

471

**Town of Andover  
Board of Finance  
Budget Workshops**  
7:00 p.m. in the Community Room

The Board of Finance will meet on the following scheduled dates in January for 2011-12  
Budget Workshops:

January 17, 2011 – Cancelled due to Martin Luther King Day

January 19, 2010 – Town Clerk, Fire Department, CIP

*Cancelled* January 24, 2011 – Registrars/Elections/Muni Agent/ Dispatch, Library

January 26, 2011 – Regular Meeting and Budget Workshop – Board of Selectmen

Respectfully submitted,

Cathleen Desrosiers  
Chairperson

RECEIVED FOR RECORD  
1-10-2011 @ 8:15 am  
*Candace N. Lee*  
TOWN CLERK

**Board of Finance  
January 19, 2011  
Meeting Minutes  
Type of Meeting: Budget Workshop**

**Members Present:** Dave Gostanian, Alicia Lee, Georgette Conrad, Linda Fish, Cathy Desrosiers, Jim McCann

**Absent:** Ginny Kuhn

The meeting was called to order by Cathy Desrosiers, Board Chair at 7:03 p.m.

Pledge of Allegiance

Town Clerk budget presented by Carol Lee.

Board Reviewed Budget.

Fire Department budget presented by Wally Barton.

Board Reviewed Budget.

CIP budget presented by Elaine Buchardt.

Board Reviewed Budget.

Motion by Jim McCann to adjourn at 8:10 p.m., seconded by Dave Gostanian.  
Motion passed unanimously.

Respectfully submitted,  
Kara Sakelarakis  
Board Clerk

RECEIVED FOR RECORD  
1-24-2011 @ 8:30am  
Carol N. Lee  
TOWN CLERK

**Board of Finance  
Regular Meeting/Budget Workshop  
Wednesday January 26, 2011  
7:00p.m. Community Room**

**Agenda**

1. Call the meeting to order
2. Pledge of Allegiance
3. Public comments
4. Additions/Deletions to Agenda
5. Approval of minutes - November 17, 2010 and January 19, 2011
6. Selectmen Report
7. Annual Report
8. Budget Workshop - Board of Selectmen
9. Public Comments
10. Adjournment

Submitted January 21, 2011  
Cathleen Desrosiers-Chair  
Board of Finance

RECEIVED FOR RECORD  
1-24-2011 @ 8:30am  
Carol N. Lee  
TOWN CLERK

FROM  
**474**

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Respectfully submitted,

Cathleen Desrosiers  
Chairperson

RECEIVED FOR RECORD  
1-10-2011 @ 8:15 am  
Candace N. Hea  
TOWN CLERK

**Town of Andover  
Board of Finance  
Budget Workshops**  
7:00 p.m. in the Community Room

The Board of Finance will meet on the following scheduled dates in February for 2011-12 Budget Workshops:

February 7, 2011 – EDC, Registrars/Elections/Muni Agent/Dispatch, Library

February 9, 2010 (in the AES Library) - Board of Selectmen budget

February 16, 2011 – AES budget, Board of Selectmen budget

February 23, 2011 – Regular Meeting

Respectfully submitted,

Cathleen Desrosiers  
Chairperson

RECEIVED FOR RECORD  
2-3-2011 @ 1:00pm

Carol H. Lee  
TOWN CLERK

**Board of Finance**  
**February 7, 2011**  
**7 p.m. Town Office Building Community Room**  
**Type of Meeting: Budget Workshop**

The meeting was called to order by C. Desrosiers, Board Chair at 7:05 pm.

**Members:**

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

Absent: Alicia Lee, Jim McCann, Dave Gostanian

Reviewed Economic Development Commission Budget

Jay Linddy presented Board of Education budget which will be reviewed February 16.

Reviewed town clerk budget.

Georgette Conrad motioned to keep the town clerk salary the same, representing a 0% increase.

Seconded by Ginny Kuhn.

Discussion followed. Since no one else can get a raise this year it seemed irresponsible to allow for an increase to this salary.

Motion Passed unanimously.

Fire Commission Budget was re-reviewed.

A motion was made by Cathy Desrosiers to approve the Memorial Day Committee budget for \$800, a 0% increase.

Seconded by Georgette Conrad.

Motion was passed unanimously.

A motion was made by Cathy Desrosiers to approve \$40,517.29 for the AHM budget.

Seconded by Ginny Kuhn

Motion was passed unanimously.

Bob Burbank presented selectman budget. No increase.

Motion by Georgette Conrad to approve Board of Selectman budget.

Linda Fish seconded.

Motion passed unanimously.

Old Town Hall Budget. No increase.

Motion to approve old Town Hall budget by Georgette Conrad.

Seconded by Linda Fish.

The Motion Passed unanimously.

Town Office Building Reviewed.

Georgette Conrad made a motion to increase the town office building budget by \$200 to \$63,484.68.

The motion was seconded by Cathy Desrosiers.

Motion passed unanimously.

Town Garage budget presented, no change.

Georgette motioned to approve the town garage budget.

Linda Fish seconded.

The motion passed unanimously.

Mowing Ground care budget reviewed.

Cathy Desrosiers made a motion to approve Ground care budget for mowing to \$8100 an increase of \$2500.

Georgette Conrad seconded.

Motion passed unanimously.

Cathy Desrosiers made a motion to adjourn at 8:30 p.m. Seconded by Ginny Kuhn.

Respectfully submitted,  
Kara Sakelarakis  
Board Clerk

RECEIVED FOR RECORD  
2-9-2011 @ 3pm  
Carol N. Lee  
TOWN CLERK

**Board of Finance  
Budget Workshop  
February 9, 2011 7 p.m.  
Town Hall-Community Room**

The meeting was called to order by C. Desrosiers at 7:03 p.m.

Pledge of Allegiance

**Members:**

Present: Dave Gostanian, Georgette Conrad, Linda Fish, Cathy Desrosiers, Board Chair;  
Ginny Kuhn, Vice Chair; Jim McCann

Absent: Alicia Lee

Julie Victoria presented the library budget which will be re-reviewed at the February 16<sup>th</sup> meeting.

Bob Burbank, First Selectman, presented selectman budgets.

Auditor budget presented a 0% increase.

A motion was made by Georgette Conrad to approve the auditor budget.

Seconded by Linda Fish.

The motion passed unanimously.

No increase was made to the Town Attorney budget.

A motion was made by Dave Gostanian to approve the legal counsel budget of \$17,000.

Seconded by Ginny Kuhn.

The motion passed unanimously.

Legal Advertising, 0% increase to budget.

A motion was made by Georgette Conrad to accept the budget of \$5,000.

Seconded by Ginny Kuhn.

Discussion followed.

The motion passed unanimously.

No change to the administrative clerk budget, \$500 for website.

Ginny Kuhn moved to accept the administrative assistant budget for \$500.

Seconded by Georgette Conrad.

The motion passed unanimously.

Dog damage budget, no increase.

Dave Gostanian made a motion to accept the Dog Damage Budget.

Georgette Conrad seconded.

The motion was passed unanimously.

Insurance budget-3 years at \$128,000, representing a 0% increase.

A motion was made by Georgette Conrad to accept \$128,000 for insurance.  
Seconded by Ginny Kuhn.  
The motion was passed unanimously.

No change to the cleaning services budget.  
Georgette Conrad made a motion to accept \$9,054.50 for cleaning budget.  
Seconded by Dave Gostanian.  
The motion passed unanimously.

Building maintenance budget, no change.  
A motion was made by Ginny Kuhn to accept the budget for the old fire house.  
Georgette Conrad seconded.  
The motion as passed unanimously.

The historical society budget was reviewed, no change.  
Ginny Kuhn moved to accepted \$200 budget for historical society.  
Georgette Conrad seconded.  
Motion passed unanimously.

Dave Gostanian made a motion to accept all budgets with a 0% increase.  
Ginny Kuhn seconded.  
The motion passed unanimously.

Town ethics budget reviewed, no increase.  
Health Services budget, no increase.  
Visiting nurse budget, no increase.  
N.C. Mental Health budget, no increase.

Engineer budget, no increase.  
Discussion followed.

Law enforcement, no increase.  
Building department, no increase.  
Zoning agent, no increase.  
Street lighting, no increase.  
Dog warden salary, no increase.  
Fire marshal budget, no increase.  
Board of assessment appeals, no increase.

Probate court budget reviewed.  
A motion to approve probate court budget of \$2,223 was made by Dave Gostanian.  
Seconded by Linda Fish.  
The motion was passed unanimously.

Discussed Board Clerk Budget.

Discussed moving \$150 from Charter Review Clerk budget for Board of Finance office supplies for a 0% change. Will re-visit this budget.

Social Services budget will be re-visited.

Capital expenditures were discussed but will be re-reviewed at a later date.

A motion to adjourn was made by Ginny Kuhn at 8:35 p.m.  
Seconded by Dave Gostanian.  
Motion passed unanimously.

Respectfully submitted,  
Kara Sakelarakis  
Board Clerk

RECEIVED FOR RECORD  
2-10-2011 @ 10:00am  
Carol A. Lee  
TOWN CLERK

**Board of Finance  
Budget Workshop  
February 16, 2011 7 p.m.  
Town Hall-Community Room**

The meeting was called to order by C. Desrosiers at 7:04 p.m.

Pledge of Allegiance.

**Members:**

Present: Dave Gostanian, Georgette Conrad, Linda Fish, Cathy Desrosiers, Board Chair;  
Jim McCann, Alicia Lee

Absent: Ginny Kuhn

Andy Maneggia, Andover Elementary School Superintendant, presented the Andover Elementary School budget.

Discussion took place.

There will be an Andover Elementary School Budget Informational Meeting on March 8<sup>th</sup>.

Dave Gostanian made a motion to approve the Andover Elementary School budget for \$4,080,915.00

Jim McCann seconded.

Motion passed unanimously.

At the February 9, 2011 Budget Workshop Dave Gostanian made a motion to accept all budgets with a 0% increase.

Ginny Kuhn seconded.

The motion passed unanimously. The motion was in effect for this meeting.

Cathy Palazzi presented registrar budget which represented no change.

Cathy Palazzi presented elections budget which increased from \$16,600 to \$17,800 due to the state government not providing help this year.

The meals budget decreased from \$700 to \$500 because only one meal a day is provided for election workers. The supplies budget went from \$0 to \$1,200.

Georgette Conrad made a motion to accept elections budget at \$17,800.

Dave Gostanian seconded. The budget passed unanimously.

Senior transportation budget was presented, no change.

The municipal agent budget was presented, no change.

Michael Palazzi presented the conservation commission budget with an increase of \$400, \$300 to be used for equipment. This takes the budget from \$100 to \$500.

Georgette Conrad made a motion to approve the conservation commission budget.

Jim McCann seconded. The motion passed unanimously.

Bob Burbank, First Selectman, presented selectman budgets.

Tax collector salary, no change.  
Assessor salary, no change.  
Snow Removal budget, no change.  
Outside maintenance, no change.  
Transfer station, no change.  
Economic development, no change.  
Zoning board of appeals budget, no change.  
Inland wetlands, no change.  
Zoning agent, no change.  
Library budget represented no change.  
Social services budget, no change.

A motion to adjourn was made by Dave Gostanian at 9:05 p.m.  
Seconded by Jim McCann.  
Motion passed unanimously.

Respectfully submitted,  
Kara Sakelarakis  
Board Clerk

RECEIVED FOR RECORD  
2-20-2011 @ 7:40pm  
Carol N. Dee  
TOWN CLERK

**ATTACHMENT**

**BOARD OF EDUCATION'S  
PROPOSED 2011-2012 BUDGET  
FOR  
ANDOVER ELEMENTARY SCHOOL**

ADOPTED BY THE ANDOVER BOARD OF EDUCATION ON 1/19/11

# Memorandum

To: Members of Andover Board of Finance  
From: Jay Lindy, Chairman, Andover Board of Education   
Date: 1/25/2011  
Re: Andover Board of Education's Proposed Budget for 2011-2012

Enclosed is the 2011-2012 proposed budget for Andover Elementary School adopted unanimously by the Board of Education on January 19, 2011. The proposed budget is based upon input from staff, contractual obligations, services for students, operational expenses, and programmatic needs. This budget will provide conservatively for what is needed for our present programs and operations. Included in this budget is the Town's share of the cost for the outplacement of one special needs student with the balance being paid through the special education excess cost grant to the Town.

The 2011-2012 budget is based upon the following assumptions and constraints:

- ◆ Student enrollment will decrease, especially in grade 6. The average class size in the other grades will remain the same. With such class sizes, more individual attention can be given to every student.
- ◆ There will be no unanticipated or unbudgeted major 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 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. Such funds will be re-appropriated to the Board of Education to offset such expenses.

The approved budget for 2010-2011 was \$4,072,222. The proposed budget for 2011-2012 is \$4,080,915 which is an increase of \$8,693, or 0.21%, more than the present budget.

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, with little to no flexibility.

**WILYCHINE**

# DISTRICT EXPENDITURES/PER PUPIL\*

YEAR	AES DISTRICT	ELEMENTARY DISTRICTS	% OF DIFFERENCE
00-01	8,143	8,983	10.3%
01-02	8,095	9,368	15.7%
02-03	8,648	9,871	14.0%
03-04	8,599	10,221	18.9%
04-05	8,811	10,946	24+%
05-06	9,842	11,647	18+%
06-07	10,658	12,187	14+%
07-08	10,833	12,897	19.0%
08-09			

\*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 8.35%	\$155,404
06-07	\$3,652,907	\$101,180 2.85%	\$100,820
07-08	\$3,778,808	\$125,901 3.45%	\$217,729
08-09	\$3,920,509	\$141,701 3.75%	\$187,698
09-10	\$3,995,813	\$75,304 1.92%	\$164,779*
10-11	\$4,072,222	\$76,409 1.91%	?
11-12	\$4,080,915	\$8,693 0.21%	?

\* unaudited balance

**SUMMARY OF THE BOARD OF EDUCATION'S PROPOSED 2011 - 2012 BUDGET  
FOR ANDOVER ELEMENTARY SCHOOL**

Object	2010-2011	2011-2012	Dollar Difference	Percentage Difference	General Description
100	\$ 2,730,319	\$ 2,723,853	(\$ 6,466)	(0.24%)	Salary, Wages, Contractual Obligations, Degree Changes, Negotiated Contracts - creative reorganization of staff and use of Federal Jobs Grant funds.
200	\$ 587,442	\$ 630,667	\$ 43,225	7.36%	Medical and Dental Insurance, Municipal Retirement, Unemployment Compensation - major increases are in Medical Insurance and Municipal Retirement benefits.
300	\$ 155,322	\$ 126,175	(\$ 29,147)	(19.00%)	Contracted Services: Student Services (OT, PT, Psych, AHM), Legal Fees, Septic System Maintenance. Cost of special education consultant fees has been reduced significantly as two special education students moved.
400	\$ 143,750	\$ 139,950	(\$ 2,800)	(3.00%)	Electricity, Roof Repairs, Contracted Maintenance Services - each of which is difficult to predict - no major reductions in any single account.
500	\$ 228,785	\$ 234,415	\$ 5,630	2.00%	Tuition for Special Education Outplacement, Magnet School Tuition, Bus Contract, Telephone Service, Advertising, Printing and Binding - increases are due primarily to added costs for buses and outplacement. Funding for outplacement will be supplemented by special education excess cost grant to the Town.
600	\$ 192,699	\$ 198,950	\$ 6,251	3.24%	Instructional Supplies, Textbooks, Nurse's Supplies, Heating Oil, Diesel Fuel for Buses, Gasoline for Special Education Van, and Other School Supplies. In general, the amount for some supplies was reduced but energy costs increased.
700	\$ 25,500	\$ 18,000	(\$ 7,500)	(2.90%)	Equipment for Students, Staff, Custodial, and Funding for the Technology Plan. The Technology Plan was reduced as well as the amount for equipment.
800	\$ 9,405	\$ 8,905	(\$ 500)	(.053%)	Professional Dues for Board of Education, School, Administration, Staff - funds for meetings and conferences were reduced.
<b>Budget Total</b>	<b>\$4,072,222</b>	<b>\$4,080,915</b>	<b>\$ 8,693</b>	<b>0.21%</b>	The total budget increase for 2011-2012 is \$8,693, or an increase of 0.21%.

Board of Education's 2011-2012 Proposed Budget for Andover Elementary School

	BOE FY2011	Proposed Budget FY2012
<b>OBJECT 100</b>		
Administrative	\$ 259,323.00	\$ 259,903.00
Teachers	\$ 1,916,225.00	\$ 1,901,052.00
Curriculum Development	\$ 1,500.00	\$ 1,000.00
Teachers Subs	\$ 25,000.00	\$ 25,000.00
Summer School Teachers	\$ 3,120.00	\$ 3,120.00
Board Clerk	\$ 900.00	\$ 900.00
Financial Operations Manager	\$ 59,083.00	\$ 60,265.00
Secretarial Staff	\$ 78,203.00	\$ 77,361.00
Paraprofessional Staff	\$ 152,067.00	\$ 154,577.00
Custodial Staff	\$ 121,572.00	\$ 121,629.00
Nursing Staff	\$ 46,412.00	\$ 50,873.00
Network Manager	\$ 46,426.00	\$ 47,522.00
Summer School Non-Certified	\$ 3,744.00	\$ 3,744.00
Tutor	\$ 1,000.00	\$ 500.00
Stipends	\$ 5,900.00	\$ 6,200.00
Degree Changes	\$ 5,844.00	\$ 4,507.00
Paraprofessional Subs	\$ 2,800.00	\$ 4,500.00
Nurse-Summer	\$ 1,200.00	\$ 1,200.00
<b>TOTAL 100</b>	<b>\$ 2,730,319.00</b>	<b>\$ 2,723,853.00</b>
<b>OBJECT 200</b>		
Medical Insurance	\$ 426,000.00	\$ 447,603.00
Dental Insurance	\$ 18,200.00	\$ 18,968.00
Life Insurance	\$ 3,900.00	\$ 4,254.00
AUL/Disability Insurance	\$ 10,760.00	\$ 6,700.00
Annuity	\$ 2,000.00	\$ 2,500.00
FICA/Medicare	\$ 78,000.00	\$ 79,442.00
MERF	\$ 37,782.00	\$ 60,400.00
Unemployment Compensation	\$ 10,000.00	\$ 10,000.00
Tuition Reimbursement	\$ 800.00	\$ 800.00
<b>TOTAL 200</b>	<b>\$ 587,442.00</b>	<b>\$ 630,667.00</b>

Board of Education's 2011-2012 Proposed Budget for Andover Elementary School

	BOE FY2011	Proposed Budget FY2012
<b>OBJECT 300</b>		
Certified Prof. Development	\$ 4,000.00	\$ 4,000.00
Non-Certified Prof. Dev.	\$ 600.00	\$ 600.00
Tuition Reimbursement Non Cert	\$ 500.00	\$ 500.00
AHM	\$ 15,522.00	\$ 15,832.00
School Physician	\$ 750.00	\$ 750.00
OT	\$ 29,066.00	\$ 29,066.00
PT	\$ 6,550.00	\$ 6,550.00
Special Ed. Consultant	\$ 44,261.00	\$ 15,000.00
<b>Board of Ed</b>		
Legal Fees	\$ 6,000.00	\$ 6,000.00
Meeting/Conference	\$ 300.00	\$ 300.00
Supplies	\$ 600.00	\$ 500.00
Parent Activities	\$ 400.00	\$ 400.00
<b>Services</b>		
Inventory Consultant	\$ 200.00	\$ 200.00
Payroll Service	\$ 5,100.00	\$ 6,000.00
Health Instructor	\$ 500.00	\$ 500.00
Psychologist	\$ 32,624.00	\$ 32,624.00
Computer Consultant	\$ 2,200.00	\$ 1,200.00
CABE - (policy service)	\$ 1,000.00	\$ 750.00
Audit 001	\$ 2,900.00	\$ 2,900.00
Software Consultant (CCC)	\$ 500.00	\$ 500.00
School Master/Tech	\$ 1,103.00	\$ 1,103.00
Library	\$ 550.00	\$ 550.00
Fingerprinting	\$ 96.00	\$ -
School Messenger	\$ -	\$ 350.00
<b>TOTAL 300</b>	<b>\$ 155,322.00</b>	<b>\$ 126,175.00</b>

Board of Education's 2011-2012 Proposed Budget for Andover Elementary School

	BOE FY2011	Proposed Budget FY2012
<b>OBJECT 400</b>		
Electricity	\$ 74,000.00	\$ 73,000.00
<b>Contracted Services</b>		
Furnace Repair	\$ 1,500.00	\$ 1,500.00
Septic	\$ 3,000.00	\$ 3,000.00
Electric Repair	\$ 1,000.00	\$ 1,000.00
Motor Repair	\$ 1,500.00	\$ 1,500.00
Plumbing	\$ 1,000.00	\$ 2,000.00
Fire Alarm	\$ 4,000.00	\$ 4,000.00
Thermostat Control	\$ 4,000.00	\$ 4,000.00
Oil Monitor System	\$ 150.00	\$ 150.00
Rubbish Maintenance	\$ 6,500.00	\$ 5,000.00
Clock/Telephone	\$ 1,500.00	\$ 1,200.00
Audiometer	\$ 150.00	\$ 150.00
Insect Control	\$ 1,200.00	\$ 1,200.00
Exterior Maintenance	\$ 3,000.00	\$ 3,000.00
Piano Tuning	\$ 150.00	\$ 150.00
Audio Visual Equipment	\$ 500.00	\$ 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	\$ 500.00
Fire Ext Equipment Maint	\$ 800.00	\$ 800.00
Copy Machine Maintenance	\$ 7,000.00	\$ 6,000.00
Burner Maintenance	\$ 1,000.00	\$ 1,000.00
Radon Testing	\$ -	\$ 1,500.00
Water System Supervisor	\$ 3,000.00	\$ 3,200.00
Security Monitoring	\$ 300.00	\$ 100.00
	\$ -	\$ -
Security Camera Maint.	\$ 200.00	\$ 100.00
Carpet Cleaning	\$ 1,400.00	\$ 1,200.00
Contingency	\$ 1,000.00	\$ 1,000.00

Board of Education's 2011-2012 Proposed Budget for Andover Elementary School

	BOE FY2011	Proposed Budget FY2012
<b>OBJECT 400 (cont.)</b>		
Lamp Recycling	\$ 100.00	\$ 100.00
Kinsley Power Systems	\$ 1,000.00	\$ 1,000.00
Elevator Permit	\$ 150.00	\$ 150.00
Playground Mulch	\$ 750.00	\$ 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	\$ 2,400.00	\$ 2,700.00
Replacement Steam Traps	\$ 1,000.00	\$ 800.00
Educational Testing	\$ 4,000.00	\$ 3,500.00
<b>Rentals</b>		
Postage Meter	\$ 1,500.00	\$ 1,500.00
Custodian Uniforms	\$ 1,800.00	\$ 1,700.00
<b>Cocurricular Activities</b>		
	\$ 3,000.00	\$ 2,000.00
<b>TOTAL 400</b>	\$ 142,750.00	\$ 139,950.00
<b>OBJECT 500</b>		
<b>Transportation</b>		
Reg.	\$ 136,917.00	\$ 142,397.00
Kindr.		
Bus Liability Premium	\$ 2,000.00	\$ 2,000.00
Trans. Radios Maint.	\$ 200.00	\$ 150.00
Special Ed. Trans.	\$ 10,068.00	\$ 10,068.00
Field Trips	\$ 4,000.00	\$ 4,500.00
<b>Staff Transportation</b>		
	\$ 4,500.00	\$ 4,500.00

Board of Education's 2011-2012 Proposed Budget for Andover Elementary School

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	BOE FY2011	Proposed Budget FY2012
<b>OBJECT 500 (cont.)</b>		
Tuitions		
Outplacement	\$ 59,500.00	\$ 60,000.00
Telephone	\$ 3,300.00	\$ 3,300.00
Internet	\$ 200.00	-
Nextel	\$ 200.00	-
Post Office	\$ 4,700.00	\$ 5,000.00
Advertising	\$ 1,500.00	\$ 1,000.00
Print/Binding	\$ 1,700.00	\$ 1,500.00
<b>TOTAL 500</b>	<b>\$ 228,785.00</b>	<b>\$ 234,415.00</b>
<b>OBJECT 600</b>		
Instructional Supplies	\$ 40,049.00	\$ 35,000.00
A-V Supplies	\$ 500.00	\$ 500.00
Computer Supplies	\$ 10,000.00	\$ 9,000.00
Textbooks	\$ 2,000.00	\$ 2,000.00
Library Books	\$ 8,000.00	\$ 7,000.00
Periodicals	\$ 1,300.00	\$ 1,300.00
<b>General Supplies</b>		
Library	\$ 500.00	\$ 500.00
Office	\$ 4,000.00	\$ 3,000.00
Health Room	\$ 1,900.00	\$ 1,900.00
Hep. B Shots	\$ 700.00	\$ 700.00
Business Office Supplies	\$ 850.00	\$ 850.00

Board of Education's 2011-2012 Proposed Budget for Andover Elementary School

	BOE FY2011	Proposed Budget FY2012
<b>OBJECT 600 (cont.)</b>		
Maint./Cust. Supplies	\$ 20,000.00	\$ 22,000.00
Heat Energy	\$ 80,500.00	\$ 90,000.00
Transportation Fuel	\$ 18,200.00	\$ 21,000.00
Propane Gas	\$ 1,100.00	\$ 1,000.00
Gasoline	\$ 2,200.00	\$ 2,300.00
Diesel Additive	\$ 900.00	\$ 900.00
<b>TOTAL 600</b>	<b>\$ 192,699.00</b>	<b>\$ 198,950.00</b>
<b>OBJECT 700</b>		
Furniture/Equipment	\$ 500.00	\$ 500.00
Technology Plan	\$ 20,000.00	\$ 15,000.00
Replacement Comp. Lab	\$ 500.00	\$ 500.00
Furniture & Fixtures	\$ 1,000.00	\$ 500.00
Non-Instr. Equipment	\$ 1,000.00	\$ 500.00
Custodial Equipment	\$ 2,500.00	\$ 1,000.00
<b>TOTAL 700</b>	<b>\$ 25,500.00</b>	<b>\$ 18,000.00</b>

Board of Education's 2011-2012 Proposed Budget for Andover Elementary School

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OBJECT 800	BOE FY2011	Proposed Budget FY2012
Professional Dues/Fees		
LIBRARY	\$ 125.00	\$ 125.00
CABE	\$ 1,800.00	\$ 1,800.00
CAS	\$ 500.00	\$ 500.00
CAPSS	\$ 1,200.00	\$ 1,200.00
MISC DUES/FEES	\$ 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	\$ 3,500.00	\$ 3,000.00
<b>TOTAL 800</b>	<b>\$ 9,405.00</b>	<b>\$ 8,905.00</b>

**TOTAL ALL CATEGORIES \$ 4,072,222.00 \$ 4,080,915.00 0.21%**

**Town of Andover  
Board of Finance**

**Regular Meeting**

**Wednesday February 23, 2011  
7:00 p.m. - Community Room**

**Agenda**

1. Call to order
2. Pledge of Allegiance
3. Public Comment
4. Approval of the minutes
5. Additions/deletions to agenda
6. Selectmen's Report
7. Annual Report
8. Appointment of Auditor
9. 2011-12 Budget Workshop
10. Public Comments
11. Adjournment

RECEIVED FOR RECORD  
02-22-11 @ 10:40 AM  
Margaret D. Busch  
Asst. TOWN CLERK

**Board of Finance  
Regular Meeting  
February 23, 2011 7 p.m.  
Town Hall-Community Room**

**Item #1** - The meeting was called to order by C. Desrosiers, Board Chair at 7:09 p.m.

**Item #2** - Pledge of Allegiance

**Members:**

Present: Dave Gastonian, Georgette Conrad, Linda Fish, Cathy Desrosiers, Board Chair;  
Ginny Kuhn, Vice Chair;

Absent: Alicia Lee, Jim McCann

**Item # 3** - No Public Comments offered.

**Item #4** - A motion was made by Dave Gastonian to approve the minutes from the January 19<sup>th</sup>, 2011 budget workshop meeting. Seconded by Georgette Conrad. Motion passed, one abstention.

A motion was made by Georgette Conrad to approve the minutes from the February 7, 2011 budget workshop meeting. Seconded by Ginny Kuhn. Motion passed, one abstention.

A motion was made by Dave Gastonian to approve the budget workshop meeting minutes from February 9, 2011. Ginny Kuhn seconded. Motion passed unanimously.

A motion was made by Georgette Conrad to accept the February 16, 2011 Budget Workshop Meeting Minutes. Seconded by Dave Gastonian. Motion passed, one abstention.

**Item #5 - Additions/Deletions to Agenda:** A motion was made by Georgette Conrad to add 8a. Defibrillators to the agenda. Seconded by Ginny Kuhn. The motion passed unanimously.

**Item #6 - Selectman's Report:**

1<sup>st</sup> Selectman Bob Burbank informed the board that the town is on track as of the middle of February, \$5,711,588 or 45% of the town budget was expended. This leaves a balance of 4,674,951. Also MIRMA, workman's compensation group payments were discussed. They were originally asking for \$91,000 but now we owe \$83,369 we have to pay that amount and if we do not pay now it will be turned over to collections. It does not require action from the Board of Finance other than acknowledging it is paid. The money will come from the liabilities account because it is all from prior years; it won't take any taxation or funds from this year's budget. Andover now has workman's compensation

under CIRMA, where our rate is locked in for the next three years. The snow budget is doing well, it is just about maxed on out on labor but we can shift money if we have to and be in good shape. We may be reimbursed for the major storm by FEMA. Route 316 was discussed; Bob is trying to work with the state DOT to fix that road.

**Item #7 Annual Report:** The management letter from Auditor was reviewed. The audit has been completed. Policy Procedure Manuel which is a work in progress. It needs to be completed. Working capital funds- \$70,000, now just part of fund balance. Board of Finance has tried to get town to a healthy state. Auditor suggests some of this should be specifically allocated. Will discuss this further at next meeting.

**Item #8 – Appointment of Auditor:** Georgette Conrad made a motion to appoint Steve Hopkins as our auditor for the next three years for the amount of \$15,000 per year. Ginny Kuhn seconded. Motion passed unanimously.

**8 a. Defibrillator:** Ginny Kuhn made a motion to approve 1 defibrillator at approximately \$1,650 that is compatible with the firehouse unit. Dave Gastonian seconds. After further discussion Ginny Kuhn amends her motion to change the amount from \$1,650 for the unit to include an additional \$350 for a total of \$2,000 to include both the unit and its housing. Dave Gastonian seconded. Motion passed unanimously.

**Item #9- 2011-2012 Budget Workshop** Fire Commissioner Wally Barton explained the fire departments request for an increase in funds. The fire commission is requesting 98,414.50 a 6.49% increase. Building maintenance was \$16,000. The board wanted to know why. Barton explained that it is used for janitorial, landscape, painting rooms, replacing light bulbs, furnace replacement, any repairs to the building etc. Vehicle maintenance increased from \$11,000 to \$15,000 which is almost expended already. Costs for labor, parts, have increased. Cost recovery- gas mileage or damaged clothing. Ginny Kuhn moved to accept the fire commission budget of 98,414.50 as presented. Georgette Conrad seconded. Discussion followed. After further discussion and consideration, Ginny Kuhn withdraws her motion. This budget will be revisited at the March 9<sup>th</sup> meeting after the board of selectman find out about the CIP request. Georgette Conrad rescinds her second.

Board of selectman budgets were presented by Bob Burbank. Actuary services are now mandated. We need an increase in that budget because of the mandate. Georgette Conrad made a motion that we add money to actuary services of \$2,500 for the auditor/actuary budget bringing it to \$17,500. Ginny Kuhn seconded. This budget went from \$15,000 to \$17,500 a 16.67% increase. The motion passed unanimously.

The Assessor budget increased. The software budget went from \$11,000 to \$11,200 also the books budget increased by \$50 from \$400 to \$450. Ginny Kuhn motioned to approve the assessor budget by \$250. Seconded by Georgette Conrad. Discussion followed. Ginny Kuhn amends her motion. She motioned to approve the assessor budget of \$68,149.13, an overall increase of \$250 or .37%. Georgette Conrad seconds. The motion passed unanimously.

The Town Office Budget was presented. The Water Testing budget will now be \$282 up from \$100. Building maintenance requests a \$250 increase, from \$1,500 to \$1,750.

TN 911 increased \$335 for a total of 10,203.68.

The total increase in the Town Office Building budget is \$64, 251.68, an increase of \$967 or 1.53%. Ginny Kuhn moved to accept the amended budget request for the town office building of \$64,251.68 or an increase of \$967 or 1.53%. Seconded by Dave Gastonian.

The motion passed unanimously.

Employee benefits budget was presented.

Social Security increased to \$43,068 from \$38,800.

Unemployment Comp. increased from \$11,200 to \$12,432 from

Health insurance increased from \$126,000 to \$128,520.

Dental insurance increased from \$5,100 to \$5,202.

Disability insurance increased from \$1,650 to \$1,837.

Life insurance increased from \$1,512 to \$1,678

Retirement increased from \$37,000 to \$41,070

No change to physicals.

Amort. Merf-Employee no change.

Adm. Fee Merf-Employee increased from \$2,450 to \$2,720.

The total increase for the employee benefits budget is 13,816 or 5.85%

Georgette Conrad made a motion to approve the employee benefits budget of \$250,128.

Linda Fish seconded.

The motion passed unanimously.

The board of selectman recommended a salary of \$2,000 for the municipal agent. There is an ordinance in Andover that says the Municipal Agent will not be paid, this was before the municipal agent was working more then 2 days a week. Bob Burbank put a request in to the Town Attorney to rescind this ordinance. Otherwise it will be brought to a town meeting. If it doesn't get approved there will be no salary. This will be readdressed at the March 9<sup>th</sup> meeting.

Planning and Zoning Commission budget reviewed.

Ginny Kuhn moved to accept the Planning and Zoning Commission budget request of \$7,480.55 for a \$1,000 or 15.43% increase. Georgette Conrad seconded. The motion passed unanimously.

**Item # 10 - Public Comments:** None.

**Item # 11 - Adjournment:** A motion to adjourn was made by Ginny Kuhn at 10 p.m. Seconded by Georgette Conrad.

Respectfully submitted,  
Kara Sakelarakis  
Board Clerk

RECEIVED FOR RECORD  
2-26-2011 @ 1:00 PM  
*Caryl Nadeau*  
TOWN CLERK

**Board of Finance  
Regular Meeting  
February 23, 2011 7 p.m.  
Town Hall-Community Room**

**Item #1** - The meeting was called to order by C. Desrosiers, Board Chair at 7:09 p.m.

**Item #2** - Pledge of Allegiance

**Members:**

Present: Dave Gostanian, Georgette Conrad, Linda Fish, Cathy Desrosiers, Board Chair;  
Ginny Kuhn, Vice Chair;

Absent: Alicia Lee, Jim McCann

**Item #3** - No Public Comments offered.

**Item #4** - A motion was made by Dave Gostanian to approve the minutes from the January 19<sup>th</sup> 2011 budget workshop meeting. Seconded by Georgette Conrad. Motion passed, one abstention.

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under CIRMA, where our rate is locked in for the next three years. The snow budget is doing well, it is just about maxed on out on labor but we can shift money if we have to and be in good shape. We may be reimbursed for the major storm by FEMA. Route 316 was discussed; Bob is trying to work with the state DOT to fix that road.

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**Item #9- 2011-2012 Budget Workshop** Fire Commissioner Wally Barton explained the fire departments request for an increase in funds. The fire commission is requesting 98,414.50 a 6.49% increase. Building maintenance was \$16,000. The board wanted to know why. Barton explained that it is used for janitorial, landscape, painting rooms, replacing light bulbs, furnace replacement, any repairs to the building etc. Vehicle maintenance increased from \$11,000 to \$15,000 which is almost expended already. Costs for labor, parts, have increased. Cost recovery- gas mileage or damaged clothing. Ginny Kuhn moved to accept the fire commission budget of 98,414.50 as presented. Georgette Conrad seconded. Discussion followed. After further discussion and consideration, Ginny Kuhn withdraws her motion. This budget will be revisited at the March 9<sup>th</sup> meeting after the board of selectman find out about the CIP request. Georgette Conrad rescinds her second.

Board of selectman budgets were presented by Bob Burbank. Actuary services are now mandated. We need an increase in that budget because of the mandate. Georgette Conrad made a motion that we add money to actuary services of \$2,500 for the auditor/actuary budget bringing it to \$17,500. Ginny Kuhn seconded. This budget went from \$15,000 to \$17,500 a 16.67% increase. The motion passed unanimously.

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\$68,149.13, an overall increase of \$250 or .37%. Georgette Conrad seconds. The motion passed unanimously.

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The motion passed unanimously.

Employee benefits budget was presented.

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The total increase for the employee benefits budget is 13,816 or 5.85%

Georgette Conrad made a motion to approve the employee benefits budget of \$250,128.

Linda Fish seconded.

The motion passed unanimously.

The board of selectman recommended a salary of \$2,000 for the municipal agent. There is an ordinance in Andover that says the Municipal Agent will not be paid, this was before the municipal agent was working more then 2 days a week. Bob Burbank put a request in to the Town Attorney to rescind this ordinance. Otherwise it will be brought to a town meeting. If it doesn't get approved there will be no salary. This will be readdressed at the March 9<sup>th</sup> meeting.

Planning and Zoning Commission budget reviewed.

Ginny Kuhn moved to accept the Planning and Zoning Commission budget request of \$7,480.55 for a \$1,000 or 15.43% increase. Georgette Conrad seconded. The motion passed unanimously.

**Item # 10 - Public Comments:** None.

**Item # 11 - Adjournment:** A motion to adjourn was made by Ginny Kuhn at 10 p.m. Seconded by Georgette Conrad.

Respectfully submitted,  
Kara Sakelarakis  
Board Clerk

RECEIVED FOR RECORD  
03-16-11 @ 3:22 PM  
Margaret H. Busch  
Asst. TOWN CLERK

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**Town of Andover  
Board of Finance**

**Budget Workshop**

**Wednesday March 9, 2011  
7:00 p.m. - Community Room**

**Agenda**

1. Call to order
2. Pledge of Allegiance
3. Additions/deletions to agenda
4. Approval of the minutes
5. 2011-12 Budget Workshop – RHAM  
Fire Department  
Board of Selectmen
6. Public Comments
7. Adjournment

RECEIVED FOR RECORD  
03-02-11 @ 3:55 PM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Town of Andover  
Board of Finance  
Type of Meeting: Budget Workshop  
Wednesday, March 9, 2011  
7:00 p.m.**

**Item #1:** The meeting was called to order by Ginny Kuhn, Vice Chair, at 7:14 p.m.

**Item #2:** Pledge of Allegiance

**Members:**

Present: Alicia Lee, Georgette Conrad, Linda Fish, Ginny Kuhn, Vice Chair.

Absent: Dave Gostanian, Jim McCann, Cathy Desrosiers, Chair.

**Item #3:** Additions/Deletions to Agenda: None

**Item #4:** Approval of Minutes: Tabled to next meeting March 23

**Item #5:** 2011-12 Budget Workshop

RHAM Superintendant Bob Siminski and RHAM Board of Education members, Ken Lee and Jim Cherry presented the 2011-2012 Regional School District # 8 Budget with a 2.17% total increase.

Board of Selectman budget presented by First Selectman Bob Burbank.

The motion presented at the February 9<sup>th</sup> budget workshop meeting to accept all budgets with no changes was in effect.

Charter Review Clerk budget reviewed. \$700 was to be reallocated for printing costs. No change in total budget.

Board of Assessment Appeals budget was presented with an increase of \$320 for a total budget of \$920.

Georgette Conrad made a motion to accept the \$320 or 53.33% increase in the Board of Assessment Appeals budget. Linda Fish seconded. Motion passed unanimously.

No Change to treasurer budget.

Civil Preparedness budget increased from \$350 to \$500 for mobile phone. A line item of \$1,000 for salary was also added for a total increase to the budget of \$1,150 or 95.83%.

Georgette Conrad made a motion to approve the civil preparedness budget increase of \$1,150 for a total budget of \$2,550. Linda Fish seconded. The motion passed unanimously.

Bob Burbank informed the board that he had received a letter from the attorney regarding the town ordinance that says the municipal agent should not receive a salary. The attorney stated that the Board of Selectman can override the ordinance. Therefore the Board of Selectman requested a line item for the municipal agent salary of \$2,000. The total budget would then be \$9,007 for an increase of 28.54%.

Georgette Conrad made a motion to approve the Senior Citizen Budget for the municipal agent salary of \$2,000. Alicia Lee seconded. The motion passed unanimously.

The Public Works budget was reviewed. Vehicle maintenance increased by \$2,000. Diesel fuel increased to \$3,000 and gas increased to \$500 for a total budget increase of \$5,500, or 2.51%.

Georgette Conrad made a motion to approve the public works department budget of \$5,500 for a total of \$224,365. Linda Fish seconded. The motion passed unanimously.

The board will revisit the road improvement budget at a later date.

The interest expense budget decreased from \$50,422.50 to \$44,797.50 for a total decrease of \$5,625 or 11.16%. Linda Fish made a motion to approve this budget, Georgette Conrad seconded. The motion passed unanimously.

**Item #6:** Public Comment: Jay Linddy discussed the Board of Education informational meeting on the proposed budget, stating that no one from the public came. No further comments were made.

**Item #7:** Georgette Conrad made a motion to adjourn at 9:06 p.m. Linda Fish Seconded.

Respectfully Submitted,  
Kara Sakelarakis  
Board Clerk

RECEIVED FOR RECORD

3-14-2011 @ 10:00am

*Carol N. Lee*

TOWN CLERK

**Town of Andover  
Board of Finance  
Type of Meeting: Budget Workshop  
Wednesday, March 9, 2011  
7:00 p.m.**

**Item #1:** The meeting was called to order by Ginny Kuhn, Vice Chair, at 7:14 p.m.

**Item #2:** Pledge of Allegiance

**Members:**

Present: Alicia Lee, Georgette Conrad, Linda Fish, Ginny Kuhn, Vice Chair.

Absent: Dave Gostanian, Jim McCann, Cathy Desrosiers, Chair.

**Item #3:** Additions/Deletions to Agenda: None

**Item #4:** Approval of Minutes: Tabled to next meeting March 23

**Item #5:** 2011-12 Budget Workshop

RHAM Superintendant Bob Siminski and RHAM Board of Education members, Ken Lee and Jim Cherry presented the 2011-2012 Regional School District # 8 Budget with a 2.17% total increase.

Board of Selectman budget presented by First Selectman Bob Burbank.

The motion presented at the February 9<sup>th</sup> budget workshop meeting to accept all budgets with no changes was in effect.

Charter Review Clerk budget reviewed. \$700 was to be reallocated for printing costs. No change in total budget.

Board of Assessment Appeals budget was presented with an increase of \$320 for a total budget of \$920.

Georgette Conrad made a motion to accept the \$320 or 53.33% increase in the Board of Assessment Appeals budget. Linda Fish seconded. Motion passed unanimously.

No Change to treasurer budget.

Civil Preparedness budget increased from \$350 to \$500 for mobile phone. A line item of \$1,000 for salary was also added for a total increase to the budget of \$1,150 or 95.83%.

Georgette Conrad made a motion to approve the civil preparedness budget increase of \$1,150 for a total budget of \$2,550. Linda Fish seconded. The motion passed unanimously.

Bob Burbank informed the board that he had received a letter from the attorney regarding the town ordinance that says the municipal agent should not receive a salary. The attorney stated that the Charter gives the Board of Selectman the authority to set salaries can which would override the ordinance. Therefore the Board of Selectman requested a line item for the municipal agent salary of \$2,000. The total budget would then be \$9,007 for an increase of 28.54%.

Georgette Conrad made a motion to approve the Senior Citizen Budget for the municipal agent salary of \$2,000. Alicia Lee seconded. The motion passed unanimously.

The Public Works budget was reviewed. Vehicle maintenance increased by \$2,000. Diesel fuel increased to \$3,000 and gas increased to \$500 for a total budget increase of \$5,500, or 2.51%.

Georgette Conrad made a motion to approve the public works department budget of \$5,500 for a total of \$224,365. Linda Fish seconded. The motion passed unanimously.

The board will revisit the road improvement budget at a later date.

The interest expense budget decreased from \$50,422.50 to \$44,797.50 for a total decrease of \$5,625 or 11.16%. Linda Fish made a motion to approve this budget, Georgette Conrad seconded. The motion passed unanimously.

**Item #6:** Public Comment: Jay Linddy discussed the Board of Education informational meeting on the proposed budget, stating that no one from the public came. No further comments were made.

**Item #7:** Georgette Conrad made a motion to adjourn at 9:06 p.m. Linda Fish Seconded.

Respectfully Submitted,  
Kara Sakelarakis  
Board Clerk

RECEIVED FOR RECORD  
03-16-11 @ 3:22 PM  
*Margaret H. Bunch*  
Asst. TOWN CLERK

**504**

**Andover Board of Finance  
Regular Meeting  
Wednesday March 23, 2011  
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. 2011 Budget Workshop
8. Public Comments
9. Adjournment

Submitted 3/21/11  
Cathleen Desrosiers  
Chair, Board of Finance

RECEIVED FOR RECORD  
3-21-2011 @ 11:05am  
*Coral N. Dea*  
TOWN CLERK

**Board of Finance  
Regular Meeting  
March 23, 2011 7 p.m.  
Town Hall-Community Room**

**Item #1** - The meeting was called to order by C. Desrosiers, Board Chair at 7:10 p.m.

**Item #2** - Pledge of Allegiance

**Members:**

Present: Dave Gostanian, Georgette Conrad, Linda Fish, Cathy Desrosiers, Board Chair; Ginny Kuhn, Vice Chair; Jim McCann

Absent: Alicia Lee

**Item # 3** - No Public Comments offered.

**Item #4 - Additions/Deletions to Agenda:** None

**Item #5- Approval of Minutes:** Georgette Conrad made a motion to approve the February 23, 2011 minutes. Ginny Kuhn seconded. Jim McCann abstained. Motion passed.

Georgette Conrad made a motion to accept the March 9<sup>th</sup>, 2011 minutes. Linda Fish seconded. Dave Gostanian, Cathy Desrosiers and Jim McCain abstained. Motion passed.

**Item #6 - Selectman's Report:**

1<sup>st</sup> Selectman Bob Burbank informed the board that the town has expended 69.5% of its budget as of March 23<sup>rd</sup> and the town is in line to stay on its budget. There was a request for a 10% increase in the police budget making the total budget \$141,897.89.

Dave Gostanian made a motion to approve the \$141,897.89 for the Resident Trooper budget. Georgette Conrad seconded. Motion passed unanimously.

The bridge was discussed. Bob Burbank met with DOT and the project is moving forward.

**Item #7- 2011 Budget Workshop**

Georgette Conrad made a motion to approve CIP request for the fire department for needed equipment such as boots, and air cylinders. Dave Gostanian seconded. There was discussion as to how to fund this that followed. The motion passed unanimously.

The library renovations were discussed. \$102,500 from capital expenditures to be used for the library parking lot, septic tank, wall and pavement. Georgette Conrad made a motion to add \$102,500 to library capital expenditures budget to be offset by LOCIF funds. Ginny Kuhn seconded. Discussed followed. Motion passed unanimously.

Georgette Conrad made a motion to use \$25,000 for old fire house capital expenditures to be used for improvements and to be offset by LOCIF funds. Dave Gostanian seconded. The motion passed unanimously.

The fire department budget and requested 6% increase was discussed. Ginny Kuhn moved to accept the Fire Department request of \$98,414.80. Seconded by Linda Fish. Discussion followed. Some members felt a 6% increase in this economy was too high and should be reviewed again.

Georgette Conrad made a motion to accept the fire department budget at 6.49% or \$98,414.50. Seconded by Ginny Kuhn. Vote 3-3 Motion failed.

Georgette Conrad made a motion to increase the budget by 3.49% instead of 6.49% or \$3,225.26 increase over last year's budget. Seconded by Ginny Kuhn. Discussion followed. Vote 4-2 Motion passed.

Revenues were reviewed.

Dave Gostanian made a motion for \$95,000 for fund transfers, a reduction of \$17,001.03 or a decrease of 15.18%. Jim McCann seconded. The motion passed unanimously.

The total budget operating expenditures are \$10,619,490.80, an increase of \$226,951.23 or 2.81%

The Anticipated revenues are \$2,580,739.00, a decrease of \$9,783 or -.38%  
Net operating budget is \$8,038,751.80.

Total tax exemptions are \$40,055.

With added exemptions the adjusted total budget is \$8,078,806.80

**Item # 8 - Public Comments:** None.

**Item # 9- Adjournment:** Georgette Conrad made a motion to adjourn at 10:25 p.m. Seconded by Linda Fish. Motion passed unanimously.

Respectfully submitted,  
Kara Sakelarakis  
Board Clerk

RECEIVED FOR RECORD  
3-28-2011 @ 7:40pm  
*Carol Hiden*  
TOWN CLERK

**Town of Andover  
Board of Finance**

**Budget Workshop**

**Monday April 11, 2011  
7:00 p.m. – Old Firehouse**

**Agenda**

1. Call to order
2. Pledge of Allegiance
3. Additions/deletions to agenda
4. Approval of the minutes
5. 2011-12 Budget Workshop – Finalization & preparation for Public Hearing
6. Public Comments
7. Adjournment

Respectfully submitted,

Cathleen A. Desrosiers  
BOF – Chairperson  
Dated 4/6/11

RECEIVED FOR RECORD

4-7-11 @ 9:10am

*Carol N. Desrosiers*

TOWN CLERK

**Board of Finance**  
**Monday, April 11, 2011**  
**Budget Workshop**  
**7 p.m. Old Fire House**

**Item #1:** The meeting was called to order by Cathy Desrosiers, Board Chair at 7:13 p.m.

**Item #2: Pledge of Allegiance**

**Members**

**Present:** Cathy Desrosiers, Board Chair; Ginny Kuhn, Vice Chair; Georgette Conrad, Linda Fish

**Absent:** Alicia Lee, Dave Gostanian, Jim McCann

**Item #3: Additions/Deletions to the Agenda:** Cathy Desrosiers, Board Chair, added 5A-Charter Review.

**Item #4: Approval of the Minutes:**

Ginny Kuhn made a motion to approve the minutes from the March 23, 2011 meeting  
 Seconded by Georgette Conrad. Unanimous.

**Item #5: 2011-12 Budget Workshop Finalization & Preparation for Public Hearing:**

The board double checked the figures line-by-line for 2011-2012 in preparation for the upcoming public hearing.

Georgette Conrad made a motion to approve the capital expenditures budget for \$326,268. Linda Fish seconded. Unanimous.

Total town budget is \$10,619,490.80.

Reviewed Revenues. Anticipated revenue is \$2,580,239.

Next Operating costs with tax exemptions is 8,079,306.80.

LoCIP funds partially offset the costs.

The total budget to be funded by taxpayers is \$7,739,806.80 with an anticipated mill rate of 27.60 (no change in the mill rate)

**Item #5a. Charter Review**

**Item #6: Public Comments:**

Ted Sakelarakis thinks the budget will pass since there is no increase and the taxpayers' money is being used wisely.

**Item #7: Adjournment:**

Ginny Kuhn made a motion to adjourn at 9:37 p.m.

Georgette Conrad Seconded. Unanimous.

Respectfully submitted,  
 Kara Sakelarakis  
 Board Clerk

RECEIVED FOR RECORD  
 4-13-2011 @ 3:00 PM  
 Margaret H. Bush  
 Asst. TOWN CLERK

**Board of Finance**  
**Monday, April 11, 2011**  
**Budget Workshop**  
**7 p.m. Old Fire House**

**Item #1:** The meeting was called to order by Cathy Desrosiers, Board Chair at 7:13 p.m.

**Item #2: Pledge of Allegiance**

**Members**

**Present:** Cathy Desrosiers, Board Chair; Ginny Kuhn, Vice Chair; Georgette Conrad, Linda Fish

**Absent:** Alicia Lee, Dave Gostanian, Jim McCann

**Item #3: Additions/Deletions to the Agenda:** Cathy Desrosiers, Board Chair, added 5A-Charter Review.

**Item #4: Approval of the Minutes:**

Ginny Kuhn made a motion to approve the minutes from the March 23, 2011 meeting  
 Seconded by Georgette Conrad. Unanimous.

**Item #5: 2011-12 Budget Workshop Finalization & Preparation for Public Hearing:**

The board double checked the figures line-by-line for 2011-2012 in preparation for the upcoming public hearing.

Georgette Conrad made a motion to approve the capital expenditures budget for \$326,268. Linda Fish seconded. Unanimous.

Total town budget is \$10,619,490.80.

Reviewed Revenues. Anticipated revenue is \$2,580,239.

Next Operating costs with tax exemptions is 8,079,306.80.

LoCIP funds partially offset the costs.

The total budget to be funded by taxpayers is \$7,739,806.80 with an anticipated mill rate of 27.60 (no change in the mill rate)

**Item #5a. Charter Review**

The Charter Review proposed changes as to who would set the mill rate. There was discussion regarding the mill rate being set by the BOS. Most members felt this was a conflict of interest and that it should remain the job of the Board of Finance.

**Item #6: Public Comments:**

Ted Sakelarakis thinks the budget will pass since there is no increase and the taxpayers' money is being used wisely.

**Item #7: Adjournment:**

Ginny Kuhn made a motion to adjourn at 9:37 p.m. Georgette Conrad Seconded.  
 Unanimous.

Respectfully submitted,  
 Kara Sakelarakis  
 Board-Clerk

RECEIVED FOR RECORD  
 04-19-11 @ 9:05 AM  
*Margaret H. Busch*  
 Asst. TOWN CLERK

**LEGAL NOTICE**  
**TOWN OF ANDOVER**  
**PUBLIC BUDGET HEARING**  
**WEDNESDAY, APRIL 27, 2011**  
**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, 2011 to June 30, 2012 Budget in the Town Office Building Community Room – 17 School Road – Andover, CT on Wednesday, April 27, 2011 at 7:00 p.m.

Dated at Andover, CT this 24<sup>th</sup> day of March, 2011

Andover Board of Finance

RECEIVED FOR RECORD  
3-29-2011 @ 12:10pm  
Carol Alder  
TOWN CLERK

**LEGALS**

NEWS BULLETIN • April 22, 2011

**LEGAL NOTICE  
TOWN OF ANDOVER  
PUBLIC BUDGET HEARING  
WEDNESDAY, APRIL 27, 2011,  
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, 2011 to June 30, 2012 Budget in the Town Office Building Community Room - 17 School Road - Andover, CT on Wednesday, April 27, 2011 at 7:00 P.M.

Dated at Andover, CT this 24<sup>th</sup> day of March, 2011.

1TB 4/22

Andover Board of Finance

**Town of Andover  
Board of Finance**

**Public Hearing**

**Wednesday April 27, 2011  
7:00 p.m. – Community Room**

**Agenda**

1. Call to order
2. Pledge of Allegiance
3. Presentation of the proposed 2011-12 Town of Andover Budget
4. Public Comments
5. Adjournment

Respectfully submitted,

Cathleen A. Desrosiers  
BOF – Chairperson  
Dated 4/25/11

RECEIVED FOR RECORD  
04-25-11 @ 2:27 PM  
Margaret H. Busch  
Asst. TOWN CLERK

**Board of Finance  
Public Hearing  
April 27, 2011  
7:00 p.m.  
Town Hall-Community Room**

Cathy Desrosiers, Board Chair, called the meeting to order at 7:05 p.m.

**Members Present:** Cathy Desrosiers, Board Chair; Ginny Kuhn, Vice Chair; Linda Fish, Alicia Lee, Dave Gostanian, Georgette Conrad

**Absent:** Jim McCann

Pledge of Allegiance

Proposed Budget for 2011-2012

Public Comments

Dave Gostanian made a motion to send the 2011-2012 budget to the BOS Town Meeting on May 4<sup>th</sup>.

Ginny Kuhn seconded.

Motion passed unanimously.

Meeting adjourned at 7:46 p.m.

Respectfully Submitted,

Kara Sakelarakis  
Board Clerk

RECEIVED FOR RECORD  
05-02-11 @ 6:50 PM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**514**

**Andover Board of Finance  
Regular Meeting  
Wednesday May 25, 2011  
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. 2011-12 Budget Process - Set the Mill Rate
8. Public Comments
9. Adjournment

Submitted 5/23/11  
Cathleen Desrosiers  
Chair, Board of Finance

RECEIVED FOR RECORD  
05-24-11 @ 9:23 AM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Andover Board of Finance  
Regular Meeting  
Wednesday, May 25, 2011  
7:00 p.m.  
Community Room**

*1. Call to Order*

The meeting was called to order by Cathy Desrosiers at 7:05 p.m.

**Members Present:** Alicia Lee, Georgette Conrad, Linda Fish, Cathy Desrosiers, Ginny Kuhn

**Absent:** Dave Gostanian, Jim McCann

*2. Pledge of Allegiance*

*3. Public Comment:* None

*4. Additions/Deletions to agenda*

Cathy Desrosiers added 7 a. Charter Review

*5. Approval of minutes*

Tabled for June meeting.

*6. Selectmen's Report*

Bob Burbank was unable to attend the meeting because he was at another function.

*7. 2011-12 Budget Process - Set the Mill Rate*

Georgette Conrad made a motion to set the mill rate for 2011-2012 budget at 27.6.

Ginny Kuhn seconded. Unanimous.

*7a. - Charter Review*

Board reviewed the Charter and took notes on areas that should be changed -i.e. wording to make it clearer.

*8. Public Comments*

Bob Wanagel asked questions/commented.

*9. Adjournment.*

Linda Fish made a motion to adjourn the meeting at 8:53 p.m.

Ginny Kuhn seconded. Unanimous.

Respectfully Submitted,

Kara Sakelarakis  
Board Clerk

RECEIVED FOR RECORD  
5-31-11 @ 8:15 am  
Carol V. Lee  
TOWN CLERK

**Andover Board of Finance  
Regular Meeting  
Wednesday June 22, 2011  
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. BOS Request – Security Camera(s)
8. BOS Request - Radar
9. Bi Annual Taxation
10. Town of Andover Charter – Section 800
11. Public Comments
12. Adjournment

Submitted 6/21/11  
Cathleen Desrosiers  
Chair, Board of Finance

RECEIVED FOR RECORD  
6-21-11 @ 9:52 am  
*Cathleen Desrosiers*  
TOWN CLERK

## Board of Finance

## Regular Meeting

June 22, 2011

7:00 p.m.

1. Call to Order: Cathy Desrosiers, Board Chair called the meeting to order at 7:01 p.m.

**Members Present:** Dave Gostanian, Georgette Conrad, Linda Fish, Cathy Desrosiers, Ginny Kuhn, Jim McCann

**Absent:** Alicia Lee

2. Pledge of Allegiance

3. Public comments: Joan Foran expressed concern and questions over the charter review. Recommends BOF retain budget authority as currently structured and further suggests there be a joint Board of Selectman –Board of Finance meeting to discuss and come to mutual agreement over budget matters concerning the charter. Thanked BOF members whose term is ending for serving the Town of Andover so well.

4. Moved items 7 and 8 to line item 4

BOS Request-Security Cameras

Following a presentation by Jay Linddy and brief discussion, Dave Gostanian made a motion to approve \$2,350.00 for security cameras in the town hall.

Georgette Conrad seconded. Motion passed unanimously.

BOS Request-Radar

Following a presentation by Jay Linddy and brief discussion, Georgette Conrad made a motion to approve \$2,322.50 for radar for our Andover resident trooper.

Ginny Kuhn seconded. Discussion. Motion passed unanimously.

5. Additions/Deletions to agenda: None

6. Approval of minutes

Cathy Desrosiers made a motion to accept the April 11<sup>th</sup> minutes. Georgette Conrad seconded.

Dave Gostanian and Jim McCann abstained. Motion passed.

Georgette Conrad made a motion to approve the April 27<sup>th</sup> Public hearing minutes.

Ginny Kuhn seconded.

Motion passed. Jim McCann abstained.

Georgette Conrad made a motion to approve minutes from May 25<sup>th</sup> meeting

Ginny Kuhn seconded. Dave Gostanian and Jim McCann abstained. Motion passed.

#### 6. Selectman's Report

First Selectman Bob Burbank reported that the budget is 91.72% spent which is just where it is expected to be. Some departments overspent due to their budget being a placeholder rather than a hard figure. Most over expenditures were minor however. Planning and Zoning was over budget by approximately \$3,000 due to a legal matter. Burbank said with proper training this shouldn't happen to this degree again. The status of the bridge was discussed. Burbank hopes that construction will begin in July if he can get two state agencies to work together. Roof on firehouse is completed; waiting for final inspection. LOCIP funds reviewed approved for library and senior center can move forward. BOS signed off on the grant for the ball fields.

#### 7. Bi-Annual Taxation: Future research expected

8. Town of Andover Charter-Section 800: Cathy Desrosiers will speak to Charter Review Committee Chairman about the changes requested by the Board of Finance during the May 25th BOF meeting. Georgette Conrad will follow up.

#### 9. Public Comment:

Cathy Desrosiers and Ginny Kuhn were thanked for their service on the board by Bob Burbank and Georgette Conrad. Burbank also thanked the whole board for working well with the BOS.

Bob Wanagel thanked the whole board especially Cathy Desrosiers. He mentioned how people complain but don't get involved or come to meetings.

Cathy Desrosiers thanked the board for doing a great job and gave advice for the future of the board. Ginny Kuhn also thanked the board and public for allowing her to serve.

#### 10. Motion to adjourn

A motion to adjourn was made by Georgette Conrad at 8:22 p.m.

Seconded by Ginny Kuhn.

Unanimous.

Respectfully submitted by

Kara Sakelarakis

Board Clerk

RECEIVED FOR RECORD  
6-27-11 @ 8:15am  
Carol N. Lee  
TOWN CLERK

TOWN OF ANDOVER  
BOARD OF FINANCE

REGULAR MEETING

Wednesday, July 27, 2011  
7:00 p.m.  
Community Room

AGENDA

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

RECEIVED FOR RECORD  
07-26-11 @ 4:00 PM  
*Margaret H. Busch*  
Asst. TOWN CLERK

TOWN OF ANDOVER  
BOARD OF FINANCE  
REGULAR MEETING  
Wednesday, July 27, 2011  
7:00 p.m.  
Community Room

1. Call to Order

The meeting was called to order by Georgette Conrad at 7:00 p.m.

**Members Present:** Dennis Foran, Dave Gostanian, Georgette Conrad, Ted Sakelarakis, and Linda Fish.

**Absent:** Jim McCann, Alicia Lee

2. Pledge of Allegiance

3. Introduction of New Board Members

Dennis Foran and Ted Sakelarakis were introduced by Georgette Conrad.

4. Chairman and Vice-Chairman Election

Ted Sakelarakis nominated Georgette Conrad for Chair.

Dave Gastonian Seconded. The motion passed unanimously.

Georgette nominated Ted Sakelarakis for vice chair.

Dave Gastonian seconded. Unanimous.

5. Liaison Appointments

Linda Fish-AHM, Library; Dave Gostanian-Fire Dept. Jim McCann-RHAM Board of Education. Dennis Foran – CIP (RHAM BOE alt)

Ted Sakelarakis-Andover Board of Education

## 6. Selectman's Report

First Selectman Bob Burbank informed the board that Andover is in the black. There is a surplus this year for Andover Elementary School and the town. By the next meeting all transfers will be made so we will have final numbers. Andover received a grant for the senior van but it was less than we anticipated (9200 hoped for 6200 actual) – due to state grant cuts. The library grant to assist with septic and driveway repair was received. Bob Burbank will meet with engineers to finalize. The road projects are going well. An excavator was rented to do drainage, about 40% finished. The goal is to have the pavement done before school opens. If not, an arrangement will be made to minimize interference. The bridge project is moving forward, permits are in place as of a week ago. A special board of selectman meeting was held to approve a special permit. As of Friday Bob Burbank is meeting with state officials for site assessment. He estimates that work will begin within in 2 weeks. As soon as we get the bridge approved it will be turned over to DEP for ownership/maintenance. It is hoped that the bridge will be completed by September. A Q & A followed.

## 7. Truck Purchase

Due to severe weather this winter the cost of repair for the current truck would be in excess of \$30,000 which is considerably more than the truck is worth. At \$9,700 a 1997 truck from Coventry with a sander is available for purchase. BOS suggested independent individual to check out the truck to see if it is worth being bought. BOS voted to authorize this money if BOF concurs. We have a \$10,000 Capital budget which is where the money would come from if the town were to make this purchase.

Ted Sakelarakis made a motion that we allocate \$10,000 for the truck with the stainless steel sander, contingent upon an independent evaluation that says it's worth that money we will spend.

Dennis Foran seconded. The motion passed unanimously.

## 8. Additions/Deletions to the Agenda

### 8a. Andover Board of Education

Jay Linddy spoke of AES surplus of approximately \$85,000 which will be returned to the town.

9. Approval of Minutes

A motion was made to approve the June 22, 2011 meeting minutes by Dave Gostanian. Seconded by Georgette Conrad.

Two abstentions- Dennis Foran and Ted Sakelarakis. Motion passes.

10. New Business

None.

11. Old Business

Charter Revisions discussed.

12. Public Comments

Jay Linddy congratulated all members for serving on board.

Bob Wenegal asked about format for public speak.

Discussion followed. The Board decided to have public speak at the beginning and end of meetings.

13. Adjournment

A motion to adjourn was made by Dave Gostainian at 8:30 p.m.

Seconded by Ted Sakelarakis. Motion passed unanimously.

RECEIVED FOR RECORD  
8-1-11 @ 1:25pm

*Carol H. ...*  
TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday September 28, 2011  
7:00 p.m. Community Room**

**Agenda**

1. **Call to Order:**
2. **Pledge of Allegiance:**
3. **Public Comment:**
4. **Additions/Deletions to agenda:**
5. **Andover Board of Education:**
6. **Approval of minutes:**
7. **Changes to Liaisons:**
8. **Selectmen's Report:**
9. **Fund Transfers:**
10. **Bi Annual Taxation:**
11. **Annual Report:**
12. **Schedule of Meetings and Workshops:**
13. **Public Comments:**
14. **Adjournment:**

Submitted 9/27/11  
Georgette Conrad  
Chair, Board of Finance

RECEIVED FOR RECORD  
9-27-11 @ 3:45 PM  
Margaret H. Busch  
Asst. TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday September 26, 2011  
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. **Changes to Liaisons:**
7. **Selectmen's Report:**
8. **Transfers:**
9. **Bi Annual Taxation:**
10. **Annual Report:**
11. **Schedule of Meetings and Workshops:**
11. **Public Comments:**
12. **Adjournment:**

Submitted 9/27/11  
Georgette Conrad  
Chair, Board of Finance

RECEIVED FOR RECORD  
9-27-11 @ 11:27 AM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday September 26, 2011  
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. Changes to Liaisons:
7. Selectmen's Report:
8. Transfers:
9. Bi Annual Taxation:
10. Annual Report:
11. Public Comments:
12. Adjournment:

Submitted 9/24/11  
Georgette Conrad  
Chair, Board of Finance

RECEIVED FOR RECORD  
9-26-11 @ 9 am  
*Carol A. Lee*  
TOWN CLERK

TOWN OF ANDOVER  
BOARD OF FINANCE  
REGULAR MEETING  
Wednesday, September 28, 2011  
7:00 p.m.  
Community Room

1. Call to Order

The meeting was called to order by Georgette Conrad at 7:01 p.m.

**Members Present:** Alicia Lee, Georgette Conrad, Ted Sakelarakis, Linda Fish, Dennis Foran, and Dave Gostanian.

**Absent:** Jim McCann

2. Pledge of Allegiance

3. Public Comments: None

4. Additions/Deletions to Agenda: None

5. Andover Board of Education:

Jay Linddy, Chairman of Board of Education and Andrew Maneggia, Superintendent of Schools, asked the BOF to approve a request to repair a portion of the roof at Andover Elementary school before the bad weather comes. \$24,870 would come from the town improvement account and \$25,000 from the current Board of Education budget, for a total of \$49,870.

Ted Sakelarakis made a motion to accept the Board of Education request in the amount of \$24,870 from the school improvement account to replace part of the roof at Andover Elementary School.

Linda Fish seconded.

Discussion followed.

Motion passed unanimously.

6. Approval of Minutes:

Dave Gostanian made a motion to approve minutes from the July 27 meeting.

Ted Sakelarakis seconded.

Motion passed unanimously

7. Changes to Liaisons:

Dave Gostanian is now the liaison to the RHAM Board of Education and Dennis Foran is now the liaison to the fire commission.

## 8. Selectman's Report

First Selectman Bob Burbank informed the board that all information included in the treasurer's report is current and the town ended up with a surplus. Monies put aside for a furnace was not utilized and we were able to negotiate several reductions including the truck involved in a capital purchase. Audit starts next month. No one in Andover received a raise. Since budgets are tight, Bob and Jay stressed to the RHAM board to keep this in mind when negotiating and forming their budget.

## 9. Fund Transfers

Tabled to next meeting.

## 10. Bi Annual Taxation:

This would save the town money which would save taxpayer money by keeping taxes low. It would take time to implement to enable taxpayers to prepare for this change.

## 11. Annual Report

## 12. Schedule of Meetings and Workshops:

Georgette Conrad read last year's letter concerning scheduling of budget workshops.

Dave Gostanian made a motion to send out a letter with the same verbiage as last year's letter.

Linda Fish seconded

Motion passed unanimously.

## 13. Public Comments: None

14. Adjournment: Dave Gostanian made a motion to adjourn at 8:20 p.m.  
 Seconded by Dennis Foran  
 Motion passed unanimously

Respectfully submitted,  
 Kara Sakelarakis  
 Board Clerk

RECEIVED FOR RECORD  
 10-03-11 @ 10:00 AM  
 Margaret H. Busch  
 Asst. TOWN CLERK

Andover Board of Finance,

Due to changes in my work schedule, I will be unable to continue to fulfill my duties as the Board of Finance Clerk. This letter serves as my resignation. It has been a pleasure to work with this board.

Respectfully,



Kara Sakelarakis

RECEIVED FOR RECORD  
10-12-11 @ 8:58 AM  
Margaret H. Busch  
Asst. TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday October 26, 2011  
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. **Fund Transfers:**
- 8. **2012 Schedule of Meetings and Workshops:**
- 9. **Charter Revision:**
- 10. **Bi Annual Taxation:**
- 11. **Public Comments:**
- 12. **Adjournment:**

Submitted 10/25/11  
Georgette Conrad  
Chair, Board of Finance

RECEIVED FOR RECORD  
10-24-11 @ 11:28am  
Coral H. Lee  
TOWN CLERK

TOWN OF ANDOVER  
BOARD OF FINANCE  
REGULAR MEETING  
Wednesday, October 26, 2011  
7:00 p.m.  
Community Room

1. Call to Order

The meeting was called to order by Georgette Conrad, Board Chair; at 7:00 p.m.

**Members Present:** Alicia Lee, Georgette Conrad, Ted Sakelarakis, Dennis Foran, and Jim McCann

**Absent:** Dave Gostanian, Linda Fish

2. Pledge of Allegiance

3. Public Comments: None

4. Additions/Deletions to Agenda: None

5. Approval of Minutes: Ted Sakelarakis made a motion to approve the minutes from the September 26 meeting. Dennis Foran seconded. Motion passes. Jim McCann abstained.

Ted Sakelarakis made a motion to rescind the action the board took at the September 26 meeting regarding a monetary request from the Board of Education. There was no need to approve the action since the money was coming out of their funds earmarked for School Improvement. Ted thanked the board of education, the chair, and the superintendent of Andover Elementary school for their courtesy of coming before the Board of Finance.

Dennis Foran seconded.

Motion passed unanimously.

6. Selectman's Report

Bob Burbank, First Selectman.

The target date for the bridge to lift into place is December 3.

7. Fund Transfers

Bob Burbank reviewed all the fund transfers with the Board.

8. 2012 Schedule of Meetings and Workshops:

Regular meetings 4<sup>th</sup> Wednesday of each month except for December (which would be the 26<sup>th</sup>) it will be changed to third Wednesday in December, the 19<sup>th</sup>. Workshops will be decided.

9. Charter Revision: Georgette Conrad went over the changes that the prior Board of Finance had requested of the Charter Revision committee and that she had presented again to the Charter Review Committee and the Board of Selectmen.
10. Bi-Annual Taxation: no action taken
11. Public Comments: Marie Burbank commented on the fact that the budget review would be done early to give voters ample time to approve or disapprove and to give the finance board ample time to revise the budget prior to taxes being mailed out.
12. Adjournment: Jim McCann made a motion to adjourn at 8:40 p.m. Seconded by Dennis Foran. Unanimous.

Respectfully submitted,

Kara Sakelarakis

RECEIVED FOR RECORD  
11-10-11 @ 10:37 AM  
Margaret H. Burch  
Asst. TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday, November 16, 2011 - 7:00 p.m.  
Old Firehouse/Senior Center**

**Agenda**

1. **Call to Order:**
2. **Pledge of Allegiance:**
3. **Public Comment:**
4. **Additions/Deletions to agenda:**
5. **Introduce new board clerk – Marie Smith:**
6. **Approval of minutes:**
7. **Selectmen's Report:**
8. **Fund Transfers:**
9. **2012 Schedule of Workshops:**
10. **Charter Revision:**
11. **Bi Annual Taxation:**
12. **Public Comments:**
13. **Adjournment:**

Submitted 11/14/2011  
Georgette Conrad  
Chair, Board of Finance

RECEIVED FOR RECORD  
11-14-11 @ 11:02am  
Conrad H. Lee  
TOWN CLERK

**Andover Board of Finance  
Regular Meeting Minutes  
Wednesday, November 16, 2011  
Old Firehouse/Senior Center  
Center Street, Andover, CT 06232**

**Agenda Item #1: Call to Order:**

The meeting was called to order by Georgette Conrad at 7:03 p.m.

**Members Present:** Georgette Conrad, Linda Fish, Dennis Foran, Dave Gostanian,  
Jim McCann, and Ted Sakelarakis

**Members Absent:** Alicia Lee

**Town Officials Present:** Robert Burbank, Jay Linddy

**Other Attendees:** Bob Wanagel, Virginia Wanagel

**Agenda Item #2: Pledge of Allegiance**

**Agenda Item #3: Public Comment:** None

**Agenda Item #4: Additions/Deletions to agenda:** None

**Agenda Item #5: Introduce new board clerk – Marie Smith**

**Agenda Item #6: Approval of Minutes:**

Ted Sakelarakis made a motion to approve the minutes from the October 26, 2011 regular meeting. Georgette Conrad seconded the motion.

Discussion of minute's revision from October 26, 2011 meeting followed.

**Vote: 4-0-2 / Motion Passed**

Linda Fish and Dave Gostanian abstained

**Agenda Item #7: Selectmen's Report:**

Bob Burbank, First Selectman

- Budget is 36% expended this year. No accounts are over. Will have fund balance sheet for next report.

Working with FEMA and will be receiving approximately \$16,000 for Hurricane Irene. FEMA assistance for the October, 2011 snow storm is to be reviewed.

- Bridge update: Materials needed for flooring have been delayed in arriving. Date of December 3, 2011 for the bridge lifting most likely to be rescheduled. No time table for this yet.

**Agenda Item #8: Fund Transfers:** Are completed.

**Agenda Item #9: 2012 Schedule of Workshops:**

Georgette Conrad cancelled the scheduled December 14, 2011 Regular Meeting. No meeting in December, 2011.

Schedule for 2012 budget workshops and regular meetings through March, 2012 to be as follows:

January 10, 2012, Tuesday	Budget Workshop
January 12, 2012, Thursday	Budget Workshop
January 17, 2012, Tuesday	Budget Workshop
January 23, 2012, Monday	Budget Workshop
January 25, 2012, Wednesday	Regular Meeting
January 30, 2012, Monday	Budget Workshop
February 7, 2012, Tuesday	Budget Workshop
February 9, 2012, Thursday	Budget Workshop
February 13, 2012, Monday	Budget Workshop
February 15, 2012, Wednesday	Budget Workshop
February 21, 2012, Tuesday	Budget Workshop
February 22, 2012, Wednesday	Regular Meeting
February 23, 2012, Thursday	Budget Workshop
February 29, 2012, Wednesday	Budget Workshop
March 28, 2012, Wednesday	Regular Meeting

**Agenda Item #10: Charter Revision:**

Board of Selectmen have the final draft of the charter that was voted on by the CRC. Board of Selectmen to decide on when the public will vote on the charter revisions.

Discussion about charter revisions followed.

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**Agenda Item #11: Bi Annual Taxation:** No action taken

**Agenda Item #11a: Liaison Reports:**

Georgette Conrad made a motion to add Liaison Reports to Agenda.  
Dave Gostanian seconded.

**Vote: 6-0-0 / Motion Passed**

Dennis Foran, Fire Commission liaison, reported on the following items:

Engine Tank 215 – refurbish cost - \$150,000  
Boots – 15 pairs - \$5,000  
Gear - 5 sets - \$13, 000  
SCBA Packs – 5 new - \$30,000  
Fire Station floor - \$ 30,000  
Thermal Imaging Camera - \$12, 500  
Total: \$240,500

Discussion about items above, fuel costs, and how fuel is billed/paid.

Linda Fish, AHM liaison, reported that the AHM meeting had been canceled due to power outage

Ted Sakelarakis, Andover Board of Education liaison, reported on:

- \$4,936.91 was received from insurance for last year's storm damage to school.  
That amount is \$5,936.91 - \$1000.00 deductible.
- Solar panel program has stopped as there is no funding at this time.
- Roof work has started again.

Dave Gostanian, RHAM Board of Education liaison, reported on:

- CMT/CAPT scores from RHAM.
- analytic system purchase.
- SPED percentage spent in each category and cost to each district.

**Agenda Item #12: Public Comment:**

Bob Wanagel commented on senior centers and that the senior population is growing

**Agenda Item #13: Adjournment:**

Dave Gostanian made a motion to adjourn at 8:49 p.m.  
Jim McCann seconded the motion.

**Vote: 6-0-0 / Motion Passed**

Minutes respectfully submitted by:

**Marie Smith, Board Clerk**

**November 17, 2011**

RECEIVED FOR RECORD  
11-17-2011 @ 8:15am  
*Carol N. Lee*  
TOWN CLERK

**Town of Andover  
Board of Finance  
December 28 Meeting**

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

We wish everyone a Happy New Year with your family and friends.

Respectfully submitted,

Georgette M. Conrad  
Chairperson

RECEIVED FOR RECORD  
12-28-2011 @ 8:15am  
Carol N. Lee  
TOWN CLERK