

**Board of Selectmen
Meeting Minutes
Wednesday, July 19, 2023**

Approved



1) Open Meeting

Chairman Delaney called the working session to order at 12:37 pm. Board members present: Roland Carter, Dana Swenson. Others present included: Town Administrator Kimberley Edelmann

2) Budget YTD

The only topic for the work session was year to date expenditures. TA Edelmann provided two reports for discussion:

- ◆ Q1 / Q2 Budget Expended to Date (9 page report)
- ◆ Q1 / Q2 Invoice Detail by Account (58 page report)

In monthly budget reviews going forward, only the most recent month would be provided. TA Edelmann said she also would send the budget report to the Budget Committee for their review. The Select Board agreed that would be good.

Some areas discussed, follow.

4199-05 - Information Technology - Mainstay - 85% expended. This was discussed.

4215 - Ambulance Services - 83% expended.

- ◆ Franklin Ambulance - Budgeted at \$87,000.
- ◆ EMS Ambulance Maintenance budgeted at \$2,000. Expended \$4,288 so far. Two payments to Stryker Sales Corporation; \$3,001 for "Yearly Preventative Maintenance" and \$1,286 for "Gateway 4G Ambo".
- ◆ EMS Coverage - \$41,500 for "Ambo Contract 1/23 - 6/23" and \$44,000 for "7/1/2 - 6/30-24 Ambo Service", both to City of Franklin. Payments are twice a year.

Payroll period #11 shows increased amounts across the board. TA Edelmann said that was likely the retroactive wage increase payments.

Avitar Assessing - The Town Clerk / Tax Collector has a separate portal into Avitar.

Selectman Swenson noted it was interesting to see which budget lines were under spent, specifically in the Highway Department. There were also several line items with budgets of \$1 each which had expenditures against them.

Selectman Carter asked how many years were left on the backhoe payments? Chairman Delaney noted it was a lease and believed it was in the third year.

Discussion turned to "Section 4915 - Transfers to the Capital Reserve Funds". TA Edelmann explained that the budgeted amounts shown were what Town Meeting voted to put towards Capital Reserve Funds, not current balances. 2022 end of year CRF balances were shown in the Trustees of the Trust Funds report in the Annual Report, page 91.

Selectman Swenson noted that \$875,000 was budgeted to be transferred for the highway garage and that \$44,252 had been expended.

Bridges & Capital Reserve Funds (CRFs)

Discussion turned to the Lawrence Street Bridge. Chairman Delaney pointed out that in the Trustees of the Trust Funds report in the Annual Report, the Lawrence Street Bridge Project CRF showed a starting balance of \$92,421 and a withdrawal of \$5,925 in 2022. The closing FY22 closing balance was shown as \$86,850.

For the project, the Town must pay 20% of the soft costs. Also, the Town needs enough cash available to pay about \$150,000 per month to cover invoices which would be reimbursed within 3 months; that would require an available \$450,000 just for cash flow. Chair Delaney noted that if there wasn't enough cash, the Town might need to consider a bridge bond. Other ideas included the unanticipated funds that were received from the State in 2022. That was \$85,540.68 from SB401, most of which had been expended, and \$106,850 from HB1221. There were also some ARPA funds remaining.

There is also a separate CRF for Town Bridge Rehabilitation. It had an FY22 closing balance of \$329,259. Chairman Delaney noted that \$250,000 was what the engineers projected would be needed to replace the Hall Road Bridge, leaving about \$79,000. The concrete slabs on the bridge were disintegrating. Some of the undercarriage was also getting weak. The bridge is red listed. Once the concrete slabs were removed, the full extent of needed maintenance would be known. He added that the Emery Road Bridge also needed work.

The bridge inventory project by Hoyle Tanner, approved at Town Meeting 2023, was already underway. The work would not include estimates of recommended repairs.

The Cilleyville Bridge, owned by the Town, also needs work. Chairman Delaney noted that in the past, maintenance has been funded through donations. It is a historical bridge which would likely qualify for the Moose Plate Grant Program. TA Edelmann reported that she had reached out to the State's Moose Plate organization about the bridge.

Other Trusts

It was noted that in the Annual Report, page 91, the FY22 closing balance for the Solar System Purchase was \$18,036.

3) Transfer Station

Selectman Carter noted that revenues from the Transfer Station were \$18,402.

Chair Delaney stated that the drinking water at the Transfer Station has been tested and is safe to drink.

4) Correspondence

Letters recently signed by Chair Delaney were recently mailed to:

- ◆ Steven Perkins - Regarding access to the Landfill on Monticello Drive for DES & testing
- ◆ ReVision Energy - Regarding Andover's desire to purchase the Solar Array system

5) 4th of July Committee

Chair Delaney noted that the 4th of July Committee is not actually a Town entity. It is separate. They have a \$15,000 line in the Town operating budget. That allows them to receive insurance coverage. The amount started at \$10,000 a year. Now it's more. A resident had asked him if the Town was going to continue funding it.

Selectman Carter suggested that the committee could be moved under "Parks & Recreation", which is still part of the Town. Selectman Swenson noted that the 4th of July events were an important part of Andover and brings in visitors

from around the area. TA Edelmann likened it to Salisbury's Old Home Day and Warner's Fall Foliage Festival. All three events are attended by many who do not live in the host Town.

The 4th of July falls under "Patriotic Purposes" in the operating budget. There is also a Fourth of July trust which had an FY22 closing balance of \$17,875. (Annual Report, page 91). Selectman Swenson believed it might be a revolving fund that covered all expenses other than the fireworks which were covered by the operating budget.

Chairman Delaney recommended inviting Doug Phelps (4th of July Committee) & Al Hanscom (Parks & Recreation) to the Select Board meeting of August 10 to discuss this further.

6) Treasurer's Report

The board reviewed Annual Report page 77, the funds under the Treasurer's care and their 2022 end of year balances.

- ◆ Cilleyville Bog Bridge - \$1,045
- ◆ Conservation Fund - \$61,605
- ◆ Police Detail - \$23,014
- ◆ EMS - \$28,292
- ◆ Recreation - \$36,826

7) MS-737 vs Budget

Chairman Delaney noted that in the MS-737, Parks & Recreation, Library, Patriotic Purposes and Other Culture & Recreation were under the category "Culture and Recreation". TA Edelmann explained that the MS-737 was the uniform method for municipalities to report their budgets to the Department of Revenue Administration. Each Town may have much more granular budget account lines.

8) Invoice Approval Process

It was noted that many invoices and expenses get paid without going through reviews or approvals. The finance department has a stamp which is for recording invoice reviews / approvals. TA Edelmann showed an example of an invoice that had been stamped and had one selectman's signature and two which were neither stamped nor signed. TA Edelmann recommended all invoices be approved by at least the department head / supervisor.

APPROVAL
SEL BRD _____
SEL BRD _____
SEL BRD _____
TOWN ADMIN _____
DEPT MGR _____
ACCOUNT # _____

Regarding employee expenses, Chairman Delaney recommended making it policy that all receipts be presented. It was also agreed that the Personnel Policy should be updated to include more information about what travel expenses were reimbursable. Alcoholic drinks should not be reimbursed. Chairman Delaney added that no one should sign off on their own expenses.

The board agreed that reviews & approvals of all invoices should be done consistently.

9) Town Offices Basement Work

Selectman Swenson asked about two payments to the other selectmen from the Town Offices Expendable Trust Fund. Chairman Delaney said \$1,400 had been set aside for a moving company to move boxes out of the cellar. However, when they arrived and saw the job, they didn't want to do it. So, Selectman Delaney and Carter did the work instead, as well as sealing & painting the basement floor. They were paid \$720 each for the work. Selectman Swenson thought the work was done on a volunteer basis. Chairman Delaney said any miscommunication was his fault. The small amount of remaining work would be at no charge.

Chairman Delaney spoke about the work that had been done and how areas of the basement storage were set up by department. He noted that the new Welfare Office (formerly where the Andover Beacon was based) would also provide additional storage space. TA Edelmann recommended that ventilation be added to the room. Also, security should be considered.

Selectman Carter shared that he had spoken with the school regarding some "community service" work which could include records work.

Chairman Delaney expressed support of shredding any documents and records which would not be retained.

Chair Delaney noted that he expanded the Police Department's secure storage area in the basement, adding walls and a door.

10) Adjournment

There being no further discussion, Chairman Delaney made a **motion** to adjourn. Selectman Swenson **seconded** the motion. The **motion passed** and the work session was adjourned at 2 pm.

Respectfully Submitted,

Kimberley Edelmann
Recording Secretary

These minutes were approved at the
Selectboard meeting on August 10, 2023.