

Recd 1-26-09 @ 1:20pm
CHZ

TOWN OF ANDOVER
BOARD OF FINANCE

REGULAR MEETING

Wednesday, January 28, 2009 canceled due to weather
7:00 p.m.
Community Room

Rescheduled to
February 4, 2009
Andover Elementary
School

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Selectmans' Report
5. Liaison Reports
6. Additions/Deletions to the Agenda
7. Approval of Minutes
8. New Business
9. Old Business
10. Public Comments
11. Adjournment

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**Town of Andover
Board of Finance
February 4, 2009
Minutes**

The meeting was called to order at 7:05 p.m. by Vice Chair Cathleen Desrosiers. Members present were Cathleen Desrosiers, Linda Fish, Marie Burbank, and Ginny Kuhn.

Pledge of Allegiance - honored

Public comments - none

Board of Education - Supr. Andy Maneggia presented the BOF with an explanation of its 2009/10 budget increase, due to Special Education costs. The BOE proposed budget represents a 1.9% increase.

Selectman's Report - First Selectman was not present due to BOS meeting. Memo from Assessor, Fund Balance sheet as of 1/26/09 and account balances were made available.

Liaison Reports -

AHM - Marie Burbank reported that the budget is currently being drafted. They are looking at possible cuts in programming.

RHAM - Ginny Kuhn reported that the BOE is working on its budget. There currently is a \$150,000 surplus that has been tabled until the RHAM BOE February meeting, regarding distribution. LEVY payments have been discussed and Hebron & Marlborough have been sent the proposed payment schedule. Danny H., RHAM BOE, has verbalized his concern that approval of Hebron & Marlborough was not part of the agreement. RHAM BOE is looking into energy conservation; CL&P has a software package, \$16,000 that programs electrical usage. The BOE is also looking into the food contract. It was advised that Andover have representation at the RHAM BOE Public Hearing on

The December 17, 2008 minutes were tabled until the next meeting on 2/25/09.

New Business - A motion was made to have the BOS/Ordinance Committee to delete 04-03 PROPERTY TAX LIABILITY ORDINANCE and create a new ordinance collecting property taxes twice a year. The ordinance would then go to town meeting for approval. Moved by Ginny Kuhn, seconded by Linda Fish. Motion passed unanimously.

The BOF is in agreement that collecting taxes quarterly has created a financial hardship for the Town of Andover. Collecting taxes twice a year would allow the Town to pay its

RECEIVED FOR RECORD
02-25-09 @ 1:32 PM
Margaret H. Busch
Asst. TOWN CLERK

one page of minutes
and four pages of
attachments

Fund Balances as of 1/26/2009

Citizen's Checking/Savings	\$ 765,988.71	
Concentration Accounts	\$ 675,140.58	
Driveway Bond	\$ 24,044.25	
Equipment Fund	\$ 19,057.82	
Fire Engine	\$ 43,380.30	
Irene Mooney Children's Fund	\$ 11,242.39	
Library Fund	\$ 173,388.99	
Library Grant	\$ 2,291.51	
NCAAA Fund	\$ 109.02	
Non-Recurring	\$ 46,415.01	
Norton Childrens Fund	\$ 9,286.79	
Norton Library Fund	\$ 3,533.31	
Norton School Fund	\$ 8,259.57	
School Improvements	\$ 50,109.56	
Severance Pay	\$ 42,177.46	
Steward & Phelps	\$ 1,173.08	
WB & Lizzie Lathrop Sprague	\$ 3,212.50	
Working Capital	\$ 158,580.98	
Zoning Bond	\$ 21,955.01	
Benton Hill	\$ 43,678.46	
Boivin Constr.	\$ 2,723.70	
Town Clerk Preservation	\$ 10,520.87	
Open Space	\$ 117,465.51	
AES Expansion Fund	\$ 20,430.62	
Dog Fund	\$ 1,227.90	
Norton Childrens Checking	\$ 1,826.09	
	\$ 1,582,079.41	

FROM
178

TOWN OF ANDOVER
INTERDEPARTMENTAL MEMORANDUM
OFFICE OF THE ASSESSOR

DATE: January 30, 2009
TO: Robert Burbank, First Selectman *RB*
CC: Robert Carrara, Chairman, BOF
FROM: John Chaponis, CCMA II, C.T.A.
SUBJECT: 2008 Grand List Totals

The following is the Grand List Totals for the October 1, 2008. It equates to a .13% increase (363,120) over the 2007 Grand List.

	<u>2007 Grand List</u>	<u>2008 Grand List</u>
Real Property:	243,059,530	245,658,850
Motor Vehicle:	24,200,480	22,204,760
Personal Property:	<u>5,218,300</u>	<u>5,297,820</u>
Net Grand List:	272,478,310	273,161,430
Parates:	420,000	400,000
Motor Vehicle Supplement:	<u>2,900,000</u>	<u>2,600,000</u>
TOTAL:	275,789,310	276,161,430
Corrections & B.A.A.:	<u>- 200,000</u>	<u>- 200,000</u>
NET GRAND LIST TOTAL:	275,598,310	<u>275,961,430</u> <i>1 reports</i>

It should be noted that motor vehicles went down 2 million dollars and we lost \$525,000 on the building purchased by Network, Inc. (an exempt entity). Had it not been for a 2.6 million dollar increase in real estate, the Grand List would have gone down.

FEB/04/2009/WED 01:24 PM

P. 001

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89-04 ORDINANCE CONCERNING THE SALARIES OF ELECTED OFFICIALS

Be it ordained by the Town of Andover:

That no change shall be made in the salaries of any elected official, including the following, except at a duly called Town Meeting. Such changed salaries shall not be more than recommended and approved by the Board of Finance.

First Selectman, Two other Selectmen, Two Registrars of Voters, Tax Collector, Town Clerk, Treasurer, Chairman Board of Tax Review, Two Members of Tax Review.

Passed by Town Meeting Vote February 23, 1988.
Published March 2, 1989 in the Manchester Herald

**89-06 ANNUAL TOWN MEETING
TOWN OF ANDOVER, CONNECTICUT OCTOBER 23, 1989 AT 8:00 P.M.**

Mrs. Haverl moved that the Town renew an agreement with the New Samaritan Housing Corporation as it relates to the Ordinance passed on May 2, 1981 at the Annual Budget Meeting, for a period of five years beginning with the taxes due on the 1st of October 1, 1989, payable during the Fiscal Year July 1, 1990 - June 30, 1991. Seconded by Nellie Boisvert. Passed by voice vote.

Mrs. Haverl moved that the Town act upon an amendment of Section 2 of the Ordinance Concerning Tax Abatement for Low and Moderate Income Housing for the Housing for the Elderly owned by the New Samaritan Housing Corporation to extend the partial tax abatement set forth therein to the Grand Lists of October 1, 1989 through October 1, 1993, and to authorize the First Selectman to execute such renewal on behalf of the Town. Seconded by Mrs. Kowalski. Passed by voice vote.

J. Russell Thompson moved that the Town grant tax exempt status for property owned by the First Congregational Church of Andover known as 19, Map 34 Block 26, consisting of 3.5 acres located on Long Hill. Seconded. Passed by voice vote.

89-07 AMENDMENT TO DRIVEWAY ORDINANCE

To be added to ordinances currently in effect immediately following: "...a performance bond in a sum sufficient to insure completion of the work according to plans and specification."

"All bonding instruments must be able to be drawn on-site from a location within the State of Connecticut. The following are the only acceptable bonding instruments:

1. Cash or certified check,
2. Passbook with assignment to the Town of Andover,
3. Approved letter of credit from a bank located within the State of Connecticut."

Passed by Town Meeting October 23, 1989.

90-01 AMENDMENT TO "ORDINANCE TO REGULATE ANDOVER DISPOSAL AREA"

The present "Ordinance to Regulate Andover Disposal Area" is repealed and the following is substituted therefore:

SECTION 1. PURPOSE:

To regulate the use and maintenance of the Andover Landfill Area ("Landfill") in order to safeguard the health and safety of the people of the Town of Andover ("Town") and to comply with the State Statutes pertaining to disposing and recycling solid waste.

480

ABATEMENT SCHEDULE

ACTIVE YEARS	BASE AMOUNT	CERTIFIED EMT-B AND/OR FF1
UNDER 1	\$0	\$0
1	\$250	\$500
2	\$250	\$500
3	\$250	\$500
4	\$250	\$500
5	\$500	\$750
6	\$500	\$750
7	\$750	\$1,000
8	\$750	\$1,000
9	\$750	\$1,000
10	\$1,000	\$1,000

Passed by Annual Budget Meeting vote May 8, 2001.
 Passed by Referendum vote May 15, 2001.
 Ordinance became effective 21 days after publication.

01-02 ORDINANCE FOR PLOWING AND THROWING SNOW AND ICE INTO THE STREET

BE IT ORDAINED:

Section #1-No person shall plow, throw or cause to be thrown or put any snow or ice from private property into any public highway in the town.

Section #2-The penalty for violation of this ordinance shall be \$60.00 for each violation.

Approved Board of Selectmen's meeting December 5, 2001.
 Published Riverast December 14, 2001.
 Ordinance becomes effective 21 days after publication.

04-03 PROPERTY TAX LIABILITY ORDINANCE

BE IT ORDAINED BY THE TOWN OF ANDOVER:

Property tax liability shall be incurred as of July 1. Real Estate and Personal Property taxes greater than \$100.00 shall be due 25% on July 1, 25% on October 1, 25% on January 1, and 25% on April 1. Real Estate and Personal Property taxes of \$100.00 or less shall be due on July 1. One hundred percent of motor vehicle taxes shall be due on July 1. Supplemental motor vehicle taxes shall be due on January 1.

Approved Special Town Meeting July 30, 2003.
 Published Riverast August 8, 2003.
 Ordinance becomes effective 21 days after publication.

02-03 DELINQUENT MOTOR VEHICLE TAX ORDINANCE

BE IT ORDAINED BY THE TOWN OF ANDOVER:

That any taxpayer whose vehicle tax has been reported as delinquent to the Department of Motor Vehicles is charged a \$5.00 fee.

Passed by Selectmen's Meeting September 3, 2003.
 Published in Riverast September 12, 2003.
 Becomes effective 21 days after publication.

**Andover Board of Finance
Regular Meeting Agenda
February 25, 2009 at 7:00 P.M.
Town Office Building Community Room
17 School Road, Andover, CT 06232**

- 1): Call to Order:**

- 2): Pledge of Allegiance:**

- 3): Public Comment:**

- 4): Selectmen's' Report:**

- 5): Liaison Reports:**

- 6): Additions/Deletions to the Agenda:**

- 7): Approval of Minutes:**

- 8): New Business:**

- 9): Old Business:**

- 10): Public Comment:**

- 11): Adjournment**

**Andover Board of Finance
Meeting Minutes from 25 February, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Regular monthly meeting

Agenda Item #1: Call to Order:

Robert Carrara, Board Chair called the meeting to order at 7:05 p.m.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Robert Carrara, Chair; Cathleen Desrosiers, Vice Chair; Marie Burbank, Ginny Kuhn, Linda Fish, William Perez.
Not Present: Michelle Davidson

Other Attendees:

Robert Burbank, First Selectman	Jay Linddy
Cathy Palazzi	Andrew Maneggia
David Gostanian	Ed Nagy
Georgette Conrad	Bob Wanagel
Virginia Wanagel	John Handfield
Dianne Grenier	

Agenda Item #3: Public Comment:

Michelle Davidson's letter of resignation from the Board of Finance was accepted. The vacancy will be published by Carol Lee, Town Clerk. Letter from David Gostanian will be held for the next Regular Monthly meeting.

Agenda Item #4: Selectmen's Report:

Robert Burbank, First Selectmen, reported that the Board of Selectmen had almost concluded their financial review of the budget for 2009/2010 and will provide their information to the Board of Finance. No raises were awarded to office staff this year; however, 3 personal days will be given to full time employees and an adjusted amount to part-time eligible employees. The budget is projected to come in at level or less. Public works employees will receive a raise based on contractual obligations. The Assessor will forgo a raise, even though contractually he is entitled to one.

Agenda Item #5: Liaison Reports:

AHM: Linda Fish reported that AHM meetings are held the first Tuesday of the month. AHM reduced their previous budget proposal by \$34,820.00. They will eliminate two programs and implement staff furloughs which equal approximately seven days of service annually shared by the entire staff.

RHAM: Ginny Kuhn reported that RHAM was reviewing food service providers, Chartwell and Whittsons. Robert Burbank stated that RHAM had completed binding arbitration with staff resulting in a 2.1% increase. RHAM will address Andover in a budget workshop on March 18, 2009. Ginny Kuhn reported that RHAM was investigating a \$16,000.00 software package that will automate electrical consumption due to a recent jump in consumption resulting in a higher energy cost bracket.

Fire Commission: William Perez stated he was unable to attend the last meeting.

CIP: William Perez reviewed a report he had submitted stating the CIP had considered roof shingle replacement for the Firehouse, Library, and Old Town Hall. CIP also had reviewed the five year plan as submitted by the Fire Commission which included roof shingles, 16 SCBA cylinders, dry hydrants, forestry truck replacement, engine tank refurbishment, vehicle exhaust removal system, and replacement of turnout gear.

Agenda Item #6: Additions/Deletions to the Agenda:

*C. Desrosiers made a motion to add Agenda Item 6A: AES School Heating Assistance Grant & Lightning Damage Reimbursement: and add Agenda Item 6B: Andover Fire Department – Dry Hydrants to the Agenda.
W. Perez seconded the motion.*

Discussion followed.

Vote: 6-0-0 / Motion Carried

Agenda Item #6A: AES School Heating Assistance Grant & Lightning Damage Reimbursement:

J. Lindy reported that the Office of Policy and Management as a result of Section 7 of An Act Concerning Energy Assistance (Public Act 08-1 of the August Special Session) provided for the expenditure of \$6.5 million in grants to local and regional school districts to assist them in heating school buildings in such districts. AES therefore has received a grant for \$4,144.00. Also, the School has received a reimbursement check for damages suffered to the kiln that had not been part of the original insurance reimbursement due to the delay in becoming aware of the damage. This reimbursement was in the amount of \$480.97.

W. Perez made a motion that the Board of Finance allocate \$4,144.00 to the Andover Board of Education for heating and also allocate \$480.97 to the Andover Board of Education for maintenance.

C. Desrosiers seconded the motion.

Discussion followed.

Vote: 6-0-0 / Motion Carried

J. Linddy and A. Maneggia submitted the Andover Board of Education Proposed Budget for 2009-2010. J. Linddy reported that the budget projected an increase of 1.9% due to an increased cost in special education. A. Maneggia reported that the special education cost to the Town is determined by the state to be 4.5 times the per pupil cost of education which is presently \$11,098 for Andover, thus setting the Town's share of the cost at \$49,940.00 per student. Mr. Maneggia clarified that although the Salary line item shows an increase of 3.69% that the amount includes staffing for all day Kindergarten and would be offset by reduced transportation costs. Mr. Maneggia reviewed each account of the budget for the Board demonstrating reductions in expenses from the present budget and explaining any increases requested:

Acct 100: Salary increases due to full day Kindergarten

Acct 200: Overall insurance cost increases. Disability insurance carrier switched to reduce cost. Unemployment claims rise is projected.

Acct 300: Phoenix lease has ended & ED001 is included in Financial Officers duties and salary.

Acct 400: Minor reductions, where possible.

Acct 500: Reduction due to full day kindergarten is off set by increase in outplacement cost.

Acct 600: Instructional supplies increase due to all day kindergarten. Heat energy reduction due to conservation efforts and reduced cost of oil.

Acct 700: Technology plan reduced by the development of a good infrastructure.

Acct 800: Decrease due to planned reduction for cost savings.

Agenda Item #6B: Andover Fire Department – Dry Hydrants:

J. Roach reported that the Fire Department had received 3 grants for dry hydrants that required a 50/50 match on the behalf of the Town. He advised that there was an allowance for in-kind costing for the Town to utilize. The grant required that the work be performed prior to May 10, 2009. The projected locations for the new dry hydrants will be on Bunker Hill Road, near 42 Hebron Road and at the end of the cul-de-sac on Hickory Hill Road.

Due to the fact that the Board of Finance had previously approved the allocation of \$3,000.00 for this purpose no action needed to be taken. R. Burbank stated that the Town would purchase the needed materials through the Public Works department Town vendors.

Agenda Item #7: Approval of Minutes:

*M. Burbank made a motion to accept the meeting minutes of the Board of Finance dated December 17, 2008 with the following changes: (page 2, RHAM report – remove “**upcoming fiscal year**”, and page 3, Agenda item #8, Accounting Manuals, third paragraph, last sentence. “**Ms. Kuhn volunteered to assist in the development of Andover’s manuals in an administrative capacity.”***

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-1 / Motion Carried
C. Desrosiers Abstained

*G. Kuhn made a motion to accept the meeting minutes of the Board of Finance dated February 4, 2009 with the addition of the Municipal Agents memo as an attachment and the following (page 1, RHAM, change the line **CL&P has a software package, \$16,000 that programs electrical usage to CL&P has a software package, \$16,000 that programs to control electrical usage.***

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-1 / Motion Carried
W. Perez Abstained

C. Desrosiers left the meeting at 8:41 p.m.

Agenda Item #8: New Business:

Schedule for Budget Reviews: Members agreed to work with those budgets that have been received and tabled the development of an actual schedule for the next regular meeting.

Budget Notebooks: The Board of Finance directed the Board Clerk to compile notebooks with budget requests by departments.

Agenda Item #9: Old Business:

04-03 Property Tax Liability: Issue tabled.

89-04 Salary Act: Not an item that the Board of Finance needs to consider.

Agenda Item #10: Public Comment:

C. Palazzi addressed concerns with the fact that the BOF was not in possession of all budget requests.

J. Lindy stated that the Board of Education had requested to be heard at this meeting due to the amount of information to be presented.

Agenda Item #11: Adjournment

*G. Kuhn made a motion to adjourn at 9:01 p.m.
W. Perez seconded the motion.*

Vote: 5-0-0 / Motion Carried

**Minutes respectfully submitted by:
Dawn D. Quint
February 27, 2009**

*Received for Record
3-2-09 @ 8:30am
Carol H. Lee
Town Clerk*

Town of Andover
Board of Finance Meeting

February 25, 2009

Please sign and print your name. Thank you.

Cathy Palazzi	Cathy Palazzi
DANIEL GOS TITIAN	Paul Johnson
ED NAGY	Edward J. Nagy
BOB WANAGEL	Robert Wanagel
Virginia Wanagel	VIRGINIA WANAGEL
M. Maneggie	William Perez
John Harvold	
Georgette Conrad	Georgette Conrad
Dianne Grenier	Dianne Grenier

54 Windrush Lane
Andover, CT 06232
February 9, 2009

Carol Lee
Town of Andover
Town Clerk
Andover, CT 06232

Dear Mrs. Lee,

I am writing to you with deep regret that I must resign my seat from the Board of Finance due to work and family demands.

Thank you for your attention to this matter.

Sincerely,



Michelle C. Davidson

cc. Bob Carrara, Chairman BOF

From: William Perez [mailto:william.perez44@comcast.net]
Sent: Monday, January 26, 2009 8:04 PM
To: 'carrara@comcast.net'; 'burbankmr@comcast.net'; 'Linda.fish@comcast.net'; 'MMMD925@comcast.net'; 'catcol@conversent.net'; 'ginnykuhn@comcast.net'
Subject: CIP and Fire Liaison Reports

Hi,

I hope everyone is well. I will not be able to attend the BOF meeting on Wednesday, January 28, 2009, or the CIP meeting scheduled for the 29th.

CIP Liaison Report

I have attached the minutes for the last two CIP meetings that I have attended. I think the major considerations that the CIP Committee is planning to vote on are as follows:

- Roof Shingle replacement for the firehouse
- Roof Shingle replacement and gutter work for library
- New furnace for Town Hall
- Roof repair of Old Town Hall

Fire Liaison Report

- The Fire Commission has presented the CIP Committee with a five (5) year capital improvement plan. The following items were submitted by the Fire Commission Chairman:

2009-2010	Roof shingle replacement	(\$100,000.00)
2010-2011	Replacement of 16 SCBA cylinders	(\$11,000.00)
2010-2011	Dry Hydrants	(\$4,000.00)
2011-2012	Forestry Truck Replacement	(\$55,000.00)
2011-2012	Engine Tank 215 Refurbishment	(\$30,000.00)
2011-2012	Installation of two dry hydrants	(\$4,000.00)
2012-2013	Vehicle Exhaust Removal System	(\$100,000.00)
2012-2013	Replacement of F/F Turnout Gear	(\$50,000.00)
2012-2013	Installation of two dry hydrants	(\$4,000.00)
2014-2015	Installation of two dry hydrants	(\$4,000.00)

*****All of the used figures are estimates only*****

I hope this helps. Please contact me if you have any questions.

William Perez
 BOF Member

State of Connecticut
Office of the State Comptroller
Hartford, CT 06106-1775

OPMM1 12506009 0000000001
TOWN OF ANDOVER
TOWN TREASURER
17 SCHOOL RD
PO BOX 328
ANDOVER, CT 06232

BU OPMM1
Agency Name Office of Policy & Management
Reference Number 12506009
Payment Date 12/12/2008
Payment Amount 4,144.00

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Net Amount
096_200812052	12/5/2008	00025852	4,144.00	0.00	4,144.00

**M-School Heating Assistance*

Additional information is required, please call Office of Policy & Management at (860)418-6299

THIS CHECK IS BLUE. THE BACK CONTAINS A STATE SEAL WATERMARK. HOLD AT AN ANGLE TO VERIFY.

1-205 (NEW 9-99)

Office of the State Comptroller
to the
State Treasurer

51-44
119-CT

BUSINESS UNIT: OPMM1
AGENCY NAME: OFFICE OF POLICY & MANAGEMENT

VENDOR CHECK NO. 12506009

PAYMENT AMOUNT
FOUR THOUSAND ONE HUNDRED FORTY-FOUR DOLLARS NO. CENTS

BANK OF AMERICA
Hartford, CT 06110

Payment Date: 12/12/2008
Payment Amount: \$4,144.00

NOT VALID UNLESS SIGNED BY BOTH
STATE COMPTROLLER AND STATE TREASURER

PAY TO THE ORDER OF
TOWN OF ANDOVER
TOWN TREASURER



Nancy Wyman
NANCY WYMAN

COMPTROLLER - STATE OF CONNECTICUT



Denise L. Nappier
DENISE L. NAPIER

TREASURER - STATE OF CONNECTICUT

⑈ 12506009⑈ ⑆011900445⑆ 57437888⑈

**MASSAMONT INSURANCE AGENCY INC.
AND AXIS U.S. INSURANCE
ON BEHALF OF METROGARD
AND DIPLOMAX INSURANCE PROGRAM**

Insured

Andover, Town of & BOE (CT) - a

Claimant

Town of Andover & BOE
C/O Ahrens, Fuller, St. John & Vincent I, 161 Mountain Road
Suffield, CT 06078

Payable Comment

Lightning damage to kiln at Elementary School

AFS&V

Check No: 4875
Check Amt: \$480.97
Check Date: 01/13/2009
Claimant: Town of Andover & BOE

Claim No: MAS-0067758
Date of Loss: 10/01/2008 12:00 AM
Adjuster: Abel, Jim

Payee Name: Andover Board of Education
Broker:

Service Dates: 01/13/2009 To 01/13/2009

**MASSAMONT INSURANCE AGENCY INC.
AND AXIS U.S. INSURANCE
ON BEHALF OF METROGARD
AND DIPLOMAX INSURANCE PROGRAM**

DANVERS SAVINGS BANK
DANVERS, MA 01923
53-7116/2113

Claim No: MAS-0067758
Check Date: 01/13/2009
Date of Loss: 10/01/2008

Pay Four Hundred Eighty and 97/100 Dollars

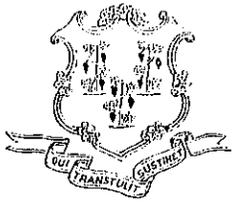
To The Order Of: Andover Board of Education
C/O Ahrens, Fuller, St. John & Vincent
161 Mountain Road
Suffield, CT 06078

TWO SIGNATURES ARE REQUIRED
FOR CHECKS \$5000 AND OVER.

David M. Dawson

⑈004875⑈ ⑆2137162⑆ 35 306258⑈

4875



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

To: Municipal Treasurers

From: W. David LeVasseur, Undersecretary 

Date: December 16, 2008

Subject: School Heating Assistance

Section 7 of *An Act Concerning Energy Assistance* (Public Act 08-1 of the August Special Session) provides for the expenditure of \$6.5 million in grants to local and regional school districts to assist them in heating school buildings in such districts. The General Assembly recently approved an allocation plan (Simulation A) to the districts calculated on a per pupil basis. The allocation plan is available at www.ct.gov/opm/igp.

Enclosed is a check in the amount of the allocation for your local school district. Please be reminded that the intent of the legislature was to make these funds available to your local Board of Education for the specific purpose of heating school buildings.

Should you have any questions regarding School Heating Assistance, please contact Richard Van Ausdall at (860) 418-6432 or Richard.van_ausdall@ct.gov.

Thank you in advance for your cooperation in this matter.

Cc: Municipal Chief Elected Official

TOWN OF ANDOVER
BOARD OF FINANCE

BUDGET WORKSHOP

Wednesday, March 4, 2009
7:00 p.m.
Community Room

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Additions/Deletions to the Agenda
5. Budget Procedure Planning and Discussion
6. Initial Review and Scheduling
7. Public Comments
8. Adjournment

**Andover Board of Finance
Meeting Minutes from 5 March, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Special meeting – Budget Workshop

Agenda Item #1: Call to Order:

Cathleen Desrosiers, Board Vice Chair began the meeting at 7:08 p.m.

**No Quorum was present. A non-official workshop was held,
no motions will be made, no action will be taken.**

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Cathleen Desrosiers, Vice Chair; Ginny Kuhn, Linda Fish.
Not Present: Robert Carrara, Marie Burbank, and William Perez.

Other Attendees:

Jay Linddy, Selectman
Arlene Saglio
Bob Wanagel
Richard MacRobbie

Ed Nagy
Georgette Conrad
Dianne Grenier
Leigh Ann Hutchinson

Agenda Item #3: Public Comment:

G. Conrad requested confirmation on when the budget submission deadline was. She inquired if the Selectmen's budget was complete
B. Wanagel inquired why there was no Connecticut State flag flying in Andover.
L. Fish will look into obtaining a Connecticut State flag and J. Linddy stated that the flag could be flown at the Town Office Building.

Agenda Item #4: Additions/Deletions to the Agenda:

Could not be addressed due to lack of a Quorum.

Agenda Item #5: Budget Procedure Planning and Discussion:

Could not be addressed due to lack of a Quorum.

Agenda Item #6: Initial Review and Scheduling:**The Following Budgets were reviewed:**

AHM, Andover Public Library, Memorial Day Committee, Andover Fire Commission, Economic Development Commission, Insurance Increase Projections from AFS&V, Building Department, Zoning Agent, Wetlands, Planning and Zoning Commission, Elections, Registrars, Seniors- Municipal Agent, Senior Transportation – Dial-A-Ride, Resident State Trooper.

J. Linddy reported on the Selectmen's Budget and the Recreation Commissions budget.

Two Capitol Improvements were reviewed.

Workshop Participants suggested that input should be obtained from:

Board Of Selectmen
AHM
Andover Fire Commission
Andover Town Clerk
Municipal Agent

Agenda Item #7: Public Comment:

C. Desrosiers stated that she was pleased to see budgets with 0% increase requests and with those departments that could actually accept a budget decrease.

J. Linddy thanked the members for staying and working on the budget even though they had no quorum.

Agenda Item #8: Adjournment:

The workshop ended at 8:30

Dawn D. Quint
Board of Finance, Clerk

RECEIVED FOR RECORD
3-9-09 @ 12:00 PM
Carol N. Lee
TOWN CLERK

**Town of Andover
Board of Finance Budget Workshop**

March 4, 2009

Please sign and print your name. Thank you.

ED NAGY Edward J. Nagy

Arlene Saglio Arlene Saglio

BOB WAXGAL Robert Waxgal

Dianne Grenier

Georgette Conrad

Richard MacRobbie

Leigh Ann Hetschman

MTB

TOWN OF ANDOVER
BOARD OF FINANCE

BUDGET WORKSHOP

Wednesday, March 11, 2009
7:00 p.m.
Community Room

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Additions/Deletions to the Agenda
5. Budget Procedure Planning and Discussion
6. Initial Review and Scheduling
7. Public Comments
8. Adjournment

**Andover Board of Finance
Meeting Minutes from 11 March, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Special meeting -- Budget Workshop

Agenda Item #1: Call to Order:

Cathleen Desrosiers, Board Vice Chair began the meeting at 7:02 p.m.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Cathleen Desrosiers, Vice Chair; Ginny Kuhn, Linda Fish, Marie Burbank, and William Perez.

Not Present: Robert Carrara (Entered at 7:05 p.m.)

Other Attendees:

Cathy Palazzi
Dianne Grenier
Wally Barton
Kay Corl
Bob Wanagel
Joel Rosenberg
Carol Lee
William Peg

Mike Palazzi
Ed Nagy
Shawn Cocell
Virginia Wanagel
Jeffrey Watt
Nella Stelzner
Suzane Donahue
Leigh Ann Hutchinson

Agenda Item #3: Public Comment:

None Offered

Agenda Item #4: Additions/Deletions to the Agenda:

None Offered

Agenda Item #5: Budget Procedure Planning and Discussion:

None Offered.

Agenda Item #6: Initial Review and Scheduling:

AHM: *C. Desrosiers asked J. Rosenberg to speak to the Board of Finance with regard to the AHM budget.* J. Rosenberg explained the projected cut to the Manchester Hospital Warm Line, Girls Power Camp and the mandatory furloughs for staff. J. Watt spoke to the Board and presented an explanation of the revised formula for determining each town's share of cost for AHM. Mr. Watts plan reduced Andover's portion of the increase costs from \$1,630.00 to \$1,388.00 over last year's budget.

C. Desrosiers requested clarification on the increase in Benefit Contributions account for Employer Discretionary Retirement from \$0 to \$28,358.00.

J. Rosenberg explained that the amount was based on 5% of salary and none had been budgeted for the past two years.

C. Desrosiers inquired about the increase in Computer Copier Maintenance and was informed that the Hartford Foundation for Public Giving had covered the upgrades in the past but there was no guarantee this year. However, the expenditure was written off under revenue. AHM staff and volunteers were now performing the cleaning services, fundraising efforts had been stifled by the economy and AHM continues to pursue available grants.

C. Desrosiers asked about the Interest from AHM CTF Fund which had decreased from \$13,386.00 to \$0. J. Rosenberg explained that the endowment had specific rules about removing more than 70% of the available interest and it was projected that due to the economic conditions of the market there would not be funds in excess of 70% available.

G. Kuhn inquired about the increase and the division of the costs between the 4 elementary schools and the middle and senior high schools. J. Rosenberg stated that the split was based on staffing and that one staff member was assigned to the middle school, one to the high school and that one was shared by the four elementary schools.

W. Perez inquired about the increase in mileage expense. J. Rosenberg stated that the increase in mileage was due to one staff member offering to contribute their time for free and only requesting mileage reimbursement for their travel.

C. Desrosiers inquired about the Drug Free School Grant dropping from \$5,000.00 to \$0. Mr. Rosenberg stated that drug prevention money has been diverted towards urban school districts. He also stated that monies from other grants were no longer available.

W. Perez inquired about the number of staff that the budget funded. J. Rosenberg stated that there were 9 actual full time employees and some part time employees equaling approximately one full time equivalent.

R. Carrara asked for clarification on Andover's portion of the census. J. Watt explained that the cost sharing was used after the school portions were determined and then the RHAM formula was utilized.

C. Desrosiers asked if there were any further comments anyone wished to make.

J. Rosenberg acknowledged the assistance of many Andover officials and residents.

K. Corl thanked Mr. Rosenberg and Mr. Watt for their efforts.

D. Grenier stated that as the Co-Chair of the telethon she had found that the homes that were contacted for donations had been very supportive in the past.

S. Donohue invited the Board of Finance and the public to a panel discussion to be held on May 12, 2009.

Fire Department: C. Desrosiers stated the Fire Commission had requested \$96,414.50 and the Board of Selectmen had recommended a 7% decrease to \$85,108.00. She then asked Wally Barton the Chairman of the Fire Commission to speak on behalf of the Commission.

W. Barton stated that the Budget was held to a 0% increase in all areas excluding utilities which had increased over the past year.

M. Burbank asked why they were experiencing 33% increase in electrical costs and gas/diesel and 40% in fuel oil.

W. Barton stated that last year they didn't send people to training and didn't do repairs in order to meet the bottom line that the Town had given them. He also stated that they funded their own supplemental insurance because the Board of Finance had denied the funding and the costs of utilities were not determined by the Fire Commission and they had to pay what it cost. He then asked the Treasurer Shawn Corell to explain the budget.

S. Corell stated that figures on the budget that the Town was working with were not up to date. He stated that there were outstanding bills yet to be paid but that the annual consumption was 4,500 gallons per year.

B. Burbank, First Selectman, stated that when the Board of Selectmen made the recommendation for a 7% cut to the budget of the Fire Department that they were unaware of any outstanding expenses and were using the current budget utilization figures that had been submitted to the Town.

M. Burbank requested monthly budget updates from the Fire Commission.

S. Corell stated that those were sent to the Board of Finance on a monthly basis.

C. Desrosiers stated that they had not received them and asked that they be emailed to the Board Clerk on a monthly basis.

C. Desrosiers expressed concerns with the continued need for large increases by the Fire Commission and asked for projections on future costs so that the budget can stay on target.

S. Corell stated that the Fire Department did not use the same service provider for oil that the Town did and had not locked in at the Town's rate. He also stated that the Town's service provider was unaware that they did not supply to the Fire Department and filled the Fire Department tanks in error. The Fire Department was in the process of disputing those bills and that is why the expenses were not up to date.

W. Perez requested that the Town and the Fire Commission communicate to establish an understanding for contracting for all of the Town's Departments.

R. Carrara requested an accounting of historical fuel usage at the Fire Department.

that *W. Barton stated that Fuel Oil consumption stays at 4,500 gallons per year but Gas & Diesel varied by the amount of calls that the Fire Department needed to respond to.*

C. Desrosiers recommended that the Fire Department be included when the Town locks in for the next fiscal year

R. Carrara requested a report on EMS billing statements and the balance in that account.

W. Barton stated that it was sent quarterly and at the present time was approximately \$158,000.00

Elections: *C. Desrosiers stated that C. Palazzi had requested a decreased budget this year from \$15,700.00 to \$14,300.00 and that the Board of Selectmen recommended further cuts down to \$12,600.00.*

C. Palazzi stated that the budget reductions suggested by the Board of Selectmen should be acceptable.

M. Burbank made a motion to accept the recommendation of the Board of Selectmen and approve a budget of \$12,600.00 for account 1-100-01-0121, Elections for fiscal year 2009-2010.

W. Perez seconded the motion.

Discussion followed.

Vote: 6-0-0 / Motion Carried

R. Burbank stated that the Town will supply a laptop to the Board of Finance with Microsoft Office Professional containing Excel and Power Point so that Budget projections can be kept up to date.

G. Kuhn left the meeting at 8:30 p.m.

Registrars: *C. Desrosiers stated that the Board of Selectmen had recommended a \$100.00 increase to office supplies over the amount of \$0 as requested by C. Palazzi which would set the budget at \$5,324.00 which was a decrease of \$300.00 over last year's budget.*

W. Perez made a motion to accept the recommendation of the Board of Selectmen and approve a budget of \$5,324.00 for account 1-100-01-0125, Registrars for fiscal year 2009-2010.

M. Burbank seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Senior Citizens: *C. Desrosiers stated that the Board of Selectmen had recommended a budget of \$6,507.00 as requested by C. Palazzi, Municipal Agent which was a 0% increase over last year.*

M. Burbank made a motion to accept the recommendation of the Board of Selectmen and approve a budget of \$6,507.00 for account 1-100-01-0145, Senior Citizens for fiscal year 2009-2010.

W. Perez seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Andover Senior Transportation: *C. Desrosiers state that the Board of Selectmen had recommended a budget cut from the \$7,350.00 as requested by the Transportation Committee to \$6,700.00.*

C. Palazzi stated that she and members of the Transportation Committee requested clarification about this budget with regard to if this amount represented Town funding or was based on projected grant receipts.

R. Burbank stated that this budget was Town money only and that grant funding must be kept separate. He stated that any surplus on the Town's or grant money went into the General Fund.

C. Desrosiers stated that the Budget before the Board of Finance represented the Taxpayer's contribution to Andover Senior Transportation.

R. Burbank stated that the Town projected a decrease in the cost of fuel and therefore recommended a reduction in the amount of fuel monies. He also stated that since the Town now owned the vans and serviced them that the cost of oil and maintenance should be combined into one line item.

W. Perez made a motion to accept the recommendation of the Board of Selectmen and approve a budget of \$6,700.00 for account 1-100-01-0143, Andover Senior Transportation for fiscal year 2009-2010.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Town Clerk Budget: *C. Desrosiers asked Carol Lee to speak on the Town Clerk's Budget.*

C. Lee stated that the budget was presented with a 0% increase from fiscal year 2008-09.

R. Carrara inquired about a balance of \$4,700.00 at this point in the Land Records account.

C. Lee stated that the amount of transfers of records increase in the spring also, they increased as interest rates go down.

M. Burbank made a motion to accept the budget of \$73,281.00 for account 1-100-01-0117, Town Clerk for fiscal year 2009-2010, as submitted by the Town Clerk.

C. Desrosiers seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Fire Commission:

W. Perez made a motion to approve a budget of \$93,414.50 with a \$3,000.00 reduction in line item 220, Fuel Oil from the requested \$96,414.50 by the Fire Commission for account 1-100-04-0401, Fire Department for fiscal year 2009-2010.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Andover Elementary School:

W. Perez made a motion to accept the recommendation of the Board of Selectmen and the Board of Education and approve a budget of \$3,995,813.00 for account 1-100-09-595, Board of Education Expenses at a 1.9% increase for fiscal year 2009-2010.

C. Desrosiers seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Economic Development Commission:

*M. Burbank made a motion to accept the recommendation of the Board of Selectmen and approve a budget of \$700.00 for account 1-100-08-0801, Economic Development Commission for fiscal year 2009-2010.
L. Fish seconded the motion.*

Discussion followed.

W. Perez stepped out of meeting.

Vote: 4-0-0 / Motion Carried

W. Perez returned to meeting.

Selectmen Budget: *C. Desrosiers invited R. Burbank to speak about the Budget.*

R. Burbank stated that the Selectmen had agreed to reduce their wage line item by \$1,000.00 and were looking to increase the Board Clerk line item from \$500.00 to \$900.00 to provide for clerk coverage in more meetings and budget workshops. The Selectmen were also requesting an increase of \$100.00 for mileage expense. Mr. Burbank stated that the end result was a budget decrease of \$500.00.

*W. Perez made a motion to accept the request of the Board of Selectmen and approve a budget of \$52,150.00 for account 1-100-01-0101, Selectmen for fiscal year 2009-2010 with a .9% decrease.
C. Desrosiers seconded the motion.*

Discussion followed.

Vote: 5-0-0 / Motion Carried

Board Clerks: Tabled pending a review of usage.

Auditor:

C. Desrosiers made a motion to accept the recommendation of the Board of Selectmen and approve a budget of \$15,000.00 for account 1-100-01-105, Auditor at a \$3,000.00 decrease for fiscal year 2009-2010.
R. Carrara seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Town Attorney:

C. Desrosiers made a motion to accept the recommendation of the Board of Selectmen and approve a budget of \$75,000.00 for account 1-100-01-107, Town Attorney with a 0% increase for fiscal year 2009-2010.
W. Perez seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Treasurer/Financial:

C. Desrosiers made a motion to accept the recommendation of the Board of Selectmen and approve a budget of \$43,055.40 for account 1-100-01-109, Treasurer/Financial with a 0% increase for fiscal year 2009-2010.
L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Tax Collector:

Tabled pending feedback from Tax Collector.

Assessor:

Tabled pending feedback from the Assessor.

Board of Assessment Appeal:

C. Desrosiers made a motion to accept the recommendation of the Board of Selectmen and approve a budget of \$600.00 for account 1-100-01-0115, Board of Assessment Appeal with a 0% increase for fiscal year 2009-2010.

W. Perez seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Probate Court:

C. Desrosiers made a motion to accept the recommendation of the Board of Selectmen and approve a budget of \$1,995.00 for account 1-100-01-0119, Probate Court with a 0% increase for fiscal year 2009-2010.

W. Perez seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

SCHEDULING:

The Board will begin reviews with page 4 of the Town Budget to include RHAM and the Tax Collector Budget at the next meeting which is scheduled for Wednesday March 18, 2009 and will be held in the A.E.S. Library.

Agenda Item #7: Public Comment:

None Offered.

Agenda Item #8: Adjournment:

C. Desrosiers made a motion to adjourn at 9:24 p.m.

W. Perez seconded the motion.

Vote: 5-0-0 / Motion Carried

Minutes respectfully submitted by:

Dawn D. Quint

March 13, 2009

RECEIVED FOR RECORD
3-16-09 @ 11:30am

Carol N. Lee
TOWN CLERK

Town of Andover
Board of Finance Budget Workshop

March 11, 2009

Please sign and print your name. Thank you.

Lathy Palazzi

Mike Paluzzi

Dianne Ghemier

Ed Nagy

Wally Boston

Sharon Corbett

Ray Corl

Virginia Wanagel

Bob ~~Wanagel~~ Wanagel

Jeffrey Watt

Joel Rowley

Nella Stelzner

Carol Lee

Suzanne Donal

Wilhelm P
Lough Ann Ketchen

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TOWN OF ANDOVER
BOARD OF FINANCE

BUDGET WORKSHOP

Wednesday, March 18, 2009
7:00 p.m.
Community Room

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Additions/Deletions to the Agenda
5. Approval of Minutes
6. RHAM Budget Presentation
7. Budget Review, Discussion and Scheduling
8. Public Comments
9. Adjournment

**Andover Board of Finance
Meeting Minutes from 18 March, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Special meeting – Budget Workshop

Agenda Item #1: Call to Order:

Robert Carrara, Chair began the meeting at 7:07 p.m.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Robert Carrara, Chair; Cathleen Desrosiers, Vice Chair; Linda Fish, Marie Burbank, and William Perez.

Not Present: Ginny Kuhn

Other Attendees:

Sylvia Dake
Debbie Scanlon
Bob Wanagel

Dianne Grenier
Virginia Wanagel

Agenda Item #3: Public Comment:

None Offered

Agenda Item #4: Approval of Minutes:

Tabled

Agenda Item #5: Initial Budget Review:

RHAM: Dr. Shiminski presented the current RHAM budget. The chair summarized the budget as follows:

1. No new programs due to the projection of two years of high population.
2. Services will remain the same but include the increased population.
3. A projected increase from between 0% and 2% will be required.
4. The Board of Education is requesting that the stimulus package not be weighed into the budget.
5. At this time State Aid is unknown.
6. RHAM projects an increase in students for 2009-2010 of 68+ students.
RHAM projects and increase in students for 2010-2011 of 103+ students.
7. Mid year resigned positions have not been filled.
8. Ms. Museo's position will not be renewed.
9. Insurance costs are favorable.
10. Salaries are in arbitration
11. Magnet schools participation costs are up \$4,600 per pupil. This cost is part of the budget for the 26 students who applied for the 2009-2010 year.

RHAM Hearing schedule:

March 30, 2009	RHAM budget meeting in Andover
April 13, 2009	Public Hearing
May 5, 2009	Referendum on the RHAM Budget

Library: Item 1-100-10-1001:

An explanation of insurance co-pays was presented.

Beautification Committee: Item #1-100-03-0313-422:

Requested a 0% increase to remain at \$600.00 for FY 2009-2010.

Tax Collector: Item #1-100-01-0111:

The Board of Selectmen has recommended a budget of \$52,427.49 representing a 0% increase in salary.

L. Fish made a motion to approve a budget of \$52,477.49 for account 1-100-01-0111, Tax Collector for fiscal year 2009-2010.

W. Perez seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Assessor: Item #1-100-01-0113:

The requested budget for the Assessor is \$66,090.43 which is an increase of \$677.43 for the next fiscal year.

W. Perez made a motion to approve a budget of \$66,090.44 for account 1-100-01-0113, Assessor for fiscal year 2009-2010.

R. Carrara seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Old Town Hall: Item #1-100-01-0125:

The Board of Selectmen has recommended a budget of \$1,510.00 representing a 0% increase.

C. Desrosiers made a motion to approve a budget of \$1,510.00 for account 1-100-01-0125, Old Town Hall for fiscal year 2009-2010.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

ADS: Item #1-100-01-0127:

The Board of Selectmen has recommended a budget of \$5,000.00 representing a \$500.00 decrease.

C. Desrosiers made a motion to approve a budget of \$5,000.00 for account 1-100-01-0127, ADS for fiscal year 2009-2010.

W. Perez seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Town Office Building: Item #1-100-01-0129:

The Board of Selectmen has recommended a budget of \$63,284.68 representing a decrease of \$6,858.00. The calculation for fuel oil that was used is \$3.05 per gallon with a 2,500 gallon per year consumption.

C. Desrosiers made a motion to approve a budget of \$63,858.00 for account 1-100-01-0129, Town Office Building for fiscal year 2009-2010.

W. Perez seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried**Dog Damage:** Item #1-100-01-0133:

The Board of Selectman has recommended a budget of \$200.00 representing a 0% increase.

M. Burbank made a motion to approve a budget of \$200.00 for account 1-100-01-0133, Dog Damage for fiscal year 2009-2010.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried**Civil Preparedness:** Item #1-100-01-0135:

The Board of Selectmen has recommended a budget of \$850.00 which is an increase of \$500.00 for utilization by the Andover CERT team. CERT team purpose is for ham radio training and equipment for emergency shelter, public awareness and preparation. EPG grants can be applied for once the Town has committed a budget for this program.

W. Perez made a motion to approve a budget of \$850.00 for account 1-100-01-0135, Civil Preparedness for fiscal year 2009-2010.

C. Desrosiers seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried**Insurance:** Item #1-100-01-0137:

The Board of Selectmen has recommended a budget of \$128,000.00 which is an increase based on MERF, Liability/Workers Comp, Fire/Theft costs. Structures that are covered by the Fire/Theft are AES, Fire Dept., Town office, Library, all Buildings and equipment.

M. Burbank made a motion to approve a budget of \$128,000.00 for account 1-100-01-0137, Insurance for fiscal year 2009-2010.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Cleaning Service: Item #1-100-01-0147:

The Board of Selectmen has recommended a budget of \$9,054.50 representing a 0% increase.

*C. Desrosiers made a motion to approve a budget of \$9,054.50 for account 1-100-01-0147, Cleaning Service for fiscal year 2009-2010.
W. Perez seconded the motion.*

Discussion followed.

Vote: 5-0-0 / Motion Carried

Old Fire House: Item#1-100-01-0149:

The Board of Selectmen has recommended a budget of \$7,900.00 representing a 0% increase.

*C. Desrosiers made a motion to approve a budget of \$7,900.00 for account 1-100-01-0149, Old Fire House for fiscal year 2009-2010.
L. Fish seconded the motion.*

Discussion followed.

Vote: 5-0-0 / Motion Carried

Dog Fund: Item #1-100-01-0151:

The Board of Selectmen has recommended a budget of \$6,770.00 representing a \$350.00 increase.

*W. Perez made a motion to approve a budget of \$6,770.00 for account 1-100-01-0151, Dog Fund for fiscal year 2009-2010.
M. Burbank seconded the motion.*

Discussion followed.

Vote: 5-0-0 / Motion Carried

Historical: Item #1-100-01-0153:

The Board of Selectmen has recommended a budget of \$200.00 representing a 0% increase.

*C. Desrosiers made a motion to approve a budget of \$200.00 for account 1-100-01-0153, Historical for fiscal year 2009-2010.
M. Burbank seconded the motion.*

Discussion followed.

Vote: 5-0-0 / Motion Carried

Ethics: Item #1-100-01-0155:

The Board of Selectmen has recommended a budget of \$100.00 representing a 0% increase.

C. Desrosiers made a motion to approve a budget of \$100.00 for account 1-100-01-0155, Ethics for fiscal year 2009-2010.

W. Perez seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

NL Health Officer: Item #1-100-02-0201:

The Board of Selectmen has recommended a budget of \$14,481.61 representing a 0% increase.

M. Burbank made a motion to approve a budget of \$14,481.61 for account 1-100-02-0201, NL Health Officer for fiscal year 2009-2010.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

AHM: Item #1-100-02-0207:

Item was tabled for a latter discussion.

Public Works: Item 1-100-03-0301

The Board of Selectmen has recommended a budget of \$214,859.69 representing a 4.5% increase which includes a 3.0% increase in salaries.

C. Desrosiers made a motion to approve a budget of \$214,859.69 for account 1-100-03-0301, NL Health Officer for fiscal year 2009-2010.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Snow Removal: Item #1-100-03-0303:

The Board of Selectmen has recommended a budget of \$99,500.00 representing a 4.5% increase.

L. Fish made a motion to approve a budget of \$99,500.00 for account 1-100-03-0303, Snow Removal for fiscal year 2009-2010.

C. Desrosiers seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Lighting: Item #1-100-03-0305:

The Board of Selectmen has recommended a budget of \$7,500.00 representing a 0% increase.

C. Desrosiers made a motion to approve a budget of \$7,500.00 for account 1-100-03-0305, Lighting for fiscal year 2009-2010.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Agenda Item #6: Budget Procedure Planning and Discussion:

Board of Finance Meeting Schedule:

April 29, 2009	Budget Public Hearing
May 6, 2009	Town Annual Budget Meeting:

Agenda Item #7: Public Comment:

D. Scanlon inquired if the Board of Finance would be using the school reimbursements to lower the mill rate.

Agenda Item #8: Adjournment:

*C. Desrosiers made a motion to adjourn at 9:?? p.m.
R. Carrara seconded the motion.*

Vote: 5-0-0 / Motion Carried

Minutes taken by Cathleen Desrosiers.

**Minutes respectfully submitted by:
Dawn D. Quint
March 20, 2009**

RECEIVED FOR RECORD
3-23-09 @ 10:30 am
Carol H. [Signature]
TOWN CLERK

STON IN

217

NAME

FROM

Sylvia Duke

Energy Management

Dianne Green

Debbie Stanton

Virginia Wanagel

Paul Wanagel

Recd 3-23-09 @ 2pm Ad

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TOWN OF ANDOVER
BOARD OF FINANCE
REGULAR MEETING
Wednesday, March 25, 2009
7:00 p.m.
Community Room

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Selectmen's Report
5. Liaison Reports
6. Additions/Deletions to the Agenda
7. Approval of Minutes
8. Board Vacancy
9. Budget Review, Discussion and Scheduling
10. Public Comment
11. Adjournment

MINUTES FOR THE
Andover
Board of Finance

MEETING

HELD

March 25, 2009

HAVE NOT BEEN SUBMITTED
TO THE TOWN CLERK

AS OF

April 1, 2009

220

TOWN OF ANDOVER
BOARD OF FINANCE

BUDGET WORKSHOP

Wednesday, April 1, 2009
7:00 p.m.
Andover Elementary School Library

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Additions/Deletions to the Agenda
5. Approval of Minutes
6. Budget Review
7. Public Comments
8. Adjournment

MINUTES FOR THE
Andover
Board of Finance
MEETING

HELD

April 1, 2009

HAVE NOT BEEN SUBMITTED
TO THE TOWN CLERK

AS OF

April 15, 2009

April 10, 2009 • NEWS BULLETIN

**LEGAL NOTICE
TOWN OF ANDOVER
PUBLIC BUDGET HEARING
WEDNESDAY, APRIL 29, 2009
7:00 P.M.
TOWN OFFICE BUILDING
COMMUNITY ROOM**

The Andover Board of Finance will hold a Public Hearing for the Town of Andover Fiscal Year July 1, 2009 to June 30, 2010 Budget in the Town Office Building Community Room – 17 School Road – Andover, CT on Wednesday, April 29, 2009 at 7:00 p.m.

Dated at Andover, CT this 30th day of March, 2009

1TB 4/10

Andover Board of Finance

TOWN OF ANDOVER
BOARD OF FINANCE

BUDGET WORKSHOP

Wednesday, April 15, 2009
7:00 p.m.
Community Room

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Additions/Deletions to the Agenda
5. Approval of Minutes
6. Budget Review
7. Public Comments
8. Adjournment

**Andover Board of Finance
Meeting Minutes from 15 April, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Special meeting – Budget Workshop

Agenda Item #1: Call to Order:

Robert Carrara, Board Chair called the meeting to order at 7:09 p.m.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Robert Carrara, Chair; Cathleen Desrosiers, Vice Chair; Ginny Kuhn, Linda Fish, Marie Burbank, William Perez and David Gostanian.

Other Attendees:

Georgette Conrad
Bob Wanagel
Jay Linddy

Virginia Wanagel
Robert Burbank

Agenda Item #3: Public Comment:

None Offered

Agenda Item #4: Additions/Deletions to the Agenda:

M. Burbank requested to be recognized by the chair so that she might present the Tax Collector's figures during Agenda Item #6. R. Carrara agreed to do so as Agenda Item #6A. No motion was made or approved.

Agenda Item #5: Approval of Minutes:

None Offered.

Agenda Item #6: Budget Review:

Tax Collector's Figures: M. Burbank reported that the Tax Collector had collected receipts of \$794.00 in Lien fees, \$70,311.00 in Back Taxes and \$30,674.00 interest on back taxes. The Tax Collector had also collected \$12,000.00 from the Suspense List. This resulted in \$112,985.00 in total back taxes being collected. R. Burbank stated that this collection had been the result of a new program implemented by the Tax Collector to find and collect delinquent Motor Vehicle taxes. M. Burbank stated that the Town could not anticipate large back tax collections in the future due to so much of it having been collected this fiscal year.

G. Kuhn and D. Gostanian left the meeting at 7:15 p.m.

Grand List: The Grand List totals for October 1, 2008 equate to a .13% increase or \$363,120.00 over the 2007 Grand List. Motor Vehicle decrease by 2 million dollars and the Town lost \$525,000.00 to Network Inc., an exempt entity. Real Estate, however, increased by 2.6 million dollars.

Town Clerk PA-05228: \$2,090.00 can only be used for certain items and not for taxpayer relief.

Exemptions: Firemen's Exemption \$19,750.00
Senior Housing / New Samaritan \$12,000.00
New Senior Tax Program \$3,000.00

G. Kuhn and D. Gostanian re-entered the meeting at 7:25 p.m.

Actuals: R. Burbank reported that the Town had expended approximately 81.23%. C. Desrosiers stated that the Town was right on target at this time.

Education: RHAM is looking for a \$90,068.00 increase from Andover for 2009/2010
RHAM added 65 students.
AES is looking for a \$165,372.00 increase or 2.08% for 2009/2010
AES added one Special Ed. student.

8:29 Meeting recessed.

8:36 Meeting resumed.

Revenue Items reviewed: Boat Registration hold at \$1377.65
Building \$31,000.00 (Building Official projects)
Disabled Credit hold at \$382.20
Interest on Fund Balance \$9,000.00
LOCIP should not be used as revenue as it is project money
Misc. (fees): \$22,569.11
DMV fees (called put-ons) \$5,000.00
Pequot \$14,537.00 (smaller than projected)

Pilot \$26,454.00 (decreased due to state cut backs)
 Previous Years Tax \$51,000.00 (much has been paid off)
 Separate Interest at \$10,000.00
 Tax Credit/Circuit Breaker (already on grand list)
 Rentals should reflect \$0.00
 Special Ed will be \$0.00
 Tax Collector Lien Fees \$794.00 (Tax Collector says it is
 separate.)
 Telephone Access \$0.00
 Town Clerk Fees \$58,000.00 projected
 Town Clerk PA -05228 New Line Item \$2,090.00
 (Extra \$3 recording charge)
 Town Clerk Grant (belongs with Special Revenue)
 Transfer Station \$2,000.00 (tires, mattresses etc.)
 Transportation Grant \$30,624 set by the State
 Vet's Tax Relief Special Revenue (already on grand list)
 Waste Redemption \$8,320.83

Town Aid Roads: R. Burbank stated that the State set the amount at \$85,046.00

OPERATING BUDGET REPORT: Review for Errors or Missing Items:

Clerks - \$1,600.00
Tax Collector - \$52,479.49
AHM - \$42,116.16 per newest number from AHM
P.W. Dept. - \$214,859.12
Town Aid Roads - needs to be moved to Revenue
Wetlands - \$10,020.00
Conservation Commission - \$100.00
Education - \$8,135,008.00
Library - \$99,206.00
Capitol Expenditure: \$48,500.00 based on the following:
 Library Roof \$7,500.00
 Town Hall Furnace \$10,000.00
 Town Garage Furnace \$6,000.00
 Revaluation \$25,000.00
Debt Retirement - \$150,000.00 every year for School and Fire House
Charter Review - \$700.00 (New Line Item)

\$83,000.00 excess taxation from last year should be moved to the end of budget and prominently displayed. It should be named – "EXCESS TAX COLLECTION from July 2008."

Need #'s For: Contingency, Employee Benefits, and Interest Expense, RHAM and AES returned funds. C. Desrosiers will supply Board Clerk with a list which will be submitted to the First Selectmen.

Fund Transfer –

C. Desrosiers made a motion that the Board set the Fund Transfer line Item account 1-100-13-1305 for fiscal year 2009-2010 at \$112,001.03 which reflects \$70,000.00 for Working Capitol, \$15,000.00 for Contingency, \$17,001.03 for Town Owned Equipment and \$10,000.00 for Reserve Non-Recurring Capitol.

W. Perez seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

AHM –

L. Fish made a motion that the Board of Finance approve an allocation of \$42,116.16 for account 1-100-02-0207-844 AHM for fiscal year 2009-2010.

D. Gostanian seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

Total Budget with Place Holders:	\$10,316,655.68	(Increase: \$46,321.87)
Revenue:	<u>2,641,115.35</u>	
Required Funding:	\$ 7,675,540.33	
Exemptions:	<u>34,750.00</u>	
	\$7,710,290.33	
Refund of Excess Tax:	<u>83,000.00</u>	
Funding by Taxation:	\$7,627,290.33	

W. Perez leaves the meeting.

Anticipated Mil Rate: 27.94 or a .64 mil increase
Should change with returned funding from RHAM and AES.

C. Desrosiers stated that she is concerned that taxpayers will be in shock when the revaluation comes next year and very little funding has been set aside for this purpose.

Agenda Item #7: Public Comment:

G. Conrad stated that towns with projected 0% increases have been looked upon with favor by taxpayers according to newspaper reports. She recommended a target of 27.6 mil rate which was the amount that taxpayers actually paid last year.

J. Linddy suggested a goal of a 0% increase.

B. Wanagel requested a review of the Senior Trip funding that had been removed from the budget in a prior year.

R. Burbank wished to remind everyone that the Town meeting for the budget will be held on May 6, 2009.

Agenda Item #8: Adjournment:

C. Desrosiers made a motion to adjourn the meeting.

G. Kuhn seconded the motion.

Vote: 6-0-0 / Motion Carried

The meeting was adjourned at 9:45p.m.

Minutes respectfully submitted by:

Dawn D. Quint

April 17, 2009

RECEIVED FOR RECORD
4.20.09 @ 8:15am
Coral N. Lee
TOWN CLERK

**Town of Andover
Board of Finance Budget Workshop**

April 15, 2009

Please sign and

Print your name. Thank you.

Georgette Conrad
U. Wanagel
B. Wanagel
W. Perez

Georgette Conrad
U. WANAGEL
B. WANAGEL
William Perez

Andover Board of Finance
2009-2010 Budget Proposal
Public Hearing

		2008-2009 Approved Budget	2008-2009 Expended (as of 3/11/09)	Percentage Expended To Date	2009-2010 Proposed Budget	2009-2010 \$ Change From 2008-2009	2009-2010 % Change From 2008-2009
First Selectmen	0101	\$52,650.00	\$33,968.58	64.52%	\$52,150.00	(\$500.00)	-0.95%
Clerks	0103	\$1,000.00	\$778.14	77.81%	\$0.00	(\$1,000.00)	-100.00%
Auditor	0105	\$18,000.00	\$13,300.58	73.89%	\$15,000.00	(\$3,000.00)	-16.67%
Town Attorney	0107	\$17,000.00	\$1,134.00	6.67%	\$17,000.00	\$0.00	0.00%
Treasurer	0109	\$43,055.40	\$27,554.39	64.00%	\$43,055.40	\$0.00	0.00%
Tax Collector	0111	\$56,670.00	\$33,402.34	58.94%	\$52,477.49	(\$4,192.51)	-7.40%
Assessor	0113	\$65,413.00	\$40,305.91	61.62%	\$66,090.43	\$677.43	1.04%
BD Assess Appeal	0115	\$600.00	\$300.00	50.00%	\$600.00	\$0.00	0.00%
Town Clerk	0117	\$73,281.00	\$47,455.18	64.76%	\$73,281.00	\$0.00	0.00%
Probate Court	0119	\$1,995.00	\$737.91	36.99%	\$1,995.00	\$0.00	0.00%
Elections	0121	\$15,700.00	\$7,223.15	46.01%	\$12,600.00	(\$3,100.00)	-19.75%
Old Town Hall	0123	\$1,510.00	\$800.27	53.00%	\$1,510.00	\$0.00	0.00%
Registrars	0125	\$5,624.00	\$3,486.74	62.00%	\$5,324.00	(\$300.00)	-5.33%
ADS	0127	\$5,500.00	\$2,819.15	51.26%	\$5,000.00	(\$500.00)	-9.09%
Town Office Building	0129	\$70,142.68	\$44,813.05	63.89%	\$63,284.68	(\$6,858.00)	-9.78%
Admin. Asst. & Clerk	0131	\$500.00	\$0.00	0.00%	\$500.00	\$0.00	0.00%
Dog Damage	0133	\$200.00	\$0.00	0.00%	\$200.00	\$0.00	0.00%
Civil Preparedness	0135	\$350.00	\$79.54	22.73%	\$850.00	\$500.00	142.86%
Insurance	0137	\$122,000.00	\$107,479.75	88.10%	\$128,000.00	\$6,000.00	4.92%
Contingency Fund/Other	139	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	#DIV/0!
Employee Benefits	0141	\$221,460.00	\$144,569.45	65.28%	\$0.00	(\$221,460.00)	-100.00%
Senior Transportation	0143	\$7,350.00	\$2,988.32	40.66%	\$6,700.00	(\$650.00)	-8.84%
Senior Citizens	0145	\$6,507.00	\$4,772.43	73.34%	\$6,507.00	\$0.00	0.00%
Custodian	0147	\$9,054.50	\$5,600.00	61.85%	\$9,054.50	\$0.00	0.00%
Old Fire House	0149	\$7,900.00	\$3,518.22	44.53%	\$7,900.00	\$0.00	0.00%
Dog Fund	0151	\$6,420.00	\$4,872.24	75.89%	\$6,770.00	\$350.00	5.45%
Historical	0153	\$200.00	\$0.00	0.00%	\$200.00	\$0.00	0.00%
Ethics Commission	0155	\$100.00	\$0.00	0.00%	\$100.00	\$0.00	0.00%
Health Officer	0201	\$14,481.61	\$10,861.20	75.00%	\$14,481.61	\$0.00	0.00%
Visiting Nurses	0203	\$1,250.00	\$1,250.00	100.00%	\$1,250.00	\$0.00	0.00%
North Central Metal Hlth	0205	\$212.00	\$212.00	100.00%	\$212.00	\$0.00	0.00%
AHM Youth Services	0207	\$40,728.00	\$40,728.00	100.00%	\$42,358.00	\$1,630.00	4.00%
P.W. Dept	0301	\$205,659.69	\$163,561.54	79.53%	\$214,859.69	\$9,200.00	4.47%
Snow Removal	0303	\$94,500.00	\$85,989.47	90.99%	\$99,500.00	\$5,000.00	5.29%
Lighting	0305	\$7,500.00	\$3,966.46	52.89%	\$7,500.00	\$0.00	0.00%
Town Aid Roads	0307	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	#DIV/0!
Town Garage	0309	\$16,250.00	\$10,321.83	63.52%	\$16,250.00	\$0.00	0.00%
Town Engineer	0311	\$3,000.00	\$0.00	0.00%	\$3,000.00	\$0.00	0.00%
Ground Care	0313	\$5,100.00	\$1,909.27	37.44%	\$5,100.00	\$0.00	0.00%
Fire Department	0401	\$91,514.50	\$71,430.88	78.05%	\$92,414.50	\$900.00	0.98%
Resident Troop	0403	\$129,205.00	\$17,753.16	13.74%	\$130,652.51	\$1,447.51	1.12%
Fire Marshal	0405	\$9,920.00	\$7,444.39	75.04%	\$9,920.00	\$0.00	0.00%
Welfare	0501	\$2,600.00	\$1,593.40	61.28%	\$2,850.00	\$250.00	9.62%
Memorial Day Comm.	0601	\$845.75	\$0.00	0.00%	\$800.00	(\$45.75)	-5.41%
Recreation Commission	0603	\$6,915.25	\$3,482.51	50.36%	\$6,455.00	(\$460.25)	-6.66%
Transfer Station	0701	\$187,800.00	\$91,107.23	48.51%	\$181,524.00	(\$6,276.00)	-3.34%
Recycling	0703	\$2,800.00	\$1,056.74	37.74%	\$2,200.00	(\$600.00)	-21.43%
Ec Development Comm.	0801	\$1,000.00	\$0.00	0.00%	\$700.00	(\$300.00)	-30.00%
P&Z Commission	0803	\$6,311.25	\$2,542.18	40.28%	\$6,311.25	\$0.00	0.00%
Zong Board of Appeals	0805	\$1,393.00	\$0.00	0.00%	\$1,393.00	\$0.00	0.00%
Building Department	0807	\$44,545.00	\$24,849.78	55.79%	\$44,545.00	\$0.00	0.00%
Wetlands	0809	\$9,920.00	\$5,823.00	58.70%	\$10,120.00	\$200.00	2.02%
Conservation Commission	0815	\$200.00	\$0.00	0.00%	\$200.00	\$0.00	0.00%
Zoning Agent	0817	\$10,750.00	\$7,793.50	72.50%	\$10,750.00	\$0.00	0.00%
CRCOG, GHA, CCM, COST	0819	\$6,500.00	\$6,925.20	106.54%	\$7,125.00	\$625.00	9.62%
Education	0901	\$7,969,636.00	\$5,819,658.56	72.95%	\$3,995,813.00	(\$3,973,823.00)	-49.86%
Library	1001	\$98,723.15	\$59,672.21	60.44%	\$99,799.00	\$1,075.85	1.09%
Capital Expenditures	1101	\$167,500.00	\$52,438.24	31.31%	\$0.00	(\$167,500.00)	-100.00%
Debt Retirement	1201	\$150,000.00	\$90,000.00	60.00%	\$0.00	(\$150,000.00)	-100.00%

Andover Board of Finance
2009-2010 Budget Proposal
Public Hearing

Interest Expense	1203	\$61,950.00	\$31,818.75	51.36%	\$0.00	(\$61,950.00)	-100.00%
Transfers	1305	\$111,441.03	\$89,085.07	79.94%	\$0.00	(\$111,441.03)	-100.00%

\$10,270,333.81	\$7,229,234.31	70.39%	\$5,584,233.06
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	2008-2009		2007-2008	2007-2008
	Projected Revenue		Projected Revenue	YTD
Prior Year Taxes	\$30,000.00			
Tax Collectors Interest	\$10,000.00			
Tax Collectors Lien Fees	\$30,000.00			
NSF/DMV/Fees				
Boat Registrations	\$1,300.00			137765.00%
PILOT State Property				4239482.00%
Vetern's Tax Relief	\$1,000.00			26530.00%
Property Tax Relief				1464378.00%
Manufacturers Grant				337124.00%
Pequot/Mashantucket Grant	\$30,919.00			2085372.00%
Dog Damage	\$200.00			0.00%
Federal Highway Grants				0.00%
LOCIP	\$0.00			0.00%
Town Aid Roads				9449602.00%
Law Enforcement Overtime				819068.00%
DOT Moving Violations Grant				1414754.00%
Special Education	\$0.00			0.00%
ECS	\$2,330,856.00			110414200.00%
Transportation Grant				0.00%
Interest				4205556.00%
Grants				30000.00%
Town Clerk Fees	\$75,000.00			4482718.00%
Transfer Station				247750.00%
Waste Redemption				1267145.00%
Building Department	\$18,000.00			2525847.00%
Miscellaneous				12007053.00%
Rentals	\$0.00			0.00%
	\$2,527,275.00		\$-	155154344.00%

\$10,270,333.81
\$2,527,275.00
<hr/>
\$7,743,058.81
\$19,500.00
<hr/>
\$19,500.00
\$7,762,558.81
\$272,598.00
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28.48

Rec'd 04-20-09 @
5:15 PM MHB

TOWN OF ANDOVER
BOARD OF FINANCE

REGULAR MEETING

Wednesday, April 22, 2009

7:00 p.m.

Community Room

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Selectman's Report
5. Liaison Reports
6. Additions/Deletions to the Agenda
7. Approval of Minutes
8. Budget Review
9. Old Business
10. Public Comments
11. Adjournment

**Andover Board of Finance
Meeting Minutes from 22 April, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Regular meeting

Agenda Item #1: Call to Order:

Robert Carrara, Board Chair began the meeting at 7:00 p.m.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Robert Carrara, Chair; Cathleen Desrosiers, Vice Chair; Ginny Kuhn, Linda Fish and Marie Burbank.

Not Present: William Perez and David Gostanian.

Town Officials: Robert Burbank, First Selectman; Jay Linddy, Selectman.

Other Attendees:

Catherine Palazzi
Ed Nagy
Robert Wanagel
Georgette Conrad

Mike Palazzi
Virginia Wanagel
John Handfield
Leigh Ann Hutchinson

Agenda Item #3: Public Comment:

None Offered

Agenda Item #4: Selectman's Report:

R. Burbank provided members with the Town Fund Balances statement dated April 21, 2009 and an email from Stephen Hopkins regarding the undesignated fund balance estimate for the Town of Andover. Mr. Burbank explained that the only monies available to the Town are those listed as "Working Capital." According to the Town Fund Balances statement of April 21, 2009 that amount is \$229,047.99. The Town

fund balance is not up to "Standard" and therefore puts a negative downward pressure on the Town's bond rating. The undesignated fund balance should be equal to an estimated two months worth of general fund expenditures or \$1,561,230.00. Presently, there is \$785,267.00 in the undesignated fund balance; therefore, the Town has a short fall in the amount of \$775,963.00.

Agenda Item #5: Liaison Reports:

RHAM: There was no report given.

AHM: L. Fish reported that AHM was concerned about the money from the stimulus package being given to urban areas versus rural.

Agenda Item #6: Additions/Deletions to the Agenda:

R. Carrara added 8A: School Reimbursement for Gym Door and 8B: Municipal Agent internet connection.

No motion was made or passed.

Agenda Item #7: Approval of Minutes:

L. Fish made a motion to accept the meeting minutes of the Board of Finance dated April 15, 2009 with the following changes: page 2, Budget Review, Education, RHAM added for a 2.22% increase: same section AES is looking for a \$75,304.00 increase or 1.92% for 2009/2010.

M. Burbank seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Agenda Item #8: Budget Review:

Item #8A: School Reimbursement:

J. Lindy explained that a check was deposited in the Town account that was a reimbursement for damages sustained at the Andover Elementary School. He requested the Board approve the allocation of that money to the Elementary School.

C. Desrosiers made a motion to allocate \$700.00 for reimbursement to the Andover Elementary School improvement account.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Item #8B: Municipal Agent Internet Connection:

C. Palazzi explained that \$500.00 would need to be added to the Municipal Agent/ Senior Citizen account for internet connectivity for the computer used by the Municipal Agent when she does field applications for benefits at Senior's homes.

R. Burbank stated that the money had been provided by a grant in the past and that the grant was no longer available.

J. Lindy advised that the matter needed to be addressed by the Board of Selectmen prior to being presented to the Board of Finance.

C. Desrosiers made a motion to allocate \$500.00 to the Senior Citizen/ Municipal Agent account for the payment of internet service, pending the approval of the Board of Selectmen.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

R. Carrara recommended the addition of a new line item to the Senior Citizen account: 1-100-01-0145-537 – Internet Connection.

Item #8: Budget Review: First Draft - Andover Board of Finance 2009-2010 Budget Proposal:

Senior Citizens: Account# 0145 add \$500.00 for a total of \$7,007.00

Beautification Committee:

C. Desrosiers made a motion that Ground care will include the Beautification Committee for a total of \$5,100.00

M. Burbank seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Cleaning Service: It is part of Custodian Account # 0147.

Administrative Assistant & Clerk: \$0.00.

Board of Finance & CIP Clerk: Board of Finance \$1400.00 and CIP \$200.00.

Charter Review Clerk: Establish a new line item for \$700.00.

Employee Benefit: \$224,785.00.

A.E.S.: Prior Year \$3,920,509.00.

RHAM: Prior Year \$4,049,127.00.

Welfare: Account# 0501 - \$2,850.00.

Memorial Day Commission: \$800.00.

Recreation Commission: \$6,455.00.

Transfer Station: \$181,524.00.

Recycling: \$2,200.00.

P & Z Commission: \$6,311.25.

Zoning Board of Appeals: \$1,393.00.

Building Department: \$44,545.00.

Wetlands: \$10,020.00.

Conservation Commission: \$100.00.

Zoning Agent: \$10,750.00.

CRCOG, GHA, CCM, COST: \$7,125.00.

Capital Expenditures: \$48,500.00.

Debt Retirement: \$150,000.00.

Interest Expense: \$54,442.50.

Fund Transfers: \$112,001.03.

Bottom Line Budgeted Expenditures: \$10,313,823.18.

Anticipated Revenue: \$2,641,115.35.

Exemptions: \$34,750.00

Offset: \$102,624.00 which is made up of, RHAM - \$32,624.00 and AES – \$70,000.00.

Refund of Excess Tax Collection: \$83,000.00.

Total Budget to be Funded by Taxation: \$7,521,833.83.

Anticipated Mil Rate: 27.3

The Total budget of \$7,521,833.83 will represent a 0% increase in taxation.

J. Linddy reported that the AES surplus of \$70,000.00 was obtained through savings of having a teacher retire and another faculty member having gone on personal leave. He also advised that the AES Expansion Fund will be making their last payment to the General Contractor of \$18,000.00 in the near future.

R. Carrara suggested that the Board establish a separate line item for estimated surpluses and deficits.

C. Desrosiers made a motion to accept the budget proposal presented by the Board of Finance for fiscal year 2009/2010 representing \$10,313,823.18 or a 0% increase in the mil rate of 27.3.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

M. Burbank stated that she wished to commend all Boards and Commissions for their efforts in keeping their budgets at a level that would allow for a 0 mil increase.

C. Desrosiers stated that the salary freeze was a large contributory factor towards the Board being able to hold the budget at 0% increase.

Agenda Item #9: Old Business:

None was offered.

Agenda Item #10: Public Comment:

C. Palazzi asked that the Board remind the public to not take the budget to referendum if they were not comfortable with the budget due to the fact that the cost of a referendum is \$1,100.00 of taxpayer money.

G. Conrad congratulated the Board on keeping the budget at a 0% increase. She also inquired about obtaining the whole budget from the Town office.

R. Burbank stated that copies will be available.

C. Desrosiers inquired if the budget could be placed on the unofficial Town website.

R. Burbank stated that the volunteers could be asked to list it.

L. Hutchinson inquired about missing and out of date figures that the Board had been working with on their worksheets.

G. Kuhn assured her that all material would be up to date for the presentation to the public.

C. Desrosiers suggested that the Board of Finance Budget proposal be placed on Power Point.

R. Burbank stated that copies of the 13 page budget report would be available to the public.

R. Wanagel stated that many people would be remembering the \$700,000.00 deficit and would want the most detailed information on the budget.

G. Conrad inquired to where the Town Meeting would be held.

R. Burbank stated the meeting would be in the Community Room at the Town Office Building.

Agenda Item #11: Adjournment:

C. Desrosiers made a motion to adjourn at 9:04 p.m.

G. Kuhn seconded the motion.

Vote: 5-0-0 / Motion Carried

Minutes respectfully submitted by:

Dawn D. Quint

April 24, 2009

RECEIVED FOR RECORD
4-27-09 @ 11:40a
Carol H. Lee
TOWN CLERK

**Town of Andover
Board of Finance Budget Workshop**

April 22, 2009

Please sign and

Print your name. Thank you.

*Catherine Palazzi
Michael Palazzi
Edward J. Nagy
Virginia Wanagel
Robert Wanagel
John Handfield
Georgette M. Conrad
Lyle Ann Hutchinson*

*Catherine Palazzi
MICHAEL PALAZZI
EDWARD NAGY
VIRGINIA WANAGEL
ROBERT WANAGEL
John HANDFIELD
Georgette M Conrad
Lyle Ann Hutchinson*

Received 04-23-09 @ 10:20 Am MHB

TOWN OF ANDOVER
BOARD OF FINANCE

SPECIAL MEETING

Monday, April 27, 2009
7:00 p.m.
Community Room

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Additions/Deletions to the Agenda
5. Proposed FY 2009-2010 Budget Completion
6. Public Comments
7. Adjournment

**Andover Board of Finance
Meeting Minutes from 27 April, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Special Meeting – Budget Workshop

Agenda Item #1: Call to Order:

Robert Carrara, Board Chair began the meeting at 7:24 p.m.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Robert Carrara, Chair; Cathleen Desrosiers, Vice Chair; Ginny Kuhn, Linda Fish, David Gostanian and Marie Burbank (entered 7:42 p.m.).

Not Present: William Perez.

Town Officials: Robert Burbank, First Selectman.

Other Attendees:

Nancy Chmielewski

Georgette M. Conrad

Agenda Item #3: Public Comment:

None Offered

Agenda Item #4: Additions/Deletions to the Agenda:

None Offered.

Agenda Item #5: Proposed FY 2009-2010 Budget Completion:

R. Burbank presented the Board with the proposed budget report from the Phoenix System. He advised that there were no actual expenditures listed on the report.

C. Desrosiers stated that the Board needed to address two overlooked items that were required for Capital Expenditures which had previously been set at \$48,500.00 and should actually be \$143,500.00. She advised including Road Improvement for \$80,000.00 and Severance of \$15,000.00. C. Desrosiers also stated that the items had been overlooked because they had been skipped while the Town waited for a determination of what the State would be contributing.

G. Kuhn reviewed the Board of Finance proposed budget calculations and the Board compared the figures to the Phoenix system printout to determine any incorrect postings:

Phoenix System Posting Errors Found:

- Tax Collector, Account #0111- should be \$52,479.49.
- Fire Department, Account #0401 – should be \$ 92,414.50.
- Transfer Station, Account #0701 – should be \$181,524.00.
- Library, Account #1001 – should be \$ 99,206.00.

Phoenix System New Items Checked:

- Charter Review Clerk, Account #0103 – added \$700.00 for a total of \$2,300.00.
- Municipal Agent, Account #0145 – Split of McSweeney Center Senior line into two sections, First remaining as McSweeney Center \$400.00: identify the remaining \$1,000.00 as Senior Linkage Program.
- Municipal Agent Account #0145 – added \$500.00 for internet cable.
Account Bottom Line \$7007.00.

Board of Finance Budget Proposal Balances:

Budgeted Expenditures:	\$10,409,423.18
Less Anticipated Revenue:	<u>\$2,641,115.35</u>
Net Operating Budget:	\$7,768,307.83
Exemptions:	\$34,750.00
RHAM/AES Surplus	\$102,624.00
Refund of Excess Tax Collection	<u>\$83,000.00</u>
Total Budget to Be funded by Taxation	\$7,617,433.83
Anticipated Mil Rate	27.6

Discussed strategies for presentation to the public:

Power Point Presentation
 Turning layout of room
 4 Page Board of Finance Proposed Budget
 13 Page Phoenix System Budget
 63 Page Phoenix System Budget report (limited quantity)

C. Desrosiers made a motion to accept the budget proposal presented by the Board of Finance for fiscal year 2009/2010 representing \$10,409,423.18.
D. Gostanian seconded the motion.

Discussion followed.

Vote: 6-0-0 / Motion Carried

Agenda Item #6: Public Comment:

R. Burbank advised the Board that the Tax Collection for the quarter had resulted in the Town books being back in the black again and that the Town budget was on target. R. Burbank also advised the members that a sink hole had appeared in the driveway of the Library. He stated that the road crew would address this issue as soon as possible.

Agenda Item #7: Adjournment:

G. Kuhn made a motion to adjourn at 8:55 p.m.
L. Fish seconded the motion.

Vote: 6-0-0 / Motion Carried

Minutes respectfully submitted by:

Dawn D. Quint
April 28, 2009

RECEIVED FOR RECORD
 4-29-09 @ 12:30pm
 Carol A. [Signature]
 TOWN CLERK

**Town of Andover
Board of Finance Budget Workshop**

April 27, 2009

Please sign and

Print your name.

Thank you.

*Nancy Admick WSK
Georgette M Conrad*

*Nancy Admick WSK
Georgette M Conrad*

TOWN OF ANDOVER
BOARD OF FINANCE

PUBLIC BUDGET HEARING

Wednesday, April 29, 2009
7:00 p.m.
Community Room

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Hearing Format and Budget Introduction
4. Additions/Deletions to the Agenda
5. Board Member Comments on the Proposed FY 2009-2010 Budget
6. Public Comments on the Proposed FY 2009-2010 Budget
7. Budget Corrections or Modifications
8. Adjournment

**Andover Board of Finance
Meeting Minutes from 29 April, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Public Hearing

Agenda Item #1: Call to Order:

Robert Carrara, Board Chair began the meeting at 7:05 p.m.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Robert Carrara, Chair; Cathleen Desrosiers, Vice Chair; Ginny Kuhn, Linda Fish, Marie Burbank, William Perez and David Gostanian.

Town Officials: Robert Burbank, First Selectman.

Other Attendees:

- | | |
|-----------------------|-------------------|
| Catherine Palazzi | Mike Palazzi |
| Robert Wanagel | Jeanne Person |
| Virginia Wanagel | Robert S. Eells |
| Donald J. Beauvais | June Beauvais |
| Dianne Grenier | Rick Capoldo |
| Edward J. Nagy | John Handfield |
| Wallace E. Barton Jr. | Joanne Herbert |
| Carol Lee | Penny Auez |
| Georgette Conrad | Marie Brown |
| Nancy Chmielewski | Judy Knox |
| Melanie Savage | Deborah Scanlon |
| Leigh Ann Hutchinson | Joan Foran |
| Scott Sauyet | Sylvia M. R. Dake |
| Elaine Buchardt | Don Keener |

Agenda Item #3: Hearing Format and Budget Introduction:

R. Carrara requested that everyone in attendance, please, sign in and when recognized by the Chair please speak your name clearly for the record.

R. Carrara stated that the Board of Finance had produced a very conservative budget in light of present economic conditions. He also cautioned that this type of budget may cause problems in the future because it does not provide enough funding for the long term fund balance of the Town. He stated that the Town had times when it was unable to make some of its payments on time due to a lack of cash flow. Mr. Carrara stated that this budget represented an approximate 27.6 mil rate which is .3% over last years approved mil rate but actually represents no increase in taxation to the taxpayer due to the fact that they had been billed at the rate of 27.6 last year. Mr. Carrara also advised that the Tax Collector's budget amount of \$52,479.49 on the Board of Finance Proposal was an error and the actual proposed amount should be \$52,477.49.

C. Desrosiers stated that the expansion of the Proposed Board of Finance sheet would be presented by Ginny Kuhn on the over head projector and that this would demonstrate last years budget and the 2008/2009 actual year to date expenditure figures.

Agenda Item #4: Additions/Deletions to the Agenda:

None Offered

Agenda Item #5: Board Members Comments on the Proposed FY 2009/2010 Budget:

C. Desrosiers stated that \$83,000.00 of taxation that was collected last July was being refunded to the taxpayers in this budget. She clarified that tax bills had been printed and mailed at a rate of 27.6 mils. She stated that the cost of reprinting tax bills and producing actual refunds was cost prohibitive and had been estimated at \$10,000.00. This year the taxation is actually going up by .3% but it would not show a change for taxpayers as they were billed at 27.6 mils last year.

C. Desrosiers stated that Capitol Expenditures last year had been \$167,500.00 and this year due to no large purchases being made, the budget would be \$143,500.00. She stated that the Board of Finance had decided to put \$25,000.00 toward reevaluation and cautioned that next year the Town had no choice but to perform a reevaluation.

C. Desrosiers stated that no raises were given to any Town employee who was not unionized. She also stated that even though the Assessor was unionized that he decided to forgo his raise this year.

R. Carrara stated that the \$83,000.00 being returned to the taxpayers did include interest. He also stated that the Working Capital account would help maintain cash flow for the Town.

C. Desrosiers stated that the Board of Finance felt that the request by Andover Elementary School for an increase of 1.92% and the request by RHAM for 2.2% were the lowest requests seen in many years and reflected a conservative budget. She stated that the Board wished to congratulate both Schools for a job well done.

Agenda Item #6: Public Comments on Proposed FY 2009-2010 Budget:

G. Conrad inquired if this was the last year that the Town would need to make payments on the safety complex.

R. Burbank stated that it was.

S. Sauyet inquired about the figure for Education and was the amount a lump sum for both AES and RHAM.

G. Kuhn clarified and confirmed that both school were represented.

R. Carrara inquired of the First Selectman how many roads he projected to repair this coming fiscal year.

R. Burbank stated that the \$80,000.00 on the budget represented the taxpayers' amount for funding and that the State amount was not firm at this point. Therefore, he was unable to make an accurate projection of how many roads but that the plan included preservation work for oiling of roads.

E. Brown asked if there was a prioritization for Burnap Brook Road due to the extreme poor condition of the road.

C. Desrosiers stated that the Board of Finance has no authority on that and suggested he present his concerns to the Board of Selectmen. She stated that she was aware of a written plan for road repair.

R. Burbank stated that there was a 5 year plan but he did not believe that paving Burnap Brook Road was on that plan. He stated that the Town had hoped to receive some of the stimulus money to do this type of work but at present all stimulus money was being sent to urban areas.

C. Desrosiers stated that as the Board of Finance is being urged to cut the budget every year that the money for this type of thing was being reduced.

B. Wanagel requested that the money for Senior Citizens Trips be returned to the prior years funded amount of \$3,500.00. He stated that the Board of Finance had cut the amount last year to \$2,000.00 with the understanding that the difference would be used to fund a program through the McSweeney Center. He stated that Senior Citizens needed these trips to avoid depression and other mental health issues. He stated that 33 people had enjoyed a trip to New York that would have not been able to leave the state any other way. Mr. Wanagel stated that the grant had not been able to provide this type of service. Mr. Wanagel commented that the Board of Finance had done a good job and chastised the public for their lack of attendance.

R. Carrara stated that the Municipal agent receives no salary and that the line reflects mileage reimbursement.

C. Palazzi clarified that the Municipal Agent receives no salary. She also stated that 53 people use the services of the McSweeney center for a fee to the Town of \$400.00 which was not the actual portion of support that the Town should be making but due to economic conditions the McSweeney center was accepting this payment. She also clarified that the grant had paid for other trips for Seniors that were closer to home. She also stated that the Seniors had received exercise equipment from Eastern Highland Health district for their entertainment and educational support. C. Palazzi stated that the Seniors are given a hot meal on average once a week for \$3.00 and that the grant covers the additional cost of \$2.00 per dinner. She stated that the Seniors who travel on the smaller trips that are funded by the grant also pay \$2.00 per person back to the Town for

gas and that the Transportation Committee had stated many times that they preferred to schedule many, small, less expensive trips, such as the one to Goodspeed that was funded by the grant. She also stated that the smaller trips included residents of the Town that were ADA eligible.

D. Gostanian questioned that only 33 people were able to attend the larger more expensive trips.

C. Desrosiers stated that last year the Board of Finance had originally cut this trip money to \$1,500.00 and had reinstated \$500.00 with the knowledge that grant money would be used for some trips such as the Goodspeed trip.

D. Beauvais stated that the Seniors club consisted of 72 people but that the trips were open to any senior in town. He stated that trips for shopping, banking, lunch and/or breakfast were also offered.

R. Cararra inquired if a non-resident fee was being charged to those seniors who went on these trips.

C. Palazzi stated that they had not had anyone from another town go on these trips.

G. Conrad stated that prior to the Town owning the senior vans that the State did not allow long distance trips and that the Post Roads trips were established at that time. She stated that she felt there was a need for both the long distance and the local trips.

J. Foran stated that the Town of Columbia had taken 10 Andover Seniors on a trip for free due to the efforts of our Municipal Agent to establish a rapport with other Towns. She stated she believed that any and all efforts to establish cooperation and an exchange of services were critical.

J. Foran asked if the rate of 27.6% was the amount sent to OPM last year and commended the Board of Finance for the good job they had done.

R. Burbank stated that 27.6% was correct.

L. Hutchinson inquired why old line times with a zero amounts were still listed.

G. Kuhn advised that accounts that had been established in the past need to remain for accounting purposes for a certain period of time.

L. Hutchinson inquired about the budget for the Transfer Station and why it appeared in two places on the budget lay out, could one be removed?

C. Desrosiers stated that the Board would look into the removal of the duplication.

L. Hutchison inquired about the number of people the salary budget for the Transfer Station represented.

R. Burbank stated that at this time only one person was employed.

D. Scanlon asked for clarification if the amount of \$24,000.00 was for two employees.

R. Burbank stated that the person left a month or so ago and the position had not been filled. He said this was a cost savings move and that the second position would be filled next year. Mr. Burbank clarified that the Town was approximately 82% expended for the year.

D. Grenier inquired to the location of the revenue from the dump on the budget.

C. Desrosiers stated that it was included in the line "Less Anticipated Revenue," and that it was estimated at \$2,000.00.

D. Scanlon inquired about the projected amount of unemployment compensation that was budgeted for the Andover Elementary School.

A. Maneggia stated that AES projected two cases of people who would be eligible for unemployment next year.

J. Handfield inquired if the Tax Collector position was full time with benefits and suggested that some towns had gone to part-time to save the benefit cost.

C. Desrosiers stated that the Board of Finance had no purview on employee matters.

R. Burbank stated that the Towns that had done this were smaller and were requiring their Town Clerk to perform part of the Tax Collectors duties.

D. Grenier inquired if the towns that cut their Tax Collector back had quarterly tax collection.

C. Desrosiers stated that Andover collected taxes four times per year. She said the Board of Finance might need to address a change to two times per year because at present there was not enough taxation collected at the end of a quarter to cover the Town's bills.

C. Desrosiers stated that she wished to review the items under Capitol Expenditures with the public. She stated that the budgeted amount was \$143,500.00 and that it consisted of the following: A new Library Roof as recommended by the CIP for \$7,500.00, a Town Garage furnace as recommended by the CIP for \$6,000.00, a Town Hall furnace as recommended by the CIP for \$10,000.00, Reevaluation funding of \$25,000.00, Road Repair funding of \$80,000.00, and lastly Severance for \$15,000.00, which amounted to \$24,000.00 less than last years budget.

M. Burbank stated that she wanted to point out the \$32,624.00 being returned by RHAM and the \$70,000.00 being returned by AES as well as the \$83,000.00 of returned taxation. She stated that the taxpayers needed to understand that these amounts of returned funding could not be depended on in the future.

G. Conrad inquired to the amount of money that had been set aside last year for the upcoming reevaluation.

R. Burbank stated that originally it had been set at \$15,000.00 but in order to pass the budget it had to be reduced to \$7,500.00.

W. Perez stated that the bill next year would be \$100,000.00 for the reevaluation and that the taxpayers would have to shoulder the burden of a huge payment that not enough money had been set aside for.

G. Conrad stated that other First Selectmen had applied to the State for a postponement and asked if Andover could also apply for a postponement.

R. Burbank stated that the Legislature was considering that at this time but it was not approved yet.

R. Wanagel stated that he knew that only a few towns subsidized their Senior Citizens activities and that he wanted to thank the taxpayers of Andover but that he felt they needed to know that the Seniors of Andover really need their trips.

R. Carrara stated that he felt the AES had done well under the present Superintendent and that he wished to thank them for their performance on this budget. He stated that he felt the whole budget for the Town was clean and asked that the people not vote to take the budget to referendum if they did not agree due to the estimated cost of \$2,200.00 to do a referendum vote.

D. Scanlon inquired about the amount of a mil.

C. Desrosiers stated that a mil varies every year but this year it was \$275,961.43.

D. Scanlon thanked the Board for returning the \$83,000.00 to the taxpayers and stated that she felt this budget would pass.

G. Kuhn advised that if there had been no returned funding the mil rate would have been approximately 28.3%.

W. Perez stated that these are troubled times and that the Board had worked very hard to produce the best budget they could. He advised that any further cuts would result in a reduction of services. He also advised that the Town would not be able to maintain these low tax rates much longer.

R. Burbank state that RHAM may or may not request a large increase in the future due to promised increase in teacher salaries.

C. Desrosiers stated that RHAM had 65 new students and that AES did not.

G. Conrad stated that 6 teachers were retiring from RHAM and that the people from Marlborough had pushed for increased salaries so that RHAM would be able to procure the best teachers.

C. Palazzi commended R. Carrara for appealing to the taxpayers to not take the budget to referendum, due to the cost.

W. Perez left the meeting at 8:39 p.m.

L. Hutchinson inquired to the existence of a Town Ordinance that stated the Municipal Agent could not receive a salary.

G. Kuhn stated that the Charter prohibited it and that the line item was used to cover travel, office supplies and conference.

C. Palazzi stated that five towns do not pay their Municipal Agents and Andover is one of them.

G. Conrad inquired if the phrasing of the line title Assistant Assessor could be changed to avoid confusion. She suggested it should be Assessors Assistant.

G. Kuhn stated that the Board of Finance could not do it and that it needs to be approved by the Selectmen and the Auditor.

B. Wanagel stated that 5 years ago the Board of Finance approved a salary for the Municipal Agent.

R. Carrara stated that the Board of Finance would refer the issue to the Town Treasurer.

M. Burbank made a motion to close the Public Hearing at 8:44 p.m.

D. Gostanian seconded the motion.

Discussion followed.

Vote: 6-0-0 / Motion Carried

Agenda Item#7: Budget Corrections or Modifications:

None Offered.

M. Burbank made a motion to forward the budget to the Town Meeting for a vote.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 6-0-0 / Motion Carried

Agenda Item #8: Adjournment:

C. Desrosiers made a motion to adjourn at 8:46 p.m.
D. Gostanian seconded the motion.

Vote: 5-0-0 / Motion Carried

Minutes respectfully submitted by:

Dawn D. Quint

May 1, 2009

RECEIVED FOR RECORD
5-4-09 @ 6:30am
Carol A. Lee
TOWN CLERK

Town of Andover
Board of Finance Public Hearing

April 29, 2009

Please sign and

Print your name. Thank you.

Catherine Palazzi
Mike Palazzi

Catherine Palazzi
MIKE PALAZZI
BOB WANAGEL

Bob Wanagel

Jeanne Person

JEANNE PERSON
VIRGINIA W

Virginia Wanagel

Bob Wanagel

BOB W.

Robert S. Eells

ROBERT S EELLS
DONALD J BEAUVAIS
JUNE BEAUVAIS

Donald J Beauvais

June Beauvais

Dianne Grenier

Dianne Grenier

Paul Caputo

PAUL CAPUTO

Edw J. Nagy

ED NAGY

John Handfield

JOHN HANDFIELD

Wallace F Barta Jr.

WALLACE F BARTA JR.

Joanne Hebert

JOANNE HERBERT

Carol Lee

CAROL LEE

Penny Auer

PENNY AUER

Georgette M Conrad

GEORGETTE M CONRAD

Marc Brown

MARC BROWN

Town of Andover
Board of Finance Public Hearing

April 29, 2009

Please sign and

Nancy Chmielewski

Judy Knox

Melanie Savage

Deborah Scanlon

Leigh Anne Fletcher

Jean Forzy

Scott Sawyer

Sylvia M.R. Dake

Elaine Buchardt

Don Keener

Print your name. Thank you.

Nancy Chmielewski

Judy Knox

MELANIE SAVAGE

DEBORAH SCANLON

Leigh Anne Fletcher

Jean Forzy

Scott Sawyer

Sylvia M.R. Dake

Elaine Buchardt

Don Keener

Report Type

Summary Report

Detail Report

Final Level

FUND

PROGRAM

PROGRAM Range

000-999

Force New Page

Print Header Line

Sort Only - No Totals

Print Level Name

One Account/Page

Print Transfer Detail

Print Pol Detail

Print Transactions

Secondary Level

OBJECT

OBJECT Range

000-999

Force New Page

Print Header Line

Sort Only - No Totals

Print Level Name

Additional Sub-Totals

None

Hundreds

Thousands

Primary Level

FUNCTION

FUNCTION Range

0000-9999

Force New Page

Print Header Line

Sort Only - No Totals

Print Level Name

Additional Sub-Totals

None

Hundreds

Thousands

Base Level

FUND

FUND

100

Force New Page

Print Level Name

Date of Appearance Report

04/29/2009 03:07:21 PM

Re-Calc Balances as of Above Date

Print Account Key:

Do not print zero appropriation and balance accounts:

Design Date: 8/31/2004

Designer: LINDA

Andover Town 2008-2009

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance
1-100-01-0101-100 1ST SEL WAGE-First Selectman	\$45,000.00	\$45,000.00	\$35,480.38	\$0.00	\$0.00	\$9,519.62
1-100-01-0101-105 OTH SEL WAGE-Selectmen	\$5,000.00	\$5,000.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00
1-100-01-0101-115 Board Clerk BOS	\$500.00	\$500.00	\$365.64	\$0.00	\$0.00	\$134.36
1-100-01-0101-330 CONF. SEMINARS-Selectmen	\$800.00	\$800.00	\$327.00	\$0.00	\$0.00	\$473.00
1-100-01-0101-381 Moving	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
1-100-01-0101-580 Mileage-Selectmen	\$750.00	\$750.00	\$785.77	\$0.00	\$0.00	(\$35.77)
1-100-01-0101-610 SUPPLIES/EXPENSES-Selectmen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-01-0101-810 DUE & Memberships-Selectmen	\$100.00	\$100.00	\$64.00	\$0.00	\$0.00	\$36.00
01-General Government	\$52,650.00	\$52,650.00	\$39,522.79	\$0.00	\$0.00	\$13,127.21
0101 Selectmen	\$52,650.00	\$52,650.00	\$39,522.79	\$0.00	\$0.00	\$13,127.21
1-100-01-0103-121 Board Clerk Wages-Board of Finance	\$800.00	\$800.00	\$853.15	\$0.00	\$0.00	(\$53.15)
1-100-01-0103-122 CIP CLERK-BOARD OF FINANCE	\$200.00	\$200.00	\$159.37	\$0.00	\$0.00	\$40.63
01-General Government	\$1,000.00	\$1,000.00	\$1,012.52	\$0.00	\$0.00	(\$12.52)
0103 Board Clerks	\$1,000.00	\$1,000.00	\$1,012.52	\$0.00	\$0.00	(\$12.52)
1-100-01-0105-320 Annual Audit-Auditor	\$13,000.00	\$13,000.00	\$13,300.58	\$0.00	\$0.00	(\$300.58)
1-100-01-0105-322 Accounting Consultant	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
01-General Government	\$18,000.00	\$18,000.00	\$13,300.58	\$0.00	\$0.00	\$4,699.42
0105 Auditor	\$18,000.00	\$18,000.00	\$13,300.58	\$0.00	\$0.00	\$4,699.42
1-100-01-0107-310 Legal Retainer-Legal Counsel	\$17,000.00	\$17,000.00	\$7,274.84	\$0.00	\$0.00	\$9,725.16
1-100-01-0107-311 P & Z-Legal Counsel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-General Government	\$17,000.00	\$17,000.00	\$7,274.84	\$0.00	\$0.00	\$9,725.16
0107 Town Attorney	\$17,000.00	\$17,000.00	\$7,274.84	\$0.00	\$0.00	\$9,725.16
1-100-01-0109-100 Salary-Treasurer	\$15,413.00	\$15,413.00	\$12,048.66	\$0.00	\$0.00	\$3,364.34
1-100-01-0109-120 Wages/Treasurer Clerk	\$25,542.40	\$25,542.40	\$20,381.41	\$0.00	\$0.00	\$5,160.99
1-100-01-0109-330 CONF & SEMINARS	\$100.00	\$100.00	\$25.00	\$0.00	\$0.00	\$75.00
1-100-01-0109-438 Equip. Maint.-Treasurer	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
1-100-01-0109-580 Mileage-Treasurer	\$100.00	\$100.00	\$5.56	\$0.00	\$0.00	\$94.44
1-100-01-0109-609 Equipment-Treasurer	\$900.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00
01-General Government	\$43,055.40	\$43,055.40	\$32,460.63	\$0.00	\$0.00	\$10,594.77
0109 Treasurer/Financial	\$43,055.40	\$43,055.40	\$32,460.63	\$0.00	\$0.00	\$10,594.77
1-100-01-0111-100 Salary-Tax Collector	\$38,065.00	\$38,065.00	\$30,374.98	\$0.00	\$0.00	\$7,690.02
1-100-01-0111-109 DMV Fees	\$825.00	\$825.00	\$1,006.56	\$0.00	\$0.00	(\$181.56)
1-100-01-0111-330 Conf. & Seminars-Tax Collector	\$1,200.00	\$1,200.00	\$513.00	\$0.00	\$0.00	\$687.00
1-100-01-0111-438 Equip. Maint.-Tax Collector	\$5,800.00	\$5,800.00	\$4,994.97	\$0.00	\$0.00	\$805.03
1-100-01-0111-580 Mileage-Tax Collector	\$100.00	\$100.00	\$96.33	\$0.00	\$0.00	\$3.67
1-100-01-0111-610 Office Supplies-Tax Collector	\$580.00	\$580.00	\$529.51	\$0.00	\$0.00	\$50.49

Andover 2008-2009

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance
1-100-01-0111-618 Computer Supplies-Tax Collector	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-01-0111-805 Tax Refunds	\$10,000.00	\$10,000.00	\$1,775.51	\$0.00	\$0.00	\$8,224.49
1-100-01-0111-810 MEMBERSHIP	\$100.00	\$100.00	\$75.00	\$0.00	\$0.00	\$25.00
1-100-01-0111-901 Tax Collector-Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 General Government	\$56,670.00	\$56,670.00	\$39,365.86	\$0.00	\$0.00	\$17,304.14
0111 Tax Collector	\$56,670.00	\$56,670.00	\$39,365.86	\$0.00	\$0.00	\$17,304.14
1-100-01-0113-100 Salary-Assessor	\$25,322.00	\$25,322.00	\$19,969.56	\$0.00	\$0.00	\$5,352.44
1-100-01-0113-120 Salary-Ass. Assessor	\$27,581.00	\$27,581.00	\$13,454.58	\$0.00	\$0.00	\$14,126.42
1-100-01-0113-321 Personal Property Audits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-01-0113-335 Training/Assessor	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	(\$600.00)
1-100-01-0113-438 Software-Assessor	\$10,810.00	\$10,810.00	\$10,610.00	\$0.00	\$0.00	\$200.00
1-100-01-0113-580 Mileage-Assessor	\$500.00	\$500.00	\$71.71	\$0.00	\$0.00	\$428.29
1-100-01-0113-610 Office Supplies-Assessor	\$800.00	\$800.00	\$510.90	\$0.00	\$0.00	\$289.10
1-100-01-0113-612 Books / Subs.-Assessor	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
01 General Government	\$65,413.00	\$65,413.00	\$45,216.75	\$0.00	\$0.00	\$20,196.25
0113 Assessor	\$65,413.00	\$65,413.00	\$45,216.75	\$0.00	\$0.00	\$20,196.25
1-100-01-0115-100 Salaries-BAA	\$600.00	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00
01 General Government	\$600.00	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00
0115 BD Assess Appeal	\$600.00	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00
1-100-01-0117-100 Salary-Town Clerk	\$39,900.00	\$39,900.00	\$31,459.50	\$0.00	\$0.00	\$8,440.50
1-100-01-0117-120 Asst. Salary-Town Clerk	\$19,091.00	\$19,091.00	\$15,011.22	\$0.00	\$0.00	\$4,079.78
1-100-01-0117-330 Conf. / Seminars-Town Clerk	\$1,000.00	\$1,000.00	\$709.00	\$0.00	\$0.00	\$291.00
1-100-01-0117-335 Training-Town clerk	\$450.00	\$450.00	\$442.00	\$0.00	\$0.00	\$8.00
1-100-01-0117-438 Equip. Maint.-Town Clerk	\$540.00	\$540.00	\$133.63	\$225.00	\$0.00	\$181.37
1-100-01-0117-580 Mileage-Town Clerk	\$500.00	\$500.00	\$422.15	\$0.00	\$0.00	\$77.85
1-100-01-0117-610 Office Supplies-Town Clerk	\$1,400.00	\$1,400.00	\$1,396.87	\$0.00	\$0.00	\$3.13
1-100-01-0117-612 Land Records-Town Clerk	\$8,000.00	\$8,000.00	\$3,718.09	\$1,565.00	\$0.00	\$2,716.91
1-100-01-0117-616 Maps Filing & Indexing-Town Clerk	\$600.00	\$600.00	\$547.25	\$0.00	\$0.00	\$52.75
1-100-01-0117-810 Dues / Memberships-Town Clerk	\$500.00	\$500.00	\$385.00	\$0.00	\$0.00	\$115.00
1-100-01-0117-865 Vital Statistics-Town Clerk	\$300.00	\$300.00	\$298.91	\$0.00	\$0.00	\$1.09
1-100-01-0117-885 Restoration-Town Clerk	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
01 General Government	\$73,281.00	\$73,281.00	\$55,523.62	\$1,790.00	\$0.00	\$15,967.38
0117 Town Clerk	\$73,281.00	\$73,281.00	\$55,523.62	\$1,790.00	\$0.00	\$15,967.38
1-100-01-0119-800 Misc. Expenses-Probate Court	\$1,995.00	\$1,995.00	\$737.91	\$0.00	\$0.00	\$1,257.09
01 General Government	\$1,995.00	\$1,995.00	\$737.91	\$0.00	\$0.00	\$1,257.09
0119 Probate Court	\$1,995.00	\$1,995.00	\$737.91	\$0.00	\$0.00	\$1,257.09

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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance
1-100-01-0121-100 Salaries-Elections	\$11,000.00	\$11,000.00	\$4,731.16	\$0.00	\$0.00	\$6,268.84
1-100-01-0121-438 Equip. Maint.-Elections	\$1,800.00	\$1,800.00	\$852.67	\$0.00	\$0.00	\$947.33
1-100-01-0121-610 Supplies-Elections	\$1,800.00	\$1,800.00	\$1,607.72	\$0.00	\$0.00	\$192.28
1-100-01-0121-800 MISC/CANV	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
1-100-01-0121-830 Meals-Elections	\$700.00	\$700.00	\$121.22	\$0.00	\$0.00	\$578.78
01 General Government	\$15,700.00	\$15,700.00	\$7,312.77	\$0.00	\$0.00	\$8,387.23
0121 Elections	\$15,700.00	\$15,700.00	\$7,312.77	\$0.00	\$0.00	\$8,387.23
1-100-01-0123-432 Building Maint.-Old Town Hall	\$200.00	\$200.00	\$30.57	\$0.00	\$0.00	\$169.33
1-100-01-0123-490 Alarm System-Old Town Hall	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00
1-100-01-0123-530 Telephone-Old Town Hall	\$360.00	\$360.00	\$300.92	\$0.00	\$0.00	\$59.08
1-100-01-0123-601 Electricity-Old Town Hall	\$550.00	\$550.00	\$410.65	\$0.00	\$0.00	\$139.35
1-100-01-0123-603 Fuel Oil-Old Town Hall	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
01 General Government	\$1,510.00	\$1,510.00	\$942.24	\$0.00	\$0.00	\$567.76
0123 Old Town Hall	\$1,510.00	\$1,510.00	\$942.24	\$0.00	\$0.00	\$567.76
1-100-01-0125-100 Salary-Registrars	\$3,882.00	\$3,882.00	\$2,910.00	\$0.00	\$0.00	\$972.00
1-100-01-0125-120 Asst. Salary-Registrars	\$342.00	\$342.00	\$171.00	\$0.00	\$0.00	\$171.00
1-100-01-0125-330 CONF & SEMINARS	\$600.00	\$600.00	\$329.00	\$0.00	\$0.00	\$271.00
1-100-01-0125-580 Mileage-Registrars	\$200.00	\$200.00	\$171.44	\$0.00	\$0.00	\$28.56
1-100-01-0125-610 Office Supplies-Registrars	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00
1-100-01-0125-810 Dues / Memberships-Registrars	\$200.00	\$200.00	\$100.00	\$0.00	\$0.00	\$100.00
01 General Government	\$5,624.00	\$5,624.00	\$4,081.44	\$0.00	\$0.00	\$1,542.56
0125 Registrars	\$5,624.00	\$5,624.00	\$4,081.44	\$0.00	\$0.00	\$1,542.56
1-100-01-0127-540 Legal Ads-Advertising	\$5,500.00	\$5,500.00	\$3,109.15	\$0.00	\$0.00	\$2,390.85
1-100-01-0127-999 Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 General Government	\$5,500.00	\$5,500.00	\$3,109.15	\$0.00	\$0.00	\$2,390.85
0127 ADS	\$5,500.00	\$5,500.00	\$3,109.15	\$0.00	\$0.00	\$2,390.85
1-100-01-0129-315 Payroll Service-Town Office	\$4,200.00	\$4,200.00	\$3,015.49	\$0.00	\$0.00	\$1,184.51
1-100-01-0129-330 CONFERENCES & SEMINARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-01-0129-350 Water Testing	\$100.00	\$100.00	\$50.00	\$0.00	\$0.00	\$50.00
1-100-01-0129-365 Elevator-Service Contract	\$2,400.00	\$2,400.00	\$2,160.00	\$0.00	\$0.00	\$240.00
1-100-01-0129-401 Elevator Permit	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00	\$0.00
1-100-01-0129-430 ProComm.Maint. Agr.-Town Office	\$620.00	\$620.00	\$465.00	\$0.00	\$0.00	\$155.00
1-100-01-0129-432 Building Maint.-Town Office Building	\$1,500.00	\$1,500.00	\$89.98	\$0.00	\$0.00	\$1,410.02
1-100-01-0129-434 Furnace Maint.-Town Office Building	\$500.00	\$500.00	\$586.78	\$0.00	\$0.00	(\$86.78)
1-100-01-0129-439 Software Maint.-Town Office Building	\$5,000.00	\$5,000.00	\$1,769.67	\$0.00	\$0.00	\$3,230.33
1-100-01-0129-444 Copier Rental-Town Office	\$2,986.00	\$2,986.00	\$1,816.09	\$0.00	\$0.00	\$1,169.91
1-100-01-0129-490 Alarm System-Town Office	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance
1-100-01-0129-493 TN 911	\$9,868.68	\$9,868.68	\$9,336.90	\$0.00	\$0.00	\$531.78
1-100-01-0129-530 Telephone-Town Office Building	\$9,000.00	\$9,000.00	\$7,059.05	\$0.00	\$0.00	\$1,940.95
1-100-01-0129-531 Postage-Town Office	\$7,000.00	\$7,000.00	\$5,690.62	\$0.00	\$0.00	\$1,309.38
1-100-01-0129-533 Postage Meter Rental-Town Office	\$500.00	\$500.00	\$384.00	\$0.00	\$0.00	\$116.00
1-100-01-0129-537 Internet Cable-Office Building	\$1,200.00	\$1,200.00	\$1,050.00	\$0.00	\$0.00	\$150.00
1-100-01-0129-550 Printing-Town Office Building	\$0.00	\$0.00	\$123.66	\$0.00	\$0.00	(\$123.66)
1-100-01-0129-601 Electricity-Town Office Building	\$7,500.00	\$7,500.00	\$5,404.93	\$0.00	\$0.00	\$2,095.07
1-100-01-0129-603 Fuel Oil-Town Office Building	\$6,000.00	\$6,000.00	\$6,937.27	\$0.00	\$0.00	(\$937.27)
1-100-01-0129-610 Office Supplies-Town Office Building	\$5,000.00	\$5,000.00	\$3,698.56	\$791.76	\$0.00	\$509.68
1-100-01-0129-611 Office Furniture	\$500.00	\$500.00	\$31.79	\$468.21	\$0.00	\$0.00
1-100-01-0129-652 Janitorial Supplies-Town Office	\$300.00	\$300.00	\$719.13	\$0.00	\$0.00	(\$419.13)
1-100-01-0129-735 Computer Repl. & Service Town Office	\$0.00	\$0.00	\$582.75	\$0.00	\$0.00	(\$582.75)
1-100-01-0129-800 Town Office Building/Phoenix	\$5,708.00	\$5,708.00	\$0.00	\$0.00	\$0.00	\$5,708.00
01 General Government	\$70,142.68	\$70,142.68	\$51,231.67	\$1,259.97	\$0.00	\$17,651.04
0129 Town Office Building	\$70,142.68	\$70,142.68	\$51,231.67	\$1,259.97	\$0.00	\$17,651.04
1-100-01-0131-100 Adm. Asst. Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-01-0131-125 Asst. Asses. Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-01-0131-360 Web Site	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
01 General Government	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
0131 NL - Admin Assistant & Clerk	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
1-100-01-0133-815 Dog Damage	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
1-100-01-0133-999 Canine Damage-Dog Damage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 General Government	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
0133 Dog Damage	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
1-100-01-0135-335 Civil Preparedness Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-01-0135-535 Mobil Phone-Civil Prep	\$350.00	\$350.00	\$139.35	\$0.00	\$0.00	\$210.65
1-100-01-0135-800 Civil Preparedness	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 General Government	\$350.00	\$350.00	\$139.35	\$0.00	\$0.00	\$210.65
0135 Civil Preparedness	\$350.00	\$350.00	\$139.35	\$0.00	\$0.00	\$210.65
1-100-01-0137-500 Insurance	\$122,000.00	\$122,000.00	\$115,052.00	\$0.00	\$0.00	\$6,948.00
01 General Government	\$122,000.00	\$122,000.00	\$115,052.00	\$0.00	\$0.00	\$6,948.00
0137 Insurance	\$122,000.00	\$122,000.00	\$115,052.00	\$0.00	\$0.00	\$6,948.00
1-100-01-0139-899 Contingency Fund / Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0139 Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance
1-100-01-0141-205 Social Security-Employee Benefits	\$38,800.00	\$38,800.00	\$26,596.92	\$0.00	\$0.00	\$12,203.08
1-100-01-0141-207 Medicare-Employee Benefits	\$9,100.00	\$9,100.00	\$5,862.72	\$0.00	\$0.00	\$3,237.28
1-100-01-0141-210 Unempl. Comp.-Employee Benefits	\$13,200.00	\$13,200.00	\$3,211.80	\$0.00	\$0.00	\$9,988.20
1-100-01-0141-215 Health Insurance-Employee Benefits	\$117,400.00	\$117,400.00	\$94,609.57	\$0.00	\$0.00	\$22,790.43
1-100-01-0141-220 Dental-Employee Benefits	\$6,122.00	\$6,122.00	\$4,412.38	\$0.00	\$0.00	\$1,709.62
1-100-01-0141-225 Life Ins.-Employee Benefits	\$1,224.00	\$1,224.00	\$960.50	\$0.00	\$0.00	\$263.50
1-100-01-0141-230 Retirement-Employee Benefits	\$30,000.00	\$30,000.00	\$20,732.21	\$0.00	\$0.00	\$9,267.79
1-100-01-0141-280 Physicals-Employee Benefits	\$3,500.00	\$3,500.00	\$3,534.17	\$0.00	\$0.00	(\$34.17)
1-100-01-0141-290 Amort. Merit-Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-01-0141-295 Adm. Fee Merf.-Employee Benefits	\$2,114.00	\$2,114.00	\$2,024.00	\$0.00	\$0.00	\$90.00
01 General Government	\$221,460.00	\$221,460.00	\$161,944.27	\$0.00	\$0.00	\$59,515.73
0141 Employee Benefits	\$221,460.00	\$221,460.00	\$161,944.27	\$0.00	\$0.00	\$59,515.73
1-100-01-0143-100 Salaries-Drivers/Dispatch	\$2,000.00	\$2,000.00	\$1,920.00	\$0.00	\$0.00	\$80.00
1-100-01-0143-365 Drivers/Dispatchers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-01-0143-380 Comm. Drivers Test-Dial a Ride	\$500.00	\$500.00	\$213.55	\$0.00	\$0.00	\$286.45
1-100-01-0143-435 Vehicle Maint.-Dial a Ride	\$1,200.00	\$1,200.00	\$697.70	\$27.58	\$0.00	\$274.72
1-100-01-0143-535 Mobile Phone-Dial a Ride	\$300.00	\$300.00	\$187.04	\$0.00	\$0.00	\$112.96
1-100-01-0143-580 Dial-A-Ride Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-01-0143-603 Fuel-Dial a Ride	\$3,000.00	\$3,000.00	\$1,951.82	\$0.00	\$0.00	\$1,048.18
1-100-01-0143-630 Oil-Dial a Ride	\$200.00	\$200.00	(\$40.00)	\$0.00	\$0.00	\$240.00
1-100-01-0143-810 Dve / Memberships-Dial a Ride	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
01 General Government	\$7,350.00	\$7,350.00	\$5,130.11	\$27.58	\$0.00	\$2,192.31
0143 Andover Senior Transportation	\$7,350.00	\$7,350.00	\$5,130.11	\$27.58	\$0.00	\$2,192.31
1-100-01-0145-100 Salary-Municipal Agent	\$1,040.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-01-0145-330 Municipal Agent-Conferences	\$0.00	\$300.00	\$275.00	\$0.00	\$0.00	\$25.00
1-100-01-0145-531 Postage-Senior Citizens	\$600.00	\$600.00	\$435.98	\$0.00	\$0.00	\$164.02
1-100-01-0145-580 Municipal Agent-Mileage	\$0.00	\$600.00	\$714.67	\$0.00	\$0.00	(\$114.67)
1-100-01-0145-610 Municipal Agent-Supplies	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00
1-100-01-0145-800 McSweeney Center-Senior Citizens	\$1,400.00	\$1,400.00	\$400.00	\$0.00	\$0.00	\$1,000.00
1-100-01-0145-840 Municipal Agents-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-01-0145-870 Programs-Senior Citizens	\$1,467.00	\$1,467.00	\$1,467.00	\$0.00	\$0.00	\$0.00
1-100-01-0145-875 Trips-Senior Citizens	\$2,000.00	\$2,000.00	\$1,918.00	\$0.00	\$0.00	\$82.00
1-100-01-0145-901 Equipment-Municipal Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 General Government	\$6,507.00	\$6,507.00	\$5,210.65	\$0.00	\$0.00	\$1,296.35
0145 Senior Citizens	\$6,507.00	\$6,507.00	\$5,210.65	\$0.00	\$0.00	\$1,296.35
1-100-01-0147-365 Cleaning Service	\$9,054.50	\$9,054.50	\$6,300.00	\$0.00	\$0.00	\$2,754.50
01 General Government	\$9,054.50	\$9,054.50	\$6,300.00	\$0.00	\$0.00	\$2,754.50

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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance
0147 Custodian	\$9,054.50	\$9,054.50	\$6,300.00	\$0.00	\$0.00	\$2,754.50
1-100-01-0149-432 Building Maint.-Old Fire House	\$1,850.00	\$1,850.00	\$16.30	\$0.00	\$0.00	\$1,833.70
1-100-01-0149-434 Furance Maint.-Old Fire House	\$250.00	\$250.00	\$270.00	\$0.00	\$0.00	(\$20.00)
1-100-01-0149-490 Alarm Maint.-Old Fire House	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00
1-100-01-0149-530 Telephone-Old Fire House	\$500.00	\$500.00	\$369.73	\$0.00	\$0.00	\$130.27
1-100-01-0149-601 Electricity-Old Fire House	\$2,000.00	\$2,000.00	\$1,573.00	\$0.00	\$0.00	\$427.00
1-100-01-0149-603 Fuel Oil-Old Fire House	\$3,000.00	\$3,000.00	\$1,999.71	\$0.00	\$0.00	\$1,000.29
1-100-01-0149-605 Propane-Old Fire House	\$100.00	\$100.00	\$36.00	\$0.00	\$0.00	\$64.00
01 General Government	\$7,900.00	\$7,900.00	\$4,464.74	\$0.00	\$0.00	\$3,435.26
0149 OLD Fire House	\$7,900.00	\$7,900.00	\$4,464.74	\$0.00	\$0.00	\$3,435.26
1-100-01-0151-100 Dog Warden Salary-Dog Fund	\$6,420.00	\$6,420.00	\$5,407.24	\$0.00	\$0.00	\$1,012.76
01 General Government	\$6,420.00	\$6,420.00	\$5,407.24	\$0.00	\$0.00	\$1,012.76
0151 Dog Fund	\$6,420.00	\$6,420.00	\$5,407.24	\$0.00	\$0.00	\$1,012.76
1-100-01-0153-800 Historical Society	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
01 General Government	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
0153 HISTORICAL	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
1-100-01-0155-800 TOWN ETHICS COMMISSION	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
01 General Government	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
0155 Ethics Commission	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
1-100-02-0201-841 Health Director	\$14,481.61	\$14,481.61	\$14,481.60	\$0.00	\$0.00	\$0.01
1-100-02-0201-999 EASTERN HIGHLANDS HEALTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02 Conservation	\$14,481.61	\$14,481.61	\$14,481.60	\$0.00	\$0.00	\$0.01
0201 NL - Health Officer	\$14,481.61	\$14,481.61	\$14,481.60	\$0.00	\$0.00	\$0.01
1-100-02-0203-842 Visiting Nurse Assoc.	\$1,250.00	\$1,250.00	\$1,250.00	\$0.00	\$0.00	\$0.00
02 Conservation	\$1,250.00	\$1,250.00	\$1,250.00	\$0.00	\$0.00	\$0.00
0203 NL - Visiting Nurses	\$1,250.00	\$1,250.00	\$1,250.00	\$0.00	\$0.00	\$0.00
1-100-02-0205-843 N.C. Mental Health	\$212.00	\$212.00	\$212.00	\$0.00	\$0.00	\$0.00
02 Conservation	\$212.00	\$212.00	\$212.00	\$0.00	\$0.00	\$0.00
0205 NL- North Central Mental Hlth	\$212.00	\$212.00	\$212.00	\$0.00	\$0.00	\$0.00
1-100-02-0207-844 AHM Youth Services	\$40,728.00	\$40,728.00	\$40,728.00	\$0.00	\$0.00	\$0.00
02 Conservation	\$40,728.00	\$40,728.00	\$40,728.00	\$0.00	\$0.00	\$0.00
0207 NL - AHM Youth Services	\$40,728.00	\$40,728.00	\$40,728.00	\$0.00	\$0.00	\$0.00
1-100-03-0301-100 Salary-Public Works	\$134,629.69	\$135,429.69	\$109,581.20	\$0.00	\$0.00	\$25,848.49

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance
1-100-03-0301-390 Tree Removal-Public Works	\$4,500.00	\$4,500.00	\$2,000.00	\$0.00	\$0.00	\$2,500.00
1-100-03-0301-391 Fire Ext. Ck.-Public Works	\$300.00	\$300.00	\$227.00	\$0.00	\$0.00	\$73.00
1-100-03-0301-392 Welding Supply-Public Works	\$850.00	\$850.00	\$568.56	\$0.00	\$0.00	\$281.44
1-100-03-0301-431 Tires Maint.-Public Works	\$450.00	\$450.00	\$417.90	\$83.21	\$0.00	(\$51.11)
1-100-03-0301-435 Vehicle Maint-Public Works	\$13,000.00	\$13,000.00	\$9,230.45	\$343.64	\$0.00	\$3,425.91
1-100-03-0301-437 Sweeper Exp.-Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-03-0301-448 Misc. Labor/Rental-Town Garage	\$1,500.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00
1-100-03-0301-535 Mobile Phone-Public Works	\$600.00	\$600.00	\$448.17	\$0.00	\$0.00	\$151.83
1-100-03-0301-602 Diesel-Public Works	\$24,000.00	\$24,000.00	\$39,993.90	\$0.00	\$0.00	(\$15,993.90)
1-100-03-0301-603 Gasoline-Public Works	\$6,000.00	\$6,000.00	\$3,459.23	\$0.00	\$0.00	\$2,540.77
1-100-03-0301-620 Brooms-Public Works	\$850.00	\$850.00	\$926.00	\$0.00	\$0.00	(\$76.00)
1-100-03-0301-622 Tires-Public Works	\$3,000.00	\$3,000.00	\$1,727.81	\$0.00	\$0.00	\$1,272.19
1-100-03-0301-630 Lub Oilis Engine-Public Works	\$950.00	\$950.00	\$646.51	\$0.00	\$0.00	\$303.49
1-100-03-0301-632 Trans. Oil-Public Works Department	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
1-100-03-0301-633 Filters/antifreeze-Public Works	\$1,500.00	\$1,500.00	\$1,410.90	\$0.00	\$0.00	\$89.10
1-100-03-0301-634 Grease-Public Works Department	\$130.00	\$130.00	\$95.44	\$0.00	\$0.00	\$34.56
1-100-03-0301-635 J.D. Oil-Public Works Department	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
1-100-03-0301-636 Hyd. Oil-Public Works Department	\$950.00	\$950.00	\$753.84	\$0.00	\$0.00	\$196.16
1-100-03-0301-637 Fuel Add.-Public Works Department	\$500.00	\$500.00	\$377.80	\$39.90	\$0.00	\$82.30
1-100-03-0301-638 Shop Supplies-Public Works	\$1,800.00	\$1,800.00	\$2,150.87	\$0.00	\$0.00	(\$350.87)
1-100-03-0301-640 Sweeper Supplies-Public Works	\$800.00	\$800.00	\$626.92	\$0.00	\$0.00	\$173.08
1-100-03-0301-654 Uniforms & Shoes-Town Garage	\$3,000.00	\$3,000.00	\$1,987.05	\$0.00	\$0.00	\$1,012.95
1-100-03-0301-730 Radios-Public Works	\$1,000.00	\$1,000.00	\$655.95	\$49.00	\$0.00	\$295.05
1-100-03-0301-732 Signs-Public works	\$1,750.00	\$1,750.00	\$707.00	\$0.00	\$0.00	\$1,043.00
1-100-03-0301-734 Tools-Public Works	\$2,700.00	\$2,700.00	\$1,289.14	\$7.95	\$0.00	\$1,402.91
1-100-03-0301-810 Dues/ Memberships-Public Works	\$150.00	\$150.00	\$105.00	\$0.00	\$0.00	\$45.00
03 Public Works	\$205,659.69	\$205,659.69	\$179,386.64	\$523.70	\$0.00	\$25,749.35
0301 P.W. Dept.	\$205,659.69	\$205,659.69	\$179,386.64	\$523.70	\$0.00	\$25,749.35
1-100-03-0303-130 Overtime Wages-Snow Removal	\$27,000.00	\$27,000.00	\$21,176.94	\$0.00	\$0.00	\$5,823.06
1-100-03-0303-365 Contracted Snow Removal	\$2,500.00	\$2,500.00	\$1,448.00	\$0.00	\$0.00	\$1,052.00
1-100-03-0303-436 Ice Maint. Bldg.--Snow Removal	\$400.00	\$400.00	\$290.63	\$0.00	\$0.00	\$109.37
1-100-03-0303-624 Paint-Snow Removal	\$450.00	\$450.00	\$0.00	\$62.46	\$0.00	\$387.54
1-100-03-0303-642 Plow Blades-Snow Removal	\$2,000.00	\$2,000.00	\$1,910.00	\$0.00	\$0.00	\$90.00
1-100-03-0303-643 Sanding Equip-Snow Removal	\$1,500.00	\$1,500.00	\$1,251.31	\$0.00	\$0.00	\$248.69
1-100-03-0303-644 Sand-Snow Removal	\$25,000.00	\$25,000.00	\$22,517.33	\$0.00	\$0.00	\$2,482.67
1-100-03-0303-646 Salt-Snow Removal	\$35,000.00	\$35,000.00	\$42,626.42	\$0.00	\$0.00	(\$7,626.42)
1-100-03-0303-830 Meals-Snow Removal	\$650.00	\$650.00	\$394.48	\$0.00	\$0.00	\$255.52
03 Public Works	\$94,500.00	\$94,500.00	\$91,615.11	\$62.46	\$0.00	\$2,822.43
0303 Snow Removal	\$94,500.00	\$94,500.00	\$91,615.11	\$62.46	\$0.00	\$2,822.43

Year 200:

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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance
1-100-03-0305-410 Street Lighting	\$7,500.00	\$7,500.00	\$5,088.68	\$0.00	\$0.00	\$2,411.32
03 Public Works	\$7,500.00	\$7,500.00	\$5,088.68	\$0.00	\$0.00	\$2,411.32
0305 Lighting	\$7,500.00	\$7,500.00	\$5,088.68	\$0.00	\$0.00	\$2,411.32
1-100-03-0307-451 Road Maintenance-Town Aid Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-03-0307-716 Times Farms Rd Bridge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-03-0307-999 Town Aid Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03 Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0307 Town Aid Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-03-0309-215 Medical / Drug-Town Garage	\$500.00	\$500.00	\$400.00	\$0.00	\$0.00	\$100.00
1-100-03-0309-330 Conf/Seminars-Town Garage	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
1-100-03-0309-432 Building Maint.-Town Garage	\$1,500.00	\$1,500.00	\$695.80	\$0.00	\$0.00	\$804.20
1-100-03-0309-434 Furnance Maint.-Town Garage	\$600.00	\$600.00	\$3,227.76	\$0.00	\$0.00	(\$2,627.76)
1-100-03-0309-490 Alarm Systems-Town Garage	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00
1-100-03-0309-530 Telephone-Town Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-03-0309-537 Internet Cable-Town Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-03-0309-601 Electricity-Town Garage	\$4,500.00	\$4,500.00	\$3,487.44	\$0.00	\$0.00	\$1,012.56
1-100-03-0309-603 Fuel Oil-Town Garage	\$8,500.00	\$8,500.00	\$6,222.57	\$0.00	\$0.00	\$2,277.43
1-100-03-0309-610 Office Supplies-Town Garage	\$100.00	\$100.00	\$62.39	\$0.00	\$0.00	\$37.61
1-100-03-0309-618 Computer Supplies-Town Garage	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
03 Public Works	\$16,250.00	\$16,250.00	\$14,295.96	\$0.00	\$0.00	\$1,954.04
0309 Town Garage	\$16,250.00	\$16,250.00	\$14,295.96	\$0.00	\$0.00	\$1,954.04
1-100-03-0311-370 Consulting Fees-Engineer	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
03 Public Works	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
0311 Town Engineer	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
1-100-03-0313-420 Mowing-Ground Care	\$4,500.00	\$4,500.00	\$1,865.00	\$0.00	\$0.00	\$2,635.00
1-100-03-0313-422 Beautifications-Ground Care	\$600.00	\$600.00	\$116.27	\$0.00	\$0.00	\$483.73
03 Public Works	\$5,100.00	\$5,100.00	\$1,981.27	\$0.00	\$0.00	\$3,118.73
0313 Ground Care	\$5,100.00	\$5,100.00	\$1,981.27	\$0.00	\$0.00	\$3,118.73
1-100-04-0401-121 Board Clerk Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-04-0401-438 Equip. Maint.-Fire Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-04-0401-800 Fire Department	\$91,514.50	\$91,514.50	\$71,430.88	\$0.00	\$0.00	\$20,083.62
04 Public Safety	\$91,514.50	\$91,514.50	\$71,430.88	\$0.00	\$0.00	\$20,083.62
0401 Fire Department	\$91,514.50	\$91,514.50	\$71,430.88	\$0.00	\$0.00	\$20,083.62
1-100-04-0403-130 Overtime-Law Enforcement	\$30,000.00	\$30,000.00	\$17,122.65	\$0.00	\$0.00	\$12,877.35
1-100-04-0403-375 Contrad. St. Fee-Law Enforcement	\$97,655.00	\$97,655.00	\$0.00	\$0.00	\$0.00	\$97,655.00

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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance
1-100-04-0403-535 Mobile Phone / Pager-Law	\$1,200.00	\$1,200.00	\$902.46	\$0.00	\$0.00	\$297.54
1-100-04-0403-610 Office Supplies-Law Enforcement	\$350.00	\$350.00	\$84.95	\$0.00	\$0.00	\$265.05
1-100-04-0403-810 Dues/Fees-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-04-0403-901 Office Equipment-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04 Public Safety	\$129,205.00	\$129,205.00	\$18,110.06	\$0.00	\$0.00	\$111,094.94
0403 Resident Trooper	\$129,205.00	\$129,205.00	\$18,110.06	\$0.00	\$0.00	\$111,094.94
1-100-04-0405-100 Salary - Fire Marshall	\$7,770.00	\$7,770.00	\$6,475.00	\$0.00	\$0.00	\$1,295.00
1-100-04-0405-110 Deputy Salary	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
1-100-04-0405-335 Training-Fire Marshall	\$0.00	\$0.00	\$295.00	\$0.00	\$0.00	(\$295.00)
1-100-04-0405-535 Pager / PHONE-Fire Marshall	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-04-0405-610 Office Supplies-Fire Marshall	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
1-100-04-0405-612 Subscriptions/Fire Marshall	\$700.00	\$700.00	\$715.50	\$0.00	\$0.00	(\$15.50)
1-100-04-0405-810 Dues / Memberships-Fire Marshall	\$220.00	\$220.00	\$260.00	\$0.00	\$0.00	(\$40.00)
1-100-04-0405-810 Equipment-Fire Marshall	\$830.00	\$830.00	\$641.39	\$0.00	\$0.00	\$188.61
04 Public Safety	\$9,920.00	\$9,920.00	\$8,386.89	\$0.00	\$0.00	\$1,533.11
0405 Fire Marshal	\$9,920.00	\$9,920.00	\$8,386.89	\$0.00	\$0.00	\$1,533.11
1-100-05-0501-100 Social Worker Sal.-Welfare	\$2,100.00	\$2,100.00	\$1,964.40	\$0.00	\$0.00	\$135.60
1-100-05-0501-830 Food & Clothing	\$500.00	\$500.00	(\$235.00)	\$0.00	\$0.00	\$735.00
05 Public Welfare	\$2,600.00	\$2,600.00	\$1,729.40	\$0.00	\$0.00	\$870.60
0501 WELFARE	\$2,600.00	\$2,600.00	\$1,729.40	\$0.00	\$0.00	\$870.60
1-100-06-0601-800 Misc. Exp-Memorial Day	\$845.75	\$845.75	\$445.46	\$0.00	\$0.00	\$400.29
1-100-06-0601-835 Memorial Day Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06 Recreation	\$845.75	\$845.75	\$445.46	\$0.00	\$0.00	\$400.29
0601 Memorial Day Comm.	\$845.75	\$845.75	\$445.46	\$0.00	\$0.00	\$400.29
1-100-06-0603-436 Outside Maintenance-Recreation	\$1,080.00	\$1,080.00	\$847.67	\$0.00	\$0.00	\$232.33
1-100-06-0603-493 Outside Facility-Recreation Comm	\$820.00	\$820.00	\$1,035.00	\$0.00	\$0.00	(\$215.00)
1-100-06-0603-870 Programs-Recreation Comm	\$5,015.25	\$5,015.25	\$4,259.96	\$0.00	\$0.00	\$755.29
06 Recreation	\$6,915.25	\$6,915.25	\$6,142.63	\$0.00	\$0.00	\$772.62
0603 Recreation Commission	\$6,915.25	\$6,915.25	\$6,142.63	\$0.00	\$0.00	\$772.62
1-100-07-0701-100 Wages-Transfer Station	\$24,500.00	\$24,500.00	\$17,392.67	\$0.00	\$0.00	\$7,107.33
1-100-07-0701-350 Water Testing-Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-07-0701-438 Maintenance-Transfer Station	\$6,000.00	\$6,000.00	\$17.77	\$11.19	\$0.00	\$5,971.04
1-100-07-0701-480 Hauling Fees-Transfer Station	\$46,000.00	\$46,000.00	\$26,585.89	\$0.00	\$0.00	\$19,414.11
1-100-07-0701-481 Bulky Waste-Transfer Station	\$32,000.00	\$32,000.00	\$16,060.35	\$0.00	\$0.00	\$15,939.65
1-100-07-0701-493 Outdoor Facility-Transfer Station	\$850.00	\$850.00	\$621.00	\$0.00	\$0.00	\$229.00
1-100-07-0701-530 Telephone-Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Account	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance
1-100-07-0701-601 Electricity-Transfer Station	\$1,950.00	\$1,950.00	\$1,697.94	\$0.00	\$0.00	\$252.06
1-100-07-0701-800 Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-07-0701-810 Dues / Membership-Transfer Station	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
1-100-07-0701-998 Tipping Fees-Transfer Station	\$76,300.00	\$76,300.00	\$40,950.93	\$0.00	\$0.00	\$35,349.07
07 Sanitation and Waste	\$187,800.00	\$187,800.00	\$103,326.55	\$11.19	\$0.00	\$84,462.26
0701 Transfer Station	\$187,800.00	\$187,800.00	\$103,326.55	\$11.19	\$0.00	\$84,462.26
1-100-07-0703-482 Hazardous Waste-Recycling	\$500.00	\$500.00	\$432.72	\$0.00	\$0.00	\$67.28
1-100-07-0703-484 Antifreeze Pickup-Recycling	\$200.00	\$200.00	\$145.75	\$0.00	\$0.00	\$54.25
1-100-07-0703-485 Used Oil Pickup-Recycling	\$50.00	\$50.00	\$27.50	\$0.00	\$0.00	\$22.50
1-100-07-0703-486 Freon Removal-Recycling	\$850.00	\$850.00	\$308.00	\$0.00	\$0.00	\$542.00
1-100-07-0703-488 Tire Pickup-Recycling	\$800.00	\$800.00	\$141.25	\$0.00	\$0.00	\$658.75
1-100-07-0703-631 Oil Filters-Recycling	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
1-100-07-0703-807 Transfer Station-Permits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-07-0703-810 Dues / Memb.-Recycling	\$300.00	\$300.00	\$97.77	\$0.00	\$0.00	\$202.23
07 Sanitation and Waste	\$2,800.00	\$2,800.00	\$1,152.99	\$0.00	\$0.00	\$1,647.01
0703 Recycling	\$2,800.00	\$2,800.00	\$1,152.99	\$0.00	\$0.00	\$1,647.01
1-100-08-0801-800 Economic Development Comm.	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
1-100-08-0801-999 Economic Development Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08 Planning and Land Use	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
0801 Ec Development Comm.	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
1-100-08-0803-100 Wages-Planning & Zoning	\$3,090.00	\$3,090.00	\$2,753.19	\$0.00	\$0.00	\$336.81
1-100-08-0803-310 LEGAL P & Z	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
1-100-08-0803-335 Training-Planning & Zoning	\$271.25	\$271.25	\$0.00	\$0.00	\$0.00	\$271.25
1-100-08-0803-340 Planning & Zoning - Mapping	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
1-100-08-0803-610 Office Supplies-Planning & Zoning	\$250.00	\$250.00	\$123.37	\$0.00	\$0.00	\$126.63
1-100-08-0803-810 Dues / Memberships-Planning & Zoning	\$200.00	\$200.00	\$90.00	\$0.00	\$0.00	\$110.00
08 Planning and Land Use	\$6,311.25	\$6,311.25	\$2,966.56	\$0.00	\$0.00	\$3,344.69
0803 P&Z Commission	\$6,311.25	\$6,311.25	\$2,966.56	\$0.00	\$0.00	\$3,344.69
1-100-08-0805-100 Wages-Zoning Board of Appeals	\$1,393.00	\$1,393.00	\$0.00	\$0.00	\$0.00	\$1,393.00
08 Planning and Land Use	\$1,393.00	\$1,393.00	\$0.00	\$0.00	\$0.00	\$1,393.00
0805 Zoning Board of Appeals	\$1,393.00	\$1,393.00	\$0.00	\$0.00	\$0.00	\$1,393.00
1-100-08-0807-100 Wages - Building Department	\$13,000.00	\$13,000.00	\$5,503.78	\$0.00	\$0.00	\$7,496.22
1-100-08-0807-120 Clerk's Wages-Building Department	\$26,740.00	\$26,740.00	\$21,845.29	\$0.00	\$0.00	\$4,894.71
1-100-08-0807-285 Substitute Coverage	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
1-100-08-0807-330 Conf. / Seminars-Building Department	\$200.00	\$200.00	\$65.00	\$0.00	\$0.00	\$135.00
1-100-08-0807-438 Equipment maint.-Building Dept.	\$400.00	\$400.00	\$155.00	\$0.00	\$0.00	\$245.00

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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance
1-100-08-0807-455 LAND USE FEES/STATE	\$2,000.00	\$2,000.00	\$1,232.00	\$0.00	\$0.00	\$768.00
1-100-08-0807-580 Mileage-Building Department	\$500.00	\$500.00	\$250.00	\$0.00	\$0.00	\$250.00
1-100-08-0807-610 Office Supplies-Building Department	\$500.00	\$500.00	\$123.37	\$0.00	\$0.00	\$376.63
1-100-08-0807-612 Bks. & Manuals-Building Department	\$500.00	\$500.00	\$189.98	\$0.00	\$0.00	\$310.02
1-100-08-0807-810 Dues / Membership-Building	\$155.00	\$155.00	\$0.00	\$0.00	\$0.00	\$155.00
1-100-08-0807-901 Building Dept.-Equipment	\$250.00	\$250.00	\$134.00	\$0.00	\$0.00	\$116.00
08 Planning and Land Use	\$44,545.00	\$44,545.00	\$29,498.42	\$0.00	\$0.00	\$15,046.58
0807 Building Department	\$44,545.00	\$44,545.00	\$29,498.42	\$0.00	\$0.00	\$15,046.58
1-100-08-0809-100 Wages-Inland/Wetlands	\$8,570.00	\$8,570.00	\$6,409.00	\$0.00	\$0.00	\$2,161.00
1-100-08-0809-335 Training-Inland/Wetlands	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
1-100-08-0809-350 Water Testing-Wetlands	\$400.00	\$400.00	\$35.00	\$0.00	\$0.00	\$365.00
1-100-08-0809-355 Purchased Services-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-08-0809-580 Mileage-Wetlands	\$600.00	\$600.00	\$350.00	\$0.00	\$0.00	\$250.00
1-100-08-0809-614 Maps-Inland/Wetlands	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
1-100-08-0809-800 Inland Wetland Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-08-0809-810 Dues / Memberships-Inland/Wetlands	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
08 Planning and Land Use	\$9,920.00	\$9,920.00	\$6,794.00	\$0.00	\$0.00	\$3,126.00
0809 Wetlands	\$9,920.00	\$9,920.00	\$6,794.00	\$0.00	\$0.00	\$3,126.00
1-100-08-0815-800 Conservation Commission	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
08 Planning and Land Use	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
0815 Conservation Commission	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
1-100-08-0817-100 Salary-Zoning Agent	\$10,400.00	\$10,400.00	\$8,911.50	\$0.00	\$0.00	\$1,488.50
1-100-08-0817-580 Mileage-Zoning Agent	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
1-100-08-0817-610 Office Supplies-Zoning Agent	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
08 Planning and Land Use	\$10,750.00	\$10,750.00	\$8,911.50	\$0.00	\$0.00	\$1,838.50
0817 Zoning Agent	\$10,750.00	\$10,750.00	\$8,911.50	\$0.00	\$0.00	\$1,838.50
1-100-08-0819-810 Capital Region Council of Govt.	\$6,500.00	\$6,500.00	\$6,925.20	\$0.00	\$0.00	(\$425.20)
08 Planning and Land Use	\$6,500.00	\$6,500.00	\$6,925.20	\$0.00	\$0.00	(\$425.20)
0819 CRCOG, GHA, CCM, COST	\$6,500.00	\$6,500.00	\$6,925.20	\$0.00	\$0.00	(\$425.20)
1-100-09-0901-590 RHAM Payment	\$4,049,127.00	\$4,049,127.00	\$4,049,126.76	\$0.00	\$0.00	\$0.24
1-100-09-0901-595 Board of Education Expenses	\$3,920,509.00	\$3,920,509.00	\$2,806,334.67	\$0.00	\$0.00	\$1,114,174.33
09 Education	\$7,969,636.00	\$7,969,636.00	\$6,855,461.43	\$0.00	\$0.00	\$1,114,174.57
0901 Education	\$7,969,636.00	\$7,969,636.00	\$6,855,461.43	\$0.00	\$0.00	\$1,114,174.57
1-100-10-1001-100 Library Payroll	\$76,733.40	\$76,733.40	\$44,509.98	\$0.00	\$0.00	\$32,223.42
1-100-10-1001-800 Library	\$21,989.75	\$21,989.75	\$21,989.75	\$0.00	\$0.00	\$0.00

Year 20

Andover 2008-2009

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance
10 Library	\$98,723.15	\$98,723.15	\$66,499.73	\$0.00	\$0.00	\$32,223.42
1001 Library	\$98,723.15	\$98,723.15	\$66,499.73	\$0.00	\$0.00	\$32,223.42
1-100-11-1101-451 Road Improvement	\$80,000.00	\$80,000.00	\$23,289.12	\$0.00	\$0.00	\$56,710.88
1-100-11-1101-700 Old Fire House-Capital Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-11-1101-701 Town Garage-Capital Expenditure	\$65,000.00	\$65,000.00	\$53,347.00	\$0.00	\$0.00	\$11,653.00
1-100-11-1101-702 Highway Dept-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-11-1101-703 Fire Dept.-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-11-1101-707 Library-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-11-1101-714 Revaluation	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00
1-100-11-1101-715 P & Z-Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-11-1101-717 Reval Printer, Software-Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-11-1101-861 Severance	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
11 Capital Outlay	\$167,500.00	\$167,500.00	\$76,636.12	\$0.00	\$0.00	\$90,863.88
1101 Capital Expenditures	\$167,500.00	\$167,500.00	\$76,636.12	\$0.00	\$0.00	\$90,863.88
1-100-12-1201-960 School-Debt	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00
1-100-12-1201-961 Safety Complex-Debt	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00
12 Debt Service	\$150,000.00	\$150,000.00	\$90,000.00	\$0.00	\$0.00	\$60,000.00
1201 Debt Retirement	\$150,000.00	\$150,000.00	\$90,000.00	\$0.00	\$0.00	\$60,000.00
1-100-12-1203-950 School Interest-Interest	\$53,910.00	\$53,910.00	\$53,910.00	\$0.00	\$0.00	\$0.00
1-100-12-1203-951 Safety Complex Interest-Interest	\$8,040.00	\$8,040.00	\$4,020.00	\$0.00	\$0.00	\$4,020.00
12 Debt Service	\$61,950.00	\$61,950.00	\$57,930.00	\$0.00	\$0.00	\$4,020.00
1203 Interest Expense	\$61,950.00	\$61,950.00	\$57,930.00	\$0.00	\$0.00	\$4,020.00
1-100-13-1305-860 Insurance Severance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1-100-13-1305-898 Working Capital	\$70,000.00	\$70,000.00	\$70,000.00	\$0.00	\$0.00	\$0.00
1-100-13-1305-899 Contingency	\$14,440.00	\$14,440.00	\$0.00	\$0.00	\$0.00	\$14,440.00
1-100-13-1305-901 Town Owned Equipment	\$17,001.03	\$17,001.03	\$17,001.03	\$0.00	\$0.00	\$0.00
1-100-13-1305-902 Resv. Non-Recurring-Capital Funds	\$10,000.00	\$10,000.00	\$4,531.04	\$0.00	\$0.00	\$5,468.96
13 Transfers to other funds	\$111,441.03	\$111,441.03	\$91,532.07	\$0.00	\$0.00	\$19,908.96
1305 Fund Transfers	\$111,441.03	\$111,441.03	\$91,532.07	\$0.00	\$0.00	\$19,908.96
100 General Fund - Town	\$10,270,333.81	\$10,270,333.81	\$8,458,260.28	\$3,674.90	\$0.00	\$1,808,398.63
Grand Total for Report	\$10,270,333.81	\$10,270,333.81	\$8,458,260.28	\$3,674.90	\$0.00	\$1,808,398.63

BOARD OF EDUCATION'S
PROPOSED BUDGET

FOR

2009-2010

Memorandum

To: Members of Andover Board of Finance

From: Jay Linddy, Chairman, Andover Board of Education 

Date: 2/12/2009

Re: Budget for 2009-2010 – Adopted by the Board of Education on 2/11/09

Enclosed is the proposed budget for Andover Elementary School. This budget is based upon input from staff, contractual obligations, operational expenses, and programmatic needs. The superintendent began the budget process in October with a December 18th deadline for all requests, which were reviewed by him. Since this budget is based upon priorities, all requests will continue to be scrutinized prior to purchase. This budget will provide what is needed for our present programs and operations. Included in this budget are the cost for the outplacement of one student and the cost for the full-day kindergarten program.

The 2009-2010 budget is based upon the following assumptions and constraints:

- ◆ Student enrollment will remain about the same. Kindergarten enrollment will decrease slightly. The average class size in grades 1 and 2 will be approximately 12-15 students and grades 3-6 will average 15-18 students. With such class sizes, more individual attention can be given to every student.
- ◆ There will be no unanticipated or unbudgeted additional expenditures for special education, building repairs, unfunded state mandates, or any other unforeseen financial obligations.
- ◆ Federal and state grants will be used to the maximum extent possible. Such funds will be utilized to offset expenses for professional development, special education, technology, and curriculum improvement. These funds cannot be used to supplant local funding.
- ◆ The costs for heating oil, ultra low sulfur diesel fuel, gasoline, and electricity remain unpredictable. Hopefully, the amounts included in the budget will be sufficient.
- ◆ Funding for staff requests will be limited to essential items.

The approved budget for 2008-2009 was \$3,920,509 (3.75% more than 2007-2008). The proposed budget is \$3,995,813 which is an increase of \$75,304, or 1.92% more than the present 2008-2009 budget. Of the \$75,304 total increase, \$30,304 is for additional special education costs.

To the best of my knowledge, the proposed budget will provide the necessary resources to maintain a quality educational program for our students, allow the Board to meet its financial obligations, and comply with all state mandates, but will provide miniscule room for flexibility.

DISTRICT EXPENDITURES/PER PUPIL*

YEAR	DISTRICT	ELEMENTARY DISTRICTS	% OF DIFFERENCE
00-01	8,143	8,983	10.3%
01-02	8,095	9,368	15.7%
02-03	8,648	9,871	14.0%
03-04	8,599	10,221	18.9%
04-05	8,811	10,946	24+%
05-06	9,842	11,647	18+%
06-07	10,658	12,187	14+%

*Based on Strategic School Profiles prepared by the State of Connecticut.

AES BUDGET: 3-YEAR SUMMARY

YEAR	TOTAL BUDGET	BUDGET \$ INCREASE	AMOUNT RETURNED	NET CHANGE
04-05	\$3,277,983			
05-06	\$3,551,825	\$273,842	\$155,404	\$118,438
06-07	\$3,652,907	\$101,180	\$100,820	\$360
07-08	\$3,778,808	\$125,901	\$217,729	(\$91,828)
	Increase vs. Return (3 yr.)	\$500,923	\$473,953	\$26,970
08-09	\$3,920,509	\$141,701		
09-10	\$3,995,813	\$75,304		

SUMMARY OF THE BOARD OF EDUCATION'S PROPOSED 2009 - 2010 BUDGET
FOR ANDOVER ELEMENTARY SCHOOL

Subject	2008-2009	2009-2010	Dollar Difference	Percentage Difference	General Description
10	\$ 2,576,075	\$ 2,671,154	\$ 95,079	3.69%	Salary, Wages, Contractual Obligations, Degree Changes, Negotiated Contracts
10	\$ 544,168	\$ 571,493	\$ 27,325	5.02%	Medical and Dental Insurance, Municipal Retirement, Unemployment Compensation
00	\$ 105,279	\$ 91,646	(\$ 13,633)	(12.94%)	Contracted Services: Student Services (OT, PT, Psych, AHM), Legal Fees, Septic System Maintenance
00	\$ 150,730	\$ 145,810	(\$ 4,920)	(\$ 3.26%)	Electricity, Roof Repairs, Contracted Maintenance Services - each of which is difficult to predict
00	\$ 240,072	\$ 247,140	\$ 7,068	2.90%	Tuition for Special Education Outplacement, Magnet School Tuition, Bus Contract, Telephone Service, Advertising, Printing and Binding
500	\$ 252,090	\$ 232,840	(\$ 19,250)	(7.64%)	Instructional Supplies, Textbooks, Nurse's Supplies, Heating Oil, Diesel Fuel for Buses, Gasoline for Special Education Van, and Other School Supplies
700	\$ 41,500	\$ 26,000	(\$ 15,500)	(37.3%)	Equipment for Students, Staff, Custodial, and Funding for the Technology Plan
800	\$ 10,595	\$ 9,730	(\$ 865)	(8.16%)	Professional Dues for Board of Education, School, Administration, Staff
Budget Total	\$ 3,920,509	\$ 3,995,813	\$ 75,304	1.92%	

Board of Education's 2009-2010 Proposed Budget for Andover Elementary School

	BOE FY2009	Proposed Budget FY2010
OBJECT 100		
Administrative	\$ 246,362.00	\$ 251,827.00
Teachers	\$ 1,790,000.00	\$ 1,877,174.00
Curriculum Development	\$ 2,000.00	\$ 2,000.00
Teachers Subs	\$ 21,000.00	\$ 21,000.00
Summer School Teachers	\$ 4,000.00	\$ 4,000.00
Board Clerk	\$ 900.00	\$ 900.00
Financial Operations Manager	\$ 53,768.00	\$ 58,210.00
Secretarial Staff	\$ 76,969.00	\$ 77,048.00
Paraprofessional Staff	\$ 153,180.00	\$ 149,820.00
Custodial Staff	\$ 119,544.00	\$ 123,722.00
Nursing Staff	\$ 44,326.00	\$ 45,213.00
Network Manager	\$ 44,326.00	\$ 45,740.00
Summer School Non-Certified	\$ 1,600.00	\$ 1,600.00
Tutor	\$ 3,000.00	\$ 1,000.00
Stipends	\$ 5,600.00	\$ 5,900.00
Degree Changes	\$ 4,000.00	\$ 3,000.00
Paraprofessional Subs	\$ 5,500.00	\$ 3,000.00
TOTAL 100	\$ 2,576,075.00	\$ 2,671,154.00
OBJECT 200		
Medical Insurance	\$ 401,102.00	\$ 410,000.00
Dental Insurance	\$ 19,044.00	\$ 18,400.00
Life Insurance	\$ 3,900.00	\$ 3,900.00
AUL/Disability Insurance	\$ 8,322.00	\$ 9,912.00
Annuity	\$ 2,000.00	\$ 2,000.00
FICA/Medicare	\$ 72,000.00	\$ 77,272.00
MERF	\$ 31,000.00	\$ 36,888.00
Unemployment Compensation	\$ 6,000.00	\$ 12,321.00
Tuition Reimbursement	\$ 800.00	\$ 800.00
TOTAL 200	\$ 544,168.00	\$ 571,493.00

	BOE FY2009	Proposed Budget FY2010
OBJECT 300		
Certified Prof. Development	\$ 6,000.00	\$ 5,000.00
Non-Certified Prof. Dev.	\$ 1,000.00	\$ 700.00
Tuition Reimbursement Non Cert	\$ 500.00	\$ 800.00
AHM	\$ 15,123.00	\$ 15,522.00
School Physician	\$ 750.00	\$ 750.00
OT	\$ 9,000.00	\$ 10,000.00
PT	\$ 6,000.00	\$ 6,000.00
Aural (Summer Service)		
Board of Ed		
Legal Fees	\$ 12,000.00	\$ 6,000.00
Meeting/Conference	\$ 400.00	\$ 300.00
Supplies	\$ 700.00	\$ 600.00
Parent Activities	\$ 500.00	\$ 400.00
Services		
Inventory Consultant	\$ 100.00	\$ 200.00
Payroll Service	\$ 5,100.00	\$ 5,100.00
Health Instructor	\$ 500.00	\$ 500.00
Psychologist	\$ 30,100.00	\$ 31,978.00
Computer Consultant	\$ 500.00	\$ 500.00
CABE - (policy service)	\$ 2,300.00	\$ 2,300.00
Audit 001	\$ 2,900.00	\$ 2,900.00
Software Consultant (CCC)	\$ 1,700.00	\$ 1,000.00
School Master/Tech	\$ 1,000.00	\$ 1,000.00
Phoenix-Lease	\$ 5,710.00	\$
ED001	\$ 3,300.00	\$
Fingerprinting	\$ 96.00	\$ 96.00
TOTAL 300	\$ 105,279.00	\$ 91,646.00

Board of Education's 2009-2010 Proposed Budget for Andover Elementary School

	BOE FY2009	Proposed Budget FY2010
OBJECT 400		
Electricity	\$ 74,000.00	\$ 74,000.00
Contracted Services		
Furnace Repair	\$ 3,000.00	\$ 2,000.00
Septic	\$ 3,400.00	\$ 3,600.00
Electric Repair	\$ 1,000.00	\$ 1,000.00
Motor Repair	\$ 1,500.00	\$ 1,500.00
Plumbing	\$ 2,000.00	\$ 1,000.00
Fire Alarm	\$ 3,500.00	\$ 3,800.00
Thermostat Control	\$ 7,000.00	\$ 5,000.00
Oil Monitor System	\$ 150.00	\$ 150.00
Rubbish Maintenance	\$ 6,500.00	\$ 7,000.00
Clock/Telephone	\$ 2,600.00	\$ 2,000.00
Audiometer	\$ 150.00	\$ 150.00
Insect Control	\$ 1,000.00	\$ 1,100.00
Exterior Maintenance	\$ 3,000.00	\$ 3,000.00
Piano Tuning	\$ 150.00	\$ 150.00
Audio Visual Equipment	\$ 600.00	\$ 600.00
Computer Maintenance	\$ 1,000.00	\$ 1,000.00
Oven Maintenance	\$ 200.00	\$ 200.00
Lawn Tractor Maintenance	\$ 700.00	\$ 700.00
Music Inst Maintenance	\$ 200.00	\$ 200.00
Fire Exl Equipment Maint	\$ 650.00	\$ 700.00
Copy Machine Maintenance	\$ 7,000.00	\$ 7,000.00
Burner Maintenance	\$ 1,000.00	\$ 1,000.00
Water System Supervisor	\$ 3,500.00	\$ 3,500.00
Security Monitoring	\$ 300.00	\$ 300.00
Security Camera Maint.	\$ 300.00	\$ 200.00
Carpet Cleaning	\$ 750.00	\$ 1,000.00
Contingency	\$ 800.00	\$ 800.00

	BOE FY2009	Proposed Budget FY2010
OBJECT 400 (cont.)		
Lamp Recycling	\$ 200.00	\$ 100.00
Kinsley Power Systems	\$ 800.00	\$ 900.00
Elevator Permit	\$ 60.00	\$ 60.00
Playground Mulch	\$ 1,000.00	\$ 1,000.00
Lock Maintenance	\$ 400.00	\$ 400.00
Gym Floor Maintenance	\$ 1,000.00	\$ 1,200.00
Rental Equipment	\$ 500.00	\$ 500.00
Roof Maintenance	\$ 6,000.00	\$ 5,000.00
Elevator Maintenance	\$ 2,000.00	\$ 2,000.00
Replacement Steam Traps	\$ 3,000.00	\$ 1,500.00
Educational Testing	\$ 3,800.00	\$ 4,000.00
Rentals		
Postage Meter	\$ 1,200.00	\$ 1,500.00
Custodian Uniforms	\$ 1,820.00	\$ 2,000.00
Cocunicular Activities	\$ 3,000.00	\$ 3,000.00
TOTAL 400	\$ 150,730.00	\$ 145,810.00
OBJECT 500		
Transportation		
Reg.	\$ 130,672.00	\$ 132,000.00
Kinder.	\$ 30,800.00	\$ -
Bus Liability Premium	\$ 3,700.00	\$ 3,700.00
Trans. Radios Maint.	\$ 400.00	\$ 200.00
Special Ed. Trans.	\$ 7,000.00	\$ 8,300.00
Field Trips	\$ 3,800.00	\$ 4,000.00
Staff Transportation	\$ 4,500.00	\$ 4,500.00

Board of Education's 2009-2010 Proposed Budget for Andover Elementary School

	BOE FY2009	Proposed Budget FY2010
OBJECT 500 (cont.)		
Tuitions		
Outplacement	\$ 45,000.00	\$ 81,940.00
Telephone	\$ 4,000.00	\$ 3,800.00
Internet	\$ 500.00	\$ 200.00
Nextel	\$ 200.00	\$ 200.00
Post Office	\$ 3,500.00	\$ 4,100.00
Advertising	\$ 4,000.00	\$ 2,000.00
Print/Binding	\$ 2,000.00	\$ 2,200.00
TOTAL 500	\$ 240,072.00	\$ 247,140.00
OBJECT 600		
Instructional Supplies	\$ 45,000.00	\$ 50,000.00
A-V Supplies	\$ 500.00	\$ 500.00
Computer Supplies	\$ 10,000.00	\$ 10,000.00
Textbooks	\$ 6,000.00	\$ 6,000.00
Library Books	\$ 8,400.00	\$ 8,400.00
Periodicals	\$ 1,300.00	\$ 1,300.00
General Supplies		
Library	\$ 550.00	\$ 550.00
Office	\$ 4,300.00	\$ 4,100.00
Health Room	\$ 1,000.00	\$ 1,040.00
Hep. B Shots	\$ 700.00	\$ 700.00
Business Office Supplies	\$ 800.00	\$ 850.00

	BOE FY2009	Proposed Budget FY2010
OBJECT 600 (cont.)		
Maint./Cust. Supplies	\$ 19,000.00	\$ 20,000.00
Heat Energy	\$ 132,000.00	\$ 106,200.00
Transportation Fuel	\$ 18,340.00	\$ 19,000.00
Propane Gas	\$ 1,300.00	\$ 1,100.00
Gasoline	\$ 2,000.00	\$ 2,200.00
Diesel Additive	\$ 900.00	\$ 900.00
TOTAL 600	\$ 252,090.00	\$ 232,840.00
OBJECT 700		
Furniture/Equipment	\$ 1,000.00	\$ 1,000.00
Technology Plan	\$ 37,000.00	\$ 20,000.00
Replacement Comp. Lab	\$ 500.00	\$ 500.00
Furniture & Fixtures	\$ 1,000.00	\$ 1,000.00
Non-Insr. Equipment	\$ 1,000.00	\$ 1,000.00
Custodial Equipment	\$ 1,000.00	\$ 2,500.00
TOTAL 700	\$ 41,500.00	\$ 26,000.00

Board of Education's 2009-2010 Proposed Budget for Andover Elementary School

OBJECT 800	BOE FY2009	Proposed Budget FY2010
Professional Dues/Fees		
CABE	\$ 1,750.00	\$ 1,750.00
CAS	\$ 500.00	\$ 500.00
CAPSS	\$ 1,675.00	\$ 1,200.00
MISC DUES/FEES	\$ 600.00	\$ 700.00
CASBO	\$ 500.00	\$ 500.00
URSA	\$ 190.00	\$ 200.00
ASCD	\$ 280.00	\$ 280.00
EASTCONN	\$ 400.00	\$ 400.00
DRUGS DON'T WORK	\$ 100.00	\$ 100.00
EASTERN CT LIBRARY	\$ 100.00	\$ 100.00
Meetings/Conferences	\$ 4,500.00	\$ 4,000.00
TOTAL 800	\$ 10,595.00	\$ 9,730.00

TOTAL ALL CATEGORIES \$ 3,920,509.00 \$ 3,995,813.00 1.92%

**Andover Board of Finance
2009-2010 Budget Proposal
Public Hearing**

	2008-2009		2008-2009		2009-2010		2009-2010		BOF App.
	Approved Budget	Expended	Expended	Percentage Expended	Proposed Budget	\$ Change From 2008-2009	% Change From 2008-2009		
			(as of 4/15/09)						
First Selectmen	0101	\$52,650.00	\$39,238.99	74.53%	\$52,150.00	(\$500.00)	-0.95%	03/18/09	
Clerk - BOF & CIP	0103	\$1,000.00	\$1,012.52	101.25%	\$2,300.00	\$1,300.00	130.00%	03/11/09	
Auditor	0105	\$18,000.00	\$13,300.58	73.89%	\$15,000.00	(\$3,000.00)	-16.67%	03/11/09	
Town Attorney	0107	\$17,000.00	\$6,018.00	35.40%	\$17,000.00	\$0.00	0.00%	03/11/09	
Treasurer	0109	\$43,055.40	\$32,460.63	75.39%	\$43,055.40	\$0.00	0.00%	03/11/09	
Tax Collector	0111	\$56,670.00	\$39,015.86	68.85%	\$52,477.49	(\$4,192.51)	-7.40%	03/18/09	
Assessor	0113	\$65,413.00	\$44,866.75	68.59%	\$66,090.43	\$677.43	1.04%	03/18/09	
BD Assess Appeal	0115	\$600.00	\$600.00	100.00%	\$600.00	\$0.00	0.00%	03/11/09	
Town Clerk	0117	\$73,281.00	\$55,287.69	75.45%	\$73,281.00	\$0.00	0.00%	03/11/09	
Probate Court	0119	\$1,995.00	\$737.91	36.99%	\$1,995.00	\$0.00	0.00%	03/11/09	
Elections	0121	\$15,700.00	\$7,312.77	46.58%	\$12,600.00	(\$3,100.00)	-19.75%	03/11/09	
Old Town Hall	0123	\$1,510.00	\$912.10	60.40%	\$1,510.00	\$0.00	0.00%	03/18/09	
Registrars	0125	\$5,624.00	\$4,081.44	72.57%	\$5,324.00	(\$300.00)	-5.33%	03/11/09	
ADS	0127	\$5,500.00	\$2,949.15	53.62%	\$5,000.00	(\$500.00)	-9.09%	03/18/09	
Town Office Building	0129	\$70,142.68	\$49,420.80	70.46%	\$63,284.68	(\$6,858.00)	-9.78%	03/18/09	
Admin. Asst. & Clerk	0131	\$500.00	\$0.00	0.00%	\$0.00	(\$500.00)	-100.00%	03/18/09	
Dog Damage	0133	\$200.00	\$0.00	0.00%	\$200.00	\$0.00	0.00%	03/18/09	
Civil Preparedness	0135	\$350.00	\$112.00	32.00%	\$850.00	\$500.00	142.86%	03/18/09	
Insurance	0137	\$122,000.00	\$115,052.00	94.30%	\$128,000.00	\$6,000.00	4.92%	03/18/09	
Employee Benefits	0141	\$221,460.00	\$161,984.27	73.14%	\$224,785.00	\$3,325.00	1.50%	03/11/09	
Senior Transportation	0143	\$7,350.00	\$4,827.99	65.69%	\$6,700.00	(\$650.00)	-8.84%	03/11/09	
Mun Agn/Sr Citizens	0145	\$6,507.00	\$5,142.14	79.02%	\$7,007.00	\$500.00	7.68%	03/11/09	
Custodian/Cleaning Svc	0147	\$9,054.50	\$6,300.00	69.58%	\$9,054.50	\$0.00	0.00%	03/18/09	
Old Fire House	0149	\$7,900.00	\$4,427.40	56.04%	\$7,900.00	\$0.00	0.00%	03/18/09	
Dog Fund	0151	\$6,420.00	\$5,407.24	84.22%	\$6,770.00	\$350.00	5.45%	03/18/09	
Historical	0153	\$200.00	\$0.00	0.00%	\$200.00	\$0.00	0.00%	03/18/09	
Ethics Commission	0155	\$100.00	\$0.00	0.00%	\$100.00	\$0.00	0.00%	03/18/09	
NL Health Officer	0201	\$14,481.61	\$14,481.60	100.00%	\$14,481.61	\$0.00	0.00%	03/18/09	
Visiting Nurses	0203	\$1,250.00	\$1,250.00	100.00%	\$1,250.00	\$0.00	0.00%	03/18/09	
North Central Metal Hlth	0205	\$212.00	\$212.00	100.00%	\$212.00	\$0.00	0.00%	03/18/09	
AHM Youth Services	0207	\$40,728.00	\$40,728.00	100.00%	\$42,116.16	\$1,388.16	3.41%	04/15/09	
P.W. Dept	0301	\$205,659.69	\$179,054.18	87.06%	\$214,859.12	\$9,199.43	4.47%	03/18/09	

Andover Board of Finance
2009-2010 Budget Proposal
Public Hearing

EXPENDITURES	2008-2009	2008-2009	Percentage	2009-2010	2009-2010	2009-2010	2008-2009	2009-2010	2008-2009	2009-2010
	Approved Budget	Expended	Expended	Proposed Budget	Proposed Budget	\$ Change From	% Change From	\$ Change From	% Change From	BOF
		(as of 4/15/09)	To Date			2008-2009	2008-2009	2008-2009	2008-2009	App.
Snow Removal	\$94,500.00	\$91,615.11	96.95%	\$99,500.00	\$99,500.00	\$5,000.00	5.29%	\$5,000.00	5.29%	03/18/09
Lighting	\$7,500.00	\$5,088.68	67.83%	\$7,500.00	\$7,500.00	\$0.00	0.00%	\$0.00	0.00%	03/18/09
Town Garage	\$16,250.00	\$14,190.48	87.33%	\$16,250.00	\$16,250.00	\$0.00	0.00%	\$0.00	0.00%	03/25/09
Town Engineer	\$3,000.00	\$0.00	0.00%	\$3,000.00	\$3,000.00	\$0.00	0.00%	\$0.00	0.00%	03/25/09
Grnd Care/Beautification	\$5,100.00	\$1,981.27	38.85%	\$5,100.00	\$5,100.00	\$0.00	0.00%	\$0.00	0.00%	03/25/09
Fire Department	\$91,514.50	\$71,430.88	78.05%	\$92,414.50	\$92,414.50	\$900.00	0.98%	\$900.00	0.98%	03/11/09
Resident Troop	\$129,205.00	\$17,990.50	13.92%	\$130,652.51	\$130,652.51	\$1,447.51	1.12%	\$1,447.51	1.12%	03/25/09
Fire Marshal	\$9,920.00	\$8,386.89	84.55%	\$9,920.00	\$9,920.00	\$0.00	0.00%	\$0.00	0.00%	03/25/09
Welfare	\$2,600.00	\$1,729.40	66.52%	\$2,850.00	\$2,850.00	\$250.00	9.62%	\$250.00	9.62%	03/25/09
Memorial Day Comm.	\$845.75	\$0.00	0.00%	\$800.00	\$800.00	(\$45.75)	-5.41%	(\$45.75)	-5.41%	
Recreation Commission	\$6,915.25	\$6,142.63	88.83%	\$6,455.00	\$6,455.00	(\$460.25)	-6.66%	(\$460.25)	-6.66%	
Transfer Station	\$187,800.00	\$103,326.55	55.02%	\$181,524.00	\$181,524.00	(\$6,276.00)	-3.34%	(\$6,276.00)	-3.34%	
Recycling	\$2,800.00	\$1,152.99	41.18%	\$2,200.00	\$2,200.00	(\$600.00)	-21.43%	(\$600.00)	-21.43%	
Ec Development Comm.	\$1,000.00	\$0.00	0.00%	\$700.00	\$700.00	(\$300.00)	-30.00%	(\$300.00)	-30.00%	03/11/09
P&Z Commission	\$6,311.25	\$2,966.56	47.00%	\$6,311.25	\$6,311.25	\$0.00	0.00%	\$0.00	0.00%	
Zong Board of Appeals	\$1,393.00	\$0.00	0.00%	\$1,393.00	\$1,393.00	\$0.00	0.00%	\$0.00	0.00%	
Building Department	\$44,545.00	\$29,498.42	66.22%	\$44,545.00	\$44,545.00	\$0.00	0.00%	\$0.00	0.00%	
Wetlands	\$9,920.00	\$6,794.00	68.49%	\$10,020.00	\$10,020.00	\$100.00	1.01%	\$100.00	1.01%	
Conservation Commission	\$200.00	\$0.00	0.00%	\$100.00	\$100.00	(\$100.00)	-50.00%	(\$100.00)	-50.00%	
Zoning Agent	\$10,750.00	\$8,911.50	82.90%	\$10,750.00	\$10,750.00	\$0.00	0.00%	\$0.00	0.00%	
CRCOG, GHA, CCM, COST	\$6,500.00	\$6,925.20	106.54%	\$7,125.00	\$7,125.00	\$625.00	9.62%	\$625.00	9.62%	
Education - AES	\$3,920,509.00	\$6,747,731.36	84.67%	\$3,995,813.00	\$3,995,813.00	\$165,372.00	107.50%	\$165,372.00	107.50%	
Education - RHAM	\$4,049,127.00			\$4,139,195.00	\$4,139,195.00					04/01/09
Library	\$98,723.15	\$66,499.73	67.36%	\$99,206.00	\$99,206.00	\$482.85	0.49%	\$482.85	0.49%	
Capital Expenditures	\$167,500.00	\$74,091.24	44.23%	\$143,500.00	\$143,500.00	(\$24,000.00)	-14.33%	(\$24,000.00)	-14.33%	
Debt Retirement	\$150,000.00	\$90,000.00	60.00%	\$150,000.00	\$150,000.00	\$0.00	0.00%	\$0.00	0.00%	
Interest Expense	\$61,950.00	\$57,930.00	93.51%	\$54,442.50	\$54,442.50	(\$7,507.50)	-12.12%	(\$7,507.50)	-12.12%	
Fund Transfers	\$111,441.03	\$91,532.07	82.13%	\$112,001.03	\$112,001.03	\$560.00	0.50%	\$560.00	0.50%	
	\$10,270,333.81	\$8,342,109.47	81.23%	\$10,409,421.18	\$10,409,421.18	\$139,087.37	1.35%	\$139,087.37	1.35%	

Andover Board of Finance
2009-2010 Budget Proposal
Public Hearing

1034.85

REVENUE	2008-2009		2009-2010		2009-2010		2009-2010	
	Projected Rev.	2008-2009 Collected (as of 3/11/09)	Projected Rev.	2009-2010 Collected	Projected Rev.	2009-2010 Collected	\$ Change From 2008-2009	% Change From 2008-2009
				Percentage Collected To Date				
Boat Registrations	\$1,300.00	\$1,377.65	\$1,377.65	105.97%	\$1,377.65	\$77.65	5.97%	
Building Department	\$18,000.00	\$17,569.99	\$31,000.00	97.61%	\$13,000.00	\$13,000.00	72.22%	
Disabled Credit	\$350.00	\$382.00	\$382.20	109.14%	\$32.20	\$32.20	9.20%	
Dog Damage	\$200.00	\$0.00	\$200.00	0.00%	\$0.00	\$0.00	0.00%	
DOT Moving Violations Grant	\$6,000.00	\$0.00	\$6,000.00	0.00%	\$0.00	\$0.00	0.00%	
ECS	\$2,330,856.00	\$1,165,428.00	\$2,330,856.00	50.00%	\$0.00	\$0.00	0.00%	
Federal Highway Grants	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!	
Fund Balance Interest	\$10,000.00	\$8,869.66	\$9,000.00	88.70%	(\$1,000.00)	(\$1,000.00)	-10.00%	
Law Enforcement Overtime	\$27,000.00	\$27,000.00	\$27,000.00	100.00%	\$0.00	\$0.00	0.00%	
Manufacturers Grant	\$0.00	\$4,394.56	\$4,394.56	#DIV/0!	\$4,394.56	\$4,394.56	#DIV/0!	
Miscellaneous	\$15,000.00	\$22,569.11	\$22,569.11	150.46%	\$7,569.11	\$7,569.11	50.46%	
NSF/DMV/Fees	\$0.00	\$5,000.00	\$5,000.00	#DIV/0!	\$5,000.00	\$5,000.00	#DIV/0!	
Pequot/Mashantucket Grant	\$30,609.00	\$10,534.00	\$14,537.00	34.41%	(\$16,072.00)	(\$16,072.00)	-52.51%	
Permits	\$200.00	\$310.00	\$310.00	155.00%	\$110.00	\$110.00	55.00%	
PILOT State Property	\$30,919.00	\$30,710.50	\$26,454.00	99.33%	(\$4,465.00)	(\$4,465.00)	-14.44%	
Previous Year's Taxes (incl int & li	\$30,000.00	\$113,779.00	\$51,000.00	379.26%	\$21,000.00	\$21,000.00	70.00%	
Property Tax Relief	\$13,800.00					(\$13,800.00)		
Property Tax Relief/Elderly	\$650.00					(\$650.00)		
Rentals	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!	
Special Education	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!	
Tax Collectors Interest	\$10,000.00		\$10,000.00	0.00%	\$0.00	\$0.00	0.00%	
Tax Collector Lien Fees	\$30,000.00					(\$30,000.00)		
Telephone Access	\$15,000.00					(\$15,000.00)		
Town Clerk Fees	\$75,000.00	\$39,845.00	\$58,000.00	53.13%	\$58,000.00	(\$17,000.00)	-22.67%	
Town Clerk PA-05228	\$7,000.00	\$2,090.00	\$2,090.00	29.86%	\$2,090.00	(\$4,910.00)	-70.14%	
Transfer Station	\$2,000.00	\$1,097.00	\$2,000.00	54.85%	\$2,000.00	\$0.00	0.00%	
Transportation Grant	\$30,385.00	\$30,624.00	\$30,624.00	100.79%	\$239.00	\$239.00	0.79%	
Veteran's Tax Relief	\$1,000.00					(\$1,000.00)		
Waste Redemption	\$8,000.00	\$8,320.83	\$8,320.83	104.01%	\$320.83	\$320.83	4.01%	
	\$2,693,269.00	\$1,489,901.30	\$2,641,115.35	55.32%	\$52,153.65	(\$52,153.65)	-1.94%	

**Andover Board of Finance
2009-2010 Budget Proposal
Public Hearing**

	2008-2009 Approved Budget	2009-2010 Proposed Budget
Budgeted Expenditures	\$10,270,333.81	\$10,409,421.18
Less Anticipated Revenue	\$2,693,269.00	\$2,641,115.35
Net Operating Budget	\$7,577,064.81	\$7,768,305.83
Fireman's Tax Exemption	\$19,500.00	\$19,750.00
New Samaritan/Sr Housing Tax Exemption	\$11,000.00	\$12,000.00
New Senior Tax Program	\$0.00	\$3,000.00
Total Tax Exemptions	\$30,500.00	\$34,750.00
Net Operating Budget Plus Tax Exemptions	\$7,607,564.81	\$7,803,055.83
Less "Offset" applied	-\$83,700.00 (Refund from AES)	-\$102,624.00 (\$32,624 RHAM; \$70,000 AES)
REFUND of Excess Tax Collection (July 2008)	\$0.00	-\$83,000.00
Total Budget to be Funded by Taxation	\$7,523,864.81	\$7,617,431.83
Budget Net of Revenue, Plus Exemptions and Less Fund Balance Offset	\$7,523,864.81	\$7,617,431.83
1 Mil	\$275,598.00	\$275,961.43
Anticipated Mil Rate	27.3	27.6

GRANTS	2008-2009	2008-2009	Percentage	2009-2010	2009-2010	2009-2010
	Approved Budget	Expended	Expended	Proposed Budget	\$ Change From	% Change From
		(as of 3/11/09)	To Date	2008-2009	2008-2009	2008-2009
Town Clerk Grant						
Town Aid Roads				\$85,046.00		
LOCIP	\$0.00			\$28,265.00		
Veteran's Tax Relief	\$1,000.00			\$982.83		
Curcuit Breaker / Prop Tax Credit				\$14,505.45		
				\$128,799.28		

Fund Balances as of 1/26/2009

Citizen's Checking/Savings	\$	765,988.71	
Concentration Accounts	\$	675,140.58	
Driveway Bond	\$	24,044.25	
Equipment Fund	\$	19,057.82	
Fire Engine	\$	43,380.30	
Irene Mooney Children's Fund	\$	11,242.39	
Library Fund	\$	173,388.99	
Library Grant	\$	2,291.51	
NCAAA Fund	\$	109.02	
Non-Recurring	\$	46,415.01	
Norton Childrens Fund	\$	9,286.79	
Norton Library Fund	\$	3,533.31	
Norton School Fund	\$	8,259.57	
School Improvements	\$	50,109.56	
Severance Pay	\$	42,177.46	
Steward & Phelps	\$	1,173.08	
WB & Lizzie Lathrop Sprague	\$	3,212.50	
Working Capital	\$	158,580.98	
Zoning Bond	\$	21,955.01	
Benton Hill	\$	43,678.46	
Boivin Constr.	\$	2,723.70	
Town Clerk Preservation	\$	10,520.87	
Open Space	\$	117,465.51	
AES Expansion Fund	\$	20,430.62	
Dog Fund	\$	1,227.90	
Norton Childrens Checking	\$	1,826.09	
	\$	1,582,079.41	

Plan A

\$3,920,509: 2008-2009 Budget
 \$4,053,873: Superintendent's Proposed Budget – 3.4% increase, or an increase of
 \$133,364.00

\$4,053,873
 - 108,000 Special Ed. (\$98,500 Tuition, \$9,500 Transportation)
 \$3,945,873 = .6% General Increase

Special Education Excess Cost Formula:

4.5 times the per pupil cost \$11,098 = \$49,940 is Andover's share.
 \$108,000
 - 49,940
 \$ 58,060 = State's Share (Excess Cost)

Plan B – Adjusted Budget

\$4,053,873 = 3.4% Increase
 - 58,060 Excess Cost from State
 \$3,995,813 = 1.9% Increase

Andover will be responsible for this student's program for six more years. Using today's costs, the cumulative cost would be \$648,000. By taking advantage of the excess cost statute, the Board of Education would "only" have to budget \$299,640 with the balance coming from the state.

sec. 10-76g. State aid for special education. (a)(1) For the fiscal year ending June 30, 1984, and each fiscal year thereafter, in any case in which special education is being provided at a private residential institution, including the residential components of regional educational service centers, to a child for whom no local or regional board of education can be found responsible under subsection (b) of section 10-76d, the Department of Children and Families shall pay the costs of special education to such institution pursuant to its authority under sections 17a-1 to 17a-26, inclusive, 17a-28 to 17a-50, inclusive, and 17a-52. (2) For the fiscal year ending June 30, 1993, and each fiscal year thereafter, any local or regional board of education which provides special education and related services for any child (A) who is placed by a state agency in a private residential facility or who is placed in a facility or institution operated by the Department of Children and Families and who receives such special education at a program operated by a regional education service center or program operated by a local or regional board of education, and (B) for whom no local or regional board of education can be found responsible under subsection (b) of section 10-76d, shall be eligible to receive one hundred per cent of the reasonable costs of special education for such child as defined in the regulations of the State Board of Education. Any such board eligible for payment shall file with the state Department of Education, in such manner as prescribed by the Commissioner of Education, annually, on or before December first a statement of the cost of providing special education for such child, provided a board of education may submit, not later than February first, claims for additional children or costs not included in the December filing. Payment by the state for such costs shall be made to the local or regional board of education as follows: Seventy-five per cent of the cost in February and the balance in April.

(b) Any local or regional board of education which provides special education pursuant to the provisions of sections 10-76a to 10-76g, inclusive, for any exceptional child described in subparagraph (A) of subdivision (5) of section 10-76a, under its jurisdiction, excluding (1) children placed by a state agency for whom a board of education receives payment pursuant to the provisions of subdivision (2) of subsection (e) of section 10-76d, and (2) children who require special education, who reside on state-owned or leased property or in permanent family residences, as defined in section 17a-154, and who are not the educational responsibility of the unified school districts established pursuant to sections 17a-37, 17a-240 and 18-99a, shall be financially responsible for the reasonable costs of special education instruction, as defined in the regulations of the State Board of Education, in an amount equal to five times the average per pupil educational costs of such board of education for the prior fiscal year, determined in accordance with the provisions of subsection (a) of section 10-76f. The State Board of Education shall pay on a current basis any costs in excess of the local or regional boards' basic contribution paid by such board in accordance with the provisions of this subsection. Any amounts paid by the State Board of Education on a current basis pursuant to this subsection shall not be reimbursable in the subsequent year. Application for such grant shall be made by filing with the Department of Education, in such manner as prescribed by the commissioner, annually on or before December first a statement of the cost of providing special education pursuant to this subsection, provided a board of education may submit, not later than February first, claims for additional children or costs not included in the December filing. Payment by the state for such excess costs shall be made to the local or regional board of education as follows: Seventy-five per cent of the cost in February and the balance in April. The amount due each town pursuant to the provisions of this subsection shall be paid to the treasurer of each town entitled to such aid, provided the treasurer shall treat such grant, or a portion of the grant, which relates to special education expenditures incurred in excess of such town's board of education budgeted estimate of such expenditures, as a reduction in expenditures by crediting such expenditure account, rather than town revenue. Such expenditure account shall be so credited no later than thirty days after receipt by the treasurer of necessary documentation from the board of education indicating the amount of such special education expenditures incurred in excess of such town's board of education budgeted estimate of such expenditures.

(c) Commencing with the fiscal year ending June 30, 1996, and for each fiscal year thereafter, within available appropriations, each town whose ratio of (1) net costs of special education, as defined in subsection (h) of section 10-76f, for the fiscal year prior to the year in which the grant is to be paid to (2) the product of its total need students, as defined in section 10-262f, and the average regular program expenditures, as defined in section 10-262f, per need student for all towns for such year exceeds the state-wide average for all such ratios shall be eligible to receive a supplemental special education grant. Such grant shall be equal to the product of a town's eligible excess costs and the town's base aid ratio, as defined in section 10-262f, provided each town's grant shall be adjusted proportionately if necessary to stay within the appropriation. Payment pursuant to this subsection shall be made in June. For purposes of this subsection, a town's eligible excess costs are the difference between its net costs of special education and the amount the town would have expended if it spent at the state-wide average rate.

c. Funds received from other sources

Generally, the board of education cannot receive funds independent of the town, and it may spend only those funds that are appropriated by the municipality for that particular year. However, in determining what funds are available for expenditure, the municipality must credit the board of education expenditure account for specified special education expenditures it makes during the course of the year. Boards of education are eligible for funding on a current fiscal year basis for certain expenses that are difficult to budget, i.e. for the costs of educational placements made by the state (e.g., by the Department of Children and Families) beyond one time the average per pupil cost. Conn. Gen. Stat. § 10-76d(e)(5). Local and regional school districts are also eligible for current reimbursement for the cost of "catastrophic" expenses for a single student, otherwise known as "excess costs," which are defined as more than five times the average per pupil costs. Conn. Gen. Stat. § 10-76g(b). The General Assembly reduced the base amount to four and one-half times the average per pupil costs, supposedly starting July 1, 2005. However, the statute was amended to provide that funding will be reduced proportionately when available funds are insufficient, and districts have thus not even received full funding after making expenditures at the higher "five times level."

When the state pays such reimbursement, the town treasurer is required to credit the board's expenditure account in the amount of the state funds that are attributable to expenses beyond the board's itemized budget estimate. Conn. Gen. Stat. § 10-76d(e)(5); Conn. Gen. Stat. § 10-76g(b). This obligation to credit state funds received to the board of education expenditure account is limited to the amount by which the expenditures exceeded the budgeted estimates of such expenditures. This limitation makes sense, because there would be no reason to credit the board's account for funds it had already included in its budget. Given this limitation, however, it is important that the board of education clearly set out its budget estimates for such expenditures and that it carefully document expenditures. Conn. Gen. Stat. § 10-76g(b) provides that the town treasurer must credit the board's expenditure account "no later than thirty days after receipt by the treasurer of necessary documentation from the board of education . . ." It is advisable, therefore, to seek agreement with the town treasurer in advance over the type of documentation he or she will require.

While credit for excess special education costs is typically the most significant source of credit, the statutes include other provisions for credit to the board of education expenditure account. When school districts receive

funds from students or parents due to lost, damaged or stolen textbooks, library materials or other educational materials, or when the district receives insurance proceeds from such lost or damaged educational materials, the town is required to credit such funds as an additional appropriation to the board of education. Conn. Gen. Stat. § 10-222a. Also, amounts received by a board of education from outside groups in payment for custodial and other costs related to using school facilities are deemed appropriated to the board of education, though such appropriation may be net of any expenses incurred by the town in providing such custodial services. *Id.*

BOARD OF FINANCE

SPECIAL MEETING

TUESDAY, MAY 19, 2009

COMMUNITY ROOM

IMMEDIATELY FOLLOWING BUDGET REFERENDUM IF NEEDED

1. Call to Order
2. Set Mil Rate
3. Adjourn

Board of Finance
Tuesday, May 19, 2009
SPECIAL MEETING
Minutes

Meeting was called to order at 8:30 p.m. by Chairman, Robert Carrara

Members present: Marie Burbank, Robert Carrara, David Gostanian and Ginny Kuhn.

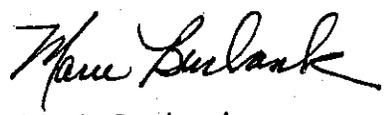
Marie Burbank moved to set the Mil Rate for the 2009-2010 Fiscal Year at 27.6.
David Gostanian seconded.

Passed by unanimous voice vote.

David Gostanian moved to adjourn. Ginny Kuhn seconded.

Meeting adjourned at 8:45 p.m.

Respectfully Submitted,



Marie Burbank

RECEIVED FOR RECORD
5-19-09 @ 8:59 pm
Carol N. Lee
TOWN CLERK

**Andover Board of Finance
Regular Meeting Agenda
May 27, 2009 at 7:00 P.M.
Town Office Building Community Room
17 School Road, Andover, CT 06232**

- 1): Call to Order:**
- 2): Pledge of Allegiance:**
- 3): Public Comment:**
- 4): Selectmen's' Report:**
- 5): Liaison Reports:**
- 6): Additions/Deletions to the Agenda:**
- 7): Approval of Minutes:**
- 8): New Business:**
- 9): Old Business:**
- 10): Public Comment:**
- 11): Adjournment**

**Andover Board of Finance
Meeting Minutes from 27 May, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Regular monthly meeting

Agenda Item #1: Call to Order:

Robert Carrara, Board Chair called the meeting to order at 7:05 p.m.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Robert Carrara, Chair; Cathleen Desrosiers, Vice Chair; Marie Burbank,
Linda Fish, David Gostanian and Ginny Kuhn (entered at 7:09).

Not Present: William Perez

Town Officials: Robert Burbank, First Selectman.

Other Attendees:

Bob Wanagel
June Beauvais
Georgette M. Conrad

Virginia Wanagel
Donald J. Beauvais Sr.

Agenda Item #3: Public Comment:

B. Wanagel congratulated the Board of Finance on the passage of the budget.

R. Carrara suggested that the Education Department might need to review salaries and benefit packages in the future.

G. Conrad stated that she had received information that the extension for reevaluation had passed and was available for one year for any Town whose governing body applied for it.

G. Kuhn entered the meeting.

Agenda Item #4: Selectmen's Report:

Robert Burbank, First Selectman, reported that the Town budget expenditures year to date were right on target with 88.13% expended. He stated that RHAM had been

completely paid. He stated that AES payroll was still due and there was one large balloon payment that needs to be made to expend the balance of the budget.

Mr. Burbank also advised that the financial management guidelines that had been recommended were being established by the Town Treasurer and First Selectman. He stated that these procedures would be review by the Auditor.

Mr. Burbank cautioned that ECS Grant money was going to be reduced by 14%. He stated that the Economic Stimulus payments were to be used to make up this difference but this created a problem because that money was to only be used for new programs and not to support existing ones. If this could not be rectified there would be a one mil shortfall in Andover's budget. This issue was still being addressed with legislators. The State OPM had also decided to charge the cost of benefits for overtime for the Resident State Trooper to the local towns. This would be approximately \$.55 on the \$1.00 for Andover. If this was to occur Andover would not be able to afford to take the overtime grant.

The State Senate also passed a bill that affects Town Aid Roads. This bill would require 1% of Town Aid Roads funding to be spent on bicycle trails. This bill will go to the House for a vote.

D. Gostanian inquired about the bridge.

R. Burbank stated that the lawsuit on the bridge was proceeding forward.

C. Desrosiers inquired what the preferred outcome might be from the lawsuit.

R. Burbank stated that the best agreement would be to determine a date for completion and penalties for nonperformance.

C. Desrosiers inquired to the progress of renaming the account for the Municipal Agent?

R. Burbank stated that he would make sure that was corrected.

C. Desrosiers inquired on the progress in establishing the accounting back-up system.

R. Burbank stated that the Town is tied into the school and the backup is done daily. He stated that the tapes are stored in the fireproof safe and that paper backups also exist. He stated that the same procedure was in place for the Tax Collector.

D. Gostanian inquired to the break down of the budget for Education into the two departments for RHAM and AES.

R. Burbank stated that these accounts were broken down and that he also wished to advise the Board that the Fund transfers that need to be made will be presented to the Board at their next regular meeting.

Agenda Item #5: Liaison Reports:

RHAM: G. Kuhn stated that the next meeting will be June 18, 2009.

CIP: W. Perez was not present to report. The CIP five year plan was reviewed.

C. Desrosiers stated concerns with the large amounts requested by the Fire Department.

R. Burbank stated that there was some grant money that might help with some of the requested items.

C. Desrosiers inquired about the \$175,000.00 project for each year for road work.

R. Carrara stated that according to the Board of Finance minutes of October 22, 2008 a motion was made, seconded and passed unanimously "to request that the Board of Selectmen call a special town meeting to revisit a possible change to the Real Estate tax collection schedule to be twice per year rather than four times per year."

A meeting will be set for September with all Boards and Commissions to address this issue.

Agenda Item #10: Public Comment:

G. Conrad stated that she had been advised that the reevaluation extension had passed the House and Senate and was on its way to the Governor.

G. Conrad stated that a primary concern of those taxpayers who do not have escrow to the change from four payments to two would be a feared loss of interest.

G. Conrad advised that another change in accounting that had been requested beyond the renaming of the Municipal Agent account was the "Assessors Assistant" from the present "Assistant Assessor".

G. Conrad reported that the EMS Billing report had a mathematical error and should read \$160,700.65 and not \$160,975.65.

G. Conrad inquired to the overage on the Old Town Hall account 0123 of 394.93%.

R. Burbank stated that this amount included the repair to the Old Town Hall roof that had been approved.

B. Wanagel had a letter read into the minutes concerning the LINKS program that explained its purpose was to offer seminars to caregivers and home visits to those families with a member suffering from Alzheimer's. He stated that there was \$110,000.00 of state funding for the operation of this program and that money had been cut from the senior trips budget to help fund Andover's inclusion into this program. He wished to see the trip budget restored now that this program has been completed.

R. Carrara stated that he would like to see a cost comparison by persons served between Senior services and Children's services offered to the citizens of Andover.

C. Desrosiers stated that the cut in taxpayer contribution to the Senior Trip budget was due to a grant that was obtained to fund Senior Trips and not done to fund the Linkage program.

Agenda Item #11: Adjournment:

G. Kuhn made a motion to adjourn at 9:05 p.m.

C. Desrosiers seconded the motion.

Vote: 6-0-0 / Motion Carried

Minutes respectfully submitted by:

Dawn D. Quint

May 29, 2009

RECEIVED FOR RECORD

6-1-09 @ 10:05 am

Carol A. DeWitt

TOWN CLERK

Town of Andover
Board of Finance Meeting

May 27, 2009

Please sign and

Print your name. Thank you.

Robert Wanagel
Virginia Wanagel
June Beauvais
Donald J. Beauvais
Georgette M. Conrad

BOB WANAGEL
VIRGINIA WANAGEL
JUNE BEAUVAIS
DONALD J BEAUVAIS SR
Georgette M Conrad

R. Burbank stated that some major repairs had been postponed but could not be avoided. He advised that some roads would require drainage repair along with resurfacing

C. Desrosiers inquired if the \$78,000.00 in LOCIP had been allocated for a specific project or could it be used for the road repair.

R. Burbank stated that with the projected cuts by the State the LOCIP money might be required to offset those losses.

Fire Department: The EMS Billing Report for July 2008 – March 2009 was reviewed:

C. Desrosiers stated that this money was kept separate from the Fire Department and the Town budget and was to be used to purchase a new ambulance. She also stated that she believed the expense money was money that was paid to the Fire Department.

M. Burbank stated that the Board of Finance and the Town was not taking care of this account. She stated that she did not doubt the honesty of the people who handled the Fire Department accounts but felt that the Town and Board of Finance had a responsibility to make sure these accounts were audited.

R. Carrara stated that he would review past minutes to see what the system was that was established for the use of the EMS money.

Andover Fire Commission statement of accounts thru 4-30-2009 was reviewed:

C. Desrosiers inquired about the over expenditure listed on the Towns budget for the Fire Department.

R. Burbank stated the account represented the expenditures for the new zodiac and the dry hydrant. He also stated that the funding will be replaced by the grant money when it comes in.

R. Carrara inquired on the plan for the Town to take responsibility for the Fire Department checkbook.

R. Burbank stated that it had been discussed but no action had been taken. He advised that the Auditor was aware of the situation. He also stated that the EMS money is considered a part of the Fire Department money.

Board members requested copies of the Town Audit for June 30, 2008.

AHM: *R. Carrara stated that he had received information stating that AHM had a deficit of \$6,821.00. He stated that their income had fallen short by \$41,000.00. He stated that he would send each Board member a copy of the report that he had received.*

Library: *R. Carrara inquired if the Library had turned over its checkbook to the Town. C. Desrosiers stated that the Town managed the salaries accounts but not the operations account of \$24,000.00. She stated that the Library Board had discussed it and had been advised that the Auditor had recommended this but it was not a mandate.*

M. Burbank stated that in the past the Town had not contributed the level of funding to the Library that it does presently.

R. Burbank stated that he did not wish to become confrontational with any volunteer Board and risk the chance of losing good members.

C. Desrosiers stated that she believed there were concerns with the accounting procedures in the past and the members wished to make sure that all monies were kept separately and not just part of the Town's general fund.

R. Carrara advised that the State ethics commission is looking at Municipal ethics and if a Town does not establish their own ethics policy, the State will require them to accept the state ethics statement.

R. Burbank stated that he had thought the Andover ethics policy had been approved but he was mistaken and that it had not been approved. He stated that he believed the issue had been with the requirement of volunteers to have to submit a listing of their personal assets in order to be eligible to volunteer. He also stated that most of the ethics issues had already been covered by the Town Charter.

R. Carrara stated that if all checkbooks were under one roof that would improve visibility and if 3 bids were obtained on all projects the Town would be meeting the most critical ethics standards.

Agenda Item #6: Additions/Deletions to the Agenda:

None offered.

Agenda Item #7: Approval of Minutes:

C. Desrosiers stated that she has not completed all minutes. She will contact the Town Clerk for confirmation on all minutes approved and received.

Agenda Item #8: New Business:

None offered.

Agenda Item #9: Old Business:

G. Kuhn inquired to the plan for transitioning to a twice yearly tax collection from the quarterly taxation that is presently in place.

R. Burbank stated that it must go through the Ordinance Committee first.

M. Burbank stated that the committee has agreed that they will ask for a new ordinance and not revise the present one. They will then send it to the Board of Selectmen.

R. Burbank stated that the ordinance would have to go through a Town Meeting.

Andover Fire Commission
Statement of Accounts
FY 2007-2008

Acct No	2008-2009 Descriptor Budget	thru 4/30/2009	Deposits	Remaining Budget	Remaining Budget %	
	Utilities					
201	Electricity	\$9,100.00	\$7,184.81	\$1,915.19	21%	
210	Telecomm	\$3,300.00	\$2,561.70	\$738.30	22%	
220	Fuel Oil	\$11,000.00	\$11,560.70	(\$560.70)	-5%	
276	Gasoline & Maintenance	\$4,000.00	\$2,949.40	\$1,050.60	26%	
301	Building Mi	\$16,000.00	\$12,240.35	\$3,759.65	23%	
360	Vehicle Ma	\$11,000.00	\$11,753.02	(\$753.02)	-7%	
325	Equipment	\$1,500.00	\$1,497.64	\$2.36	0%	
881	Testing	\$6,000.00	\$3,767.12	\$2,232.88	37%	
878	Radio repa	\$3,000.00	\$1,302.90	\$1,697.10	57%	
826	Protective	\$1,000.00	\$-	\$1,000.00	100%	
264	Office Sup Services	\$1,264.50	\$621.20	\$676.89	54%	
252	Firefighting	\$9,000.00	\$932.54	\$8,067.46	90%	
505	Haz-mat	\$750.00	\$-	\$750.00	100%	
455	Training	\$5,600.00	\$1,515.00	\$4,085.00	73%	
879	Cost recov	\$9,000.00	\$9,400.58	(\$400.58)	-4%	
	totals	\$91,514.50	\$67,286.96	33.59	\$24,261.13	27%

ANDOVER VOLUNTEER FIRE DEPARTMENT
EMS BILLING REPORT JULY 2008 – MARCH 2009

April 19, 2009

STARTING BALANCE:	\$141,374.93
DEPOSITS:	\$48,064.45
EXPENSES:	\$28,738.73

ASM/WCMH:	\$9,625.00
Holdsworth:	\$5,046.77
Ambulance/Medical:	\$10,623.27
Computer:	\$3,288.71
Posatge / Office Supplies:	\$154.98

BALANCE ON ACCOUNT: \$160,975.65

Ambulance / Medical	=	ambulance maintenance, ems supplies, oxygen
ASM/WCMH:	=	Paramedic Service
Holdsworth	=	Billing Company
Computer	=	Software, HIPAA Compliance, backup server service

Respectfully Submitted;

Mindy Hegener

Captain

Andover Volunteer Fire Department

Mr. Robert Wanagel, NCAAA, B.O.D.
P.O. Box 4
Andover, CT 06232

Dear Mr. Wanagel,

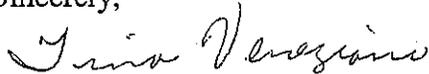
Thank you for your interest in receiving information regarding the LINKS Program. Enclosed is a flyer with information in both English and Spanish. If you have any questions, please call me at 860-258-4369.

Connecticut Community Care, Inc. is pleased to announce the start of a new and exciting program designed to reach people caring for loved ones with memory loss. CCCI received funding from the Department of Social Services to support a 10 month program called **LINKS** which stands for **Long-term INtervention KeyS**. In addition, letters of support were received from the Alzheimer's Association of Connecticut, the North Central Area Agency on Aging, St. Joseph College, the Betty Larus Center and Trinity Episcopal Church (Conference of Churches).

LINKS has been designed to reach out to the community of Hartford, specifically to people who have not received help in the past with emphasis on the Latino caregivers. All materials associated with the **LINKS** project are printed in English and in Spanish.

There are two components to **LINKS**. One, CCCI staff will be offering brief seminars to community organizations, religious institutions and other influencers to explain memory loss, to discuss the stress of caregiving and to explain how the **LINKS** program may be of assistance. Second, home visits will be offered by bilingual, bicultural staff to help the caregiver understand memory loss and to provide training and materials for them to use with their loved ones. An Activity Kit has been prepared that **LINKS** staff will leave in the home. The kit is filled with books, music CDs, a special gift for the caregiver and other very special items that have been recommended to us by the Alzheimer's Association staff. Follow-up will be provided to the families.

Sincerely,



Tina Veneziano
Respite Care Coordinator/LINKS Program Project Coordinator

TOWN OF ANDOVER
BOARD OF FINANCE

REGULAR MEETING

Wednesday, June 24, 2009
7:00 p.m.
Community Room

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Selectman's Report
5. Liaison Reports
6. Additions/Deletions to the Agenda
7. Approval of Minutes
8. New Business
9. Old Business
10. Public Comments
11. Adjournment

**Andover Board of Finance
Meeting Minutes from 24 June, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Regular monthly meeting

Agenda Item #1: Call to Order:

Robert Carrara, Board Chair called the meeting to order at 7:24 p.m.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Robert Carrara, Chair; Cathleen Desrosiers, Vice Chair; Marie Burbank,
Linda Fish, William Perez and Ginny Kuhn.

Not Present: David Gostanian

Town Officials: Robert Burbank, First Selectman.

Other Attendees:

Georgette Conrad

Agenda Item #3: Public Comment:

None Offered

Agenda Item #4: Selectmen's Report:

Robert Burbank, First Selectman, reported that the year to date Tax Collection rate was at 99.06%. He also advised that the tax collection in excess of the mill rate was \$80,814.57 which did not include interest. Mr. Burbank stated that the present fund balance was \$2,265,462.56. and that as of 6-24-2009 the 2008-2009 Town budget balance was \$676,288.31. He advised that school payroll, the payment of the resident state trooper contract and road work costs had not yet been expended from this budgeted amount. Mr. Burbank also stated that the Old Town Hall roof had been repaired.

Agenda Item #5: Liaison Reports:

RHAM: G. Kuhn stated she was unable to attend the last meeting.

Fire Department: William Perez stated that he had not been able to attend.

AHM: R. Carrara stated that he had read in the paper that AHM was expecting a shortfall due to the Governors budget and that the shortfall might be passed on to the Towns.

Agenda Item #6: Additions/Deletions to the Agenda:

None offered.

Agenda Item #7: Approval of Minutes:

C. Desrosiers made a motion to accept the meeting minutes of the Board of Finance dated February 25, 2009.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 6-0-0 / Motion Carried

*G. Kuhn made a motion to accept the meeting minutes of the Board of Finance dated March 11, 2009 with following revisions: Page 6, Fire Commission, the motion made by W. Perez should read a budget of \$92,414.50 with a \$3,000.00 reduction in line item 220, Fuel Oil from the requested \$95,414.50; also on page 6 Andover Elementary School Account number should be 1-100-09-0901-595; page 8, Treasurer/Financial Account number should be 1-100-01-0109; page 8, Board of Assessment Appeal Account number should be 1-100-01-0105; page 9, Scheduling, last words **Community Room** not **A.E.S. Library**; page 2, AHM report from J. Watt move the words over last year's budget to read **increase costs from over last year's budget of \$1,630.00.***

C. Desrosiers seconded the motion.

Discussion followed.

Vote: 6-0-0 / Motion Carried

C. Desrosiers made a motion to accept the meeting minutes of the Board of Finance dated April 1, 2009.
L. Fish seconded the motion.

Discussion followed.

Vote: 6-0-0 / Motion Carried

C. Desrosiers made a motion to accept the meeting minutes of the Board of Finance dated April 22, 2009.
G. Kuhn seconded the motion.

Discussion followed.

Vote: 5-0-1 / Motion Carried
 W. Perez abstained

G. Kuhn made a motion to accept the meeting minutes of the Board of Finance dated April 27, 2009.
L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-1 / Motion Carried
 W. Perez abstained

W. Perez made a motion to accept the comments of the public budget hearing held on April 29, 2009.
G. Kuhn seconded the motion.

Discussion followed.

Vote: 6-0-0 / Motion Carried

G. Kuhn made a motion to accept the meeting minutes of the Board of Finance dated May 27, 2009.
L. Fish seconded the motion.

Discussion followed.

G. Kuhn left the meeting at 8:18 p.m.

Vote: 4-0-1 / Motion Carried
 W. Perez abstained

Agenda Item #8: New Business:

None offered.

Agenda Item #9: Old Business:

R. Carrara stated that the new Board of Finance needed to follow up on four issues that were yet to be resolved: First to discuss and resolve the issues with regard to the Fire Department Ambulance Fund; Secondly, to move forward on a bi-annual tax collection; Thirdly, to proceed forward on check book consolidation and Fourthly, to ensure the completion of the operating policies and procedures manual.

Mr. Carrara also advised that Andover had received grant money for the American Recovery and Reinvestment Grant through the Andover Elementary School. He stated that \$64,896.00 had been received and \$4,192.00 had been received for the establishment of the new pre-school program.

Agenda Item #10: Public Comment:

R. Carrara stated that he had enjoyed the 8 years that he had served on the Board of Finance and wished the Board members well.

W. Perez thanked the Board and stated that it had been a pleasure working with them.

M. Burbank stated that she too had enjoyed working with the Board.

Agenda Item #11: Adjournment:

W. Perez made a motion to adjourn at 8:28 p.m.

C. Desrosiers seconded the motion.

Vote: 5-0-0 / Motion Carried

Minutes respectfully submitted by:

Dawn D. Quint

June 26, 2009

RECEIVED FOR RECORD
06-29-09 @ 2:45 PM
Margaret H. Busch
Asst. TOWN CLERK

**Town of Andover
Board of Finance Meeting**

June 24, 2009

Please sign and

Print your name. Thank you.

William Perez
Georgette Conrad

William Perez
Georgette Conrad

306

TOWN OF ANDOVER
BOARD OF FINANCE

REGULAR MEETING

Wednesday, July 22, 2009

7:00 p.m.

Community Room

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Introduction of New Board Members
4. Chairman and Vice-Chairman Election
5. Liaison Appointments
6. Selectman's Report
7. Additions/Deletions to the Agenda
8. Approval of Minutes
9. New Business
10. Old Business
11. Public Comments
12. Adjournment

Rec'd 06-29-09 @ 2:45 PM MMB

Rec'd 7-15-09 @ 2:30 PM CAD

**TOWN OF ANDOVER
BOARD OF FINANCE
SPECIAL
REGULAR MEETING**

~~Wednesday, July 22, 2009~~
~~7:00 p.m.~~
Community Room

July 29, 2009
7:30 pm

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Introduction of New Board Members
4. Chairman and Vice-Chairman Election
5. Liaison Appointments
6. Selectman's Report
7. Additions/Deletions to the Agenda
8. Approval of Minutes
9. New Business
10. Old Business
11. Public Comments
12. Adjournment

**Andover Board of Finance
Meeting Minutes from 29 July, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Special meeting

Agenda Item #1: Call to Order:

Cathleen Desrosiers, Board Vice Chair called the meeting to order at 7:34 p.m.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Cathleen Desrosiers, Vice Chair; Linda Fish, Ginny Kuhn, David Gostanian, James McCann and Alicia Lee.

Not Present: Georgette Conrad

Town Official: Robert Burbank, First Selectman.

Other Attendees:

Robert Wanagel
Catherine Palazzi
E. Nagy

Virginia Wanagel
Michael Palazzi
C. Lee

Agenda Item #3: Introduction of New Board Members:

C. Desrosiers introduced new members James McCann and Alicia Lee. She explained that Georgette Conrad was also a new member but was unable to attend this meeting. C. Desrosiers also re-introduced the other members of the Board and staff. Contact information was reviewed for each member and updated.

Agenda Item #4: Chairman and Vice-Chairman Elections:

G. Kuhn made a motion to nominate Cathleen Desrosiers as Chair of the Board of Finance.

J. McCann seconded the motion.

Discussion followed.

Vote: 5-0-1 / Motion Carried

C. Desrosiers abstained

C. Desrosiers made a motion to nominate Ginny Kuhn as Vice-Chair of the Board of Finance.

D. Gostanian seconded the motion.

Discussion followed.

Vote: 5-0-1 / Motion Carried

G. Kuhn abstained

Agenda Item #5: Liaison Appointments:

AHM: Linda Fish volunteered to remain as liaison.

RHAM: James McCann volunteered to serve as liaison.

Fire Commission: David Gostanian volunteered to serve as liaison.

AES: Alicia Lee volunteered to serve as liaison.

CIP: Georgette Conrad volunteered in abstentia to serve as liaison.

Agenda Item #6: Selectman's Report:

R. Burbank reported that the Treasurer was in the process of finalizing the end of year reports and that the Town would be in the black. He stated that end of year transfers were also being prepared to be presented to the board for the August meeting. Mr. Burbank advised the members that the state ECS monies had not been finalized but the projected 14% cut might not be able to be covered by stimulus money. He stated that Town Aid Roads and the Resident State Trooper program were also in flux due to the fact that the Legislature had not yet finalized their budget.

Mr. Burbank reported that the Town had locked in fuel oil at \$2.10 per gallon and diesel at \$2.15. He stated that these locked in prices would cover the Town as well as the School and Fire Department.

R. Burbank also reported that he had re-negotiated Andover's districting with regard to the purchase of salt and by doing this he was able to lock in a price of \$75.00 per ton versus the \$95.00 per ton that the Town had paid last year.

Mr. Burbank stated that the Town Financial Department continued to work on the Policy and Procedure manual that the Board of Finance had requested. He stated that the Board of Selectmen would be addressing the recommendation by the Board of Finance to move to a bi-annual tax collection schedule at a meeting in the next few months.

R. Burbank reported that the Attorney for the Town and the Attorney for the bridge project were still negotiating and that no court date had been set yet.

J. McCann asked if there was any stimulus package available that would assist in the obtaining of new vehicles such as school busses due to their large consumption of fuel.

Mr. Burbank replied that there had been a program that assisted in the retrofitting of some existing vehicles but nothing for the procurement of new vehicles.

Agenda Item #7: Additions/Deletions to the Agenda:

None accepted due to the Special Meeting status.

Agenda Item #8: Approval of Minutes:

D. Gostanian made a motion to accept the meeting minutes of the Board of Finance dated June 24, 2009.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 4-0-2 / Motion Carried
J. McCann and A. Lee abstained

Agenda Item #9: New Business:

C. Desrosiers stated that she would like to see the process of obtaining budgets and processing them speeded up this coming year. She recommended returning to the system that the Board of Finance used in the past where they established a schedule for each Board and Commission to meet with the Board of Finance.

Ms. Desrosiers also stated that she wished to make those items that were recommended by the past Chairman, Robert Carrara, priorities for this year. Those being the development of a policy and procedure manual, bi-annual tax collection, checkbook consolidation and the Fire Department Ambulance Fund.

Agenda Item #10: Old Business:

C. Desrosiers inquired of the First Selectman if it was going to be possible to postpone the revaluation.

R. Burbank stated that the Assessor believed that the Town could put it off for at least one year.

C. Desrosiers inquired of the First Selectman the progress on the repair of the Old Town Hall Roof.

R. Burbank stated that the Old Town Hall Roof had been repaired and that the Town cash flow was now sufficient to begin the repairs on the Library roof.

G. Kuhn inquired to the dates for the Board of Finance meetings for the remainder of the year.

The Board Clerk advised that the meetings had been set at August 26, 2009; September 23, 2009; October 28, 2009; November 18, 2009 and December 16, 2009.

L. Fish left the meeting at 8:18 p.m.

Agenda Item #11: Public Comment:

R. Wanagel commended the new members for stepping forward and accepting the responsibility of serving on the Board of Finance.

C. Palazzi welcomed the new members and suggested that each member have a name plate made and that the Chair and Vice-Chair always be seated next to each other.

C. Lee stated that she felt that the Auditors request that all checkbooks be consolidated might be his personal preference but she did not believe that it was a state requirement.

Agenda Item #12: Adjournment:

J. McCann made a motion to adjourn at 8:25 p.m.

D. Gostanian seconded the motion.

Vote: 5-0-0 / Motion Carried

Minutes respectfully submitted by:

Dawn D. Quint

July 31, 2009

RECEIVED FOR RECORD

08-03-09 @ 9:30 AM

Margaret H. Busch

Asst. TOWN CLERK

**Town of Andover
Board of Finance Meeting**

July 29, 2009

Please sign and

Robert Wanzel

Virginia Wanzel

Catherine Palazzi

Michael Palazzi

Print your name.

Thank you.

ROBERT WANZEL

VIRGINIA WANZEL

Catherine Palazzi

Michael Palazzi

E. NAGY

C. LEE

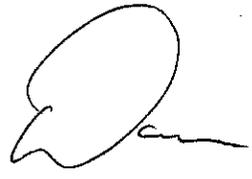
Andover
Board of Finance

Seven members elected at Municipal Election who shall serve 4 year overlapping terms per Town Charter on 203C-1. Filling of vacancies per Town Charter Section 208 A&B. A non-voting ex-officio to be designated by the Capital Improvement Planning Committee.

Name/Address	Telephone	Term	Oath
Georgette M. Conrad (R) 117 Lakeside Dr.	742-8805 <u>gconrad0519@aol.com</u>	07-01-09 to 06-30-13	06-01-09 @ 9:00 AM
<u>CHAIR</u> Cathleen A. Desrosiers (R) 232 Bear Swamp Rd.	742-1842 <u>catcol@conversent.net</u>	07-01-07 to 06-30-11	sworn in MHB
Linda H. Fish (R) 111 Townsend Rd.	742-8984 <u>linda.fish@comcast.net</u>	07-01-07 to 06-30-11	sworn in MHB
David G. Gostanian (R) 520 Lake Rd.	742-9880 <u>dgostanian@yahoo.com</u>	to fill vacancy 03-25-09 to 06-30-11	sworn in MHB
<u>Vice Chair</u> Ginny A. Kuhn (D) 9 Gilead Rd.	498-1202 <u>ginnykuhn@comcast.net</u>	to fill vacancy 04-16-08 to 06-30-11	sworn in MHB
Aliola L. Lee (R) 24 Webster Lane	646-4467 <u>blueeyedgirl8468@yahoo.com</u>	07-01-09 to 06-30-13	06-01-09 @ 6:29 PM
John W. McCann (D) 193 Lake Rd.	742-0838 <u>cra7364@comcast.net</u>	07-01-09 to 06-30-13	05-07-09 @ 9:53 AM

Carol

FYI - Phone #'s of Officers



Town of Andover
Board of Finance
Meeting Schedule for 2009

All Regular Meetings and Budget Workshops will be held at 7:00 P.M. at the Community Room of the Town Office Building, with the Budget Public Hearing and the Annual Budget Meeting time and location to be decided by legal notice. * Location exception for March 4th and April 1st Budget Workshops, the AES Library.

Friday, February 12th is the Due Date for all "Agency and Department Heads" to file their Budget Requests at the Town Office Building. All requests should include revenue estimates, statements on services, activities & accomplishments for current year and for the proposed budget year, as required per Town Charter Section 802.

January 28th – Regular Meeting

February 25th – Regular Meeting

March *4th, 11th, and 18th – Budget Workshops

March 25th – Regular Meeting

April *1st, 8th, and 15th – Budget Workshops

April 22nd – Regular Meeting

April 29th – Budget Public Hearing

May 6th – Town Annual Budget Meeting (Referendum on May 19th if approved, Special Board of Finance Meeting on May 13th if rejected)

May 27th – Regular Meeting

June 24th – Regular Meeting

July 22nd – Organizational Meeting

August 26th – Regular Meeting

September 23rd – Regular Meeting

October 28th – Regular Meeting

November 18th – Regular Meeting

December 16th – Regular Meeting

**TOWN OF ANDOVER
BOARD OF FINANCE**

**REGULAR MEETING
WEDNESDAY AUGUST 26, 2009
7:00 P.M.**

COMMUNITY ROOM

AGENDA

1. Call to order
2. Pledge of Allegiance
3. Liaison Reports
4. Selectman's Report
5. Additions/deletions to Agenda
6. Approval of Minutes
7. New Business:
 - a. Budget Transfers
 - b. Talbot Investment, Inc. vs Town of Andover
8. Old Business:
 - a. Policy & Procedure Manual
 - b. Collection of taxation
 - c. Status on ECS funds
 - d. Revaluation in 2010
9. Public Comments
10. Adjournment

**Andover Board of Finance
Meeting Minutes from 26 August, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Regular meeting

Agenda Item #1: Call to Order:

Cathleen Desrosiers, Board Chair called the meeting to order at 7:15 pm.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Cathleen Desrosiers, Chair; Ginny Kuhn, Vice Chair; David Gostanian, James McCann and (Linda Fish at 7:18p.m.).
Not Present: Georgette Conrad and Alicia Lee.
Town Official: Robert Burbank, First Selectman.

Other Attendees:

Catherine Palazzi	Michael Palazzi
Dianne Grenier	Edward J. Nagy
Robert Wanagel	Virginia Wanagel

Agenda Item #3: Liaison Reports:

RHAM: J. McCann reported that the Board was waiting for the State to finalize it's budget so that they could finalize their budget.

L. Fish enters meeting.

AHM: L. Fish reported that AHM was also waiting for the State to finalize their budget. She stated that AHM had received more money than expected from the telethon and that the Lion's Club had also made a donation. AHM reported that they closed their year in the black. She stated that AHM announced several upcoming fund raisers to include an annual Golf Tournament, the Hebron Harvest Fair and a Concert and Silent Auction to be held on October 17, 2009.

Fire Commission: D. Gostanian reported that the Fire Commission had returned funds to the town at the end of the fiscal year. He stated that the Commission had installed 3 to 6 dry hydrants and now wished to address a roof leakage problem at the Fire Hall. The members stated that they wanted to work with the Town grant writer and were going to obtain estimates for the needed repairs.

Agenda Item #4: Selectman's Report:

R. Burbank, First Selectman reported that the Town was financially on track and that the Town too was waiting for the State to finalize it's budget. Mr. Burbank invited members of the Board to attend the "Get Motivated" seminar to be held in Hartford on September 9, 2009 as guests of the Town.

C. Desrosiers inquired about the receipt of ECS money.

R. Burbank stated that the Town was expecting a cut of 14% and that the State was allowing towns to reduce their payments to the schools by 14% in anticipation of the Federal stimulus money being disbursed in that amount directly to the schools.

C. Desrosiers inquired if the Federal stimulus money was expected to be used for new programs only and not existing programs.

R. Burbank stated that the specifics were still being worked out.

C. Desrosiers asked about any progress that was being made on the covered bridge project.

R. Burbank stated that the Towns Attorney and the attorney for the bridge company would be meeting on September 11, 2009 to begin negotiations.

Agenda Item #5: Additions/deletions to Agenda:

None offered.

Agenda Item #6: Approval of Minutes:

D. Gostanian made a motion to accept the meeting minutes of the Board of Finance Special Meeting dated July 29, 2009.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Agenda Item #7: New Business:**a. Budget Transfers:**

D. Gostanian made a motion to approve the transfer of \$15,454.42 of funds as recommended by the Board of Selectman and accepted at their meeting dated August 5, 2009.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

b. Talbot Investment, Inc. vs. Town of Andover

J. McCann made a motion to approve the expenditure of \$2,776.80 for the payment of a conversion penalty fee for the case of Talbot Investment Inc. vs. Town of Andover per the request of the Board of Selectmen.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Agenda Item #8: Old Business:**a. Policy & Procedure Manual:**

C. Desrosiers inquired if there was a projection for a draft of the policy and procedure manual.

R. Burbank stated that the Treasurer and Bookkeeper were working on a draft and that he would inquire as to a date it would be completed.

b. Collection of taxation:

R. Burbank advised that the Ordinance Committee had presented a multi-page report to the Board of Selectmen for review at the Board's next meeting. Mr. Burbank requested that the Board of Finance complete a list of advantages and disadvantages for this change that could be presented to members of the public at a Town Meeting. He stated that the Ordinance Committee would also be making recommendations for new ordinances in the future as had been requested at the last Board of Selectmen meeting.

C. Desrosiers stated that the Board of Finance would like to see this conversion set for July 2010 start date.

c. Status on ECS funds:

Previously discussed.

d. Revaluation in 2010:

R. Burbank stated that the Town will postpone the revaluation from 2010 to 2011 per the suggestion of the Town Auditor. He also stated that the town currently has budgeted \$25,000.00 towards the needed \$100,000.00 to complete the revaluation.

Agenda Item #9: Public Comment:

- C. Palazzi asked that name plates be made for the Board members.
- C. Desrosiers stated that the Board had requested that signs be made.

Agenda Item #10: Adjournment:

- G. Kuhn made a motion to adjourn at 8:13 pm.
- J. McCann seconded the motion.

Vote: 5-0-0 / Motion Carried

**Minutes respectfully submitted by:
Dawn D. Quint
August 28, 2009**

RECEIVED FOR RECORD
 8-31-09 @ 5 PM
Carol A. Lee
 TOWN CLERK

Town of Andover
Board of Finance Meeting

August 26, 2009

Please sign and

Print your name. Thank you.

Cathy Palazzi
Mike Palazzi

Cathy Palazzi
MIKE PALAZZI

Dianne Grenier
Edward J. Nagy

Dianne Grenier
EDWARD J. NAGY

Robert Wanager
Virginia Wanager

BOB WANAGER
VIRGINIA WANAGER

**Town of Andover
Board of Finance
Regular Meeting
Wednesday September 23, 2009
7:00 p.m. - Community Room**

Agenda

1. Call to order
2. Pledge of Allegiance
3. Liaison Reports
4. Selectman's Report
5. Additions/deletions to Agenda
6. Approval of Minutes
7. New Business –
 - a. Letter to boards and commissions
 - b. Bi annual Tax Collection
8. Old Business
9. Public Comments
10. Adjournment

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**Town of Andover
Board of Finance - Regular Meeting
23 September 2009
7:00pm at the Community Room**

1. **Call to Order**

Meeting called to order at 7:05pm.

Members Present:

C. Desrosiers (Chair), G. Kuhn (Vice Chair), L. Fish, J. McGann, G. Conrad, D. Gostanian (arrived at 7:30pm)

Members Not Present:

A. Lee

Others Present:

B. Burbank, First Selectman; J. Linddy, Board of Education
Dianne Grenier, Ed Nagy and Clyde Conrad

2. **Ledge of Allegiance**

3. **Liaison Reports**

J. McGann on RHAM BOE: RHAM expecting approximately 14% decrease in stimulus monies. Lengthy discussion regarding the flooring ensued after discussing approximately \$200,000 won back when suit was filed against the flooring contractor. Mention that RHAM Board of Education would like to meet with each town's Board of Finance to discuss disbursement of said funds or how it could be best spent; possibility of bleachers was discussed.

4. **Selectman's Report**

B. Burbank stated that RHAM levy payments are now being made electronically; no longer questionable about when it was mailed, when it was received or deposited, etc. B. Burbank also mentioned the possible affects that the decrease in stimulus monies will have on AES as well as RHAM. ECS monies are anticipated in approximately October and March and will come to the town through educational channels before being turned over to the town.

Board of Finance was presented with an agenda/invitation by B. Burbank regarding a special informational meeting of the "Route 6 Task Force" (Andover, Bolton & Columbia) to receive a proposal on developing the route 6 corridor between the tree towns. B. Burbank indicates that the monies to complete this study was supplied by a STEAP grant of approximately \$60,000.

Explanation of previous STEAP grant applications presented by B. Burbank; Sept 2006, Andover applied for a grant for \$250,000 to refurbish the existing Senior Center, which was

denied. In 2007, that grant was upgraded to \$500,000 with the intent to build a new Senior Center, also denied. In keeping the interest of the town at heart, there has been much discussion about how a STEAP grant can best serve the town as a whole and the intent to build a new Senior Center has been put off for the time being.

Progress is being made with the Covered Bridge. A "site walk" has been conducted and there are a few things in motion, a few possibilities, that B. Burbank would like more answers before sharing more information.

Board of Finance received the Financial Report as presented by B. Burbank; approximately 14% of the annual budget has been spent so far, but B. Burbank indicates this will be changing soon due to scheduled road repairs & sealing in order to preserve roads as best as possible rather than completely repaving the roads. In response to a question from the Board of Finance regarding the Civil Preparedness Committee being over budget already, B. Burbank explained that this was for the purchase of a Laptop that will be reimbursed by Home Land Security.

* D. Gostanian enters the meeting

5. **Additions/Deletions to Agenda**

C. Desrosiers moved to add the 2010 Board of Finance meeting schedule to "7c" on the agenda; G. Conrad seconded.

Vote: 5-0-0 Passed unanimously

6. **Approval of Minutes**

D. Gostanian moved to accept the minutes from the last meeting on 26 August 2009; G. Kuhn seconded.

Vote: 4-1-0 Motion passed with G. Conrad abstaining

7. **New Business**

7a. ***Letter to Boards and Commissions***

Draft letter presented by C. Desrosiers to the Board of Finance; discussion and revisions followed.

7b. ***Bi-Annual Tax Collection***

Discussion of developing a Tax Committee; G. Conrad and G. Kuhn agreed to work together in gathering data, both negative and positive, that will assist in presenting the pros and cons of Bi-Annual Taxation versus the current Quarterly Taxation. Data shall include, but is not limited to, number of tax payers paying escrow and the number that are not; tax flow information for the first quarter plus one month of the fiscal year; cost of

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quarterly collections, including mailing of late notices; interest received on larger quantities of money collected, increase of town's bond rating, etc. Will also compare last couple years' data for the purpose of showing a "model" comparison of the bi-annual versus quarterly taxation and what the cash flow would have looked like over the past couple of years.

7c. ***2010 Board of Finance Meeting Schedule***

Jan 19, 21, 26 & 28 (28th being Regular Meeting – others are Budget Workshops)

Feb 3, 10 & 17 (17th being Regular Meeting – others are Budget Workshops)

Mar 3 & 24 (24th being Regular Meeting – other is Budget Workshop)

Apr 28, May 26, June 23, Jul 28, Aug 25, Sept 22, Oct 27, Nov 17 & Dec 15 (Nov & Dec being the 3rd Wednesday due to holiday the 4th week of each month)

8. **Old Business**

Policy & Procedure manual discussed; slow going progress per B. Burbank. C. Desrosiers requested an estimated time frame as to when the first draft may be available for review and discussion.

9. **Public Comment**

Dianne Grenier suggested that regarding the proposed Bi-Annual Taxation, special arrangements should be considered for those requiring financial assistance.

J. Linddy mentioned that AES returned approximately \$189,000 back to the town from last year's budget. \$100,000 had already been applied to the current fiscal year's budget to help keep the taxes down. J. Linddy also noted that PreK & K are state mandated to have their own playground at the school, of which was funded in full at approximately \$28,000 by a grant, including the professional company to complete the installation.

10. **Adjournment**

J. McGann moved to adjourn the meeting at 9:06pm; G. Kuhn seconded.

Vote; 5-0-0 Passed Unanimously

Respectfully submitted by Ginny L. Averett Kuhn, Board of Finance Vice Chair
25 September 2009

RECEIVED FOR RECORD
9-29-09 @ 8:30am
Carol A. De...
TOWN CLERK

Sign-In Sheet
BOF Meeting
23 Sept 2009

Dianne Grenier

Ed Nagy

Clyde Conrad

Jay K. Pelt

+ Rob Burbank also present.

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**Town of Andover
Board of Finance
Special Meeting
Wednesday October 21, 2009
7:00 p.m. - Community Room**

Agenda

1. Call to order
2. Pledge of Allegiance
3. Discussion with Steve Hopkins – Town Auditor
4. Additions/deletions to Agenda
5. Public Comments
6. Adjournment

**Andover Board of Finance
Meeting Minutes from 21 October, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Special Meeting

Agenda Item #1: Call to Order:

Cathleen Desrosiers, Board Chair called the meeting to order at 7:05 pm.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Cathleen Desrosiers, Chair; Ginny Kuhn, Vice Chair; Linda Fish, Georgette Conrad and Alicia Lee.

Not present: David Gostanian and James McCann.

Town Officials: Robert Burbank, First Selectman.

Other Attendees:

Stephen T. Hopkins, CPA, PC

Agenda Item #3: Discussion with Stephen Hopkins, Town Auditor:

C. Desrosiers introduced the members of the Board to Mr. Stephen Hopkins, Auditor for the Town.

C. Desrosiers explained the desire of the Board of Finance to move to a bi-annual tax collection system and requested Mr. Hopkins input on the change.

S. Hopkins stated that most towns in Connecticut have a bi-annual collection and that many others have only an annual collection and he believed that those towns did not experience cash flow difficulties and were actually able to invest and receive income from the collected taxation.

G. Kuhn stated that her research had shown that only Bethel and Ridgefield still collected on a quarterly basis.

C. Desrosiers stated that Andover has 1536 total real estate accounts and only 683 accounts were held in escrow. Therefore 853 accounts were paid on their own.

R. Burbank stated that not all banks require taxation to be escrowed and that almost 400 delinquent type notices had to be filed because many of those tax payers forget to pay, due to the present quarterly system. He also stated that most banks pay out of the escrow accounts once or twice per year and not on the quarterly basis.

C. Desrosiers stated that although Mr. Burbank had been able to work out a compromise payment plan with RHAM that there still were concerns over tax flow issues for the future. She stated that many residents are concerned with the change as it will cause their first payment to be doubled.

S. Hopkins recommended that the Board consider a decreased interest rate on late payments for the first change over rotation. He also stated that if the town has to borrow to pay its bills that the taxpayer will pay more in the long run.

R. Burbank stated that taxpayers had adapted to the one time per year auto taxation. He also stated that the cost of Marshall services was approximately \$30.00 per notice and that the mailing of the delinquency notices was also costly.

C. Desrosiers inquired from Mr. Hopkins what a "due to, due from" policy in a budget was.

Mr. Hopkins stated that a "due to, due from" policy is in play when one cash account pays bills for two different funds.

C. Desrosiers inquired from Mr. Hopkins if an 8%-10% working capital account was what was being recommended for towns.

Mr. Hopkins stated that some towns have up to 25% and others as little as 5% but that the purpose of maintaining a higher amount was to give the Town the ability to stabilize its mil rate and to be in a better rating level for bonding. He also stated that Towns need to have reserves so that they don't have to bond the total amount of a project.

C. Desrosiers stated that the past rule for working capital for Andover had been that it should not drop below 5% of budget due to the need to cover late arrival of grant monies.

Mr. Hopkins stated that the Town needed to develop a policy and adopted it.

C. Desrosiers inquired if this should be part of the Town Financial Policy and Procedure Manual.

Mr. Hopkins stated that the policy and procedure manual was two fold. It was designed to make the transition between staff seamless and to provide policy for governing staff so that they might operate uniformly.

C. Desrosiers inquired if the Board of Finance could adopt a fund balance policy on its own.

Mr. Hopkins stated yes and that he recommended going on line and looking at other Towns undesignated fund balance policies and then rewrite them to fit Andover's needs and incorporate them in the Policy and Procedure manual.

C. Desrosiers inquired if the Board of Selectmen could work on the policy and procedure manual.

R. Burbank stated that the members of the Board of Selectmen were not familiar with the actual operation of the systems. He stated that the town operates on a purchase order system. He stated that he monitors all purchases this way to be sure that the best price on things is obtained.

Mr. Hopkins stated that he believes that purchase orders are an inefficient way to operate due to the fact that in most offices people write the purchase order after they have made the purchase. He stated that creating a threshold for unapproved expenditures was more effective.

R. Burbank stated that at this point it was very time consuming for staff to write a job manual for their positions but that he believed that the financial department was the most important.

Mr. Hopkins recommended that the financial staff be asked to write a list of what it is that they actually do and that later that list could be expanded to show how they do it.

Mr. Hopkins also recommended that the Board of Finance look at revenue on a regular basis and not just expenditures.

C. Desrosiers stated that these reports were not given to the Board of Finance but that she would ask the Treasurer and the Tax Collector to supply the Board of Finance with the same reports that they issue to the Board of Selectmen.

C. Desrosiers thanked Mr. Hopkins for his input and his time.

Agenda Item #4: Additions/Deletions to the Agenda:

None

Agenda Item #5: Public Comment:

None

Agenda Item #6: Adjournment:

*G. Kuhn made a motion to adjourn at 8:07 pm.
L. Fish seconded the motion.*

Vote: 5-0-0 / Motion Carried

**Minutes respectfully submitted by:
Dawn D. Quint
October 23, 2009**

RECEIVED FOR RECORD
10-26-2009 @ 8:15am

Carol N. De...

TOWN CLERK

**Town of Andover
Board of Finance
Regular Meeting
Wednesday October 28, 2009
7:00 p.m. - Community Room**

Agenda

1. Call to order
2. Pledge of Allegiance
3. Public Comments
4. Additions/deletions to Agenda
5. Selectmen's Report
6. Liaison Report
7. Discussion and presentation of bi-annual tax collection
8. Adjournment

**Andover Board of Finance
Meeting Minutes from 28 October, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Regular Meeting

Agenda Item #1: Call to Order:

Cathleen Desrosiers, Board Chair called the meeting to order at 7:00 pm.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Cathleen Desrosiers, Chair; Ginny Kuhn, Vice Chair (entered 7:06 pm.);
Linda Fish (entered 7:02 pm), Georgette Conrad, Alicia Lee, David
Gostanian and James McCann.
Town Officials: Robert Burbank, First Selectman.

Other Attendees:

Andrew Maneggia, AES
Dianne F. Grenier
Virginia Wanagel
Donald J. Beauvais, Sr.

Jay Linddy, AES
Edward J. Nagy
Robert Wanagel
Leigh Ann Hutchinson

Agenda Item #3: Public Comment:

Agenda Item #4: Additions/deletions to Agenda:

*C. Desrosiers made a motion to add Agenda Item #4A: State Fiscal Stabilization Fund; Agenda Item #4B: Tuition Money for School Roof Repair; Agenda Item #4C Appointment of Board of Finance Member to be a Member of the Capitol Improvement Planning Committee; and Agenda Item #4D: Emergency Boiler Appropriation.
J. McCann seconded the motion.*

Discussion followed:

Vote: 7-0-0 / Motion Carried

Agenda Item #4A: State Fiscal Stabilization Fund:

J. Linddy reported that the AES budget could not be given to the Board of Finance on January 8, 2010 as requested due to the schedule of staff input however the budget would be ready for presentation on January 28, 2010.

A. Maneggia explained that the Board of Finance may reduce its budgeted appropriation to the local or regional board of education by an amount up to the limit of funds received directly by such board from the State Fiscal Stabilization Fund for such fiscal year, provided that upon passage of the municipal budget prior to June 30, 2009, such board of finance or such authority making appropriations for the school district for each town failed to account for the direct provision of such fiscal stabilization funds to such local or regional board of education. Also pursuant to the Governor's proposed biennial budget, one-half of the SFSF is to be used in each year of the biennium, representing approximately 14 percent of the ECS grant, for which Andover would receive \$332,532.00 for 2009-10 from the Fiscal Stabilization Fund. Mr. Maneggia stated that the State was funding \$2,330,856.00 and the State portion of the ECS grant would now be \$1,998,324.00 with the Fiscal Stabilization funds being the remaining \$332,532.00 to complete the budgeted ECS entitlement of \$2,330,856.00. Mr. Maneggia stated that the Board of Education would be responsible for the bookkeeping on the stabilization money.

Agenda Item #4B: Tuition Money for School Roof Repair:

Mr. Maneggia explained that a section of the school roof by the gym that had been built in 1980 was in need of repair. He stated that the anticipated cost would be approximately \$30,000.00. He requested that the Board of Finance transfer \$11,000.00 of unanticipated tuition money from the tuition account to the school improvement account to help fund this repair.

J. McCann made a motion to move \$11,000.00 of tuition money to the school improvement fund to be used toward the roof repairs.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

Agenda Item #4C: Appointment of Board of Finance Member to be a Member of the Capitol Improvement Planning Committee:

D. Gostanian made a motion to appoint Georgette Conrad to be a member of the Capitol Improvement Planning Committee.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 6-0-1 / Motion Carried
Georgette Conrad Abstained

Agenda Item #4D: Emergency Boiler Appropriation:

R. Burbank reported that the Boiler in the Town Garage had caught fire and was beyond repair. He requested that the Board of Finance make an appropriation to replace the boiler.

D. Gostanian made a motion to appropriate \$5,650.00 from the Contingency Fund for the replacement of the Boiler for the Town Garage.
J. McCann seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

Agenda Item #5: Selectmen's Report:

R. Burbank reported that per the Auditors recommendation he had asked all office staff to complete a job description, outlining their responsibilities and the procedures that they follow so that a Town Policy and Procedure manual could begin to be prepared for the Town. Mr. Burbank stated that the deadline given was November 5, 2009.

R. Burbank also reported that the Bridge was still in litigation however the attorneys had begun to reach discussion on a possible agreement on some issues.

Agenda Item #6: Liaison Report:

RHAM: J. McCann stated that RHAM had decided at their last meeting to table the usage of the floor money. He stated that two issues were being considered for the usage of the money. The first was the cleaning and repair of the practice field that had been deemed unsafe due to glass and rock on the field. The second issue under discussion was the dispute on the paraprofessional's contract. Mr. McCann reported that no action was taken on any of these issues however the board had scheduled a meeting for November 12, 2009 to discuss the use of the floor money.

Agenda Item #7: Discussion and presentation of bi-annual tax collection:

G. Kuhn stated that she had been unable to obtain the information that was needed for her to address the expense side of the issue.

G. Conrad reviewed the information that she had obtained and stated that she was unable to obtain historical information on tax revenue due to changing accounts. She stated that 751 accounts are private pay which is almost half of the total real estate accounts. She stated that another 102 were also private pay but were less than \$101.00 per account. Of the total 1536 real estate accounts only 683 were held in escrow. She also explained that the town mailed 226 delinquent notices which were for those accounts 30 days past due and also mailed were 89 demand notices for taxes 60 days past due. A total of 43 warrants had been mailed to the Marshal at an estimated cost of \$35.00 each. She also advised that per the tax collector a legal notice must be posted 3 times per collection in at least one newspaper which charges the Town between \$40.00 and \$80.00 per ad. This cost is incurred at present 12 times per fiscal year and a cost of \$0.44 per envelope for mailing of delinquent and demand notices are presently incurred four times per year due to the quarterly tax collection system.

G. Conrad stated that she will research how much money in accounts receivable is received from escrow accounts versus how much money is received in private pay. G. Kuhn stated that she will research the expense side.

C. Desrosiers stated that the next Board of Finance meeting is scheduled for November 18, 2009 and the issue of bi-annual tax collection would not be part of the Board of Selectmen's Public Hearing on Ordinances on November 12, 2009.

R. Burbank stated that the Town Attorney will be attending the Public Hearing on November 18, 2009.

Agenda Item #8: Adjournment:

G. Kuhn made a motion to adjourn at 8:20 pm.

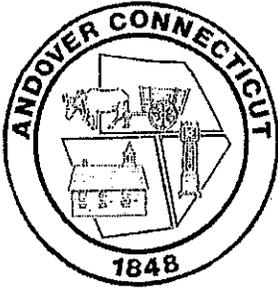
D. Gostanian seconded the motion.

Vote: 7-0-0 / Motion Carried

Minutes respectfully submitted by:

Dawn D. Quint

October 30, 2009



*Office of the Tax Collector
Town of Andover
17 School Road
Andover Connecticut 06232*

October 5, 2009

2008 Grand List Tracking of Quarterly Payments

Real Estate Tax Accounts based on 1st quarter July 1, 2009 - September 30, 2009

1536 - Total Real Estate Accounts
683 - Accounts held in Escrow
102 - Accounts that are \$101.00 and less
(Balance in which tax bills are split into quarters)

226 - Delinquent Noticed Mailed
89 - Demand Notices Mailed
43 - Warrants Mailed to Marshal

Beginning Real Estate Collectable: \$6,732,512.60
First Quarter Collectable: \$1,687,709.48
Actual First Quarter Collected: \$1,925,792.27
Difference: \$238,082.79 more collected as many banks and taxpayers are paying
in 2 quarters at once.

Personal Property Tax Accounts based on 1st quarter July 1, 2009 - September 30,
2009

205 - Total Personal Property Accounts
0 - Accounts held in Escrow
96 - Accounts that are \$101.00 and less
(Balance in which tax bills are split into quarters)

57 - Delinquent Noticed Mailed
41 - Demand Notices Mailed
26 - Warrants Mailed to Marshal

Beginning Personal Property Collectable: \$145,741.53

First Quarter Collectable: \$39,355.65

Actual First Quarter Collected: \$66, 998.93

Difference: \$27,643.28 more collected as many taxpayers are paying in 2 quarters at once.

Tax Collectors per State Statue must post Legal Notices 3 times per collection installment, in at least one local newspaper. The News Bulletin charges \$40.00 - \$80.00 per add multiplied by 12 times a fiscal year. Also, Andover uses the full United States Postal rate of .44 cents per envelope mailed, multiplied by four quarters of Delinquent and Demand notices.

Respectfully Submitted,

Kristy L. Merrifield, CCMC
Tax Collector - Town of Andover

**Town of Andover
Board of Finance
Regular Meeting
Wednesday November 18, 2009
7:00 p.m. - Community Room**

Agenda

1. Call to order
2. Pledge of Allegiance
3. Public Comments
4. Additions/deletions to Agenda
5. Approve meeting minutes
6. Selectmen's Report
7. Liaison Report
8. Discussion and presentation of bi-annual tax collection
9. Adjournment

**TOWN OF ANDOVER
BOARD OF FINANCE**

**REGULAR MEETING
WEDNESDAY November 18, 2009
7:00 P.M.**

COMMUNITY ROOM

AGENDA

1. **Call to order**
2. **Pledge of Allegiance**
3. **Liaison Reports**
4. **Selectman's Report**
5. **Additions/deletions to Agenda**
6. **Approval of Minutes**
7. **New Business:**
 - a. **Fire Department**
8. **Old Business:**
 - a. **Policy & Procedure Manual**
 - b. **Collection of taxation**
9. **Public Comments**
10. **Adjournment**

**Andover Board of Finance
Meeting Minutes from 18 November, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Regular Meeting

Agenda Item #1: Call to Order:

Cathleen Desrosiers, Board Chair called the meeting to order at 7:05 pm.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Cathleen Desrosiers, Chair; Ginny Kuhn, Vice Chair;
Linda Fish, Georgette Conrad, David Gostanian.

Not Present: Alicia Lee and James McCann.

Town Officials: Robert Burbank, First Selectman and Jay K Linddy, Selectman.

Other Attendees:

Wallace Barton, AVFD
Edward J. Nagy
Robert Wanagel

Dianne F. Grenier
Virginia Wanagel

Agenda Item #3: Liaison Reports:

AHM: Linda Fish reported that AHM was planning its Holiday Giving Program. They successfully operated a motorcycle raffle and raised \$1,600.00, an auction and raised \$4,400.00, and also a Pampered Chef party and raised \$1,000.00. Anyone wishing to donate to AHM through the United Way, needs to enter the AHM code of 5302, which is not listed on the site. AHM also received an Enhancement Grant that is to be used for new programs. AHM also obtained a new database for recording user demographics and this program will be able to record all use by any individual according to their town of residence.

CIP: Georgette Conrad reported that the CIP meeting had been cancelled.

Fire Commission: David Gostanian reported that the Fire Department would need temporary funding for a 50/50 grant for dry hydrant repair and installation. He

stated that the department had been reviewing equipment that needed to be replaced and they were in the process of obtaining three bids for the repair of the Fire Department roof.

Agenda Item #4: Selectman's Report:

Robert Burbank reported that the Town had expended to date 37.16% of its budget. Mr. Burbank stated that 7 homes had been turned over to the Marshall for being 3 years or more in arrears. He stated that he was pursuing a Federal Grant for Energy Efficiency that would be used to replace the Town Office Building furnace instead of the \$10,000.00 that had been previously budgeted for that purpose. He also advised that if the Town was to obtain this grant there would be funding for insulated curtains for the Community room that would provide not only energy efficiency but to help with the acoustics in the room. Mr. Burbank said that draperies for the other offices would also be included in this grant.

Mr. Burbank stated that most departments had submitted the job descriptions that were required to begin the Policy and Procedure manual. He reminded the Board of Finance that they had not yet submitted a job description.

Mr. Burbank reported that he had completed the closing on the Memorial property and that the Bridge was still in litigation but the Town had been receiving some correspondence that was promising. He also advised that the land where Peter Maneggia's garage was located would be put out for bid. He stated that the Town had first right of refusal but the Town was not interested in paying for the land.

Agenda Item #5: Additions/deletions to Agenda:

D. Gostanian made a motion to add Agenda Item #8C: ECS Federal Stabilization Funds to the agenda.

G. Kuhn seconded the motion.

Discussion followed:

Vote: 5-0-0 / Motion Carried

Agenda Item #6: Approval of Minutes:

D. Gostanian made a motion to accept the minutes of the Regular Meeting dated October 28, 2009.

G. Conrad seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Agenda Item #7: New Business:**Agenda Item #7a: Fire Department:**

Wallace Barton presented a request for temporary funding to be used for the replacement of the broken dry hydrant on Hendee Road, at the Hop River; to replace the dry hydrant and repair the fire pond on Ridge Road and to install a new dry hydrant on Bear Swamp Road. Mr. Barton advised that a 50/50 matching grant program had been awarded by the CT Department of Forestry for this purpose and that "in kind" services such as manpower and the use of town equipment would be used to satisfy the Fire Departments portion of the required match. Therefore the \$3,000.00 being requested would be used to provide the upfront funding of the materials and the Fire Department would return the funding to the town upon receipt of reimbursement from the State.

D. Gostanian made a motion to appropriate \$3,000.00 for temporary funding for the replacement and repair of the dry hydrant at Hendee Road, the fire pond on Ridge Road and a new dry hydrant at Bear Swamp Road as requested by the Andover Volunteer Fire Department.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

D. Gostanian amended his motion to include that the \$3,000.00 be appropriated from the Contingency Fund.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Agenda Item #8: Old Business:**Agenda Item #8a: Policy & Procedure Manual:**

C. Desrosiers stated that she will make an outline of the basic duties of the Board of Finance and send it to the members for their review prior to the next regularly scheduled meeting. She stated that the Board would then address developing a job description at that meeting.

Agenda Item #8b: Collection of taxation:

G. Kuhn provided the members with a draft spreadsheet describing a projected shortfall of funds due to the present quarterly tax collection process. She stated that without the working capitol account the Town would not be able to pay its bills. The members of the Board agreed to track the quarterly income versus expenditure process for one full year and then determine if a change in the taxation schedule should be pursued. G. Conrad stated that she will get the 2008-2009 actual quarterly figures from the Tax Collector.

Agenda Item #8c: ECS / Federal Stabilization Funds:

G. Conrad made a motion to reduce the 2009-2010 Andover Board of Education budget by \$332,532.00 because the Board of Education, rather than the Town, will be receiving this amount of ECS entitlement directly from the State in the form of federal stabilization funding. This action is based upon Section 19 of House Bill 6901, which provided for such action.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Agenda Item #9: Public Comments:

R. Wanagel expressed concerns about the number of opportunities for public comment.

Agenda Item #10: Adjournment:

G. Kuhn made a motion to adjourn at 8:12 pm.

D. Gostanian seconded the motion.

Vote: 5-0-0 / Motion Carried

**Minutes respectfully submitted by:
Dawn D. Quint
November 20, 2009**

RECEIVED FOR RECORD
11-23-2009 @ 8:00 am
Carol N. Lee
TOWN CLERK

**Town of Andover
Board of Finance
Regular Meeting
Wednesday December 16, 2009
7:00 p.m. - Community Room**

Agenda

1. Call to order
2. Pledge of Allegiance
3. Public Comments
4. Additions/deletions to Agenda
5. Approval of minutes
6. Selectmen's Report
7. Liaison Report
8. Discussion and presentation of bi-annual tax collection
9. Public Comment
10. Adjournment

**Andover Board of Finance
Meeting Minutes from 16 December, 2009
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Regular Meeting

Agenda Item #1: Call to Order:

Cathleen Desrosiers, Board Chair called the meeting to order at 7:00 pm.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Cathleen Desrosiers, Chair; Linda Fish, David Gostanian, James McCann, Alicia Lee and Georgette Conrad (enters 7:01 pm).

Not Present: Ginny Kuhn, Vice Chair.

Town Officials: Robert Burbank, First Selectman.

Other Attendees:

Virginia Wanagel
Carol Lee

Robert Wanagel

Agenda Item #3: Public Comment:

R. Wanagel expressed concerns with regard to funding for Senior Trips and repairs to the Old Fire House.

Agenda Item #4: Additions/deletions to Agenda:

None offered

Agenda Item #5: Approval of Minutes:

D. Gostanian made a motion to accept the minutes of the Regular Meeting dated September 23, 2009 with an amendment to the spelling of Mr. James McCann's name from McGann to McCann.

G. Conrad seconded the motion.

Discussion followed.

Vote: 5-0-1 / Motion Carried
A. Lee abstained

D. Gostanian made a motion to accept the minutes of the Special Meeting dated October 21, 2009.

G. Conrad seconded the motion.

Discussion followed.

Vote: 4-0-2 / Motion Carried
D. Gostanian and J. McCann abstained

L. Fish made a motion to accept the minutes of the Regular Meeting dated November 18, 2009.

D. Gostanian seconded the motion.

Discussion followed.

Vote: 4-0-2 / Motion Carried
A. Lee and J. McCann abstained

Agenda Item #6: Selectmen's Report:

R. Burbank presented the minutes of the Special Meeting of the Board of Selectmen dated December 10, 2009 to the members of the Board of Finance. Mr. Burbank advised that the Board of Selectmen had voted to give all non-union office staff as well as election workers a 2% raise.

Mr. Burbank reported that bids for the repair of the Old Town Hall roof were being obtained and that he was still pursuing a grant for the replacement of the Town Office Building furnace. He also reported no significant change on the status of the bridge.

C. Desrosiers reported that the Library oil tank had recently begun to leak and that repairs would be completed soon.

Agenda Item #7: Liaison Reports:

RHAM: J. McCann stated that the RHAM meeting conflicted with the Wetland meeting and therefore, he was unable to attend.

AHM: L. Fish reported that the meeting that was held was a Christmas Party and she did not attend.

CIP: G. Conrad reported that the Library presented requests for repairs to the CIP but it was determined that their needs if addressed as three separate items would not fall under the level of funding needed for review by the CIP. She also stated that Public Works had presented an estimate for repairs to a dump truck for approximately \$30,000.00. G. Conrad advised that several estimates for the repair of the Fire Complex roof had been submitted and that the CIP had approved an allocation of \$40,000.00 for the roof repair. Two estimates for the repair of the Old Town Hall Roof had also been presented and the CIP was waiting for a third bid before making a recommendation.

Fire Commission: D. Gostanian reported that the Deputy Fire Chief and his family had done the fall clean up at the Safety Complex in order to save money. He stated that the Commission had been unhappy with the present lawn maintenance services and were seeking bids from other service suppliers. Mr. Gostanian reported that many items of routine maintenance had been addressed.

Agenda Item #8: Discussion and presentation of bi-annual tax collection:

Issue was tabled until the January meeting.

Agenda Item #9: Public Comment:

None

Agenda Item #10: Adjournment:

D. Gostanian made a motion to adjourn at 7:58 pm.

J. McCann seconded the motion.

Vote: 6-0-0 / Motion Carried

Minutes respectfully submitted by:

Dawn D. Quint

December 17, 2009

RECEIVED FOR RECORD
12-21-09 @ 8:15am
Carol N. Lee
TOWN CLERK

