

**Town of Andover  
Board of Finance**  
Wednesday, October 25<sup>th</sup> 2023 at 7:00 P.M.

**Location: IN PERSON MEETING, TOWN HALL COMMUNITY CENTER  
17 School Rd**

## **Regular Meeting Agenda**

### Regular Meeting Agenda

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Changes/Additions to Agenda
4. Review with Auditor 2022 Financial Statements
5. Old Business
  - a. Review of Budget to actual
  - b. Check register
  - c. Update on AES parking Lot paving project
6. New Business
  - a. Review of the Joint Board Meeting
7. Approval of Meeting Minutes
  - a. September 27<sup>th</sup>, 2023 Regular Meeting Minutes
8. Administrators report
9. Liaison reports
10. Board open discussion
11. Correspondence
12. Public Speak
13. Adjournment

**Town of Andover**  
**Interim Budget vs. Actual**  
**July through September 2023**

	Jul - Sep 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4100 · PROPERTY TAX REVENUE</b>			
000-101 · 41101 Current Year Taxes	3,794,439.80	9,943,528.00	-6,149,088.20
000-108 · 41105 Prior Taxes	11,947.93	155,000.00	-143,052.07
000-110 · 41104 Supp MV	3,330.72		
000-109 · 41106 NSF/DMV/Fees	794.00		
000-104 · 41901 Liens Taxes	0.00	5,200.00	-5,200.00
000-103 · 41901 Interest Taxes	4,837.45	61,000.00	-56,162.55
000-239 · 43900 Telecom Personal Prop Tax	0.00	5,000.00	-5,000.00
<b>Total 4100 · PROPERTY TAX REVENUE</b>	<b>3,815,349.90</b>	<b>10,169,728.00</b>	<b>-6,354,378.10</b>
<b>4300 · INTERGOVERNMENTAL REVENUES</b>			
000-222 · 43300 Municipal grants in aid	0.00	2,620.00	-2,620.00
000-223 · 43800 Mash-Pequot Funds	0.00	6,680.00	-6,680.00
000-226 · 43500 State Miscellaneous	145.00	6,000.00	-5,855.00
000-227 · 43500 Municipal Stabilization	0.00	43,820.00	-43,820.00
000-235 · Neglected Cemetery Grant	0.00	5,000.00	-5,000.00
000-238 · 43300 Disabled Programs	0.00	400.00	-400.00
000-209 · 43600 - PILOT State Property	11,642.25	10,830.00	812.25
900-219 · 43800 ECS Funds	0.00	2,004,782.00	-2,004,782.00
<b>Total 4300 · INTERGOVERNMENTAL REVENUES</b>	<b>11,787.25</b>	<b>2,080,132.00</b>	<b>-2,068,344.75</b>
<b>4400 · CHARGES FOR SERVICES</b>			
000-801 · 44867 Miscellaneous Revenue	2,647.67	3,000.00	-352.33
000-803 · 44867 Rentals	0.00	10,000.00	-10,000.00
100-407 · 44102 Clerk Fees	15,650.50	55,000.00	-39,349.50
700-413 · 44403 Transfer Station	16,925.00	44,200.00	-27,275.00
700-415 · 44403 Waste Redemption	696.89	1,000.00	-303.11
800-405 · 44705 Building & Land Use Fees	22,487.40	68,000.00	-45,512.60
<b>Total 4400 · CHARGES FOR SERVICES</b>	<b>58,407.46</b>	<b>181,200.00</b>	<b>-122,792.54</b>
<b>4600 · INVESTMENT INTEREST</b>			
000-303 · 46101 Interest	7,709.20	3,000.00	4,709.20
<b>Total 4600 · INVESTMENT INTEREST</b>	<b>7,709.20</b>	<b>3,000.00</b>	<b>4,709.20</b>
<b>Total Income</b>	<b>3,893,253.81</b>	<b>12,434,060.00</b>	<b>-8,540,806.19</b>
<b>Expense</b>			
<b>4700 · EDUCATION</b>			
901-527 · 58250 RHAM Education	1,049,443.00	4,493,413.00	-3,443,970.00
901-595 · 28900 AES BOE	46,188.56	4,234,796.00	-4,188,607.44
<b>Total 4700 · EDUCATION</b>	<b>1,095,631.56</b>	<b>8,728,209.00</b>	<b>-7,632,577.44</b>
<b>TOWN DEPARTMENTS</b>			
<b>4113 · TOWN ADMINISTRATOR</b>			
102-100 · 51000 Town Administrator	24,848.09	92,925.00	-68,076.91
102-101 · 51000 Admin Assistant	3,120.00	22,650.00	-19,530.00
102-330 · 55990 Conference/Seminar	0.00	300.00	-300.00
102-535 · 55300 Mobile Phone	213.31	854.04	-640.73
102-580 · 55800 Mileage	300.00	1,200.00	-900.00
<b>Total 4113 · TOWN ADMINISTRATOR</b>	<b>28,481.40</b>	<b>117,929.04</b>	<b>-89,447.64</b>
<b>4137 · TREASURER/FINANCIAL</b>			
109-100 · 51000 Treasurer Salary	3,825.00	15,500.00	-11,675.00
109-120 · 51000 Treasurer Clerk Wages	10,071.89	42,900.00	-32,828.11
109-330 · 55990 Conference/Seminar	0.00	500.00	-500.00
109-610 · 56120 Office Supplies	23.44	200.00	-176.56
<b>Total 4137 · TREASURER/FINANCIAL</b>	<b>13,920.33</b>	<b>59,100.00</b>	<b>-45,179.67</b>
<b>4147 · TOWN CLERK</b>			
117-100 · 51000 Town Clerk Salary	14,803.63	55,000.00	-40,196.37
117-101 · 51000 Town Clerk Supplemental	1,000.00	6,000.00	-5,000.00
117-120 · 51000 Asst Town Clerk Salary	6,460.00	27,824.00	-21,364.00
117-330 · 59900 Conference/Seminar	470.00	1,000.00	-530.00
117-335 · 52900 Training	0.00	2,000.00	-2,000.00
117-438 · 54300 Equip Maint	0.00	540.00	-540.00
117-580 · 55800 Mileage	0.00	400.00	-400.00
117-610 · 56120 Office Supplies	685.33	1,400.00	-714.67
117-612 · 53520 Land Records	2,311.38	10,500.00	-8,188.62
117-616 · 55500 Maps Filming & Indexing	0.00	600.00	-600.00
117-810 · 58100 Membership	50.00	520.00	-470.00
117-865 · 55900 Vital Statistics	0.00	300.00	-300.00
117-885 · 55900 Historic Doc. Restoration	0.00	6,500.00	-6,500.00
<b>Total 4147 · TOWN CLERK</b>	<b>25,780.34</b>	<b>112,584.00</b>	<b>-86,803.66</b>

## Town of Andover Interim Budget vs. Actual July through September 2023

	Jul - Sep 23	Budget	\$ Over Budget
<b>4135 - TAX COLLECTOR</b>			
111-100 - 51000 Tax Collector Salary	18,272.55	48,928.00	-30,655.45
111-330 - 55999 Conference/Seminar	620.00	1,000.00	-380.00
111-438 - 53510 Contract Software Maint	6,572.07	12,950.00	-6,377.93
111-610 - 56120 Office Supplies	70.29	500.00	-429.71
111-810 - 58100 Membership	125.00	190.00	-65.00
<b>Total 4135 - TAX COLLECTOR</b>	<b>25,659.91</b>	<b>63,568.00</b>	<b>-37,908.09</b>
<b>4131 - ASSESSOR</b>			
113-100 - 51000 Assessor Salary	8,305.81	30,974.00	-22,668.19
113-120 - 51000 Asst Assessor Salary	10,592.21	39,469.00	-28,876.79
113-335 - 52900 Training	0.00	750.00	-750.00
113-438 - 53510 Contract Software Maint	16,991.63	20,669.52	-3,677.89
113-580 - 55800 Mileage	0.00	500.00	-500.00
113-610 - 56120 Office Supplies	161.76	825.00	-663.24
113-612 - 56400 Book/Subscriptions	857.00	775.00	82.00
<b>Total 4131 - ASSESSOR</b>	<b>36,908.41</b>	<b>93,962.52</b>	<b>-57,054.11</b>
<b>4149 - REGISTRARS</b>			
125-100 - 51000 Registrars Salary	64.89	12,978.00	-12,913.11
125-120 - 51000 Asst Registrars Salary	0.00	1,085.15	-1,085.15
125-330 - 55990 Conference/Seminar	420.00	1,200.00	-780.00
125-335 - 52900 Training	373.02	3,500.00	-3,126.98
125-580 - 55800 Mileage	0.00	525.00	-525.00
125-610 - 56120 Office Supplies	0.00	315.00	-315.00
<b>Total 4149 - REGISTRARS</b>	<b>857.91</b>	<b>19,603.15</b>	<b>-18,745.24</b>
<b>4197 - ELECTIONS</b>			
121-100 - 51000 Election Salaries	0.00	17,820.00	-17,820.00
121-335 - 52900 Training	0.00	725.00	-725.00
121-438 - 54300 Equip Maint	750.00	3,000.00	-2,250.00
121-610 - 56010 Supplies	0.00	10,000.00	-10,000.00
121-800 - 55800 Misc/Canv	0.00	120.00	-120.00
121-830 - 52900 Meals	0.00	910.00	-910.00
<b>Total 4197 - ELECTIONS</b>	<b>750.00</b>	<b>32,575.00</b>	<b>-31,825.00</b>
<b>4211 - BUILDING DEPARTMENT</b>			
807-105 - 51000 Blding Dept - Shared Wage	0.00	23,900.00	-23,900.00
807-100 - 51000 Wages IWC	3,819.60	17,030.00	-13,210.40
817-100 - 51000 Zoning Agent Salary	6,965.71	26,181.46	-19,215.75
807-120 - 51000 Bldg Dept Admin Asst	5,364.95	24,249.41	-18,884.46
803-100 - 51000 Town Planner Wages	4,000.00	36,000.00	-32,000.00
807-438 - 54300 Equipment Maint	275.66	1,500.00	-1,224.34
807-580 - 55800 Mileage	0.00	1,200.00	-1,200.00
807-612 - 56400 Books & Manuals	0.00	500.00	-500.00
807-610 - 56120 Office Supplies	0.00	550.00	-550.00
807-890 - 58100 PermitLink Fees	945.00	4,500.00	-3,555.00
807-901 - 57300 Equipment	0.00	250.00	-250.00
<b>Total 4211 - BUILDING DEPARTMENT</b>	<b>21,370.92</b>	<b>135,860.87</b>	<b>-114,489.95</b>
<b>4501 - LIBRARY</b>			
001-100 - 51000 Library Payroll	19,840.94	80,521.19	-60,680.25
001-800 - 56420 Library Operations	14,169.50	28,339.00	-14,169.50
<b>Total 4501 - LIBRARY</b>	<b>34,010.44</b>	<b>108,860.19</b>	<b>-74,849.75</b>
<b>4145 - CIVIL PREPAREDNESS</b>			
135-100 - 51000 Civil Preparedness Salary	0.00	771.75	-771.75
135-335 - 52900 Training	0.00	350.00	-350.00
135-435 - 54420 Shared CERT Vehicle	0.00	1,000.00	-1,000.00
135-730 - 56900 Supplies & Equipment	0.00	850.00	-850.00
<b>Total 4145 - CIVIL PREPAREDNESS</b>	<b>0.00</b>	<b>2,971.75</b>	<b>-2,971.75</b>
<b>Total TOWN DEPARTMENTS</b>	<b>187,739.66</b>	<b>747,014.52</b>	<b>-559,274.86</b>
<b>TOWN EXPENSES</b>			
<b>4213 - TOWN OFFICE BUILDING</b>			
129-315 - 53010 Payroll Services	2,106.10	7,000.00	-4,893.90
129-350 - 54410 Water Testing	159.00	500.00	-341.00
129-365 - 54010 Elevator Service Contract	0.00	2,350.00	-2,350.00
129-401 - 58100 Elevator Permit	0.00	2,400.00	-2,400.00
129-442 - 53500 Computer Tech Support	1,896.48	11,461.00	-9,564.52
129-432 - 54301 Building Maint	26.10	4,250.00	-4,223.90
129-434 - 54301 Furnace Maintenance	0.00	500.00	-500.00
129-439 - 535100 Software Maint	0.00	9,000.00	-9,000.00
129-443 - 55990 Website Fees	0.00	4,731.00	-4,731.00
129-444 - 55510 Copier Rental	893.28	2,680.00	-1,786.72
129-490 - 54302 Alarm Monitoring	100.48	500.00	-399.52
129-493 - 53520 Tolland 911 Dispatch	11,656.00	12,665.00	-1,009.00
129-530 - 55300 Telephone	1,468.68	4,920.00	-3,451.32
129-531 - 55301 Postage	1,500.00	7,000.00	-5,500.00
129-533 - 55301 Postage Meter Rental	297.80	600.00	-302.20
129-537 - 55300 Internet Cable	0.00	1,500.00	-1,500.00
129-550 - 55500 Printing	0.00	1,600.00	-1,600.00
129-601 - 56220 Electricity	2,163.57	12,000.00	-9,836.43

## Town of Andover Interim Budget vs. Actual July through September 2023

	Jul - Sep 23	Budget	\$ Over Budget
129-603 - 56240 Fuel Oil	0.00	5,000.00	-5,000.00
129-609 - 57300 Equipment	0.00	750.00	-750.00
129-610 - 56120 Office Supplies	1,652.86	3,500.00	-1,847.14
129-652 - 56010 Janitorial Supplies	81.99	2,000.00	-1,918.01
129-735 - 54320 Computer Repair/Service	0.00	2,100.00	-2,100.00
<b>Total 4213 - TOWN OFFICE BUILDING</b>	<b>24,002.34</b>	<b>99,007.00</b>	<b>-75,004.66</b>
<b>4199-A - ADVERTISING</b>			
127-540 - 55400 Legal Ads-Advertising	1,386.00	5,500.00	-4,114.00
<b>Total 4199-A - ADVERTISING</b>	<b>1,386.00</b>	<b>5,500.00</b>	<b>-4,114.00</b>
<b>4157 - INSURANCE</b>			
137-500 - 55200 Insurance	67,202.05	113,047.00	-45,844.95
<b>Total 4157 - INSURANCE</b>	<b>67,202.05</b>	<b>113,047.00</b>	<b>-45,844.95</b>
<b>4117 - EMPLOYEE BENEFITS</b>			
141-205 - 52200 SS & Med	18,928.49	84,728.55	-65,800.06
141-210 - 52600 Unemployment Comp	787.27	10,000.00	-9,212.73
141-215 - 52100 Health/Dental Ins	52,965.71	165,999.92	-113,034.21
141-223 - 52950 Disability	696.82	3,000.00	-2,303.18
141-225 - 52900 Life Insurance	299.00	1,500.00	-1,201.00
141-230 - 52300 Retirement MERF	6,823.90	131,995.00	-125,171.10
141-280 - 53070 CDL, Physicals, Drug Tes	0.00	750.00	-750.00
141-290 - 52300 Amort MERF	0.00	131.00	-131.00
141-295 - 52010 Admin Fee MERF	3,120.00	3,640.00	-520.00
<b>Total 4117 - EMPLOYEE BENEFITS</b>	<b>83,621.19</b>	<b>401,744.47</b>	<b>-318,123.28</b>
<b>Total TOWN EXPENSES</b>	<b>176,211.58</b>	<b>619,298.47</b>	<b>-443,086.89</b>
<b>FACILITIES</b>			
<b>4213-A - OLD TOWN HALL</b>			
123-432 - 54301 Building Maint	0.00	2,500.00	-2,500.00
123-490 - 54302 Alarm System	50.24	575.00	-524.76
123-601 - 54100 Electricity	232.70	975.00	-742.30
<b>Total 4213-A - OLD TOWN HALL</b>	<b>282.94</b>	<b>4,050.00</b>	<b>-3,767.06</b>
<b>4301 - TOWN GARAGE</b>			
309-350 - 53070 Medical/Drug Testing	0.00	550.00	-550.00
309-300 - 55990 Conference/Seminar	0.00	700.00	-700.00
309-432 - 54301 Building Maint	6,642.57	17,850.00	-11,207.43
309-434 - 54300 Furnance Maint	0.00	1,050.00	-1,050.00
309-490 - 54302 Alarm System	1,162.50	875.00	287.50
309-537 - 55300 Internet Cable	231.70	1,470.00	-1,238.30
309-601 - 56220 Electricity	888.21	6,750.00	-5,861.79
309-603 - 56240 Fuel Oil	0.00	7,500.00	-7,500.00
309-610 - 56100 Office Supplies	55.98	200.00	-144.02
309-618 - 56500 Computer Supplies	0.00	350.00	-350.00
<b>Total 4301 - TOWN GARAGE</b>	<b>8,980.96</b>	<b>37,295.00</b>	<b>-28,314.04</b>
<b>4203-A - OLD FIRE HOUSE</b>			
149-601 - 54100 Electricity	77.34	1,000.00	-922.66
<b>Total 4203-A - OLD FIRE HOUSE</b>	<b>77.34</b>	<b>1,000.00</b>	<b>-922.66</b>
<b>Total FACILITIES</b>	<b>9,341.24</b>	<b>42,345.00</b>	<b>-33,003.76</b>
<b>OUTSIDE SERVICES</b>			
<b>4125 - AUDITOR/ACTUARY</b>			
105-320 - 53310 Annual Audit	11,000.00	35,000.00	-24,000.00
105-375 - 53310 Actuarial Services	0.00	5,500.00	-5,500.00
<b>Total 4125 - AUDITOR/ACTUARY</b>	<b>11,000.00</b>	<b>40,500.00</b>	<b>-29,500.00</b>
<b>4139 - TOWN ATTORNEY</b>			
107-310 - 53020 Legal Retainer	399.00	14,000.00	-13,601.00
107-312 - 53020 Assess - Legal	0.00	3,000.00	-3,000.00
<b>Total 4139 - TOWN ATTORNEY</b>	<b>399.00</b>	<b>17,000.00</b>	<b>-16,601.00</b>
<b>4151 - TOWN ENGINEER</b>			
311-370 - 53300 Consulting Fees-Engineer	1,149.00	10,000.00	-8,851.00
<b>Total 4151 - TOWN ENGINEER</b>	<b>1,149.00</b>	<b>10,000.00</b>	<b>-8,851.00</b>
<b>4161 - PROBATE COURT</b>			
119-800 - 58900 Misc Exp - Probate Court	3,262.00	3,200.00	62.00
<b>Total 4161 - PROBATE COURT</b>	<b>3,262.00</b>	<b>3,200.00</b>	<b>62.00</b>
<b>4177 - CRCOG, CCM, COST</b>			
819-810 - 53010 Cap Region COG/CCM/COST	8,016.00	8,500.00	-484.00
<b>Total 4177 - CRCOG, CCM, COST</b>	<b>8,016.00</b>	<b>8,500.00</b>	<b>-484.00</b>
<b>Total OUTSIDE SERVICES</b>	<b>23,826.00</b>	<b>79,200.00</b>	<b>-55,374.00</b>

**Town of Andover**  
**Interim Budget vs. Actual**  
**July through September 2023**

	Jul - Sep 23	Budget	\$ Over Budget
<b>PUBLIC WORKS/GROUNDS</b>			
<b>4399 · PUBLIC WORKS</b>			
301-100 · 51000 Public Works Salary	71,261.99	321,305.57	-250,043.58
301-111 · 51520 Temp PW Salary	0.00	2,500.00	-2,500.00
301-112 · 51630 PW OT Salary	925.77	12,500.00	-11,574.23
301-391 · 54302 Fire Ext Testing	175.18	650.00	-474.82
301-435 · 54301 Vehicle Maint	4,206.73	33,500.00	-29,293.27
301-448 · 51520 Misc Labor/Rental	600.00	1,575.00	-975.00
301-535 · 55300 Mobile Phone	213.31	852.00	-638.69
301-602 · 56260 Diesel	19,790.11	18,425.00	1,365.11
301-603 · 56260 Gasoline	1,991.41	11,000.00	-9,008.59
301-620 · 56010 Supplies	2,815.35	18,500.00	-15,684.65
301-730 · 57300 Equipment	2,599.76	7,100.00	-4,500.24
301-810 · 58100 Membership	0.00	75.00	-75.00
<b>Total 4399 · PUBLIC WORKS</b>	<b>104,579.61</b>	<b>427,982.57</b>	<b>-323,402.96</b>
<b>4307 · SNOW REMOVAL</b>			
303-130 · 51630 Snow Removal OT	0.00	21,500.00	-21,500.00
303-436 · 54301 Ice Maint Bldg	0.00	550.00	-550.00
303-642 · 56010 Supplies	0.00	3,200.00	-3,200.00
303-643 · 57300 Sanding Equip	0.00	550.00	-550.00
303-644 · 54103 Sand	0.00	2,500.00	-2,500.00
303-646 · 54103 Salt	0.00	66,250.00	-66,250.00
303-830 · 56300 Meals	0.00	700.00	-700.00
<b>Total 4307 · SNOW REMOVAL</b>	<b>0.00</b>	<b>95,250.00</b>	<b>-95,250.00</b>
<b>4317 · TRANSFER STATION</b>			
701-100 · 51000 Transfer Station Wages	5,763.40	24,505.64	-18,742.24
701-438 · 54300 Maintenance	349.40	2,500.00	-2,150.60
701-480 · 54101 Hauling Fees	7,334.00	42,746.08	-35,412.08
701-481 · 54101 Bulky Waste	5,874.48	32,620.64	-26,746.16
701-493 · 54900 Outdoor Facility	330.00	0.00	330.00
701-601 · 56220 Electricity	408.95	3,100.00	-2,691.05
701-803 · 54420 Compactor Lease	546.36	3,328.00	-2,781.64
701-998 · 54421 Tipping Fees	6,232.95	48,368.32	-42,135.37
<b>8401 · RECYCLING</b>			
703-432 · 54421 Hazardous Waste	0.00	3,310.33	-3,310.33
703-484 · 54421 Antifreeze Pickup	0.00	200.00	-200.00
703-485 · 54421 Used Oil Pickup	338.10	1,500.00	-1,161.90
703-488 · 54421 Tire Pickup	1,636.00	2,000.00	-364.00
703-807 · 54421 Permits	0.00	970.00	-970.00
<b>Total 8401 · RECYCLING</b>	<b>1,974.10</b>	<b>7,980.33</b>	<b>-6,006.23</b>
<b>Total 4317 · TRANSFER STATION</b>	<b>28,813.64</b>	<b>165,149.01</b>	<b>-136,335.37</b>
<b>4599 · GROUND CARE</b>			
313-420 · 54303 Mowing - Ground Care	2,711.45	25,000.00	-22,288.55
313-422 · 54900 Beautification	240.00	2,510.00	-2,270.00
313-424 · 54900 Old Cemetary Maint	0.00	7,000.00	-7,000.00
<b>Total 4599 · GROUND CARE</b>	<b>2,951.45</b>	<b>34,510.00</b>	<b>-31,558.55</b>
<b>4311 · STREET LIGHTING</b>			
305-410 · 56220 Street Lighting	981.00	10,360.00	-9,379.00
<b>Total 4311 · STREET LIGHTING</b>	<b>981.00</b>	<b>10,360.00</b>	<b>-9,379.00</b>
<b>4199-B · CUSTODIAN</b>			
147-100 · 51000 Custodian	3,615.90	14,846.00	-11,230.10
<b>Total 4199-B · CUSTODIAN</b>	<b>3,615.90</b>	<b>14,846.00</b>	<b>-11,230.10</b>
<b>Total PUBLIC WORKS/GROUNDS</b>	<b>140,941.60</b>	<b>748,097.58</b>	<b>-607,155.98</b>
<b>PUBLIC SAFETY</b>			
<b>4201 · Resident Trooper</b>			
403-375 · 53530 Contract ST Fee-Law Enfor	0.00	140,000.00	-140,000.00
403-901 · 56100 Office Supplies	0.00	450.00	-450.00
<b>Total 4201 · Resident Trooper</b>	<b>0.00</b>	<b>140,450.00</b>	<b>-140,450.00</b>
<b>4203 · FIRE DEPARTMENT/COMMISSION</b>			
401-800 · 53100 Fire Commission	38,187.50	152,750.00	-114,562.50
<b>Total 4203 · FIRE DEPARTMENT/COMMISSION</b>	<b>38,187.50</b>	<b>152,750.00</b>	<b>-114,562.50</b>
<b>4215 · Animal Control</b>			
151-105 · 51000 NECOG Shared Wages	11,748.75	10,500.00	1,248.75
<b>Total 4215 · Animal Control</b>	<b>11,748.75</b>	<b>10,500.00</b>	<b>1,248.75</b>

**Town of Andover**  
**Interim Budget vs. Actual**  
**July through September 2023**

	Jul - Sep 23	Budget	\$ Over Budget
<b>4219 · FIRE MARSHAL</b>			
405-100 · 51000 Fire Marshal Salary	1,579.60	8,260.57	-6,680.97
405-110 · 51000 Deputy Salary	635.42	1,302.71	-667.29
405-150 · 51000 Fire Official Comp	0.00	350.00	-350.00
405-355 · 52900 Training	0.00	400.00	-400.00
405-610 · 56120 Office Supplies	0.00	50.00	-50.00
405-612 · 56400 Subscriptions	0.00	500.00	-500.00
405-810 · 58100 Dues/Memberships	0.00	175.00	-175.00
405-901 · 57300 Equipment	0.00	1,000.00	-1,000.00
<b>Total 4219 · FIRE MARSHAL</b>	<b>2,215.02</b>	<b>12,038.28</b>	<b>-9,823.26</b>
<b>Total PUBLIC SAFETY</b>	<b>52,151.27</b>	<b>315,738.28</b>	<b>-263,587.01</b>
<b>4423 · PUBLIC WELFARE</b>			
<b>4417 · SENIOR CITIZENS</b>			
145-100 · 51000 Resident Services Coord.	1,545.16	5,776.24	-4,231.08
145-820 · 56300 Senior Lunch	1,451.02	1,080.00	371.02
145-870 · 56900 Programs Senior Citizens	0.00	2,000.00	-2,000.00
145-875 · 56290 Trips - Senior Citizens	376.00	4,000.00	-3,624.00
<b>Total 4417 · SENIOR CITIZENS</b>	<b>3,372.18</b>	<b>12,856.24</b>	<b>-9,484.06</b>
<b>4499 · ANDOVER SENIOR TRANSPORTAION</b>			
143-100 · 51000 Drivers/Dispatch Salary	8,269.78	27,500.00	-19,230.22
143-380 · 53070 Comm. Drivers Test-DAR	0.00	1,000.00	-1,000.00
143-435 · 54300 Vehicle Main - Dial a Rid	742.99	5,000.00	-4,257.01
143-603 · 56260 Fuel Dial a Ride	1,851.47	6,095.00	-4,243.53
<b>Total 4499 · ANDOVER SENIOR TRANSPORTAION</b>	<b>10,864.24</b>	<b>39,595.00</b>	<b>-28,730.76</b>
<b>4401 · HEALTH OFFICER</b>			
201-999 · 53010 Eastern Highlands Hlth	4,552.25	18,209.00	-13,656.75
<b>Total 4401 · HEALTH OFFICER</b>	<b>4,552.25</b>	<b>18,209.00</b>	<b>-13,656.75</b>
<b>4413 · MENTAL HEALTH</b>			
205-843 · 53010 Amplify Mental Health	220.00	250.00	-30.00
<b>Total 4413 · MENTAL HEALTH</b>	<b>220.00</b>	<b>250.00</b>	<b>-30.00</b>
<b>4419 · AHM YOUTH SERVICES</b>			
207-844 · 53010 AHM Youth Services	48,501.00	97,002.00	-48,501.00
<b>Total 4419 · AHM YOUTH SERVICES</b>	<b>48,501.00</b>	<b>97,002.00</b>	<b>-48,501.00</b>
<b>Total 4423 · PUBLIC WELFARE</b>	<b>67,509.67</b>	<b>167,912.24</b>	<b>-100,402.57</b>
<b>BOARDS &amp; COMMISSIONS</b>			
<b>4111 · SELECTMEN</b>			
101-100 · 51000 1st. Selectman Salary	0.00	6,000.00	-6,000.00
101-105 · 51000 Selectman Salary	0.00	1,800.00	-1,800.00
101-836 · 59010 Veteran's Committee	0.00	500.00	-500.00
<b>Total 4111 · SELECTMEN</b>	<b>0.00</b>	<b>8,300.00</b>	<b>-8,300.00</b>
<b>4103 · BOARD OF FINANCE</b>			
103-121 · 51000 BOF Clerk Wages	556.25	1,700.00	-1,143.75
<b>Total 4103 · BOARD OF FINANCE</b>	<b>556.25</b>	<b>1,700.00</b>	<b>-1,143.75</b>
<b>4171 · CONSERVATION COMMISSION</b>			
815-330 · 58100 Membership	0.00	65.00	-65.00
815-609 · 57300 Equipment	0.00	60.00	-60.00
815-810 · 55990 Conferences	0.00	525.00	-525.00
<b>Total 4171 · CONSERVATION COMMISSION</b>	<b>0.00</b>	<b>650.00</b>	<b>-650.00</b>
<b>4155 · BOARD OF ASSESSMENT APPEALS</b>			
115-120 · 51000 BAA Clerk Salary	0.00	400.00	-400.00
115-335 · 52900 Training	0.00	150.00	-150.00
<b>Total 4155 · BOARD OF ASSESSMENT APPEALS</b>	<b>0.00</b>	<b>550.00</b>	<b>-550.00</b>
<b>4155-A · ZONING BOARD OF APPEALS</b>			
805-115 · 51000 Board Clerk - ZBA	187.00	500.00	-313.00
<b>Total 4155-A · ZONING BOARD OF APPEALS</b>	<b>187.00</b>	<b>500.00</b>	<b>-313.00</b>
<b>4173 · ECON DEVELOPMENT COMM</b>			
801-800 · 55990 Economic Devel Comm	0.00	1,000.00	-1,000.00
<b>Total 4173 · ECON DEVELOPMENT COMM</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>
<b>4511 · MEMORIAL DAY COMM</b>			
601-800 · 56900 Memorial Day Misc Exp	0.00	800.00	-800.00
<b>Total 4511 · MEMORIAL DAY COMM</b>	<b>0.00</b>	<b>800.00</b>	<b>-800.00</b>

**Town of Andover**  
**Interim Budget vs. Actual**  
**July through September 2023**

	Jul - Sep 23	Budget	\$ Over Budget
<b>4503 · RECREATION COMMISSION</b>			
603-493 · 54410 Outside Facility Rental	960.00	2,630.00	-1,670.00
603-870 · 55990 Programs	79.34	6,000.00	-5,920.66
603-890 · 55990 Community Garden	0.00	1,500.00	-1,500.00
<b>Total 4503 · RECREATION COMMISSION</b>	<b>1,039.34</b>	<b>10,130.00</b>	<b>-9,090.66</b>
<b>4153 · PLANNING &amp; ZONING COMMISSION</b>			
803-105 · 51000 Board Clerk Wages	84.00	3,200.00	-3,116.00
803-310 · 53020 Legal/Professional	180.00	6,500.00	-6,320.00
803-335 · 52900 Training	0.00	750.00	-750.00
803-340 · 53500 Mapping	0.00	500.00	-500.00
<b>Total 4153 · PLANNING &amp; ZONING COMMISSION</b>	<b>264.00</b>	<b>10,950.00</b>	<b>-10,686.00</b>
<b>4163 · INLAND WETLANDS C OMISSION</b>			
809-115 · 51000 Board Clerk - IWC	172.75	1,450.00	-1,277.25
809-335 · 52900 Training	65.00	250.00	-185.00
809-610 · 56100 Office Supplies	0.00	200.00	-200.00
809-810 · 58100 Dues/Membership	0.00	65.00	-65.00
<b>Total 4163 · INLAND WETLANDS C OMISSION</b>	<b>237.75</b>	<b>1,965.00</b>	<b>-1,727.25</b>
<b>4159 · HISTORICAL</b>			
153-800 · 53400 Town Historian	0.00	200.00	-200.00
<b>Total 4159 · HISTORICAL</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>
<b>Total BOARDS &amp; COMMISSIONS</b>	<b>2,284.34</b>	<b>36,745.00</b>	<b>-34,460.66</b>
<b>CAPITAL RELATED</b>			
<b>4900 · CAPITAL</b>			
111-714 · 53520 Revaluation	16,500.00	16,500.00	0.00
<b>Total 4900 · CAPITAL</b>	<b>16,500.00</b>	<b>16,500.00</b>	<b>0.00</b>
<b>9900 · TRANSFERS</b>			
305-899 · 59020 Contingency	0.00	50,000.00	-50,000.00
305-908 · 59020 Fire Engine Fund/Tanker	125,000.00	125,000.00	0.00
305-xxx · 59020 PW Equipment Fund	125,000.00	125,000.00	0.00
305-911 · 59020 Road Improve. Fund	410,000.00	410,000.00	0.00
305-912 · 59020 Tree Removal Fund	50,000.00	50,000.00	0.00
305-914 · 59020 Bridge & Culvert Fund	100,000.00	100,000.00	0.00
305-915 · 59020 Bldg Main Fund	108,000.00	108,000.00	0.00
<b>Total 9900 · TRANSFERS</b>	<b>918,000.00</b>	<b>968,000.00</b>	<b>-50,000.00</b>
<b>Total CAPITAL RELATED</b>	<b>934,500.00</b>	<b>984,500.00</b>	<b>-50,000.00</b>
<b>Total Expense</b>	<b>2,690,136.92</b>	<b>12,469,060.09</b>	<b>-9,778,923.17</b>
<b>Net Ordinary Income</b>	<b>1,203,116.89</b>	<b>-35,000.09</b>	<b>1,238,116.98</b>
<b>Other Income/Expense</b>			
Other Expense			
Ask my accountant	-953.43	0.00	-953.43
<b>Total Other Expense</b>	<b>-953.43</b>	<b>0.00</b>	<b>-953.43</b>
<b>Net Other Income</b>	<b>953.43</b>	<b>0.00</b>	<b>953.43</b>
<b>Net Income</b>	<b>1,204,070.32</b>	<b>-35,000.09</b>	<b>1,239,070.41</b>

**Town of Andover**  
**Board of Finance**  
Regular Meeting Minutes  
Wednesday, September 27<sup>th</sup>, 2023 – 7:00pm  
Location: Community Room, Town Hall, 17 School Road

Members Present: Marc Brinker, Joanne Hebert, Linda Fish, Louise Goodwin, Robert England, Brian Briggs

Members Absent: Bill Desrosiers

Town Administrator: Eric Anderson

Finance Department: Cheryl LaFlamme-Miller (Treasurer), Chris Harakaly (Asst. Treasurer)

Public Present: none

**1. Call to Order/Pledge of Allegiance** – Marc Brinker called the meeting to order at 7:13pm. The Pledge was recited.

**2. Public Speak** – none

**3. Changes/Additions to Agenda** – Auditor not present for meeting, can send presentation to Board members. Marc Brinker MOTIONED to add agenda item 6e – Discussion of Proposed Budget Transfers. Joanne Hebert SECONDED. MOTION CARRIED 6:0:0

**4. Review with Auditor 2022 Financial Statements** – auditor not present, not discussed

**5. Old Business**

**a. Review of Budget to actual** – reviewed and discussed with Treasurer, reviewed by department and report formats that will work best for meetings

**b. Check register** – reviewed check register with Treasurer, next month reports will be July through September – discussed budget lines that may be over expended during the year due to additional expenses (Transfer Station, NECOG Animal Control, Senior Lunch Program); Discussed STIF account funding and update on roadwork.

**c. Update on AES parking Lot paving project** - Constantine Paving (contractor), check cut and sent to Town for \$122,000~, materials testing lab and Town Engineer contacted and involved with project. Discussed a possible “Plan B” for project – BOE has decided to not use lot due to safety. Eric Anderson reached out to other companies to review the lot – cracks to seal in lot. Could go to formal RFP over the winter with paving companies or have Public Works complete work for parking lot in the meantime. BOE having Special Meeting to discuss options, technical requirements for project from the Town, and what can be done in the meantime for the lot to be open and useable.

**6. New Business**

**a. 2024 BOF Meeting Schedule** – meetings will be the fourth Wednesday of each month. Louise Goodwin MOTIONED to have the regularly scheduled meetings on the fourth Wednesday of each month. Brian Briggs SECONDED. MOTION CARRIED 6:0:0

**b. Future BOF meeting Venues** – discussion on virtual versus in-person. Louise Goodwin MOTIONED to continue with in-person meetings. Linda Fish SECONDED. MOTION CARRIED 5:1:0 with Joanne Hebert voting No.

**c. BOF Chair Position Policy and Procedure** – discussion on 1-Year or 2-Year term, protocol and policy. Would vote in December or January meeting following election. Robert England MOTIONED for the Board to adopt a policy to vote on Chair and Vice-Chair positions every two years effective the December meeting following the election. Joanne Hebert SECONDED. MOTION CARRIED 6:0:0



**d. Discussion on discrepancies with capital funding levels** – reviewed Town Aid Road account; funding received, balances, information was not accurate in accounting system that was given to Public Works – Town Treasurer gave options to correct overages – discussed funds that are no longer in use and could be closed and consolidated. Eric Anderson additionally weighed in on options. Joanne Hebert MOTIONED to transfer funds from the Library Reserve Fund of \$175,000~ into the Town Aid Road fund. Robert England SECONDED. MOTION CARRIED 6:0:0

**e. Discussion of proposed budget transfers** – FY 2022-2023 budget transfer requests in packet, needed to close year to prepare for audit. Reviewed expenditure lines that were overspent. Treasurer can also include fund balances in monthly reports. Joanne Hebert MOTIONED to approve the budget transfers as presented. Louise Goodwin SECONDED. MOTION CARRIED 6:0:0

## **7. Approval of Meeting Minutes**

**a. July 19, 2023 Special Meeting**

**b. July 26, 2023 Special Meeting**

**c. August 17, 2023 Special Meeting**

Joanne Hebert MOTIONED to approve all meeting minutes as presented. Linda Fish SECONDED. MOTION CARRIED 5:0:1 with Robert England abstaining.

**8. Administrator's Report** – Eric Anderson gave update on \$100,000 Legislative funding for Route 316 study, goal of project is a multi-use pathway between Town Hall property and rail trail. RFP submitted for consultant; Eric walked area with members of project involved with LOTCIP. Thanked Linda Fish for her years of service to the Board of Finance.

**9. Liaison Reports** – CIP approved purchase of Steiner mower for Public works

**10. Board Open Discussion** - discussion regarding the process for unexpended funds at the end of the Fiscal Year, Capital Fund creation for AES, draft policy regarding Capital Plan

**11. Correspondence** – Town Clerk request for meeting schedule, previously discussed in meeting

**12. Public Speak** – none

**13. Adjournment** – Linda Fish MOTIONED to adjourn the meeting at 9:13pm. Louise Goodwin SECONDED. MOTION CARRIED 6:0:0