



ANDOVER MASSACHUSETTS 01810

# Minutes

Town Commission  
Budget Workshop for FY 2021-2022  
Tuesday • August 12, 2021 • 6:00 pm

1. Call to Order: 6:00 pm

2. Invocation & Pledge of Allegiance to Flag

3. Roll Call:

*Commissioners Attending:*

- |                                 |                           |
|---------------------------------|---------------------------|
| • Joseph Aufmuth, Mayor         | Present                   |
| • Troy Blakely                  | Present – Arrived 6:05 pm |
| • Virginia Mance                | Present                   |
| • Timothy Parker, Mayor Pro-Tem | Absent with notice        |
| • Mike Roberts                  | Present                   |
|                                 |                           |
| • Sara Owen, Town Administrator | Present                   |
| • Patty Polk, Deputy Town Clerk | Present                   |

4. Agenda Approval:

*Motion made and seconded (Mance/Roberts) to approve the agenda as submitted; passed 3-0*

5. Proposed Budget for fiscal year 2021-22 – Town Administrator Owen presented

Discussion ensued including budget line items, items to research, Muni code should be under Contracted Services; the proposed budget was discussed line by line. Administrator Owen discussed the need to include a line item to read Retirement as we do provide health insurance and only have two employees taking advantage of this and she would like to propose that the Town pay \$100 per pay period for the employees who do not take advantage of the health care coverage. Health care coverage costs the Town between \$8000 and \$16,000 per year. Mayor Aufmuth this is an interesting proposal to offer the choice of health care coverage or money towards retirement stating how much the health care coverage vs the money towards retirement. Commissioner Mance would support this idea as it is not a huge amount to be budgeted. Mayor Aufmuth suggested bringing back the numbers to cover all the fulltime employees for consideration at a regular commission meeting.

A slight increase in salaries is included in this budget as we are inching up our public works employee to the \$15 per hour increase and this will bump everyone up to avoid compression in salaries. She will include the pay scale she used to determine increases in the employment handbook policy. Commissioner Blakely questioned if we hire someone part-time how will this be handled as we do not have a line item for part-time employees? Ms. Owen will include an item in the proposed budget for part-time employees. David Holton stated that in the past we have had to hire a part time employee to fill in for an employee who was off on sick leave. We have hired part time employees to help during special events also.

Operating expenses are all pretty standard except we have one new line item, \$600 for the flashing beacon in front of the elementary school which we have inherited as we own this road; Seminary Ave. Commissioner Roberts would like to bill the elementary school for ½ of this annual fee. Commissioners are against billing the school.

Restricting some of our unrestricted funds will help when we apply for grants and increasing our chances of getting the grant. The funds will still be there but will show restricted and will be available in case of an emergency.

6. Proposed Capital Improvement Plan for fiscal year 2021-2026 – Discussion ensued at length. Mayor Aufmuth suggested bringing proposals to a commission meeting or holding a separate meeting to discuss capital items. Signs, Backhoe, Town Truck, Golf Cart, and Mower were discussed.

Fire Department – Generator was discussed and Chief Modican to draw up a master plan.

7. Adjourn: 8:00 pm

**MINUTES APPROVED:**

As submitted \_\_\_\_\_ as amended \_\_\_\_\_ at Town Commission Meeting \_\_\_\_\_

\_\_\_\_\_  
**Joseph Aufmuth, Mayor**

\_\_\_\_\_  
**Patty S. Polk, Recorder**