

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

**Date/Time:** Wednesday, February 22, 2023, 7:00pm  
**Location:** Virtual Zoom Meeting  
**Call in directions:** <https://us02web.zoom.us/j/87456969148>

Join by phone: +1 646 558 8656

Meeting ID: 874 5696 9148

Passcode: 182704

- 1) Call to Order/Pledge of Allegiance
  - 2) Public Speak
  - 3) Town administrators report
  - 4) Draft Budget
    - a) Budget meeting schedule
  - 5) Old Business
    - a) FYE 21-22 Audit status/Update of status of town finance department & software update
    - b) Current status of staff searches for Finance Department
  - 6) New Business
    - a) Discuss Candidates for open Board of Finance position and select Board Member
      - i) Brian Biggs
- EXECUTIVE SESSION
- b) Policy on Financial Reports
  - 7) Approval of meeting minutes
    - a) January 18, 2023 meeting minutes
    - b) January 25, 2023 meeting minutes
  - 8) Liaison reports
  - 9) Board open discussion
  - 10) Public speak
  - 11) Adjournment

# **Town Administrator's Report for the 2.14.23 Board of Selectmen Regular Meeting Happy Valentines day.**

## **Town Hall Operations:**

Cleaning/Custodian: William Bell Is hard at work keeping out buildings clean. New Electronic lock installed on the employees Bathroom after the last one was vandalized

## **Assessor's Office:**

Grand List has been filed 2.4% increase overall which is good

## **Administrator's Office:**

Initial budget is in your hands

Working on RFP for HVAC replacement for Fire Station and second RFP for Town Hall

## **Town Clerks office**

Running smoothly.

## **Finance Office:**

Cheryl Miller is working to assist us in getting our financial house in order.

Interviews for the finance associate Scheduled for Feb 13<sup>th</sup>.

We need another BOF member to replace Curt

## **Building Department:**

Overall building department operations are going well.

slow over the winter should pick up in the next month or so

Bolton is advertising for a second building official to meet demand. Jim Rupert has been hired as the town administrator so they are short one staff at this position.

## **Town Engineer:**

Met with Joe Dillon multiple times- myself and Jay Tuttle

Assisting the town in the trip Grant application.

Starting preparation for the State Local Bridge program applications for culverts on Hutchinson Rd and and Lake Rd at Basola

## **Public Works:**

One employee out good time to do it, we are covered for plow routes It has been a very light now year this year

## **Debris management**

Discussion of debris management still on hold

## **Bunker Hill Bridge Design:**

The 30% design stage complete. Update as of 11/9 the state has decided that the bridge designers fee schedule is close enough that they are going to allow it without extensive review- Still stalled at the state level  
Received the forms from the state for right of Way Acquisition Negotiation

### **Long Hill Rd Bridge Design**

DMS final acceptance letter received and signed by first selectman. Survey mostly completed. Test borings contract accepted likely March for actual boring holes

### **Small Bridges and Culverts:**

Starting application for Stat Local Bridge program

### **Andover Proposed Community Senior Center:**

The Review Committee selected the combination of Leading Edge/ PegArch as the lowest cost bidder with a proposal that the committee preferred

We signed an interim contract design/full product selection with Alternates to insure that the HVAC and other systems are exactly what we want before signing the full design bid contract. We have a series of meetings to address specific aspects of the design

### **Andover Veterans Monument:**

The Benches are engraved- coordinated by Paula King and they look great

### **Times Farm Bridge:**

Working on the final close out.

### **Grant for Senior Transportation Vehicle**

We are not getting the vehicle this year- there are no chassis for the manufacturer to build off of. We have no idea when and if we will get a vehicle. The implication is that we are stuck with the 2002 vehicle for the foreseeable future.

If we are not going to fund a small vehicle for senior transportation we should probably not agree to allow the cool program or AES the use of the bus after the end of the school year. If so we should tell them now so they can plan/budget for it.

### **STEAP Grant 2022:**

project assigned to DECD

Project on hold for a month or 2.

We are required to mitigate the effect of tearing down a historic property. It has to be a significant upgrade to an existing historic property in the same district. For us that means the Andover Historical Society Property ( Museum/ old town hall\_ I met with Paula King, Cathy Derosiers, Scott Yeomans on sight to discuss.

The Priority for work on the building will be

1. Ceiling in addition- badly peeling lead paint possibly replace ceiling entirely
2. Replace all exterior doors- Sills rotting badly hard to open- safety Hazard
3. Repoint/ repaint exterior windows

Need to get ct historic renovation people to quote the work to estimate what that will cost before we go back to shipo with a proposal.

### **Connectivity Grant:**

Still planning on adding a Handicapped Access to the Walking Track at Veterans Memorial field and Parking Spot.  
Still need landscaping on that area

### **TRIP Grant- DOT**

Due Feb 10th

Grant Goal- reclaim and repave Hendee from Pine Ridge Rd to Long Hill Rd, then Long Hill rd to Skinner and then Skinner to Wheeling.

Working with the town Engineer for this application .

#### **Rec Trails Grant DEEP**

Due Mid Feb

#### **Budget:**

Working on it

#### **American Recovery Act Funding:**

We have the full funding of **\$478,848.04 in the second tranche**

The board of selectman have voted to devote all of the American recovery act funding to construction of the community center. Given the contractor selected this should be sufficient

#### **Town Hall Projects"**

RFP for HVAC work

#### **Transfer Station**

Running smoothly Had a problem with one contractor on the very cold day. Back working now

#### **Safety committee quarterly**

Nothing new this month.

# **BUDGET MEETING SCHEDULE**

**All meetings at 7PM**

February 23, 2023

February 27, 2023

March 6, 2023

March 3, 2023 Regular Meeting and Budget Workshop

March 20, 2023 (if needed)

**Town of Andover**  
**Interim - Profit & Loss Budget vs. Actual**

July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>4100 · PROPERTY TAX REVENUE</b>				
000-101 - 41101 Current Year Taxes	7,492,663.08	9,938,852.00	-2,446,188.92	75.4%
000-108 - 41105 Prior Taxes	73,761.54	155,000.00	-81,238.46	47.6%
000-110 - 41104 Supp MV	103,776.26	0.00	103,776.26	100.0%
000-109 - 41106 NSF/DMV/Fees	-350.19	0.00	-350.19	100.0%
000-104 - 41901 Liens Taxes	0.00	5,200.00	-5,200.00	0.0%
000-103 - 41901 Interest Taxes	34,150.88	61,000.00	-26,849.12	56.0%
000-239 - 43900 Telecom Personal Prop Tax	0.00	5,000.00	-5,000.00	0.0%
<b>Total 4100 · PROPERTY TAX REVENUE</b>	<b>7,704,001.57</b>	<b>10,165,052.00</b>	<b>-2,461,050.43</b>	<b>75.8%</b>
<b>4300 · INTERGOVERNMENTAL REVENUES</b>				
000-211 - 43300 Veteran's Tax Relief	1,227.58	0.00	1,227.58	100.0%
000-222 - 43300 Municipal grants in aid	0.00	2,620.00	-2,620.00	0.0%
000-223 - 43800 Mash-Pequot Funds	2,226.66	6,680.00	-4,453.34	33.3%
000-226 - 43500 State Miscellaneous	43,820.00	6,000.00	37,820.00	730.3%
000-227 - 43500 Municipal Stabilization	0.00	43,820.00	-43,820.00	0.0%
000-230 - 43300 Municipal Transition	0.00	114,861.00	-114,861.00	0.0%
100-231 - 43700 His Doc Restoration Grant	0.00	5,500.00	-5,500.00	0.0%
000-238 - 43300 Disabled Programs	444.85	400.00	44.85	111.2%
000-209 - 43600 - PILOT State Property	0.00	12,219.00	-12,219.00	0.0%
100-227 - 43800 MRSA Revenue Sharing	66,434.35	0.00	66,434.35	100.0%
100-409 - 43700 Dial-A-Ride	3,368.33	10,000.00	-6,631.67	33.7%
900-219 - 43800 ECS Funds	501,196.00	2,004,782.00	-1,503,586.00	25.0%
<b>Total 4300 · INTERGOVERNMENTAL REVENUES</b>	<b>618,717.77</b>	<b>2,206,882.00</b>	<b>-1,588,164.23</b>	<b>28.0%</b>
<b>4400 · CHARGES FOR SERVICES</b>				
000-801 - 44867 Miscellaneous Revenue	2,723.99	3,000.00	-276.01	90.8%
000-803 - 44867 Rentals	1,750.00	9,000.00	-7,250.00	19.4%
100-401 - 44204 Fire Burn Permits	0.00	150.00	-150.00	0.0%
100-407 - 44102 Clerk Fees	27,781.25	85,000.00	-57,218.75	32.7%
700-413 - 44403 Transfer Station	23,184.00	44,200.00	-21,016.00	52.5%
700-415 - 44403 Waste Redemption	0.00	1,000.00	-1,000.00	0.0%
800-405 - 44705 Building & Land Use Fees	28,830.20	75,100.00	-46,269.80	38.4%
<b>Total 4400 · CHARGES FOR SERVICES</b>	<b>84,269.44</b>	<b>217,450.00</b>	<b>-133,180.56</b>	<b>38.8%</b>
<b>4600 · INVESTMENT INTEREST</b>				
000-303 - 46101 Interest	1,252.89	3,000.00	-1,747.11	41.8%
<b>Total 4600 · INVESTMENT INTEREST</b>	<b>1,252.89</b>	<b>3,000.00</b>	<b>-1,747.11</b>	<b>41.8%</b>
<b>Total Income</b>	<b>8,408,241.67</b>	<b>12,592,384.00</b>	<b>-4,184,142.33</b>	<b>66.8%</b>
<b>Expense</b>				
<b>4700 · EDUCATION</b>				
901-527 - 58250 RHAM Education	2,402,887.72	5,026,937.00	-2,624,049.28	47.8%
901-595 - 28900 AES BOE	2,018,861.29	4,052,787.00	-2,033,925.71	49.8%
<b>Total 4700 · EDUCATION</b>	<b>4,421,749.01</b>	<b>9,079,724.00</b>	<b>-4,657,974.99</b>	<b>48.7%</b>
<b>TOWN DEPARTMENTS</b>				
<b>4113 · TOWN ADMINISTRATOR</b>				
102-100 - 51000 Town Administrator	49,999.66	84,975.00	-34,975.34	58.8%
102-101 - 51000 Admin Assistant	8,259.42	22,012.00	-13,752.58	37.5%
102-330 - 55990 Conference/Seminar	0.00	300.00	-300.00	0.0%
102-535 - 55300 Mobile Phone	498.69	940.00	-441.31	53.1%
102-580 - 55800 Mileage	700.00	1,200.00	-500.00	58.3%
102-205 - 52200 SS & Med	0.00	8,184.00	-8,184.00	0.0%
102-215 - 52100 Health/Dental Ins	0.00	10,749.00	-10,749.00	0.0%
102-230 - 52300 Retirement MERF	0.00	14,658.00	-14,658.00	0.0%
<b>Total 4113 · TOWN ADMINISTRATOR</b>	<b>59,457.77</b>	<b>143,018.00</b>	<b>-83,560.23</b>	<b>41.6%</b>
<b>4137 · TREASURER/FINANCIAL</b>				
109-100 - 51000 Treasurer Salary	0.00	15,000.00	-15,000.00	0.0%
109-120 - 51000 Treasurer Clerk Wages	15,196.65	57,373.00	-42,176.35	26.5%
109-330 - 55990 Conference/Seminar	65.00	500.00	-435.00	13.0%
109-438 - 535100 Contract Software Maint	0.00	2,200.00	-2,200.00	0.0%
109-610 - 56120 Office Supplies	0.00	200.00	-200.00	0.0%
109-205 - 52200 SS & Med	0.00	4,389.00	-4,389.00	0.0%
109-215 - 52100 Health/Dental Ins	0.00	10,749.00	-10,749.00	0.0%
109-230 - 52300 Retirement MERF	0.00	9,897.00	-9,897.00	0.0%
<b>Total 4137 · TREASURER/FINANCIAL</b>	<b>15,261.65</b>	<b>100,308.00</b>	<b>-85,046.35</b>	<b>15.2%</b>
<b>4147 · TOWN CLERK</b>				
117-100 - 51000 Town Clerk Salary	32,123.68	52,296.00	-20,172.32	61.4%
117-120 - 51000 Asst Town Clerk Salary	17,647.46	22,448.00	-4,800.54	78.6%
117-330 - 59900 Conference/Seminar	644.00	1,000.00	-356.00	64.4%
117-335 - 52900 Training	0.00	2,000.00	-2,000.00	0.0%
117-438 - 54300 Equip Maint	0.00	540.00	-540.00	0.0%
117-580 - 55800 Mileage	63.75	400.00	-336.25	15.9%
117-610 - 56120 Office Supplies	688.18	1,400.00	-711.82	49.2%
117-612 - 53520 Land Records	5,335.69	10,500.00	-5,164.31	50.8%
117-616 - 55500 Maps Filming & Indexing	16.00	600.00	-584.00	2.7%
117-810 - 58100 Membership	235.00	520.00	-285.00	45.2%
117-865 - 55900 Vital Statistics	0.00	300.00	-300.00	0.0%
117-885 - 55900 Historic Doc. Restoration	0.00	6,500.00	-6,500.00	0.0%
117-205 - 52200 SS & Med	0.00	5,718.00	-5,718.00	0.0%
117-215 - 52100 Health/Dental Ins	0.00	21,408.00	-21,408.00	0.0%
117-230 - 52300 Retirement MERF	0.00	9,021.00	-9,021.00	0.0%
<b>Total 4147 · TOWN CLERK</b>	<b>56,753.76</b>	<b>134,651.00</b>	<b>-77,897.24</b>	<b>42.1%</b>
<b>4135 · TAX COLLECTOR</b>				
111-100 - 51000 Tax Collector Salary	29,308.08	45,174.00	-15,865.92	64.9%
111-330 - 55999 Conference/Seminar	106.13	400.00	-293.87	26.5%
111-438 - 53510 Contract Software Maint	10,025.42	12,353.00	-2,327.58	81.2%
111-610 - 56120 Office Supplies	0.00	400.00	-400.00	0.0%
111-810 - 58100 Membership	95.00	125.00	-30.00	76.0%
111-205 - 52200 SS & Med	0.00	3,456.00	-3,456.00	0.0%
111-230 - 52300 Retirement MERF	0.00	7,792.00	-7,792.00	0.0%
<b>Total 4135 · TAX COLLECTOR</b>	<b>39,534.63</b>	<b>69,700.00</b>	<b>-30,165.37</b>	<b>56.7%</b>

## Town of Andover Interim - Profit & Loss Budget vs. Actual

Accrual Basis

July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
<b>4131 - ASSESSOR</b>				
113-100 - 51000 Assessor Salary	18,490.59	30,101.00	-11,610.41	61.4%
113-120 - 51000 Asst Assessor Salary	23,756.03	38,351.00	-14,594.97	61.9%
113-335 - 52900 Training	0.00	650.00	-650.00	0.0%
113-438 - 53510 Contract Software Maint	15,985.25	18,404.00	-2,418.75	86.9%
113-580 - 55800 Mileage	0.00	500.00	-500.00	0.0%
113-610 - 56120 Office Supplies	151.65	825.00	-673.35	18.4%
113-612 - 56400 Book/Subscriptions	0.00	450.00	-450.00	0.0%
113-205 - 52200 SS & Med	0.00	5,237.00	-5,237.00	0.0%
113-215 - 52100 Health/Dental Ins	0.00	26,264.00	-26,264.00	0.0%
113-230 - 52300 Retirement MERF	0.00	12,253.00	-12,253.00	0.0%
<b>Total 4131 - ASSESSOR</b>	<b>58,383.52</b>	<b>133,035.00</b>	<b>-74,651.48</b>	<b>43.9%</b>
<b>4149 - REGISTRARS</b>				
125-100 - 51000 Registrars Salary	7,754.65	12,360.00	-4,605.35	62.7%
125-120 - 51000 Asst Registrars Salary	515.00	1,030.00	-515.00	50.0%
125-330 - 55990 Conference/Seminar	200.00	1,200.00	-1,000.00	16.7%
125-335 - 52900 Training	299.73	3,500.00	-3,200.27	8.6%
125-580 - 55800 Mileage	55.00	500.00	-445.00	11.0%
125-610 - 56120 Office Supplies	62.85	300.00	-237.15	21.0%
125-810 - 58100 Membership	190.00	200.00	-10.00	95.0%
125-205 - 52200 SS & Med	0.00	1,024.00	-1,024.00	0.0%
<b>Total 4149 - REGISTRARS</b>	<b>9,077.23</b>	<b>20,114.00</b>	<b>-11,036.77</b>	<b>45.1%</b>
<b>4197 - ELECTIONS</b>				
121-100 - 51000 Election Salaries	6,352.69	16,500.00	-10,147.31	38.5%
121-335 - 52900 Training	409.06	625.00	-215.94	65.4%
121-438 - 54300 Equip Maint	750.00	3,000.00	-2,250.00	25.0%
121-610 - 56010 Supplies	4,009.17	8,800.00	-4,790.83	45.6%
121-800 - 55800 Misc/Canv	0.00	120.00	-120.00	0.0%
121-830 - 52900 Meals	257.21	660.00	-402.79	39.0%
121-205 - 52200 SS & Med	0.00	1,262.00	-1,262.00	0.0%
<b>Total 4197 - ELECTIONS</b>	<b>11,778.13</b>	<b>30,967.00</b>	<b>-19,188.87</b>	<b>38.0%</b>
<b>4211 - BUILDING DEPARTMENT</b>				
807-105 - 51000 Bldg Dept - Shared Wage	9,646.02	19,303.00	-9,656.98	50.0%
809-100 - 51000 Wages IWC	10,008.11	16,550.00	-6,541.89	60.5%
817-100 - 51000 Zoning Agent Salary	15,001.20	25,444.00	-10,442.80	59.0%
807-120 - 51000 Bldg Dept Admin Asst	18,122.73	23,577.00	-5,454.27	76.9%
807-438 - 54300 Equipment Maint	261.24	1,500.00	-1,238.76	17.4%
807-580 - 55800 Mileage	600.00	1,200.00	-600.00	50.0%
807-612 - 56400 Books & Manuals	0.00	500.00	-500.00	0.0%
807-610 - 56120 Office Supplies	0.00	550.00	-550.00	0.0%
807-890 - 58100 PermitLink Fees	3,000.00	4,500.00	-1,500.00	66.7%
807-901 - 57300 Equipment	0.00	250.00	-250.00	0.0%
807-205 - 52200 SS & Med	0.00	1,804.00	-1,804.00	0.0%
807-215 - 52100 Health/Dental Ins	0.00	5,100.00	-5,100.00	0.0%
<b>Total 4211 - BUILDING DEPARTMENT</b>	<b>56,639.30</b>	<b>100,278.00</b>	<b>-43,638.70</b>	<b>56.5%</b>
<b>4501 - LIBRARY</b>				
001-100 - 51000 Library Payroll	48,197.51	79,014.00	-30,816.49	61.0%
001-800 - 56420 Library Operations	13,494.50	26,989.00	-13,494.50	50.0%
001-205 - 52200 SS & Med	0.00	6,045.00	-6,045.00	0.0%
001-215 - 52100 Health/Dental Ins	0.00	10,749.00	-10,749.00	0.0%
001-230 - 52300 Retirement MERF	0.00	8,079.00	-8,079.00	0.0%
<b>Total 4501 - LIBRARY</b>	<b>61,692.01</b>	<b>130,876.00</b>	<b>-69,183.99</b>	<b>47.1%</b>
<b>4145 - CIVIL PREPAREDNESS</b>				
135-100 - 51000 Civil Preparedness Salary	375.00	750.00	-375.00	50.0%
135-335 - 52900 Training	0.00	350.00	-350.00	0.0%
135-435 - 54420 Shared CERT Vehicle	0.00	1,000.00	-1,000.00	0.0%
135-730 - 56900 Supplies & Equipment	0.00	850.00	-850.00	0.0%
135-205 - 52200 SS & Med	0.00	58.00	-58.00	0.0%
<b>Total 4145 - CIVIL PREPAREDNESS</b>	<b>375.00</b>	<b>3,008.00</b>	<b>-2,633.00</b>	<b>12.5%</b>
<b>Total TOWN DEPARTMENTS</b>	<b>368,953.00</b>	<b>865,955.00</b>	<b>-497,002.00</b>	<b>42.6%</b>
<b>TOWN EXPENSES</b>				
803-100 - 51000 Town Planner Wages	761.00			
<b>4213 - TOWN OFFICE BUILDING</b>				
129-315 - 53010 Payroll Services	4,461.55	7,000.00	-2,538.45	63.7%
129-350 - 54410 Water Testing	412.50	500.00	-87.50	82.5%
129-365 - 54010 Elevator Service Contract	2,338.05	2,350.00	-11.95	99.5%
129-401 - 58100 Elevator Permit	240.00	240.00	0.00	100.0%
129-442 - 53500 Computer Tech Support	5,285.30	11,000.00	-5,714.70	48.0%
129-432 - 54301 Building Maint	2,733.11	4,250.00	-1,516.89	64.3%
129-434 - 54301 Furnace Maintenance	80.00	500.00	-420.00	16.0%
129-439 - 535100 Software Maint	3,008.91	8,250.00	-5,241.09	36.5%
129-443 - 55990 Website Fees	179.00	4,731.00	-4,552.00	3.8%
129-444 - 55510 Copier Rental	1,786.56	2,680.00	-893.44	66.7%
129-490 - 54302 Alarm Monitoring	0.00	500.00	-500.00	0.0%
129-493 - 53520 Tolland 911 Dispatch	10,265.74	11,133.00	-867.26	92.2%
129-530 - 55300 Telephone	2,969.94	5,000.00	-2,030.06	59.4%
129-531 - 55301 Postage	4,234.35	7,000.00	-2,765.65	60.5%
129-533 - 55301 Postage Meter Rental	0.00	600.00	-600.00	0.0%
129-537 - 55300 Internet Cable	0.00	1,500.00	-1,500.00	0.0%
129-550 - 55500 Printing	0.00	1,600.00	-1,600.00	0.0%
129-601 - 56220 Electricity	7,093.52	9,900.00	-2,806.48	71.7%
129-603 - 56240 Fuel Oil	1,985.72	7,266.00	-5,280.28	27.3%
129-609 - 57300 Equipment	460.00	750.00	-290.00	61.3%
129-610 - 56120 Office Supplies	2,764.87	3,200.00	-435.13	86.4%
129-652 - 56010 Janitorial Supplies	462.91	1,600.00	-1,137.09	28.9%
129-735 - 54320 Computer Repair/Service	-171.80	2,100.00	-2,271.80	-8.2%
<b>Total 4213 - TOWN OFFICE BUILDING</b>	<b>50,590.23</b>	<b>93,650.00</b>	<b>-43,059.77</b>	<b>54.0%</b>
<b>4199-A - ADVERTISING</b>				
127-540 - 55400 Legal Ads-Advertising	2,959.00	5,500.00	-2,541.00	53.8%
<b>Total 4199-A - ADVERTISING</b>	<b>2,959.00</b>	<b>5,500.00</b>	<b>-2,541.00</b>	<b>53.8%</b>
<b>4157 - INSURANCE</b>				
137-500 - 55200 Insurance	86,208.25	116,390.00	-30,181.75	74.1%
<b>Total 4157 - INSURANCE</b>	<b>86,208.25</b>	<b>116,390.00</b>	<b>-30,181.75</b>	<b>74.1%</b>

## Town of Andover Interim - Profit & Loss Budget vs. Actual

July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
<b>4117 - EMPLOYEE BENEFITS</b>				
141-205 - 52200 SS & Med	39,475.42	0.00	39,475.42	100.0%
141-210 - 52600 Unemployment Comp	3,536.22	10,000.00	-6,463.78	35.4%
141-215 - 52100 Health/Dental Ins	74,827.13	0.00	74,827.13	100.0%
141-221 - 52900 Longevity	-1,445.54	1,500.00	-2,945.54	-96.4%
141-223 - 52950 Disability	1,643.81	2,500.00	-856.19	65.8%
141-225 - 52900 Life Insurance	459.96	1,500.00	-1,040.04	30.7%
141-230 - 52300 Retirement MERF	29,827.51	0.00	29,827.51	100.0%
141-280 - 53070 CDL, Physicals, Drug Tes	0.00	750.00	-750.00	0.0%
141-290 - 52300 Amort MERF	0.00	131.00	-131.00	0.0%
141-295 - 52010 Admin Fee MERF	3,250.00	3,640.00	-390.00	89.3%
<b>Total 4117 - EMPLOYEE BENEFITS</b>	<b>151,574.51</b>	<b>20,021.00</b>	<b>131,553.51</b>	<b>757.1%</b>
<b>Total TOWN EXPENSES</b>	<b>292,092.99</b>	<b>235,561.00</b>	<b>56,531.99</b>	<b>124.0%</b>
<b>FACILITIES</b>				
<b>4213-A - OLD TOWN HALL</b>				
123-432 - 54301 Building Maint	529.71	2,500.00	-1,970.29	21.2%
123-490 - 54302 Alarm System	100.48	575.00	-474.52	17.5%
123-601 - 54100 Electricity	492.33	975.00	-482.67	50.5%
123-603 - 56240 Fuel Oil	0.00	400.00	-400.00	0.0%
<b>Total 4213-A - OLD TOWN HALL</b>	<b>1,122.52</b>	<b>4,450.00</b>	<b>-3,327.48</b>	<b>25.2%</b>
<b>4301 - TOWN GARAGE</b>				
309-350 - 53070 Medical/Drug Testing	220.00	525.00	-305.00	41.9%
309-300 - 55990 Conference/Seminar	0.00	600.00	-600.00	0.0%
309-432 - 54301 Building Maint	13,588.20	18,000.00	-4,411.80	75.5%
309-490 - 54302 Alarm System	0.00	750.00	-750.00	0.0%
309-537 - 55300 Internet Cable	926.80	1,470.00	-543.20	63.0%
309-601 - 56220 Electricity	3,116.15	6,475.00	-3,358.85	48.1%
309-603 - 56240 Fuel Oil	614.83	6,250.00	-5,635.17	9.8%
309-610 - 56100 Office Supplies	645.84	175.00	470.84	369.1%
309-618 - 56500 Computer Supplies	0.00	325.00	-325.00	0.0%
<b>Total 4301 - TOWN GARAGE</b>	<b>19,111.82</b>	<b>34,570.00</b>	<b>-15,458.18</b>	<b>55.3%</b>
<b>4203-A - OLD FIRE HOUSE</b>				
149-601 - 54100 Electricity	1,205.80	1,441.00	-235.20	83.7%
149-603 - 56240 Fuel Oil	0.00	1,000.00	-1,000.00	0.0%
<b>Total 4203-A - OLD FIRE HOUSE</b>	<b>1,205.80</b>	<b>2,441.00</b>	<b>-1,235.20</b>	<b>49.4%</b>
<b>Total FACILITIES</b>	<b>21,440.14</b>	<b>41,461.00</b>	<b>-20,020.86</b>	<b>51.7%</b>
<b>OUTSIDE SERVICES</b>				
<b>4125 - AUDITOR/ACTUARY</b>				
105-320 - 53310 Annual Audit	0.00	34,500.00	-34,500.00	0.0%
105-375 - 53310 Actuarial Services	0.00	5,300.00	-5,300.00	0.0%
<b>Total 4125 - AUDITOR/ACTUARY</b>	<b>0.00</b>	<b>39,800.00</b>	<b>-39,800.00</b>	<b>0.0%</b>
<b>4139 - TOWN ATTORNEY</b>				
107-310 - 53020 Legal Retainer	5,405.50	14,000.00	-8,594.50	38.6%
107-312 - 53020 Assess - Legal	0.00	3,000.00	-3,000.00	0.0%
<b>Total 4139 - TOWN ATTORNEY</b>	<b>5,405.50</b>	<b>17,000.00</b>	<b>-11,594.50</b>	<b>31.8%</b>
<b>4151 - TOWN ENGINEER</b>				
311-370 - 53300 Consulting Fees-Engineer	150.00	10,000.00	-9,850.00	1.5%
<b>Total 4151 - TOWN ENGINEER</b>	<b>150.00</b>	<b>10,000.00</b>	<b>-9,850.00</b>	<b>1.5%</b>
<b>4161 - PROBATE COURT</b>				
119-800 - 58900 Misc Exp - Probate Court	3,198.00	3,200.00	-2.00	99.9%
<b>Total 4161 - PROBATE COURT</b>	<b>3,198.00</b>	<b>3,200.00</b>	<b>-2.00</b>	<b>99.9%</b>
<b>4177 - CRCOG, CCM, COST</b>				
819-810 - 53010 Cap Region COG/CCM/COST	8,111.00	8,475.00	-364.00	95.7%
<b>Total 4177 - CRCOG, CCM, COST</b>	<b>8,111.00</b>	<b>8,475.00</b>	<b>-364.00</b>	<b>95.7%</b>
<b>Total OUTSIDE SERVICES</b>	<b>16,864.50</b>	<b>78,475.00</b>	<b>-61,610.50</b>	<b>21.5%</b>
<b>PUBLIC WORKS/GROUNDS</b>				
<b>4399 - PUBLIC WORKS</b>				
301-100 - 51000 Public Works Salary	177,975.48	311,327.00	-133,351.52	57.2%
301-111 - 51520 Temp PW Salary	0.00	2,500.00	-2,500.00	0.0%
301-112 - 51630 PW OT Salary	4,575.42	9,000.00	-4,424.58	50.8%
301-391 - 54302 Fire Ext Testing	0.00	600.00	-600.00	0.0%
301-392 - 56010 Welding Supplies	0.00	900.00	-900.00	0.0%
301-435 - 54301 Vehicle Maint	12,403.94	32,000.00	-19,596.06	38.8%
301-448 - 51520 Misc Labor/Rental	0.00	1,500.00	-1,500.00	0.0%
301-535 - 55300 Mobile Phone	498.69	852.00	-353.31	58.5%
301-602 - 56260 Diesel	25,004.09	14,000.00	11,004.09	178.6%
301-603 - 56260 Gasoline	2,864.36	9,400.00	-6,535.64	30.5%
301-620 - 56010 Supplies	8,530.07	15,500.00	-6,969.93	55.0%
301-730 - 57300 Equipment	0.00	6,750.00	-6,750.00	0.0%
301-810 - 56100 Membership	150.00	75.00	75.00	200.0%
301-205 - 52200 SS & Med	0.00	24,696.00	-24,696.00	0.0%
301-215 - 52100 Health/Dental Ins	0.00	98,353.00	-98,353.00	0.0%
301-230 - 52300 Retirement MERF	0.00	56,039.00	-56,039.00	0.0%
<b>Total 4399 - PUBLIC WORKS</b>	<b>232,002.05</b>	<b>583,492.00</b>	<b>-351,489.95</b>	<b>39.8%</b>
<b>4307 - SNOW REMOVAL</b>				
303-130 - 51630 Snow Removal OT	2,698.77	15,750.00	-13,051.23	17.1%
303-436 - 54301 Ice Maint Bldg	0.00	525.00	-525.00	0.0%
303-642 - 56010 Supplies	6,002.00	2,850.00	3,152.00	210.6%
303-643 - 57300 Sanding Equip	698.73	525.00	173.73	133.1%
303-644 - 54103 Sand	0.00	5,000.00	-5,000.00	0.0%
303-646 - 54103 Salt	14,692.70	63,000.00	-48,307.30	23.3%
303-830 - 56300 Meals	169.74	675.00	-505.26	25.1%
303-205 - 52200 SS & Med	0.00	1,205.00	-1,205.00	0.0%
<b>Total 4307 - SNOW REMOVAL</b>	<b>24,261.94</b>	<b>89,530.00</b>	<b>-65,268.06</b>	<b>27.1%</b>



## Town of Andover Interim - Profit & Loss Budget vs. Actual

July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
<b>4317 - TRANSFER STATION</b>				
701-100 - 51000 Transfer Station Wages	14,492.88	23,816.00	-9,323.12	60.9%
701-438 - 54300 Maintenance	50.44	2,500.00	-2,449.56	2.0%
701-442 - 54303 Brush Pile Removal	0.00	14,000.00	-14,000.00	0.0%
701-480 - 54101 Hauling Fees	20,058.87	41,102.00	-21,043.13	48.8%
701-481 - 54101 Bulky Waste	14,925.50	31,366.00	-16,440.50	47.6%
701-493 - 54900 Outdoor Facility	630.00	900.00	-270.00	70.0%
701-601 - 56220 Electricity	1,766.72	3,025.00	-1,258.28	58.4%
701-610 - 56010 Supplies	0.00	150.00	-150.00	0.0%
701-803 - 54420 Compactor Lease	1,591.38	3,200.00	-1,608.62	49.7%
701-998 - 54421 Tipping Fees	19,545.88	46,508.00	-26,962.12	42.0%
701-205 - 52200 SS & Med	0.00	1,822.00	-1,822.00	0.0%
<b>8401 - RECYCLING</b>				
703-432 - 54421 Hazardous Waste	0.00	2,910.00	-2,910.00	0.0%
703-484 - 54421 Antifreeze Pickup	0.00	110.00	-110.00	0.0%
703-485 - 54421 Used Oil Pickup	1,598.74	1,300.00	298.74	123.0%
703-488 - 54421 Tire Pickup	1,430.00	1,300.00	130.00	110.0%
703-631 - 54421 Oil Filters	0.00	100.00	-100.00	0.0%
703-807 - 54421 Permits	1,165.97	970.00	195.97	120.2%
<b>Total 8401 - RECYCLING</b>	<b>4,194.71</b>	<b>6,690.00</b>	<b>-2,495.29</b>	<b>62.7%</b>
<b>Total 4317 - TRANSFER STATION</b>	<b>77,256.38</b>	<b>175,079.00</b>	<b>-97,822.62</b>	<b>44.1%</b>
<b>4599 - GROUND CARE</b>				
313-420 - 54303 Mowing - Ground Care	15,535.92	23,000.00	-7,464.08	67.5%
313-422 - 54900 Beautification	1,024.87	2,500.00	-1,475.13	41.0%
313-424 - 54900 Old Cemetary Maint	0.00	2,000.00	-2,000.00	0.0%
<b>Total 4599 - GROUND CARE</b>	<b>16,560.79</b>	<b>27,500.00</b>	<b>-10,939.21</b>	<b>60.2%</b>
<b>4311 - STREET LIGHTING</b>				
305-410 - 56220 Street Lighting	4,447.12	7,000.00	-2,552.88	63.5%
<b>Total 4311 - STREET LIGHTING</b>	<b>4,447.12</b>	<b>7,000.00</b>	<b>-2,552.88</b>	<b>63.5%</b>
<b>4199-B - CUSTODIAN</b>				
147-100 - 51000 Custodian	6,874.20	13,390.00	-6,515.80	51.3%
147-205 - 52200 SS & Med	0.00	1,024.00	-1,024.00	0.0%
<b>Total 4199-B - CUSTODIAN</b>	<b>6,874.20</b>	<b>14,414.00</b>	<b>-7,539.80</b>	<b>47.7%</b>
<b>Total PUBLIC WORKS/GROUNDS</b>	<b>361,402.48</b>	<b>897,015.00</b>	<b>-535,612.52</b>	<b>40.3%</b>
<b>PUBLIC SAFETY</b>				
<b>4201 - Resident Trooper</b>				
403-375 - 53530 Contract ST Fee-Law Enfor	0.00	170,000.00	-170,000.00	0.0%
403-901 - 56100 Office Supplies	0.00	450.00	-450.00	0.0%
<b>Total 4201 - Resident Trooper</b>	<b>0.00</b>	<b>170,450.00</b>	<b>-170,450.00</b>	<b>0.0%</b>
<b>4203 - FIRE DEPARTMENT/COMMISSION</b>				
401-800 - 53100 Fire Commission	111,290.50	148,150.00	-36,859.50	75.1%
<b>Total 4203 - FIRE DEPARTMENT/COMMISSION</b>	<b>111,290.50</b>	<b>148,150.00</b>	<b>-36,859.50</b>	<b>75.1%</b>
<b>4215 - Animal Control</b>				
151-105 - 51000 NECOG Shared Wages	10,391.70	9,920.00	471.70	104.8%
<b>Total 4215 - Animal Control</b>	<b>10,391.70</b>	<b>9,920.00</b>	<b>471.70</b>	<b>104.8%</b>
<b>4219 - FIRE MARSHAL</b>				
405-100 - 51000 Fire Marshal Salary	4,935.94	8,028.00	-3,092.06	61.5%
405-110 - 51000 Deputy Salary	633.50	1,267.00	-633.50	50.0%
405-150 - 51000 Fire Official Comp	70.00	350.00	-280.00	20.0%
405-355 - 52900 Training	0.00	300.00	-300.00	0.0%
405-610 - 56120 Office Supplies	0.00	50.00	-50.00	0.0%
405-612 - 56400 Subscriptions	0.00	750.00	-750.00	0.0%
405-810 - 58100 Dues/Memberships	0.00	150.00	-150.00	0.0%
405-901 - 57300 Equipment	173.75	3,000.00	-2,826.25	5.8%
405-205 - 52200 SS & Med	0.00	738.00	-738.00	0.0%
<b>Total 4219 - FIRE MARSHAL</b>	<b>5,813.19</b>	<b>14,633.00</b>	<b>-8,819.81</b>	<b>39.7%</b>
<b>Total PUBLIC SAFETY</b>	<b>127,495.39</b>	<b>343,153.00</b>	<b>-215,657.61</b>	<b>37.2%</b>
<b>4423 - PUBLIC WELFARE</b>				
<b>4417 - SENIOR CITIZENS</b>				
145-100 - 51000 Resident Services Coord.	3,354.11	5,806.00	-2,451.89	57.8%
145-820 - 56300 Senior Lunch	0.00	1,080.00	-1,080.00	0.0%
145-870 - 56900 Programs Senior Citizens	2,000.00	2,000.00	0.00	100.0%
145-875 - 56290 Trips - Senior Citizens	0.00	4,000.00	-4,000.00	0.0%
145-205 - 52200 SS & Med	0.00	444.00	-444.00	0.0%
145-230 - 52300 Retirement MERF	0.00	570.00	-570.00	0.0%
<b>Total 4417 - SENIOR CITIZENS</b>	<b>5,354.11</b>	<b>13,900.00</b>	<b>-8,545.89</b>	<b>38.5%</b>
<b>4499 - ANDOVER SENIOR TRANSPORTAION</b>				
143-100 - 51000 Drivers/Dispatch Salary	14,308.50	25,000.00	-10,691.50	57.2%
143-380 - 53070 Comm. Drivers Test-DAR	300.00	1,000.00	-700.00	30.0%
143-435 - 54300 Vehicle Main - Dial a Rid	2,237.08	5,000.00	-2,762.92	44.7%
143-603 - 56260 Fuel Dial a Ride	2,042.75	6,095.00	-4,052.25	33.5%
143-205 - 52200 SS & Med	0.00	1,913.00	-1,913.00	0.0%
<b>Total 4499 - ANDOVER SENIOR TRANSPORTAION</b>	<b>18,888.33</b>	<b>39,008.00</b>	<b>-20,119.67</b>	<b>48.4%</b>
<b>4401 - HEALTH OFFICER</b>				
201-999 - 53010 Eastern Highlands Hlth	13,556.44	18,422.00	-4,865.56	73.6%
<b>Total 4401 - HEALTH OFFICER</b>	<b>13,556.44</b>	<b>18,422.00</b>	<b>-4,865.56</b>	<b>73.6%</b>
<b>4413 - MENTAL HEALTH</b>				
205-843 - 53010 Amplify Mental Health	220.00	250.00	-30.00	88.0%
<b>Total 4413 - MENTAL HEALTH</b>	<b>220.00</b>	<b>250.00</b>	<b>-30.00</b>	<b>88.0%</b>
<b>4414 - SOCIAL SERVICES</b>				
501-845 - 53400 Social Services ACCESS	0.00	400.00	-400.00	0.0%
<b>Total 4414 - SOCIAL SERVICES</b>	<b>0.00</b>	<b>400.00</b>	<b>-400.00</b>	<b>0.0%</b>

## Town of Andover Interim - Profit & Loss Budget vs. Actual

July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
4419 - AHM YOUTH SERVICES				
207-844 - 53010 AHM Youth Services	46,089.50	92,179.00	-46,089.50	50.0%
<b>Total 4419 - AHM YOUTH SERVICES</b>	<b>46,089.50</b>	<b>92,179.00</b>	<b>-46,089.50</b>	<b>50.0%</b>
<b>Total 4423 - PUBLIC WELFARE</b>	<b>84,108.38</b>	<b>164,159.00</b>	<b>-80,050.62</b>	<b>51.2%</b>
<b>BOARDS &amp; COMMISSIONS</b>				
<b>4111 - SELECTMEN</b>				
101-105 - 51000 Selectman Salary	1,800.00	4,800.00	-3,000.00	37.5%
101-115 - 51000 Board Clerk BOS	1,001.50	1,800.00	-798.50	55.6%
101-205 - 52200 SS & Med	0.00	505.00	-505.00	0.0%
101-836 - 59010 Veteran's Committee	125.00	500.00	-375.00	25.0%
<b>Total 4111 - SELECTMEN</b>	<b>2,926.50</b>	<b>7,605.00</b>	<b>-4,678.50</b>	<b>38.5%</b>
<b>4103 - BOARD OF FINANCE</b>				
103-121 - 51000 BOF Clerk Wages	486.50	1,700.00	-1,213.50	28.6%
103-310 - 53020 Legal	0.00	2,500.00	-2,500.00	0.0%
103-205 - 52200 SS & Med	0.00	130.00	-130.00	0.0%
<b>Total 4103 - BOARD OF FINANCE</b>	<b>486.50</b>	<b>4,330.00</b>	<b>-3,843.50</b>	<b>11.2%</b>
<b>4171 - CONSERVATION COMMISSION</b>				
815-330 - 58100 Membership	0.00	65.00	-65.00	0.0%
815-335 - 52900 Training	0.00	200.00	-200.00	0.0%
815-609 - 57300 Equipment	0.00	100.00	-100.00	0.0%
815-810 - 55990 Conferences	0.00	200.00	-200.00	0.0%
<b>Total 4171 - CONSERVATION COMMISSION</b>	<b>0.00</b>	<b>565.00</b>	<b>-565.00</b>	<b>0.0%</b>
<b>4155 - BOARD OF ASSESSMENT APPEALS</b>				
115-100 - 51000 BAA Salaries	0.00	680.00	-680.00	0.0%
115-120 - 51000 BAA Clerk Salary	0.00	400.00	-400.00	0.0%
115-335 - 52900 Training	0.00	150.00	-150.00	0.0%
115-205 - 52200 SS & Med	0.00	83.00	-83.00	0.0%
<b>Total 4155 - BOARD OF ASSESSMENT APPEALS</b>	<b>0.00</b>	<b>1,313.00</b>	<b>-1,313.00</b>	<b>0.0%</b>
<b>4155-A - ZONING BOARD OF APPEALS</b>				
805-115 - 51000 Board Clerk - ZBA	252.00	500.00	-248.00	50.4%
805-205 - 52200 SS & Med	0.00	38.00	-38.00	0.0%
<b>Total 4155-A - ZONING BOARD OF APPEALS</b>	<b>252.00</b>	<b>538.00</b>	<b>-286.00</b>	<b>46.8%</b>
<b>4155-B - ZONING AGENT</b>				
817-205 - 52200 SS & Med	0.00	1,947.00	-1,947.00	0.0%
<b>Total 4155-B - ZONING AGENT</b>	<b>0.00</b>	<b>1,947.00</b>	<b>-1,947.00</b>	<b>0.0%</b>
<b>4173 - ECON DEVELOPMENT COMM</b>				
801-800 - 55990 Economic Devel Comm	0.00	500.00	-500.00	0.0%
<b>Total 4173 - ECON DEVELOPMENT COMM</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<b>4511 - MEMORIAL DAY COMM</b>				
601-800 - 56900 Memorial Day Misc Exp	0.00	800.00	-800.00	0.0%
<b>Total 4511 - MEMORIAL DAY COMM</b>	<b>0.00</b>	<b>800.00</b>	<b>-800.00</b>	<b>0.0%</b>
<b>4503 - RECREATION COMMISSION</b>				
603-493 - 54410 Outside Facility Rental	1,440.00	2,630.00	-1,190.00	54.8%
603-870 - 55990 Programs	1,546.54	6,000.00	-4,453.46	25.8%
<b>Total 4503 - RECREATION COMMISSION</b>	<b>2,986.54</b>	<b>8,630.00</b>	<b>-5,643.46</b>	<b>34.6%</b>
<b>4153 - PLANNING &amp; ZONING COMMISSION</b>				
803-105 - 51000 Board Clerk Wages	430.00	3,200.00	-2,770.00	13.4%
803-310 - 53020 Legal/Professional	3,228.00	11,500.00	-8,272.00	28.1%
803-335 - 52900 Training	0.00	500.00	-500.00	0.0%
803-340 - 53500 Mapping	240.00	300.00	-60.00	80.0%
803-205 - 52200 SS & Med	0.00	244.00	-244.00	0.0%
<b>Total 4153 - PLANNING &amp; ZONING COMMISSION</b>	<b>3,898.00</b>	<b>15,744.00</b>	<b>-11,846.00</b>	<b>24.8%</b>
<b>4163 - INLAND WETLANDS COMMISSION</b>				
809-115 - 51000 Board Clerk - IWC	163.25	1,450.00	-1,286.75	11.3%
809-335 - 52900 Training	0.00	250.00	-250.00	0.0%
809-610 - 56100 Office Supplies	0.00	200.00	-200.00	0.0%
809-810 - 58100 Dues/Membership	65.00	65.00	0.00	100.0%
809-205 - 52200 SS & Med	0.00	1,377.00	-1,377.00	0.0%
<b>Total 4163 - INLAND WETLANDS COMMISSION</b>	<b>228.25</b>	<b>3,342.00</b>	<b>-3,113.75</b>	<b>6.8%</b>
<b>4159 - HISTORICAL</b>				
153-800 - 53400 Town Historian	0.00	200.00	-200.00	0.0%
<b>Total 4159 - HISTORICAL</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>	<b>0.0%</b>
<b>Total BOARDS &amp; COMMISSIONS</b>	<b>10,777.79</b>	<b>45,514.00</b>	<b>-34,736.21</b>	<b>23.7%</b>
<b>CAPITAL RELATED</b>				
<b>4900 - CAPITAL</b>				
111-714 - 53520 Revaluation	0.00	16,500.00	-16,500.00	0.0%
111-715 - 53520 P & Z Capital POCD	0.00	5,000.00	-5,000.00	0.0%
111-718 - 57400 Public Works Cap Expend	34,470.15	30,000.00	4,470.15	114.9%
<b>Total 4900 - CAPITAL</b>	<b>34,470.15</b>	<b>51,500.00</b>	<b>-17,029.85</b>	<b>66.9%</b>
<b>9900 - TRANSFERS</b>				
305-899 - 59020 Contingency	0.00	50,000.00	-50,000.00	0.0%
305-901 - 59020 DPW Equipment	100,000.00	100,000.00	0.00	100.0%
305-908 - 59020 Fire Engine Fund/Tanker	80,000.00	80,000.00	0.00	100.0%
305-911 - 59020 Road Improve. Fund	330,000.00	330,000.00	0.00	100.0%
305-912 - 59020 Tree Removal Fund	50,000.00	50,000.00	0.00	100.0%
305-913 - 59020 Bunker Hill Bridge Fund	160,000.00	160,000.00	0.00	100.0%
305-914 - 59020 Bridge & Culvert Fund	100,000.00	100,000.00	0.00	100.0%
305-915 - 59020 Bldg Main Fund	55,000.00	55,000.00	0.00	100.0%
<b>Total 9900 - TRANSFERS</b>	<b>875,000.00</b>	<b>925,000.00</b>	<b>-50,000.00</b>	<b>94.6%</b>
<b>Total CAPITAL RELATED</b>	<b>909,470.15</b>	<b>976,500.00</b>	<b>-67,029.85</b>	<b>93.1%</b>
<b>Total Expense</b>	<b>6,614,353.83</b>	<b>12,727,517.00</b>	<b>-6,113,163.17</b>	<b>52.0%</b>
<b>Net Income</b>	<b>1,793,887.84</b>	<b>-135,133.00</b>	<b>1,929,020.84</b>	<b>-1,327.5%</b>

Range of Checking Accts: POOLED to Last Range of Check Dates: 12/01/22 to 02/08/23  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check # PO #	Check Date	Vendor Description	Amount Paid	Reconciled/Void	Ref Num Contract
POOLED					
100396 23-00419	12/13/22	ALANF005 Alan F. Zaniewski	60.00		55
100397 23-00387	12/13/22	AVENU005 AVENU HOLDINGS, LLC	16.00		55
100398 23-00406	12/13/22	CASHT005 CASH TRUE VALUE	176.58		55
100399 23-00394	12/13/22	CIRMA005 CIRMA	22,982.00		55
100400 23-00412	12/13/22	COITE005 COIT EXCAVATING INC	1,118.20		55
100401 23-00414	12/13/22	COMCA005 COMCAST	115.85		55
100402 23-00396	12/13/22	CONNE030 CONNECTICUT LABOR LAW POSTER S	99.50		55
100403 23-00383	12/13/22	CONST005 CONSTELLATION NEW ENERGY INC	747.74		55
100404 23-00389	12/13/22	DIME0005 DIME OIL COMPANY LLC	312.69		55
100405 23-00402	12/13/22	DUBOI005 DUBOIS AUTOMOTIVE, INC.	286.55		55
100406 23-00413	12/13/22	EASTC005 EAST COAST SIGN & SUPPLY,	3,001.00		55
100407 23-00384	12/13/22	EVERS005 EVERSOURCE	1,141.55		55
100408 23-00403	12/13/22	FLUID005 FLUID DYNAMICS	140.11		55
100409 23-00392	12/13/22	FPMAI005 FP MAILING SOLUTIONS	150.00		55
100410 23-00410	12/13/22	FREIG005 FREIGHTLINER OF HARTFORD	4,503.77		55
100411 23-00411	12/13/22	HAINM005 HAIN MATERIALS CORP	542.08		55

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
POOLED			Continued		
100412	12/13/22	HDP00005 DAS-ACCT.REC.- HDP			55
23-00416			224.00		
100413	12/13/22	HEBRO005 HEBRON ACE HARDWARE			55
23-00397			17.98		
100414	12/13/22	INFOS005 INFOSHRED LLC			55
23-00388			25.00		
100415	12/13/22	JEFFR015 Jeff Rouillard			55
23-00422			80.00		
100416	12/13/22	KIMHA005 KIM HAWES			55
23-00399			225.00		
100417	12/13/22	LCPAR005 L & C Park Consultants LLC			55
23-00400			575.00		
100418	12/13/22	LEAF0005 LEAF			55
23-00398			223.32		
100419	12/13/22	LUBRI005 LUBRI-CARE DISTRIBUTORS			55
23-00404			450.00		
100420	12/13/22	MATTH005 Matthew Phillips			55
23-00423			160.00		
100421	12/13/22	NE000005 GLASTONBURY CITIZEN/RIVEREAST			55
23-00393			44.00		
100422	12/13/22	NIKOL005 Nikolas Cote			55
23-00424			80.00		
100423	12/13/22	OFFI0005 OFFICE OF THE TREASURER			55
23-00417			2,227.00		
100424	12/13/22	OFFIC005 THE OFFICE WORKS, INC.			55
23-00390			51.01		
100425	12/13/22	PAPER005 WILLIMANTIC WASTE PAPER			55
23-00385			8,917.90		
100426	12/13/22	PEARL010 TOM PEARL			55
23-00405			195.00		
100427	12/13/22	PHOEN005 PHOENIX ENVIRONMENTAL LABORATO			55
23-00395			133.50		
100428	12/13/22	PIZZA005 ANDOVER PIZZA			55
23-00401			648.00		

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	
POOLED		Continued		
100429	12/13/22	POINT005 POINT SOFTWARE		55
23-00391			405.00	
100430	12/13/22	RECEI005 ACCOUNTS RECEIVABLE		55
23-00418			55.00	
100431	12/13/22	ROBER010 Robert Melanson		55
23-00420			500.00	
100432	12/13/22	SCOTT015 SCOTT BLEVONS		55
23-00421			160.00	
100433	12/13/22	THEOL005 THE O.L. WILLARD COMPANY INC		55
23-00415			66.67	
100434	12/13/22	TREEW005 TREE WARDENS' ASSOC. OF		55
23-00408			75.00	
100435	12/13/22	WBMAS005 W B MASON CO., INC.		55
23-00386			328.17	
100436	12/13/22	WEATH005 WEATHERWORKS		55
23-00409			1,680.00	
100437	12/13/22	WILLI005 WILLIMANTIC AUTO & TRUCK		55
23-00407			343.85	
100438	12/17/22	BEGIN005 RICHARD BEGIN		56
23-00427			110.00	
100439	12/17/22	BSCGR005 BSC GROUP - CONNECTICUT INC		56
23-00425			3,520.00	
100440	12/17/22	FULLE005 FULLER PAVING		56
23-00430			500.00	
100441	12/17/22	HOSME005 HOSMER MT. BOTTLING COMPANY IN		56
23-00429			38.00	
100442	12/17/22	MARIE005 GINA MARIE'S		56
23-00428			40.35	
100443	12/17/22	NE000005 GLASTONBURY CITIZEN/RIVEREAST		56
23-00431			55.00	
100444	12/17/22	SWISS005 SWISS UNIFORM RENTAL		56
23-00426			322.20	
100445	01/04/23	AFSCM005 AFSCME, LOCAL 1303		57
23-00441			228.80	

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
POOLED			Continued		
100446	01/04/23	AIGRE005 AIG RETIREMENT SERVICES			57
23-00439			850.00		
100447	01/04/23	AMERI005 AMERI-LOO			57
23-00456			105.00		
100448	01/04/23	ANDOV020 ANDOVER FIRE COMMISSION			57
23-00449			37,037.50		
100449	01/04/23	ANTHE005 ANTHEM LIFE & DISABILITY INSUR			57
23-00440			330.62		
100450	01/04/23	AVENU005 AVENU HOLDINGS, LLC			57
23-00462			650.00		
100451	01/04/23	CCM00005 CCM			57
23-00454			300.00		
100452	01/04/23	COMCA005 COMCAST			57
23-00447			115.85		
100453	01/04/23	CONST010 CONSTANTINE PAVING & SEALING			57
23-00443			500.00		
100454	01/04/23	DIME0005 DIME OIL COMPANY LLC			57
23-00442			4,917.32		
100455	01/04/23	EVERS005 EVERSOURCE			57
23-00458			147.98		
100456	01/04/23	FRANK005 FRANKLIN SURVEYS			57
23-00433			150.00		
100457	01/04/23	FRONT005 FRONTIER COMMUNICATION			57
23-00455			76.11		
100458	01/04/23	GENIE005 Genie Innovations Inc.			57
23-00450			409.95		
100459	01/04/23	HALL0005 HALLORAN & SAGE LLP			57
23-00457			1,369.00		
100460	01/04/23	HDP00005 DAS-ACCT.REC.- HDP			57
23-00435			168.00		
100461	01/04/23	HEBRO005 HEBRON ACE HARDWARE			57
23-00451			10.48		
100462	01/04/23	HOMED005 HOME DEPOT CREDIT SERVIC			57
23-00464			709.44		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
POOLED			Continued		
100463	01/04/23	KAINE005 KAINEN, ESCALERA AND MCH			57
23-00459			370.50		
100464	01/04/23	MATER010 MATERIALS TESTING INC			57
23-00452			2,440.00		
100465	01/04/23	MEUI0005 MEUI			57
23-00463			125.10		
100466	01/04/23	MGMAS005 MG MASONRY LLC			57
23-00445			2,380.00		
100467	01/04/23	NE000005 GLASTONBURY CITIZEN/RIVEREAST			57
23-00432			77.00		
100468	01/04/23	NORTH020 NORTHSTARS SPORTS MGMT			57
23-00434			400.00		
100469	01/04/23	OFFI0005 OFFICE OF THE TREASURER			57
23-00436			993.00		
100470	01/04/23	PEARL010 TOM PEARL			57
23-00446			110.00		
100471	01/04/23	PETES005 PETE'S TIRE BARNS, INC.			57
23-00448			1,285.00		
100472	01/04/23	RECEI005 ACCOUNTS RECEIVABLE			57
23-00438			119.00		
100473	01/04/23	STATE010 STATE OF CT/DEPT OF PUBLIC HEA			57
23-00437			34.00		
100474	01/04/23	THEOL005 THE O.L. WILLARD COMPANY INC			57
23-00444			358.20		
100475	01/04/23	TOWN0005 TOWN OF HEBRON			57
23-00461			10,192.00		
100476	01/04/23	TOWN0025 TOWN OF SOUTH WINDSOR			57
23-00460			2,045.84		
100477	01/04/23	VERIZ005 VERIZON WIRELESS			57
23-00453			142.26		
100478	01/04/23	WBMAS005 W B MASON CO., INC.			57
23-00465			128.78		
100479	01/28/23	ADELM005 ADELMAN SAND & GRAVEL INC			58
23-00468			74.80		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
POOLED			Continued		
100480	01/28/23	ADVAN005 ADVANCED OVERHEAD DOOR LLC			58
23-00467			2,500.00		
100481	01/28/23	AENAS005 AEN ASPHALT			58
23-00474			291.33		
100482	01/28/23	AFSCM005 AFSCME, LOCAL 1303			58
23-00517			228.80		
100483	01/28/23	AIGRE005 AIG RETIREMENT SERVICES			58
23-00518			850.00		
100484	01/28/23	ALLST005 ALLSTON SUPPLY CO INC			58
23-00507			84.07		
100485	01/28/23	ANTHE005 ANTHEM LIFE & DISABILITY INSUR			58
23-00519			330.62		
100486	01/28/23	ARMST005 LINDA ARMSTRONG			58
23-00522			49.47		
100487	01/28/23	AVENU005 AVENU HOLDINGS, LLC			58
23-00484			665.60		
100488	01/28/23	BEATA005 BEATA GADOMSKI			58
23-00513			40.00		
100489	01/28/23	CASHT005 CASH TRUE VALUE			58
23-00490 c			71.62		
100490	01/28/23	CIRMA005 CIRMA			58
23-00497			85.00		
100491	01/28/23	CIVIC005 CIVICPLUS			58
23-00521			1,731.69		
100492	01/28/23	CLARK005 CLARK EQUIPMENT CO			58
23-00001			72,254.30		
100493	01/28/23	COMCA005 COMCAST			58
23-00505			115.85		
100494	01/28/23	CONST005 CONSTELLATION NEW ENERGY INC			58
23-00476			951.39		
100495	01/28/23	CTTAX010 CT TAX COLLECTORS ASSO			58
23-00506			75.00		
100496	01/28/23	DASOF005 DAS-OFFICE OF THE STATE B			58
23-00491			156.78		



Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
POOLED			Continued		
100497	01/28/23	DIME005 DIME OIL COMPANY LLC			58
23-00504			1,349.56		
100498	01/28/23	ENTER005 ENTERPRISE FM TRUST			58
23-00524			176.62		
100499	01/28/23	EVERS005 EVERSOURCE			58
23-00477			1,263.71		
100500	01/28/23	FLEET005 FLEETPRIDE			58
23-00493			247.21		
100501	01/28/23	FRONT005 FRONTIER COMMUNICATION			58
23-00498			77.11		
100502	01/28/23	GARY005 GARY OR MARY SHERMAN			58
23-00525			79.46		
100503	01/28/23	HALLO005 HALLORAN & SAGE LLP			58
23-00499			777.00		
100504	01/28/23	HEBRO005 HEBRON ACE HARDWARE			58
23-00489			37.82		
100505	01/28/23	HOSME005 HOSMER MT. BOTTLING COMPANY IN			58
23-00472			42.00		
100506	01/28/23	ILINE005 I-LINE LLC			58
23-00520			1,743.54		
100507	01/28/23	INFOS005 INFOSHRED LLC			58
23-00486			25.00		
100508	01/28/23	INTER010 INTERNATIONAL INSTITUTE OF			58
23-00469			185.00		
100509	01/28/23	JAMES005 JAMES WALKER			58
23-00514			150.00		
100510	01/28/23	JOHYN005 JOHYNA RILEY			58
23-00510			120.00		
100511	01/28/23	KAINE005 KAINEN, ESCALERA AND MCH			58
23-00481			85.50		
100512	01/28/23	LEAF0005 LEAF			58
23-00485			223.32		
100513	01/28/23	LEE00005 CAROL LEE			58
23-00470			63.75		

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	
POOLED		Continued		
100514	01/28/23	MARIE005 GINA MARIE'S		58
23-00471			36.54	
100515	01/28/23	MATTH005 Matthew Phillips		58
23-00516			40.00	
100516	01/28/23	MEUI0005 MEUI		58
23-00501			125.10	
100517	01/28/23	MIDNE005 MID-NEROC		58
23-00483			185.45	
100518	01/28/23	MURRA005 CYNTHIA MURRAY		58
23-00512			40.00	
100519	01/28/23	NE000005 GLASTONBURY CITIZEN/RIVEREAST		58
23-00466			341.00	
100520	01/28/23	NIKOL005 Nikolas Cote		58
23-00515			40.00	
100521	01/28/23	NOLAN005 NOLAN MOLKENTHIN		58
23-00511			160.00	
100522	01/28/23	OBRIE005 ATTY DENNIS O'BRIEN		58
23-00482			2,375.00	
100523	01/28/23	OFFIC005 THE OFFICE WORKS, INC.		58
23-00480			31.57	
100524	01/28/23	PALAZ010 MICHAEL PALAZZI		58
23-00509			36.99	
100525	01/28/23	PATRI005 PATRICIA GRIMALDI		58
23-00523			26.96	
100526	01/28/23	PIZZA005 ANDOVER PIZZA		58
23-00488			1,435.60	
100527	01/28/23	POINT005 POINT SOFTWARE		58
23-00479			270.00	
100528	01/28/23	QUALI005 QUALITY DATA SERVICE INC		58
23-00487			1,298.27	
100529	01/28/23	RECEI005 ACCOUNTS RECEIVABLE		58
23-00492			828.00	
100530	01/28/23	SUPER005 SUPER SPRING & BRAKE CO I		58
23-00494			2,260.22	

Check # PO #	Check Date	Vendor Description	Amount Paid	Reconciled/Void	Ref Num Contract
POOLED			Continued		
100531 23-00508	01/28/23	SWISS005 SWISS UNIFORM RENTAL	417.10		58
100532 23-00475	01/28/23	TARGE005 TARGET ENTERPRISES, INC.	4.30		58
100533 23-00473	01/28/23	TOMSP005 TOM'S PLACE FOOD LLC	61.25		58
100534 23-00496	01/28/23	TOWN0015 TOWN OF MANCHESTER	3,198.00		58
100535 23-00502	01/28/23	TOWN0020 TOWN OF MANSFIELD	4,345.62		58
100536 23-00478	01/28/23	TOWN0030 TOWN OF BOLTON	5,123.01		58
100537 23-00500	01/28/23	VERIZ005 VERIZON WIRELESS	142.34		58
100538 23-00503	01/28/23	WBMAS005 W B MASON CO., INC.	556.17		58
100539 23-00495	01/28/23	WILLI005 WILLIMANTIC AUTO & TRUCK	36.77		58
100540 23-00528	01/30/23	AFSCM005 AFSCME, LOCAL 1303	9.65		59
100541 23-00527	01/30/23	FORTI005 FORTINET INC	1,081.82		59
100542 23-00526	01/30/23	LIZFR005 Liz Friedman	150.00		59
Checking Account Totals					
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
			Checks: 147	0	239,005.95
			Direct Deposit: 0	0	0.00
			Total: 147	0	239,005.95
Report Totals					
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
			Checks: 147	0	239,005.95
			Direct Deposit: 0	0	0.00
			Total: 147	0	239,005.95

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Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	3-100	142,219.12	1,317.29	93,726.00	237,262.41
	3-201	1,743.54	0.00	0.00	1,743.54
Total of All Funds:		<u>143,962.66</u>	<u>1,317.29</u>	<u>93,726.00</u>	<u>239,005.95</u>

---

Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	100	142,219.12	1,317.29	93,726.00	237,262.41
	201	1,743.54	0.00	0.00	1,743.54
Total of All Funds:		<u>143,962.66</u>	<u>1,317.29</u>	<u>93,726.00</u>	<u>239,005.95</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
	3-100	142,219.12	0.00	0.00	0.00	142,219.12
	3-201	1,743.54	0.00	0.00	0.00	1,743.54
Total of All Funds:		<u>143,962.66</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>143,962.66</u>

# Board of Finance Policy on Financial Reporting and End of Fiscal Year Close Out

This policy shall be effective May 1 2023 and shall be in effect until modified or revoked by the Board of Finance.

## Monthly Reporting:

On or before the fifth day of each month the following documents will be supplied to the Town Treasurer at [treasurer@andverct.org](mailto:treasurer@andverct.org), as well as to the town assistant [Adminassistant@andoverct.org](mailto:Adminassistant@andoverct.org).

1. Check Register for the previous 30 days from all of the town checking accounts
2. Check Register for the previous 30 days from all of the BOE checking accounts
3. Bank Statements from all town Bank Accounts
4. Bank Statements from all BOE Bank Accounts
5. List of all State grant payments received by the town of Andover the previous month
6. List of all State grant payments received by the BOE the previous month
7. Reconciliation of all town accounts with a 1-month delay. In other words, on Nov 5<sup>th</sup>, there would need to be a reconciliation filed through October 1
8. Reconciliation of all BOE accounts with a 1-month delay. In other words, on Nov 5<sup>th</sup>, there would need to be a reconciliation filed through October 1
9. No later than the 15<sup>th</sup> of each month, the town will submit all ACH payments after the treasurer has verified that all monthly documentation is correct.
  - a. RHAM Levy
  - b. AES Levy
  - c. MERF payment
  - d. RHAM Insurance Consortium

IN the case of departmental transfers all town transfers must be approved by the Board of finance.

In the case of the Board of Education, All transfers made in such instances shall be announced at the next regularly scheduled meeting of the board and a written explanation of such transfer shall be provided to the board of selectmen and board of finance. (Required per CGS section 10-222)

## Quarterly Reporting

The Library Board, AVFD, Senior lunch Program and Senior Trips fund Shall provide quarterly check registers, bank statements and reconciliations in a standard format acceptable to the Treasurer.

These boards and programs will be funded in July and in January. Each entity shall submit the required documentation for the previous 2 quarters prior to getting the next funding allotment.

## **Key dates for financial data Reporting**

### **May 15**

On or before May 15<sup>th</sup> Letters will be sent to all creditors asking for all bills to be submitted before July 1.

### **June 1**

No encumbrances shall be made by any entity, to include the BOE after June 1 unless they are actual purchase orders and order slips or purchased Services and must have an invoice dated no later than June 30. Any good or service not ordered by June 31 shall not apply to the current fiscal year.

### **June 31**

End of the Fiscal year.

### **July 1**

On or before July 1 the town administrator's office shall distribute worksheets for capital assets to be completed by August 15 by all departments

### **July 15**

A list of all outstanding checks and encumbrances as of July 1 shall be submitted to the treasurer from the town, BOE, Library Board, and Board of Fire Commissioners.

### **August 15**

All capital asset worksheets shall be returned to the Town Administrators office

### **August 31**

All outstanding items shall be paid no later than the end of August. There shall be no checks cut for the previous fiscal year after August 31 without the written permission of the treasurer and forwarded to the Board of Finance.

### **September 1.**

On or before Sept 1 final year end reconciliation for all accounts shall be given to the Treasurer. This shall include a list of all outstanding checks.

## **Policy on Year End Budget Commitments and Encumbrances**



This Policy pertains to all town entities including the Board of Fire Commissioners, Library Board and Board of Education.

A “budget commitment” or “encumbrance” is a method that can be used to ensure that budgeted funds for a particular project or time period are not returned to the general fund at the close of a fiscal year (i.e., setting aside \$10,000 to purchase several computers which, due to unusual circumstances, could not be purchased within the fiscal year.)

All Departments are responsible for advising the treasurer within a month prior to the fiscal year end for consideration of a budget commitment.

No Budget Commitments, or encumbrances shall be made by any entity, to include the BOE after July 1.

On June 1 of each year all town departments will cease placing orders for the fiscal year unless they are first approved by the town administrator or in the case of the BOE the Superintendent as an item of absolute necessity. Exemptions to this rule would be for items being purchased for summer events and supplies needed in order to continue operations without interruption. A list of all such purchases shall be forwarded to the treasurer.

Ordering items to provide for a reserve inventory or prepaying for contracts or items that will ordinarily be consumed or for service in the next budget year is generally unacceptable and should only be approved in special circumstances

Items that have been ordered prior to June 30th of each year but have not been received should have a purchase order in place to reserve the funds.

Permanent funds and non-lapsing funds shall follow the same guidelines so that they can be accounted for in the correct fiscal year.

### **Transfers**

In the case of departmental transfers all town transfers must be approved by the Board of Finance. See Separate Transfer Policy

In the case of the Board of Education, all transfers made in such instances shall be announced at the next regularly scheduled meeting of the board and a written explanation of such transfer shall be provided to the Board of Selectmen and Board of Finance. (Required per CGS section 10-222)

If it appears at the end of the fiscal year that there are excess funds beyond that needed to maintain the emergency reserve, The BOF **may** transfer money from funds into permanent funds or in the case of a surplus of the school board into the 2% non-lapsing reserve account.

**Town of Andover**  
**Board of Finance**  
**Special Meeting Minutes**  
Wednesday, January 18th at 7:00 P.M.  
Location: virtual Zoom meeting

Members Present: Marc Brinker, Joanne Hebert, Robert England, Louise Goodwin, Bill Desrosiers  
Members Absent: Curt Dowling, Linda Fish  
Town Administrator: Eric Anderson

**1. Call to Order/Pledge of Allegiance**

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

**2. Public Speak – None.**

**3. Public Works Plow Truck**

- a. Purchase Agreement**
- b. Financing method and terms**
- c. Source of funding**
- d. Referral from BOS to Public Meeting on February 7<sup>th</sup> at 7pm in the Andover Elementary School Gymnasium**

Eric Anderson gave an overview of the purchase – the Town tries to purchase a new truck every 5 years. A truck will be in service for 15 years and as a reserve truck for an additional 5 years. Truck will be purchased from a State Bid list (Freightliner) – has an 8 to 12-month build time

Will be using the 5-year Municipal loan option, this requires the first year’s payment in escrow at the time of contract signing. Extended warranty is also included in the purchase price.

Discussion between Board members and Eric Anderson regarding the Town meeting process for off budget cycle large purchases, having an updated finance agreement prior to the Town meeting, if there is a plan “B” – if the vote does not pass at Town meeting.

Eric will be giving a quick presentation at the beginning of the meeting regarding the purchase as well as a few grants the Town is applying for (STEAP grant, TRIP grant, Recreational Trails grant).

Additionally, discussed funding source for escrow payment (Unexpended fund balance, Town Aid Road fund, or Contingency fund)

Joanne Hebert MOTIONED for the Board of Finance to move the new plow truck purchase to Town meeting, quoted for \$258,608, to be funded with \$41,000 from the Equipment Fund and the remaining balance from the Contingency Fund allowing an additional 10% due to changes in the expired purchase quote. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

**4. Adjournment**

Bill Desrosiers MOTIONED to adjourn the meeting at 7:41pm. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

**Town of Andover**  
**Board of Finance Regular Meeting Minutes**  
**Wednesday, January 15th, 2022 at 7:00 P.M.**  
**Location: virtual Zoom meeting**

Members Present: Marc Brinker, Joanne Hebert, Louise Goodwin, Robert England, Linda Fish, Bill Desrosiers

Members Absent: Curt Dowling

Town Administrator: Eric Anderson

Town Treasurer: Cheryl Miller

**1. Call to Order/Pledge of Allegiance**

Marc Brinker called the meeting to order at 7pm. The Pledge was recited.

**2. Public Speak – none**

**5. a. Old Business – FYE 2021-2022 Audit Status/Update of Town Finance Dept. Status & Software**

Cheryl Miller updated the Board on the FYE 2021-2022 Audit status – she has received all lead sheets from the auditors, will upload documents into the portal. She has input information from the Edmunds accounting software for the 2021-2022 year into Quickbooks, as well as the 2022-2023 budget and expenditures through the end of November 2022.

Employee benefits lines that are overspent need to be cleaned up before being submitted to the auditor. Discussion on breaking out all employee benefits by department – can this be shown on a separate tab on the 2023-2024 budget Excel sheet – was previously time consuming for the Finance Office to complete journal entries by separate employee/department.

Bill Desrosiers MOTIONED to allow Cheryl Miller to transfer budgeted amounts in each individual line for retirement, health care benefits, Medicare and FICA, into the 4117 – Employee Benefits portion of the budget. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

Discussion on open Finance Department position – job duties, hours, responsibilities, salary, day-to-day tasks, history of Finance Office (combining & combining departments, software changes)

**3. Town Administrator’s Report**

**Eric Anderson discussed with the Board the potential Capital Fund allocations for the 2023-2024 budget year.**

Public Works Capital Equipment Fund – seen increased spending over the last few years

Fire Engine Fund – Fire Department is looking to purchase a new squad vehicle, would take the place of 2 vehicles (engine & heavy duty rescue vehicle), will be bringing to CIP for consideration

Town Wide Building Maintenance Fund – used for larger Town projects

Multi-Use Building Fund – no additional funding

Bunker Hill Bridge Fund – no additional funding (Bunker Hill & Long Hill Bridge projects will be funded by State and Federal grant funds)

Bridge & Culvert Fund – smaller bridges and culverts in Town to be looked at for repair

Tree Fund – would like to fund at \$75,000, hope to continue working with Eversource for tree removal

Roadwork Fund – would like to fund at \$300,000 to accomplish projects that have been put off (reclaiming, chip sealing, guard rail work, catch basin cleaning, striping)

Town Aid Road – State Funded

POCD Fund – done every 10 years, fund at \$5,000 each year – RFP put out for POCD, will need to sign in the next 4-5 months and needs to be completed by 2025

Revaluation Fund – done every 5 years, set aside funds each year

Discussion on Multi-Use Building Fund dollars – can be used towards furnishing the Community/Senior Center, staff for Community/Senior Center, or returned back to the General Fund

Waiting to discuss the Andover Board of Education budget.

Preliminary budget from RHAM -overall increase of 4.75%, less students attending RHAM next school year from Andover, LEVY share could go down – looking to keep a flat mil rate.

Discussed potential dates on meetings for budget time – waiting on budgets from shared services. Will discuss more after the Board of Selectmen reviews the budget.

Current year budget – under spending for expenditures, but under in revenue. Less Town Clerk fees, Building Department fees, and rental fees (below about \$40,000-\$50,000 in Revenue)

#### **4. Draft Budget**

- a. **RHAM BOE Presentation** – RHAM Superintendent will be making a budget presentation to the Board of Finance at their March 2023 Regular Meeting

#### **5. Old Business**

- b. **Current Status of staff searches for Finance Department** – applications received, starting to review. Form interview panel to include member(s) from the Board of Selectmen, Board of Finance, and Town Treasurer

#### **6. New Business**

Open position for Board member – Curt Dowling submitted resignation letter, reach out to Ashley (previous applicant for open Board member position)

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

Joanne Hebert MOTIONED to approve the December 14<sup>th</sup>, 2022 Special Meeting Minutes as presented. Louise Goodwin SECONDED. MOTION CARRIED 4:0:1 with Bill Desrosiers abstaining.

#### **8. Liaison Reports – none**

#### **9. Board open discussion –**

Eric Anderson let the Board know that the monthly bank statement will be included in the meeting packet going forward.

**10. Public Speak** – none

**11. Adjournment**

Bill Desrosiers MOTIONED to adjourn the meeting at 8:43pm. Linda Fish 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.