



**TOWN OF NORTH ANDOVER**  
**FINANCE COMMITTEE**  
**Meeting Minutes**  
**Meeting Date: 21 January 2010**

**Meeting Location:** Town Hall, Second Floor  
Conference Room

**Meeting Called to order:** 6:40 PM

**I. FinCom Members in Attendance**

Mark Rodgers-MR, Chairman	X	Ramsey Bahrawy -RB	X
Peter Besen-PB, Vice Chairman	X	Bonnie Wilkinson-BW	X
Ben Osgood-BO	X	Carlos Bielicki-CB	X
Jean Sullivan-JS	X	Thom Dugan-TD	X
Alan Lebovidge-AL	X	Herb Cunha-HC, Minutes	X

**Non FinCom Members in Attendance**

OTHERS: Lyne Savage: LS-Town Accountant

**Note: All FINCOM votes are subject to change upon receipt of new information.**

**II. Previous Minutes Approved**

DATE: 7 Jan 2010      Approved, Unanimous

**III. New Business**

**AGENDA ITEM: A. CIP Review and Public meeting discussion**

Discussion:

- MR: Opened discussion. Meeting with BOS and all Department Heads will take place next week in the large conference room, second floor, Town Hall.
- Reference to CIP General Fund (GF)
- Discussion took place regarding CIP items (\$500k) purchased in a year. All are to be below \$500k.
- Several members questioned purchase of radios and the carry over from last year.
- LS: Out-year appropriations not allowed, only for current year. Appropriations only for first/current year. Some items on budget earlier, at times show up for another year at a different level on budget.

**AGENDA ITEM: A. CIP Review and Public meeting discussion , continued**

Discussion: -Reference Page 49 CIP GF: FY2011 \$672k shown for Police Station, for move and equipment. Page 46 shows a split between 2 fiscal years; \$305k and \$368k are now in 2 years. Mention also made about Fire and Police Communications Equipment to include purchase of new and possibly program to replace in out years, \$179k to \$432k.  
-TD: Mentioned possible same communication control system for both fire and police, since there is a sharing of information, etc.

**AGENDA ITEM: B. Discuss FIN COM Recommended CIP Budget %**

Discussion: -Reference is made here to Debt.(non-exclusion debt outside the override)  
Five percent non-exclusion debt ratio versus total revenue, back out non-exclusion cash.  
-MR/LS: Discussed that total debt is up 2012 then goes down, due to schools, Thompson, Sergeant and the High School.  
-Non-exclusion debt versus net debt, no change in 2011.  
-Regarding Facility Management, \$50k to \$150k, to evaluate Bradstreet School, Police Station, DPW, Sr. Center and Fire Station.

**Action Item: MR to look through past minutes to see if FINCOM voted on 5%, CIP Budget percent for debt.**

**AGENDA ITEM: C. Facilities Manager Position**

Discussion: -MR: The Andover Facilities Manager/Director - Joseph R. Piantedosi has been invited to attend a FINCOM meeting.

**AGENDA ITEM: D. New Business**

Discussion: **Joint Meeting BOS/FINCOM/All Departments:**  
-MR: Format for Joint Meeting with BOS and FINCOM is that we will be seated. The School and Municipal Departments will be presenting.  
**Budget/CIP Review Meeting:**  
**Action Item: MR: Provide the Budget/CIP review meeting road map.**  
-Warrant for 2010 to close by March 10, 2010.  
-Comments from each Department due January 11, 2010, for Warrant non-monetary articles.  
-All Warrant Articles including monetary articles are due March 5, 2010.  
**Unibank: Financial Advisor will attend FINCOM Meeting, February 11, 2010**

### III. Old Business/Non-Agenda Items

NON-AGENDA ITEM:

Discussion:

### IV. Next Meetings

Thursday, 28 Jan 2010 Town Hall, Second Floor Large Conference Room, 6:30 PM

### V. Adjournment

Motion: AL Unanimous  
Seconded: RB Time: 8:20 PM

### ACTION ITEMS

C=Complete

ITEM #	ACTION ITEM	INDIVID.	COMPL. DATE	STATUS
1	Send out financial assumptions model, update with actuals, 2009 model	MR	19 Nov	C
2	Contact Art. and Wellesley for their financial models	MR	19 Nov	
3	Check on website for financial forecasting documents	PB	19 Nov	
4	Contact M. Rees to invite Andover Facility Manager to come to North Andover	MR	19 Nov	C
5	Email Rick Nardella, BOS, about vacant Bradstreet School for planned action	MR	19 Nov	C
6	Revise forecast and CIP in analysis	MR/TD	7 Jan	C
7	Bring binder with budget for BW to review	MR	7 Jan	C
8	Review past minutes to see if FINCOM voted on 5% CIP Budget percentage for Debt.	MR	28 Jan	
9	Budget/CIP review meeting road map.	MR	28 Jan	