

**Town of Andover**  
**Board of Finance Regular Meeting Agenda**

**Date/Time:** Wednesday, September 28, 2022, 7:00pm  
**Location:** Virtual Zoom Meeting  
**Call in directions:** <https://us02web.zoom.us/j/89838344040>  
Join by phone: 1 646 558 8656  
Meeting ID: 898 3834 4040  
Passcode: 253148

- 1) Call to Order/Pledge of Allegiance
- 2) Public Speak
- 3) Additions/deletions of agenda items
- 4) Town administrators report
- 5) Finance department report
  - a) Budget expenditure report
  - b) Permanent fund expenditure report
  - c) Budget variance explanation
  - d) Revenue report
- 6) Budget Transfers
  - a) Transfers/ supplemental appropriations
    - i) FYE 22 transfers for audit services
  - b) Over expenditure requests
- 7) Old Business
  - a) FYE 20-21 Audit status
  - b) Current status of staff searches for finance department
- 8) New Business
  - a) Hiring of consultant for accounting services
  - b) Review of Draft purchasing policy
- 9) Approval of meeting minutes
  - a) August 24, 2022, regular meeting minutes
- 10) Liaison reports
- 11) Board open discussion
- 12) Public speak
- 13) Executive Session  
For Contract Negotiation
- 14) Adjournment

# Town Administrator's Report for the 9.28.22 Board of Finance Regular Meeting

## Town Hall Operations:

### Administrator's Office:

Charging stations Install are finishing up right now. This is an 80% grant funded Project

The town received a \$275,000 STEAP grants for 15 Center St parking garage.

The town did not receive a second STEAP grant to fund an assessable playground for AES.

We have a new Administrative Assistant Kate Morrissey who has started

### Town Clerks office

Hired a new town Clerk.

### Finance Office:

See discussion in executive session

### Building Department:

No changes

### Town Engineer:

Proposed contract included with Nathan L Jacobson.

1. Any feedback for myself or the board of selectman?

### Public Works:

Completed Shim and Chipseal for roads on the north side of town

Completed Reclaim and Repave for sections of Shoddy Mill and Long Hill Rd

### Tree Work:

This large-scale removal process of 506 trees on 5 roads took 16 days at an approximate per tree cost of \$260 per tree.

### Total Town Costs and Funds Provided by Eversource are as follows:

Town Capital Tree Removal Fund;	\$40,000.00
Town Salaries w/Benefits for (3) Employees for 16 Days is approximately +/-	\$17,000.00
Eversource;	\$75,000.00
<b>Total Project Cost:</b>	<b>\$132,000.00</b>

**Andover Proposed Community Senior Center:**

Still developing the RFP for a design build firm to complete the project. Finished next week or so.

**Connectivity Grant:**

Project is wrapping up paving next week and final items.

Additional items still to be complete are landscaping, Signage, and a trail side solar charger like the library, parking area striping, Sharrows and potentially a handicapped access for the Walking Trail.

**American Recovery Act Funding:**

We have not received the full second payment yet. We received a partial payment of ~\$160,000 but we should receive the rest the first week of october

Range of Accounts: First to Last Include Cap Accounts: Yes As Of: 09/21/22  
Current Period: 08/01/22 to 08/31/22 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	103.00	299.50	1,500.50	17
100-01-0101-836	Veteran's Day Committee	500.00	0.00	0.00	500.00	0
Control Total		7,100.00	103.00	299.50	6,800.50	4
FUNCTION Total		7,100.00	103.00	299.50	6,800.50	4
100-01-0102-000	Town Administrator					
100-01-0102-100	Town Administrator Salary	84,975.00	9,519.21	19,038.18	65,936.82	22
100-01-0102-120	Adminstrative Assistant	22,012.00	0.00	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	142.70	797.30	15
100-01-0102-580	Travel	1,200.00	100.00	300.00	900.00	25
Control Total		109,427.00	9,690.56	20,216.30	89,210.70	18
FUNCTION Total		109,427.00	9,690.56	20,216.30	89,210.70	18
100-01-0103-000	Board of Finances					
100-01-0103-121	Board Clerk Wages-BOF	1,700.00	206.00	206.00	1,494.00	12
100-01-0103-310	Legal Fees	2,500.00	0.00	0.00	2,500.00	0
Control Total		4,200.00	206.00	206.00	3,994.00	5
FUNCTION Total		4,200.00	206.00	206.00	3,994.00	5
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	142.50	13,857.50	1
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	142.50	16,857.50	1

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
FUNCTION Total		17,000.00	0.00	142.50	16,857.50	1
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	4,854.13	9,906.65	47,466.35	17
100-01-0109-330	Conference/Seminars - Treasurer	500.00	65.00	65.00	435.00	13
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	4,919.13	9,971.65	65,301.35	13
FUNCTION Total		73,073.00	4,919.13	9,971.65	65,301.35	13
100-01-0111-000	Tax Collector					
100-01-0111-100	Salary-Tax Collector	45,174.00	5,446.21	10,843.48	34,330.52	24
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	3,109.65	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	0.00	20.00	105.00	16
Control Total		58,452.00	8,555.86	20,089.38	38,362.62	34
FUNCTION Total		58,452.00	8,555.86	20,089.38	38,362.62	34
100-01-0113-000	Assessor					
100-01-0113-100	Salary-Assessor	30,101.00	3,473.31	6,912.89	23,188.11	23
100-01-0113-120	Salary-Asst. Assessor	38,351.00	4,426.81	8,810.12	29,540.88	23
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	0.00	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	7,900.12	31,209.51	58,071.49	35
FUNCTION Total		89,281.00	7,900.12	31,209.51	58,071.49	35
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	6,034.17	12,009.78	40,286.22	23
100-01-0117-120	Asst. salary-Town Clerk	22,448.00	2,633.54	5,589.53	16,858.47	25
100-01-0117-330	Conf. / Seminars-Town Clerk	1,000.00	465.00	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	88.93	1,311.07	6
100-01-0117-612	Land Records-Town Clerk	10,500.00	1,423.86	1,432.66	9,067.34	14
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	50.00	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	10,606.57	19,635.90	78,868.10	20
FUNCTION Total		98,504.00	10,606.57	19,635.90	78,868.10	20
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	1,715.74	1,715.74	14,784.26	10
100-01-0121-335	Training - Elections	625.00	290.84	290.84	334.16	47
100-01-0121-438	Equip. Maint.-Elections	3,000.00	0.00	750.00	2,250.00	25
100-01-0121-610	Supplies-Elections	8,800.00	1,289.82	1,289.82	7,510.18	15
100-01-0121-800	MISC/CANV	120.00	0.00	0.00	120.00	0
100-01-0121-830	Meals-Elections	660.00	126.88	126.88	533.12	19
Control Total		29,705.00	3,423.28	4,173.28	25,531.72	14
FUNCTION Total		29,705.00	3,423.28	4,173.28	25,531.72	14
100-01-0123-000	Old Town Hall					
100-01-0123-432	Building Maint.- Old Town Hall	2,500.00	274.78	274.78	2,225.22	11
100-01-0123-490	Alarm System-Old Town Hall	575.00	50.24	50.24	524.76	9
100-01-0123-601	Electricity-Old Town Hall	975.00	51.49	163.79	811.21	17

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	376.51	488.81	3,961.19	11
FUNCTION Total		4,450.00	376.51	488.81	3,961.19	11
100-01-0125-000	Registrars					
100-01-0125-100	Salary-Registrars	12,360.00	848.65	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	0.00	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	58.48	58.48	241.52	19
100-01-0125-810	Dues / Memberships-Registrars	200.00	0.00	190.00	10.00	95
Control Total		19,090.00	907.13	1,297.13	17,792.87	7
FUNCTION Total		19,090.00	907.13	1,297.13	17,792.87	7
100-01-0127-000	ADS					
100-01-0127-540	Legal Ads-Advertising	5,500.00	462.00	1,661.00	3,839.00	30
Control Total		5,500.00	462.00	1,661.00	3,839.00	30
FUNCTION Total		5,500.00	462.00	1,661.00	3,839.00	30
100-01-0129-000	Town Office Building					
100-01-0129-315	Payroll Service-Town Office	7,000.00	0.00	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	0.00	240.00	0.00	100
100-01-0129-432	Building Maint.-Town Office Building	4,250.00	952.67	1,511.20	2,738.80	36
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	15.94	15.94	8,234.06	0
100-01-0129-442	Computer Tech Support	11,000.00	579.50	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	669.96	2,010.04	25
100-01-0129-490	Tolland 911 Dispatch-Town Office	11,133.00	0.00	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	890.45	1,370.95	3,629.05	27
100-01-0129-531	Postage-Town Office	7,000.00	2,104.93	2,104.93	4,895.07	30
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	1,568.27	3,865.34	6,034.66	39
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	122.20	507.27	2,692.73	16
100-01-0129-652	Custodial Supplies - Town office Buildin	1,600.00	197.45	197.45	1,402.55	12
100-01-0129-730	Equipment-Town Office Building	750.00	0.00	460.00	290.00	61
100-01-0129-735	Computer Services Town Office	2,100.00	0.00	0.00	2,100.00	0
<b>Control Total</b>		<b>93,650.00</b>	<b>6,654.73</b>	<b>21,788.27</b>	<b>71,861.73</b>	<b>23</b>
<b>FUNCTION Total</b>		<b>93,650.00</b>	<b>6,654.73</b>	<b>21,788.27</b>	<b>71,861.73</b>	<b>23</b>
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
<b>Control Total</b>		<b>2,950.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,950.00</b>	<b>0</b>
<b>FUNCTION Total</b>		<b>2,950.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,950.00</b>	<b>0</b>
100-01-0137-000	Insurance					
100-01-0137-500	Insurance	116,390.00	0.00	67,314.00	49,076.00	58
<b>Control Total</b>		<b>116,390.00</b>	<b>0.00</b>	<b>67,314.00</b>	<b>49,076.00</b>	<b>58</b>
<b>FUNCTION Total</b>		<b>116,390.00</b>	<b>0.00</b>	<b>67,314.00</b>	<b>49,076.00</b>	<b>58</b>
100-01-0141-000	Employee Benefits					
100-01-0141-205	Social Security-Employee Benefits	59,441.00	5,932.37	11,517.73	47,923.27	19
100-01-0141-207	Medicare-Employee Benefits	13,902.00	1,387.45	2,693.78	11,208.22	19
100-01-0141-210	Unempl. Comp.-Employee Benefits	10,000.00	408.15	731.52	9,268.48	7
100-01-0141-215	Health Insurance-Employee Benefits	178,272.00	952.37-	3,639.01	174,632.99	2
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	452.96	476.96	2,023.04	19
100-01-0141-225	Life Ins.-Employee Benefits	1,500.00	93.60	186.96	1,313.04	12
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	0.00	3,250.00	390.00	89
<b>Control Total</b>		<b>395,045.00</b>	<b>7,322.16</b>	<b>22,495.96</b>	<b>372,549.04</b>	<b>6</b>



Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
FUNCTION Total		395,045.00	7,322.16	22,495.96	372,549.04	6
100-01-0143-000	Andover Senior Transportation					
100-01-0143-100	Salaries-Drivers/Dispatch	25,000.00	1,785.74	4,755.57	20,244.43	19
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	573.47	573.47	4,426.53	11
100-01-0143-603	Fuel-Dial a Ride	6,095.00	0.00	46.32	6,048.68	1
Control Total		37,095.00	2,359.21	5,375.36	31,719.64	14
FUNCTION Total		37,095.00	2,359.21	5,375.36	31,719.64	14
100-01-0145-000	Senior Citizens					
100-01-0145-100	Municipal Agent-Salary	5,806.00	646.14	1,200.31	4,605.69	21
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	1,000.00	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	1,646.14	2,200.31	10,685.69	17
FUNCTION Total		12,886.00	1,646.14	2,200.31	10,685.69	17
100-01-0147-000	Custodian					
100-01-0147-365	Custodian	13,390.00	1,467.75	2,425.88	10,964.12	18
Control Total		13,390.00	1,467.75	2,425.88	10,964.12	18
FUNCTION Total		13,390.00	1,467.75	2,425.88	10,964.12	18
100-01-0149-000	Old Fire House					
100-01-0149-601	Electricity-Old Fire House	1,441.00	129.89	325.77	1,115.23	23
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	129.89	325.77	2,115.23	13
FUNCTION Total		2,441.00	129.89	325.77	2,115.23	13
100-01-0151-000	Dog Fund					
100-01-0151-100	NECOG Animal Control	9,920.00	0.00	10,391.70	471.70-	105
Control Total		9,920.00	0.00	10,391.70	471.70-	105
FUNCTION Total		9,920.00	0.00	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	0.00	4,605.41	13,816.59	25
Control Total		18,422.00	0.00	4,605.41	13,816.59	25
FUNCTION Total		18,422.00	0.00	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	0.00	220.00	30.00	88
Control Total		250.00	0.00	220.00	30.00	88
FUNCTION Total		250.00	0.00	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	46,089.50	46,089.50	50
Control Total		92,179.00	0.00	46,089.50	46,089.50	50
FUNCTION Total		92,179.00	0.00	46,089.50	46,089.50	50
100-03-0301-000	P.W. Dept					
100-03-0301-100	Salary-Public Works	311,327.00	33,506.90	62,512.73	248,814.27	20
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	2,616.00	3,946.14	5,053.86	44
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	4,510.87	6,155.24	25,844.76	19
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	142.70	709.30	17
100-03-0301-602	Diesel-Public Works	14,000.00	0.00	11,262.78	2,737.22	80
100-03-0301-603	Fuel-Public Works	9,400.00	0.00	109.85	9,290.15	1
100-03-0301-620	Supplies - Public Works	15,500.00	1,889.33	3,109.70	12,390.30	20
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	42,594.45	87,239.14	317,164.86	22

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
FUNCTION Total		404,404.00	42,594.45	87,239.14	317,164.86	22
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	1,014.64	1,987.90	5,012.10	28
Control Total		7,000.00	1,014.64	1,987.90	5,012.10	28
FUNCTION Total		7,000.00	1,014.64	1,987.90	5,012.10	28
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	325.00	3,971.42	14,028.58	22
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	231.70	231.70	1,238.30	16
100-03-0309-601	Electricity-Town Garage	6,475.00	548.14	1,281.85	5,193.15	20
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	645.84	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	1,750.68	6,130.81	28,439.19	18
FUNCTION Total		34,570.00	1,750.68	6,130.81	28,439.19	18
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	165.00	1,532.34	21,467.66	7
100-03-0313-422	Beautifications-Ground Care	2,500.00	800.00	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	965.00	2,332.34	25,167.66	8
FUNCTION Total		27,500.00	965.00	2,332.34	25,167.66	8
100-04-0401-000	Fire Department					
100-04-0401-800	Fire Department	148,150.00	0.00	37,037.50	111,112.50	25
Control Total		148,150.00	0.00	37,037.50	111,112.50	25
FUNCTION Total		148,150.00	0.00	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	926.28	1,848.34	6,179.66	23
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	926.28	1,848.34	12,046.66	13
FUNCTION Total		13,895.00	926.28	1,848.34	12,046.66	13
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	800.00	1,300.00	4,700.00	22
Control Total		8,630.00	800.00	1,300.00	7,330.00	15
FUNCTION Total		8,630.00	800.00	1,300.00	7,330.00	15
100-07-0701-000	Transfer Station					
100-07-0701-100	Wages-Transfer Station	23,816.00	2,596.86	5,410.74	18,405.26	23
100-07-0701-438	Maintence-Transfer Station	2,500.00	50.44	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	3,470.94	7,001.61	34,100.39	17
100-07-0701-481	Bulky Waste-Transfer Station	31,366.00	2,232.71	4,233.42	27,132.58	14
100-07-0701-493	Outdoor Facility-Transfer Station	900.00	105.00	210.00	690.00	23
100-07-0701-601	Electricity-Transfer Station	3,025.00	181.67	538.07	2,486.93	18
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	265.23	530.46	2,669.54	17
100-07-0701-998	Tipping Fees-Transfer Station	46,508.00	2,673.24	7,099.22	39,408.78	15
Control Total		166,567.00	11,576.09	25,073.96	141,493.04	15
FUNCTION Total		166,567.00	11,576.09	25,073.96	141,493.04	15
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	1,132.99	167.01	87
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	0.00	800.00	170.00	82
Control Total		6,690.00	0.00	1,932.99	4,757.01	29
FUNCTION Total		6,690.00	0.00	1,932.99	4,757.01	29

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	234.50	318.50	2,881.50	10
100-08-0803-310	Legal/Professional P&Z	11,500.00	166.50	370.00	11,130.00	3
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	401.00	688.50	14,811.50	4
FUNCTION Total		15,500.00	401.00	688.50	14,811.50	4
100-08-0805-000	Zoning Board of Appeals					
100-08-0805-115	Board Clerk - ZBA	500.00	252.00	252.00	248.00	50
Control Total		500.00	252.00	252.00	248.00	50
FUNCTION Total		500.00	252.00	252.00	248.00	50
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	3,304.00	6,769.27	16,807.73	29
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	540.00	1,125.00	3,375.00	25
100-08-0807-901	Building Dept.-Equipment	250.00	0.00	0.00	250.00	0
Control Total		51,380.00	3,844.00	7,894.27	43,485.73	15
FUNCTION Total		51,380.00	3,844.00	7,894.27	43,485.73	15
100-08-0809-000	Wetlands					
100-08-0809-100	Wages-Inland/Wetlands	16,550.00	1,893.89	3,737.58	12,812.42	23
100-08-0809-115	Board Clerk - IWC	1,450.00	74.50	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	65.00	65.00	0.00	100

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
Control Total		18,515.00	2,033.39	3,877.08	14,637.92	21
FUNCTION Total		18,515.00	2,033.39	3,877.08	14,637.92	21
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	2,772.71	5,712.64	19,731.36	22
Control Total		25,444.00	2,772.71	5,712.64	19,731.36	22
FUNCTION Total		25,444.00	2,772.71	5,712.64	19,731.36	22
100-08-0819-000	CRCOG, CCM, Cost					
100-08-0819-810	Capital Region Council of Govt.	8,475.00	0.00	8,111.00	364.00	96
Control Total		8,475.00	0.00	8,111.00	364.00	96
FUNCTION Total		8,475.00	0.00	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	9,007.91	17,991.45	61,022.55	23
100-10-1001-800	Library-Operations	26,989.00	13,494.50	13,494.50	13,494.50	50
Control Total		106,003.00	22,502.41	31,485.95	74,517.05	30
FUNCTION Total		106,003.00	22,502.41	31,485.95	74,517.05	30

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	15,000.00-	100,000.00	0.00	100
100-13-1305-908	Fire Dept. Equip. Fund	80,000.00	20,000.00-	80,000.00	0.00	100
100-13-1305-911	Road Improvement Fund	330,000.00	0.00	330,000.00	0.00	100
100-13-1305-912	tree removal fund	50,000.00	25,000.00-	50,000.00	0.00	100
100-13-1305-913	bunker hill bridge	160,000.00	0.00	160,000.00	0.00	100
100-13-1305-914	bridge and culvert	100,000.00	0.00	100,000.00	0.00	100
100-13-1305-915	building maintenance	55,000.00	5,000.00-	55,000.00	0.00	100
Control Total		925,000.00	120,000.00-	875,000.00	50,000.00	95
FUNCTION Total		925,000.00	120,000.00-	875,000.00	50,000.00	95
Fund Budgeted		12,725,317.00	38,162.69	1,390,527.54	11,336,989.46	11
Fund Non-Budgeted		0.00	0.00	0.00	0.00	0
Fund Total		12,725,317.00	38,162.69	1,390,527.54	11,336,989.46	11
201-03-0302-000	Connectivity Grant					
201-03-0302-330	Contractual Serv.-Connectivity Grant	0.00	130.00	443.60	69,748.48	18
Control Total		0.00	130.00	443.60	69,748.48	18
FUNCTION Total		0.00	130.00	443.60	69,748.48	18
Fund Budgeted		0.00	130.00	443.60	69,748.48	18
Fund Non-Budgeted		0.00	0.00	0.00	0.00	0
Fund Total		0.00	130.00	443.60	69,748.48	18



Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
Final Budgeted		12,725,317.00	38,292.69	1,390,971.14	11,406,737.94	11
Final Non-Budgeted		0.00	0.00	0.00	0.00	0
Final Total		12,725,317.00	38,292.69	1,390,971.14	11,406,737.94	11

Account Range: First to Last      Include Zero Activity Accounts: No  
Current Date Range: 08/01/22 to 08/31/22      Year To Date As Of: 09/21/22

Account Id	Description	Adopted	Current Revenue	YTD Revenue	% Realized
100-10-0000-101	Current Grand List	0.00	1,186.56-	1,186.56-	0.00
100-10-0000-103	Interest on Active Taxes	61,000.00	0.00	0.00	0.00
100-10-0000-104	Lien on Active Taxes	5,200.00	0.00	0.00	0.00
100-10-0000-108	Prior Yr Taxes	155,000.00	0.00	0.00	0.00
100-20-0000-203	State MV Transition Fund	114,861.00	0.00	0.00	0.00
100-20-0000-209	STATE PROPERTY PILOT	12,219.00	0.00	0.00	0.00
100-20-0000-222	Municipal Grants in Aid	2,620.00	0.00	0.00	0.00
100-20-0000-223	Pequot Funds	6,680.00	0.00	0.00	0.00
100-20-0000-226	State Miscellaneous/COVID Funds	6,000.00	0.00	0.00	0.00
100-20-0000-227	Municipal Stabilization Grant	43,820.00	0.00	0.00	0.00
100-20-0000-238	Disabled Programs	400.00	0.00	0.00	0.00
100-20-0000-239	Telecommunications' Personal Prop. Tax	5,000.00	0.00	0.00	0.00
100-20-0100-231	Historic Document Preservation Grant	5,500.00	1,519.14-	1,519.14-	27.62-
100-20-0900-219	E.C.S.	2,004,782.00	0.00	0.00	0.00
100-30-0000-303	Interest	3,000.00	0.00	101.81	3.39
100-40-0100-401	Permits	150.00	0.00	0.00	0.00
100-40-0100-407	Town Clerk Fees	85,000.00	0.00	6,751.50	7.94
100-40-0100-409	Dial A Ride	10,000.00	0.00	0.00	0.00
100-40-0700-413	Transfer Station Permits	44,200.00	0.00	14,705.00	33.27

Account Id	Description	Adopted	Current Revenue	YTD Revenue	% Realized
100-40-0700-415	Waste Redemption	1,000.00	0.00	0.00	0.00
100-40-0800-405	Building Department	75,100.00	0.00	4,057.34	5.40
100-80-0000-801	Miscellaneous	3,000.00	0.00	0.00	0.00
100-80-0000-803	Rentals	9,000.00	0.00	0.00	0.00
Anticipated Total		2,653,532.00	2,705.70-	22,909.95	0.86
Unanticipated Total		0.00	0.00	0.00	0.00
<b>Fund Total</b>		<b>2,653,532.00</b>	<b>2,705.70-</b>	<b>22,909.95</b>	<b>0.86</b>
<b>Final Total</b>		<b>2,653,532.00</b>	<b>2,705.70-</b>	<b>22,909.95</b>	<b>0.86</b>

## 6) Budget Transfers

From Board of Selectmen Meeting

Adrian Mandeville MOTIONED to have the Board of Finance strongly consider transitioning to Quickbooks. Paula King SECONDED. MOTION carried 5:0:0

Item 6l

FYW 2021022 transfers for Audit services

The Board of Selectman Motioned the following at the 9.12.2022 regular meeting:

Adrian Mandeville MOTIONED for the Board of Selectmen to ask the Board of Finance to transfer any excess funds from the Resident Troop budget line item and from the Contingency Fund budget line item into the Audit budget line item to be used for additional required Audit services in the contract and for the consulting services needed to address and reorganize the Town's financial records. Scott Person SECONDED. MOTION CARRIED 5:0:0

**I would suggest making the following Motions:**

I motion to transfer \$54,757.54 from budget Line item # 100-04-0403-375 Resident State trooper to Line Item 100-01-0105-320 ( Audit Services)

I motion to transfer \$38,263.50 from budget Line item # 100-13-1305-899 (Contingency) to Line Item 100-01-0105-320 ( Audit Services)

# Old Business

- FYE 20-21 Audit Status
- Current status of staff searches for finance department

# New Business

- Hiring of Consultant
- Review of Draft Purchasing Policy

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# Town of Andover Purchasing Policy

*Adopted by the Board of Finance on September 27, 2017.*

*Revised and adopted by the Board of Finance on September xx, 2022*

## PART 1 - INTRODUCTION

### PURPOSE

To set forth the purchasing policies and procedures, as adopted by the Board of Finance, in accordance with Section 807 of the Town of Andover (Town) Charter.

### APPLICABILITY

This policy applies to all purchases by any Town Agency, as defined by Section 105 of the Town Charter, which receives any funding from the Town as a result of the appropriation process. The Board of Education will be exempted from this policy; the Board of Finance shall periodically review the Board of Education's purchasing policy and make recommendations, as appropriate.

In addition to fulfilling the requirements of the Town Charter, this policy serves as an assurance to parties that may be granting funds to the Town that said funds will be expended in an orderly fashion. Therefore, this policy shall apply to purchases made with funds received by Town Agencies via means other than taxation unless specifically waived by the grantor of such funds.

Since the adoption of this policy is explicitly authorized by the Town Charter, violations of the policy, with the exception of portions of the policy that may conflict with the Town Charter or State of Connecticut General Statutes, shall be considered violations of the Town Charter and rectification shall be pursued by the appropriate party.

### Definitions

Terms used in this policy are defined by Section 105 of the Town Charter, as applicable.

**Capital Purchases** are defined as equipment and projects by an estimated cost of \$15,000 or more or estimated annual maintenance or leasing costs of \$ 5,000 or more.

### Exceptions to this Purchasing policy

Exceptions to this policy can be made by a majority vote of the Board of Selectmen as follows:

- The exception must provide a bona fide benefit and be in the best interest of the Town that would not be available under the policy
- The reason and circumstances for the exception must be clearly documented in the request
- All exceptions to this policy must be reported to the Board of Finance

## GENERAL REQUIREMENTS

### Conflict of Interest

As stated in Section 1003 of the Town Charter, any elected or appointed officer, any member of any board, authority, committee or commission or any employee of the Town must disclose any possible conflicts of interest to the Town and must recuse themselves from any participation in activities resulting in a direct or indirect financial benefit to them.

Violations of provisions of the Charter by anyone other than an elected official of the Town may result in removal of the person. All fiscal obligations incurred in violation of applicable provisions of the Town Charter

shall be voided by the Board of Selectmen, as permitted by law.

**Purchasing and Contracts**

All purchases, contracts, or any other fiscal obligations must be executed in accordance with Section 806 of the Town Charter. The Board of Finance, in conjunction with the Board of Selectmen, may make a review of any fiscal obligation that is suspected of not conforming with Section 806 of the Town Charter and this purchasing policy and may take action pursuant to Section 806 (E) of the Town Charter as appropriate.

**Competitive Public Bidding and Request for Quote (RFQ)**

- A minimum of three (3) responsive quotes/bids shall be obtained for purchases in excess of \$7,500 but less than \$15,000. Exceptions to the minimum requirement for 3 quotes can be made for a service provided by a Town approved "preferred vendor".
- Capital Purchases, or contracted services with a value of \$5,000 or greater, require public bidding to be performed in accordance with Part 3 of this policy.

**Document Retention and Access**

All solicitations, including, but not limited to, emails, letters, faxes, requests for proposals (RFPs), request for quotes (RFQs) and all responses, including, but not limited to, quotes, proposals, or bids received as a result of competitive bidding in accordance with this policy are considered part of the public record and shall be kept on file by the requesting Town agency with the Office of the Town Clerk for a minimum of seven years after contract completion and made available for inspection within seven calendar days upon receipt of a request from the Board of Finance, Board of Selectmen, Town Treasurer, Town Auditor, or their designee(s). Failure to retain documents in accordance with this policy or preventing access to these documents shall be considered grounds for disciplinary action and may result in ethics investigation(s) by the Board of Selectmen or its designee(s).

**Purchasing Cycle**

The purchasing cycle consists of the following steps:

1. Recognition of need for goods and/or services;
2. Submission of appropriate Purchase Requisition/order form;
3. Preparation and dissemination of RFPs or RFQs;
4. Evaluation of Proposals, Bids, or Quotes (as applicable);
5. Issuance of Notice of Award (as applicable);
6. Issuance of Notice to Proceed and/or Purchase Order (as appropriate);
7. Receipt of goods and/or services; and
8. Payment of invoice.

The procedures to be followed to execute these steps are described in this document.



## **PART 2 – PURCHASE REQUISITIONS**

### **PURPOSE**

A purchase requisition allows a Town Agency to confirm there are sufficient funds available in an existing appropriation to purchase the necessary goods and/or services.

### **APPLICABILITY**

Purchase requisitions must be submitted to the Town Administrator.

### **GENERAL REQUIREMENTS**

#### **Submittal, Approval, Rejection**

- A purchase requisition/order form must be completed and submitted to the Town Administrator by an Agency head or their designee.
- The Town Administrator will confirm funds are available within the applicable appropriation and approve the requisition. If funds are not available within the applicable appropriation the Town Administrator shall notify the Agency head. At their discretion, the Agency head may request a budget transfer or supplemental appropriation from the Board of Selectmen. Exceptions to the purchase requisition/order form requirement shall be allowed for emergency situation purchases in accordance with the definitions and procedures described below:

*Definition* - Emergency situations are:

- Situations in which the operation of a department would be seriously hampered.
- Situations in which life limb or property may be endangered.
- Situations in which the health or welfare of the general public is seriously threatened.

*Procedure*

- If one of the above conditions exist, department heads in conjunction with the Town Administrator may authorize the purchase of required items to rectify the situation. The purchase may be made without a pre-approved purchase requisition/order form. A purchase requisition/order form must be completed as soon as is practical, and will be submitted with an explanation of the reasons which required the emergency purchase.
- For Capital Purchases, and contracted services with a value of \$5,000 or greater, the procedures described in Parts 3 through 6 shall be implemented prior to issuance of a Notice to Proceed and/or Purchase Order.

## **PART 3 – PUBLIC BIDDING**

### **PURPOSE**

The public bidding of Capital Purchases and contracted services is essential to minimize opportunities for preferential procurement by Town Officials, and to ensure the Town receives competitive pricing on goods and services it requires. At the discretion of the Board of Selectmen, any component of the bid preparation and/or evaluation process may be performed by any Town Agency or qualified firm.

## **APPLICABILITY**

Capital Purchases or contracted services with a value of \$5,000 or greater must be publicly bid in accordance with the provisions of this policy.

The following supplies, materials, services or construction do not require public bidding:

- Those furnished by a monopoly utility.
- Those having or requiring a single source of supply.
- Those required to meet a public emergency as defined by the Town Administrator and reported to the Board of Selectmen at its next regularly scheduled meeting.
- Those made through or administered by State, regional, or other municipal purchasing agencies.
- Those providing professional consulting or technical services such as architectural, engineering, planning, medical, accounting, data processing, legal personnel or management services.
- Those exempted or determined by law.
- Those made through State or Federal surplus property agencies
- Those made by Town preferred vendors, who have previously been approved via a formal “preferred vendor” process and within the dollar limits set in the service agreement with the Town.

## **GENERAL REQUIREMENTS**

The use of State of Connecticut or other government (e.g., Houston-Galveston Area Council) cooperative purchasing programs shall be considered sufficient to fulfill the requirements of this Part. Purchases made outside such programs shall comply with the following requirements.

### **Form**

Public bid documents shall include provisions addressing the following elements, as applicable:

1. Legal Notice
2. Instruction to Bidders
3. Scope of Work
4. Technical Specifications
5. Town’s Responsibility
6. Liquidated Damages
7. Contractor/Vendor Qualification Requirements
8. Evaluation Criteria
9. Sample Service Contract
10. Insurance Requirements
11. Indemnification Requirements
12. Bonding Requirements
13. Subcontractor Requirements
14. Disadvantaged Business Enterprise Participation Requirements
15. Grantee Requirements
16. Equal Opportunity Requirements
17. Non-Collusion Certification

At a minimum, all bids shall consist of technical and cost components sealed in separate envelopes.

### **Preparation and Approval**

Bid documents must be prepared by the appropriate Agency and submitted by the Agency head to the Board of Selectmen for approval. The Board of Selectmen may, at its discretion, require additional elements not listed above to be added to any bid document. It is *highly recommended* that a requesting Agency engage both the Capital

Improvement Planning Committee and Board of Selectmen early in the annual budgeting process to ensure budgetary estimates generated during the Capital Improvement Planning Committee evaluation process reflect the requirements that will ultimately be included in the bid document.

### **Bid Postings**

Unless specifically exempted by the Board of Selectmen, public bids must be posted and open for a minimum of 21 calendar days. Public bids must be posted to the “Bid/RFP” section of the Town website, an online public bidding clearing, and the State of Connecticut Department of Administrative Services website. If required by law or the Board of Selectmen, a public bid must also be advertised in a newspaper that has local circulation.

### **Receipt and Unsealing of Bids**

Only bids delivered in sealed packages to the Town Clerk’s office will be considered responsive and complete. Bids must be opened at the date and time indicated in the RFP by the Town Clerk, or their designee, and a minimum of two witnesses. The name, address, and phone number of each bidder and amount of the bid will be recorded by the representative of the Town Clerk’s office and signed by each witness. Bids will then be distributed to each member of the evaluating body.

## **PART 4 – BID EVALUATION**

### **PURPOSE**

The award of contracts for equipment and services must be performed on the basis of a thorough evaluation of received bids.

### **APPLICABILITY**

The provisions of Part 4 apply only to those goods and services procured in accordance with Part 3 of this policy.

### **GENERAL REQUIREMENTS**

#### **Evaluating Body**

The Board of Selectmen shall establish an evaluating body for all public bids. It shall be within the discretion of the Board of Selectmen to designate a committee to evaluate all public bids for the fiscal year or to designate individual committees for each public bid. However, the committee responsible for evaluating each public bid shall consist of a minimum of five (5) Town electors with a minimum of one (1) member from each the Board of Finance and Board of Selectmen. The Board of Selectmen may, at its discretion, designate the Capital Improvement Planning Committee as the evaluating body. No more than two (2) members of the requesting Agency may be appointed to the evaluating body.

#### **Distribution of Bids**

Unsealed bids must be distributed to each member of the evaluating body within seven (7) calendar days of the bid opening. Members must report indications of tampering with bids to the Town Clerk within five (5) business days of receipt of the bids.

#### **Evaluation of Bids**

Only bids that are considered complete and responsive will be evaluated. Incomplete or unresponsive bids must be rejected and returned to the bidder with an explanation letter. Firms submitting incomplete or unresponsive bids will not be allowed to re-submit bids.

Complete and responsive bids will be evaluated with respect to requirements of the technical

specifications, and cost. The evaluating body shall make a recommendation to the Board of Selectmen on a selected vendor or contractor or if the project should be re-bid within 30 days of bid opening.

If time is not of the essence and three (3) complete and responsive bids are not received, or all bids exceed the budgetary appropriation, the project may be re-bid or a supplemental appropriation approved before award of the contract. Generally, if a bid sheet is included with a specified scope of work in the bid documents, the evaluating body should recommend the lowest responsible bidder. If the lowest bidder is not recommended to the Board of Selectmen, the situation should be reviewed by the Town Attorney. If, after review by the town attorney, the lowest bidder is not recommended, a detailed letter accompanying the evaluating body's recommendation must be submitted. More flexibility is allowed for design/build contracts.

## **PART 5 – CONTRACT AWARD**

### **PURPOSE**

Contracts between the Town and its vendors and/or contractors should be prepared by the Town and reviewed by the Town Attorney to better ensure that optimum terms and conditions to the benefit of the Town are secured.

### **APPLICABILITY**

This part applies to goods and services publicly bid in accordance with Parts 3 and 4 of this policy.

### **GENERAL REQUIREMENTS**

Notices of Award to or executed contracts with vendors or contractors must explicitly state that they do not guarantee the ordering of goods and/or services by the Town. Formal procurement will come by way of a Notice to Proceed and/or Purchase Order.

#### **Award for Goods or Services**

The Board of Selectmen shall review the recommendation of the evaluating body under Part 4 and determine the winning vendor or contractor for a bid. In some cases, such as the procurement of equipment, the affirmative vote of the Board of Selectmen is sufficient authorization for the Chief Executive Officer to enter a procurement agreement. However, cases such as the procurement of contracted services or a building project, the Board of Selectmen shall be required to approve the contract subsequent to Town Attorney review.

**Contract Review**

The Town should avoid engaging in contracts or agreeing to terms and conditions prepared or imposed by its vendors and/or Contractors. Instead, the Town should maintain a repository of template contract agreements to be modified on a case-by-case basis for the services to be procured. The Town Attorney must review all contracts and provide comments to all members of the Board of Selectmen a minimum of five (5) business days prior to execution by the Town Chief Executive Officer.

**PART 6 – NOTICES TO PROCEED AND PURCHASE ORDERS**

**PURPOSE**

Formal notification to a vendor or contractor is necessary to ensure no work is performed prior to the Town's receipt of all documentation that the vendor or contractor is qualified to perform the work required or deliver the ordered goods.

**APPLICABILITY**

This part applies to goods and services publicly bid in accordance with Parts 3 and 4 of this policy.

**GENERAL REQUIREMENTS**

**Notices to Proceed**

A Notice to Proceed will be issued to a vendor or contractor only after receipt of all documentation (i.e., insurance certificate, professional license, etc.) confirming the firm is qualified to perform the work and has executed a service contract with the Town. Under all circumstances the vendor or contractor shall not perform any work and the Town shall not be liable for any costs incurred prior to issuance of a Notice to Proceed. A Notice to Proceed must include reference to a specific contract and/or bid. The Town must receive a signed acknowledgement of receipt of a Notice to Proceed from a vendor or contractor prior to issuance of a Purchase Order.

**Purchase Orders**

After the provisions of Parts 2 through 5 have been fulfilled, as applicable, and a Notice to Proceed has been issued, an Agency head must submit a request for Purchase Order be issued by the Chief Executive Officer or their designee. The Purchase Order must then be executed by the vendor or contractor and filed with the Treasurer's Office prior to delivery of goods or performance of services.

**PART 7 – PAYMENT**

**PURPOSE**

The Town's funds represent the tax dollars of its residents as well as monies granted to it in full faith that expenditures will be made in a responsible and transparent manner. The Town shall not pay any invoice or claim for goods or services that have not been procured in accordance with this policy.

## **APPLICABILITY**

The provisions of this part apply to all purchases subject to this policy. For projects with a contract value of more than \$75,000, a qualified inspector must be hired or a qualified volunteer must be appointed by the appropriate Agency to ensure daily performance of the work conforms to the contract documents. The Board of Selectman shall review and confirm by majority vote the hired or appointed individual or firm.

## **GENERAL REQUIREMENTS**

### **Inspection of Goods and Services**

Goods delivered to the Town shall be inspected by an authorized representative of the applicable Agency, or their designee, to ensure the condition is acceptable. Services provided to the Town shall be inspected on a regular basis by an authorized representative of the applicable Agency to ensure conformance to bid documents, specifications, etc. Every effort must be made to remedy observed deficiencies with the vendor or contractor at the time of inspection in an expeditious manner.

### **Payment of Invoices**

Each invoice must be reviewed by an authorized representative of the applicable Agency. If the invoice is approved for payment, the initials of the reviewer, date, Purchase Order number, and complete budgetary line item must be clearly indicated on the invoice, as applicable. The Treasurer, or their designee, shall review the approval to confirm the accuracy of the Purchase Order and budget line item. Payment will be made in accordance with the terms of the contract and/or purchase order, as applicable.

From: Cheryl LaFlamme-Miller <cheryl@clservicescpa.com>  
Sent: Wednesday, September 14, 2022 9:06 AM  
To: Jeff Maguire; Anderson, Eric  
Subject: Service Letter  
Attachments: Service letter 9-14-2022.pdf

Good Morning Jeff and Eric

As promised, attached please find our proposal to provide services to the Town of Andover for the Fiscal Year Ending June 30, 2022.

You also wanted to know if I would serve as your Appointed Treasurer until a suitable replacement could be located. I will be happy to provide with service to you on a temporary basis. I would like to suggest 6 months with the possibly of extending that time frame if it becomes necessary. A lot will depend on how soon the town's financial statements can be corrected and the audit completed. The treasurer needs to sign the management letter; so in the event that documents needed to prepare financial statements are not provided on a timely basis, we may have to extend the contract time. Please understand that I can not be in at the town offices on a daily basis. I can possibly attend Board of Selectman and or Board of Finance Meetings on a limited basis; with proper notice before hand.

Some of the audit work will be preformed in my office while other parts of the correction process of the towns books and records will take place there at the town office. I will need access to all town bank statements, check runs, deposits, meeting minutes, etc. I would like permission to install Log Me In on the computer that I will have access to. This will allow me to be in my office while still performing duties for the town.

I hope the above is as discussed. Please feel free to contact me with any questions.

Thank you

Cheryl LaFlamme-Miller

Certified Public Accountant

20 Knollwood Drive  
PO Box 372  
Canterbury, CT 06331  
Phone: 860-546-9629  
Fax: 860-546-9672

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20 KNOLLWOOD DRIVE

PO BOX 372

CANTERBURY, CT 06331

September 14, 2022

Jeffrey J. Maguire, First Selectman  
Eric Anderson, Town Administrator  
17 School Road  
Andover, CT 06232

RE: Accounting Finance Services

Dear Mr. Maguire:

Thank you for the opportunity to provide this proposal for accounting services to the Town of Andover. As requested, the following are a list of services to be provided:

- 1) Reconciliation of all town bank accounts for Fiscal Year Ending June 30, 2022. Reconciliation will also include July and August 2022 for subsequent event testing
- 2) Reconciliation between the Town and Board of Education
- 3) Assistance in formalizing a plan on internal control, including proper policies and procedures
- 4) Support services to the Town on payroll issues and financial statement issues
- 5) Assistance to both the Town and Board of Education for the audit of fiscal year ending June 30, 2022; which would include workpapers for audit purposes, Trial Balance for audit purposes, proper accruals for expenses and payroll, receivables posted and other reports as required for audit
- 6) Monthly or Quarterly review of financial accounting system to insure proper reporting and timely reconciliation of bank accounts.
- 7) Review current Chart of Accounts and recommend new numbering system to provide ability for mapping town financial statement for UCOA
- 8) Set up of new Financial Accounting system including server and desktop ability. Incorporate new Chart of Accounts into financial system and record Fiscal Year June 30, 2022 financial date for future comparison
- 9) If QuickBooks Accountant 2022 is chosen as new Financial Accounting System, set up memorized transactions for entering payroll and other monthly data (Board of Education Transactions). Set up Memorized lists for Board and Department reports.
- 10) Training of current or future department staff on QuickBooks, entering transaction and preparing reports as needed
- 11) Training on Bank Account Reconciliation in QuickBooks
- 12) Training on recording transactions between funds and QuickBooks files

Other services can be added, or services removed as needed

Our fee structure is as follows:

- 1) Review and Implementation of new Chart of Accounts into accounting system of choice \$150 per hour. Set up accounting system, review account designation, insure that required information is being reported in proper form.
- 2) Training services for Town of Andover Staff \$125.00 per hour
- 3) Reconciliation of town bank accounts and corresponding due to and due from accounts between town funds at \$150.00 per hour
- 4) Assistance with audit preparation \$225 per hour, including preparing the financial statements for audit and meeting with Auditors as needed. Attendance at audit presentation meeting with Board of Finance.

All of the above services can be modified to meet your needs.

If you should have additional questions or would like to discuss the services to be provided at length, please feel free to contact me to set up a meeting.

Thank you.

Sincerely,

*Cheryl LaFlamme-Miller*

Cheryl LaFlamme-Miller  
Certified Public Accountant

The above services are approved:

\_\_\_\_\_  
Jeffrey J. Maguire, First Selectman Town of Andover

\_\_\_\_\_  
Date

## 9) Approval of Meeting Minutes

- August 24, 2022 Regular Meeting Minutes

**Town of Andover Board  
of Finance Regular  
Meeting**

Wednesday, August 24th, 2022 at 7:00 P.M.

Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance-  
Diane Choquette called the meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.

Members: Chair Diane Choquette, Vice Chair Marc Brinker, Joanne Hebert, Louise Goodwin, Linda Fish

Members Absent: Robert England, Curt Dowling

Town Administrator: Eric Anderson

2. Public Speak - none
3. Additions/Deletions to the Agenda

Diane Choquette MOTIONED to revise and reorder the agenda as follows:

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions of Agenda Items
4. Town Administrator's Report
5. Old Business
6. Discuss and act upon the following
7. New Business – discuss and act upon the following
8. Audit Status
9. Finance Department Reports
10. Budget Transfers
11. Approval of Meeting Minutes
12. Liaison Reports
13. Board Open Discussion
14. Public Speak
15. Adjournment

Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

4. Town Administrator's Report

Eric Anderson updated the Board with Town operations including the EV charging station at Town Hall, the STEAP grant has been submitted for both the 15 Center Street project and Andover Elementary School ADA playground. Town Hall staffing changes – new Assistant Town Clerk, need to hire Treasurer and assistant position in Finance Office. Town Engineer – need to have a discussion with the Board regarding the contract. Public Works will be starting chip sealing and reclaiming and repaving Shoddy Mill & Long Hill Road. Tree work was just completed. Gave update on Community Center build, the Veteran's Memorial Park may need seeding. Connectivity Grant – getting final items in, money may be left over – would like to use for a trail side solar charger. Town-Wide alarm monitoring – Eric working with FPT to remedy signal being lost when the weather is bad. Waiting on 2<sup>nd</sup> half of American Relief Funds.

5. Old Business

6. Discuss and Act upon the following

a) Budget Transfers – none

b) Items that will not be reconciled prior to this meeting – discussion about closing out the 2021-2022 Fiscal Year, and setting up Grant accounts correctly and how they will show on reports

7. New Business – Discuss and act upon the following

a) Interview Panel for Treasurer – received more applications, reviewing

b) Letter from AES – discussed letter, took no action, will wait until Fiscal Year 2021-2022 is closer to being closed out

c) Revenue Shortfall for FY 2022-2023 – FSC North will not be renewing lease to use Veteran's Memorial Field, loss of \$7500 in revenue

8. Audit Status –

Waiting on final report – need to work on submitting a Corrective Action Plan. Diane Choquette has added audit findings to a spreadsheet – can update as they are revisited and addressed.

9. Finance Department Report

- a. Town Budget Summary
- b. Budget Variance Explanation
- c. Revenue Summary

Revenue for taxes has not been added yet.

10. Budget Transfers

- a. Budget Transfers/Supplemental Appropriations – none
- b. Over Expenditure Requests - none

11. Approval of Meeting Minutes

- a) Thursday, June 9th, 2022 Special Meeting Minutes – Marc Brinker MOTIONED to approve. Joanne Hebert SECONDED. MOTION CARRIED 5:0:0
- b) Wednesday, June 29th, 2022 Special Meeting Minutes – Diane Choquette MOTIONED to approve. Louise Goodwin SECONDED. MOTION CARRIED 4:0:1 with Marc Brinker abstaining.
- c) Wednesday, July 27th, 2022 Regular Meeting Minutes – Joanne Hebert MOTIONED to approve. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

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

13. Board Open Discussion –

Discussion on Marina Pandolfi helping part-time in the Finance Office, Diane Choquette has also been spending time in the office – looking into learning the system and procedures, also starting a master list to create a plan to move forward.

14. Public Speak – none

15. Adjournment – Louise Goodwin MOTIONED to adjourn the meeting at 8:02pm. 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.

# Additional Items

10) Liaison Reports

11) Board Open Discussion

12) Public Speak

13) Executive Session

For Contract Negotiation

14) Adjournment