

Town of Andover
Board of Finance Regular Meeting Agenda

Date/Time: Wednesday, October 26, 2022, 7:00pm
Location: Virtual Zoom Meeting
Call in directions: <https://us02web.zoom.us/j/81954281527>

Join by phone: 1 646 558 8656
Meeting ID: 819 5428 1527
Passcode: 848544

- 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
 - b) Over expenditure requests
- 7) Old Business
 - a) FYE 21-22 Audit status
 - b) Review updated Draft of Purchasing Policy
 - c) Current status of staff searches for finance department
- 8) New Business
 - a) Review and approve meeting dates for 2023
- 9) Approval of meeting minutes
 - a) September 28, 2022, regular meeting minutes
- 10) Liaison reports
- 11) Board open discussion
- 12) Public speak
- 13) Adjournment

Town Administrator's Report

4.

Finance Department Report

5.

Range of Accounts: First to Last Include Cap Accounts: Yes As Of: 10/19/22
Current Period: 09/01/22 to 09/30/22 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	191.75	491.25	1,308.75	27
100-01-0101-836	Veteran's Day Committee	500.00	0.00	0.00	500.00	0
Control Total		7,100.00	191.75	491.25	6,608.75	7
FUNCTION Total		7,100.00	191.75	491.25	6,608.75	7
100-01-0102-000	Town Administrator					
100-01-0102-100	Town Administrator Salary	84,975.00	6,346.14	25,384.32	59,590.68	30
100-01-0102-120	Adminstrative Assistant	22,012.00	418.00	1,989.42	20,022.58	9
100-01-0102-330	Conference/Seminars	300.00	0.00	0.00	300.00	0
100-01-0102-535	Telephone	940.00	71.27	213.97	726.03	23
100-01-0102-580	Travel	1,200.00	100.00	400.00	800.00	33
Control Total		109,427.00	6,935.41	27,987.71	81,439.29	26
FUNCTION Total		109,427.00	6,935.41	27,987.71	81,439.29	26
100-01-0103-000	Board of Finances					
100-01-0103-121	Board Clerk Wages-BOF	1,700.00	0.00	304.25	1,395.75	18
100-01-0103-310	Legal Fees	2,500.00	0.00	0.00	2,500.00	0
Control Total		4,200.00	0.00	304.25	3,895.75	7
FUNCTION Total		4,200.00	0.00	304.25	3,895.75	7
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	142.50	199.50	13,800.50	1
100-01-0107-312	Assessor - Legal Counsel	3,000.00	0.00	0.00	3,000.00	0
Control Total		17,000.00	142.50	199.50	16,800.50	1

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
FUNCTION Total		17,000.00	142.50	199.50	16,800.50	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	1,290.00	10,946.65	46,426.35	19
100-01-0109-330	Conference/Seminars - Treasurer	500.00	0.00	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	1,290.00	11,011.65	64,261.35	15
FUNCTION Total		73,073.00	1,290.00	11,011.65	64,261.35	15
100-01-0111-000	Tax Collector					
100-01-0111-100	Salary-Tax Collector	45,174.00	2,896.74	14,367.00	30,807.00	32
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	0.00	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	2,896.74	23,612.90	34,839.10	40
FUNCTION Total		58,452.00	2,896.74	23,612.90	34,839.10	40
100-01-0113-000	Assessor					
100-01-0113-100	Salary-Assessor	30,101.00	2,315.54	9,228.43	20,872.57	31
100-01-0113-120	Salary-Asst. Assessor	38,351.00	2,951.21	11,761.32	26,589.68	31
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	5,266.75	36,476.25	52,804.75	41
FUNCTION Total		89,281.00	5,266.75	36,476.25	52,804.75	41
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	4,022.78	16,032.56	36,263.44	31
100-01-0117-120	Asst. salary-Town Clerk	22,448.00	2,050.88	8,175.34	14,272.66	36
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	88.93	88.93	1,311.07	6
100-01-0117-612	Land Records-Town Clerk	10,500.00	1,247.83	2,695.69	7,804.31	26
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	7,410.42	27,507.52	70,996.48	28
FUNCTION Total		98,504.00	7,410.42	27,507.52	70,996.48	28
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	76.22	1,826.58	14,673.42	11
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	0.00	750.00	2,250.00	25
100-01-0121-610	Supplies-Elections	8,800.00	0.00	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	0.00	126.88	533.12	19
Control Total		29,705.00	76.22	4,284.12	25,420.88	14
FUNCTION Total		29,705.00	76.22	4,284.12	25,420.88	14
100-01-0123-000	Old Town Hall					
100-01-0123-432	Building Maint.- Old Town Hall	2,500.00	0.00	274.78	2,225.22	11
100-01-0123-490	Alarm System-Old Town Hall	575.00	0.00	50.24	524.76	9
100-01-0123-601	Electricity-Old Town Hall	975.00	57.82	223.81	751.19	23

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	57.82	548.83	3,901.17	12
FUNCTION Total		4,450.00	57.82	548.83	3,901.17	12
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	0.00	200.00	1,000.00	17
100-01-0125-335	Registrar-Training	3,500.00	123.60	123.60	3,376.40	4
100-01-0125-580	Travel-Registrars	500.00	55.00	55.00	445.00	11
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	0.00	190.00	10.00	95
Control Total		19,090.00	178.60	1,475.73	17,614.27	8
FUNCTION Total		19,090.00	178.60	1,475.73	17,614.27	8
100-01-0127-000	ADS					
100-01-0127-540	Legal Ads-Advertising	5,500.00	407.00	2,079.00	3,421.00	38
Control Total		5,500.00	407.00	2,079.00	3,421.00	38
FUNCTION Total		5,500.00	407.00	2,079.00	3,421.00	38
100-01-0129-000	Town Office Building					
100-01-0129-315	Payroll Service-Town Office	7,000.00	0.00	1,475.04	5,524.96	21
100-01-0129-350	Water Testing	500.00	0.00	145.50	354.50	29
100-01-0129-365	Elevator-Service Contract	2,350.00	0.00	2,338.05	11.95	99
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	72.53	1,951.16	2,298.84	46
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	15.94	8,234.06	0
100-01-0129-442	Computer Tech Support	11,000.00	579.50	1,738.50	9,261.50	16
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	893.28	1,786.72	33
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	0.00	1,851.45	3,148.55	37
100-01-0129-531	Postage-Town Office	7,000.00	0.00	2,604.93	4,395.07	37
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	1,343.58	4,255.41	5,644.59	43
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	229.56	775.98	2,424.02	24
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	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
Control Total		93,650.00	2,448.49	29,208.43	64,441.57	31
FUNCTION Total		93,650.00	2,448.49	29,208.43	64,441.57	31
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	22,982.00	63,141.25	53,248.75	54
Control Total		116,390.00	22,982.00	63,141.25	53,248.75	54
FUNCTION Total		116,390.00	22,982.00	63,141.25	53,248.75	54
100-01-0141-000	Employee Benefits					
100-01-0141-205	Social Security-Employee Benefits	59,441.00	3,652.53	15,341.06	44,099.94	26
100-01-0141-207	Medicare-Employee Benefits	13,902.00	854.25	3,587.95	10,314.05	26
100-01-0141-210	Unempl. Comp.-Employee Benefits	10,000.00	224.76	1,023.81	8,976.19	10
100-01-0141-215	Health Insurance-Employee Benefits	178,272.00	1,270.00	15,199.06	163,072.94	9
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	218.77	695.73	1,804.27	28
100-01-0141-225	Life Ins.-Employee Benefits	1,500.00	85.80	272.76	1,227.24	18
100-01-0141-230	Retirement-Employee Benefits	123,409.00	0.00	8,569.25	114,839.75	7
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
Control Total		395,045.00	3,766.11	47,939.62	347,105.38	12

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FUNCTION Total		395,045.00	3,766.11	47,939.62	347,105.38	12
100-01-0143-000	Andover Senior Transportation					
100-01-0143-100	Salaries-Drivers/Dispatch	25,000.00	1,955.74	6,838.29	18,161.71	27
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	129.95	1,075.15	3,924.85	22
100-01-0143-603	Fuel-Dial a Ride	6,095.00	46.32	866.08	5,228.92	14
Control Total		37,095.00	2,132.01	8,779.52	28,315.48	24
FUNCTION Total		37,095.00	2,132.01	8,779.52	28,315.48	24
100-01-0145-000	Senior Citizens					
100-01-0145-100	Municipal Agent-Salary	5,806.00	518.97	1,631.07	4,174.93	28
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	518.97	2,631.07	10,254.93	20
FUNCTION Total		12,886.00	518.97	2,631.07	10,254.93	20
100-01-0147-000	Custodian					
100-01-0147-365	Custodian	13,390.00	721.01	3,314.26	10,075.74	25
Control Total		13,390.00	721.01	3,314.26	10,075.74	25
FUNCTION Total		13,390.00	721.01	3,314.26	10,075.74	25
100-01-0149-000	Old Fire House					
100-01-0149-601	Electricity-Old Fire House	1,441.00	102.15	834.72	606.28	58
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	102.15	834.72	1,606.28	34
FUNCTION Total		2,441.00	102.15	834.72	1,606.28	34
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	9,210.82	9,211.18	50
Control Total		18,422.00	0.00	9,210.82	9,211.18	50
FUNCTION Total		18,422.00	0.00	9,210.82	9,211.18	50
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	46,089.50	46,089.50	46,089.50	50
Control Total		92,179.00	46,089.50	46,089.50	46,089.50	50
FUNCTION Total		92,179.00	46,089.50	46,089.50	46,089.50	50
100-03-0301-000	P.W. Dept					
100-03-0301-100	Salary-Public Works	311,327.00	19,891.42	84,182.55	227,144.45	27
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	1,137.84	4,249.50	4,750.50	47
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	2,202.44	6,762.70	25,237.30	21
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	71.27	213.97	638.03	25
100-03-0301-602	Diesel-Public Works	14,000.00	680.30	11,943.08	2,056.92	85
100-03-0301-603	Fuel-Public Works	9,400.00	109.85	605.92	8,794.08	6
100-03-0301-620	Supplies - Public Works	15,500.00	1,220.37	3,436.45	12,063.55	22
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	25,313.49	111,394.17	293,009.83	28

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FUNCTION Total		404,404.00	25,313.49	111,394.17	293,009.83	28
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	414.52	2,444.68	4,555.32	35
Control Total		7,000.00	414.52	2,444.68	4,555.32	35
FUNCTION Total		7,000.00	414.52	2,444.68	4,555.32	35
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	3,160.42	4,009.37	13,990.63	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	115.85	347.55	1,122.45	24
100-03-0309-601	Electricity-Town Garage	6,475.00	398.72	1,587.41	4,887.59	25
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	3,674.99	6,590.17	27,979.83	19
FUNCTION Total		34,570.00	3,674.99	6,590.17	27,979.83	19
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	1,530.00	1,982.34	21,017.66	9
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	1,530.00	2,782.34	24,717.66	10
FUNCTION Total		27,500.00	1,530.00	2,782.34	24,717.66	10
100-04-0401-000	Fire Department					
100-04-0401-800	Fire Department	148,150.00	37,037.50	74,075.00	74,075.00	50
Control Total		148,150.00	37,037.50	74,075.00	74,075.00	50
FUNCTION Total		148,150.00	37,037.50	74,075.00	74,075.00	50
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	617.52	2,465.86	5,562.14	31
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	617.52	2,465.86	11,429.14	18
FUNCTION Total		13,895.00	617.52	2,465.86	11,429.14	18
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	500.00	1,300.00	4,700.00	22
Control Total		8,630.00	500.00	1,300.00	7,330.00	15
FUNCTION Total		8,630.00	500.00	1,300.00	7,330.00	15
100-07-0701-000	Transfer Station					
100-07-0701-100	Wages-Transfer Station	23,816.00	1,836.58	7,229.00	16,587.00	30
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	3,530.67	8,957.11	32,144.89	22
100-07-0701-481	Bulky Waste-Transfer Station	31,366.00	2,000.71	6,705.66	24,660.34	21
100-07-0701-493	Outdoor Facility-Transfer Station	900.00	105.00	315.00	585.00	35
100-07-0701-601	Electricity-Transfer Station	3,025.00	194.11	700.97	2,324.03	23
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	795.69	2,404.31	25
100-07-0701-998	Tipping Fees-Transfer Station	46,508.00	4,425.98	10,341.68	36,166.32	22
Control Total		166,567.00	12,358.28	35,095.55	131,471.45	21
FUNCTION Total		166,567.00	12,358.28	35,095.55	131,471.45	21
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	1,132.99	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	980.52	10.52-	101
Control Total		6,690.00	1,132.99	2,113.51	4,576.49	32
FUNCTION Total		6,690.00	1,132.99	2,113.51	4,576.49	32

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	430.00	430.00	70.00	86
Control Total		500.00	430.00	430.00	70.00	86
FUNCTION Total		500.00	430.00	430.00	70.00	86
100-08-0803-000	P&Z Commission					
100-08-0803-100	Wages-Planning & Zoning	3,200.00	84.00	318.50	2,881.50	10
100-08-0803-310	Legal/Professional P&Z	11,500.00	203.50	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	240.00	60.00	80
Control Total		15,500.00	287.50	928.50	14,571.50	6
FUNCTION Total		15,500.00	287.50	928.50	14,571.50	6
100-08-0805-000	Zoning Board of Appeals					
100-08-0805-115	Board Clerk - ZBA	500.00	0.00	252.00	248.00	50
Control Total		500.00	0.00	252.00	248.00	50
FUNCTION Total		500.00	0.00	252.00	248.00	50
100-08-0807-000	Building Department					
100-08-0807-100	Wages - Building Department	19,303.00	0.00	4,823.01	14,479.99	25
100-08-0807-120	Clerk's Wages-Building Department	23,577.00	2,309.05	8,990.28	14,586.72	38
100-08-0807-438	Equipment maint.-Building Dept.	1,500.00	0.00	261.24	1,238.76	17
100-08-0807-580	Mileage-Building Department	1,200.00	0.00	300.00	900.00	25
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	585.00	1,560.00	2,940.00	35
100-08-0807-901	Building Dept.-Equipment	250.00	0.00	0.00	250.00	0
Control Total		51,380.00	2,894.05	15,934.53	35,445.47	31
FUNCTION Total		51,380.00	2,894.05	15,934.53	35,445.47	31
100-08-0809-000	Wetlands					
100-08-0809-100	Wages-Inland/Wetlands	16,550.00	1,225.46	4,986.91	11,563.09	30
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	1,225.46	5,126.41	13,388.59	28
FUNCTION Total		18,515.00	1,225.46	5,126.41	13,388.59	28
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	1,924.59	7,604.61	17,839.39	30
Control Total		25,444.00	1,924.59	7,604.61	17,839.39	30
FUNCTION Total		25,444.00	1,924.59	7,604.61	17,839.39	30
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	310,154.00	4,716,783.00	6
100-09-0901-595	Board of Education Expenses	4,052,787.00	0.00	825,078.07	3,227,708.93	20
Control Total		9,079,724.00	0.00	1,135,232.07	7,944,491.93	12
FUNCTION Total		9,079,724.00	0.00	1,135,232.07	7,944,491.93	12
100-10-1001-000	Library					
100-10-1001-100	Library Payroll	79,014.00	6,256.74	24,185.31	54,828.69	31
100-10-1001-800	Library-Operations	26,989.00	0.00	13,494.50	13,494.50	50
Control Total		106,003.00	6,256.74	37,679.81	68,323.19	36
FUNCTION Total		106,003.00	6,256.74	37,679.81	68,323.19	36

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	0.00	100,000.00	0.00	100
100-13-1305-908	Fire Dept. Equip. Fund	80,000.00	0.00	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	0.00	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	0.00	55,000.00	0.00	100
Control Total		925,000.00	0.00	875,000.00	50,000.00	95
FUNCTION Total		925,000.00	0.00	875,000.00	50,000.00	95
Fund Budgeted		12,725,317.00	199,211.08	2,682,299.81	10,045,217.19	21
Fund Non-Budgeted		0.00	0.00	0.00	0.00	0
Fund Total		12,725,317.00	199,211.08	2,682,299.81	10,045,217.19	21
201-03-0302-000	Connectivity Grant					
201-03-0302-330	Contractual Serv.-Connectivity Grant	0.00	1,218.60	30,077.10	40,114.98	53
Control Total		0.00	1,218.60	30,077.10	40,114.98	53
FUNCTION Total		0.00	1,218.60	30,077.10	40,114.98	53
Fund Budgeted		0.00	1,218.60	30,077.10	40,114.98	53
Fund Non-Budgeted		0.00	0.00	0.00	0.00	0
Fund Total		0.00	1,218.60	30,077.10	40,114.98	53

Account Id	Description	Adopted Budget	Expended Curr	Expended YTD	Balance	% Used
Final Budgeted		12,725,317.00	200,429.68	2,712,376.91	10,085,332.17	21
Final Non-Budgeted		0.00	0.00	0.00	0.00	0
Final Total		12,725,317.00	200,429.68	2,712,376.91	10,085,332.17	21

Old Business

7.

Town of Andover Purchasing Policy

*Adopted by the Board of Finance on September 27, 2017.
Revised and adopted by the Board of Finance on October xx, 2022*

1 PART 1 - INTRODUCTION

1.1 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.

1.2 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.

1.3 Definitions

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

- 1.3.1 Capital Purchases – equipment and projects with an estimated cost of \$15,000 or more or estimated annual maintenance or leasing cost of \$5,000 or more.
- 1.3.2 Preferred Vendor – A service provider who has been approved in accordance with the Town's "preferred vendor" program (see attached exhibit A)
- 1.3.3 Request for Proposal (RFP)- A formal public bidding process required for Capital Purchases as defined above
- 1.3.4 Request for Quote (RFQ)- A request for a cost quote for a specific purchase, minimum of 3 quotes required for purchases in excess of \$7,500 but less than \$15,000. Exceptions can be made to the minimum 3 quote requirement for services provided by a Town approved "Preferred Vendor"

1.4 Exceptions to this Purchasing policy

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

- The exception must provide a bona fide benefit and be in the best interest of the Town that would not otherwise be available under this policy.
- The reason and circumstances for the exception request must be clearly documented for each exception to the policy.

1.5 General requirements

1.5.1 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.

1.5.2 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.

1.5.3 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.

1.5.4 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).

1.5.5 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.

2 PART 2 – PURCHASE REQUISITIONS

2.1 Purpose

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

2.2 Applicability

This section covers purchases not defined as Capital Purchases (as defined in this policy). These purchases do not require public advertisement, formal bid procedures and are administered by the Department and forwarded to the Town Administrator for approval. A Purchase Order/requisition and approval of such is required prior to any order being placed.

- 2.2.1 For purchases of items less than \$7,500 that are not purchased on a repetitive basis, only one telephone, email, fax, or written quote by the Department is necessary.
- 2.2.2 When a department wishes to purchase an item costing between \$7,500 and less than \$15,000, a minimum of three telephone, email, fax or written quotes must be obtained. The Department must submit the requisite phone quotation form along with the purchase order/requisition form. The general comments area should refer to a telephone quote form and date. The purpose of this form is to keep Finance informed of prices vendors are quoting and the quantities of various items being purchased Town-wide.
- 2.2.3 Exception to the minimum 3 quote requirement for an item costing between \$7,500 and less than \$15,000, can be made for services provided by a Town approved Preferred Vendor.

2.3 General Requirements

2.3.1 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.
- The Board of Selectmen shall be notified of any purchases made under an emergency situation.

- 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.

3 PART 3 – PUBLIC BIDDING- Request for Proposal (RFP)

3.1 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.

3.2 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.

Where Federal or State law or regulations including grant requirements require other procedures, such other procedures will be followed in lieu of those specified within this policy.

The supplies, commodities, materials, services, or construction listed below will not require sealed bids but do require the Town Administrator or Finance Director approval. Any new initiatives, policy or procedure changes that were not approved during the budget process must be brought forward to the Board of Selectmen for approval.

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.
- Annual maintenance agreements that are provided by a specialized vendor for specialized types of equipment i.e. Telephone or computer system service contracts.
- 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 service, on call mechanical, equipment, facility, or specialized vehicle repairs requiring repair by a qualified mechanic associated with the vehicle. Although these do not require the formal bid process, a request for proposal is to be done at least every three (3) years to appoint various vendors whose costs would be \$25,000 or more per year for these types of services. Professional Auditing, pension investment, legal, financial advisors and bond counsel services shall have a request for proposal done at least every five (5) years if the annual cost is \$35,000 or more per year.
- 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.

3.3 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.

3.3.1 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. Certified minority, women and/or disabled owned businesses requirements (if applicable)
15. Grantee Requirements
16. Equal Opportunity Requirements
17. Non-Collusion Certification
18. Prevailing wage (if applicable)

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

3.3.2 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.

3.3.3 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.

3.3.4 Receipt and Unsealing of Bids

Only bids delivered in sealed packages to the Town Clerk's office will be considered responsive. Bids must be opened at the date and time indicated in the RFP by the Town Administrator, or their designee and one witness from the Town Clerks office. 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. Bids will then be distributed to each member of the evaluating body.

4 PART 4 – BID EVALUATION

4.1 Purpose

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

4.2 Applicability

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

4.3 General Requirements

4.3.1 Evaluating Body

The Board of Selectmen shall establish an evaluating body or person 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 or to hire a qualified professional to evaluate the bid. However, the committee responsible for evaluating each public bid shall consist of a least 3 Town electors with a minimum of one(1) member from each the Board of Finance and Board of Selectmen. The evaluating committee can be greater than 3 persons and do not have to be electors once the 3 Town electors requirement has been met. The Board of Selectmen may, at its discretion, designate the Capital Improvement Planning Committee as the evaluating body.

4.3.2 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.

4.3.3 Evaluation of Bids

Only bids that are considered complete and responsive will be evaluated. Considerable professional judgment must be used in determining whether or not bids are responsive to a solicitation. However, certain quantifiable criteria are used in the exercise of that judgment. For example:

- A. Is the firm a responsible firm? Has it ever defaulted on any contracts with the Town? Do supplied references indicate that said firm is reputable?
- B. If bid security or other preconditions were required, were these conditions met?
- C. Does the bid submitted meet the detailed published specifications for the required product?
- D. Does the vendor owe any taxes or other payments to the Town? If so, then they will not be considered for the provision of any products or services to the Town until the payments are made in full.

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 the following governing procedural guidelines for all related activities:

- A. Determination of the lowest responsible bidder (as per the Town administrator's Office calculations and sponsoring agency expertise.) The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Town and whose bid documents comply with the procedural requirements stated within the Town's bid specification package. 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.
- B. Consideration of local business preference option. Consideration must be afforded to any local bidders having submitted a bid that is not more than five (5) percent higher than the lowest responsible bid., a local bidder (having a principal business located in Andover) may be awarded the bid provided such Town-based bidder agrees to accept the award of the bid at the amount proffered by the lowest most responsible bidder. (Note: Local Bidder Preference shall not apply when the bid in question involves a cooperative purchasing agreement between the Town and either other municipalities, consortiums, or the State of Connecticut.)
- C. Recommendation of Department Head for contract award. Recommendations for award shall be stated on the bid tabulation form and forwarded to the Town Administrator's Office. A detailed explanation for selecting a vendor other than the Apparent Low Bidder must be included. This documentation shall become part of the permanent Purchase Order/bid file
- D. Selectmen review and action. 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. Said BOS action may involve either an acceptance or a rejection of the bid in question. Rejections may result from an insufficient number of bid responses. In the event that a bid is rejected, the goods/services involved may be subject to a re-bid.

Commented [DC1]: Need help here - do we need to go to town atty?

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.

5 PART 5 – CONTRACT AWARD

5.1 Purpose

After the bid is awarded by the Board of Selectmen, all additional documentation from the awarded vendor will be obtained and a contract (if there is one) will be sent to the Town Attorney for review

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.

5.2 Applicability

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

5.3 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.

5.4 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.

5.5 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.

6 PART 6 – NOTICES TO PROCEED AND PURCHASE ORDERS

6.1 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.

6.2 APPLICABILITY

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

6.3 GENERAL REQUIREMENTS

6.3.1 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.

6.3.2 Purchase Orders

The 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.

7 PART 7 – PAYMENT

7.1 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.

7.2 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 employee or 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.

7.3 General Requirements

7.3.1 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.

7.3.2 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.

New Business

8.

DRAFT

Board of Finance

2023 Meeting Dates
4th Wednesday of the month

Month	Date
January	1-25-2023
February	2-22-2023
March	3-22-2023
April	4-26-2023
May	5-24-2023
June	6-28-2023
July	7-26-2023
August	8-23-2023
September	9-27-2023
October	10-25-2023
November	11-29-2023 (moved to 5 th Wednesday due to thanksgiving)
December	12-27-2023

Approval of Meeting Minutes

9.

**Town of Andover Board
of Finance Regular
Meeting**
Wednesday, September 28th, 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 7:02 P.M. The Pledge of Allegiance was recited.

Members: Chair Diane Choquette, Vice Chair Marc Brinker, Joanne Hebert, Robert England, Linda Fish
Members Absent: Curt Dowling, Louise Goodwin
Town Administrator: Eric Anderson
RHAM: Colin McNamara – Superintendent

2. Public Speak –

Colin McNamara – introduced himself to the Board as RHAM’s new Superintendent

3. Additions/Deletions to the Agenda – none

4. Town Administrator’s Report

Eric Anderson updated the Board with Town operations including the EV charging station at Town Hall, his new Administrative Assistant – Kate Morrissey, a contract for the new Town Engineer (Nathan Jacobson). Roadwork is mostly complete for the year; tree work has been completed in conjunction with Eversource. The Community Center RFP is almost completed. The Connectivity Grant is being finished, there will be a ribbon cutting ceremony on October 15th at 9am. Excess funds from the Connectivity Grant will be used towards handicapped accessible walking path at Veteran’s Field. The Town received a partial amount of funds from the 2nd half of the ARP grant. Discussion on chipsealing process in Town, and about the Veteran’s field. Eric will also send the Board a copy of the contract for the Town Engineer.

5. Finance Department Report
 - a) Budget Expenditure Reports
 - b) Permanent Fund Expenditure Report
 - c) Budget Variance Report
 - d) Revenue Report

Discussion on reports provided in packet.

6. Budget Transfers
 - a) Transfers/Supplemental Appropriations
 - i) FYE ’22 Transfers for Audit Services
 - b) Over Expenditure Requests

Marc Brinker MOITIONED to transfer \$54,757.54 from Budget Line item #100-04-0403-375 (Resident State Trooper) to Budget Line Item #100-01-0105-320 (Audit Services). Robert England SECONDED. MOTION CARRIED 5:0:0

Marc Brinker MOTIONED to transfer \$38,263.50 from Budget Line Item #100-13-1305-899 (Contingency) to Budget Line Item #100-01-0105-320 (Audit Services). Robert England SECONDED. MOTION CARRIED 5:0:0

7. Old Business

- a) FYE 20-21 Audit Status
Diane Choquette and Eric Anderson put together a Corrective Action Plan, Eric sent to the State.
- b) Current status of staff search for Finance Department
Not many qualified applicants for Treasurer position, will begin advertising for the Assistant Treasurer position.
Discussion on filling positions going forward – consultant for office has plan and proposal for the Finance Office.

8. New Business

- a) Hiring of consultant for Accounting Services – previously discussed
- b) Review of draft Purchasing Policy

The Board and Eric Anderson reviewed the draft Purchasing Policy and discussed comments and concerns on the draft including:

- Preferred vendors, dollar amount threshold for projects and contracted services, joint approval between the Board of Finance and Board of Selectmen, RFP for professional services (public bidding, quotes, preferred vendors), and making terms clearer

Eric Anderson made suggestions on changes that would help the Town Administrator’s office with the storage and distribution of RFP’s and bids.

Diane Choquette will revise the draft with points discussed in the meeting. Will have a revision for the next meeting.

9. Approval of Meeting Minutes

- a) August 24th, 2022 Regular Meeting Minutes

Marc Brinker MOTIONED to approve the August 24th, 2022 Regular Meeting Minutes. Joanne Hebert SECONDED. MOTION CARRIED 4:0:1 with Robert England abstaining.

10. Liaison Reports

No major updates – projects previously discussed in the meeting.

11. Board Open Discussion – none

12. Public Speak – none

13. Executive Session

Marc Brinker MOTIONED to enter Executive Session at 8:45pm. Robert England SECONDED.

Marc Brinker AMENDED his motion to enter Executive Session at 8:45pm to discuss contract negotiations for accounting consulting services, and invited Eric Anderson in. Robert England SECONDED. MOTION CARRIED 5:0:0

Returned from Executive Session at 9:20 PM

14. Adjournment

Joanne Hebert MOTIONED to adjourn the meeting at 9:22 PM. Robert England 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 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.