

**Select Board Special Meeting**  
**October 9, 2025**  
**Andover Town Office, 3 p.m.**

*\*Posted agenda is subject to change\**

**MEETING ATTENDENCE**

***Selectboard Members***

Brian Mills (BM), Justin Thacker (JT)

***Secretary to the Board***

Sue Mills

***Department Head***

***Treasurer*** Amber Cooper

***Other - Via Phone***

***Town Assessor*** Matt Berube (O'Donnell's)

**MEETING CALLED TO ORDER** at 3:08 PM by BM

**NEW BUSINESS**

**1. 2025/26 Tax Rate Commitment**

**Motion** to approve 0.0217 as tax commitment 2025/26 rate made by Brian / seconded by Justin

**Discussion**

- (MB) Tax calcs are all set in TRIO and saved on Town server, will also email commitment papers, ready to be signed, if good we will proceed with commitment steps of getting the bills generated and send to all the official andovermaine.gov emails. What do you want for a due date, November 30<sup>th</sup> is a Friday. Tax bill files will be generated and sent tomorrow, into Trio sequel folder and an email and every town email we have here
- (JT) start of week 12/1
- (MB) and interest starts 12/2
- (BM) can you highlight changes on the tax rate from initial start to today
- (MB) on Cal form - all lines 1 – 12 on the calc form have not changed from the start, other revenue number that's based on initial calc did not include LRAP funds and we had discussion on excess surplus money getting back for already paid, involved other revenues, and getting it increased to a more 'normal' number, which is more stable figure than in past years \$586K, and now with this year's updates it is \$595K. The initial rate was just \$329K. It is helpful to clarify those other revenues. The biggest change in tax rate was line 8, year-to-year difference.
- (MB) Long term goals is to simplify the tax commitment process and speed it up for everyone. One of biggest things holding us back is access to data. Our current access through TRIO is their old SQL program, requiring us to access it on the Town machines, the new TRIO Web is cloud based and we would have a log in and access by individuals at any time. (He currently

does not have a number for cost for this version; flat rate fees may be charged related to amount of data storing in the cloud but will get back to us.) We are not going to do this before this year's commitment as it would mess us where we are at with data, but as soon as we get our commitment behind us, I think it would be a good idea for the town to start exploring and they are going to force it on every town inability. The web version will help in getting information sooner, with flexibility in updating files off site, allowing staff to access the data quicker. Avoid having office staff come in to set it up for us to access and greater improves my ability to serve tax payers when they come to my office with direct access to TRIO. In the spirit of having things done quicker for the town I know we have tried to push up the timeline for tax commitment the last couple of years and the biggest thing that holds up back is data access, it will speed things up for everyone... for next year a lot of frustrations are alleviated

- (BM) Who backs it up? When it is cloud based?
- (MB) It is different in SQL TRIO O'Donnell's backs it up, On TRIO web auto backs it up, as does O'Donnell, and its preserved and stored a little differently, they exist, and we still do back ups.
- (BM) information still needs to be input, correct? Address change, property updates, new business?
- (MB) yes, you would just log in with your own web login, the format looks familiar pretty much the same flow of how data is entered, just more accessible for everyone. The format is more modern but follows the same format you are currently looking at. From my perspective, all the bases that we needed to cover today were; the commitment papers that need to be signed are in the SQL file and after signing, we will be ready to print the bills and we will go from there
- (BM) is your recommendation the minimum, is that enough overlay or should we go somewhere in between?
- (MB) the min tax rate would be 21.48, the calculation I sent was a rate of 21.70 – I put the 21.70 in, trying to keep our overlay close to what we used historically, a town like Andover's size a \$20K overlay is perfectly reasonable. I don't think you would want to be putting \$50K into your overlay every year, having a higher rate than needed but you don't want to cut it close with overlays less than \$10K - \$15K; when I calculate the overlay the intent is to keep it pretty stable year over year, 2024 rate overlay was \$22,190, 2025 with the 21.70 rate is \$22,768 about the same as last year was my goal – the select board has the ability to select the rate you prefer, but that is my recommendation based on the overlay being the riding factor. (Matt leads us through how to find the folder on the computer...) Once the commitment is signed, we will send a copy to the State for an audit that they do.
- BM – will that overlay take care of overture?
- AC – usually around \$5K
- (JT) is it normal for the tax rate, it is only going up 3/10,000's of a point as far as the percent of the previous year?
- AC – it was 18.25
- (BM) it is going up 3 mils, which is what we talked about based on early numbers, we normally go in the middle, once in awhile we go on the low end but not very often.

**Vote** – Carried

Tax papers printed, signed and emailed back to O'Donnell's prior to meeting being adjourned.

## **MEETING ADJOURNED**

**Motion** to adjourn at 3:35 p.m. made by BM / seconded by JT

**Discussion:** None

**Vote:** Carried

*Full meeting audio available upon request: SM-MTG-Minutes (SB MM SPEC MTG 10.09.25).pdf*

Brian Mills

**Date:** 10-14-20

Brian Mills, Chair

Justin Thacker

Justin Thacker