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**Revenue and Expenditure Task Force**  
**Tuesday, October 15, 2019 7:30PM**  
**Second Floor Conference Room**

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**I. Call to Order**

Chair Vaill called the meeting to order at 7:30PM in the Second Floor Conference Room. Present were Tim Vaill, Tom Hartwell, Paul MacKay, Kevin Connors, Melissa Danisch and Joe Guilmartin. Also present were Eugenie Moffitt, Finance Committee, Patrick Lawlor, Management Analyst, Shannon Scully and Joel Blumstein, School Committee, Superintendent Berman, Donna Walsh, Finance Director and Andrew Flanagan, Town Manager. Absent were Greg Eliassen and Dan Esdale. The meeting was taped and live cablecast.

**II. Approval of Minutes – October 8, 2019**

Upon motion duly made by Mr. Hartwell and seconded by Mr. MacKay, it was unanimously voted to approve above minutes. Motion passed 6-0.

**III. In Memoriam - Don Robb**

Mr. MacKay gave a touching tribute to his friend and member of the task force, Don Robb. He was remembered for his many talents and gifts of intellect, but most especially, having served on many boards and committees over the years, his passion for and loving service and commitment to the Town of Andover. Members of the task force remembered him in their own special way in a moment of silence.

**IV. Overview and Presentation on Revenue – Town Manager**

The Town Manager presented his Revenue Recommendations (see attached powerpoint presentation.) He outlined a) the calendar steps involved in building the budget with the release of the CIP at end of October and budget in February; b) the three main sources of revenue of property taxes, local receipts and state aid (Chapter 70 and undesignated general government aid); d) long range financial plan framework, new growth (residential, commercial and personal property), unused excess levy and exempt debt; e) items considered to be funded out of free cash and borrowing; f) the role of the Department of Revenue in certifying the tax rate each year by approving previous year's actuals; g) the role of Proposition 2 ½ in setting the tax rate and consideration of override; h) the history and role of excess levy; i) TIFF agreements; j) economic fluctuations; and k) the role of Columbia Gas disaster in local receipts and personal property taxes.

Discussion ensued including a) the breakdown of revenues under property taxes; b) historical new growth; c) the role of local receipts in projecting new growth; c) anticipated decrease in new growth; d) historical analogous way of dealing with recession of 2008-2010 as it relates to new budget years; e) developing some kind of formulaic process to handle state aid monies that come in higher than projected; f) decline in school enrollment; g) impact of excess levy (\$300K) on average tax bill (\$20); and g) mandate from Select Board to maintain tax increase at 3.65%.

**Vote on Town Manager's Revenue Recommendations**

Following discussion, and upon motion duly made by Mr. Hartwell and seconded by Ms. Danisch, it was unanimously voted to conditionally recommend approval of the Town Manager's Revenue Recommendations for FY2021 as delineated in his attached presentation, followed by the Town Manager's secondary presentation on Revenue on October 30. Motion passed 7-0.

**V. Future Meetings**

October 30, November 7 and November 13

**Adjournment**

Upon motion duly made by Ms. Danisch and seconded by Mr. MacKay, it was unanimously voted to adjourn. Motion passed 7-0. Meeting adjourned at 8:59PM.

Respectfully submitted,

Christine Martin Barraford  
Recording Clerk

*Attachments: Town Manager's Revenue Recommendations*