

**BOARD OF
FINANCE
BUDGET
WORKSHOP
CANCELLED**

BUDGET WORKSHOP SCHEDULED FOR TUESDAY, JANUARY 19, 2010 HAS BEEN CANCELLED. THE NEXT BUDGET WORKSHOP WILL BE HELD ON THURSDAY, JANUARY 21, 2010 AT 7:00 P.M. IN THE COMMUNITY ROOM.

**Andover Board of Finance
Budget Workshop
7:00pm - Thursday, 21 January 2010
Town Hall Community Room**

1. Call to Order
2. Pledge of Allegiance
3. Additions/Deletions to the agenda
4. Budget Presentations
 - a. Town Clerk
 - b. Memorial Day Committee
 - c. Beautification Committee
 - d. Municipal Agent
 - e. Drivers & Dispatch
 - f. Library
 - g. Fire Department
5. Public Comment
6. Adjournment

Submitted 19 January 2010
Ginny L. Averett Kuhn
Vice-Chair, Board of Finance

**Andover Board of Finance
Meeting Minutes from 21 January, 2010
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Budget Workshop

Agenda Item #1: Call to Order:

Cathleen Desrosiers, Board Chair called the meeting to order at 7:02 pm.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Cathleen Desrosiers, Chair; Linda Fish, David Gostanian, Alicia Lee and Georgette Conrad.

Not Present: James McCann, Ginny Kuhn, Vice Chair (enters 7:13 pm).

Town Officials: Robert Burbank, First Selectman.

Other Attendees:

Cathy Palazzi
Barbara Waller
Virginia Wanagel
Wally Barton
Don Keener
Carol Lee

Mike Palazzi
Joan Foran
Bob Wanagel
Elaine Buchardt
Jay K. Linddy

Agenda Item #3: Additions/deletions to Agenda:

C. Desrosiers made a motion to add Agenda Item #3B: AES Budget Handout, Agenda Item #E1: Registrar of Voters, Agenda Item #3: Budget Information on Tax Sales of Property and Agenda Item #3D: Workers Compensation Insurance.

D. Gostanian seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Agenda Item #3B: AES Budget Handout:

Jay Linddy, Chairperson of the Andover Board of Education presented the Andover Elementary School Budget Handout for the member's perusal. He stated that the proposed budget was \$4,072,222 which contained an increase of \$76,409, or 1.91% which was primarily due to additional special education costs. Mr. Linddy stated that if the members had any questions that they should feel free to contact Mr. Andy Maneggia.

Agenda Item #3C: Budget Information on Tax Sales of Property:

Robert Burbank, First Selectman advised the Board that the sale of property for back taxes grossed approximately \$200,000.00. Mr. Burbank warned that not all of the income would actually go to the town and that all funds over the actual tax amount that was received must be held in escrow for a period of six months.

Agenda Item #3D: Workers Compensation Insurance:

Robert Burbank, First Selectman advised the Board that there will be an additional assessment for Workers Compensation Insurance, estimated at between \$60,000 and \$100,000. He stated that the amount could be paid in 6 installments of two payments per year amounting to between \$20,000 and \$25,000 for the fiscal year 2010/11. Mr. Burbank also stated that he would be investigating other options for obtaining workers compensation insurance.

Agenda Item #4: Budget Presentations:

- A. Lee leaves the meeting at 7:12 pm.
- G. Kuhn enters meeting at 7:13 pm.

Item #4a: Town Clerk:

Carol Lee, Town Clerk presented a budget with a requested increase of 2.7% over fiscal year 2009-2010. Mrs. Lee stated that the increases represented a 3.5% salary increase for the Town Clerk and a 3% salary increase for the Assistant Town Clerk.

C. Desrosiers advised that the Board of Finance did not have the authority to set salaries.

- A. Lee returns to the meeting at 7:16 pm.

C. Lee stated that the Town Clerk was an elected official and that she believed that the salary increase would need to be sent to a Town Meeting for a vote as a separate line item.

C. Desrosiers stated that even though the Board of Finance had received the Fire Marshalls budget, the Board of Selectmen had not reviewed the budget. Due to this fact, and since Mr. Roach was not present, the Board would table the Fire Marshall budget at this time.

C. Desrosiers recapped that the Board of Finance would be returning the Town Clerk, Library, Fire Marshall and Registrar of Voters budgets to the Board of Selectmen for approval.

Upcoming meetings were set as January 26, 2010 as a Budget Workshop, January 28, 2010 as a Regular Meeting and the February 3, 2010 meeting was to be cancelled.

Agenda Item #5: Public Comment:

J. Lindy stated that the AHM budget would be coming in with a 0% increase for the first time in years. He also advised that the Fire Department had also presented a 0% increase for the third year. He advised the Board that the Library would need \$3,000.00 for repairs. He also stated that \$28,000 of the Workers Compensation costs were associated with the Fire Department. Mr. Lindy also stated that he had been advised that the Mc Sweeney Center might be closing.

B. Wanagel expressed concerns with activities that were planned for Memorial Day and felt that it should be a day of mourning.

J. Foran thanked the Board of Finance for their work and expressed concerns that the Board of Finance needed to meet with all Departments, Boards and Committees as well as the Board of Selectmen.

C. Desrosiers stated that the Board of Finance invited all Boards, Departments and Committees to present to the Board as they always have in the past and that they would be given the opportunity to speak.

Agenda Item #5: Adjournment:

G. Kuhn made a motion to adjourn at 8:34 pm.

D. Gostanian seconded the motion.

Vote: 6-0-0 / Motion Carried

Minutes respectfully submitted by:

**Dawn D. Quint
January 23, 2010**

RECEIVED FOR RECORD
1-25-2010 @ 8:15am
Carol H. Lee
TOWN CLERK

Town of Andover
Board of Finance Meeting

January 21, 2010

Please sign and

Print your name.

Thank you.

Cathy Palazzi

/ Cathy Palazzi

Mike Palazzi
Barbara Walker

/ Mike Palazzi

Joon Foran

/ Joon Foran

BOB WANAGEL

/ BOB WANAGEL

Virginia Wanagel

/ VIRGINIA WANAGEL

Wally Barton

/ Wally Barton

Elaine Buchardt

/ Elaine Buchardt

Don Keener

/ Don Keener

JL

/ JAY K. LINDX

Carol Lee

/ Carol Lee

/

D. Gostanian left the meeting at 7:18 pm.

C. Desrosiers stated that the Board of Finance would be sending the Town Clerk budget back to the Board of Selectmen to address the salary increases requested.

D. Gostanian returned to the meeting at 7:20 pm.

Item 4b: Memorial Day Committee:

B. Wanagel inquired about an expenditure of \$37.98 from the actual budget for 2009-2010 that was used to purchase wreaths for the monuments during the Holidays. J. Foran stated that the Memorial Committee believed that it was not appropriate for the Town to make expenditures from a Committee's budget without advising the Committee. R. Burbank stated that it was a temporary placement of the expenditure and that the amount would be removed.

C. Desrosiers stated that the Board of Finance would move the issue of expenditures from the Memorial Day Committee's budget to the Board of Selectmen to establish a procedure for such expenses.

D. Gostanian made a motion to accept the budget request of \$800.00 for the Memorial Day Committee which represents a 0% increase for 2010/11.

G. Conrad seconded the motion.

Discussion followed.

Vote: 6-0-0 / Motion Carried

Item 4c: Beautification Committee:

No Budget was presented at this time.

Item 4d: Municipal Agent:

C. Palazzi, Municipal Agent presented a budget of \$7,007.00 which represented a 0% increase.

Item 4e1: Registrar of Voters –Elections:

The following minutes were taken from the notes of G. Kuhn, Vice Chair of the Board of Finance due to the absence of the Board Clerk.

C. Palazzi presented a budget increase of \$17,900. The budget included an increase of 2% for the compensation of poll workers. Line 438 and line 610 were combined. The Board was advised that after December 2010 the State will no longer be paying for ballot papers or machine cleaning.

The Board Clerk returned to the meeting
G. Kuhn left the meeting at 7:45 pm

Item 4e: Drivers & Dispatch:

C. Palazzi informed the Board that the transportation budget is actually funded through a 50/50 matching grant from the State. She advised that \$9,203.00 was the amount to be paid to the Town in reimbursement for the cost incurred. The Board was advised that the number of medical runs had increased and that one of the vans required new tires and a serious oil leak needs to be repaired.

G. Kuhn returned to the meeting at 7:47 pm

Item 4f: Library:

No representative from the Library was present.

Item 4g: Fire Department:

W. Barton presented an operating budget with a 0% increase. He also provided the Board with the EMS Billing Report. Mr. Barton advised the Board that the Andover Fire Commission had submitted a request to the CIP for roof repair on the Fire Complex.

- D. Gostanian made a motion to accept the Andover Fire Department Budget with a 0% increase in the amount of \$92,414.50.*
- G. Conrad seconded the motion.*

Discussion followed.

Vote: 6-0-0 / Motion Carried

**Andover Board of Finance
Budget Workshop
Tuesday January 26, 2010
7:00 p.m. Town Hall Community Room**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Additions/Deletions to agenda
4. Budget Presentations:
 - a. ~~Town Clerk~~ moved to 1/28/10 (CD)
 - b. CIP
 - c. AHM
 - d. Board of Selectmen
5. Public Comments
6. Adjournment

Submitted 1/22/10
Cathleen Desrosiers
Chair, Board of Finance

**Andover Board of Finance
Meeting Minutes from 26 January, 2010
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Budget Workshop

Agenda Item #1: Call to Order:

Cathleen Desrosiers, Board Chair called the meeting to order at 7:01 pm.

Agenda Item #2: Pledge of Allegiance:

Members:

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

Not Present: Ginny Kuhn, Vice Chair, James McCann and David Gostanian.

Town Officials: Jay Linddy, Selectman.

Other Attendees:

Cathy Palazzi
Bob Wanagel
Julie Victoria

Virginia Wanagel
Carla Pompronkz

Agenda Item #3: Additions/deletions to Agenda:

*C. Desrosiers made a motion to add Agenda Item #4e: Library to the agenda.
G. Conrad seconded the motion.*

Discussion followed.

Vote: 4-0-0 / Motion Carried

Agenda Item #4: Budget Presentations:

a. Town Clerk

Budget was tabled due to the absence of the Town Clerk.

b. CIP

J. Lindy reported that the Board of Selectmen endorsed the CIP recommendation for \$76,000.00 to include: \$ 30,000.00 for the purchase of a dump truck body and repair parts; \$ \$40,000.00 for the Fire House Roof replacement and \$6,000.00 for the replacement of the roof on the Old Town Hall Museum.

C. Desrosiers questioned the immediacy of the repair requirement for the Fire House roof due to repairs that were completed not that long ago.

c. AHM

C. Desrosiers reported that the AHM budget was down \$2,792.16 from fiscal year 2009-2010. She stated that Andover's portion for 2010-2011 was \$39,324.00.

L. Fish stated that the bottom line for all towns had a 0% increase and that Andover's portion was lower due to the formula split since Andover had less people utilizing the services.

G. Conrad made a motion to approve the AHM budget for \$39,324.00.

L. Fish seconded the motion.

Discussion followed.

Vote: 4-0-0 / Motion Carried.

d. Board of Selectmen

J. Lindy reported that the Board of Selectmen approved a budget of \$17,900.00 for Elections and was forwarding this recommendation to the Board of Finance.

Mr. Lindy reported that the Board of Selectmen had reviewed the Emergency Management Coordinator's recommendation for funding for an Emergency Notification System. He stated that the Board of Selectmen had decided not to appropriate for that at this time and therefore recommended to the Board of Finance that the budget be maintained at the same level as 2009-2010 at \$850.00.

Mr. Lindy reported that the Board of Selectmen had approved a bottom line budget of \$92,414.50 for the Fire Department and therefore recommended that the Board of Finance approve the budget with a correction for account 881 to \$6,000.00 from the previously reported \$5,000.00 which was a mathematical error.

Mr. Lindy reported that the Board of Selectmen had approved and was recommending to the Board of Finance a budget of \$102,690.00 for the Library which was an amount of \$1,300.00 less than requested due to the receipt of a bid for \$1,700.00 to perform a chimney repair that had been projected at \$3,000.00.

Mr. Lindy reported that the Board of Selectmen had approved an increase of the Welfare Department Social Worker Salary to \$2,600.00 to represent an increase of 30 hours of work and a 2% salary increase. He stated that the Selectmen were recommending to the Board of Finance a bottom line of \$3,350.00 for the account.

Mr. Lindy reported that the Board of Selectmen had placed a motion on the floor to provide a 3% raise to all elected officials but the motion had no second and could not be passed. He stated that the Board of Selectmen had approved a 2% increase for the Assistant Town Clerk to \$19,473.00. Mr. Lindy stated that the Board of Selectmen could only recommend at this time a budget of \$73,663.00. He stated that he urged the Board to give consideration to what Andover Elected Officials were being paid and that some unionized employees were being paid close to if not more than elected officials. He also advised that elected officials salaries could be recommended by the Board of Finance to the Town.

Mr. Lindy reported that the Board of Selectmen was recommending a budget of \$67,899.00 for the Assessor. He stated that the Assessor had requested an increase of 2% and that his union contract would have allowed for a 3% increase.

Mr. Lindy reported that the Board of Selectmen was recommending a budget of \$53,540.03 for the Tax Collector budget. He stated that the Selectmen had voted to approve a salary increase of 2% or \$38,827.00. He also advised that the Selectmen felt that after reviewing the actual expenditures for the Tax Refunds that a budget of \$6,000.00 would be appropriate.

Mr. Lindy advised that the Board of Selectmen had voted to approve a budget of \$9,920.00 with a 0% increase for the Fire Marshall. Mr. Lindy stated that the Board of Selectmen had discovered that the column marked "actual" was not truly actual expenditures.

Mr. Lindy reported that the Board of Selectmen had voted to approve a budget of \$1,000.00 for the Economic Development Commission. He stated that the Selectmen therefore recommended that the Board of Finance consider approving the increase of \$300.00 over the 2009-2010 budget.

Lastly, Mr. Lindy stated that he hoped that the Board of Finance would move forward in considering increases for all Elected Officials.

- A. Lee leaves the meeting at 8:53 pm.
- A. Lee returns to the meeting at 8:54 pm.

e. Library

J. Victoria presented the budget for the Library. She stated that the amount required for disability insurance had been added to the budget and that a 2% salary increase had also been included. Ms. Victoria stated that heating costs had been reduced due to a \$2.10 per gallon locked in price that had been obtained. She also advised that the \$3,000.00 requested for the chimney repair includes masonry work to be done to a window and other walls that were cracked. She explained that the quote for repairs that the Board of Selectmen had been reviewing was for the repairs to the chimney only and that the Library Board felt that it would be more cost effective to address all masonry issues at one time. She advised that the quotes that had been obtained for this purpose were approximately \$3,000.00

Board of Finance Budget Review:

- G. Conrad made a motion to approve a budget of \$17,900.00 for Elections.*
- L. Fish seconded the motion.*

Discussion followed.

Vote: 4-0-0 / Motion Carried

C. Desrosiers stated that she will invite the Emergency Management Coordinator to present to the Board of Finance with regard to the Civil Preparedness budget.

- G. Conrad made a motion to approve a budget of \$103,900.00 for the Library.*
- A. Lee seconded the motion.*

Discussion followed.

Vote: 4-0-0 / Motion Carried

- G. Conrad made a motion to approve a budget of \$3,350.00 for Welfare.*
- L. Fish seconded the motion.*

Discussion followed.

Vote: 4-0-0 / Motion Carried

C. Desrosiers stated that she will invite the Town Clerk to present her budget.

C. Desrosiers made a motion to approve a budget of \$67,899.00 for the Assessor budget.

G. Conrad seconded the motion.

Discussion followed.

Vote: 4-0-0 / Motion Carried

G. Conrad requested that the name of account 1-100-01-0113-120 be changed from Assistant Assessor to Assessor Assistant.

C. Desrosiers made a motion to approve a budget of \$53,540.03 for the Tax Collector budget.

G. Conrad seconded the motion.

Discussion followed.

Vote: 4-0-0 / Motion Carried

C. Desrosiers stated that she will invite the Fire Marshall to present his budget.

C. Desrosiers made a motion to approve a budget of \$1,000.00 for the Economic Development Commission budget.

G. Conrad seconded the motion.

Discussion followed.

Vote: 0-0-4 / Motion Failed

A. Lee, G. Conrad, L. Fish, C. Desrosiers voted No

Issue was tabled pending input from the Economic Development Commission.

C. Desrosiers reviewed the upcoming schedule:

Thursday January 28, 2010: Andover Elementary School, Board of Selectmen, Town Clerk.

February 3, 2010: Cancelled

February 10, 2010: Civil Preparedness, Fire Marshall, Economic Development.

February 17, 2010: Regular Meeting.

March 2, 2010: Special Meeting, RHAM

March 3, 2010: Cancelled

March 24, 2010: Regular Meeting

April 28, 2010: Public Hearing

Agenda Item #5: Public Comment:

J. Lindy provided copies of the newest Audit for the Board members. He stated that according to Section B, on page 24 that the Board of Finance was charged with reviewing all budgets from Town Supported Departments and that he was unaware of that and therefore apologized to the Board and stated that he felt that this would be beneficial. He also advised that the Board of Selectmen was unaware of the other masonry repairs having been included in the Library request.

Agenda Item #6: Adjournment:

*G. Conrad made a motion to adjourn at 9:20 pm.
L. Fish seconded the motion.*

Vote: 4-0-0 / Motion Carried

**Minutes respectfully submitted by:
Dawn D. Quint
January 28, 2010**

RECEIVED FOR RECORD
1-28-2010 @ 4:50 PM
Carol N. Lee
TOWN CLERK

**Andover Board of Finance
Budget Workshop
Wednesday February 3, 2010**

CANCELLED

Rec'd 1-25-10 @ 8:10am

OAL

Andover Board of Finance**/Budget Workshop / Regular Meeting** (CD)**Thursday January 28, 2010****7:00 p.m. Town Hall Community Room****Agenda**reschedule to 2-4-10
@ 7pm due to
weather

1. Call to Order
2. Pledge of Allegiance
3. Additions/Deletions to agenda
4. Public Comments
5. Approval of minutes
6. Selectmen Report
7. Financial Reports
8. Liaison Reports
9. Budget Presentations:
 - a. AES
 - b. Board of Selectmen
10. *C Town Clerk*
Public Comments
11. Adjournment

Submitted 1/22/10
 Cathleen Desrosiers
 Chair - Board of Finance

mhb

371

**Andover Board of Finance
Budget Workshop – Special Meeting
Thursday February 4, 2010
7:00 p.m. Town Hall Community Room**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Additions/Deletions to agenda
4. Financial Reports
5. Budget Presentations:
 - a. AES
 - b. Town Clerk
 - c. CIP
 - d. Board of Selectmen
6. Public Comments
7. Adjournment

Submitted 2/1/10
Cathleen Desrosiers
Chair – Board of Finance

**Andover Board of Finance
Budget Workshop Thursday February 4, 2010
7:00 p.m. Community Room
Minutes**

Meeting was called to order at 7:01 p.m. by Chairperson Cathleen Desrosiers.

Members present were Cathleen Desrosiers, Dave Gostanian, Georgette Conrad, Linda Fish, Ginny Kuhn, Jim McCann. Absent: Alisha Lee and Clerk Dawn Quint.

Additions/Deletions – C. Desrosiers moved to add Hop River Homes to the agenda under “Budget Presentations item d. G. Conrad seconded, motion passed unanimously.

Town Clerk budget will be moved to next budget workshop on 2/10/10.

Budget Presentations –

AES presented budget with an increase of 1.9%, \$ 75,304 increase. The board was informed that a 15% increase in medical insurance & the plan is pooled with the region. Thursday 2/25/10 is the Public Hearing for the AES budget. Enrollment is 330 students for 2010/11 school year.

CIP – The board was in agreement to resent the Public Works truck repair of \$25,000 back to CIP for review, due to the truck being 12 years old. The board would like to obtain information on replacing the bed and back frame of the truck, which supports the sand container.

Firehouse Roof – The CIP recommends replacing the 23 year old roof, due to 20 year life shingle. The roof has had many repairs and the company that installed the roof is no longer in business.

Hop River Homes – Maria Tulman represented the association asking for a continuation of the tax abatement, which has been in place since 1981. The tax abatement is 50% off the assessment, equaling \$ 12,000 for 24 units, and 11 Andover residents. The BOS will set a public hearing and then set abatement for the Town meeting in March.

BOS – The board reviewed information on the BOS budgets. Dave G. moved for the BOF to approve all budgets representing a 0% increase. Seconded by Jim M., motion passed unanimously. Elaine Buchardt, Selectperson, asked the BOF members to consider a 2% increase for all elected officials.

A motion was made to adjourn the meeting at 9:41 p.m. by Jim McCann, seconded by Linda Fish, motion passed unanimously.

Respectfully submitted,
Cathleen Desrosiers – Chair
Acting BOF Clerk

RECEIVED FOR RECORD
06-28-10 @ 9:00 AM
Margaret H. Busch
Asst. TOWN CLERK

BOARD OF EDUCATION'S
PROPOSED 2010-2011 BUDGET
FOR
ANDOVER ELEMENTARY SCHOOL

ADOPTED BY THE ANDOVER BOARD OF EDUCATION ON 1/20/10

Memorandum

To: Members of Andover Board of Finance

From: Jay Linddy, Chairperson, Andover Board of Education

Date: 1/14/2009

Re: Board of Education 2010-2011 Proposed Budget for Andover Elementary School

Enclosed is the 2010-2011 proposed budget for Andover Elementary School. This budget was adopted unanimously by the Board of Education on January 20, 2010 and is based upon input from staff, contractual obligations, services for students with special needs, operational expenses, and programmatic needs. 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 increase in cost for special education.

The 2010-2011 budget is based upon the following assumptions and constraints:

- ◆ Based upon registration to date, student enrollment will decrease, especially at the kindergarten level. The average class size in grades 1 and 6 will stay the same. 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 imposed upon the Board of Education.
- ◆ Federal and state grants will be used to the maximum extent possible. Such funds will be utilized to offset expenses for salaries, 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, and gasoline remain unpredictable. Hopefully, the amounts included in the budget will be sufficient.
- ◆ Funding for staff requests will be limited to essential items.
- ◆ Utilization of the state grant for excess cost for special education is factored into this budget. It is anticipated such funds will be re-appropriated to the Board of Education to offset such expenses.

The approved budget for 2009-2010 was \$3,995,813. The proposed budget is \$4,072,222 which is an increase of \$76,409, or 1.91%, more than the present budget. Of the \$76,409 total increase, most 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 have miniscule room for flexibility.

DISTRICT EXPEND. RES/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	24.4%
05-06	9,842	11,647	18.4%
06-07	10,658	12,187	14.4%
07-08	10,833	12,897	19.0%

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

AES BUDGET SUMMARY

YEAR	TOTAL BUDGET	BUDGET \$ INCREASE	AMOUNT RETURNED
04-05	\$3,277,983		
05-06	\$3,551,825	\$273,842	\$155,404
06-07	\$3,652,907	\$101,180	\$100,820
07-08	\$3,778,808	\$125,901	\$217,729
08-09	\$3,920,509	\$141,701	\$182,283*
09-10	\$3,995,813	\$75,304	

* unaudited balance

**SUMMARY OF THE BOARD OF EDUCATION'S PROPOSED 2010 - 2011 BUDGET
FOR ANDOVER ELEMENTARY SCHOOL**

Object	2009-2010	2010-2011	Dollar Difference	Percentage Difference	General Description
100	\$ 2,671,154	\$ 2,730,319	\$ 59,165	2.21	Salary, Wages, Contractual Obligations, Degree Changes, Negotiated Contracts
200	\$ 571,493	\$ 587,442	\$ 15,949	2.79	Medical and Dental Insurance, Municipal Retirement, Unemployment Compensation
300	\$ 91,646	\$ 155,322	\$ 63,676	69.48	Contracted Services: Student Services (OT, PT, Psych, AHM), Legal Fees, Septic System Maintenance. Approximately 85% of the increase is due to special education related services.
400	\$ 145,810	\$ 143,750	(\$ 2,060)	(2.00)	Electricity, Roof Repairs, Contracted Maintenance Services - each of which is difficult to predict
500	\$ 247,140	\$ 228,785	(\$18,355)	(7.43)	Tuition for Special Education Outplacement, Magnet School Tuition, Bus Contract, Telephone Service, Advertising, Printing and Binding
600	\$ 232,840	\$ 192,699	(\$40,141)	(17.24)	Instructional Supplies, Textbooks, Nurse's Supplies, Heating Oil, Diesel Fuel for Buses, Gasoline for Special Education Van, and Other School Supplies
700	\$ 26,000	\$ 25,500	(\$ 500)	(1.92)	Equipment for Students, Staff, Custodial, and Funding for the Technology Plan
800	\$ 9,730	\$ 9,405	(\$ 325)	(3.34)	Professional Dues for Board of Education, School, Administration, Staff
Budget Total	\$3,995,813	\$4,072,222	\$ 76,409	1.91	

Board of Education's 2010-2011 Proposed Budget Andover Elementary School

	BOE FY2010	Proposed Budget FY2011
OBJECT 100		
Administrative	\$ 251,827.00	\$ 259,323.00
Teachers	\$ 1,877,174.00	\$ 1,916,225.00
Curriculum Development	\$ 2,000.00	\$ 1,500.00
Teachers Subs	\$ 21,000.00	\$ 25,000.00
Summer School Teachers	\$ 4,000.00	\$ 3,120.00
Board Clerk	\$ 900.00	\$ 900.00
Financial Operations Manager	\$ 58,210.00	\$ 59,083.00
Secretarial Staff	\$ 77,048.00	\$ 78,203.00
Paraprofessional Staff	\$ 149,820.00	\$ 152,067.00
Custodial Staff	\$ 123,722.00	\$ 121,572.00
Nursing Staff	\$ 45,213.00	\$ 46,412.00
Network Manager	\$ 45,740.00	\$ 46,426.00
Summer School Non-Certified	\$ 1,600.00	\$ 3,744.00
Tutor	\$ 1,000.00	\$ 1,000.00
Stipends	\$ 5,900.00	\$ 5,900.00
Degree Changes	\$ 3,000.00	\$ 5,844.00
Paraprofessional Subs	\$ 3,000.00	\$ 2,800.00
Nurse-Summer	\$ -	\$ 1,200.00
TOTAL 100	\$ 2,671,154.00	\$ 2,730,319.00
OBJECT 200		
Medical Insurance	\$ 410,000.00	\$ 426,000.00
Dental Insurance	\$ 18,400.00	\$ 18,200.00
Life Insurance	\$ 3,900.00	\$ 3,900.00
AUL/Disability Insurance	\$ 9,912.00	\$ 10,760.00
Annuity	\$ 2,000.00	\$ 2,000.00
FICA/Medicare	\$ 77,272.00	\$ 78,000.00
MERF	\$ 36,888.00	\$ 37,782.00
Unemployment Compensation	\$ 12,321.00	\$ 10,000.00
Tuition Reimbursement	\$ 800.00	\$ 800.00
TOTAL 200	\$ 571,493.00	\$ 587,442.00

Board of Education's 2010-2011 Proposed Budget Andover Elementary School

	BOE FY2010	Proposed Budget FY2011
OBJECT 300		
Certified Prof. Development	\$ 5,000.00	\$ 4,000.00
Non-Certified Prof. Dev.	\$ 700.00	\$ 600.00
Tuition Reimbursement Non Cert	\$ 800.00	\$ 500.00
AHM	\$ 15,522.00	\$ 15,522.00
School Physician	\$ 750.00	\$ 750.00
OT	\$ 10,000.00	\$ 29,066.00
PT	\$ 6,000.00	\$ 6,550.00
Special Ed. Consultant	\$ -	\$ 44,261.00
Board of Ed		
Legal Fees	\$ 6,000.00	\$ 6,000.00
Meeting/Conference	\$ 300.00	\$ 300.00
Supplies	\$ 600.00	\$ 600.00
Parent Activities	\$ 400.00	\$ 400.00
Services		
Inventory Consultant	\$ 200.00	\$ 200.00
Payroll Service	\$ 5,100.00	\$ 5,100.00
Health Instructor	\$ 500.00	\$ 500.00
Psychologist	\$ 31,978.00	\$ 32,624.00
Computer Consultant	\$ 500.00	\$ 2,200.00
CABE - (policy service)	\$ 2,300.00	\$ 1,000.00
Audit 001	\$ 2,900.00	\$ 2,900.00
Software Consultant (CCC)	\$ 1,000.00	\$ 500.00
School Master/Tech	\$ 1,000.00	\$ 1,103.00
Library	\$ -	\$ 550.00
Fingerprinting	\$ 96.00	\$ 96.00
TOTAL 300	\$ 91,646.00	\$ 155,322.00

Board of Education's 2010-2011 Proposed Budget Andover Elementary School

	BOE FY2010	Proposed Budget FY2011
OBJECT 400		
Electricity	\$ 74,000.00	\$ 74,000.00
Contracted Services		
Furnace Repair	\$ 2,000.00	\$ 1,500.00
Septic	\$ 3,600.00	\$ 3,000.00
Electric Repair	\$ 1,000.00	\$ 1,000.00
Motor Repair	\$ 1,500.00	\$ 1,500.00
Plumbing	\$ 1,000.00	\$ 1,000.00
Fire Alarm	\$ 3,800.00	\$ 4,000.00
Thermostat Control	\$ 5,000.00	\$ 4,000.00
Oil Monitor System	\$ 150.00	\$ 150.00
Rubbish Maintenance	\$ 7,000.00	\$ 6,500.00
Clock/Telephone	\$ 2,000.00	\$ 1,500.00
Audiometer	\$ 150.00	\$ 150.00
Insect Control	\$ 1,100.00	\$ 1,200.00
Exterior Maintenance	\$ 3,000.00	\$ 3,000.00
Piano Tuning	\$ 150.00	\$ 150.00
Audio Visual Equipment	\$ 600.00	\$ 500.00
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 Ext Equipment Maint	\$ 700.00	\$ 800.00
Copy Machine Maintenance	\$ 7,000.00	\$ 7,000.00
Burner Maintenance	\$ 1,000.00	\$ 1,000.00
Water System Supervisor	\$ 3,500.00	\$ 3,000.00
Security Monitoring	\$ 300.00	\$ 300.00
Security Camera Maint.	\$ 200.00	\$ 200.00
Carpet Cleaning	\$ 1,000.00	\$ 1,400.00
Contingency	\$ 800.00	\$ 1,000.00

Board of Education's 2010-2011 Proposed Budget **Andover Elementary School**

	BOE FY2010	Proposed Budget FY2011
OBJECT 400 (cont.)		
Lamp Recycling	\$ 100.00	\$ 100.00
Kinsley Power Systems	\$ 900.00	\$ 1,000.00
Elevator Permit	\$ 60.00	\$ 150.00
Playground Mulch	\$ 1,000.00	\$ 750.00
Lock Maintenance	\$ 400.00	\$ 400.00
Gym Floor Maintenance	\$ 1,200.00	\$ 1,200.00
Rental Equipment	\$ 500.00	\$ 500.00
Roof Maintenance	\$ 5,000.00	\$ 5,000.00
Elevator Maintenance	\$ 2,000.00	\$ 2,400.00
Replacement Steam Traps	\$ 1,500.00	\$ 1,000.00
Educational Testing	\$ 4,000.00	\$ 4,000.00
Rentals		
Postage Meter	\$ 1,500.00	\$ 1,500.00
Custodian Uniforms	\$ 2,000.00	\$ 1,800.00
Cocurricular Activities	\$ 3,000.00	\$ 3,000.00
TOTAL 400	\$ 145,810.00	\$ 142,750.00
OBJECT 500		
Transportation		
Reg.	\$ 132,000.00	\$ 136,917.00
Kinder.	\$ -	
Bus Liability Premium	\$ 3,700.00	\$ 2,000.00
Trans. Radios Maint.	\$ 200.00	\$ 200.00
Special Ed. Trans.	\$ 8,300.00	\$ 10,068.00
Field Trips	\$ 4,000.00	\$ 4,000.00
Staff Transportation	\$ 4,500.00	\$ 4,500.00

Board of Education's 2010-2011 Proposed Budget Andover Elementary School

03 08 22

	BOE FY2010	Proposed Budget FY2011
OBJECT 500 (cont.)		
Tuitions		
Outplacement	\$ 81,940.00	\$ 59,500.00
Telephone	\$ 3,800.00	\$ 3,300.00
Internet	\$ 200.00	\$ 200.00
Nextel	\$ 200.00	\$ 200.00
Post Office	\$ 4,100.00	\$ 4,700.00
Advertising	\$ 2,000.00	\$ 1,500.00
Print/Binding	\$ 2,200.00	\$ 1,700.00
TOTAL 500	\$ 247,140.00	\$ 228,785.00
OBJECT 600		
Instructional Supplies	\$ 50,000.00	\$ 40,049.00
A-V Supplies	\$ 500.00	\$ 500.00
Computer Supplies	\$ 10,000.00	\$ 10,000.00
Textbooks	\$ 6,000.00	\$ 2,000.00
Library Books	\$ 8,400.00	\$ 8,000.00
Periodicals	\$ 1,300.00	\$ 1,300.00
General Supplies		
Library	\$ 550.00	\$ 500.00
Office	\$ 4,100.00	\$ 4,000.00
Health Room	\$ 1,040.00	\$ 1,900.00
Hep. B Shots	\$ 700.00	\$ 700.00
Business Office Supplies	\$ 850.00	\$ 850.00

Board of Education's 2010-2011 Proposed Budget Andover Elementary School

	BOE FY2010	Proposed Budget FY2011
OBJECT 600 (cont.)		
Maint./Cust. Supplies	\$ 20,000.00	\$ 20,000.00
Heat Energy	\$ 106,200.00	\$ 80,500.00
Transportation Fuel	\$ 19,000.00	\$ 18,200.00
Propane Gas	\$ 1,100.00	\$ 1,100.00
Gasoline	\$ 2,200.00	\$ 2,200.00
Diesel Additive	\$ 900.00	\$ 900.00
TOTAL 600	\$ 232,840.00	\$ 192,699.00
OBJECT 700		
Furniture/Equipment	\$ 1,000.00	\$ 500.00
Technology Plan	\$ 20,000.00	\$ 20,000.00
Replacement Comp. Lab	\$ 500.00	\$ 500.00
Furniture & Fixtures	\$ 1,000.00	\$ 1,000.00
Non-Instr. Equipment	\$ 1,000.00	\$ 1,000.00
Custodial Equipment	\$ 2,500.00	\$ 2,500.00
TOTAL 700	\$ 26,000.00	\$ 25,500.00

Board of Education's 2010-2011 Proposed Budget Andover Elementary School

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OBJECT 800	BOE FY2011	Proposed Budget FY2011
Professional Dues/Fees		
LIBRARY	\$ -	\$ 125.00
CABE	\$ 1,750.00	\$ 1,800.00
CAS	\$ 500.00	\$ 500.00
CAPSS	\$ 1,200.00	\$ 1,200.00
MISC DUES/FEEES	\$ 700.00	\$ 700.00
CASBO	\$ 500.00	\$ 500.00
URSA	\$ 200.00	\$ 200.00
ASCD	\$ 280.00	\$ 280.00
EASTCONN	\$ 400.00	\$ 400.00
DRUGS DONT WORK	\$ 100.00	\$ 100.00
EASTERN CT LIBRARY	\$ 100.00	\$ 100.00
Meetings/Conferences	\$ 4,000.00	\$ 3,500.00
TOTAL 800	\$ 9,730.00	\$ 9,405.00

TOTAL ALL CATEGORIES \$ 3,995,813.00 \$ 4,072,222.00 1.91%

**Town of Andover
Board of Finance
Workshop Meeting
~~Wednesday February 10, 2010.~~
7:00 p.m. - Community Room**

Agenda

1. Call to order
2. Pledge of Allegiance
3. Additions/deletions to Agenda
4. Approval of minutes
5. Budget Presentations
 - a. Economic Commission
 - b. Town Clerk
 - c. Homeland Security/Emergency Management
 - d. Fire Marshall
 - e. Selectman's budget
6. Public Comment
7. Adjournment

Cancelled due to
inclement weather
rescheduled to
Thursday, February
11, 2010
C.D.

**Andover Board of Finance
Meeting Minutes from 11 February, 2010
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Budget Workshop

Agenda Item #1: Call to Order:

Cathleen Desrosiers, Board Chair called the meeting to order at 7:03 pm.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Cathleen Desrosiers, Chair; Linda Fish, Alicia Lee, Georgette Conrad, James McCann and David Gostanian; Ginny Kuhn, Vice Chair (entered 7:08 pm).
Town Officials: Robert Burbank, First Selectman.

Other Attendees:

Bob Wanagel	Virginia Wanagel
Carol H. Lee	Sylvia Dake
Elaine Buchardt	John Roache
Linda Knowlton	

Agenda Item #3: Additions/deletions to Agenda:

None made.

Agenda Item #4: Approval of Minutes:

*G. Conrad made a motion to accept the minutes of the Budget Workshop dated January 26, 2010.
J. McCann seconded the motion.*

Discussion followed.

Vote: 6-0-0 / Motion Carried

Agenda Item #5: Budget Presentations:**a. Economic Commission.**

L. Knowlton stated that the \$300 would cover two business fairs and that the budget should reflect a fair scheduled for 5-15-11 and not 5-15-10. She also advised that the networking expense was the cost of the Town becoming a member of the Chamber of Commerce. Mrs. Knowlton explained that the membership would also benefit the Town because members received a discount on services from other members.

G. Kuhn enters the meeting.

D. Gostanian made a motion to approve the Economic Development Commission budget request of \$1,000.00.

G. Conrad seconded the motion.

Discussion followed.

Vote: 6-0-1 / Motion Carried

G. Kuhn abstained

b. Town Clerk.

Alicia Lee leaves the meeting.

C. Lee presented a report of the non-tax revenue collected by the Town Clerk's office for Fiscal year 2008-2009 as well as a report showing the year-to-date collection for fiscal year 2000-2010 up to January 31, 2010.

All action was tabled on the Town Clerk budget.

Alicia Lee returns to the meeting.

c. Homeland Security/ Emergency Management.

Action is postponed due to lack of representation.

d. Fire Marshall.

Action is postponed due to lack of representation. Fire Marshall was called away.

e. Selectmen's Budget.

R. Burbank reported that the Town Office Building budget would remain at the same bottom line amount but that certain line items had been adjusted. Mr. Burbank stated that Payroll Services, Acct. # 0129-315 would be increased by \$300.00, Acct. # 0129-434 Furnace Maintenance would be decreased by \$300.00, Acct. # 0129-530, Telephone would be increased by \$400.00, Acct. # 0129-531 Postage would be increased by \$400.00, Acct. # 0129-603 Fuel Oil would be decreased by \$1,100.00 and Acct. # 0129-611 Office Furniture would be increased by \$200.00.

G. Conrad made a motion to approve the budget of \$63,284.68 for Account 1-100-01-0129, Town Office Building to include the line item adjustments as presented by R. Burbank.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

c. Homeland Security/ Emergency Management.

S. Dake advised that the Town had no emergency notification system in place and that the school had decided to pursue a grant to address that issue. She stated that DEMHS was offering a matching grant program for Emergency response equipment that would match Town Dollars by three to one. Therefore, she was requesting \$850.00 for line item 1-100-01-0135-355 Civil Preparedness Training. Mrs. Dake explained that the \$350.00 for Mobie Phone – Civil Preparedness was actually the First Selectman's cell phone and was required for Emergency responses. Mrs. Dake stated that the total requested budget for Account #135 Civil Preparedness was \$1,200.00.

G. Conrad made a motion to approve the budget of \$12,000.00 for Account 1-100-01-0135 Civil Preparedness.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

d. Fire Marshall

G. Kuhn made a motion to review CIP as a substitute for the Fire Marshall's budget.
J. McCann seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

d. CIP

E. Buchardt presented the CIP recommendations of \$30,000.00 for the replacement of the bed for a public works sanding truck, \$40,000.00 for the repair to the Fire Complex roof and \$6,000.00 for the repair of the roof on the Old Town Hall Museum for a total budget of \$76,000.00. Mrs. Buchardt advised that the Commission was now recommending the replacement of the truck bed rather than the repair that had originally been discussed.

C. Desrosiers inquired about the projected budget for Road Improvement. Mr. Burbank stated that there were roads that were in serious need of repair or improvement and that he would be putting together a package to present to the Board and the Taxpayers outlining a plan for repair and the projected estimates for the cost of each project.

G. Conrad left the meeting at 7:53 pm and returned at 7:54 pm.

C. Desrosiers advised that the revaluation had been postponed until 2011-1012 but that the amount set aside at this point was not sufficient to fund this project.

D. Gostanian made a motion to approve a budget of \$25,000.00 for Account 11-1101-717 Revaluation.

G. Conrad seconded the motion.

Discussion followed. D. Gostanian withdrew his motion

G. Kuhn made a motion to approve a budget of \$35,000.00 for Account 11-1101-717 Revaluation.

D. Gostanian seconded the motion.

Discussion followed.

Vote: 6-1-0 / Motion Carried

C. Desrosiers voted No

G. Kuhn made a motion to approve the CIP budget recommendations of \$76,000.00 to include \$30,000.00 to replace the bed of the Public Works truck, \$40,000.00 to repair the roof on the Fire Complex and \$6,000.00 to repair the Old Town Hall Museum Roof.

G. Conrad seconded the motion.

Discussion followed.

G. Kuhn left the meeting at 8:28 and returned at 8:30 pm

Vote: 7-0-0 / Motion Carried

e. Selectmen's Budget

P&Z:

J. McCann made a motion to approve the budget of \$6,480.55 for Account # 1-100-08-0803 P & Z Commission.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

ZBA:

J. McCann made a motion to approve the budget of \$1,420.86 to include a 2% salary increase for Account # 1-100-08-0805 Zoning Board of Appeals.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

Building Department:

J. McCann made a motion to approve the budget of \$45,079.80 to include a 2% salary increase for the Building Department Clerk's Wages for Account # 1-100-08-0807 Building Department.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

Wetlands:

G. Kuhn made a motion to approve the budget of \$10,191.40 to include a 2% salary increase for Account # 1-100-08-0809 Wetlands.

J. McCann seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

Conservation Commission:

G. Kuhn made a motion to approve the budget of \$100.00 for Account # 1-100-08-0815 Conservation Commission.

J. McCann seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

G. Kuhn made a motion to automatically approve any budget with a 0% increase.

J. McCann seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

d. Fire Marshall

Due to the return of the Fire Marshall from his emergency call the Fire Marshall's budget was placed back on the agenda.

J. Roache explained that it was his desire to keep the Fire Marshall salary at the same level but that required software subscriptions and mandatory training costs had risen.

D. Gostanian made a motion to approve a budget of \$10,155.00 for Account # 1-100-04-405, Fire Marshall.

G. Conrad seconded the motion.

Discussion followed.

A mathematical error was discovered in the Fire Marshall's budget that reflected a cut in salary from \$7,770.00 to \$7,700.00.

D. Gostanian made a motion to approve a budget of \$10,225.00 for Account # 1-100-04-405, Fire Marshall in order to amend the salary line to be \$7,770.00.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 7-0-0 / Motion Carried

Agenda Item #5: Public Comment:

D. Quint requested that the members consider purchasing a ticket or making a reservation for the upcoming Spaghetti Supper fundraiser for the Social Services Electric Fund.

Agenda Item #6: Adjournment:

*G. Conrad made a motion to adjourn at 9:04 pm.
D. Gostanian seconded the motion.*

Vote: 7-0-0 / Motion Carried

**Minutes respectfully submitted by:
Dawn D. Quint
February 12, 2010**

RECEIVED FOR RECORD
02-16-10 @ 3:42 PM
Margaret H. Busch
Asst. TOWN CLERK

Town of Andover
Board of Finance Meeting

February 11, 2010

Please sign and

Print your name. Thank you.

Ed Wanagel
Virginia Wanagel

BOB WANAGEL
VIRGINIA WANAGEL

Carol H. Lee

Carol H. Lee

Sylvia Dake

Sylvia Dake

Elaine B. Buckard

Elaine Buckard

John

John Roache

ANDOVER BOARD OF FINANCE

Regular Meeting

Wednesday, February 17, 2010

7:00 p.m. – Community Room

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Additions / Deletions to Agenda
4. Approval of Minutes
5. Selectmen's Report
6. Budget Discussion
7. Budget Presentations
8. Public Comment
9. Adjournment

**Andover Board of Finance
Meeting Minutes from 17 February, 2010
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 7:06 pm.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Cathleen Desrosiers, Chair; Linda Fish, David Gostanian, James McCann and Georgette Conrad.

Not Present: Ginny Kuhn, Vice Chair, and Alicia Lee.

Town Officials: Robert Burbank, First Selectman.

Other Attendees:

Robert Wanagel
Virginia Wanagel

Dianne Grenier

Agenda Item #3: Additions/deletions to Agenda:

None offered

Agenda Item #4: Approval of Minutes:

D. Gostanian made a motion to accept the minutes of the Budget Workshop dated February 11, 2010 with an amendment to the motion on page 3, the approval of the budget for Account #1-100-01-0135 Civil Preparedness should be \$1,200.00 not \$12,000.00 as written.

J. McCann seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

D. Gostanian made a motion to accept the minutes of the Budget Workshop dated January 21, 2010.

G. Conrad seconded the motion.

Discussion followed.

Vote: 4-0-1 / Motion Carried

J. McCann abstained

G. Conrad made a motion to accept the minutes of the Regular Meeting dated December 16, 2009.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Agenda Item #5: Selectmen's Report:

R. Burbank reported that he had been informed by MIRMA that the increased assessment for Worker's Compensation insurance would be approximately \$90,000.00. Mr. Burbank stated that the increase had nothing to do with the Town's experience rate but was determined by claims made against the group. He stated that he would be pursuing an estimate from CIRMA, the only other municipal group that is available.

R. Burbank reported that the Town had been approved for an Energy Grant for \$32,000.00 and that the repairs to be covered under the grant would be a new furnace and the rezoning of the duct system for the Town Office Building as well as insulated curtains for sound proofing for the Community Room.

Mr. Burbank advised the Board that last week the State DOT received the material certification from the contractor that was hired to build the bridge over route 316. He stated that the State would soon be going out to the Bridge Company to review plans and observe fabrication.

Agenda Item #6: Budget Discussion:

C. Desrosiers asked the members if they were prepared to go forward on budget work. She also asked if Mr. Burbank was prepared to present the public works budget. All parties involved stated they were prepared.

Agenda Item #7: Budget Presentations:**Public Works:**

R. Burbank stated that Union members were by contract to receive a 3% increase for fiscal year 2010-2011. Therefore, the salary line needed to be increased to \$147,835.00. Mr. Burbank stated that an increase in Tree Removal of \$1,000.00 was needed as well as an increase in Fire Extinguisher Maintenance of \$200.00. These increases are to be offset by a decrease in Gasoline by \$1,500.00. Mr. Burbank stated that the bottom line budget request for Account #1-100-03-0301 would be \$218,865.00.

D. Gostanian made a motion to approve a budget of \$218,865.00 for Account # 1-100-03-0301 Public Works Department.

G. Conrad seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Snow Removal:

R. Burbank stated that the Department of Public Works would no longer need to contract for snow removal, therefore, line item 0303-365 could be reduced by \$2,500.00. Mr. Burbank stated that he was requesting an increase in line item 0303-642 of \$400.00 to cover a new plow blade for one of the trucks. The bottom line requested would be \$97,400.00 which was a \$2,100.00 decrease in snow removal cost.

D. Gostanian made a motion to approve a budget of \$97,400.00 for Account # 1-100-03-0303 Snow removal to include a decrease of \$2,500.00 for contracted snow removal and a \$400.00 increase for plow blades.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Lighting:

R. Burbank stated that he and Mr. Linddy had done a lighting survey and had shut down all unnecessary lights, therefore, no increase was requested.

D. Gostanian made a motion to approve a budget of \$7,500.00 for Account # 1-100-03-0305 Lighting.

G. Conrad seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Town Garage:

R. Burbank stated that the new alarm system would require a second phone line be installed and the garage computer would be connected to the line allowing for internet capabilities. Mr. Burbank requested a \$400.00 increase in line 0309-537 and he stated that \$400.00 could be reduced from fuel oil to offset the increase to leave the bottom line budget at \$16,250.00.

L. Fish made a motion to approve a budget of \$16,250.00 for Account # 1-100-03-0309 Town Garage.

C. Desrosiers seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Town Engineer:

R. Burbank stated that the Town Engineer budget could be reduced by \$500.00. He stated that the Town Engineer usually did not bill until the end of each fiscal year.

L. Fish made a motion to approve a budget of \$2,500.00 for Account # 1-100-03-0311 Town Engineer.

J. McCann seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Ground Care:

R. Burbank advised that there was a needed \$500.00 increase for mowing based on last years expenditures.

J. McCann made a motion to approve a budget of \$5,600.00 for Account # 1-100-03-0313 Ground Care to include a \$500.00 increase for mowing.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Zoning Agent:

R. Burbank stated that an increase of \$208.00 was being requested to cover a 2% increase in salary for the Zoning Agent.

J. McCann made a motion to approve a budget of \$10,958.00 for Account # 1-100-08-0817 Zoning Agent to include a \$208.00 increase for the Zoning Agent Salary.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

CROG, GHA, CCM, COST:

R. Burbank requested no increase for this account.

J. McCann made a motion to approve a budget of \$7,125.00 for Account # 1-100-08-0819 CROG, GHA, CCM, COST.

D. Gostanian seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Debt Retirement:

C. Desrosiers advised that the Safety Complex Debt had been paid off. She inquired when the School Debt would be paid off.

R. Burbank stated that he would investigate that and provide the Board with a date.

J. McCann made a motion to approve a budget of \$90,000.00 for Account # 1-100-12-1201 Debt Retirement.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Interest Expense:

C. Desrosiers advised that the interest debt for the Safety Complex could be reduced due to the debt retirement of the Safety Complex.

D. Gostanian made a motion to approve a budget of \$50,422.50 for Account # 1-100-12-1203 Interest Expense.

L. Fish seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Working Capital:

Budget was tabled.

Town Clerk:

C. Desrosiers asked the members to consider three issues:

- 1) Should an increase in salary be considered for elected officials?
- 2) Should any increase considered be for all elected officials?
- 3) What percentage increase, if any, should be considered?

D. Gostanian made a motion to recommend to the taxpayers a salary increase of 2% for all Elected Town Officials.

L. Fish seconded the motion.

Discussion followed.

Vote: 4-1-0 / Motion Carried

J. McCann voted No.

J. McCann stated that he wanted it on the record that he would support a 3.5% increase and nothing less for all full time elected officials.

D. Gostanian made a motion to approve a budget of \$74,460.82 for Account # 1-100-01-0117 Town Clerk, to include a 2% salary increase for the Town Clerk salary as well as the Assistant Town Clerk salary.

G. Conrad seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Selectmen:

C. Desrosiers stated that due to the decision to recommend a 2% increase for all elected officials that the members needed to adjust the Selectmen budget.

D. Gostanian made a motion to approve a budget of \$53,130.00 for Account # 1-100-01-0101 Selectmen, to include a 2% salary increase for the First Selectman of \$900.00 as well as \$80.00 for Other Selectmen wage.

G. Conrad seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Elections:

C. Desrosiers advised that the Board of Finance will table the salary increase issue for this budget due to a discrepancy between the proposed budgeted amount for salaries being requested at \$1,000.00 over the actual budgeted amount from 2009-2010.

Agenda Item #8: Public Comment:

J. Linddy stated that as a member of the Board of Selectmen he had made a motion to approve a 3% budget increase for elected officials and the motion had not received a second.

J. Linddy stated that he felt that it was important to address repairs of the roads as a separate question for the voters.

J. Linddy reminded the members that a Public Hearing was scheduled for the AES school budget February 25, 2010.

D. Grenier inquired about the next Board of Finance meeting.

C. Desrosiers stated that the next meeting was scheduled for March 2, 2010 and that RHAM would be presenting their budget request at that time. She stated that the next Regular Meeting was scheduled for March 24, 2010.

R. Wanagel expressed concerns with regard to fire retardance of curtains for the Community Room.

R. Wanagel expressed concerns with across the board salary increases versus merit pay.

Agenda Item #9: Adjournment:

*J. McCann made a motion to adjourn at 9:11 pm.
L. Fish seconded the motion.*

Vote: 5-0-0 / Motion Carried

Minutes respectfully submitted by:

Dawn D. Quint

February 18, 2010

RECEIVED FOR RECORD
2-18-2010 @ 3:40 PM
Carol N. Lee
TOWN CLERK

404

**Andover Board of Finance
Budget Workshop
Tuesday March 2, 2010
7:00 p.m. Town Hall Community Room**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Additions/Deletions to agenda
4. Budget Presentations:
 - a. RHAM
 - b. Revenues
 - c. Board of Selectmen
5. Public Comments
6. Adjournment

Submitted 3/1/10
Cathleen Desrosiers
Chair, Board of Finance

Andover Board of Finance

**Andover Board of Finance
Meeting Minutes from 2 March, 2010
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Budget Workshop

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; James McCann,
David Gostanian and Georgette Conrad.

Not Present: Linda Fish and Alicia Lee.

Town Officials: Bob Burbank, First Selectman.

Other Attendees:

James Cherry
Dianne Grenier
Grace Gostanian

Robert Siminski
Michael Turner

Agenda Item #3: Additions/deletions to Agenda:

C. Desrosiers stated that Agenda Item #3A: Approval of Minutes, needed to be added to the Agenda.

Agenda Item #3A: Approval of Minutes:

D. Gostanian made a motion to approve the minutes of the Regular Meeting dated February 17, 2010.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Agenda Item #4: Budget Presentations:**a. RHAM:**

R. Siminski presented a power point presentation demonstrating RHAM's cost per pupil of \$12,310. Dr. Siminski stated that Andover's projected 2010/2011 Levy of 16.5% based on a total RHAM budget of \$24,493,056 would be \$4,041,354, with this amount being based on a proposed budget increase of 2.52%. R. Siminski offered an increase in Enrollment, increased Special Education Enrollment, Salary increases and a Health Insurance Costs increase of 11.5% as justification for the need for a 2.52% budget increase. Some budget increases are to be offset by stimulus money, transportation aid reduction, special education excess cost budgeted at 60% versus 85% in fiscal year 2009/10 and clinical day treatment being funded by the stimulus money. Dr. Siminski stated that a 0% increase would be possible but would call for a reduction in Athletic Programs, Clubs, Late Bus, Special Education and Physiological Staffing and a reduction in the maintenance account.

b. Revenues:**Members reviewed projected Revenues as follows:**

Boat Registration	\$	1,377.65
PILOT State Property	\$	24,814.00
Veteran's Tax Relief	\$	TBD
Property Tax Relief	\$	TBD
Manufacturers Grant	\$	4,000.00
State Disability – Exempt	\$	300.00
Pequot – Mohegan	\$	13,455.00
State Miscellaneous	\$	TBD
Telephone Access	\$	-----
Federal Highway Grant	\$	-----
Local Capitol Improvement	\$	28,129.00
Law Enforcement Overtime	\$	TBD
DOT Moving Violation Grant	\$	TBD
Special Education	\$	TBD
ECS	\$	2,330,856.00
Pupil Transportation	\$	28,429.00
Interest	\$	5,000.00
Permits	\$	500.00
Town Clerk Fees	\$	53,000.00
Transfer Station	\$	1,200.00

Waste Redemption	\$	3,000.00
Building Department Receipts	\$	TBD
Miscellaneous	\$	TBD
Rentals	\$	-----

c. Board of Selectmen:

Board Clerk – Board of Finance 1-100-01-0103-121:

G. Kuhn made a motion to recommend to the Board of Selectmen that the Board of Finance Clerk be given a 2% increase to \$12.75 per hour.

G. Conrad seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Elections: 1-100-01-0121:

C. Desrosiers made a motion to accept the corrected Elections budget from a bottom line of \$17,900.00 to \$16,660.00 which represented \$10,200.00 for salaries, \$5,760.00 for Equipment & Supplies and \$700.00 for food.

G. Conrad seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Registrars: 1-100-01-0125:

D. Gostanian made a motion to approve a bottom line budget for Registrars of \$5,308.48, to include a \$77.64 increase for Registrars Salary and a \$6.84 increase for Assistant Registrars Salary.

G. Kuhn seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Insurance: 1-100-01-0137:

D. Gostanian made a motion to approve \$128,000.00 at a 0% increase for Insurance.
G. Kuhn seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Employee Benefits: 1-100-01-0141:

D. Gostanian made a motion to approve a bottom line budget for Employee Benefits of \$229,024.00: to include a decrease in Unemployment Compensation to \$11,200.00, an increase in Health Insurance to \$126,000.00, a decrease in Dental to \$5,100.00, an increase in Disability insurance to \$1,650.00 and an increase in Administrative Fee Merf. to \$2,450.00.
G. Conrad seconded the motion.

Discussion followed.

Vote: 5-0-0 / Motion Carried

Resident Trooper: 1-100-04-0403:

Tabled pending more information.

RHAM: 1-100-09-0901:

Tabled pending a completed budget proposal.

Capital Expenditures: 1-100-11-1101:

Tabled pending Road Improvement information from Board of Selectmen.

Working Capital: 1-100-13-1305-898:

Tabled pending information from upcoming Board of Selectmen meeting.

C. Desrosiers advised the members that there are approximately 38 Town Employees and that the projected 2% increase was estimated to be \$15,451.81.

One Mil is \$2,775,936.60.

Outstanding Items to Address:

Road Improvement
Trooper Budget
Clerk Wage Approval by Board of Selectmen
Working Capital
RHAM budget
Fund Transfers

Next Meeting is scheduled for March 24, 2010 at 7:00 pm.

Memorial Day Committee letter to be addressed at next meeting.

Agenda Item #5: Public Comment:

J. Lindy expressed concerns with Capital Improvements plans for RHAM on the 2010-2011 budget.

R. Burbank read a letter into the record in response to the letter from the Memorial Day Committee.

Agenda Item #6: Adjournment:

D. Gostanian made a motion to adjourn at 9:40 pm.

G. Kuhn seconded the motion.

Vote: 5-0-0 / Motion Carried

Minutes respectfully submitted by:

Dawn D. Quint

March 4, 2010

RECEIVED FOR RECORD
3-8-2010 @ 3:00PM
Carol H. Lee
TOWN CLERK

**Town of Andover
Board of Finance Meeting**

March 2, 2010

Please sign and

Print your name. Thank you.

[Handwritten signatures]
Dianne Grenier
Michael Turner
Grace Gostanian

James Cherry
ROBERT SIMINSKI
Dianne Grenier
Michael Turner
Grace Gostanian

**REGIONAL SCHOOL DISTRICT
NO. 8 PROPOSED
2010-2011 BUDGET**

PRESENTATION TO THE
REGIONAL SCHOOL DISTRICT
NO. 8 BOARD OF EDUCATION

February 22, 2010
(Revised)

BUDGET GOALS

- Continue to provide the same level of programming
- Address the legal requirements of Special Education cost effectively
- Preserve teaching positions
- Identify and use all cost-savings measures

FACTORS IMPACTING BUDGET

- High School Enrollment will increase.
- Special Education enrollment will increase.
- Heating oil will cost \$2.33 per gallon.
- Bus fuel will cost \$2.40 per gallon.
- The budget reflects:
 - a. Negotiated salary increases
 - b. Health insurance costs will increase by an estimated 11.5%

ENROLLMENT

High School

2009/10 Projected	2009/10Actual
Admin. 1151	1084
NESDEC 1129	

2010/2011 Projected

Admin. 1199
NESDEC 1149

ENROLLMENT

Middle School

2009/10 Projected	2009/10Actual
Admin. 652	655
NESDEC 644	

2010/2011 Projected

Admin. 623
NESDEC 600

SCHOOL CHOICE

	08/09	09/10
Magnet Schools	11	24
Lebanon VoAg.	8	13
Glastonbury VoAg.	3	6
Windham Tech.	28	26
Adult Ed.	<u>19</u>	<u>23</u>
	69	92

PROJECTED IMPACT OF SCHOOL CHOICE ON HIGH SCHOOL ENROLLMENT

Projected High School Enrollment	NESDEC 1149	Admin. 1199
Projected Magnet School Enrollment	<u>-66*</u>	<u>-66*</u>
Projected High School Enrollment	1083	1133

*Presumes all are accepted to choice school

FINANCIAL IMPACT OF SCHOOL CHOICE

VoAg Tuitions	\$175,824
Magnet Schools	<u>\$109,985</u>
	\$285,809*

*Does not include Hartford Magnet Schools which are State funded.

FUNDS OFFSETTING BUDGET INCREASES

- Stimulus Money Used to Pay Special Education Teacher and Paraprofessional Increase
- Transportation Aid Reduced
- Special Education Excess Cost Budgeted at 60% (Last Year Budgeted at 85%)
- Clinical Day Treatment Program Funded by Stimulus

**PER PUPIL EXPENDITURE - DISTRICTS
SENDING PUPILS TO REGIONAL
DISTRICTS 2008/2009 CT DATA**

Regional School District No. 8	\$12,310
State Average	\$12,805

LEVY CALCULATON

	08/09 Enroll- ment	FY'10 Levy %	09/10 Enroll- ment	FY'11 Levy %	10/11 Enroll- ment*	FY'12 Levy %*
Andover	302	17.34%	285	16.50%	304*	16.07*
Hebron	920	52.81%	935	54.14%	1037*	54.81*
Marlborough	520	29.85%	507	29.36%	551*	29.12*
Total	1,772	100.00	1,727	100.00%	1892*	100.00%

* Estimated Projected Enrollment Figures and Percentages

BUDGET/ECS

	FY'10	FY'11
Total Budget	23,895,792	24,498,056
ECS	5,463,937	5,577,243*
	22.86%	22.77%*

* Estimate

2010/2011 LEVY TO TOWNS

Andover	16.50%	\$ 4,041,354
Hebron	54.14%	\$13,260,541
Marlborough	29.36%	\$ 7,191,161
Total		\$24,493,056

*Based on Proposed Budget @ 2.52%

GRANTS 2009-2010

Title I Entitlement	\$ 35,294
Title II Part A Entitlement	\$ 30,453
Title IV Entitlement – AHM	\$ 2,866
IDEA Entitlement	\$269,290
Carl Perkins Vocational Tech	\$ 23,845
Adult Education	\$ <u>19,500</u>
Total Grants	\$381,248

IDEA ENTITLEMENT HISTORY

- 2009-10 \$269,290
- 2008-09 \$241,492
- 2007-08 \$238,794
- 2006-07 \$235,243

2010/11 SPECIAL EDUCATION BUDGET

Total Special Education Budget \$3,316,010

IDEA (Grant Federal) \$ 269,290

EXCESS Cost @ 60% \$ 304,538

% of Special Education from Grants 17.3%

USE OF STIMULUS

- Salary Increases (Special Education)
- CDT Funding for:
 - 1 semester 2009-10
 - Funding for Entire Year 2010/11

REVENUE SOURCES 09/10

ECS	\$5,577,243 (estimate)
Grants	\$381,319
AARA Grant	\$318,248
Adult Education	\$19,500
Interest	\$10,000
Transportation	\$180,000
Pay for Play	\$100,000
Excess Cost	\$304,538

**NO CHILD LEFT BEHIND
REPORT**

Middle School

Percent At or Above Proficient

Mathematics 98%

Reading 93.5%

100% Participation Rate

High School

Percent At or Above Proficient

Mathematics 94.9%

Reading 99.3%

98% Participation Rate

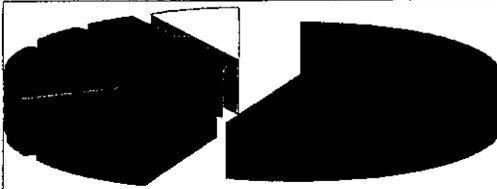
**HIGHLIGHTS OF CONTINUATION
BUDGET**

- Increase in Health Insurance
- Oil Purchased for 2010/11 at \$2.33 per gallon
- Class Size Increases at High School
- Technology Reduced

**HIGHLIGHTS OF CONTINUATION
BUDGET**

- Supplies Budgeted at Reduced Levels
- Text Books Budgeted at Reduced Levels
- Library Books Budgeted at Reduced Levels
- Curriculum Writing Budgeted at Reduced Levels
- Contractual Salary Increases
- Tuition for VoAg & Magnet School Students

BUDGET ANALYSIS



■ Salaries 56.2 ■ Benefits 11.9 □ Fuel 1.0
 ■ Utilities 3.0 ■ Bond 10.9 ■ Transportation 5.1
 ■ Tuition 4.5 □ Other 7.4

REDUCTIONS TO ACHIEVE 1.49%

- Instructional supplies reduced to 2009/10 levels
- Textbooks Reduced
- Curriculum Writing Reduced
- Concessions from the Administrators
- Special Education Teacher Salary Increases Charged to Stimulus

ADDITIONAL REDUCTIONS TO REACH 0%

- Further reduction of supplies
- Reduction of 6th assignments
- Two library paraprofessionals
- High School sports
 - Gymnastics
 - Golf
 - Indoor Track

ADDITIONAL REDUCTIONS TO REACH 0% cont.

- Middle School Athletics
- High School/Middle School Clubs
- Late Bus
- Reduce .5 Sped. Teacher
- Reduce .5 Psychologist
- Maintenance account

DECISION PACKAGES

High School

- Equivalent of 2.2 staff using 6th assignments \$60,720

Middle School

- Remedial Reading/Writing Teacher including benefits \$56,576

DECISION PACKAGES

General

- Return to 2007/8 levels:
 - Supplies \$82,730
 - Textbooks \$85,634
 - Curriculum Writing \$12,000
 - Library Books \$30,688
 - Student Records \$17,000

ANALYSIS OF INCREASE

• Salaries	\$224,532
• Health Insurance	\$195,934
• Insurance Property Casualty	\$ 85,320
• Special Education	\$ 74,806
• Transportation	\$ 47,289
• VOC Tuition	\$ 71,928

EFFICIENCY

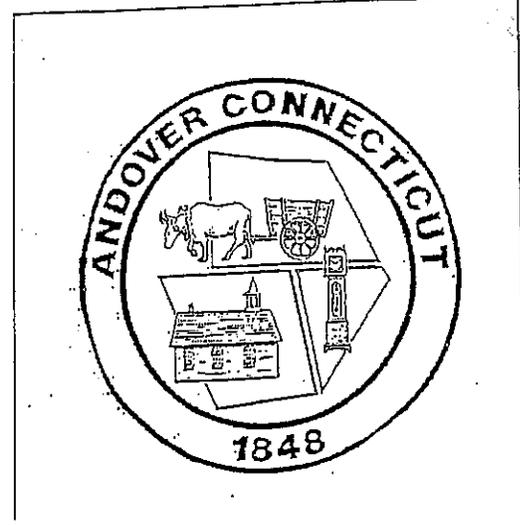
	Reg.8	St. Ave.
Teacher Per 100 Students	8.58	9.05
Admin. Per 100 Students	.59	1.56
Computers Per 100 Students	37.55	33.47
Annual Hours of Instruction	.997	.997
Value Added (Math)	.987	.973
Value Added (Reading)	.987	.977
Value Added (Writing)	1.025	.978

EFFICIENCY*

	Reg.8	St. Ave.
Output efficiency	1.000	.970
Input Efficiency	1.000	.823

* Source:
 Winter 2010 The Connecticut Economy
 University of Connecticut Quarterly Review

Town of Andover
17 School Road
Andover, Conn. 06232
(860)742-7305 Fax (860) 742-7535
Email AndoverSelectman1@comcast.net



Office of the First Selectman

March 2, 2010

To: Chairman John McCall and Members of the Memorial Day Committee

From: Robert F. Burbank, First Selectman

Cc: Board of Selectmen

I received a note today commenting on small expenditures that I made from the Memorial Day Committee line item.

All monies expended were for flags and for a wreath for the Memorial. Based on our auditors instructions all expenditures must be put in the most appropriate line item as it would be impractical to open up a line item for every small unbudgeted item. This is purely an accounting procedure as per the auditor.

Our town has honored our Veterans not only with a Memorial Day Parade but also has shown its respect for our Veterans by maintaining a 'Veterans' Memorial on Route 6. I decided that the few expenses involved in maintaining the Memorial were to be placed in the Memorial Day Committee line item. The Charter provides for transfers within the budget and your committee would never be without the funds you require and are budgeted.

I am committed to insuring such funds, up to the amount budgeted for normal expenses for the parade and related activities. If care of the monument reduces the amount needed, which is usually small, money will be transferred to make up the difference.

I hope this answers your concerns. As a veteran and family that has served now and in the past in our military I assure you the celebration on Memorial Day will not be interrupted by lack of funds for the event.

I have instructed our bookkeeper to keep me informed regarding any shortfall in the Memorial Day Committee account.

422

**Andover Board of Finance
Regular Meeting
Wednesday March 24, 2010
7:00 p.m. Town Hall Community Room**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Additions/Deletions to agenda
5. Approval of minutes
6. Selectmen's Report
7. Budget Preparation
8. Public Comments
9. Adjournment

Submitted 3/22/10
Cathleen Desrosiers
Chair, Board of Finance

Andover Board of Finance

Andover Board of Finance
March 24, 2010
Minutes

The meeting was called to order at 7:15 p.m. By Chairperson Cathleen Desrosiers. Members present were: Cathleen Desrosiers, Ginny Kuhn, Linda Fish, Georgette Conrad, Alisha Lee.

Pledge of Allegiance.

No additions/deletions.

Minutes - Ginny K. moved to approve the minutes of BOF March 2, 2010, second by Georgette C. Motion passed - Georgette C., Ginny K., Cathy D. Abstain - Linda F., Alisha L.

Selectman's Report- Fund balance sheet was presented
Budget is on target with 70.16 % expended
Town received a \$22,000 grant for maintenance of Rail Trail
(First Selectman Bob B. will check on broken rails as part of grant)
BRIDGE - fabrication will be starting, bridge will be shipped in 3
sections and assembled on ground, crane is being measured for
assembly.
Town received approval for ENERGY Grant in the amount of \$32,000
Linda F. asked Bob B. about uninsured funds representing 92 % of Town's
funds found on page 29 of Audit. C. Desrosiers will contact Steve
Hopkins, auditor, for explanation.

Budget Preparation - Page 2 Board Clerk, Ginny K. moved to approve line item #121 to \$1,600 and line item #122 to 0, second by Georgette C. Motion approved unanimously.

Page 21 Employee Benefits - Ginny K. moved to approve the "Employee Benefits" in the amount of \$236,312, seconded by Georgette C. Motion approved unanimously.

Page 41 Law Enforcement - Georgette C. moved to approve the Law Enforcement budget for \$ 132,282.18, seconded by Ginny K. Motions approved unanimously.

Page 56 RHAM - The 2010-11 RHAM budget for Andover portion is currently \$ 3,993,000, representing a decrease from last year of - \$146, 195 due to enrollment..

424

Page 58 - # 1101 Ginny K. moved to approve \$246,000, seconded by
Georgette C. Road Improvement = \$120,000
Fire Dept. Roof = \$40,000
Old Town Hall Roof = \$6,000
Revaluation = \$35,000
Public Works Truck bed = \$ 30,000
Severance = \$15,000

It was calculated that "Revenues" currently totaled \$ 2,540,109.60.

Georgette C. moved to adjourn the meeting at 9:02 p.m. seconded by Linda F. Motion passed
unanimously.

Respectfully submitted,

Cathleen A. Desrosiers
Chairperson/temporary clerk

RECEIVED FOR RECORD
4-20-10 @ 9:14am
Candice Lee
TOWN CLERK
(2 Attachments)

Attachment

425

Citizen's Checking/Savings	\$ 1,031,084.85
Concentration Accounts	\$ 869,650.55
Open Space	\$ 118,133.72
AES Expansion Fund	\$ 8,374.22
	\$ 2,027,243.34

426

Attachment

2010 Rd Work Est.

① Lake Rd. Bausala - West st - To Pittsinger

Drainage + Pavement - \$36,000.00

② chip seal Arts of Long hill, Bendeer, Beardwamp

\$19,566.00 Per Mile 1.45 SQ YD. Est 3 miles

\$38,200.00

③ Gr. lead Rd. 1st Part Roughly 1 mile

Skim + chip seal \$40,000

④ Burner Brook Rd (milling)

Reclaim + Pav. Est \$85,000.00

\$219,700.00

Drainage
Pittsinger
Bausala
West st
Lake Rd

My Notes: \$219,700.00

\$ - 60,000 State Money for Town Aid Roads

\$159,700

- 50,000 Money left in current budget

109,700 amount needed

Increase Budget amount from \$80,000 to \$120,000
an increase of \$40,000

Use LOCFP funds for drainage work
needed in some areas.

**Town of Andover
Board of Finance
Workshop Meeting
Tuesday April 6, 2010
7:00 p.m. - Community Room**

Agenda

1. Call to order
2. Pledge of Allegiance
3. Additions/deletions to Agenda
4. Approval of minutes
5. Budget Preparation
6. Public Comment
7. Adjournment

FROM
428

**Andover Board of Finance
April 6, 2010
Budget Workshop - Minutes**

The meeting was called to order at 7:09 p.m. by Chairperson Cathleen Desrosiers. Members present were: Cathleen Desrosiers, Linda Fish, Georgette Conrad, Ginny Kuhn, Jim McCann.

Pledge of Allegiance.

No additions/deletions.

Approve of minutes - tabled

Budget Preparations - The board recalculated all budget requests, revenues, capitol expenditures, and grants.

The 2009 Grand List equates 1 mill to be \$ 277,593,660.

The total Budget Expenditures for 2010-11 is \$10,391,689,57.

Anticipated Revenues = \$2,583,432.

Proposed mills for 2010-11 is 27.6 .

Ginny Kuhn will update Board of Finance Proposed Budget and send to all members and have copies made available for public. The BOF Public Hearing is scheduled for Wednesday April 28, 2010 at 7:00 p.m. in the Community Room.

The meeting was adjourned at 9:33 p.m.

Respectfully submitted,

Cathleen Desrosiers
Chairperson/temporary clerk

RECEIVED FOR RECORD
4-20-10 @ 9:15 am
Candice Lee
TOWN CLERK

(4 Attachments)

**TOWN OF ANDOVER
INTERDEPARTMENTAL MEMORANDUM
OFFICE OF THE ASSESSOR**

DATE: January 29, 2010

TO: Robert Burbank, First Selectman

CC: Cathleen Desrosiers, Chairman, BOF

FROM: John Chaponis, CCMA II 

SUBJECT: 2009 Grand List Totals

The following is the Grand List Totals for the October 1, 2009. It equates to a 6% increase (1,632,230) over the 2008 Grand List.

	<u>2008 Grand List</u>	<u>2009 Grand List</u>
Real Property:	245,658,850	247,483,090
Motor Vehicle:	22,204,760	22,520,110
Personal Property:	<u>5,297,820</u>	<u>5,260,460</u>
Net Grand List:	273,161,430	275,263,660
Prorates:	400,000	280,000
Motor Vehicle Supplement:	<u>2,600,000</u>	<u>2,250,000</u>
TOTAL:	276,161,430	277,793,660
Corrections & B.A.A.:	<u>- 200,000</u>	<u>- 200,000</u>
NET GRAND LIST TOTAL:	275,961,430	277,593,660

FROM
430

Attachment

Proposed Time Line 2010-2011 Budget

**RHAM Referendum – Annual Town Budget Hearing
Andover Budget Referendum**

Tuesday May 4, 2010:

RHAM Referendum

Wednesday April 28, 2010:

Board of Finance Public Budget Hearing

Wednesday May 5, 2010:

Board of Selectmen Monthly Meeting

Thursday May 6, 2010:

Andover Town Budget Meeting, If budget is passed, Town Meeting would adjourn to Referendum on May 18, 2010. If budget is defeated at Referendum, next Town Meeting would be held on May 27, 2010.

If Budget is defeated at May 6, 2010 a second Town Budget Meeting would be held on May 13, 2010, If passed at May 13 Meeting, It would adjourn to Referendum on May 25, 2010.

*Attachment***431**

Government & Not-for-Profit Banking Division
875 Elm Street
Manchester, NH 03101
800 675.7195 tel

April 6, 2010

Robert Burbank
Town of Andover
17 School Road
Andover, CT 06232

Dear Robert,

Citizens Bank collateralizes all deposits for the Town of Andover which exceed the FDIC limit of \$250,000 or are not covered under the Transaction Account Guarantee Program (TAGP). The collateral is held by the custodian, Bank of New York Mellon per the Tri-Party contract.

I have included an information sheet regarding TAGP.

If you have any questions, please call me at 1-800-852-8360.

Sincerely,

A handwritten signature in cursive script that reads "Beverley Tilley".

Beverley Tilley
Assistant VP
Government Banking Division

FDIC Insurance Coverage

In response to the broad economic conditions affecting our industry, the Federal Deposit Insurance Corporation (FDIC) created the "Transaction Account Guarantee Program" (the Program) in October of 2008. On December 5, 2008, we formally notified the FDIC that RBS Citizens N.A., and Citizens Bank of Pennsylvania are each a "participating entity" in the Program. This memo provides general guidance on aspects of the Program that increased deposit insurance guarantees. For all the Program details, please go to the FDIC website at: <http://www.fdic.gov/regulations/resources/TLGP/index.html>

Terms of the increased deposit insurance

Through December 31, 2013, the FDIC will protect all deposits up to the \$250,000 limit under its ordinary deposit insurance rules. In addition to this temporary increase of insurance coverage for all deposit accounts, certain accounts are now fully insured.

The following accounts are insured in full with no limit on insurance coverage:

- Non-interest bearing transaction accounts.
 - Municipal checking
- IOLTA accounts.
- NOW accounts on which the interest rate paid does not exceed .5%
 - Municipal Checking with Interest
 - Municipal Revenue
 - Municipal Concentration
 - Public Super NOW
 - Public Funds Checking with Interest

These deposit insurance rules are effective until June 30, 2010.



LEGAL NOTICE
TOWN OF ANDOVER
PUBLIC BUDGET HEARING
WEDNESDAY, APRIL 28, 2010
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, 2010 to June 30, 2011 Budget in the Town Office Building Community Room – 17 School Road – Andover, CT on Wednesday, April 28, 2010 at 7:00 p.m.

Dated at Andover, CT this 8th day of April, 2010

Andover Board of Finance

LEGAL NOTICE
TOWN OF ANDOVER
PUBLIC BUDGET HEARING
WEDNESDAY, APRIL 28, 2010
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, 2010 to June 30, 2011 Budget in the Town Office Building Community Room – 17 School Road – Andover, CT on Wednesday, April 28, 2010 at 7:00 p.m.

Dated at Andover, CT this 8th day of April, 2010

1TB 4/16

Andover Board of Finance

**TOWN OF ANDOVER
BOARD OF FINANCE**

PUBLIC BUDGET HEARING

**Wednesday, April 28, 2010
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 2010-2011 Budget
- 6.) Public Comments on the Proposed FY 2010-2011 Budget
- 7.) Budget Corrections or Modifications
- 8.) Adjournment

RECEIVED FOR RECORD
04-27-10 @ 3:47 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Finance
Public Budget Hearing

435

Minutes

April 28, 2010

Town Office Building Community Room

Agenda Item # 1: Call to Order:

Cathleen A. Desrosiers, Board Chair called the meeting to order at 7:04p.m.

Members present: Georgette M. Conrad, Cathleen A. Desrosiers, Linda H. Fish, David G. Gostanian, Ginny A. Kuhn, Alicia L. Lee and James W. McCann. Robert F Burbank, First Selectman.

Other Attendees:

Wallace Barton Jr.	Carol Barton	Catherine Palazzi
Michael Palazzi	Robert Wanagel	Clyde W. Conrad
Joan Foran	Andrew Maneggia	Carol Lee
Dianne Grenier	Edward Nagy	Virginia Wanagel
Leigh Ann Hutchinson	Elaine Buchardt	Jay K. Linddy

Agenda Item # 2: Pledge of Allegiance:

Board of Finance Members lead the Pledge of Allegiance.

Agenda Item # 3: Hearing Format and Budget Introduction:

Board Chair Desrosiers lead us into the Budget Introduction. The Board of Finance is proposing a 2010-2011 budget which spends \$ 10,392,039 representing a decrease of \$ 17,382 or .167% over last fiscal year 2009-2010.

The decreases are mainly due to RHAM-Andover student enrollment, Fire debt payment and "Tax Sale" of property for back taxes. Also, the Board of Finance approved three capital requests:

- \$ 30,000 replacement of dump truck bed and dump body
- \$ 40,000 for Andover Firehouse roof
- \$ 6,000 for Old Town Hall roof

The non tax revenue this year is estimated to be \$ 2,590.522 representing a decrease of \$ 50,593. or 1.91% under last year's estimate. This is a conservative estimate of revenue in light of the economic climate and current inflation being 2.36%.

At the last Board of Finance meeting, April 6, 2010 the board approved \$ 35,000 toward revaluation of properties scheduled for 2011, thus representing a total of \$60,000 earmarked for revaluation. The Board of Finance moved to apply \$ 178,208 "Tax Sale" collection from the General Fund to the 2010-2011 Proposed Budget to establish a 27.6 mill rate.

This proposal represents a 0 mill increase for fiscal 2010-2011. (Mill=\$277,593)

A representation of the increase would be: \$ 150,000 house assessment

436

- 2008-09 taxes \$ 4,095 p/yr
- 2009-10 taxes \$ 4,140 p/yr
- 2010-11 taxes \$ 4,140 p/yr

Agenda Item # 4: Additions/Deletions to the Agenda: none

Agenda Item # 6: Public Comments on the Proposed FY 2010-2011 Budget:

Robert Wanagel expressed his concerns about line item 0145, trip money for the seniors and the Commission on Aging. Board of Finance Chair Desrosiers directed him to the administrative body of the town, the Board of Selectmen

Diane Grenier asked about the line item for the Web Site Committee. First Selectman Burbank said there is no Web Site Committee set up as of yet. If the board approves it, they will find the money. Board Chair Desrosiers mentioned the Board of Finance has been working on the budget for weeks and no one came forward and asked for a line item.

Joan Foran said the Board of Finance did a nice job preparing the 2010-2011 budget. She also commended the Board of Education and the Superintendent on their budget. She thinks the Board of Selectmen should look into a grant writer or sharing one with another town. Recently the Town of Sprague received five million dollars in grants.

Leigh Ann Hutchinson is concerned that the Charter Review Commission has no line item in 2010-2011 budget. Board of Finance members pointed out line item 0103, included \$ 700.00 for a board clerk, and money was included in line 107 for legal issues for the Charter Review Commission.

Diane Grenier asked why does the Charter Review Commission have a line item in the budget and the Web Committee does not.

Elaine Buchardt wants to bring back the Web Site Committee with a budget off \$ 500.00.

Agenda Item # 5: Board Member Comments on the Proposed FY 2010-2011 Budget:

There was a consensus from all board members that the Board of Selectmen look into the proposed Web Site Committee budget line, Commission on Aging trips and sharing a grant writer with another Town.

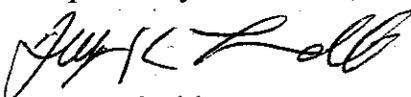
Agenda Item # 7: Budget Corrections or Modifications

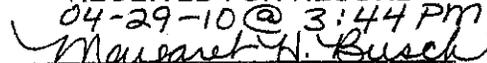
Motion made by Georgette Conrad, seconded by David Gostanian to approve a line item of \$ 500.00 for the Web Site Committee, once it is approved by the Board of Selectmen.

Agenda Item # 8: Adjournment:

James W. McCann made a motion to adjourn, Linda H Fish seconded, Motion was unanimously approved. The meeting adjourned at 8:45pm.

Respectfully submitted,


Jay K. Linddy

RECEIVED FOR RECORD
04-29-10 @ 3:44 PM

Margaret H. Busch
Asst. TOWN CLERK

Board of Finance Public Budget Hearing

April 28, 2010

Please sign in:

Print your name:

Carol Barton	CAROL BARTON
Bob Wanagel	BOB WANAGEL
Cathy Palazzi	Catherine Palazzi
Mike Palazzi	MIKE PALAZZI
Wally Barton	Wally Barton
Clyde W. Conrad Jr.	Clyde W. Conrad Jr
Joan Foran	Joan Foran
Ar. Manoggia	Andrew manoggia
Carol Leep	Carol Leep
Dianna Grenier	Dianna F Grenier
Edward J. Nagy	ED NAGY
Virginia Wanagel	VIRGINIA WANAGEL
Leigh Ann Hatchkosen	Leigh Ann Hatchkosen
Elaine M. Buchardt	Elaine Buchardt

Attachment

Andover Board of Finance
 2010-2011 Budget Proposal - First Draft
 BOF Budget Workshop - 28 April 2010

EXPENDITURES	2009-2010	2009-2010	Percentage	2010-2011	2010-2011	2010-2011
	Approved Budget	Expended (as of 3/23/10)	Expended To Date	Proposed Budget	\$ Change from 2009-2010	% Change from 2009-2010
First Selectmen	\$52,150.00	\$33,418.43	64.08%	\$53,130.00	\$980.00	1.88%
Clerk - BOF & CIP	\$2,300.00	\$768.77	33.42%	\$2,300.00	\$0.00	0.00%
Auditor	\$15,000.00	\$11,146.07	74.31%	\$15,000.00	\$0.00	0.00%
Town Attorney	\$17,000.00	\$6,584.42	38.73%	\$17,000.00	\$0.00	0.00%
Treasurer	\$43,055.40	\$28,876.07	67.07%	\$43,874.50	\$819.10	1.90%
Tax Collector	\$52,477.49	\$41,329.31	78.76%	\$53,540.03	\$1,062.54	2.02%
Assessor	\$66,090.43	\$48,108.17	72.79%	\$67,899.13	\$1,808.70	2.74%
BD Assess Appeal	\$600.00	\$300.00	50.00%	\$600.00	\$0.00	0.00%
Town Clerk	\$73,281.00	\$53,149.13	72.53%	\$74,460.82	\$1,179.82	1.61%
Probate Court	\$1,995.00	\$807.16	40.46%	\$1,995.00	\$0.00	0.00%
Elections	\$12,600.00	\$420.94	3.34%	\$16,660.00	\$4,060.00	32.22%
Old Town Hall	\$1,510.00	\$895.05	59.27%	\$1,510.00	\$0.00	0.00%
Registrars	\$5,324.00	\$3,231.00	60.69%	\$5,308.48	(\$15.52)	-0.29%
ADS	\$5,000.00	\$2,280.00	45.60%	\$5,000.00	\$0.00	0.00%
Town Office Building	\$63,284.68	\$43,343.57	68.49%	\$63,284.68	\$0.00	0.00%
Admin. Asst. & Clerk	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%
Dog Damage	\$200.00	\$0.00	0.00%	\$200.00	\$0.00	0.00%
Civil Preparedness	\$850.00	\$496.30	58.39%	\$1,200.00	\$350.00	41.18%
Insurance	\$128,000.00	\$96,776.00	75.61%	\$128,000.00	\$0.00	0.00%
Employee Benefits	\$224,785.00	\$152,680.29	67.92%	\$236,312.00	\$11,527.00	5.13%
Senior Transportation	\$6,700.00	\$4,220.29	62.99%	\$9,209.00	\$2,509.00	37.45%
Mun Agnt/Sr Citizens	\$7,007.00	\$4,293.14	61.27%	\$7,007.00	\$0.00	0.00%
Custodian/Cleaning Svc	\$9,054.50	\$5,614.40	62.01%	\$9,054.50	\$0.00	0.00%
Old Fire House	\$7,900.00	\$4,745.42	60.07%	\$7,900.00	\$0.00	0.00%
Dog Fund	\$6,770.00	\$5,090.82	75.20%	\$6,770.00	\$0.00	0.00%
Historical	\$200.00	\$0.00	0.00%	\$200.00	\$0.00	0.00%
Ethics Commission	\$100.00	\$0.00	0.00%	\$0.00	(\$100.00)	-100.00%
NL Health Officer	\$14,481.61	\$10,761.00	74.31%	\$14,481.61	\$0.00	0.00%
Visiting Nurses	\$1,250.00	\$1,250.00	100.00%	\$1,250.00	\$0.00	0.00%
North Central Metal Hlth	\$212.00	\$212.00	100.00%	\$212.00	\$0.00	0.00%
AHM Youth Services	\$42,116.16	\$42,116.16	100.00%	\$39,324.00	(\$2,792.16)	-6.63%
P.W. Dept	\$214,859.12	\$134,262.64	62.49%	\$218,865.00	\$4,005.88	1.86%

EXPENDITURES	2009-2010		2009-2010		Percentage Expended To Date	2010-2011		% Change from 2009-2010	% Change from 2009-2010
	Approved Budget	Expended (as of 3/23/10)	Proposed Budget	Change from 2009-2010					
Snow Removal	\$99,500.00	\$70,638.63	\$97,400.00	(\$2,100.00)	70.99%			3.11%	
Lighting	\$7,500.00	\$4,330.66	\$7,500.00	\$0.00	57.74%			0.00%	
Town Garage	\$16,250.00	\$11,783.98	\$16,250.00	\$0.00	72.52%			0.00%	
Town Engineer	\$3,000.00	\$0.00	\$2,500.00	(\$500.00)	0.00%			16.67%	
Grnd Care/Beautification	\$5,100.00	\$4,443.16	\$5,600.00	\$500.00	87.12%			9.80%	
Fire Department	\$92,414.50	\$69,311.00	\$92,414.50	\$0.00	75.00%			0.00%	
Resident Troop	\$130,652.51	\$2,101.36	\$132,282.18	\$1,629.67	1.61%			1.25%	
Fire Marshal	\$9,920.00	\$7,240.00	\$10,225.00	\$305.00	72.98%			3.07%	
Welfare	\$2,850.00	\$1,847.50	\$3,700.00	\$850.00	64.82%			29.82%	
Memorial Day Comm.	\$800.00	\$0.00	\$800.00	\$0.00	0.00%			0.00%	
Recreation Commission	\$6,455.00	\$2,146.16	\$6,455.00	\$0.00	33.25%			0.00%	
Transfer Station	\$181,524.00	\$81,428.49	\$163,174.00	(\$18,350.00)	44.86%			10.19%	
Recycling	\$2,200.00	\$371.20	\$2,200.00	\$0.00	16.87%			0.00%	
Ec Development Comm.	\$700.00	\$429.44	\$1,000.00	\$300.00	61.35%			42.86%	
P&Z Commission	\$6,311.25	\$3,626.33	\$6,480.55	\$169.30	57.46%			2.68%	
Zong Board of Appeals	\$1,393.00	\$0.00	\$1,420.86	\$27.86	0.00%			2.00%	
Building Department	\$44,545.00	\$25,860.01	\$45,079.80	\$534.80	58.05%			1.20%	
Wetlands	\$10,020.00	\$5,872.63	\$10,191.40	\$171.40	58.61%			1.71%	
Conservation Commission	\$100.00	\$0.00	\$100.00	\$0.00	0.00%			0.00%	
Zoning Agent	\$10,750.00	\$7,073.00	\$10,958.00	\$208.00	65.80%			1.93%	
CRCOG, GHA, CCM, COST	\$7,125.00	\$6,919.20	\$7,125.00	\$0.00	97.11%			0.00%	
Education - AES	\$3,995,813.00	\$5,893,891.48	\$4,072,222.00	\$76,409.00	72.45%			1.91%	
Education - RHAM	\$4,139,195.00		\$3,993,000.00	(\$146,195.00)				3.53%	
Library	\$99,206.00	\$62,797.36	\$103,990.00	\$4,784.00	63.30%			4.82%	
Capital Expenditures	\$143,500.00	\$63,842.98	\$246,000.00	\$102,500.00	44.49%			71.43%	
Debt Retirement	\$150,000.00	\$90,000.00	\$90,000.00	(\$60,000.00)	60.00%			0.00%	
Interest Expense	\$54,442.50	\$52,432.50	\$50,422.50	(\$4,020.00)	96.31%			7.38%	
Fund Transfers	\$112,001.03	\$97,001.03	\$112,001.03	\$0.00	86.61%			0.00%	
	\$10,409,421.18	\$7,302,564.65	\$10,392,039.57	(\$17,381.61)	70.15%			0.17%	

REVENUE

	2009-2010 Projected Rev.	2009-2010 Collected (as of 3/23/10)	Percentage Collected To Date	2010-2011 Proposed Budget	2010-2011 \$ Change from 2009-2010	2010-2011 % Change from 2009-2010
Boat Registrations	\$1,377.65	\$705.86	51.24%	\$1,378.00	\$0.35	0.03%
Building Department	\$31,000.00	\$16,815.22	54.24%	\$29,000.00	(\$2,000.00)	-6.45%
Disabled Credit	\$382.20		0.00%	\$300.00	(\$82.20)	-21.51%
Dog Damage	\$200.00		0.00%	\$200.00	\$0.00	0.00%
DOT Moving Violations Grant	\$6,000.00	\$8,000.00	133.33%	\$8,000.00	\$2,000.00	33.33%
ECS	\$2,330,856.00	\$999,162.00	42.87%	\$2,330,856.00	\$0.00	0.00%
Federal Highway Grants	See Grant Section		#DIV/0!		\$0.00	#DIV/0!
Fund Balance Interest	\$9,000.00	\$2,613.53	29.04%	\$5,000.00	(\$4,000.00)	-44.44%
Law Enforcement Overtime	\$27,000.00	\$0.00	0.00%	\$25,500.00	(\$1,500.00)	-5.56%
Manufacturers Grant	\$4,394.56	\$4,123.00	93.82%	\$4,000.00	(\$394.56)	-8.98%
Miscellaneous	\$22,569.11	\$2,725.79	12.08%	\$5,000.00	(\$17,569.11)	-77.85%
NSF/DMV/Fees	\$5,000.00		0.00%	\$5,000.00	\$0.00	0.00%
Pequot/Mashantucket Grant	\$14,537.00	\$4,864.02	33.46%	\$13,455.00	(\$1,082.00)	-7.44%
Permits	\$310.00	\$490.00	158.06%	\$500.00	\$190.00	61.29%
PILOT State Property	\$26,454.00	\$26,498.55	100.17%	\$24,814.00	(\$1,640.00)	-6.20%
Previous Year's Taxes (incl int & lie	\$51,000.00	\$42,357.03	83.05%	\$30,000.00	(\$21,000.00)	-41.18%
Property Tax Relief	See Grant Section		#DIV/0!		\$0.00	#DIV/0!
Property Tax Relief/Elderly	See Grant Section		#DIV/0!		\$0.00	#DIV/0!
Rentals	\$0.00		#DIV/0!	\$0.00	\$0.00	#DIV/0!
Special Education	Included in the School Budget		#DIV/0!		\$0.00	#DIV/0!
Tax Collectors Interest	\$10,000.00		0.00%	\$9,000.00	(\$1,000.00)	-10.00%
Tax Collector Lien Fees			#DIV/0!	\$800.00	\$800.00	#DIV/0!
Telephone Access	\$0.00	\$7,000.00	#DIV/0!	\$10,000.00	\$10,000.00	#DIV/0!
Town Clerk Fees	\$58,000.00	\$23,446.75	40.43%	\$53,000.00	(\$5,000.00)	-8.62%
Town Clerk PA-05228 (09-229)	\$2,090.00	\$14,292.00	683.83%	\$2,090.00	\$0.00	0.00%
Transfer Station	\$2,000.00	\$349.00	17.45%	\$1,200.00	(\$800.00)	-40.00%
Transportation Grant	\$30,624.00	\$18,406.00	60.10%	\$28,429.00	(\$2,195.00)	-7.17%
Veteran's Tax Relief	See Grant Section		#DIV/0!		\$0.00	#DIV/0!
Waste Redemption	\$8,320.83	\$1,640.50	19.72%	\$3,000.00	(\$5,320.83)	-63.95%
	\$2,641,115.35	\$1,173,489.25	44.43%	\$2,590,522.00	\$(50,593.35)	-1.92%

2009-2010

Approved Budget

Budgeted Expenditures \$10,409,421.18
 Less Anticipated Revenue \$2,641,115.35
Net Operating Budget \$7,768,305.83

Fireman's Tax Exemption \$19,750.00
 New Samaritan/Sr Housing Tax \$12,000.00
 New Senior Tax Program \$3,000.00
Total Tax Exemptions \$34,750.00

Net Operating Budget Plus Tax \$7,803,055.83
 Less "Offset" applied -\$102,624.00 (\$32,624 RHAM; \$70,000 AES)
 Less "Offset" applied -\$83,000.00 Refund of Excess Tax Collection PY

Total Budget to be Funded by Taxation \$7,617,431.83

Budget Net of Revenue, Plus 1 Mil \$7,617,431.83
 Anticipated Mil Rate \$275,961.43
27.60

2010-2011

Proposed Budget

\$10,392,039.57
 \$2,590,522.00
\$7,801,517.57

\$19,750.00
 \$12,000.00
 \$6,000.00
\$37,750.00

\$7,839,267.57
 \$0.00
 -\$178,208.00 "Tax Sale" of Back Tax Properties

\$7,661,059.57
 \$7,661,059.57
 \$277,593.66
27.60

	2009-2010	2009-2010	2010-2011	2010-2011	2010-2011
	Approved Budget	Expended (as of 3/23/10)	Proposed Budget	Change from 2009-2010	% Change from 2009-2010
Town Clerk Grant					
Town Aid Roads	\$85,046.00		\$85,046.00		
LOCIP	\$28,265.00		\$28,265.00		
Veterin's Tax Relief	\$982.83		\$1,271.00	\$288.17	29.33%
Curcuit Breaker / Prop Tax Credit	\$14,505.45		\$13,407.00	-\$1,098.45	-7.57%
	<u>\$128,799.28</u>		<u>\$127,989.00</u>	<u>-\$810.28</u>	<u>-0.63%</u>

442

**Andover Board of Finance
Regular Meeting
Wednesday May 26, 2010
7:00 p.m. Town Hall Community Room**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Additions/Deletions to agenda
5. Approval of minutes
6. Selectmen's Report
7. Set the Mill Rate for 2010-11
8. Public Comments
9. Adjournment

Submitted 5/24/10
Cathleen Desrosiers
Chair, Board of Finance

RECEIVED FOR RECORD
05-24-10 @ 12:06 PM
Margaret H. Busch
TOWN CLERK

**Andover Board of Finance
Meeting Minutes from 26 May, 2010
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 7:10 pm.

Agenda Item #2: Pledge of Allegiance:

Members:

Present: Cathleen Desrosiers, Chair; Ginny Kuhn, Vice Chair; James McCann,
Georgette Conrad and David Gostanian (arrived at 7:23 pm).

Not Present: Linda Fish and Alicia Lee.

Town Officials: Bob Burbank, First Selectman.

Other Attendees:

Virginia Wanagel
Edward J. Nagy

Robert Wanagel
Jay K. Linddy

Agenda Item #3: Public Comment:

None Offered.

Agenda Item #4: Additions/deletions to Agenda:

None made.

Agenda Item #5: Approval of Minutes:

*J. McCann made a motion to approve the minutes of the Regular Meeting dated
February 17, 2010.*

G. Conrad seconded the motion.

Discussion followed.

Vote: 3-0-1 / Motion Carried

G. Kuhn abstained.

G. Kuhn made a motion to approve the minutes of the Budget Workshop dated March 2, 2010.

G. Conrad seconded the motion.

Discussion followed.

Vote: 4-0-0 / Motion Carried Minutes previously approved March 24th.

G. Kuhn made a motion to approve the minutes of the Regular Meeting dated March 24, 2010.

G. Conrad seconded the motion.

Discussion followed.

Vote: 3-0-1 / Motion Carried

J. McCann abstained.

G. Kuhn made a motion to approve the minutes of the Budget Workshop dated April 6, 2010.

G. Conrad seconded the motion.

Discussion followed.

Vote: 4-0-0 / Motion Carried

G. Kuhn made a motion to approve the minutes of the Public Budget Hearing dated April 28, 2010.

J. McCann seconded the motion.

Discussion followed.

Vote: 4-0-0 / Motion Carried

Agenda Item #6: Selectmen's Report:

R. Burbank reported that the fund balance at this time was \$3,099,390.18 but there were still some major bills especially for education still outstanding. He stated that the Town had expended 87.66% of its annual budget which put the Town right on track. Mr. Burbank stated that some money would still need to be expended for road repair.

D. Gostanian entered the meeting.

G. Kuhn inquired why the Town did not encumber larger expenses.

R. Burbank stated that the Town did not encumber minor expenses and only encumbered large ticket items or things on which only a partial payment had been made.

Mr. Burbank reported that the RHAM levy was actually \$3,995,530.94 and that the Board of Finance had only budgeted for \$3,993,000.00 so there would be a shortfall for fiscal year 2010/2011 of \$2,530.94.

Mr. Burbank responded to a previous stated concern that the Town money was not insured. He presented a letter that showed that Citizens Bank collateralizes all deposits for the Town of Andover which exceed the FDIS limits of \$250,000.00 or are not covered under the Transaction Account Guarantee Program. The collateral is held by the custodian, Bank of New York Mellon per the Tri-Party contract. This service is supplied at no cost to the Town.

C. Desrosiers inquired about the CIRMA assessment.

Mr. Burbank advised that he had been meeting with other Towns that had also been assessed and that the group was interviewing attorneys. He stated that if the Town pursued legal action on their own that by contract the Town would be liable for CIRMA's attorney fees as well as its own.

C. Desrosiers inquired to how much longer the Town would be paying on the AES School debt of \$50,422.50 annually.

R. Burbank stated that he did not know the exact length of time left on the debt but that he would research that information for the Board.

Agenda Item #7: Set the Mill Rate for 2010-11:

*G. Conrad made a motion to set the mill rate for fiscal year 2010-11 at 27.60.
D. Gostanian seconded the motion.*

Discussion followed.

Vote: 5-0-0 / Motion Carried

Agenda Item #8: Public Comment:

J. Linddy commented on the turn out for the public hearing.

Agenda Item #9: Adjournment:

*J. McCann made a motion to adjourn at 8:20 pm.
G. Kuhn seconded the motion.*

Vote: 5-0-0 / Motion Carried

**Minutes respectfully submitted by:
Dawn D. Quint
May 28, 2010**

RECEIVED FOR RECORD
6-1-10 @ 11:00 am
Casal N. Roe
TOWN CLERK

**Andover Board of Finance
Regular Meeting
Wednesday June 23, 2010
7:00 p.m. Town Hall Community Room**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Additions/Deletions to agenda
5. Approval of minutes
6. Selectmen's Report
7. Election of Officer's and Liaisons for 2010-11
8. Bi Annual Taxation
9. Debits/Credits – purchase orders
10. Public Comments
11. Adjournment

Submitted 5/24/10
Cathleen Desrosiers
Chair, Board of Finance

RECEIVED FOR RECORD
06-22-10 @ 10:51 AM
Margaret H. Busch
Asst. TOWN CLERK

448

**Andover Board of Finance
Regular Meeting
Wednesday June 23, 2010
7:00 p.m. Town Hall Community Room**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Additions/Deletions to agenda
5. Approval of minutes
6. Selectmen's Report
7. Election of Officer's and Liaisons for 2010-11
8. Bi Annual Taxation
9. Debits/Credits – purchase orders
10. Public Comments
11. Adjournment

Submitted 6/22/10
Cathleen Desrosiers
Chair, Board of Finance

RECEIVED FOR RECORD
06-22-10 @ 1:35 PM
Margaret H. Busch
Asst. TOWN CLERK

**Andover Board of Finance
Meeting Minutes from 23 June, 2010
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 7:10 pm.

Agenda Item #2: Pledge of Allegiance:

Members:

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

Not Present: Ginny Kuhn, Vice Chair; James McCann, and David Gostanian.
Town Officials: Non Present

Other Attendees:

Virginia Wanagel

Robert Wanagel

Agenda Item #3: Public Comment:

R. Wanagel inquired about the time line for the use of 2009/2010 funds and the possibility of something being encumbered.

Agenda Item #4: Additions/deletions to Agenda:

C. Desrosiers made a motion to include Agenda Item # 9A: Andover Board of Education to the agenda.

G. Conrad seconded the motion.

Discussion followed.

Vote: 4-0-0 / Motion Carried

Agenda Item #5: Approval of Minutes:

G. Conrad made a motion to approve the minutes of the Budget Workshop dated February 4, 2010 with the amendment of the word "resent" under CIP to read "resend".

L. Fish seconded the motion.

Discussion followed.

Vote: 4-0-0 / Motion Carried

G. Conrad made a motion to approve the minutes of the Regular Meeting dated May 26, 2010.

C. Desrosiers seconded the motion.

Discussion followed.

Vote: 2-0-2 / Motion Carried

L. Fish and A. Lee Abstained

Agenda Item #6: Selectmen's Report:

None presented.

G. Conrad made a motion to reschedule the next regular meeting of the Board of Finance from July 28, 2010 to July 21, 2010 and to cancel the August meeting.

C. Desrosiers seconded the motion.

Discussion followed.

Vote: 4-0-0 / Motion Carried

Agenda Item #7: Election of Officers and Liaisons for 2010-11:

G. Conrad made a motion to reappoint all Officers and Liaisons to their existing appointments.

L. Fish seconded the motion.

Discussion followed.

Vote: 4-0-0 / Motion Carried

Agenda Item #8: Bi Annual Taxation:

The issue was tabled pending input from Vice Chair Ginny Kuhn.

Agenda Item #9: Debits/Credits – Purchase Orders:

C. Desrosiers reported that she met with the Town Treasurer and reviewed the fact that the Charter calls for the use of purchase orders. She stated all purchase orders were supposed to be approved by the First Selectmen prior to any purchase being made and that the purchase order should be presented to the Treasurer in order for the purchase to be encumbered prior to payment. All Boards and Commissions no matter how small the organization or how little the purchase might be must file a purchase order prior to any expenditure or face the possibility that they may not be reimbursed.

The meeting was stopped pending the arrival of Mr. Jay Linddy of the Andover Board of Education.

Agenda Item #9A: Andover Board of Education:

J. Linddy reported that the Board of Education had just ratified a 3 Year Teacher's Contract. He stated that the substantive changes were as follows:

- Teachers would have to submit payroll changes prior to August 15th
- Insurance Premium Cost Share would be Year 1-17%, Year 2-18% and Year 3-19%.
- Sick leave, upon departure, after 15 years of service will be paid at 10% of the current salary per diem up to 180 days.
- Andover School must be notified in writing by January 1st if a teacher intends to leave, and the person must be in good standing in order to receive payment for any benefit by the end of July.
- Salaries will increase Year 1 – 0%, Year 2 – 1.5% and Year 3 - 1.5%.

Mr. Linddy also reported that the 31 year old furnace in the School gym needed to be replaced at the cost of \$27,000.00. He also stated that the Board of Education projected being able to return approximately \$100,000.00 to the Town due to the reduction of one school bus being operated this past year along with the departure of two teachers.

Mr. Linddy also wanted to bring it to the Board's attention that the Town road crew was building a road behind the school in order to facilitate the cleaning of the school septic tanks.

Agenda Item #10: Public Comment:

None offered.

Agenda Item #11: Adjournment:

*G. Conrad made a motion to adjourn at 7:53 pm.
L. Fish seconded the motion.*

Vote: 4-0-0 / Motion Carried

**Minutes respectfully submitted by:
Dawn D. Quint
June 25, 2010**

RECEIVED FOR RECORD
6-28-2010 @ 8:15 am
Carol N. [Signature]
TOWN CLERK

**Andover Board of Finance
Special Meeting
Wednesday July 21, 2010
7:00 p.m. AES Library**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Additions/Deletions to agenda
5. Approval of minutes
6. Selectmen's Report
7. Transfers
8. Bi Annual Taxation
9. Debits/Credits - purchase orders
10. Public Comments
11. Adjournment

Submitted 7/19/10
Cathleen Desrosiers
Chair, Board of Finance

Note: This meeting replaces the scheduled July 28, 2010 meeting.

RECEIVED FOR RECORD

07-19-10 @ 3:43 PM

Margaret H. Busch

Asst. TOWN CLERK

**Town of Andover
Board of Finance
Regular Meeting
September 22, 2010**

7 P.M.

Town Hall, Community Room

The regular meeting of the Andover Board of Finance scheduled to be held on Wednesday, September 22, 2010 at 7 P.M. in the Community Room has been cancelled.

RECEIVED FOR RECORD
09-22-10 @ 11:01 AM
Margaret H. Busch
Asst. TOWN CLERK

**Andover Board of Finance
Special Meeting
Monday September 27, 2010
7:00 p.m. Community Room**

Agenda

*Cancelled
lack of
quorum*

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Additions/Deletions to agenda
5. Approval of minutes
6. Selectmen's Report
7. Transfers
8. Bi Annual Taxation
9. Debits/Credits – purchase orders
10. Annual Report
11. Public Comments
12. Adjournment

Submitted 9/22/10
Cathleen Desrosiers
Chair, Board of Finance

RECEIVED FOR RECORD
9-23-2010 @ 8:15am
Canceled
TOWN CLERK

**Andover Board of Finance
Regular Meeting
Wednesday October 27, 2010
7:00 p.m. Community Room**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Additions/Deletions to agenda
5. Approval of minutes
6. Selectmen's Report
7. BOE – Stimulus Funds
8. Transfers
9. Bi Annual Taxation
10. Debits/Credits – purchase orders
11. 2011 Budget Workshop & meeting schedule
12. Public Comments
13. Adjournment

Submitted 9/22/10
Cathleen Desrosiers
Chair, Board of Finance

RECEIVED FOR RECORD
10-14-10 @ 1:36 PM

Margaret H. Busch
Asst. TOWN CLERK

**Andover Board of Finance
Meeting Minutes from 27 October, 2010
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 7:04 pm.

Agenda Item #2: Pledge of Allegiance:

Members:

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

Not Present: James McCann, Alicia Lee and David Gostanian.

Town Officials: Robert Burbank, First Selectman

Other Attendees:

Andrew Maneggia
Robert Wanagel

Virginia Wanagel
Marie Burbank

Agenda Item #3: Public Comment:

None Offered

Agenda Item #4: Additions/deletions to Agenda:

None Offered

Agenda Item #5: Approval of Minutes:

*C. Desrosiers made a motion to approve the minutes of the Regular Meeting of
June 23, 2010.*

G. Conrad seconded the motion.

Discussion followed.

Vote: 3-0-1 / Motion Carried
G. Kuhn abstained

G. Conrad made a motion to approve the minutes of the Special Meeting dated July 21, 2010.
G. Kuhn seconded the motion.

Discussion followed.

Vote: 4-0-0 / Motion Carried

Agenda Item #6: Selectmen's Report:

R. Burbank reported the Town spending and receipts to be right on track with 28.77% of the budget expended as of 10-26-10. He stated the road projects were proceeding with drainage issues being addressed around the lake and Bear Swamp Road repairs being in process, Burnap Brook Road being done and Long Hill Road, Hendee Road and Gilead Road having received chip seal. Mr. Burbank stated that paving around the lake would be postponed until spring due to drainage work that still needed to be completed.

Mr. Burbank stated that Andover would also most likely have to pay the MIRMA fee imposed for losses on coverage from five years ago. He felt there was still a possibility of a reduction from the \$90,000.00 originally assessed.

Mr. Burbank stated that he had received two bids for the revaluation. The first bid from Vision came in at \$60,000.00 and the second from Municipal Valuation was \$56,500.00.

R. Burbank stated he and Mr. Maneggia met with the Connecticut Council of Municipalities to set a 5 year contract for electricity that after being fully adjusted would be set at \$.08401 kWh for an estimated savings of \$80,000.00. He stated that the Town was buying from Trans Canada but the charge for distribution from CL&P would likely increase.

Mr. Burbank stated that he was pleased to report that progress was being made on the Procedure Manual and he was still in need of an entry from the Board of Finance.

C. Desrosiers requested a template from which to work.

Agenda Item #7: BOE – Stimulus 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. Similar to action based upon Section 19 of House Bill 6901, which provided for such action.

C. Desrosiers seconded the motion.

Agenda Item #11: 2011 Budget Workshop & meeting schedule:

Possible changes to the Charter to be considered for the November meeting will include the timeline for budget submissions, parallel columns, Section 802 (5) municipal plan, Section 805 (B) supplemental appropriation levels, Section 802 duties to review the budget as well as allowing the Board of Finance to revise not only comment on the Board of Education budget.

Schedule for meeting to be as follows:

January 17, 2011	Budget Workshop
January 19, 2011	Budget Workshop
January 24, 2011	Budget Workshop
January 26, 2011	Budget Workshop
February 7, 2011	Budget Workshop
February 9, 2011	Budget Workshop -- Board of Education
February 23, 2011	Regular Meeting
March 9, 2011	RHAM Budget Meeting
March 23, 2011	Regular Meeting
April 27, 2011	Public Hearing
May 25, 2011	Regular Meeting
June 22, 2011	Regular Meeting
July 27, 2011	Regular Meeting
August	No Meeting
September 28, 2011	Regular Meeting
October 26, 2011	Regular Meeting
November 16, 2011	Regular Meeting
December 14, 2011	Regular Meeting

All Budgets should go through the Board of Selectmen as well as the Board of Finance including the Library and Fire Department.

C. Desrosiers will review the list of Departments and develop a letter with dates for Departments to meet with the Board of Finance.

Board of Finance is requesting to receive an email of all Board of Selectmen meeting minutes as well as treasurer and tax collectors reports for every Board of Finance meeting.

Agenda Item #12: Public Comment:

M. Burbank expressed concerns over the need for revision to Section 805 (B) of the Charter.

R. Wanagel expressed concerns over volunteers experiencing fear of the process when trying to improve things for the Town.

Agenda Item #13: Adjournment:

*G. Kuhn made a motion to adjourn at 9:18 pm.
G. Conrad seconded the motion.*

Vote: 4-0-0 / Motion Carried

**Minutes respectfully submitted by:
Dawn D. Quint
October 29, 2010**

RECEIVED FOR RECORD
11-1-2010 @ 9:45am
Carol H. Lee
TOWN CLERK

Discussion followed.

Vote: 4-0-0 / Motion Carried

Agenda Item #8: Transfers:

R. Burbank stated the transfers were not ready for the Board of Finance but had been addressed by the Board of Selectmen.

C. Desrosiers requested that the First Selectman email the transfers to the Board of Finance Clerk so they would be available for the next Board of Finance meeting.

Agenda Item #9: Bi Annual Taxation:

Action was tabled pending information to be provided by G. Kuhn and G. Conrad.

Agenda Item #10: Debits/Credits – Purchase Orders:

R. Burbank reported that the Audit was due approximately at the end of November. He stated there was a system of prior approval by the First Selectman for any purchase order and that he believed the system was working. He reported that small items are not posted until an invoice is obtained and large items are encumbered immediately. He stated the Phoenix system does not generate a purchase order but does post as items are paid.

G. Kuhn expressed concern that account 143 – Senior Transportation had already been expended by 48.16%.

R. Burbank stated the vehicles had required some serious repairs. He stated that as the vehicles aged they may require a larger maintenance budget.

G. Kuhn inquired that account 401 – Fire Department had expended half of its budget.

R. Burbank stated the Fire Department is given their funding in bulk and the posting does not necessarily reflect actual expenditures.

G. Kuhn asked why account 403 – Resident Trooper showed only 1.52% expended.

R. Burbank replied the bill is usually not received until near the end of the year.

G. Kuhn inquired if there would be sufficient funding for the planned capital expenditures since 59.16% had already been expended.

R. Burbank assured the Board that the truck bed had been purchased and that the bids for the Fire Department roof were projected to be less than \$40,000.00. He advised that the bids for the Fire Department had to be re-specified and were sent out to bidders with commercial qualifications. He stated that no action had been taken for the repair of the Old Town Hall/Museum.

**Andover Board of Finance
Regular Meeting
Wednesday November 17, 2010
7:00 p.m. Community Room**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Additions/Deletions to agenda
5. Approval of minutes
6. Selectmen's Report
7. Transfers
8. Charter – Sections 802, 803 & 805B
9. Bi Annual Taxation
10. Annual Report status
11. 2011 Budget Workshop & meeting schedule
12. Public Comments
13. Adjournment

Submitted 11/15/10
Cathleen Desrosiers
Chair, Board of Finance

RECEIVED FOR RECORD

11-15-10 @ 1:14 PM

Margaret H. Busch
Asst. TOWN CLERK

**Board of Finance
November 17, 2010
Minutes**

The meeting was called to order at 7:09 p.m. by Cathleen Desrosiers, Chairperson.

Members present were: Cathleen Desrosiers, Ginny Kuhn, Linda Fish, and Alisha Lee.
Absent: Dave Gostanian, Jim McCann.

No public comments

No additions/deletions to agenda

A motion was made to approve the meeting minutes from October 27, 2010. Moved by G. Kuhn, seconded by L. Fish. Abstain - A. Lee. Motion passed.

Jay Linddy reported that the covered bridge was still in litigation. Installation of the Firehouse roof will be tabled until Spring.

The board reviewed the "Transfers".

Town of Andover Charter - The board will make the following recommendations:

Section 802 – Duties on the Budget - page 24

Part A - change (120 days) to 150 days.

Part B, # 2 - add "presenting in parallel (4) columns

Delete "estimated revenues to be collected during the current fiscal year" and replace with "current YTD actuals".

#3 - change "5 parallel columns" to "4 parallel columns"

Replace "estimated expenditures to be incurred during the current fiscal year" with "current YTD actuals".

#5 - change paragraph to read "The Board of Finance shall include in the budget recommendation a municipal plan of development consisting of anticipated/proposed capital projects for the next (5) five years."

Section 803 – The Annual Town Meeting and Referendum – page 25

Part F – change "Notices indicating the date . . ." to "The BOF shall notice the date . . ."

466

Section 805 – Supplemental Appropriations. – page 26

Part C – add “Supplemental Taxation in current year” as number 3 and move existing #3 to #4.

Bi Annual Taxation – tabled.

Annual Report status – December

2011 Budget Workshops & meeting schedule – reviewed and second letter will go to boards and commissions regarding hearing dates.

Public comments – none.

A motion was made to adjourn the meeting at 9:10 p.m. Moved by G. Kuhn, seconded by L. Fish. Motion passed unanimously.

Respectfully submitted,

Cathleen Desrosiers – Chairperson
Board of Finance

RECEIVED FOR RECORD
11-22-10 @ 2:44 PM
Margaret H. Busch
Asst. TOWN CLERK

**Dawn D. Quint
10 Birch Drive
Andover, CT 06232**

Board of Finance
Town of Andover
17 School Road
Andover, CT 06232

Dear Members,

I am writing to advise you that as of December 6, 2010 I will no longer be able to serve as your clerk. I am sorry for the short notice and I wish all of you well and hope you are able to find a replacement quickly.

Sincerely,

Dawn D. Quint



RECEIVED FOR RECORD
12-6-2010 @ 8:40am
Carol N. Lee
TOWN CLERK

Andover Board of Finance 2011 Meeting Schedule

January 17, 2011	Budget Workshop
January 19, 2011	Budget Workshop
January 24, 2011	Budget Workshop
January 26, 2011	Budget Workshop
February 7, 2011	Budget Workshop
February 9, 2011	Budget Workshop – Board of Education
February 23, 2011	Regular Meeting
March 9, 2011	RHAM Budget Meeting
March 23, 2011	Regular Meeting
April 27, 2011	Public Hearing
May 25, 2011	Regular Meeting
June 22, 2011	Regular Meeting
July 27, 2011	Regular Meeting
August	No Meeting
September 28, 2011	Regular Meeting
October 26, 2011	Regular Meeting
November 16, 2011	Regular Meeting
December 14, 2011	Regular Meeting

RECEIVED FOR RECORD
11-01-10 @ 7:10 PM
Margaret H. Busch
Asst. TOWN CLERK

SmartZone Communications Center

andovertownclerk@comcast.net

BOF Budget Hearing(s)

From : Cathleen Desrosiers <cathieendesrosiers@yahoo.com>

Tue Nov 30 2010 5:50:44 PM

Subject : BOF Budget Hearing(s)

To : Dawn Quint <pdq@comcast.net>

Cc : Ginny Kuhn <gaverettkuhn@comcast.net>, Ginny Kuhn <ginnykuhn@comcast.net>, Georgette Conrad <gconrad0519@aol.com>, Jim McCann <cra7364@comcast.net>, Linda Fish <Linda.Fish@comcast.net>, Alisha Lee <blueeyedgirl8468@yahoo.com>, David Gostanian <dgostanian@yahoo.com>, Carol Lee <andovertownclerk@comcast.net>

Hello Dawn,

Please send out notification to all boards and commissions with the budget hearing schedule that you can schedule using last years list. Below are the meeting dates to fill. Call me with any questions.

Monday January 17 - AES Library
Wednesday January 19
Monday January 24
Wednesday January 26

Monday February 7
Wednesday February 9 - AES

Wednesday March 9 - RHAM

Thank you.

RECEIVED FOR RECORD
12-01-10 @ 3:40 PM
Margaret H. Busch
Asst. TOWN CLERK

**Town of Andover
Board of Finance
December Meeting**

The Board of Finance meeting has been cancelled for December due to no business to come before the board.

We wish everyone a wonderful & safe holiday with your family and friends.

Respectfully submitted,

Cathleen Desrosiers
Chairperson

RECEIVED FOR RECORD
12-15-10 @ 9:20 AM
Margaret H. Busch
Asst. TOWN CLERK