100-01-0129-401	Elevator Permit	240.00	240.00	240.00	0.00	100
100-01-0129-432	Building Maint.-Town Office Building	4,250.00	486.00	1,113.67	3,136.33	26
100-01-0129-434	Furnace Maint - Town Office Building	500.00	0.00	0.00	500.00	0
100-01-0129-439	Software Maint.-Town Office Building	8,250.00	0.00	0.00	8,250.00	0
100-01-0129-442	Computer Tech Support	11,000.00	0.00	579.50	10,420.50	5
100-01-0129-443	Website Fees	4,731.00	0.00	0.00	4,731.00	0
100-01-0129-444	Copier Rental-Town Office	2,680.00	223.32	446.64	2,233.36	17
100-01-0129-490	Tolland 911 Dispatch-Town Office	11,133.00	10,265.74	10,265.74	867.26	92
100-01-0129-493	Alarm Monitoring - Town Office Building	500.00	0.00	0.00	500.00	0
100-01-0129-530	Telephone-Town Office Building	5,000.00	480.50	890.45	4,109.55	18
100-01-0129-531	Postage-Town Office	7,000.00	0.00	2,000.00	5,000.00	29
100-01-0129-533	Postage Meter Rental-Town Office	600.00	0.00	0.00	600.00	0
100-01-0129-537	CEN Fiberoptic Internet-Office Building	1,500.00	0.00	0.00	1,500.00	0

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
100-01-0129-550	Printing-Town Office Building	1,600.00	0.00	0.00	1,600.00	0
100-01-0129-601	Electricity-Town Office Building	9,900.00	953.49	2,521.76	7,378.24	25
100-01-0129-603	Fuel Oil-Town Office Building	7,266.00	0.00	0.00	7,266.00	0
100-01-0129-610	Office Supplies-Town Office Building	3,200.00	375.07	439.79	2,760.21	14
100-01-0129-652	Custodial Supplies - Town office Buildin	1,600.00	0.00	197.45	1,402.55	12
100-01-0129-730	Equipment-Town Office Building	750.00	460.00	460.00	290.00	61
100-01-0129-735	Computer Services Town Office	2,100.00	0.00	0.00	2,100.00	0
Control Total		93,650.00	13,484.11	19,154.99	74,495.01	20
FUNCTION Total		93,650.00	13,484.11	19,154.99	74,495.01	20
100-01-0135-000	Civil Preparedness					
100-01-0135-100	Salary-Civil Preparedness	750.00	0.00	0.00	750.00	0
100-01-0135-335	Civil Preparedness Training	350.00	0.00	0.00	350.00	0
100-01-0135-435	Vehicle Maintenance	1,000.00	0.00	0.00	1,000.00	0
100-01-0135-610	Office/Training Supplies - Civil Prep	850.00	0.00	0.00	850.00	0
Control Total		2,950.00	0.00	0.00	2,950.00	0
FUNCTION Total		2,950.00	0.00	0.00	2,950.00	0
100-01-0137-000	Insurance					
100-01-0137-500	Insurance	116,390.00	44,332.00	44,332.00	72,058.00	38
Control Total		116,390.00	44,332.00	44,332.00	72,058.00	38
FUNCTION Total		116,390.00	44,332.00	44,332.00	72,058.00	38
100-01-0141-000	Employee Benefits					
100-01-0141-205	Social Security-Employee Benefits	59,441.00	3,772.34	7,880.82	51,560.18	13
100-01-0141-207	Medicare-Employee Benefits	13,902.00	882.28	1,843.17	12,058.83	13
100-01-0141-210	Unempl. Comp.-Employee Benefits	10,000.00	229.34	516.01	9,483.99	5
100-01-0141-215	Health Insurance-Employee Benefits	178,272.00	5,226.38	4,909.01	173,362.99	3
100-01-0141-221	Longevity	1,500.00	0.00	0.00	1,500.00	0
100-01-0141-223	Disability-Employee Benefits	2,500.00	24.00	238.60	2,261.40	10
100-01-0141-225	Life Ins.-Employee Benefits	1,500.00	93.36	93.36	1,406.64	6
100-01-0141-230	Retirement-Employee Benefits	123,409.00	0.00	0.00	123,409.00	0
100-01-0141-280	CDL, Physicals, Drug Testing-Employee	750.00	0.00	0.00	750.00	0
100-01-0141-290	Amort. Merf-Employee Benefits	131.00	0.00	0.00	131.00	0
100-01-0141-295	Adm. Fee Merf.-Employee Benefits	3,640.00	3,250.00	3,250.00	390.00	89
Control Total		395,045.00	13,477.70	18,730.97	376,314.03	5



Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
FUNCTION Total		395,045.00	13,477.70	18,730.97	376,314.03	5
100-01-0143-000	Andover Senior Transportation					
100-01-0143-100	Salaries-Drivers/Dispatch	25,000.00	2,044.36	3,168.60	21,831.40	13
100-01-0143-380	Comm. Drivers Test-Dial a Ride	1,000.00	0.00	0.00	1,000.00	0
100-01-0143-435	Vehicle Maint.-Dial a Ride	5,000.00	0.00	573.47	4,426.53	11
100-01-0143-603	Fuel-Dial a Ride	6,095.00	0.00	0.00	6,095.00	0
Control Total		37,095.00	2,044.36	3,742.07	33,352.93	10
FUNCTION Total		37,095.00	2,044.36	3,742.07	33,352.93	10
100-01-0145-000	Senior Citizens					
100-01-0145-100	Municipal Agent-Salary	5,806.00	250.58	769.58	5,036.42	13
100-01-0145-820	Senior Lunch-Senior Citizens	1,080.00	0.00	0.00	1,080.00	0
100-01-0145-870	Programs-Senior Citizens	2,000.00	0.00	1,000.00	1,000.00	50
100-01-0145-875	Trips-Senior Citizens	4,000.00	0.00	0.00	4,000.00	0
Control Total		12,886.00	250.58	1,769.58	11,116.42	14
FUNCTION Total		12,886.00	250.58	1,769.58	11,116.42	14
100-01-0147-000	Custodian					
100-01-0147-365	Custodian	13,390.00	765.00	1,795.00	11,595.00	13
Control Total		13,390.00	765.00	1,795.00	11,595.00	13
FUNCTION Total		13,390.00	765.00	1,795.00	11,595.00	13
100-01-0149-000	Old Fire House					
100-01-0149-601	Electricity-Old Fire House	1,441.00	93.73	223.62	1,217.38	16
100-01-0149-603	Fuel Oil-Old Fire House	1,000.00	0.00	0.00	1,000.00	0
Control Total		2,441.00	93.73	223.62	2,217.38	9
FUNCTION Total		2,441.00	93.73	223.62	2,217.38	9
100-01-0151-000	Dog Fund					
100-01-0151-100	NECOG Animal Control	9,920.00	10,391.70	10,391.70	471.70-	105
Control Total		9,920.00	10,391.70	10,391.70	471.70-	105
FUNCTION Total		9,920.00	10,391.70	10,391.70	471.70-	105

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
100-01-0153-000	Historical					
100-01-0153-800	Town Historian	200.00	0.00	0.00	200.00	0
Control Total		200.00	0.00	0.00	200.00	0
FUNCTION Total		200.00	0.00	0.00	200.00	0
100-02-0201-000	NL - Health Officer					
100-02-0201-841	Health Director-Eastern Highlands	18,422.00	4,605.41	4,605.41	13,816.59	25
Control Total		18,422.00	4,605.41	4,605.41	13,816.59	25
FUNCTION Total		18,422.00	4,605.41	4,605.41	13,816.59	25
100-02-0205-000	NL - North Central Mental Hlth					
100-02-0205-843	Amplify Mental Health	250.00	220.00	220.00	30.00	88
Control Total		250.00	220.00	220.00	30.00	88
FUNCTION Total		250.00	220.00	220.00	30.00	88
100-02-0207-000	NL - AHM Youth Services					
100-02-0207-844	AHM Youth Services	92,179.00	0.00	0.00	92,179.00	0
Control Total		92,179.00	0.00	0.00	92,179.00	0
FUNCTION Total		92,179.00	0.00	0.00	92,179.00	0
100-03-0301-000	P.W. Dept					
100-03-0301-100	Salary-Public Works	311,327.00	19,060.12	41,539.41	269,787.59	13
100-03-0301-111	Temp/PW	2,500.00	0.00	0.00	2,500.00	0
100-03-0301-112	Overtime/PW	9,000.00	192.30	1,725.17	7,274.83	19
100-03-0301-391	Fire Ext. Ck.-Public Works	600.00	0.00	0.00	600.00	0
100-03-0301-392	Welding Supply-Public Works	900.00	0.00	0.00	900.00	0
100-03-0301-435	Vehicle Maint.Public Works	32,000.00	0.00	4,295.69	27,704.31	13
100-03-0301-448	Misc. Labor/Rental-Town Garage	1,500.00	0.00	0.00	1,500.00	0
100-03-0301-535	Telephone - Public Works	852.00	71.35	71.35	780.65	8
100-03-0301-602	Diesel-Public Works	14,000.00	11,262.78	11,262.78	2,737.22	80
100-03-0301-603	Fuel-Public Works	9,400.00	0.00	0.00	9,400.00	0
100-03-0301-620	Supplies - Public Works	15,500.00	0.00	1,889.33	13,610.67	12
100-03-0301-730	Equipment - Public Works	6,750.00	0.00	0.00	6,750.00	0
100-03-0301-810	Dues/ Memberships-Public works	75.00	0.00	0.00	75.00	0
Control Total		404,404.00	30,586.55	60,783.73	343,620.27	15

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
FUNCTION Total		404,404.00	30,586.55	60,783.73	343,620.27	15
100-03-0303-000	Snow Removal					
100-03-0303-130	Overtime Wages-Snow Removal	15,750.00	0.00	0.00	15,750.00	0
100-03-0303-436	Ice Maint. Bldg.--Snow Removal	525.00	0.00	0.00	525.00	0
100-03-0303-642	Supplies - Snow Removal	2,850.00	0.00	0.00	2,850.00	0
100-03-0303-644	Sand - Snow Removal	5,000.00	0.00	0.00	5,000.00	0
100-03-0303-646	Salt - Snow Removal	63,000.00	0.00	0.00	63,000.00	0
100-03-0303-730	Sanding Equip-Snow Removal	525.00	0.00	0.00	525.00	0
100-03-0303-830	Meals-Snow Removal	675.00	0.00	0.00	675.00	0
Control Total		88,325.00	0.00	0.00	88,325.00	0
FUNCTION Total		88,325.00	0.00	0.00	88,325.00	0
100-03-0305-000	Lighting					
100-03-0305-410	Street Lighting	7,000.00	568.80	1,583.44	5,416.56	23
Control Total		7,000.00	568.80	1,583.44	5,416.56	23
FUNCTION Total		7,000.00	568.80	1,583.44	5,416.56	23
100-03-0309-000	Town Garage					
100-03-0309-330	Conf/Seminars-Town Garage	600.00	0.00	0.00	600.00	0
100-03-0309-350	Medical/Drug - Town Garage	525.00	0.00	0.00	525.00	0
100-03-0309-432	Building Maint.-Town Garage	18,000.00	486.00	486.00	17,514.00	3
100-03-0309-490	Alarm Systems - Town Garage	750.00	0.00	0.00	750.00	0
100-03-0309-537	Internet Cable-Town Garage	1,470.00	0.00	115.85	1,354.15	8
100-03-0309-601	Electricity-Town Garage	6,475.00	334.99	883.13	5,591.87	14
100-03-0309-603	Fuel Oil-Town Garage	6,250.00	0.00	0.00	6,250.00	0
100-03-0309-610	Office Supplies-Town Garage	175.00	0.00	645.84	470.84	369
100-03-0309-618	Computer Supplies-Town Garage	325.00	0.00	0.00	325.00	0
Control Total		34,570.00	820.99	2,130.82	32,439.18	6
FUNCTION Total		34,570.00	820.99	2,130.82	32,439.18	6
100-03-0311-000	Town Engineer					
100-03-0311-370	Consulting Fees-Engineer	10,000.00	0.00	0.00	10,000.00	0
Control Total		10,000.00	0.00	0.00	10,000.00	0
FUNCTION Total		10,000.00	0.00	0.00	10,000.00	0

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
100-03-0313-000	Ground Care					
100-03-0313-420	Mowing-Ground Care	23,000.00	287.34	287.34	22,712.66	1
100-03-0313-422	Beautifications-Ground Care	2,500.00	0.00	800.00	1,700.00	32
100-03-0313-424	Old Cemetary - Ground Care	2,000.00	0.00	0.00	2,000.00	0
Control Total		27,500.00	287.34	1,087.34	26,412.66	4
FUNCTION Total		27,500.00	287.34	1,087.34	26,412.66	4
100-04-0401-000	Fire Department					
100-04-0401-800	Fire Department	148,150.00	37,037.50	37,037.50	111,112.50	25
Control Total		148,150.00	37,037.50	37,037.50	111,112.50	25
FUNCTION Total		148,150.00	37,037.50	37,037.50	111,112.50	25
100-04-0403-000	Resident Trooper					
100-04-0403-375	Contract St. Fee-Law Enforcement	170,000.00	0.00	0.00	170,000.00	0
100-04-0403-610	Office Supplies-Law Enforcement	450.00	0.00	0.00	450.00	0
Control Total		170,450.00	0.00	0.00	170,450.00	0
FUNCTION Total		170,450.00	0.00	0.00	170,450.00	0
100-04-0405-000	Fire Marshall					
100-04-0405-100	Salary - Fire Marshall	8,028.00	613.30	1,230.82	6,797.18	15
100-04-0405-110	Deputy Salary	1,267.00	0.00	0.00	1,267.00	0
100-04-0405-150	Fire - Burning Official Comp	350.00	0.00	0.00	350.00	0
100-04-0405-335	Training-Fire Marshall	300.00	0.00	0.00	300.00	0
100-04-0405-610	Office Supplies-Fire Marshall	50.00	0.00	0.00	50.00	0
100-04-0405-612	Subscriptions/Fire Marshall	750.00	0.00	0.00	750.00	0
100-04-0405-730	Equipment-Fire Marshall	3,000.00	0.00	0.00	3,000.00	0
100-04-0405-810	Dues / Memberships-Fire Marshall	150.00	0.00	0.00	150.00	0
Control Total		13,895.00	613.30	1,230.82	12,664.18	9
FUNCTION Total		13,895.00	613.30	1,230.82	12,664.18	9
100-05-0501-000	welfare					
100-05-0501-845	Social Services-ACCESS	400.00	0.00	0.00	400.00	0
Control Total		400.00	0.00	0.00	400.00	0
FUNCTION Total		400.00	0.00	0.00	400.00	0

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
100-06-0601-000	Memorial Day Comm.					
100-06-0601-800	Misc. Exp-Memorial Day	800.00	0.00	0.00	800.00	0
Control Total		800.00	0.00	0.00	800.00	0
FUNCTION Total		800.00	0.00	0.00	800.00	0
100-06-0603-000	Recreation Commission					
100-06-0603-493	Outside Facility-Recreation Comm	2,630.00	0.00	0.00	2,630.00	0
100-06-0603-870	Programs-Recreation Comm	6,000.00	0.00	800.00	5,200.00	13
Control Total		8,630.00	0.00	800.00	7,830.00	9
FUNCTION Total		8,630.00	0.00	800.00	7,830.00	9
100-07-0701-000	Transfer Station					
100-07-0701-100	Wages-Transfer Station	23,816.00	1,879.56	3,647.44	20,168.56	15
100-07-0701-438	Maintence-Transfer Station	2,500.00	0.00	50.44	2,449.56	2
100-07-0701-442	Brush Pile Removal	14,000.00	0.00	0.00	14,000.00	0
100-07-0701-480	Hauling Fees-Transfer Station	41,102.00	0.00	3,470.94	37,631.06	8
100-07-0701-481	Bulky Waste-Transfer Station	31,366.00	0.00	2,232.71	29,133.29	7
100-07-0701-493	Outdoor Facility-Transfer Station	900.00	105.00	105.00	795.00	12
100-07-0701-601	Electricity-Transfer Station	3,025.00	162.29	343.96	2,681.04	11
100-07-0701-610	Supplies - Transfer Station	150.00	0.00	0.00	150.00	0
100-07-0701-803	Compactor Lease Transfer Station	3,200.00	0.00	265.23	2,934.77	8
100-07-0701-998	Tipping Fees-Transfer Station	46,508.00	0.00	2,673.24	43,834.76	6
Control Total		166,567.00	2,146.85	12,788.96	153,778.04	8
FUNCTION Total		166,567.00	2,146.85	12,788.96	153,778.04	8
100-07-0703-000	Recycling					
100-07-0703-432	Hazardous Waste	2,910.00	0.00	0.00	2,910.00	0
100-07-0703-484	Antifreeze Pickup-Recycling	110.00	0.00	0.00	110.00	0
100-07-0703-485	Used Oil Pickup-Recycling	1,300.00	0.00	0.00	1,300.00	0
100-07-0703-488	Tire Pickup-Recycling	1,300.00	0.00	0.00	1,300.00	0
100-07-0703-631	Oil Filters	100.00	0.00	0.00	100.00	0
100-07-0703-807	Mid-Neroc Fees - Recycling	970.00	800.00	800.00	170.00	82
Control Total		6,690.00	800.00	800.00	5,890.00	12
FUNCTION Total		6,690.00	800.00	800.00	5,890.00	12

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
100-08-0801-000	Ec Development Comm					
100-08-0801-800	Economic Development Comm.	500.00	0.00	0.00	500.00	0
Control Total		500.00	0.00	0.00	500.00	0
FUNCTION Total		500.00	0.00	0.00	500.00	0
100-08-0803-000	P&Z Commission					
100-08-0803-100	Wages-Planning & Zoning	3,200.00	0.00	107.75	3,092.25	3
100-08-0803-310	Legal/Professional P&Z	11,500.00	0.00	166.50	11,333.50	1
100-08-0803-335	Training-Planning & Zoning	500.00	0.00	0.00	500.00	0
100-08-0803-340	Planning & Zoning - Mapping	300.00	0.00	0.00	300.00	0
Control Total		15,500.00	0.00	274.25	15,225.75	2
FUNCTION Total		15,500.00	0.00	274.25	15,225.75	2
100-08-0805-000	Zoning Board of Appeals					
100-08-0805-115	Board Clerk - ZBA	500.00	0.00	168.00	332.00	34
Control Total		500.00	0.00	168.00	332.00	34
FUNCTION Total		500.00	0.00	168.00	332.00	34
100-08-0807-000	Building Department					
100-08-0807-100	Wages - Building Department	19,303.00	0.00	0.00	19,303.00	0
100-08-0807-120	Clerk's Wages-Building Department	23,577.00	2,255.72	4,460.22	19,116.78	19
100-08-0807-438	Equipment maint.-Building Dept.	1,500.00	0.00	0.00	1,500.00	0
100-08-0807-580	Mileage-Building Department	1,200.00	0.00	0.00	1,200.00	0
100-08-0807-610	Office Supplies-Building Department	550.00	0.00	0.00	550.00	0
100-08-0807-612	Bks. & Manuals-Building Department	500.00	0.00	0.00	500.00	0
100-08-0807-890	PermitLink Fees - Building Department	4,500.00	0.00	540.00	3,960.00	12
100-08-0807-901	Building Dept.-Equipment	250.00	0.00	0.00	250.00	0
Control Total		51,380.00	2,255.72	5,000.22	46,379.78	10
FUNCTION Total		51,380.00	2,255.72	5,000.22	46,379.78	10
100-08-0809-000	Wetlands					
100-08-0809-100	Wages-Inland/Wetlands	16,550.00	1,238.92	2,512.12	14,037.88	15
100-08-0809-115	Board Clerk - IWC	1,450.00	0.00	74.50	1,375.50	5
100-08-0809-335	Training-Inland/Wetlands	250.00	0.00	0.00	250.00	0
100-08-0809-610	Office Supplies-Inland/Wetland	200.00	0.00	0.00	200.00	0
100-08-0809-810	Dues / Memberships-Inland/Wetlands	65.00	0.00	65.00	0.00	100

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
Control Total		18,515.00	1,238.92	2,651.62	15,863.38	14
FUNCTION Total		18,515.00	1,238.92	2,651.62	15,863.38	14
100-08-0815-000	Conservation Commission					
100-08-0815-330	Conservation-membership	65.00	0.00	0.00	65.00	0
100-08-0815-335	Conservation-training	200.00	0.00	0.00	200.00	0
100-08-0815-609	Conservation-equipment	100.00	0.00	0.00	100.00	0
100-08-0815-810	Conservation-conferences	200.00	0.00	0.00	200.00	0
Control Total		565.00	0.00	0.00	565.00	0
FUNCTION Total		565.00	0.00	0.00	565.00	0
100-08-0817-000	Zoning Agent					
100-08-0817-100	Salary-Zoning Agent	25,444.00	1,936.86	3,722.81	21,721.19	15
Control Total		25,444.00	1,936.86	3,722.81	21,721.19	15
FUNCTION Total		25,444.00	1,936.86	3,722.81	21,721.19	15
100-08-0819-000	CRCOG, CCM, Cost					
100-08-0819-810	Capital Region Council of Govt.	8,475.00	8,111.00	8,111.00	364.00	96
Control Total		8,475.00	8,111.00	8,111.00	364.00	96
FUNCTION Total		8,475.00	8,111.00	8,111.00	364.00	96
100-09-0901-000	Education					
100-09-0901-590	RHAM Payment	5,026,937.00	0.00	0.00	5,026,937.00	0
100-09-0901-595	Board of Education Expenses	4,052,787.00	0.00	0.00	4,052,787.00	0
Control Total		9,079,724.00	0.00	0.00	9,079,724.00	0
FUNCTION Total		9,079,724.00	0.00	0.00	9,079,724.00	0
100-10-1001-000	Library					
100-10-1001-100	Library Payroll	79,014.00	6,008.42	11,917.40	67,096.60	15
100-10-1001-800	Library-Operations	26,989.00	0.00	13,494.50	13,494.50	50
Control Total		106,003.00	6,008.42	25,411.90	80,591.10	24
FUNCTION Total		106,003.00	6,008.42	25,411.90	80,591.10	24

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
100-11-1101-000	Capital Expenditures					
100-11-1101-701	Town Garage-Capital Expenditure	30,000.00	0.00	0.00	30,000.00	0
100-11-1101-714	Revaluation	16,500.00	0.00	0.00	16,500.00	0
100-11-1101-715	P & Z-Capital POCD	5,000.00	0.00	0.00	5,000.00	0
Control Total		51,500.00	0.00	0.00	51,500.00	0
FUNCTION Total		51,500.00	0.00	0.00	51,500.00	0
100-13-1305-000	Fund Transfers					
100-13-1305-899	Contingency	50,000.00	0.00	0.00	50,000.00	0
100-13-1305-901	DPW Equipment	100,000.00	115,000.00	100,000.00	0.00	100
100-13-1305-908	Fire Dept. Equip. Fund	80,000.00	100,000.00	80,000.00	0.00	100
100-13-1305-911	Road Improvement Fund	330,000.00	330,000.00	330,000.00	0.00	100
100-13-1305-912	tree removal fund	50,000.00	75,000.00	50,000.00	0.00	100
100-13-1305-913	bunker hill bridge	160,000.00	160,000.00	160,000.00	0.00	100
100-13-1305-914	bridge and culvert	100,000.00	100,000.00	100,000.00	0.00	100
100-13-1305-915	building maintenance	55,000.00	60,000.00	55,000.00	0.00	100
Control Total		925,000.00	995,000.00	875,000.00	50,000.00	95
FUNCTION Total		925,000.00	995,000.00	875,000.00	50,000.00	95
Fund Budgeted		12,725,317.00	1,227,986.14	1,228,070.58	11,499,446.42	10
Fund Non-Budgeted		0.00	0.00	0.00	0.00	0
Fund Total		12,725,317.00	1,227,986.14	1,228,070.58	11,499,446.42	10
Final Budgeted		12,725,317.00	1,227,986.14	1,228,070.58	11,499,446.42	10
Final Non-Budgeted		0.00	0.00	0.00	0.00	0
Final Total		12,725,317.00	1,227,986.14	1,228,070.58	11,499,446.42	10





# Andover School District

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**35 School Road**  
Andover, CT 06232  
Tel. (860) 742-7339  
Fax (860) 742-8288  
[www.andoverelementaryct.org](http://www.andoverelementaryct.org)

**Valerie E. Bruneau**  
*Superintendent*

**Taylor Parker**  
*Principal*

**Holly L. Maiorano**  
*Director of Special Education*

August 11, 2022

Diane Choquette, Chairwoman  
Board of Finance  
17 School Road  
Andover, CT 06232

Dear Chairwoman Choquette:

I am writing today to formally request the Board of Finance vote to approve a transfer of funds into the 2% non-lapsing account (also called the School Improvement Fund). The Board of Education has been informed, via the Superintendent and the Finance Director, that an unexpected surplus will be available after all encumbrances and audits are completed. This year, the balance is \$6,594.30. Although it is a small amount, we are requesting the ability to deposit this money into our account.

If any other documentation or information is needed, please feel free to contact me directly at any time..

Sincerely,

Gerard J. Cremé  
Chairman  
Andover Board of Education

**Town of Andover  
Board of Finance  
Special Meeting**  
Thursday, June 9th 2022 at 7:00 P.M.  
Location: virtual Zoom meeting

Special Meeting Minutes

Members: Chairman Marc Brinker, Vice Chair Diane Choquette, Joanne Hebert, Louise Goodwin, Linda Fish  
Members Absent: Curt Dowling, Robert England  
Town Administrator: Eric Anderson, Board Clerk: Marina Pandolfi  
Assistant Finance Officer: Marina Pandolfi  
Public Present: Kimberly Person, Cathleen Weigart

1. Call to Order/Pledge of Allegiance-

Marc Brinker called the meeting to order at 7:03pm  
The Pledge of Allegiance was recited.

2. Public Speak –

Kimberly Person – none

3. Budget Workshop for Fiscal Year 2022-2023 Proposed Town Budget

Budget passed at referendum June 7<sup>th</sup>, 2022. Discussion regarding results of referendum.

Registered voters in Andover 2,241 – voters at June 7<sup>th</sup> referendum 524 – 23% turnout

Results:

Question 1) Should the budget be approved? Yes – 292 No – 230 Blank – 2

Question 2) Is the Andover Elementary School budget Too High – 283 Too Low – 154 Blank – 85

Question 3) Is the Andover Town budget Too High – 237 Too Low – 164 Blank 123

Results will be posted on the Town website.

4. Adopt a Mil Rate for Fiscal Year 2022 – 2023

Discussion regarding the Mil Rate.

Diane Choquette MOTIONED to adopt the Mil Rate of 31.91 for the 2022-2023 Fiscal Year.

Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

Marc Brinker will send a letter to the Tax Collector's Office and Assessor's Office formally adopting and announcing the Mil Rate.

5. Audit Discussion

Discussion between Board, Town Administrator, and Finance Department regarding the status of the FY 20-21 audit.

Marc Brinker, Jeff Maguire and Eric Anderson met with the auditor today (6/9/2022). There is a significant cash discrepancy between the bank and book balances. Jeff Maguire will meet with Marina Pandolfi in the Finance Department on Friday, June 10<sup>th</sup> to go over all documents and findings pertaining to the audit.

The Board of Finance wants to be involved with the resolution process for the audit. Would like to know what happened and a timeline to prevent this delay and discrepancy from happening again.

An audit extension needs to be filed with the State for the end of June. This discrepancy will be worked on aggressively over the next few weeks to be resolved as quickly as possible. A plan will also be formulated to get future bank reconciliations on track.

Eric Anderson also discussed the upcoming budget transfers. He will work with the Finance Department to have the proposed transfers completed by the week of June 22<sup>nd</sup>. This listing will be provided to the Board of Finance to review. The Board will cancel their meeting on June 22<sup>nd</sup> and reschedule for June 29<sup>th</sup> so there is time to review the proposed transfers.

6. Correspondence – none

7. Public Speak –

Kimberly Person – has a few questions but will send an email to the Board

Cathleen Weigart – none

8. Adjournment –

Louise Goodwin MOTIONED to adjourn the meeting at 7:59pm.  
Joanne Hebert SECONDED. MOTION CARRIED 5:0:0

\* 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](https://www.facebook.com/townofandoverct) page for community updates! Helpfully submitted by the Board Clerk Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

**Town of Andover  
Board of Finance –  
Special Meeting**  
Wednesday, June 29<sup>th</sup> 2022 at 7:00 P.M.  
Location: virtual Zoom meeting

Special Meeting Minutes

Members: Vice Chair Diane Choquette, Joanne Hebert, Curt Dowling, Louise Goodwin, Linda Fish  
Members absent: Chair Marc Brinker, Robert England  
Town Administrator: Eric Anderson, Board Clerk: Marina Pandolfi  
Assistant Finance Officer: Marina Pandolfi  
Public Works: Supervisor, Jay Tuttle

1. Call to Order/Pledge of Allegiance-

Diane Choquette called the meeting to order at 7:02pm

The Pledge of Allegiance was recited.

2. Public Speak- none

3. Additions/Deletions of Agenda Items - none

4. Town Administrator's Report

Eric Anderson updated the Board on the status of Union negotiations and contracts – which will be on the agenda at the next Board of Selectmen meeting, Federal funding for bridge program – application put in for the Long Hill Bridge, reviewed the bids for a new Town Engineer with Ed Sarisly and Jed Larson. Eric also reached out to CRCOG about a Rural Transportation Improvement Program – will put in a grant submission if the Town qualifies.

5. Audit Status

Jeff Maguire, Diane Choquette, and Marina Pandolfi are working together to input data into Excel sheets and manually reconcile each month without having access to the previous accounting software. Eric Anderson has requested an incident report from EASTCONN on the accounting software server crashing. Sherry Holmes has been in contact with the auditor and an update will be provided as we receive more details from them. Once the Fiscal Year 2020-2021 audit is completed, Fiscal Year 2021-2022 will begin to be reconciled.

6. Finance Department Reports

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

Question on dates on reports provided – report printed with proposed Budget Transfer Excel sheet is most up to date through June 22, 2022. The Finance Office will encumber the funds in the Resident Trooper expense line as we wait for the invoice from the State. Additional discussion about remaining invoices – will try to have as much finalized by the next Board of Finance meeting in July.

7. Budget Transfers

- a. Budget Transfers/Supplemental Appropriations
  - b. Over Expenditure Report
- No action taken.

8. Old Business – no discussion

9. New Business

Discuss and act upon the following:

a) Final Budget Transfers

- i. Items that will not be reconciled prior to this meeting
- ii. Resident State Trooper Contract

Discussion on journal entries being done throughout the year to cover departmental overages – would cut down on the amount of transfers done at the end of the year – also discussed MERS Retirement rate.

Curt Dowling MOTIONED to approve the final budget transfers as presented.

Louise Goodwin SECONDED.

MOTION CARRIED 5:0:0

Eric Anderson asked to move agenda items 9d and 9e up as the Public Works Supervisor was present.

d) Skid Steer

- i. BOF further approval now that we have a budget

Jay Tuttle updated Board on the potential Skid Steer purchase – provided three quotes and recommendations of one machine over the other. The purchase will include the machine, attachments and 5 year/3,000 hour Warranty.

Diane Choquette MOTIONED for the Board of Finance to approve the purchase of a Bobcat S64 T4 Skid Steer Loader with attachments that is not to exceed \$76,000.

Joanne Hebert SECONDED.

MOTION CARRIED 5:0:0

e) Cost over-run in previous STEAP grant

- a. Lowest bid \$278,000 plus cost of curbing ~\$8,000

Eric Anderson updated the Board on the cost of repairing a portion of Shoddy Mill Road and Long Hill Road. Lowest bidder is B&W Paving – the cost is now higher than when the STEAP Grant was submitted, grant will cover \$128,500 – remaining funding will be from what the Town can afford.

b) Interview Panel for new Treasurer

- i. Assume one other Finance Director from a neighboring Town – Columbia or Coventry
- ii. BOF Representative – Diane C.
- iii. BOS Representative

Diane Choquette and Louise Goodwin will sit on the interview panel.

c) STEAP grant submission

- i. How do we square this with our purchasing policy?
  - 1. EZIQC
  - 2. New Holland for a building shell kit
  - 3. Survey, topographic and structural wall design plan
- ii. Grant due 59 days from today

Eric Anderson updated the Board on STEAP Grant Funding information from the Office of Policy & Management - \$30 million in funding. Grant application to be submitted for tearing down the Old Fire House and putting up a new building to house the Senior Transportation vehicles. Eric spoke with the Planning & Zoning Commission – he is looking for approval at their next meeting. Asbestos and lead testing to be done – awaiting results. Survey needs to be done – variance needs to be filed with Zoning Board of Appeals. Eric received four demolition bids, will also need an estimate for the cost of a new building.

Board discussed the cost of the survey which is \$7600 – over the Purchasing Policy section that requires three responsive quotes/bids for purchases over \$5,000. Trying to make survey cost work with policy in a timely matter for grant application. Need to have a potential meetings with CIP, Board of Selectmen and Board of Finance to make exception. Eric Anderson asked if he could fund the remaining \$2600 himself.

Curt Dowling MOTIONED to poll the present Board members of whether they would like to give Eric Anderson the approval to spend \$2600 of his own money outside of the Purchasing Policy towards the cost of the survey for the Old Fire House.

Linda Fish SECONDED.

MOTION CARRIED 4:1:0 with Diane Choquette voting No.

Will follow up with other Boards to revise Purchasing Policy.

- f) EV Charger
  - a. Eversource Grant – discussion on grant will add to agenda for July meeting
  
- g) School request for paying generator expense – no action taken, will add to agenda for July meeting

#### 10. Approval of Meeting Minutes

- a) Wednesday, April 20<sup>th</sup>, 2022 Special Meeting Budget Workshop Minutes
- b) Wednesday, May 25<sup>th</sup>, 2022 Regular Meeting Minutes
- c) Thursday, June 9<sup>th</sup>, 2022 Special Meeting Minutes

No action taken – will add to agenda for July meeting

11. Liaison Reports - none

12. Board Open Discussion - none

13. Public Speak - none

14. Adjournment

Curt Dowling MOTIONED to adjourn the meeting at 9:25pm. Joanne Hebert SECONDED. MOTION CARRIED 5:0:0

**Town of Andover  
Board of Finance  
Regular Meeting**  
Wednesday, July 27<sup>th</sup>, 2022 at 7:00 P.M.  
Location: virtual Zoom meeting

Regular Meeting Minutes

Members: Chairman Marc Brinker, Vice Chair Diane Choquette, Joanne Hebert, Louise Goodwin, Linda Fish, Curt Dowling, Robert England  
Town Administrator: Eric Anderson, Board Clerk: Marina Pandolfi  
Assistant Finance Officer: Marina Pandolfi  
Board of Selectmen: Adrian Mandeville

1. Call to Order/Pledge of Allegiance-

Marc Brinker called the meeting to order at 7:00pm  
The Pledge of Allegiance was recited.

2. Public Speak – none

3. Additions/Deletions of Agenda Items

Joanne Hebert MOTIONED to add agenda item 10g. Yearly process of Board Consideration for Chair/Vice Chair  
Curt Dowling SECONDED. MOTION CARRIED 7:0:0

Diane Choquette MOTIONED to remove agenda item 6 – Finance Department Reports.  
Curt Dowling SECONDED.

Board discussion – a ticket was put in with Edmunds to fix the report details to include the End of Year Budget Transfers.  
MOTION CARRIED 7:0:0

4. Town Administrator's Report

Eric Anderson gave updates on Town Hall – Assistant Finance Officer Marina Pandolfi gave resignation, last day is August 5th, 2022 but is willing to stay on part-time. The Town was awarded the EV Charger grant from Eversource. Town received invoice for Resident State Trooper - \$50,000~ under budget. Finalized MEUI Union Contract – waiting for AFSCME Union to begin negotiations. Gave update on Town projects – Town Hall, Connectivity Grant, STEAP Grant/Center Street project, TRIP Grant, and Federal Local Bridge Program. Reviewed Transfer Station ticket sales, update from the Auditor, need to create an electronic shared folder for Grants as well as an MOU with the Fire Department for inventory. The Building and Land Use Departments are using the online PermitLink system to collect fees, Eric discussed picking a new Town Engineer and the Town's Purchasing Policy. The next projects for Public Works will be chip-sealing and road work. Eric talked about debris management and FEMA claims. The Town will also be getting the second allotment of American Recovery Act money shortly.

Curt Dowling commended Eric on the large amount of grant money he has been able to get since becoming Town Administrator.

5. Audit Status

Eric sent the Board documentation from the Auditor (letter from Auditor and report from the State/OPM). Eric shared screen and the Board reviewed and discussed. The Board will review and potentially speak with the Auditor for a wrap-up and any questions. Louise Goodwin MOTIONED that the Board of Finance recommend the Town to move forward with approving the draft audit report once the action items are completed.  
Robert England SECONDED. MOTION CARRIED 7:0:0

Additional discussion on the 2021-2022 audit process, and ensuring all Board members (Finance, Selectmen & Education) are informed on the status and process going forward.

6. Finance Department Reports – none, agenda item removed

7. Budget Transfers

Reviewed and discussed proposed budget transfers that were presented to the Board to continue cleaning up and closing out the 2021-2022 Fiscal Year.

Curt Dowling MOTIONED to approve the budget transfers as presented.

Joanne Hebert SECONDED. MOTION CARRIED 7:0:0

8/9. Old Business

a. Received Resident Trooper bill, final Credit Card bill for June 2022, waiting on final invoice from the Auditor – additionally need Grant reimbursement checks from the Board of Education

10. New Business

b. Discussed dates and times for interviews for the Treasurer position

c. STEAP Grant – Curt Dowling MOTIONED for a waiver to the Town’s Purchasing Policy and to reimburse Eric Anderson the \$2600 he personally contributed towards survey costs for the Center Street project.

Louise Goodwin SECONDED. MOTION CARRIED 7:0:0

d. Eversource Grant –

The grant has been approved – discussion with Eric and the Board.

Robert England MOTIONED for a waiver to the Town’s Purchasing Policy to allow Eric Anderson to purchase the parts for the approved Eversource EV Charger Grant.

Diane Choquette SECONDED. MOTION CARRIED 7:0:0

e. AES Generator Expense –

Discussion on letter from Superintendent requesting the Town to pay towards bill for generator since the Elementary School is the Town’s emergency shelter.

No action taken.

f. COOL program rent checks –

Discussion on situation – rent checks for the program have been going to the Town, should have been going to the Board of Education.

Diane Choquette MOTIONED to return the \$900 check from January 2022 to the Board of Education.

Joanne Hebert SECONDED. MOTION CARRIED 7:0:0

g. Voting for Chair/Vice Chair

Curt Dowling MOTIONED to have a vote annually for Chair/Vice Chair in July.

Joanne Hebert SECONDED. MOTION CARRIED 7:0:0

Joanne Hebert nominated Diane Choquette for Chair and Marc Brinker for Vice Chair.

Curt Dowling SECONDED. MOTION CARRIED 7:0:0

11. Approval of Meeting Minutes – no action taken

12. Liaison Reports – Diane Choquette gave update on Community Center build

13. Board Open Discussion

Eric Anderson discussed with the Board about Public Works purchasing a replacement dump truck potentially earlier than anticipated – may be better to hold off on purchase.

14. Public Speak – none



## 15. Adjournment

Diane Choquette MOTIONED to adjourn the meeting at 9:51pm. Curt Dowling SECONDED.  
MOTION CARRIED 7:0:0

\* 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](https://www.facebook.com/townofandoverct) page for community updates! Helpfully submitted by the Board Clerk Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.