

This page has been intentionally left blank.

2012

BOARD OR COMMITTEE NAME *Board of Finance*

TIME OF MEETING *7 pm*

DAY OF WEEK MEETING HELD *Wednesday*

LOCATION OF MEETING *Community Room*

PLEASE INSERT YOUR DATES IN THE MONTHS LISTED BELOW:

*Budget Workshops*  
*Jan. 10, 12\*, 17\*,*  
*23, ~~25~~, 30*

*Feb. 7, 9\*, 13\*, 15\*,*  
*21\*, ~~22~~, 23, 29*

JANUARY 25	JULY 25
FEBRUARY 22	AUGUST 22
MARCH 28	SEPTEMBER 26 ✓
APRIL 25	OCTOBER 24
MAY 23	NOVEMBER 28
JUNE 27	DECEMBER 19*

\* OFH per Georgette Conrad 12-19-11

RECEIVED 11-28-11 AT 3:39 P.M

ATTEST *Margaret H. Busch* *asst.*  
TOWN CLERK

**Town of Andover Board of Finance  
Budget Workshops  
7:00 p.m. (see locations for each date)**

The Board of Finance will meet on the following scheduled dates in January for 2012-2013 Budget Workshops:

Tuesday, January 10, 2012 – Cancelled due to no business to come before the board.

Thursday, January 12, 2012 – Town Clerk, Fire Department, Board of Selectmen  
**Old Firehouse / Senior Center**

Tuesday, January 17, 2012 - Registrars/Elections/Muni Agent/Driver Dispatch/Sr. Transportation,  
Conservation Commission, Board of Selectmen  
**Old Firehouse / Senior Center**

<sup>mc</sup> Monday, ~~January 23, 2012~~ <sup>cancel</sup> – AES, CIP, Board of Selectmen – **Community Room**  
move to → 2-9 2-13

**Wednesday, January 25, 2012 – Regular Meeting and Budget Workshop – Board of Selectmen**

Monday, January 30, 2012 – Budget Workshop (if needed) - **Community Room**

If your Board or Commission is unable to attend your scheduled date, please let me know as soon as possible so that you can be rescheduled.

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD

12-28-11 @ 9:08 Am

Margaret H. Busch

Asst. TOWN CLERK

**Board of Finance  
January 10, 2012  
Budget Workshop**

The Board of finance budget workshop for January 10, 2012 has been cancelled due to no business to come before the board.

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD

12-29-11 @ 8:40 am

*Carol H. Lee*

TOWN CLERK

**Board of Finance  
January 12, 2012  
Type of Meeting: Budget Workshop  
7:00 pm – Old Firehouse/Senior Center**

**Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions / Deletions:**
- 4. 2012-2013 Budget Workshop:**
  - a) Town Clerk -
  - b) Fire Commission -
  - c) Board of Selectmen -
- 5. Public comment:**
- 6. Adjournment:**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
1-10-12 @ 12:33pm  
*Carol N. Lee*  
TOWN CLERK

**Andover Board of Finance  
Budget Workshop Meeting Minutes  
Thursday, January 12, 2012  
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 7:05 pm

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

**Members Absent:** Alicia Lee

**Town Officials Present:** None

**Other Attendees:** Carol Lee, Wally Barton, John Colli, Bob Wanagel, Virginia Wanagel

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

**Agenda Item #3: Additions/Deletions to agenda:**

Georgette Conrad made a motion to add approval of the 11-16-11 BOF regular meeting minutes to the agenda. Dave Gostanian seconded.

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

**Agenda Item #3a: Approval of Minutes:**

Dave Gostanian made a motion to approve the minutes from the 11-16-11 BOF regular meeting. Ted Sakelarakis seconded.

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

**Agenda Item #4: 2012-2013 Budget Workshop:**

Item 4a) Town Clerk

- Carol Lee, Andover Town Clerk, presented the 2012-2013 Fiscal Year budget
- Included in this budget is a 2% raise for the Town Clerk and the Assistant Town Clerk. All other budget lines remain the same as Fiscal Year 2011-2012
- Total Budget requested: \$75,664.24

Dave Gostanian made a motion to approve the Town Clerk's budget. Jim McCann seconded.

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

Item 4b) Fire Commission

- Wally Barton, Chairman of the Andover Fire Commission, presented the 2012-2013 Fiscal Year budget
- Included in this budget are changes for the following line items:
  - 220 - Fuel Oil - \$2,400 increase
  - 360 - Vehicle Maintenance - \$2,000 increase
  - 881 - Testing - \$1000 increase
  - 826 - Protective Clothing - \$13,000 increase
  - 264 - Office Supplies - \$450 increase
  - 252 - Firefighting Supplies - \$1000 increase
  - 455 - Training - \$600 decrease

Total Budget Requested is \$114,889.76. This is an overall increase of \$19,250. John Colli, Treasurer of the Fire Commission, explained the increases for fuel cost. The amount for fuel cost is based on an estimate of \$3.25 per gallon and an estimated use of 4500 gallons. The increase for protective clothing (bunker gear) was discussed. FEMA grants were previously available for protective clothing but to date these grants are not available for Andover. Dennis Foran requested written documentation to support increased cost figures. Wally Barton will provide this information for the 2-7-12 scheduled meeting workshop.

Item 4c) Board of Selectman Budget Workshop was rescheduled to 1-17-12.

**Agenda Item #5: Public Comment:**

Bob Wanagel commented on the old firehouse building has better acoustics than the town office community meeting room.

**Agenda Item #6: Adjournment:**

Dave Gostanian made a motion to adjourn at 8:00 pm. Jim McCann seconded.

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

The next scheduled meeting is for **Tuesday, 1-17-12**, and is a Budget Workshop for Registrars/Elections/Muni Agent/Driver Dispatch/Sr. Transportation, Conservation Commission, and Board of Selectman. Meeting will be at the Old Firehouse/Senior Center at 7:00 pm.

Minutes respectfully submitted by:

**Marie Smith, Board Clerk**

**January 13, 2012**

RECEIVED FOR RECORD

1-17-2012 @ 8:15 am

*Carol N. Lee*

TOWN CLERK

**From:** GConrad0519@aol.com (GConrad0519@aol.com)  
**To:** andovertownclerk@sbcglobal.net; andoverassistant@yahoo.com;  
**Date:** Mon, January 16, 2012 8:35:03 PM  
**Cc:** andoverselectman1@comcast.net;  
**Subject:** BOF Workshop cancelled

Please post a notice that the BOF workshop for Tuesday, January 17th has been cancelled. Those budget presentations have been rescheduled for Wednesday, January 25th at the BOF regular meeting in the Community Room at 7 p.m.

Thank you,  
 Georgette Conrad  
 Chairperson

RECEIVED FOR RECORD  
 1-17-2012 @ 8:15 am  
*Carol D. Lee*  
 TOWN CLERK

Board of Finance  
January 23, 2012  
Type of Meeting: Budget Workshop  
7:00 pm - Community Room  
Agenda

Meeting cancelled due to no business to come before the Board.

Georgette Conrad  
Chairperson

---

RECEIVED FOR RECORD  
1-18-2012 @ 12:10 PM  
*Carol N. Lee*  
TOWN CLERK



## TOWN OF ANDOVER

17 School Road  
Andover, CT 06232  
Phone (860) 742-7305  
Fax (860) 742-7535

### Memorandum

**To:** Carol Lee, Town Clerk  
**Cc:** Board of Selectmen Members  
**From:** Jay Linddy, Vice First Selectman

---

The Andover Board of Selectmen will meet with the Andover Board of Finance to discuss the 2012/2013 Selectmen's budget on January 23, 2012 at 7p.m. and if necessary January 25, 2012 in the Community Room at Town Hall

*Meeting  
Cancelled  
by BOF*

RECEIVED FOR RECORD

01-09-12 @ 12:13 PM

*Margaret H. Busch*  
Asst TOWN CLERK

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday January 25, 2012  
7:00 p.m. - Community Room**

**Agenda**

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions / deletions:
5. Approval of minutes:
6. Selectmen's Report:
7. Annual Report:
8. Liaison Reports:
9. 2012-13 Budget Workshop:
  - a) Registrars
  - b) Elections –
  - c) Municipal Agent / Seniors –
  - d) Drivers/Dispatch /Senior Transportation –
  - e) Conservation Commission –
  - f) Social Services
  - g) Board of Selectmen -
10. Public Comments:
11. Adjournment:

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
1-23-2012 @ 8:50am  
*Carol N. Lee*  
TOWN CLERK

**Andover Board of Finance  
Regular Meeting Minutes  
Wednesday, January 25, 2012  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232**

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

The meeting was called to order by Georgette Conrad at 7:04 pm

**Members Present:** Georgette Conrad, Linda Fish, Dennis Foran, David Gostanian, Ted Sakelarakis

**Members Absent:** Alicia Lee, Jim McCann

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

**Other Attendees:** Diane Grenier, Judy Knox, Cathy Palazzi, Mike Palazzi, Bob Wanagel, Virginia Wanagel, Kara Sakelarakis

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

**Agenda Item #3: Public Comment:**

Jay Linddy commented on the RHAM budget that is not yet available and would like it to be available sooner.

RHAM is scheduled for a special meeting with BOF on Tuesday, March 6, 2012

David Gostanian requested microphones be used in the community room.

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

**Agenda Item #5: Approval of Minutes:**

David Gostanian motioned to approve the minutes from the January 12, 2012 budget workshop meeting. Ted Sakelarakis seconded. No Discussion.

**Vote:** 5-0-0 / Motion Passed

**Agenda Item #6: Selectmen's Report:**

Robert Burbank, First Selectman:

- Not all reports were available for this meeting but will be early next week.
- No installation date for the bridge but progress is being made. Estimate about 2 weeks worth of work left to do.

**Agenda Item #7: Annual Report:**

Robert Burbank, First Selectman: Auditor has finished the report but town has not yet received it.

**Agenda Item #8: Liaison Reports:**

Dennis Foran reported that he will be meeting with CIP and Fire Department soon.

Ted Sakelarakis reported that at the last Andover Board of Education meeting their budget had an estimated 3.35% increase and that this may come down because enrollment is coming down. Nothing is definite yet.

Robert Burbank stated that our enrollment at RHAM went down ½ percent and wanted guidelines at RHAM meeting but RHAM doesn't have their budget set yet.

David Gostanian requested to get a copy of the RHAM meeting minutes. Georgette Conrad will look into this and for now will forward the RHAM minutes to BOF.

**Agenda Item #9: 2012-2013 Budget Workshop:****9a.) Registrars:**

Cathy Palazzi, Town Registrar, presented the 2012-2013 Fiscal Year Budget

- Included in this budget is a 2% raise for the Registrars and Deputies.
- There is also a \$10 increase for annual dues.
- All other budget lines remain the same as Fiscal Year 2011-2012
- Total Budget requested: \$5,404.66

David Gostanian motioned to approve the Registrar's budget of \$5,404.66 for the 2012-2013 Fiscal Year.

Linda Fish seconded.

Discussion: Dennis Foran requested documentation on increase for dues.

**Vote: 5-0-0 / Motion Passed**

**9b.) Elections:**

Cathy Palazzi, Town Elections, presented the 2012-2013 Fiscal Year Budget

- Updated information on the canvassing budget item was provided. Elections is now connected by the Internet but there is a question on where to budget this.
- Total Budget requested: \$18,500

David Gostanian motioned to approve the Elections's budget of \$18,500 for the 2012-2013 Fiscal Year. Ted Sakelarakis seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**9c.) Municipal Agent/Seniors:**

Cathy Palazzi, Municipal Agent, presented the 2012-2013 Fiscal Year Budget

- Line items changed some but overall budget amount is same as 2011-2012.
- Judy Knox commented on trips for seniors.
- Total Budget requested: \$9,007
- Budget item name should read Senior Citizen.

Budget was received by BOF with no changes.

**9d.) Drivers/Dispatch/Senior Transportation:**

Cathy Palazzi, Driver's Dispatch, presented the 2012-2013 Fiscal Year Budget

- Should be getting grant and will know by end of June.
- Discussion on what if grant does not come through would town support this.
- New budget includes 2% raise for drivers. Are anticipating more driver hours. Losing one driver but will be advertising for a new driver.
- Fuel from Dial-A-Ride was decreased.

Budget was received by BOF with no changes.

**9e.) Conservation Commission:**

Mike Palazzi, Conservation Commission, presented the 2012-2013 Fiscal Year Budget

- Budget has increased from \$500 to \$1000 due to addition of training.
- Would like to have committee members attend individual workshops
- Also looking for GIS software and a GPS as well.
- May need a computer.

Budget was received by BOF with no changes.

**9f.) Social Services:**

Kara Sakelarakis, Social Services, presented the 2012-2013 Fiscal Year Budget

- The previous year's budget was \$3,700 new budget is \$5,252 with most of the increase coming from the Fuel Fund. The state is cutting back.

- Robert Burbank stated that fund raising and voluntary contributions is where funding for the fuel fund has come from in the past.

Budget was received by BOF with no changes.

**9g.) Board of Selectman:**

Robert Burbank, First Selectman, presented the Town's 2012-2013 Fiscal Year Budget. The following were presented:

**Selectman's Budget:** \$1,500 increase which includes a 2% raise for elected officials, and \$500 for a board clerk. Clerking is currently being done by the selectmen themselves because the previous clerk left and has not been replaced. There is a decrease of \$100 in Seminars. Mileage increased \$100.

Ted Sakelarakis motioned to approve the Selectman's budget of \$54,630. David Gostanian seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Board Clerk Budget:** Amount is \$2,300. Discussion of board clerk funding items.

The Charter Review Clerk was never used and that line item was removed.

Discussion of board clerk line item to be changed to read board clerk for BOF. Robert Burbank will make that change. Mr. Burbank also suggested that the amounts for equipment and supplies may increase. Previous computer for BOF was shared by the BOF and Social Services but that computer is now used solely by Social Services and BOF needed another computer and now has it. Remove Charter Review Clerk and CIP Clerk from budget. Rename budget to BOF. Budget was received by BOF.

David Gostanian motioned to do a blanket approval for budgets that have no changes in line items and total budget amount. Linda Fish seconded. No discussion.

**Vote: 5-0-0 / Motion Passed**

**Auditor/Actuary Budget:** No changes. Budget of \$17,500.00 approved.

**Town Attorney Budget:** No changes. Budget of \$17,000.00 approved.

**Treasurer's Budget:** \$835.49 increase which includes a 2% raise for Treasurer and Treasurer Clerk. All other items remain the same.

Ted Sakelarakis motioned to approve the Treasurer's budget of \$44,709.99. Dennis Foran seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Tax Collector's Budget:** \$5.00 overall decrease. Lines items that changed include DMV Fees, Conferences and Seminars, Mileage and Office Supplies.

David Gostanian motioned to approve the Tax Collector's Budget of \$53,535.03.

Dennis Foran seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Board of Assessment Appeal's Budget:** No changes. Budget of \$920 approved.

**Town Clerk's Budget:** Includes a 2% raise for town clerk and assistant. BOF previously approved the total budget of \$75,664.24.

---

**Probate Court Budget:** No changes. Budget of \$2,223 approved.

**Old Town Hall Budget:** Overall increase of \$135 due to increases in the alarm system and telephone to monitor this.

David Gostanian motioned to approve the Old Town Hall's Budget of \$1,645.

Linda Fish seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Is Budget:** No changes. Budget of \$5,000 approved.

**Town Office Building Budget:** Overall increase of \$3,400 due to changes to payroll, water testing, elevator service, furnace maintenance, building maintenance, copier rental, alarm system, postage, electricity, equipment, and telephones (increased because elections require a dedicated line). Total amount for budget is \$67,651.68.

David Gostanian motioned to approve the Town Office Building's Budget of \$67,651.68.

Ted Sakelarakis seconded. No Discussion.

**Vote: 4-0-1 / Motion Passed**

Dennis Foran abstained.

**Admin Assistant and Clerk's Budget:** Overall increase of \$6,600 includes a part-time assistant to work under first selectman for 10 hours a week at \$12.50 per hour. This person will assist the first selection with reports, gun permits, phones and so on. Is the only first selectman in CT that does not have an assistant. Dennis Foran requested a write up on this to let everyone know the responsibilities of the assistant.

Also in this budget is the web site increase of \$100. Total new budget is \$7,100.

Georgette Conrad motioned to approve the Admin Assistant and Clerk's Budget of \$7,100. c seconded. Discussion.

Ted Sakelarakis asked for the assistant's duties be listed especially since this is a position that has been vacant for 5 years. Robert Burbank will have a list of the assistant's responsibilities and duties.

Motion withdrawn. Admin Assistant and Clerk's Budget item is tabled until more information is available.

**Dog Damage Budget:** No changes. Budget of \$200 approved.

**Civil Preparedness Budget:** Overall increase of \$800 includes changes to phone for resident state trooper. Total budget amount is \$3,150.

Dennis Foran motioned to approve the Civil Preparedness Budget of \$3,150.

Linda Fish seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Insurance Budget:** No changes. Prices with CIRMA are locked in for another year. Budget of \$128,000 approved.

**Custodian Budget:** No changes. Budget of \$9,054.50 approved.

**Old Fire House Budget:** Overall increase of \$825 includes changes to furnace maintenance, electricity, fuel oil, and propane. Total budget amount is \$8,725.

Dennis Foran motioned to approve the Old Firehouse Budget of \$8,725.

Ted Sakelarakis seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Dog Fund Budget:** Overall increase of \$128 is for 2% increase to the Dog Warden's salary. Total budget amount is \$6,898.

Dennis Foran motioned to approve the Dog Fund Budget of \$6,898.

Ted Sakelarakis seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Historical Budget:** No changes. Budget of \$200 approved.

**Health Officer Budget:** Increase of \$428.39. Total budget amount is \$14,910.

David Gostanian motioned to approve the Health Officer Budget of \$14,910.

Linda Fish seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**VNA Budget:** No changes. Budget of \$1,250 approved.

**North Central Mental Health Budget:** No changes. Budget of \$212 approved.

**AHM Youth Services Budget:** Overall decrease of \$1,431.93. Total budget amount is \$39,085.36.

David Gostanian motioned to approve the AHM Youth Services Budget of \$39,085.36 .

Ted Sakelarakis seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Public Works Budget:** Overall increase of \$2,450 includes changes for tree removal, tires, vehicle maintenance, and mobile phone. Total budget amount is \$226,815.

Ted Sakelarakis motioned to approve the Public Works Budget of \$226,815.

Dennis Foran seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Snow Removal Budget:** No changes. Budget of \$97,400 approved.

**Lighting Budget:** No changes. Budget of \$7,500 approved.

**Town Garage Budget:** No changes. Budget of \$16,250 approved.

**Town Engineer Budget:** No changes. Budget of \$2,500 approved.

**Ground Care Budget:** Overall increase of \$200 for Beautification. Total budget amount is \$8,300.

Dennis Foran motioned to approve the Ground Care Budget of \$8,300.

Ted Sakelarakis seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Memorial Day Committee Budget:** No changes. Budget of \$800 approved.

**Recreation Commission Budget:** No changes. Budget of \$6,455 approved.

**Transfer Station Budget:** Overall decrease of \$6,979 includes changes to wages, maintenance, hauling fees, outdoor facility, electricity, and tipping fees.

Total budget amount is: \$156,195.

Dennis Foran motioned to approve the Transfer Station Budget of \$156,195.

Ted Sakelarakis seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Recycling Budget:** Changes in line items but no overall change to budget. Line items that changed include hazardous waste, antifreeze pickup, tire pickup, transfer station permits, and dues. Total budget amount is: \$2,200.

David Gostanian motioned to approve the Recycling Budget of \$2,200.

Dennis Foran seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Economic Development Budget:** No changes. Budget of \$1,000 approved.

**Building Department Budget:** Overall increase of \$545.50 is for Clerk's wages. Total budget amount is: \$45,625.30

David Gostanian motioned to approve the Building Department's Budget of \$45,625.30.

Dennis Foran seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Wetlands Budget:** Overall increase of \$175.83 is for wages. Total budget amount is: \$10,367.23.

David Gostanian motioned to approve the Wetland's Budget of \$10,367.23.

Dennis Foran seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

**Agenda Item #10: Public Comment:** None

**Agenda Item #11: Adjournment:**

Ted Sakelarakis motioned to adjourn at 9:41 p.m.

Dennis Foran seconded. No discussion.

**Vote: 5-0-0 / Motion Passed**

The budget workshop meeting scheduled for Monday, January 30, 2012 has been canceled. Next meeting is a budget workshop meeting on Tuesday, February 7, 2012 at the TOB Community room at 7:00 pm.

Minutes respectfully submitted by:

**Marie Smith, Board Clerk**

**January 27, 2012**

---

RECEIVED FOR RECORD  
1-30-2012 @ 2:07pm  
*Carol N. Doe*  
TOWN CLERK

**Board of Finance  
January 30, 2012  
Type of Meeting: Budget Workshop  
7:00 pm - Community Room  
Agenda**

THIS MEETING HAS BEEN CANCELLED DUE TO NO BUSINESS TO COME BEFORE THE BOARD OF FINANCE.

Respectfully submitted,

Georgette Conrad  
Chairperson

---

RECEIVED FOR RECORD  
1-26-2012 @ 8:15am  
*Carol N. Lee*  
TOWN CLERK

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

The Board of Finance will meet on the following scheduled dates in February for 2012-2013 Budget Workshops:

Tuesday, February 7, 2012 – Library, Fire Marshall, AHM, Board of Selectmen

*JMC* Thursday, February 9, 2012 – <sup>AES</sup>~~(if needed)~~ Board of Selectmen budget

*JMC* Monday, February 13, 2012 – <sup>CIP</sup>~~(if needed)~~ Board of Selectmen budget <sup>JMC</sup> (Old Fire House)

Wednesday, February 15, 2012 – (if needed) - Board of Selectmen budget

Tuesday, February 21, 2012 – (if needed) – Board of Selectman

**Wednesday, February 22, 2012 – Regular Meeting & Budget Workshop – Board of Selectmen**

Thursday, February 23, 2012 – (if needed) – Board of Selectman

Wednesday, February 29, 2012 – (if needed) – Board of Selectmen  
**TOB Community Room**

If your Board or Commission is unable to attend your scheduled date, please let me know as soon as possible so that you can be rescheduled.

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
12-28-11 @ 9:08 Am  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Town of Andover Board of Finance  
Budget Workshops  
7:00 p.m. Community Room  
(Note: Feb. 13 location is OFH)**

The Board of Finance will meet on the following scheduled dates in February for 2012-2013 Budget Workshops:

Tuesday, February 7, 2012 – Fire Commission, Fire Marshall, AHM, Board of Selectmen

Thursday, February 9, 2012 – AES, Board of Selectmen budget

~~Monday, February 13, 2012 – CIP, Library, Board of Selectmen budget – Old Firehouse/Sr. Center~~  
**Cancelled**

Wednesday, February 15, 2012 – Library, CIP - Board of Selectmen budget

Tuesday, February 21, 2012 – (if needed) – Board of Selectman

**Wednesday, February 22, 2012 – Regular Meeting & Budget Workshop** – Board of Selectmen

Thursday, February 23, 2012 – (if needed) – Board of Selectman

Wednesday, February 29, 2012 – (if needed) – Board of Selectmen  
**TOB Community Room**

If your Board or Commission is unable to attend your scheduled date, please let me know as soon as possible so that you can be rescheduled.

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
2-1-2012 @ 10:30 am  
*Carol N. Lee*  
TOWN CLERK

**Board of Finance  
February 07, 2012  
Type of Meeting: Budget Workshop  
7:00 pm – Community Room**

**Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions / Deletions:**
- 4. 2012-2013 Budget Workshop:**
  - a) Fire Commission -
  - b) Fire Marshall –
  - c) AHM
  - d) Board of Selectmen -
- 5. Public comment:**
- 6. Adjournment:**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD

02-06-12 @ 3:05 PM

*Margaret H. Busch*  
Asst. TOWN CLERK

**Andover Board of Finance  
Budget Workshop Meeting Minutes  
Tuesday, February 7, 2012  
Town Office Building – Community Room  
17 School Road, Andover, CT 06232**

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

The meeting was called to order by Georgette Conrad at 7:06 pm

**Members Present:** Georgette Conrad, Linda Fish, Alicia Lee, Jim McCann, and Ted Sakelarakis

**Members Absent:** Dennis Foran and David Gostanian

**Town Officials Present:** Robert Burbank, ex officio

**Other Attendees:** Wallace Barton, John Colli

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

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

**Agenda Item #4: 2012-2013 Budget Workshop:**

**Item 4a) Fire Commission**

Wally Barton, Chairman of the Andover Fire Commission, presented more information for the 2012-2013 Fiscal Year budget. Provided additional information on quotes for turnout gear as requested by BOF. John Colli discussed the price per gallon for fuel oil. Since the school is using \$3.50 per gallon, John changed that budget item to use \$3.50 per gallon instead of \$3.25. Other line items were presented. Total budget requested: \$115,064.76 which is an overall increase of \$19,425.00

Jim McCann motioned to approve the Fire Commission's budget of \$115,064.76 for the 2012-2013 Fiscal Year Budget. Ted Sakelarakis seconded.

Discussion: Jim McCann asked about the 5 year cycle to replace and keep up turnout gear and price to keep going up. Georgette Conrad asked about cost recovery budget item. This is used to reimburse firefighters when they go to homes on their own.

**Vote: 5-0-0 / Motion Passed**

**Item 4b) Fire Marshall** was not present at this meeting.

**Item 4c) AHM** – Previously approved on 1-25-12.

**Item 4d) Board of Selectman Budget:**

Robert Burbank presented the following items:

Probate Court Budget for 2012-2013 was previously approved on 1-25-12.

Mr. Burbank informed that there was an increase of \$42.00 for a total of \$2,265.00.

Elections budget of \$18,500 was previously approved on 1-25-12.

New position of Administrative Assistant. As requested a job description and responsibility list was presented and distributed to BOF. Assistant is needed as coordinator for the town web site to keep it up to date in a timely fashion. Assistant is needed to free up some of First Selectman's time to do other cost saving things for the town such as getting grants and doing more to generate income for the town. Forestry was given as an example of this. Other responsibilities for the Admin Assistant were also listed. This will be a 10 hour a week position at a \$12.50 hourly rate. No benefits. Total for this item is: \$6,500

The First Selectman's job description and responsibility list was also presented and distributed to BOF.

Assessor's Budget: Has an overall increase of \$400 from last year for a software program.

Total Budget Requested is: \$68,549.13

Jim McCann motioned to accept Assessors' budget Ted Sakelarakis seconded.

**Vote: 5-0-0 / Motion Passed**

Employee Benefits Budget:

Many items changed including administrative fees for MERF (Municipal Employee Retirement Fund) overall increase for Fiscal Year 2012-2013 is \$9,718.00.

Total Budget Requested for Fiscal Year 2012-2013 is: \$259,846.00

Linda Fish motioned to accept Employee Benefit's Budget. Jim McCann seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

Senior Transportation Budget – was previously received on 1-25-12

Total Budget Requested for 2012-2013 Fiscal Year is: \$9,203.00

Ted Sakelarakis motioned to accept the Senior Transportation Budget Jim McCann seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

Senior Citizen's Budget – no change from previous year's budget of \$9,007.00

Budget previously approved on 1-25-12.

Public Works Budget: Was previously approved on 1-25-12.

There is a new increase of \$2,000. Total Budget Requested for 2012-2013 Fiscal Year is: \$ 228,815.00

Ted Sakelarakis motioned to accept the Public Works Budget. Jim McCann seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

Resident State Trooper's Budget:

Overall budget is a decrease from previous year due to less overtime being budgeted.

Other items including Mobile Phone changed.

Total Budget Requested for 2012-2013 Fiscal Year is: \$116,321.89

Jim McCann motioned to accept the Resident State Trooper's Budget. Ted Sakelarakis seconded.

No Discussion.

**Vote: 5-0-0 / Motion Passed**

Fire Marshall's Budget: Not yet presented to BOF. No changes to that budget.

Total Budget Requested already approved on 1-25-12 since there was no change.

Social Worker/Welfare Budget:

Increase in salaries of 2%. Increase in fuel assistance money. Total Budget Requested for Fiscal Year 2012-2013 is: \$3,752.00

Linda Fish motioned to accept the Social Worker/Welfare's budget Jim McCann seconded. No Discussion.

**Vote: 4-0-1/ Motion Passed**

**1 abstention by Ted Sakelarakis**

Planning and Zoning Budget:

Increase includes 2% for wages. Total Budget Requested for Fiscal Year 2012-2013 is: \$7,543.59

Ted Sakelarakis motioned to accept the Planning and Zoning's Budget. Linda Fish seconded. No Discussion.

**Vote: 5-0-0/ Motion Passed**

Zoning Board of Appeals (ZBA) Budget:

Total Budget Requested for Fiscal Year 2012-2013 is: \$1,449.28

Linda Fish motioned to accept ZBA's budget. Jim McCann seconded. No Discussion.

**Vote: 5-0-0/ Motion Passed**

Conservation Commission's Budget:

Overall increase of \$500.00.

Total Budget Requested for Fiscal Year 2012-2013 is: \$1,000.00

Jim McCann motioned to accept the Conservation Commission's budget. Ted Sakelarakis seconded.

No Discussion.

**Vote: 5-0-0/ Motion Passed**

Zoning Agent's Budget:

Overall increase of \$212.16

Total Budget Requested for Fiscal Year 2012-2013 is: \$11,170.16

Ted Sakelarakis motioned to accept the Zoning Agent's budget. Jim McCann seconded. No Discussion.

**Vote: 5-0-0/ Motion Passed**

Capital Region Council of Government (CRCOG) Budget

No change in budget from last year.

Total Budget Requested for Fiscal Year 2012-2013 is: \$7,125.00

Budget previously approved on 1-25-12

Library Budget:

BOS has already approved this budget. Figures not available. Is scheduled to be presented on 2-15-12.

Capital Expenditures Budget:

BOS has already heard and approved this budget.

Capital Improvement items are approved separately.

Road Improvement budget item of Capital Expenditures:

Total Budget Requested for Fiscal Year 2012-2013 is: \$120,000.00

Jim McCann motioned to approve the Road Improvement budget item of Capital Expenditures budget of \$120,000.00. Ted Sakelarakis seconded

Discussion What does this budget item cover? Paving, refurbishing, painting of lines and whatever road work needs to be done in town.

**Vote: 5-0-0/ Motion Passed**

Severance budget item of Capital Expenditures:

Total Budget Requested for Fiscal Year 2012-2013 is: \$15,000.00

Georgette Conrad motioned to approve the Severance budget item of Capital Expenditures budget of \$15,000.00

Jim McCann seconded. No Discussion.

**Vote: 5-0-0/ Motion Passed**

Revaluation budget item of Capital Expenditures:

Total Budget Requested for Fiscal Year 2012-2013 is: \$15,000.00

Georgette Conrad motioned to approve the Revaluation budget item of Capital Expenditures budget of \$15,000.00. Jim McCann seconded. No Discussion.

**Vote: 5-0-0/ Motion Passed**

**Agenda Item #5: Public Comment:** None.

**Agenda Item #6: Adjournment:**

Jim McCann motioned to adjourn at 9:13 pm. Ted Sakelarakis seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed**

The next scheduled meeting is for **Thursday, 2-9-12**, and is a Budget Workshop for AES and Board of Selectman. Meeting will be at the TOB Community Room at 7:00 pm.

Minutes respectfully submitted by:

**Marie Smith, Board Clerk**

**February 8, 2012**

RECEIVED FOR RECORD  
02-14-12 @ 2:35 PM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Board of Finance  
February 09, 2012  
Type of Meeting: Budget Workshop  
7:00 pm – Community Room**

**Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions / Deletions:**
- 4. 2012-2013 Budget Workshop:**
  - a) Andover Elementary School –
  - b) Board of Selectmen -
- 5. Public comment:**
- 6. Adjournment:**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD

02-06-12 @ 3:05PM

*Margaret D. Busch*  
Asst. TOWN CLERK

**Andover Board of Finance  
Budget Workshop Meeting Minutes  
Thursday, February 9, 2012  
Town Office Building – Community Room  
17 School Road, Andover, CT 06232**

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

The meeting was called to order by Georgette Conrad at 7:05 pm

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

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

**Town Officials Present:** Jay Linddy

**Other Attendees:** Andy Maneggia

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

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

**Agenda Item #4: 2012-2013 Budget Workshop:**

**Item 4a) Andover Elementary School (AES)**

Jay Linddy Chairman, Andover Board of Education, presented the AES budget to the BOF.

Andy Maneggia, Superintendent, explained the 2012-2013 Fiscal Year Budget line items, and stated that the 2012-2013 budget is based upon assumptions and constraints listed in the memorandum document dated 2-8-2012.

The proposed budget reflects that student enrollment will decrease especially at the kindergarten level.

Also included in this budget is the Town's share of the cost for the outplacement of two special needs students. One student will be going to Eastconn in Columbia, CT and the other student will be attending a program at the Gengras Center in West Hartford, CT. The cost of tuition and transportation to these locations is included in this budget proposal.

The average cost per student, non special ed, is around \$12,262, which is 14.6% less than the overall average of \$14,049 for elementary school districts as reported for the 2009-2010 school year.

If the budgeted money is not needed for educational purposes it will be returned to the town as has been done in previous years.

A synopsis of the AES budget is given on page iv. Following this are pages 1 – 7. These pages provide each line item of the AES budget with Fiscal Year 2011-2012 budgeted amounts and the proposed budgeted amounts for Fiscal Year 2012-2013. Andy Maneggia explained each item. Many line items remain the same.

Line items with **decreases** include: Administrative, Custodial Staff, Stipends, Dental Insurance, Life Insurance, FICA/Medicare, MERF, Certified Prof. Development, Special Ed. Consultant, Computer Consultant, Electricity, Thermostat Control, Clock/Telephone, Radon Testing item is eliminated as this is not required for this year, Elevator Maintenance, Replacement of Steam Traps, Educational Testing, Co-curricular Activities, and Technology Plan.

Items with **increases** include: Teachers, Financial Operations Manager, Secretarial Staff, Paraprofessional Staff, Network Manager, Summer School Non-Certified, Degree Changes, Paraprofessional Subs, Medical Insurance, Unemployment Compensation, AHM, OT, PT, Psychologist, Furnace Repair, Plumbing, Oil Monitor System, Rubbish Maintenance, Water System Supervisor, Kinsley Power Systems, Elevator Permit,

Custodian Uniforms, Transportation – buses, Bus Liability Premium, Special Ed. Transportation, Field Trips, Outplacement Tuition, Print/Binding, Heat Energy Cost, Transportation Fuel, Propane Gas, and Gasoline.

Jay Linddy thanked the BOF and added that if there are any questions to call Andy Maneggia at AES.  
The public hearing date for the Board of Education is on Thursday, February 16, 2012 in the AES cafeteria.

Other items discussed included the Educational Cost of Sharing (ECS) and AES grants.

Linda Fish asked how the AES budget is doing this year and might there be anything coming back to the town. Andy Maneggia replied that there are no figures for this amount yet.

Total Budget Requested for 2012 – 2013 is: \$4,180,307 which is an increase of \$99,392, or a 2.44% increase over last year's budget.

Ted Sakelarakis motioned to approve the Andover Elementary School's Budget in the amount of \$4,180,307.00 for the 2012-2013 Fiscal Year. Dennis Foran seconded. Discussion: None.

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

**Item 4b) Board of Selectman:** No items presented at this workshop.

**Agenda Item #5: Public Comment:** None.

**Agenda Item #6: Adjournment:**

Ted Sakelarakis motioned to adjourn at 8:50 pm. Dennis Foran seconded. Discussion: None.

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

The next scheduled meeting is for **Wednesday, 2-15-12**, and is a Budget Workshop for the Library, CIP, and Board of Selectman. Meeting will be at the TOB Community Room at 7:00 pm.

Minutes respectfully submitted by:

**Marie Smith, Board Clerk**

**February 10, 2012**

RECEIVED FOR RECORD  
2-14-2012 @ 8:15am  
Carol N. Lee  
TOWN CLERK

**ATTACHMENT**

**ANDOVER  
BOARD OF EDUCATION'S  
PROPOSED 2012-2013 BUDGET**

**FOR**

**ANDOVER ELEMENTARY SCHOOL**

# Memorandum

**To:** Members of Andover Board of Finance  
**From:** Jay Linddy, Chairman, Andover Board of Education  
**Date:** 2/8/2012  
**Re:** Board of Education's Proposed 2012-2013 Budget for Andover Elementary School

Enclosed is the 2012-2013 proposed budget for Andover Elementary School. 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 two special needs students, with the balance being paid through the special education excess cost grant to the Town.

The 2012-2013 budget is based upon the following assumptions and constraints:

- ◆ Student enrollment will decrease, especially at the kindergarten level. The average class size in the other grades will remain the same. With such class sizes, every student will receive individualized instructional assistance.
- ◆ 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. If this were to occur, additional resources would be needed.
- ◆ Federal and state grants 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 must be re-appropriated to the Board of Education to offset such expenses since the full cost for outplacements is not included in the budget.

The approved budget for 2011-2012 was \$4,080,915. The proposed budget for 2012-2013 is \$4,180,307 which is an increase of \$99,392, or 2.44%, more than the current budget.

To the best of my knowledge, the proposed budget will provide all 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 and contractual obligations.

## 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	24.0%
05-06	9,842	11,647	18.0%
06-07	10,658	12,187	14.0%
07-08	10,833	12,897	19.0%
08-09	11,790	13,721	16.0%
09-10	12,262	14,049	14.6%

\*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%	\$192,859
10-11	\$4,072,222	\$ 76,409 1.91%	\$ 72,860
11-12	\$4,080,915	\$ 8,693 0.21%	current year
12-13	\$4,180,307	\$ 99,392 2.44%	?

SUMMARY OF THE BOARD OF EDUCATION'S PROPOSED 2012 - 2013 BUDGET  
FOR ANDOVER ELEMENTARY SCHOOL

Object	2011-2012	2012-2013	Dollar Difference	General Description
100	\$ 2,723,853	\$ 2,697,104	(\$ 26,749)	Salary, Wages, Contractual Obligations, Degree Changes, Negotiated Contracts. This year, it was necessary to replace \$42,500 in federal job stabilization funds.
200	\$ 630,667	\$ 672,521	\$ 41,854	Medical and Dental Insurance, Municipal Retirement, Unemployment Compensation are the major components in this object code. Medical insurance increased significantly as did unemployment compensation claims.
300	\$ 126,175	\$ 119,874	(\$ 6,301)	Contracted Services: Student Services (OT, PT, Psych, AHM), Legal Fees, Septic System Maintenance. There is a slight decrease in this area.
400	\$ 139,950	\$ 136,300	(\$ 3,650)	Electricity, Roof Repairs, Contracted Maintenance Services -- each of which is difficult to predict -- no major reductions in any single account.
500	\$ 234,415	\$ 302,895	\$ 68,480	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. This object code has significant increases.
600	\$ 198,950	\$ 229,708	\$ 30,758	Instructional Supplies, Textbooks, Nurse's Supplies, Heating Oil, Diesel Fuel for Buses, Gasoline for Special Education Vans, and Other School Supplies. In general, the amount for some supplies was reduced but energy costs increased.
700	\$ 18,000	\$ 13,000	(\$ 5,000)	Equipment for Students, Staff, Custodial, and Funding for the Technology Plan. The Technology Plan was reduced.
800	\$ 8,905	\$ 8,905	(\$ 0)	Professional Dues for Board of Education, School, Administration, Staff -- funds for meetings and conferences were reduced last year and remain the same.
<b>Budget Total</b>	<b>\$4,080,915</b>	<b>\$4,180,307</b>	<b>\$ 99,392 (2.44%)</b>	The total budget increase for 2012-2013 is \$99,392, or an increase of 2.44%.

Board of Education's 2012-2013 Proposed Budget - Andover Elementary School

	BOE FY2012	Proposed Budget FY2013
<b>OBJECT 100</b>		
Administrative	\$ 259,903.00	\$ 258,200.00
Teachers	\$ 1,901,052.00	\$ 1,911,036.00
Curriculum Development	\$ 1,000.00	\$ 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	\$ 60,265.00	\$ 61,471.00
Secretarial Staff	\$ 77,361.00	\$ 79,000.00
Paraprofessional Staff	\$ 154,577.00	\$ 115,077.00
Custodial Staff	\$ 121,629.00	\$ 120,000.00
Nursing Staff	\$ 50,873.00	\$ 51,840.00
Network Manager	\$ 47,522.00	\$ 48,462.00
Summer School Non-Certified	\$ 3,744.00	\$ 3,800.00
Tutor	\$ 500.00	\$ 500.00
Stipends	\$ 6,200.00	\$ 4,050.00
Degree Changes	\$ 4,507.00	\$ 6,948.00
Paraprofessional Subs	\$ 4,500.00	\$ 5,500.00
Nurse-Summer	\$ 1,200.00	\$ 1,200.00
<b>TOTAL 100</b>	<b>\$ 2,723,853.00</b>	<b>\$ 2,697,104.00</b>
<b>OBJECT 200</b>		
Medical Insurance	\$ 447,603.00	\$ 468,058.00
Dental Insurance	\$ 18,968.00	\$ 16,963.00
Life Insurance	\$ 4,254.00	\$ 4,200.00
AUL/Disability Insurance	\$ 6,700.00	\$ 6,700.00
Annuity	\$ 2,500.00	\$ 2,500.00
FICA/Medicare	\$ 79,442.00	\$ 79,300.00
MERF	\$ 60,400.00	\$ 60,000.00
Unemployment Compensation	\$ 10,000.00	\$ 34,000.00
Tuition Reimbursement	\$ 800.00	\$ 800.00
<b>TOTAL 200</b>	<b>\$ 630,667.00</b>	<b>\$ 672,521.00</b>

Board of Education's 2012-2013 Proposed Budget for Andover Elementary School

	BOE FY2012	Proposed Budget FY2013
<b>OBJECT 300</b>		
Certified Prof. Development	\$ 4,000.00	\$ 3,000.00
Non-Certified Prof. Dev.	\$ 600.00	\$ 600.00
Tuition Reimbursement Non Cert	\$ 500.00	\$ 500.00
AHM	\$ 15,832.00	\$ 16,148.00
School Physician	\$ 750.00	\$ 750.00
OT	\$ 29,066.00	\$ 29,357.00
PT	\$ 6,550.00	\$ 6,616.00
Special Ed. Consultant	\$ 15,000.00	\$ 9,000.00
<b>Board of Ed</b>		
Legal Fees	\$ 6,000.00	\$ 6,000.00
Meeting/Conference	\$ 300.00	\$ 300.00
Supplies	\$ 500.00	\$ 500.00
Parent Activities	\$ 400.00	\$ 400.00
<b>Services</b>		
Inventory Consultant	\$ 200.00	\$ 200.00
Payroll Service	\$ 6,000.00	\$ 6,000.00
Health Instructor	\$ 500.00	\$ 500.00
Psychologist	\$ 32,624.00	\$ 32,950.00
Computer Consultant	\$ 1,200.00	\$ 900.00
CABE - (policy service)	\$ 750.00	\$ 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	\$ -	\$ -
School Messenger	\$ 350.00	\$ 350.00
<b>TOTAL 300</b>	<b>\$ 126,175.00</b>	<b>\$ 119,874.00</b>

Board of Education's 2012-2013 Proposed Budget - Andover Elementary School

	BOE FY2012	Proposed Budget FY2013
<b>OBJECT 400</b>		
Electricity	\$ 73,000.00	\$ 72,500.00
<b>Contracted Services</b>		
Furnace Repair	\$ 1,500.00	\$ 1,600.00
Septic	\$ 3,000.00	\$ 3,000.00
Electric Repair	\$ 1,000.00	\$ 1,000.00
Motor Repair	\$ 1,500.00	\$ 1,500.00
Plumbing	\$ 2,000.00	\$ 3,000.00
Fire Alarm	\$ 4,000.00	\$ 4,000.00
Thermostat Control	\$ 4,000.00	\$ 2,000.00
Oil Monitor System	\$ 150.00	\$ 200.00
Rubbish Maintenance	\$ 5,000.00	\$ 5,500.00
Clock/Telephone	\$ 1,200.00	\$ 1,100.00
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	\$ 500.00	\$ 500.00
Fire Ext Equipment Maint	\$ 800.00	\$ 800.00
Copy Machine Maintenance	\$ 6,000.00	\$ 6,000.00
Burner Maintenance	\$ 1,000.00	\$ 1,000.00
Radon Testing	\$ 1,500.00	\$ -
Water System Supervisor	\$ 3,200.00	\$ 3,500.00
Security Monitoring	\$ 100.00	\$ 100.00
Security Camera Maint.	\$ 100.00	\$ 100.00
Carpet Cleaning	\$ 1,200.00	\$ 1,200.00
Contingency	\$ 1,000.00	\$ 1,000.00

Board of Education's 2012-2013 Proposed Budget for Andover Elementary School

	BOE FY2012	Proposed Budget FY 2013
<b>OBJECT 400 (cont.)</b>		
Lamp Recycling	\$ 100.00	\$ 100.00
Kinsley Power Systems	\$ 1,000.00	\$ 1,200.00
Elevator Permit	\$ 150.00	\$ 200.00
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	\$ 2,700.00	\$ 2,000.00
Replacement Steam Traps	\$ 800.00	\$ 400.00
Educational Testing	\$ 3,500.00	\$ 3,000.00
<b>Rentals</b>		
Postage Meter	\$ 1,500.00	\$ 1,500.00
Custodian Uniforms	\$ 1,700.00	\$ 1,900.00
<b>Cocurricular Activities</b>	\$ 2,000.00	\$ 1,650.00
<b>TOTAL 400</b>	<b>\$ 139,950.00</b>	<b>\$ 136,300.00</b>
<b>OBJECT 500</b>		
<b>Transportation</b>		
Reg.	\$ 142,397.00	\$ 147,379.00
Kindr.		
Bus Liability Premium	\$ 2,000.00	\$ 2,500.00
Trans. Radios Maint.	\$ 150.00	\$ 150.00
Special Ed. Trans.	\$ 10,068.00	\$ 11,366.00
Field Trips	\$ 4,500.00	\$ 5,000.00
<b>Staff Transportation</b>	\$ 4,500.00	\$ 4,500.00

Board of Education's 2012-2013 Proposed Budget for Andover Elementary School

	BOE FY2012	Proposed Budget FY2013
<b>OBJECT 500 (cont.)</b>		
Tuitions		
Outplacement	\$ 60,000.00	\$ 121,000.00
Telephone	\$ 3,300.00	\$ 3,300.00
Internet	\$ -	
Nextel	\$ -	
Post Office	\$ 5,000.00	\$ 5,000.00
Advertising	\$ 1,000.00	\$ 1,000.00
Print/Binding	\$ 1,500.00	\$ 1,700.00
<b>TOTAL 500</b>	<b>\$ 234,415.00</b>	<b>\$ 302,895.00</b>
<b>OBJECT 600</b>		
Instructional Supplies	\$ 35,000.00	\$ 35,000.00
A-V Supplies	\$ 500.00	\$ 500.00
Computer Supplies	\$ 9,000.00	\$ 9,000.00
Textbooks	\$ 2,000.00	\$ 2,000.00
Library Books	\$ 7,000.00	\$ 7,000.00
Periodicals	\$ 1,300.00	\$ 1,300.00
<b>General Supplies</b>		
Library	\$ 500.00	\$ 500.00
Office	\$ 3,000.00	\$ 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 2012-2013 Proposed Budget for Andover Elementary School

	BOE FY2012	Proposed Budget FY2013
<b>OBJECT 600 (cont.)</b>		
Maint./Cust. Supplies	\$ 22,000.00	\$ 22,000.00
Heat Energy	\$ 90,000.00	\$ 112,000.00
Transportation Fuel	\$ 21,000.00	\$ 24,500.00
Propane Gas	\$ 1,000.00	\$ 1,100.00
Gasoline	\$ 2,300.00	\$ 7,458.00
Diesel Additive	\$ 900.00	\$ 900.00
<b>TOTAL 600</b>	<b>\$ 198,950.00</b>	<b>\$ 229,708.00</b>
<b>OBJECT 700</b>		
Furniture/Equipment	\$ 500.00	\$ 500.00
Technology Plan	\$ 15,000.00	\$ 10,000.00
Replacement Comp. Lab	\$ 500.00	\$ 500.00
Furniture & Fixtures	\$ 500.00	\$ 500.00
Non-Inst. Equipment	\$ 500.00	\$ 500.00
Custodial Equipment	\$ 1,000.00	\$ 1,000.00
<b>TOTAL 700</b>	<b>\$ 18,000.00</b>	<b>\$ 13,000.00</b>

Board of Education's 2012-2013 Proposed Budget, Andover Elementary School

OBJECT 800	BOE FY2012	Proposed Budget FY2013
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 DON'T WORK	\$ 100.00	\$ 100.00
EASTERN CT LIBRARY	\$ 100.00	\$ 100.00
Meetings/Conferences	\$ 3,000.00	\$ 3,000.00
<b>TOTAL 800</b>	<b>\$ 8,905.00</b>	<b>\$ 8,905.00</b>

**TOTAL ALL CATEGORIES \$ 4,080,915.00 \$ 4,180,307.00 2.44%**

574

**Board of Finance**  
**February 13, 2012**  
**Type of Meeting: Budget Workshop**

This Board of Finance Budget Workshop has been cancelled due to it being a State Observed Holiday honoring President Lincoln's Birthday. Budgets scheduled for this day have been rescheduled.

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
2-1-2012 @ 10:30 a.m.  
Carol N. Her  
TOWN CLERK

**Board of Finance  
February 15, 2012  
Type of Meeting: Budget Workshop  
7:00 pm – Community Room  
Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions / Deletions:**
- 4. 2012-2013 Budget Workshop:**
  - a) Capital Improvement Planning (CIP),
  - b) Library
  - c) Any unapproved budgets
- 5. Future Workshop or Special Meetings dates:**
- 6. Public Comment:**
- 7. Adjournment:**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
02-14-12 @ 1:57 PM  
*Margaret H. Busch*  
TOWN CLERK

**Andover Board of Finance  
Budget Workshop Meeting Minutes  
Wednesday, February 15, 2012  
Town Office Building – Community Room  
17 School Road, Andover, CT 06232**

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

The meeting was called to order by Georgette Conrad at 7:05 pm

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

**Members Absent:** Dave Gostanian, Alicia Lee

**Town Officials Present:** None.

**Other Attendees:** Robert Wanagel, Ginny Wanagel, Julie Victoria, Elaine Buchardt

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

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

**Agenda Item #4: 2012-2013 Budget Workshop:**

**Item 4a) Capital Improvement Planning (CIP)**

Elaine Buchardt, Chairman, Andover Capital Improvement Planning Committee, presented the CIP budget to the BOF. Ms. Buchardt explained the 2012-2013 CIP Fiscal Year Budget line items.

Four requests were approved by the CIP and include the replacement of the metal roof and mason work on the chimney of the Old Town Hall for \$12,000, a new plow for one of the public works trucks for \$8,500, Refurbish Fire Truck for \$130,000, and the replacement of 15 pairs of firefighting boots for \$5,000. These requests total \$155,500 for the CIP line item. Elaine Buchardt also explained that the truck to be refurbished is 22 years old. The Fire Department provided the CIP documentation with detailed information on the refurbishment. A new fire truck would cost between \$500,000 –and \$700,000.

Ms. Buchardt discussed a Co-op program with an organization in Plymouth, MA that costs \$750.00 per year to join. The Co-op provides discounts on trucks and other items. Ms. Buchardt has a contact in West Hartford that is a part of this Co-op. Linda Fish asked if the co-op group requires a contract. Elaine Buchardt will look in to that. Ted Sakelarakis asked about the co-op and if it is for turn angles and other items. Elaine Buchardt will talk to Fire Department about this.

The requests that were denied for this year include a new plow truck and plow for Public Works, Repairs and seal for the Fire Department Bay floor, a thermal imaging camera, and replacement of 25 Scott Air Pak units. There was a discussion about these items as they may be part of future years budgets.

Dennis Foran motioned to approve the CIP's budget in the amount of \$155,500 for the 2012-2013 Fiscal Year. Ted Sakelarakis seconded. Discussion: None.

**Vote: 5-0-0 / Motion Passed**

**Item 4b) Library**

Julie Victoria, Secretary of the Library Board, presented the 2012-2013 Library Budget to the BOF.

Ms. Victoria explained the 2012-2013 Fiscal Year Budget line items. Many items remain the same.

Items that have increases from last year's budget amounts include Librarian's salary, Retirement, Medical and Dental/Life Insurance/Disability, Children Programming Director/Asst. Director, Clerks, SSI and Medicare, Unemployment Insurance, Equipment and Building Repairs, Copier Maintenance Agreement, Books and AV materials. Items that have decreases from last year's budget amounts include Electricity, Furnace Cleaning and Maintenance, Window Cleaning, AC Cleaning, Internet Hosting/Domain, Magazines, Travel, Postage, and Workshops.

There was a discussion about the line item for SSI and Medicare.

It was also noted that there were incorrect amounts listed for two items from last year's budget. The items were for Retirement and SSI & Medicare. These amounts did not change the total for last year's budget of \$103,990.00.

Jim McCann asked of the bottom line figures were correct. Georgette Conrad replied that they were. Dennis Foran requested a corrected sheet. The library will provide a corrected sheet.

Total Budget Requested for 2012 – 2013 is: \$105,964.00 which is a 1.9% increase from last year's budget. This is an overall increase of \$1,974.00.

Ted Sakelarakis motioned to approve the Library's Budget in the amount of \$105,964.00 for the 2012-2013 Fiscal Year. Dennis Foran seconded. Discussion:

Dennis Foran had a question on the internet hosting. Julie Victoria explained that the library will not have to pay for its own domain name now that the town has its own website. Library information will be on the town's website. Mr. Foran also asked about the \$1000 increase in building maintenance. Ms. Victoria explained that \$400 of that will be to replace a toilet with a handicap accessible one.

**Vote: 4-0-1 / Motion Passed with one abstention**

**Linda Fish abstained.**

**Item 4c) Any unapproved budgets:**

**Board of Finance (BOF) Budget:**

Increase of 2% for board clerk wages. This line item is up \$32 from last year's budget for a new amount of \$1,632.00. Charter Review Clerk item is no longer needed and went from \$550 to zero.

Total budget amount for BOF is: \$1,782.00 for Fiscal Year 2012 – 2013 which is an overall decrease of \$518.00 from last year's budget.

Ted Sakelarakis motion to approve the BOF 2012-2013 Fiscal Year Budget in the amount of \$1,782.00. Jim McCann seconded. Discussion: None.

**Vote: 5-0-0 / Motion Passed**

**Board of Selectman Budget:**

The line item #131 is for a new Administrative Assistant that will be working part time for the First Selectman. The salary for the new position is budgeted at \$6,500. This is an increase of \$6,100 over last year's budget.

Ted Sakelarakis motioned to accept line item #131 of the 2012-2013 Fiscal Year Town Budget in the amount of \$6,600.00. Jim McCann seconded.

Discussion: There was much discussion about the history of this position and at one time this position existed. Also discussed was the First Selectman's salary and duties of the assistant. It was noted that town office staff may be able to assist with some of these duties but these duties may require different skills.

**Vote: 4-1-0 / Motion Passed**

**Capital Expenditures Budget:**

Several items were previously approved and include Road Improvement, Revaluation, and Severance. Total budget for Fiscal Year 2012-2013 is \$305,500.

Jim McCann motioned to approve the Capital Expenditures Budget for the 2012-2013 Fiscal Year in the amount of \$305,500.00. Georgette Conrad seconded. Discussion: None.

**Vote 5-0-0/ motion passed**

**Debt Retirement Budget:**

Jim McCann motioned to approve the Debt Retirement Budget for the 2012-2013 Fiscal Year in the amount of \$90,000.00 Ted Sakelarakis seconded. Discussion: None.

**Vote: 5-0-0 / Motion Passed**

**Interest Expense Budget:**

Jim McCann motioned to approve the Interest Expense Budget for the 2012-2013 Fiscal Year in the amount of \$39,060.40 Linda Fish seconded. Discussion: None.

**Vote: 5-0-0 / Motion Passed**

**Fund Transfers:**

The BOF reviewed the fund transfers approved by the BOS for the Fiscal Year 2011-2012 and did not find items that may have been over or under funded.

Account 1305 Fund Transfer: This item in the budget refers to Working Capital, Contingency, and Resv. Non-Recurring Capital funds to be put aside for the Fiscal Year 2012-2013.

Georgette Conrad motioned to approve the Fund Transfers Budget for in the amount of \$95,000.00. Jim McCann seconded. Discussion: None.

**Vote: 5-0-0 / Motion Passed**

**Agenda Item #5: Future Workshop or Special Meeting dates:**

The meeting scheduled for Tuesday, February 21, 2012 has been canceled.

The meeting scheduled for Thursday, February 23, 2012 has been canceled.

Wednesday, February 22, 2012 is the next scheduled meeting and is a Regular Meeting.

Wednesday, February 29, 2012 is a meeting to go through the Revenues.

Tuesday, March 6, 2012 is a Special Meeting with RHAM

Wednesday, March 14, 2012 is a Special Meeting to finalize the budget.

Wednesday, March 28, 2012 is a Regular Meeting and Public Hearing.

**Agenda Item #6: Public Comment:**

Ginny Wanagel asked - Where will they put the administrative assistant?

Georgette Conrad replied that it would most likely be in the same room with the First Selectman.

Robert Wanagel asked - Is the position Administrative Assistant or Clerk?

Georgette Conrad replied that it is Administrative Assistant.

Robert Wanagel asked about what the Administrative Assistant duties will be?

Dennis Foran read that document that the First Selectman provided on what the duties would be.

**Agenda Item #6: Adjournment:**

Ted Sakelarakis motioned to adjourn at 9:13 pm. Jim McCann seconded. Discussion: None.

**Vote: 5-0-0 / Motion Passed**

The next scheduled meeting is for **Wednesday, February 22, 2012**, and is a Regular Meeting and Budget Workshop for the Board of Selectman. Meeting will be at the TOB Community Room at 7:00 pm.

Minutes respectfully submitted by:

**Marie Smith, Board Clerk**

**February 16, 2012**

RECEIVED FOR RECORD  
2-21-2012 @ 8:15 am  
*Carol N. Lee*  
TOWN CLERK

**Board of Finance**  
**February 21, 2012**  
**Type of Meeting: Budget Workshop**  
**7:00 pm – Community Room**  
**Agenda**

This meeting is cancelled due to no business to come before the Board of Finance.

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
02-14-12 @ 1:57 PM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday February 22, 2012  
7:00 p.m. - Community Room**

**Agenda**

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Additions/deletions:**
- 5. Approval of minutes:**
  - a) Regular Meeting 1/25/12:
  - b) Workshop 2/7/12:
  - c) Workshop 2/9/12:
  - d) Workshop 2/15/12:
- 6. Selectmen's Report:**
- 7. Annual Report :**
- 8. Appointment of Auditor:**
- 9. Liaison Reports:**
- 10. 2012-13 Budget Workshop:**
- 11. Public Comments:**
- 12. Adjournment:**

Respectfully Submitted

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
2-21-2012 @ 11:00am  
*Carol H. Lee*  
TOWN CLERK

**Andover Board of Finance  
Regular Meeting Minutes  
Wednesday, February 22, 2012  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232**

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

The meeting was called to order by Georgette Conrad at 7:08 pm

**Members Present:** Georgette Conrad, Linda Fish, Dennis Foran, David Gostanian

**Members Absent:** Alicia Lee, Jim McCann, Ted Sakelarakis

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

**Other Attendees:** Diane Grenier, 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: Approval of Minutes:**

**Item 5a: Regular Meeting 1/25/12 Minutes**

David Gostanian motioned to approve the minutes from the 1-25-12 Regular Meeting.

Linda Fish seconded. No Discussion.

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

**Item 5b: Budget Workshop 2/7/12 Minutes**

Georgette Conrad motioned to approve the minutes from the 2-7-12 Budget Workshop Meeting. Linda Fish seconded.

Discussion: Agenda Item #4a) Fire Commission. Linda Fish pointed out that the wording in the third paragraph was

clear. The corrected sentences are as follows: *Georgette Conrad asked about the cost recovery budget item. This is needed to reimburse firefighters when they use their own vehicles to go to a call.*

**Vote: 2-0-2 / Motion Passed with corrections as noted.**

**2 Abstentions:** David Gostanian and Dennis Foran did not attend that meeting.

**Item 5c: Budget Workshop 2/9/12 Minutes**

Dennis Foran motioned to approve the minutes from the 2-9-12 Budget Workshop Meeting.

Georgette Conrad seconded. No Discussion.

**Vote: 3-0-1 / Motion Passed with 1 Abstention:** David Gostanian did not attend that meeting.

**Item 5d: Budget Workshop 2/15/12 Minutes**

Georgette Conrad motioned to approve the minutes from the 2-15-12 Budget Workshop Meeting.

Dennis Foran seconded. No Discussion.

**Vote: 3-0-1 / Motion Passed with 1 Abstention:** David Gostanian did not attend that meeting.

**Agenda Item #6: Selectmen's Report:**

Robert Burbank, First Selectman: The Expenditures report dated 2-22-12 was presented. The budget for the current fiscal year is \$10,603,278.80. The remaining balance as of 2-22-12 is \$4,429,701.27. Town budget is on track.

The Fund Balance report was not available for this meeting and will be coming soon.

The bridge installation is progressing. The next task is for the crane operators to do the lift. The bridge will also have a tin roof and that will take a week to complete. There is no projected date as to when the actual installation will be completed. Mr. Burbank also discussed the detour signs for Route 6 which will be in place for approximately 2 weeks before the actual installation.

Georgette Conrad asked about several of the revenues. One item, ECS, as of 2-14-12 reports a figure of \$1,165,428.

This is significantly lower than the previous year's figure of \$1,999,634. Mr. Burbank explained that state programs are being put on to the small towns. Once the state budgets are completed, the town will have a more accurate figures for the ECS. Georgette Conrad questioned other revenue items including Boat Registrations, Manufactures Grant, DOT Moving Violation Grant, and State Disability-Exempt. There was also a discussion about the Law Enforcement O/T and Pequot items. What revenue numbers should be used for the budget? On the revenues' sheet – is the last column projections or

actuals? Bob Burbank will provide a report on revenue and find out exactly where the revenue numbers come from and will meet with Georgette Conrad.

**Agenda Item #7: Annual Report:**

Annual report document is available at the town. Every board and commission has information in the town's annual report. No further discussion.

**Agenda Item #8: Appointment of Auditor:**

Georgette Conrad motioned to appoint Stephen Hopkins as town auditor. David Gostanian seconded.

Discussion: Stephen Hopkins has a 3 year contract with the town and will do the audit for the same price of \$17,500/year for the 3 years. Bob Burbank explained the process for selecting an auditor and that the standards are set at the state level. Every auditor has to provide the same information based on the state standards. A copy of the town audit is reviewed by the state.

Dennis Foran and David Gostanian questioned whether there was a rfp for the auditor. Bob Burbank explained that auditors that are submitted are pre-approved by the state's standard rfp's.

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

**Agenda Item #9: Liaison Reports:**

Linda Fish, AHM liaison, reported on the following: This year's telethon is going to be centralized rather than in the individual towns. Coming up soon is a fund raising event with the symphony performing. AHM is hiring a part time program director. Joel will spend more time on fund raising. Grants will be expiring. Joel will be looking for more private donations.

David Gostanian, RHAM liaison: No new items to report. There is a meeting next week.

Dennis Foran, CIP and Fire Department liaison: No new items to report.

**Agenda Item #10: 2012-2013 Budget Workshop:**

Waiting for corrected items for the library budget, and additional figures for revenues.

Dennis Foran and Georgette Conrad discussed the current mill rate and probable changes to the mill rate.

The mill rate will have to increase approximately 2.2% to break even with present budget and will have to be higher to cover any increase. Tax revenues are down approximately \$20 million due to lower assessments.

**Agenda Item #11: Public Comment:** None

**Agenda Item #12: Adjournment:**

David Gostanian motioned to adjourn at 8:05 p.m. Dennis Foran seconded. No discussion.

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

The budget workshop meeting scheduled for Wednesday, 2-23-12 has been canceled. The next scheduled meeting is a Special Meeting to go through the Revenues and is on Wednesday, 2-29-12, at the TOB Community room at 7:00 pm.

Minutes respectfully submitted by:

**Marie Smith, Board Clerk**

**February 23, 2012**

RECEIVED FOR RECORD  
02-28-12 @ 12:49 PM  
Margaret H. Busch  
Asst. TOWN CLERK

**Board of Finance**  
**February 23, 2012**  
**Type of Meeting: Budget Workshop**  
**7:00 pm – Community Room**  
**Agenda**

This meeting has been cancelled due to no business to come before the Board of Finance.

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
2-21-2012 @ 11:00am  
Carol N. Lee  
TOWN CLERK

**Town of Andover Board of Finance  
Special Meeting Budget Workshop  
Wednesday, February 29, 2012  
7:00 p.m.  
Town Office Building Community Room**

- 1. Call to order:
- 2. Pledge of Allegiance:
- 3. Budget Workshop:
- 4. Public Comment:
- 5. Adjournment:

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
02-27-12 @ 2:16 PM  
*Margaret W. Busch*  
Asst. TOWN CLERK

**Town of Andover Board of Finance  
Special Meeting Budget Workshop  
Wednesday, February 29, 2012  
7:00 p.m.  
Town Office Building Community Room**

**This meeting is cancelled due to inclement weather.**

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
02-29-12 @ 9:56 AM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Andover Board of Finance  
Special Meeting Budget Workshop Minutes  
Tuesday, March 6, 2012  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232**

**1) Call to Order:** The meeting was called to order by Georgette Conrad at 7:07 pm

**Members Present:** Georgette Conrad, Linda Fish, Dennis Foran, Ted Sakelarakis

**Members Absent:** David Gostanian, Alicia Lee, Jim McCann

**Town Officials Present:** Jay Linddy

**Other Attendees:** Danny Holtsclaw, Kenneth Lee, Bob Siminski

**2) Public Comment:** Jay Linddy thanked Bob Siminski for the budget savings from interest paid on bonds.

**3) Budget Workshop:**

**3a) RHAM**

Bob Siminski, RHAM Superintendent of Schools and Danny Holtsclaw, RHAM Board Member (Andover), presented the Regional School District No. 8 Proposed 2012-2013 Budget. Items with increases and decreases were explained. Interest expense has decreased as the result of the re-negotiation of 2004 bonds. Health insurance expense is increasing. Danny Holtsclaw provided an overview of the option of self insurance. It was noted that towns that are self insured have favorable results. Reductions to revenue include the loss of Federal Jobs Money. The RHAM budget includes Decision Package items for an Architectural Study and Curriculum Writing. The Architectural Study is needed to assist in meeting the state mandates for handicap accessibility at RHAM. Curriculum Writing is needed to update the current curriculum to meet the state's Common Core Standards that are to be implemented in the 2014-2015 school year. Lastly, there has been a decreasing amount of special ed students leaving the district. RHAM is providing programs to meet special ed student requirements resulting in tuition savings for RHAM. Magnet schools were also discussed and RHAM hopes to offer programs with STEM components to keep students attracted to RHAM.

Ted Sakelarakis motioned to accept the RHAM Budget as presented in the amount of \$25,114,271, an increase of 2.173%, for the 2012-2013 fiscal year. Linda Fish seconded. Discussion: Andover's portion will be \$4,043,398 for the 2012-2013 fiscal year.

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

**Library budget**

Corrections were made to the library's budget for fiscal year 2012-2013.

Ted Sakelarakis motioned to accept the library's budget, as sent to the BOF with corrections, for the amount of \$105,844.00, a 1.8% increase, for the 2012-2013 fiscal year. Dennis Foran seconded. No discussion.

**Vote: 3-0-1/ Motion Passed with 1 abstention by Linda Fish**

**3b) Revenues**

Updated information is still needed on several revenue items.

**5) Public Comment:** None.

**6) Adjournment:** Ted Sakelarakis motioned to adjourn at 9:00 pm. Linda Fish seconded. No discussion.

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

The next scheduled meeting is a special meeting on **Wednesday, March 14, 2012 at 7:00 pm** at the TOB Community Room.

Minutes respectfully submitted by:

**Marie Smith, Board Clerk**

**March 7, 2012**

RECEIVED FOR RECORD  
3-12-12 @ 8:15 am  
*Conrad Lee*  
TOWN CLERK

**Town of Andover Board of Finance  
Special Meeting Budget Workshop  
Wednesday, March 14, 2012  
7:00 p.m.  
Town Office Building Community Room**

**1. Call to order:**

**2. Pledge of Allegiance:**

**3. Approve Minutes:**

- 3a) Minutes of 2/22/12 regular meeting –
- 3b) Minutes of 3/06/12 special meeting -

**3. Budget Workshop:**

**4. Public Comment:**

**5. Adjournment:**

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
03-12-12 @ 1:17 pm  
Margaret H. Busch  
Asst. TOWN CLERK

**Andover Board of Finance  
Special Meeting Budget Workshop Minutes  
Wednesday, March 14, 2012  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232**

**Call to Order:** The meeting was called to order by Georgette Conrad at 7:03 pm

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

**Members Absent:** David Gostanian, Alicia Lee

**Town Officials Present:** Bob Burbank

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

**2) Pledge of Allegiance**

**3) Approve Minutes:**

**3a) Minutes of 2/22/12 – Regular Meeting:**

Dennis Foran motioned to accept the 2/22/12 meeting minutes with the following corrections: *Item 10 - the correct figure for the mill rate should read 2.2 mills and not 2.2 %. Also the last sentence should read: Grand list is down approximately \$20 million due to lower assessments.* Georgette Conrad seconded. Discussion: none.

**Vote: 3-0-2 / Motion Passed** Jim McCann and Ted Sakelarakis abstained. They were not at that meeting.

**3b) Minutes of 3/06/12 – Special Meeting:**

Dennis Foran motioned to accept the 3/6/12 meeting minutes. Georgette Conrad seconded. Discussion: none.

**Vote: 4-0-1 / Motion Passed** Jim McCann abstained. He was not at that meeting

**4) Budget Workshop:**

**4a) Veteran's Day Committee:**

Georgette Conrad motioned to add \$500 to the First Selectmen budget for the Veteran's Day Committee. The new budget amount proposed is \$55,130.00 for 2012 – 2013 fiscal year. Ted Sakelarakis seconded. Discussion: none

**Vote 5-0-0 / Motion Passed**

**4b) Revenues:**

Revenue items were reviewed and amounts estimated for the 2012-2013 fiscal year budget. The updated expenditure and revenue information resulted in a 31.1 mill rate. Discussion on ways to lower the rate followed.

Ted Sakelarakis motioned to reduce the Reval item under Capital Expenditure item by \$14,000 resulting in a new proposed budget of \$291,500 for the 2012-2013 fiscal year budget. Jim McCann seconded. Discussion: none.

**Vote: 5-0-0 / Motion Passed**

Jim McCann motioned to reduce Working Capital under Fund Transfers by \$60,000 resulting in a new proposed budget of \$35,000 for the 2012-2013 fiscal year. Ted Sakelarakis seconded. Discussion: none.

**Vote: 5-0-0 / Motion Passed**

Jim McCann motioned to reduce a total of \$5,000 from the Snow Removal budget resulting in a new proposed budget amount of \$92,400 for the 2012-2013 fiscal year. Ted Sakelarakis seconded. Discussion: none.

**Vote: 5-0-0 Motion Passed**

The new mill rate would be 30.8. Discussion about presenting the budget at the public hearing followed.

**5) Public Comment:** None.

**6) Adjournment:** Ted Sakelarakis motioned to adjourn at 9:20 pm. Linda Fish seconded. No discussion.

**Vote: 5-0-0 / Motion Passed**

The next meeting is the public hearing on Wednesday, March 28, 2012 at 7:00 pm in the TOB Community Room.

Minutes respectfully submitted by:

Marie Smith, Board Clerk

March 16, 2012

RECEIVED FOR RECORD  
3-19-2012 @ 8:15 am  
Carol N. Lee  
TOWN CLERK

**LEGAL NOTICE**  
**TOWN OF ANDOVER**  
**PUBLIC BUDGET HEARING**  
**WEDNESDAY, March 28, 2012**  
**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, 2012 to June 30, 2013 Budget in the Town Office Building Community Room – 17 School Road – Andover, CT on Wednesday, March 28, 2012 at 7:00 p.m.

Dated at Andover, CT this 14<sup>th</sup> day of March, 2012.

Andover Board of Finance

RECEIVED FOR RECORD  
03-15-12 @ 12:48 PM  
Margaret H. Busch  
Asst. TOWN CLERK

**TOWN OF ANDOVER**

**BOARD OF FINANCE**

**PUBLIC HEARING**

**WEDNESDAY, MARCH 28, 2012**

**7:00 P.M. – COMMUNITY ROOM**

**AGENDA**

1. Call to order
2. Pledge of Allegiance
3. Presentation of the proposed Fiscal Year 2012-2013 Town of Andover Budget
4. Public Comments
5. Adjournment

RECEIVED FOR RECORD  
3-27-2012 @ 3:58pm  
Carol N. Lee  
TOWN CLERK

**Andover Board of Finance  
Public Hearing Minutes  
Wednesday, March 28, 2012  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232**

1) **Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7:05 pm.

**Members Present:** Georgette Conrad, Board Chair, Linda Fish, Dennis Foran, Alicia Lee, Jim McCann, Ted Sakelarakis, Vice Chair

**Members Absent:** David Gostanian

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

**Number of Other Attendees:** 23

2) **Pledge of Allegiance**

3) **Presentation of the proposed Fiscal Year 2012-2013 Town of Andover Budget**

Georgette Conrad presented the 2012-2013 proposed budget to the community.

4) **Public Comments**

Deborah Scanlon recommended that \$6,500 from line item Administrative Assistant. & Clerk be removed from the expenditures budget.

Ted Sakelarakis motioned to send the 2012-2013 budget to the BOS Town Meeting to be held in early May.

Dennis Foran seconded. Discussion: none.

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

**Adjournment**

Ted Sakelarakis motioned to adjourn at 7:43 pm. Dennis Foran seconded.

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

The next meeting is a regular meeting on Wednesday, April 25, 2012 at 7:00 pm in the TOB Community Room.

Respectfully Submitted,

Marie Smith  
Board Clerk  
March 29, 2012

RECEIVED FOR RECORD  
4-2-2012 @ 8:15 am  
*Carol N. Lee*  
TOWN CLERK

# ATTACHMENT

Andover Board of Finance  
2012-2013  
Public Hearing - March 28, 2012

EXPENDITURES

	2010-2011		2011-2012		2011-2012		2012-2013		2012-2013		2012-2013	
	Proposed Budget	Expended As of 3/23/11	Proposed Budget	Expended As of 3/13/12	Percentage Expended To Date	Proposed Budget	Expended As of 3/13/12	Proposed Budget	Expended As of 3/13/12	\$ Change from 2011-2012	% Change from 2011-2012	Accepted by BOF
First Selectmen	\$53,130.00	\$35,565.91	\$53,130.00	\$33,606.70	63.25%	\$55,130.00	\$33,606.70	\$55,130.00	\$33,606.70	\$2,000.00	3.76%	1/25/2012
Clerk - BOF & CIP	\$2,300.00	\$452.65	\$2,300.00	\$906.65	39.42%	\$1,782.00	\$906.65	\$1,782.00	\$906.65	-\$518.00	-22.52%	2/15/2012
Auditor	\$15,000.00	\$17,148.12	\$17,300.00	\$12,600.00	72.00%	\$17,500.00	\$12,600.00	\$17,500.00	\$12,600.00	\$0.00	0.00%	1/25/2012
Town Attorney	\$17,000.00	\$3,399.26	\$17,000.00	\$2,695.71	15.86%	\$17,000.00	\$2,695.71	\$17,000.00	\$2,695.71	\$0.00	0.00%	1/25/2012
Treasurer	\$43,874.50	\$29,500.62	\$43,874.50	\$27,517.14	62.72%	\$44,709.99	\$27,517.14	\$44,709.99	\$27,517.14	\$835.49	1.90%	1/25/2012
Tax Collector	\$53,540.03	\$33,587.86	\$53,540.03	\$32,784.21	61.23%	\$53,540.03	\$32,784.21	\$53,540.03	\$32,784.21	\$0.00	0.00%	1/25/2012
Assessor	\$67,899.13	\$50,787.52	\$68,149.13	\$42,061.57	61.72%	\$68,549.13	\$42,061.57	\$68,549.13	\$42,061.57	\$400.00	0.59%	2/7/2012
BD Assess Appeal	\$600.00	\$300.00	\$920.00	\$300.00	32.61%	\$920.00	\$300.00	\$920.00	\$300.00	\$0.00	0.00%	1/25/2012
Town Clerk	\$74,460.82	\$50,758.74	\$74,460.82	\$44,035.87	59.14%	\$75,664.24	\$44,035.87	\$75,664.24	\$44,035.87	\$1,203.42	1.62%	1/12/2012
Probate Court	\$1,995.00	\$801.09	\$2,223.00	\$642.00	28.88%	\$2,265.00	\$642.00	\$2,265.00	\$642.00	\$42.00	1.89%	1/25/2012
Elections	\$16,660.00	\$7,446.29	\$17,800.00	\$1,023.11	5.75%	\$18,500.00	\$1,023.11	\$18,500.00	\$1,023.11	\$700.00	3.93%	1/25/2012
Old Town Hall	\$1,510.00	\$1,511.18	\$1,510.00	\$1,518.08	100.54%	\$1,645.00	\$1,518.08	\$1,645.00	\$1,518.08	\$135.00	8.94%	1/25/2012
Registrars	\$5,308.48	\$3,331.70	\$5,308.48	\$2,428.10	45.74%	\$5,404.66	\$2,428.10	\$5,404.66	\$2,428.10	\$96.18	1.81%	1/25/2012
ADS	\$5,000.00	\$2,603.97	\$5,000.00	\$1,978.50	39.57%	\$5,000.00	\$1,978.50	\$5,000.00	\$1,978.50	\$0.00	0.00%	1/25/2012
Town Office Building	\$63,284.68	\$45,835.20	\$64,251.68	\$44,300.27	68.95%	\$67,651.68	\$44,300.27	\$67,651.68	\$44,300.27	\$3,400.00	5.29%	1/25/2012
Admin. Asst. & Clerk	\$500.00	\$0.00	\$500.00	\$0.00	0.00%	\$6,600.00	\$0.00	\$6,600.00	\$0.00	\$6,100.00	120.00%	2/15/2012
Dee Damage	\$200.00	\$0.00	\$200.00	\$0.00	0.00%	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	0.00%	1/25/2012
Civil Preparedness	\$1,200.00	\$168.39	\$2,350.00	\$808.59	34.41%	\$3,150.00	\$808.59	\$3,150.00	\$808.59	\$800.00	34.04%	1/25/2012
Insurance	\$128,000.00	\$92,067.00	\$128,000.00	\$71,620.00	55.95%	\$128,000.00	\$71,620.00	\$128,000.00	\$71,620.00	\$0.00	0.00%	1/25/2012
Employee Benefits	\$236,312.00	\$168,375.81	\$250,128.00	\$167,011.79	66.77%	\$259,846.00	\$167,011.79	\$259,846.00	\$167,011.79	\$9,718.00	3.80%	2/7/2012
Senior Transportation	\$9,209.00	\$5,671.92	\$9,209.00	\$5,547.56	60.24%	\$9,203.00	\$5,547.56	\$9,203.00	\$5,547.56	-\$6.00	-0.07%	2/7/2012
Mun Agmt/Sr Citizens	\$7,007.00	\$3,440.01	\$9,007.00	\$4,707.46	52.26%	\$9,007.00	\$4,707.46	\$9,007.00	\$4,707.46	\$0.00	0.00%	1/25/2012
Custodian/Cleaning Svc	\$9,054.50	\$5,440.00	\$9,054.50	\$5,565.00	61.46%	\$9,054.50	\$5,565.00	\$9,054.50	\$5,565.00	\$0.00	0.00%	1/25/2012
Old Fire House	\$7,900.00	\$4,037.84	\$7,900.00	\$5,224.48	66.13%	\$8,725.00	\$5,224.48	\$8,725.00	\$5,224.48	\$825.00	10.44%	1/25/2012
Dog Fund	\$6,770.00	\$4,815.00	\$6,770.00	\$4,280.00	63.22%	\$6,898.00	\$4,280.00	\$6,898.00	\$4,280.00	\$128.00	1.89%	1/25/2012
Historical	\$200.00	\$95.00	\$200.00	\$0.00	0.00%	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	0.00%	1/25/2012
Ethics Commission	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	1/25/2012
NL Health Officer	\$14,481.61	\$10,766.49	\$14,481.61	\$10,857.81	74.98%	\$14,910.00	\$10,857.81	\$14,910.00	\$10,857.81	\$428.39	2.96%	1/25/2012
Visiting Nurses	\$1,250.00	\$1,250.00	\$1,250.00	\$0.00	0.00%	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	0.00%	1/25/2012
North Central Metal Hlth	\$212.00	\$212.00	\$212.00	\$212.00	100.00%	\$212.00	\$212.00	\$212.00	\$212.00	\$0.00	0.00%	1/25/2012
AHM Youth Services	\$39,324.00	\$39,324.00	\$40,517.29	\$40,517.29	100.00%	\$39,085.36	\$40,517.29	\$39,085.36	\$40,517.29	-\$1,431.93	-3.53%	1/25/2012
P.W. Dept	\$218,865.00	\$153,040.74	\$224,365.00	\$142,177.78	63.37%	\$228,815.00	\$142,177.78	\$228,815.00	\$142,177.78	\$4,450.00	1.98%	2/7/2012

# ATTACHMENT

2010-2011 Proposed Budget      2010-2011 Expended      2011-2012 Proposed Budget  
 EXPENDITURES      (as of DATE)

	2010-2011 Proposed Budget	2010-2011 Expended	2011-2012 Proposed Budget						
Snow Removal	\$97,400.00	\$80,755.64	\$97,400.00	\$46,932.86	48.19%	\$92,400.00	-\$5,000.00	-5.13%	1/25/2012
Lighting	\$7,500.00	\$3,942.74	\$7,500.00	\$3,673.93	48.99%	\$7,500.00	\$0.00	0.00%	1/25/2012
Town Garage	\$16,250.00	\$12,641.01	\$16,250.00	\$8,170.47	50.28%	\$16,250.00	\$0.00	0.00%	1/25/2012
Town Engineer	\$2,500.00	\$0.00	\$2,500.00	\$0.00	0.00%	\$2,500.00	\$0.00	0.00%	1/25/2012
Grnd Care/Beautification	\$5,600.00	\$3,148.00	\$8,100.00	\$3,819.77	47.16%	\$8,300.00	\$200.00	2.47%	1/25/2012
Fire Department	\$92,414.50	\$69,311.00	\$95,639.76	\$71,729.76	75.00%	\$115,064.76	\$19,425.00	20.31%	2/7/2012
Resident Troop	\$132,282.18	\$2,302.62	\$141,897.89	\$5,082.55	3.58%	\$116,321.89	-\$25,576.00	-18.02%	1/25/2012
Fire Marshal	\$10,225.00	\$7,225.00	\$10,225.00	\$6,450.00	63.08%	\$10,225.00	\$0.00	0.00%	1/25/2012
Welfare	\$3,700.00	\$2,296.79	\$3,700.00	\$1,566.77	42.35%	\$3,752.00	\$52.00	1.41%	2/7/2012
Memorial Day Comm.	\$800.00	\$0.00	\$800.00	\$0.00	0.00%	\$800.00	\$0.00	0.00%	1/25/2012
Recreation Commission	\$6,455.00	\$2,528.38	\$6,455.00	\$926.72	14.36%	\$6,455.00	\$0.00	0.00%	1/25/2012
Transfer Station	\$163,174.00	\$83,064.43	\$163,174.00	\$79,512.89	48.73%	\$156,195.00	-\$6,979.00	-4.28%	1/25/2012
Recycling	\$2,200.00	\$651.65	\$2,200.00	\$381.71	17.35%	\$2,200.00	\$0.00	0.00%	1/25/2012
Ec Development Comm.	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00%	\$1,000.00	\$0.00	0.00%	1/25/2012
P&Z Commission	\$6,480.55	\$6,307.85	\$7,480.55	\$2,213.56	29.59%	\$7,543.59	\$63.04	0.84%	2/7/2012
Zong Board of Appeals	\$1,420.86	\$0.00	\$1,420.86	\$0.00	0.00%	\$1,449.28	\$28.42	2.00%	2/7/2012
Building Department	\$45,079.80	\$26,506.90	\$45,079.80	\$24,632.56	54.64%	\$45,625.30	\$545.50	1.21%	1/25/2012
Wetlands	\$10,191.40	\$6,643.81	\$10,191.40	\$5,215.91	51.18%	\$10,367.23	\$175.83	1.73%	1/25/2012
Conservation Commission	\$100.00	\$90.00	\$500.00	\$82.55	16.51%	\$1,000.00	\$500.00	100.00%	2/7/2012
Zoning Agent	\$10,958.00	\$7,174.21	\$10,958.00	\$5,602.74	51.13%	\$11,170.16	\$212.16	1.94%	2/7/2012
CRCOG-GHA, CCM, COST	\$7,125.00	\$6,348.00	\$7,125.00	\$6,283.00	88.18%	\$7,125.00	\$0.00	0.00%	1/25/2012
Education - AES	\$4,072,222.00	\$3,705,166.31	\$4,080,915.00	\$3,068,698.90	75.20%	\$4,180,307.00	\$99,392.00	2.44%	2/9/2012
Education - RHAM	\$3,993,000.00		\$4,091,599.00	\$1,780,461.15	43.52%	\$4,043,398.00	-\$48,201.00	-1.18%	3/6/2012
Library	\$103,990.00	\$65,894.91	\$103,990.00	\$62,450.96	60.05%	\$105,844.00	\$1,854.00	1.78%	3/6/2012
Capital Expenditures	\$246,000.00	\$142,874.11	\$3,3268.00	\$159,557.00	48.90%	\$291,500.00	-\$34,768.00	-10.66%	2/15/2012
Debt Retirement	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	100.00%	\$90,000.00	\$0.00	0.00%	2/15/2012
Interest Expense	\$50,422.50	\$46,710.00	\$44,797.50	\$42,885.00	95.73%	\$39,060.40	-\$5,737.10	-12.81%	2/15/2012
Fund Transfers	\$112,001.03	\$80,000.00	\$95,000.00	\$79,500.00	83.68%	\$33,000.00	-\$60,000.00	-63.16%	2/15/2012
	\$10,392,539.57	\$7,223,317.67	\$10,633,278.80	\$6,262,758.43		\$10,568,771.20			

# ATTACHMENT

REVENUE	2010-2011 Projected Rev.	2010-2011 Collected <i>actuals</i>	2011-2012 Projected Rev.	2011-2012 Collected <i>As of 3/12/12</i>	2012-2013 Projected Rev.
Boat Registrations	\$1,378.00	\$1,114.91	\$1,378.00		\$1,000.00
Building Department	\$29,000.00	\$22,756.37	\$30,000.00	\$9,691.49	\$20,000.00
Disabled Credit	\$300.00	\$386.40	\$300.00		\$300.00
Dog Damage	\$200.00		\$200.00		\$200.00
DOT Moving Violations Grant	\$8,000.00		\$8,000.00	\$0.00	\$0.00
ECS	\$2,330,856.00	\$1,999,634.00	\$2,330,856.00	\$1,165,428.00	\$2,330,856.00
Federal Highway Grants					
Fund Balance Interest	\$5,000.00	\$2,096.42	\$5,000.00	\$528.94	\$2,500.00
Law Enforcement Overtime	\$25,500.00		\$25,500.00	\$0.00	\$0.00
Manufacturers Grant	\$4,000.00	\$2,929.30	\$4,000.00		\$3,000.00
Miscellaneous	\$5,000.00	\$20,552.96	\$5,000.00	\$9,132.90	\$12,500.00
NSF/DMV/Fees	\$5,000.00	\$3,634.42	\$5,000.00	\$3,715.54	\$4,000.00
Pequot/Mashantucket Grant	\$13,455.00	\$4,728.06	\$14,682.00	\$4,876.38	\$15,070.00
Permits	\$500.00	\$735.00	\$700.00	\$490.00	\$1,000.00
PIL/OT State Property	\$24,814.00	\$24,956.52	\$22,284.00	\$22,292.75	\$22,257.00
Previous Year's Taxes (incl int & lien fees)	\$30,000.00	\$50,525.34	\$30,000.00	\$43,634.28	\$35,000.00
Property Tax Relief					
Property Tax Relief/Elderly					
Rentals	\$0.00	\$0.00	\$2,000.00	\$1,000.00	\$500.00
Special Education					
State Miscellaneous	\$0.00	\$1,809.89	\$5,000.00	\$1,794.51	\$2,000.00
Tax Collectors Interest	\$9,000.00	\$20,747.91	\$9,000.00	\$11,277.50	\$15,000.00
Tax Collector Lien Fees	\$800.00	\$624.10	\$800.00	\$0.00	\$500.00
Telephone Access	\$10,000.00	\$7,157.67	\$10,000.00		\$8,000.00
Town Clerk Fees	\$53,000.00	\$27,646.08	\$34,320.00	\$24,210.45	\$30,000.00
Town Clerk PA-05228 (09-229)	\$2,090.00		\$2,090.00		\$0.00
Transfer Station	\$1,200.00	\$4,995.50	\$5,000.00	\$3,800.00	\$5,000.00
Transportation Grant	\$28,429.00		\$28,429.00	\$0.00	\$14,436.00
Veteran's Tax Relief				\$0.00	
Waste Redemption	\$3,000.00		\$1,200.00	\$0.00	
	\$2,590,522.00	\$2,207,030.85	\$2,680,729.00	\$1,301,872.74	\$2,523,119.00

As of 3/12/12

# ATTACHMENT

	2010-2011 Proposed Budget	2011-2012 Proposed Budget	2012-2013 Proposed Budget
Budgeted Expenditures	\$10,392,539.57	\$10,603,278.80	\$10,568,771.20
Less Anticipated Revenue	\$2,590,522.00	\$2,580,739.00	\$2,523,119.00
<i>Net Operating Budget</i>	<i>\$7,802,017.57</i>	<i>\$8,022,539.80</i>	<i>\$8,045,652.20</i>
Fireman's Tax Abatement	\$19,750.00	\$19,750.00	\$19,750.00
New Samaritan/Sr Housing Tax	\$12,000.00	\$11,305.00	\$11,305.00
New Senior Tax Program/Sr. Abatement	\$6,000.00	\$9,000.00	\$11,000.00
<i>Total Tax Abatements</i>	<i>\$37,750.00</i>	<i>\$40,055.00</i>	<i>\$42,055.00</i>
Net Operating Budget Plus Tax	\$7,839,767.57	\$8,062,594.80	\$8,087,707.20
Less "Offset" applied	\$0.00	-\$127,500.00	(\$50,000.00)
Less "Offset" applied	-\$178,208.00	-\$187,000.00	-\$24,500.00
<i>Total Budget to be Funded by Taxation</i>	<i>\$7,661,559.57</i>	<i>\$7,723,594.80</i>	<i>\$8,037,707.20</i>
Budget Net of Revenue, Plus Exemptions and Less Fund Balance Offset	\$7,661,559.57	\$7,723,594.80	\$8,037,707.20
1 Mil	\$277,593.66	\$280,379.28	\$260,934.47
<i>Anticipated Mil Rate</i>	<i>27.60</i>	<i>27.55</i>	<i>30.80</i>

	2010-2011 Proposed Budget	2011-2012 Proposed Budget	2012-2013 Proposed Budget
Town Clerk Grant	\$3,000.00		
Town Aid Roads	\$85,046.00	\$94,954.00	\$95,091.00
Library Grant	\$0.00		
LOCIP	\$28,265.00	\$127,500.00	\$28,735.00
Veteran's Tax Relief	\$1,271.00	\$1,271.00	\$1,300.00
Curcuit Breaker / Prop Tax Credit	\$13,407.00	\$14,767.92	\$16,000.00
	<i>\$130,989.00</i>	<i>\$238,492.92</i>	<i>\$141,126.00</i>

**ATTACHMENT**

**ANDOVER  
BOARD OF EDUCATION'S  
PROPOSED 2012-2013 BUDGET**

**FOR**

**ANDOVER ELEMENTARY SCHOOL**

W11/20/2012

# Memorandum

## ATTACHMENT

**To:** Members of Andover Board of Finance  
**From:** Jay Linddy, Chairman, Andover Board of Education  
**Date:** 2/8/2012  
**Re:** Board of Education's Proposed 2012-2013 Budget for Andover Elementary School

Enclosed is the 2012-2013 proposed budget for Andover Elementary School. 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 two special needs students, with the balance being paid through the special education excess cost grant to the Town.

The 2012-2013 budget is based upon the following assumptions and constraints:

- ◆ Student enrollment will decrease, especially at the kindergarten level. The average class size in the other grades will remain the same. With such class sizes, every student will receive individualized instructional assistance.
- ◆ 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. If this were to occur, additional resources would be needed.
- ◆ Federal and state grants 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 must be re-appropriated to the Board of Education to offset such expenses since the full cost for outplacements is not included in the budget.

The approved budget for 2011-2012 was \$4,080,915. The proposed budget for 2012-2013 is \$4,180,307 which is an increase of \$99,392, or 2.44%, more than the current budget.

To the best of my knowledge, the proposed budget will provide all 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 and contractual obligations.

DISTRICT EXPENDITURES/PER PUPIL\*

ATTACHMENT 88

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	24.0%
05-06	9,842	11,647	18.0%
06-07	10,658	12,187	14.0%
07-08	10,833	12,897	19.0%
08-09	11,790	13,721	16.0%
09-10	12,262	14,049	14.6%

WYOMING

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

# AES BUDGET SUMMARY

# ATTACHMENT

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%	\$192,859
10-11	\$4,072,222	\$ 76,409 1.91%	\$ 72,860
11-12	\$4,080,915	\$ 8,693 0.21%	current year
12-13	\$4,180,307	\$ 99,392 2.44%	?

**SUMMARY OF THE BOARD OF EDUCATION'S PROPOSED 2012 - 2013 BUDGET  
FOR ANDOVER ELEMENTARY SCHOOL**

**ATTACHMENT C**

<b>Object</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Dollar Difference</b>	<b>General Description</b>
100	\$ 2,723,853	\$ 2,697,104	(\$ 26,749)	Salary, Wages, Contractual Obligations, Degree Changes, Negotiated Contracts. This year, it was necessary to replace \$42,500 in federal job stabilization funds.
200	\$ 630,667	\$ 672,521	\$ 41,854	Medical and Dental Insurance, Municipal Retirement, Unemployment Compensation are the major components in this object code. Medical insurance increased significantly as did unemployment compensation claims.
300	\$ 126,175	\$ 119,874	(\$ 6,301)	Contracted Services: Student Services (OT, PT, Psych, AHM), Legal Fees, Septic System Maintenance. There is a slight decrease in this area.
400	\$ 139,950	\$ 136,300	(\$ 3,650)	Electricity, Roof Repairs, Contracted Maintenance Services -- each of which is difficult to predict -- no major reductions in any single account.
500	\$ 234,415	\$ 302,895	\$ 68,480	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. This object code has significant increases.
600	\$ 198,950	\$ 229,708	\$ 30,758	Instructional Supplies, Textbooks, Nurse's Supplies, Heating Oil, Diesel Fuel for Buses, Gasoline for Special Education Vans, and Other School Supplies. In general, the amount for some supplies was reduced but energy costs increased.
700	\$ 18,000	\$ 13,000	(\$ 5,000)	Equipment for Students, Staff, Custodial, and Funding for the Technology Plan. The Technology Plan was reduced.
800	\$ 8,905	\$ 8,905	(\$ 0)	Professional Dues for Board of Education, School, Administration, Staff -- funds for meetings and conferences were reduced last year and remain the same.
<b>Budget Total</b>	<b>\$4,080,915</b>	<b>\$4,180,307</b>	<b>\$ 99,392 (2.44%)</b>	The total budget increase for 2012-2013 is \$99,392, or an increase of 2.44%.

# ATTACHMENT

	BOE FY2012	Proposed Budget FY2013
<b>OBJECT 100</b>		
Administrative	\$ 259,903.00	\$ 258,200.00
Teachers	\$ 1,901,052.00	\$ 1,911,036.00
Curriculum Development	\$ 1,000.00	\$ 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	\$ 60,265.00	\$ 61,471.00
Secretarial Staff	\$ 77,361.00	\$ 79,000.00
Paraprofessional Staff	\$ 154,577.00	\$ 115,077.00
Custodial Staff	\$ 121,629.00	\$ 120,000.00
Nursing Staff	\$ 50,873.00	\$ 51,840.00
Network Manager	\$ 47,522.00	\$ 48,462.00
Summer School Non-Certified	\$ 3,744.00	\$ 3,800.00
Tutor	\$ 500.00	\$ 500.00
Stipends	\$ 6,200.00	\$ 4,050.00
Degree Changes	\$ 4,507.00	\$ 6,948.00
Paraprofessional Subs	\$ 4,500.00	\$ 5,500.00
Nurse-Summer	\$ 1,200.00	\$ 1,200.00
<b>TOTAL 100</b>	<b>\$ 2,723,853.00</b>	<b>\$ 2,697,104.00</b>
<b>OBJECT 200</b>		
Medical Insurance	\$ 447,603.00	\$ 468,058.00
Dental Insurance	\$ 18,968.00	\$ 16,963.00
Life Insurance	\$ 4,254.00	\$ 4,200.00
AUL/Disability Insurance	\$ 6,700.00	\$ 6,700.00
Annuity	\$ 2,500.00	\$ 2,500.00
FICA/Medicare	\$ 79,442.00	\$ 79,300.00
MERF	\$ 60,400.00	\$ 60,000.00
Unemployment Compensation	\$ 10,000.00	\$ 34,000.00
Tuition Reimbursement	\$ 800.00	\$ 800.00
<b>TOTAL 200</b>	<b>\$ 630,667.00</b>	<b>\$ 672,521.00</b>

Board of Education's 2012-2013 Proposed Budget for Andover Elementary School

ATTACHMENT

	BOE FY2012	Proposed Budget FY 2013
<b>OBJECT 300</b>		
Certified Prof. Development	\$ 4,000.00	\$ 3,000.00
Non-Certified Prof. Dev.	\$ 600.00	\$ 600.00
Tuition Reimbursement Non Cert	\$ 500.00	\$ 500.00
AHM	\$ 15,832.00	\$ 16,148.00
School Physician	\$ 750.00	\$ 750.00
OT	\$ 29,066.00	\$ 29,357.00
PT	\$ 6,550.00	\$ 6,616.00
Special Ed. Consultant	\$ 15,000.00	\$ 9,000.00
<b>Board of Ed</b>		
Legal Fees	\$ 6,000.00	\$ 6,000.00
Meeting/Conference	\$ 300.00	\$ 300.00
Supplies	\$ 500.00	\$ 500.00
Parent Activities	\$ 400.00	\$ 400.00
<b>Services</b>		
Inventory Consultant	\$ 200.00	\$ 200.00
Payroll Service	\$ 6,000.00	\$ 6,000.00
Health Instructor	\$ 500.00	\$ 500.00
Psychologist	\$ 32,624.00	\$ 32,950.00
Computer Consultant	\$ 1,200.00	\$ 900.00
CABE - (policy service)	\$ 750.00	\$ 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	\$	\$
School Messenger	\$ 350.00	\$ 350.00
<b>TOTAL 300</b>	\$ 126,175.00	\$ 119,874.00

**ATTACHMENT**

	BOE FY2012	Proposed Budget FY2013
<b>OBJECT 400</b>		
Electricity	\$ 73,000.00	\$ 72,500.00
<b>Contracted Services</b>		
Furnace Repair	\$ 1,500.00	\$ 1,600.00
Septic	\$ 3,000.00	\$ 3,000.00
Electric Repair	\$ 1,000.00	\$ 1,000.00
Motor Repair	\$ 1,500.00	\$ 1,500.00
Plumbing	\$ 2,000.00	\$ 3,000.00
Fire Alarm	\$ 4,000.00	\$ 4,000.00
Thermostat Control	\$ 4,000.00	\$ 2,000.00
Oil Monitor System	\$ 150.00	\$ 200.00
Rubbish Maintenance	\$ 5,000.00	\$ 5,500.00
Clock/Telephone	\$ 1,200.00	\$ 1,100.00
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	\$ 500.00	\$ 500.00
Fire Ext Equipment Maint	\$ 800.00	\$ 800.00
Copy Machine Maintenance	\$ 6,000.00	\$ 6,000.00
Burner Maintenance	\$ 1,000.00	\$ 1,000.00
Radon Testing	\$ 1,500.00	\$
Water System Supervisor	\$ 3,200.00	\$ 3,500.00
Security Monitoring	\$ 100.00	\$ 100.00
Security Camera Maint.	\$ 100.00	\$ 100.00
Carpet Cleaning	\$ 1,200.00	\$ 1,200.00
Contingency	\$ 1,000.00	\$ 1,000.00

Board of Education's 2012-2013 Proposed Budget for Andover Elementary School

ATTACHMENT

	BOE FY2012	Proposed Budget FY 2013
<b>OBJECT 400 (cont.)</b>		
Lamp Recycling	\$ 100.00	\$ 100.00
Kinsley Power Systems	\$ 1,000.00	\$ 1,200.00
Elevator Permit	\$ 150.00	\$ 200.00
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	\$ 2,700.00	\$ 2,000.00
Replacement Steam Traps	\$ 800.00	\$ 400.00
Educational Testing	\$ 3,500.00	\$ 3,000.00
<b>Rentals</b>		
Postage Meter	\$ 1,500.00	\$ 1,500.00
Custodian Uniforms	\$ 1,700.00	\$ 1,900.00
Cocurricular Activities	\$ 2,000.00	\$ 1,650.00
<b>TOTAL 400</b>	<b>\$ 139,950.00</b>	<b>\$ 136,300.00</b>
<b>OBJECT 500</b>		
<b>Transportation</b>		
Reg.	\$ 142,397.00	\$ 147,379.00
Kindr.		
Bus Liability Premium	\$ 2,000.00	\$ 2,500.00
Trans. Radios Maint.	\$ 150.00	\$ 150.00
Special Ed. Trans.	\$ 10,068.00	\$ 11,366.00
Field Trips	\$ 4,500.00	\$ 5,000.00
Staff Transportation	\$ 4,500.00	\$ 4,500.00

**ATTACHMENT**

	BOE FY2012	Proposed Budget FY2013
<b>OBJECT 500 (cont.)</b>		
<b>Tuitions</b>		
Outplacement	\$ 60,000.00	\$ 121,000.00
Telephone	\$ 3,300.00	\$ 3,300.00
Internet	\$ -	
Nextel	\$ -	
Post Office	\$ 5,000.00	\$ 5,000.00
Advertising	\$ 1,000.00	\$ 1,000.00
Print/Binding	\$ 1,500.00	\$ 1,700.00
<b>TOTAL 500</b>	<b>\$ 234,415.00</b>	<b>\$ 302,895.00</b>
<b>OBJECT 600</b>		
Instructional Supplies	\$ 35,000.00	\$ 35,000.00
A-V Supplies	\$ 500.00	\$ 500.00
Computer Supplies	\$ 9,000.00	\$ 9,000.00
Textbooks	\$ 2,000.00	\$ 2,000.00
Library Books	\$ 7,000.00	\$ 7,000.00
Periodicals	\$ 1,300.00	\$ 1,300.00
<b>General Supplies</b>		
Library	\$ 500.00	\$ 500.00
Office	\$ 3,000.00	\$ 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 2012-2013 Proposed Budget for Andover Elementary School

ATTACHMENT

	BOE FY2012	Proposed Budget FY2013
<b>OBJECT 600 (cont.)</b>		
Maint./Cust. Supplies	\$ 22,000.00	\$ 22,000.00
Heat Energy	\$ 90,000.00	\$ 112,000.00
Transportation Fuel	\$ 21,000.00	\$ 24,500.00
Propane Gas	\$ 1,000.00	\$ 1,100.00
Gasoline	\$ 2,300.00	\$ 7,458.00
Diesel Additive	\$ 900.00	\$ 900.00
<b>TOTAL 600</b>	<b>\$ 198,950.00</b>	<b>\$ 229,708.00</b>
<b>OBJECT 700</b>		
Furniture/Equipment	\$ 500.00	\$ 500.00
Technology Plan	\$ 15,000.00	\$ 10,000.00
Replacement Comp. Lab	\$ 500.00	\$ 500.00
Furniture & Fixtures	\$ 500.00	\$ 500.00
Non-Inst. Equipment	\$ 500.00	\$ 500.00
Custodial Equipment	\$ 1,000.00	\$ 1,000.00
<b>TOTAL 700</b>	<b>\$ 18,000.00</b>	<b>\$ 13,000.00</b>

Board of Education's 2012-2013 Proposed Budget - Andover Elementary School

ATTACHMENT

OBJECT 800	BOE FY2012	Proposed Budget FY2013
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 DON'T WORK	\$ 100.00	\$ 100.00
EASTERN CT LIBRARY	\$ 100.00	\$ 100.00
Meetings/Conferences	\$ 3,000.00	\$ 3,000.00
<b>TOTAL 800</b>	<b>\$ 8,905.00</b>	<b>\$ 8,905.00</b>

<b>TOTAL ALL CATEGORIES</b>	<b>\$ 4,080,915.00</b>	<b>\$ 4,180,307.00</b>	<b>2.44%</b>
-----------------------------	------------------------	------------------------	--------------

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday April 25, 2012  
7:00 p.m. - Community Room**

**Agenda**

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Additions/deletions:**
- 5. Approval of minutes:**
  - a) March 14, 2012 - Special meeting – Budget Workshop
  - b) March 28, 2012 – Board of Finance Public Hearing
- 6. Selectmen's Report:**
- 7. Liaison Reports:**
- 8. Public Comments:**
- 9. Adjournment:**

Respectfully Submitted

Ted Sakelarakis  
Vice-Chairman

RECEIVED FOR RECORD  
04-18-12 @ 1:27 PM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Andover Board of Finance  
Regular Meeting Minutes  
Wednesday, April 25, 2012  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232**

**Members Present:** Linda Fish, Dennis Foran, David Gostanian, Ted Sakelarakis, Vice Chair

**Members Absent:** Georgette Conrad, Board Chair, Alicia Lee, Jim McCann

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

**Number of Other Attendees:** 1

**1) Call to Order:** Ted Sakelarakis, Board Vice-Chair, called the meeting to order at 7:00 pm.

**2) Pledge of Allegiance**

**3) Public Comment:** Jay Linddy invited all to the Library Auction event being held this Friday.

**4) Additions/Deletions:** None.

**5) Approval of Minutes:**

- ▲ **5a) March 14, 2012 – Special Meeting – Budget Workshop:** Dennis Foran motioned to approve the 3-14-12 meeting minutes. Linda Fish seconded. No discussion. **Vote: 3-0-1 / Motion Passed** with one abstention.
- ▲ **5b) March 28, 2012 – Board of Finance Public Hearing:** Linda Fish motioned to approve the 3-28-12 meeting minutes. Dennis Foran seconded. Discussion: It was noted that the only item that came up at the hearing was the request for the Administrative Assistant position. **Vote: 3-0-1/ Motion Passed** with one abstention.

**6) Selectmens' Report:**

- ▲ Bob Burbank, First Selectman, provided up to date expenditures and fund balance data.
- ▲ Bob informed the BOF that the RHAM budget has a substantial excess fund balance that is not being passed to the towns. Question two on the upcoming RHAM BOE referendum pertains to the establishment of a fund account in the amount of \$500. This fund is to be available for projects as decided by the RHAM BOE. It will be established with \$500 but the fund can grow. Bob expressed concern that creating this fund takes away authority from voters and control over these funds will be lost. Also, the excess funds will not be given to the towns. Voters need to be informed.
- ▲ Andover's covered bridge is in place. Guide rails will be installed in the near future. After the DOT inspection is completed, ownership will ultimately end up with the DEEP. DEEP will maintain the bridge, provide upgrades to the Andover section of the trail, and build a parking lot area near the old town hall. A ribbon cutting ceremony will take place at 10:00 am on Saturday, May 12, 2012. State representatives and the Governor have been invited.
- ▲ Bob's final item was on today's meeting at the Capitol. The Governor spoke on taking care of the communities.

**7) Liaison Reports:**

- ▲ Dennis Foran, CIP and Fire Department liaison, discussed a letter regarding generally accepted accounting principles for the financial reporting entity and its component units. The letter to the BOF was received from the CT State Office of Policy and Management.
- ▲ David Gostanian, RHAM liaison, expressed his concern about RHAM establishing a new fund for excess monies instead of these monies being returned to town. Dave also reported on several new positions being requested including a groundskeeper and school aids. The aids will assist in security protocol at the school entrances.
- ▲ Ted Sakelarakis, AES liaison, reported that the Early Learning Center's accreditation has been renewed. Kindergarten enrollment for the 2012-2013 year is currently at 23. Other items discussed included charter school tuition and ECS funding to towns. Finally, Connecticut Magazine rated Andover 4<sup>th</sup> out of 24 in education for the small town category.
- ▲ Linda Fish, AHM liaison, reported on a student presentation, Power of Words. Linda also reported that the AHM annual telethon is this week.

**8) Public Comment:** Jay Linddy commented on the town's presidential candidate election turnout of 85 voters.

**9) Adjournment:** David Gostanian motioned to adjourn at 8:00 pm. Linda Fish seconded. **Vote: 4-0-0 / Motion Passed.**

The next meeting is a regular meeting on Wednesday, May 23, 2012 at 7:00 pm in the TOB Community Room.

Respectfully Submitted,

Marie Smith, Board Clerk

April 27, 2012

RECEIVED FOR RECORD  
4-30-2012 @ 11:25am  
*Carol N. Lee*  
TOWN CLERK

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday May 23, 2012  
7:00 p.m. - Community Room**

**Agenda**

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions/deletions:
5. Selectmen's Report:
6. 2012-2013 Budget – Set the Mill Rate:
7. Liaison Reports:
8. Public Comments:
9. Adjournment:

Respectfully Submitted

Georgette Conrad  
Chairman

RECEIVED FOR RECORD  
05-21-12 @ 12:22 PM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday May 23, 2012  
7:00 p.m. - Community Room**

**Agenda**

1. **Call to order:**
2. **Pledge of Allegiance:**
3. **Public Comment:**
4. **Approve 4/25/12 regular meeting minutes:**
5. **Additions/deletions:**
6. **Selectmen's Report:**
7. **2012-2013 Budget – Set the Mill Rate:**
8. **Liaison Reports:**
9. **Public Comments:**
10. **Adjournment:**

Respectfully Submitted

Georgette Conrad  
Chairman

RECEIVED FOR RECORD  
5-22-2012 @ 11:00am  
*Carol N. La*  
TOWN CLERK

**Andover Board of Finance  
Regular Meeting Minutes  
Wednesday, May 23, 2012**  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232

**Members Present:** Georgette Conrad, Board Chair, Linda Fish, Dennis Foran, Jim McCann, Ted Sakelarakis, Vice Chair

**Members Absent:** David Gostanian, Alicia Lee

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

**Number of Other Attendees:** 0

**1) Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7:04 pm.

**2) Pledge of Allegiance.**

**3) Public Comment:** None.

**4) Approve 4-25-12 Regular BOF Meeting Minutes:**

Ted Sakelarakis motioned to approve the minutes from the 4-25-12 BOF regular meeting. Jim McCann seconded. No discussion.

**Vote: 4-0-1 / Motion Passed with 1 abstention by Georgette Conrad.**

**5) Additions/deletions:** None.

**6) Selectmen's Report:**

Bob Burbank, First Selectman, provided up to date figures (as of 4-30-12) for the 2011-2012 budget for the following balances:

Fund balance: \$2,790,309.54

Expenditures: \$8,991,909.48

Balance for 2011-2012 budget: \$1,611,369.32

Other items: Georgette Conrad noted that a \$5.00 error on the proposed 2012-2013 budget under the tax collector's budget has been corrected. This minor change did not change the proposed budget amount that was sent to referendum and voted in.

LOCIP fund has received some monies for future projects. Discussion on whether Andover's budget is effected by the RHAM budget since that budget has gone down. Bob stated that it would be a small percentage change and would not effect the town's budget or mill rate. Discussion on how the excess funds from the RHAM budget were spent and not returned to the towns.

**7) 2012-2013 Budget – Set the Mill Rate:**

Jim McCann motioned to approved the mill rate of 30.8. Linda Fish seconded.

Discussion followed. Ted Sakelarakis said the budget was an honest attempt but he was not happy that the BOF had to raise the mill rate. He is unhappy with the unfunded mandates that the state reigns on the towns and the empty promises of federal monies which forces us to tax the local people even more. He is happy with the town of Andover and how we did our budget process but unhappy with our state legislature and governor, as well as the federal government, for passing these taxes to the local towns. Dennis Foran agreed with Ted and continued to say that eventually people will reach a breaking point and won't be able to pay the tax increases. Dennis did not want a mill rate increase either, but agreed it had to be raised because property values were down. The higher mill rate will effect businesses whose values did not go down and they are now paying a tax increase.

**Vote: 5-0-0/ Motion passed.**

**8) Liaison Reports:** No liason reports.

**9)Public Comment:** Jay Linddy explained that he and Bob Burbank are going through the process with the state representative and senator to try to change the cost of RHAM budget referendum. The change is that if the RHAM budget does not pass the first time then RHAM will have to take the cost for future referendums out of their current budget. Cost per referendum is about \$3,000.

**10) Adjournment:** Dennis Foran motioned to adjourn at 7:45 pm. Linda Fish seconded. No Discussion.

**Vote: 5-0-0 / Motion Passed.**

The next meeting is a regular meeting on **Wednesday, June 27, 2012** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
May 25, 2012

RECEIVED FOR RECORD  
5-29-2012 @ 8:40 am  
Carol N. de  
TOWN CLERK

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday June 27, 2012  
7:00 p.m. - Community Room**

**Agenda**

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Approval of Minutes:**
- 5. Additions/deletions:**
- 6. Selectmen's Report:**
- 7. Liaison Reports:**
- 8. Public Comments:**
- 9. Adjournment:**

Respectfully Submitted

Georgette Conrad  
Chairman

RECEIVED FOR RECORD  
6-25-2012 @ 9:07am  
*Cand H. Lee*  
TOWN CLERK

**Andover Board of Finance  
Regular Meeting Minutes  
Wednesday, June 27, 2012**  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232

**Members Present:** Georgette Conrad, Board Chair, Dennis Foran, David Gostanian, Jim McCann, Ted Sakelarakis, Vice Chair

**Members Absent:** Linda Fish, Alicia Lee

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

**Number of Other Attendees:** 0

**1) Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7:05 pm.

**2) Pledge of Allegiance.**

**3) Public Comment:** Jay Linddy said that the town will be getting back in excess of \$80,000 from the AES Budget.

**4) Approve 5-23-12 Regular BOF Meeting Minutes:** Dennis Foran motioned to approve the minutes from the 5-23-12 BOF regular meeting. Ted Sakelarakis seconded. No Discussion.

**Vote:** 4-0-1 / Motion Passed with 1 abstention by David Gostanian.

**5) Additions/Deletions:** None.

**6) Selectmen's Report:** Bob Burbank reported that the budget is on track and in the black. He explained an accounting error in the budget for the LOCIP line item. When the LOCIP library reimbursement money came in, it should not have gone in as an income item. Bob will talk with Jill about the accounting adjustment for LOCIP funds and get it straightened out. Also in the budget, the overtime expense was less than anticipated due to some grant monies not being received and manpower for the unfunded project was not needed. David Gostanian asked for an update on the rail trail. Bob explained that the trail is suppose to be groomed by DEEP. DEEP is committed to doing this but Bob does not know why they have not responded. There was a discussion about the trail being a safety concern and options to get the necessary work done. Bob continued to explain that his priority now is building culverts for those that are collapsing and dangerous. The three public works men are needed to do the road work and are not available to work on the trail. Bob Burbank also reported on the rebuilding of Times Farms Road bridge. The bridge's rating has gone from poor to critical which means its life expectancy is a few years and the bridge could be closed down. Funding to update the bridge is 80% reimbursable by a Federal program. The town will need to provide the remaining 20%. Bob said that the current cost to update the bridge is \$580,000 of which \$116,000 would be funded by the town. A discussion about how to fund this followed with options for funding coming from what is left in LOCIP or possibly a different STEAP grant opportunity from the state. Bob explained how the money is handled through a DOT agency. The town has to expend the money first and then get reimbursed once all the paperwork is sent in. Ted Sakelarakis expressed his concern as to when the bridge work is to start. Bob said the BOS will first have to authorize the project and then it will come to the BOF for approval. Then the bridge work will start. More discussion about other bridges in town and other work that needs to be done and funding options available.

**7) Liaison Reports:**

Dennis Foran, CIP and Fire Department liaison, reports that the fire department is going ahead with the bidding for work to be done on Engine 215. No further liaison reports.

**8) Public Comment:**

Jay Linddy commented on the great concert last Saturday. This Saturday On Call will be performing in unison with Fun Day. Future concert performers include Silverado and Thunder Road. Negotiations are on going for a "big band", Grand Funk Railroad!

**9) Adjournment:** David Gostanian motioned to adjourn at 7:55 pm. Dennis Foran seconded. No Discussion.

**Vote:** 5-0-0 / Motion Passed.

The next meeting is a regular meeting on **Wednesday, July 25, 2012** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
June 28, 2012

RECEIVED FOR RECORD  
07-03-12 @ 2:03 PM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Andover Board of Finance  
Regular Meeting  
Wednesday July 25, 2012  
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 of June 27,2012:
6. Selectmen's Report:
7. Liaison Reports:
8. Public Comments:
9. Adjournment:

Respectfully Submitted  
Georgette Conrad  
Chairman

RECEIVED FOR RECORD  
7-23-2012 @ 10:65 am  
Carol H. Lee  
TOWN CLERK

**Andover Board of Finance  
Regular Meeting Minutes  
Wednesday, July 25, 2012**  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232

**Members Present:** Georgette Conrad, Board Chair, Linda Fish, Dennis Foran, Alicia Lee

**Members Absent:** David Gostanian, Jim McCann, Ted Sakelarakis, Vice Chair

**Town Officials Present:** Jay Linddy

**Other Attendees:** Bob Wanagel, Ginny Wanagel

**Agenda Item #1 – Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7:03 pm.

**Agenda Item #2 – Pledge of Allegiance.**

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

**Agenda Item #4 – Additions/Deletions:** None.

**Agenda Item #5 – Approval of Minutes of June 27, 2012:**

Dennis Foran motioned to approve the minutes from the 6-27-12 BOF Regular Meeting.

Georgette Conrad seconded. No discussion.

**Vote: 2-0-2 / Motion Passed with 2 abstentions by Linda Fish and Alicia Lee.**

**Agenda Item #6 – Board of Selectmen Report:**

Jay Linddy reported that Bob Burbank, First Selectman, had a heart valve procedure this morning and is doing well. Jay talked with Bob's family and he is expected to remain in recovery at Hartford Hospital for several days. Jay Linddy continued with his report on the following eight items:

**1. Accounts/Fund Balances:**

- 1.1 Checking/Savings
- 1.2 Concentration Accounts
- 1.3 Open Space
- 1.4 AES Expansion Fund

The board reviewed the fund balances. Georgette Conrad asked if there was an account for the various Social Services donations that come in to the town as there was not one listed in the Concentration Accounts. Someone had called and asked her what happens to the monetary donations to the food pantry that is housed in the Andover Congregational Church. Joan Soucy, who runs that program, was nearly out of food and money and had not received funds from the town. Jay Linddy replied that there is a fund for this and that he had recently cut a check for \$500, which is matched by a grant of the same amount, and another check for \$173 from the proceeds of the "Top Dog" contest. The checks were sent to the Food Share headquarters in Bloomfield, CT for the Andover Food Pantry account. This is the headquarters where Joan gets the supplies for the food pantry. Jay also said that he spoke to Joan and informed her that there is approximately \$1,600 in that account. The fund balance does not show this. Jay will get the account information for the board.

2. Jay Linddy provided the Fiscal year 2011-2012 report as of 7-23-12 and it was reviewed by the board. Balance is currently \$616,001.08. Town is on target.

3. Board of Selectmen Meeting on July 11, 2012: Jay Linddy reviewed the portion of the 7-11-12 BOS meeting minutes pertaining to the Times Farm Road Bridge Inspection and the motion approving Bob Burbank to apply for the STEAP grant in the amount of \$175,000 for continuation of the bridge work. The \$175,000 amount was arrived at by using an estimated cost of approximately \$800,000. Of this amount, 80% will be reimbursed by the government and the remaining 20% will be covered by the STEAP grant.

4. Pictures of Times Farm Road Bridge taken on April 23, 2003 were presented to the board.

Jay Linddy reported that the BOS met with the state DOT and CME Associates about the Times Farm Road Bridge. No work has been done on the bridge in recent years.

5. Agreement with CME Associates, Inc.

Jay Linddy provided copies of a letter dated August 1, 2003. The letter is an agreement between Andover and CME Associates for the design and rehabilitation of the Times Farm Road Bridge. CME has spent approximately \$60,000 on this project of which 80% is

reimbursable by the government and the remaining 20% from the STEAP grant. Town has a grant writer and Jay Linddy will meet with the grant writer on Monday to process everything.

Agreement with the Connecticut Department of Transportation

Linddy provided a copy of a signed contract between Andover and the State DOT. This contract is still in effect. If the town doesn't fix this bridge, the bridge will be shut down and the town will have to pay back the \$60,000.

7. Structure Summary Report on Times Farm Road Bridge

Jay Linddy provided copies of a letter dated September 26, 2011 regarding the Structure Summary Report from August 10, 2011 on four bridges in Andover. The letter from the State DOT sent to Bob Burbank states that bridge number 4581, Times Farm Road over Hop River, has problems that need to be repaired. The August 10, 2011 report states that the Times Farm Road Bridge's superstructure is in critical condition.

8. Board of Selectmen Resolution

Jay Linddy reported that the BOS met on July 23, 2012 and made a resolution to apply for the STEAP grant in the amount of \$175,000 for the rebuilding of Times Farm Road Bridge. The bridge will not be shut down during the work as there are families on the other side of the bridge as well as the Channel 3 Camp.

Jay asked the board to add a line item to the budget for the transactions of the monies spent and reimbursed for the Times Farm Road Bridge project. Town Treasurer will create a line item and assign a number for this project.

Jay Linddy said that the town has the money to get work started and should receive reimbursements within two weeks. There was concern from the board about other monies to be used in case the town does not receive the STEAP grant. Jay Linddy addressed this by saying the expenses can be covered without going to the taxpayers. The funds could be taken from LoCIP if needed. Jay Linddy said Andover has a good chance at getting the STEAP grant. Georgette Conrad asked if the town had applied for the STEAP grant yet and Jay Linddy said yes, that this happened this past Monday. Jay added that the State DOT is helping in retuning the estimated cost to justify the \$175,000 amount. The proposed estimate of \$580,000 was based on 2003 prices. The estimate of \$580,000 is now expected to be closer to \$820,000.

Georgette Conrad inquired if other bridges required work. Jay Linddy said no. The board had additional questions for Jay Linddy and they were answered to the boards satisfaction. Jay Linddy thanked the board and said if they have any further questions to call him.

**Agenda Item #7 – Liaison Reports:**

Dennis Foran, CIP and Fire Department liaison, reported that the fire department is in the bidding process for the refurbishment of Engine 215. No further liaison reports.

**Agenda Item #8 – Public Comment:**

Ginny Wanagel commented that she was unable to hear about Bob Burbank's condition. Jay Linddy repeated that Bob Burbank had a heart valve procedure this morning and is doing well.

Bob Wanagel asked about Bob Burbank's recovery period. Jay Linddy replied that Bob Burbank's plans are to walk his daughter down the aisle at her wedding next month.

**Agenda Item #9 – Adjournment:**

Georgette Conrad motioned to adjourn at 7:43 pm. Linda Fish seconded. No discussion.

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

The next meeting is a regular meeting on **Wednesday, August 22, 2012** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk

27, 2012

RECEIVED FOR RECORD  
7-30-2012 @ 8:15 AM  
Carol N. Lee  
TOWN CLERK

**THE BOARD OF FINANCE MEETING SCHEDULED ON  
AUGUST 22, 2012 HAS BEEN CANCELED.**

**THE NEXT REGULAR MEETING OF THE BOARD OF  
FINANCE IS SCHEDULED FOR SEPTEMBER 26, 2012**

RECEIVED FOR RECORD  
08-16-12 @ 12:48 pm  
Margaret H. Busch  
Asst. TOWN CLERK

**Board of Finance  
August 22, 2012  
Regular Meeting  
7:00 pm – Community Room  
Agenda**

This meeting has been cancelled. Several members of the Board of Finance will be away.

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
8-20-2012 @ 11:00am  
*Carol N. Doe*  
TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday September 26, 2012  
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. **Board Notification Letter & Publication:**
9. **Discuss Schedule of Meetings and Workshops:**
10. **Liason Reports:**
11. **Bi Annual Taxation: (retain on agenda for future investigation)**
12. **Public Comments:**
13. **Adjournment:**

Submitted 9/24/12  
Georgette Conrad  
Chair, Board of Finance

RECEIVED FOR RECORD  
09-24-12 @ 10:01 AM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Andover Board of Finance  
Regular Meeting Minutes  
Wednesday, September 26, 2012  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232**

**Members Present:** Georgette Conrad, Board Chair, Linda Fish, Dennis Foran, David Gostanian, Jim McCann, Ted Sakelarakis, Vice Chair

**Members Absent:** Alicia Lee

**Town Officials Present:** Jay Linddy, Vice First Selectman

**Other Attendees:** 0

**Agenda Item #1 – Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7:00 pm.

**Agenda Item #2 – Pledge of Allegiance.**

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

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

**Agenda Item #5 – Approval of Minutes: Approve 7-25-12 Regular BOF Meeting Minutes:**

It is noted that the 8-22-12 Regular BOF Meeting was canceled. Ted Sakelarakis motioned to approve the minutes from the 7-25-12 BOF regular meeting. Dennis Foran seconded. No Discussion.

**Vote: 3-0-3 / Motion Passed with three abstentions** by David Gostanian, Jim McCann, and Ted Sakelarakis.

**Agenda Item #6 – Selectmen's Report:**

Jay Linddy discussed the following items:

1. Fund Transfers adding up to \$1,353.68 from four transfers. BOF will get a breakdown after the BOS votes on them.
2. An up to date Monthly Fund Balance report was provided and reviewed by the BOF.
3. A Fiscal year 2012 – 2013 report as of 9-18-12 was provided and reviewed by the BOF.
4. Andover Elementary School (AES) is giving \$148,144.64 of budget savings back to the town. Mr. Linddy further explained that the surplus was due to decreases in various items including salaries and electricity.

There were discussions about how electricity savings came about and how AES is part of CCM and buys electricity from a Canadian company. Jay Linddy also said he was looking into getting lower fuel prices in a similar fashion and discussed how and when the school determines fuel prices.

There was additional discussion about how RHAM does not return surplus monies to the towns. There were comments about that and also about RHAM BOE Executive sessions and Andover's commitment to RHAM.

Linda Fish asked for an update on the Times Farm Bridge repairs. Jay Linddy said the state is working on a plan now and the town will wait until that is completed.

Dave Gostanian asked for an update on the rail trail maintenance. Jay Linddy explained how the DEEP is responsible for this and they have not been doing much. Andover community volunteers might assist with maintaining the trail if asked.

**Agenda Item #7 – Fund Transfers:**

See agenda item #6.

**Agenda Item #8 – Board Notification Letter and Publication:**

Georgette Conrad presented a letter, dated 10-1-12, addressed to all boards and commissions regarding budget requests for the 2013 - 2014 year. The letter was reviewed by the BOF.

Jim McCann motioned to approve the letter as is. Dave Gostanian seconded. No Discussion.

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

**Agenda Item #9 – Discuss Schedule of Meetings and Workshops:**

The BOF discussed dates for meeting and budget workshops beginning in 2013. Georgette Conrad noted the days of the weeks that would be best for the workshops and meetings. Tuesdays and Thursdays, with exceptions, are the preferred meeting days. Georgette Conrad will present the calendar and meeting dates for next year at the next BOF meeting schedule on Wednesday, October 24, 2012.

**Agenda Item #10 – Liaison Reports:**

Dave Gostanian, RHAM liaison, attended the 9-17-12 RHAM BOE meeting and reported on a couple of items including the Regional School District #8's Strategic Plan that was presented by the RHAM Superintendent at that meeting. The Superintendent also discussed the impact of educational reform and the expectations to improve each year. Dave Gostanian also reported that the RHAM BOE put together a package of goals and objectives that were vague and not measurable. Also at that meeting, there was discussion about monies being returned to the towns, but no numbers were provided. Dave Gostanian thanked the RHAM BOE for returning funds to Andover. Dave also mentioned that RHAM BOE waiting to vote after Executive Session seemed unethical.

Dennis Foran, CIP and Fire Department liaison, reported that the BOS approved the lowest bidder, Gowans-Knight Co., Inc., to work on Engine 215. Jay Linddy noted that \$130,000 was originally budgeted for this work and the bid is lower and that the excess, of around \$16,000, will be kept in an account in case there are unforeseen expenses with the refurbishment.

Ted Sakelarakis, AES liaison, congratulated Jay Linddy on being reelected as the AES BOE chair. Ted Sakelarakis also reported on other items including asbestos issues at AES. AES is in compliance and will have reviews done every 6 months. Low summer school attendance and cameras on school buses were also discussed. There are 315 students enrolled at AES. Finally, congratulations to AES on great CMT results. Andover was first out of 169 towns in two divisions.

No further liaison reports.

**Agenda Item #11 – Bi Annual Taxation: (retain on agenda for future investigation):**

Georgette Conrad asked the BOF to think about implementing Bi Annual Taxation for Andover and discussed how this might be sold to the community.

**Agenda Item #12 – Public Comments:** None.**Agenda Item #13 – Adjournment:**

Jim McCann motioned to adjourn at 8:15 pm. Dennis Foran seconded. No Discussion.

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

The next meeting is a regular meeting on **Wednesday, October 24, 2012** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
September 28, 2012

RECEIVED FOR RECORD  
10-2-2012 @ 10:00am  
Carol N. Jones  
TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday October 24, 2012  
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. **2013 Schedule of Meetings and Workshops:**
- 9. **Liaison Reports:**
- 10. **Bi Annual Taxation: (Carried on Agenda for future reference)**
- 11. **Public Comments:**
- 12. **Adjournment:**

Submitted 10/22/12  
Georgette Conrad  
Chair, Board of Finance

RECEIVED FOR RECORD  
10-22-2012 @ 8:15 am  
*Carol Arden*  
TOWN CLERK

**Andover Board of Finance  
Regular Meeting Minutes  
Wednesday, October 24, 2012  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232**

**BOF Members :**

**Present:** Georgette Conrad, Board Chair, Linda Fish, Dennis Foran, David Gostanian, Jim McCann, Ted Sakelarakis, Vice Chair  
**Absent:** Alicia Lee

**Town Officials Present:** Jay Linddy, Vice First Selectman  
**Other Attendees:** Bob Wanagel, Virginia Wanagel

- Agenda Item #1 – Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7:05 pm
- Agenda Item #2 – Pledge of Allegiance**
- Agenda Item #3 – Public Comment:** None
- Agenda Item #4 – Additions/Deletions to Agenda:** None

**Agenda Item #5 – Approval of Minutes:**

**Approve 09-26-12 Regular BOF Meeting Minutes:**

David Gostanian motioned to approve the minutes from the 09-26-12 BOF regular meeting. Dennis Foran seconded. No discussion.  
**Vote: 6-0-0 / Motion Passed.**

**Agenda Item #6 – Selectmen's Report:**

Jay Linddy provided the budget report for 2012-2013 fiscal year dated 10-24-12. Report was reviewed by the BOF.

Jay Linddy informed the BOF that RHAM will be returning approximately \$58,000 to Andover from their budget surplus from the 2011 – 2012 fiscal year. There was a discussion about whether the full amount of \$58,000 will be returned to Andover. Jay Linddy stated that RHAM's attorney general makes the decision whether to tap into the surplus funds or not. There was further discussion whether this was appropriate and why RHAM gets to do what they want with the money. Possible actions were discussed including voting down the RHAM budget, voting out the RHAM town representatives, taking legal action, informing the towns by way of letters to the editor, having a separate Board of Finance for RHAM, and town participation in the budget process for RHAM.

Jay Linddy also reported that he met with RHAM's insurance committee and was told that insurance is going up around 20% and Andover's share of this will be about \$90,000. Jay Linddy urged the BOF to keep next year's capital purchases down because of this increase in insurance expense.

**Agenda Item #7 – Fund Transfers:** No report available.

**Agenda Item #8 – 2013 Schedule of BOF Regular Meetings and Workshops:**

Georgette Conrad presented the schedule of meetings and workshops as follows:

Remaining 2012 BOF Regular Meetings: Wednesday, 11-28-12 and Wednesday, 12-19-12

**Tentative Workshop Schedule and Regular BOF Meetings from January – April, 2013:**

January:	Thursday:	01-17-13
	Wednesday:	01-23-13 - Regular Meeting
	Thursday:	01-24-13
	Tuesday:	01-29-13
	Thursday:	01-31-13
February:	Tuesday:	02-12-13
	Thursday:	02-14-13
	Thursday:	02-21-13
	Tuesday:	02-26-13
	Wednesday:	02-27-13 – Regular Meeting
	Thursday:	02-28-13

March: Tuesday: 03-12-13  
 Thursday: 03-14-13  
 Thursday: 03-21-13  
 Wednesday: 03-27-13 – Regular Meeting/Public Hearing

April: Wednesday: 04-24-13 – Regular Meeting

Georgette Conrad said that the Public Hearing has to be completed no later than the fourth week in April, 2013 which is 60 days prior to the fiscal year end on June 30, 2013. The BOF discussed when to have the Public Hearing and it was decided that the earlier date of March 27, 2013 is preferred.

Georgette Conrad will provide a schedule to the BOF with the above dates and which budgets will be presented on those dates. The budgets do not have to be in until March 1, 2013, but Georgette Conrad has asked for the budgets to be in by January, 11, 2013 for the BOF to review in case a budget needs to be modified. Meetings will be canceled if not needed.

There was also a discussion about the BOS and the approval process as many of the budgets are approved by the BOS, as stated in the town charter. The BOF provides the check for the entire budget.

**Agenda Item #9 – Liaison Reports:**

Linda Fish, AHM liaison, reported that AHM's fundraiser with Gina Marie's raised \$4,400. Also, AHM will have a concert fundraiser on November 10, 2012 and another fundraiser event with the symphony in March, 2013.  
 No further liaison reports.

**Agenda Item #10 – Bi Annual Taxation: (Carried on Agenda for future reference)**

No discussion on this topic at this meeting.

**Item #11 – Public Comment:** Virginia Wanagel asked why are all the lights on all the time?

**Agenda Item #12 – Adjournment:**

Ted Sakelarakis motioned to adjourn at 8:00 pm. Linda Fish seconded. No discussion.

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

The next meeting is a regular meeting on **Wednesday, November 28, 2012** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
 Marie Smith, Board Clerk  
 October 26, 2012

RECEIVED FOR RECORD  
 10-29-2012 @ 9:00am  
 Carol A. Joe  
 TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday, November 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. **Approval of minutes:**
6. **Selectmen's Report:**
7. **Fund Transfers:**
8. **2012 Schedule of Workshops:**
9. **Bi Annual Taxation:**
10. **Public Comments:**
11. **Adjournment:**

Submitted 11/23/2012  
Georgette Conrad  
Board of Finance Chairman

RECEIVED FOR RECORD

11-26-2012 @ 8:15am

*Carol H. Doe*

TOWN CLERK

**Andover Board of Finance  
Regular Meeting Minutes  
Wednesday, November 28, 2012  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232**

**BOF Members:**

**Present:** Georgette Conrad, Board Chair, Linda Fish, Dennis Foran, David Gostanian, Ted Sakelarakis, Vice Chair

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

**Town Officials Present:** Bob Burbank, First Selectman, Jay Linddy, Vice First Selectman

**Other Attendees:** Andrew Maneggia

**Agenda Item #1 – Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7:05 pm.

**Agenda Item #2 – Pledge of Allegiance.**

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

**Agenda Item #4 – Additions/Deletions:**

Georgette Conrad made two changes to the BOF regular meetings for 2013 as follows:

- The Wednesday, 11-27-13 meeting has been moved to Wednesday, 11-20-13, due to Thanksgiving.
- The Wednesday, 12-25-13 meeting has been canceled, due to Christmas.

Andover Elementary School Board of Education - added to the agenda as item #5a.

Liaison Reports - added to the agenda as Item #9a.

**Agenda Item #5 – Approval of Minutes:**

David Gostanian motioned to approve the minutes from the 10-24-12 BOF regular meeting . Ted Sakelarakis seconded.

Discussion: Dennis Foran had questions on the 2013 workshop dates listed in the minutes. It was explained that the dates in the minutes were tentative and Georgette Conrad will continue to update the BOF with any further changes to the scheduled 2013 workshop dates. No changes to the minutes.

**Vote: 5-0-0 / Motion Passed.**

**Agenda Item #5a: Andover Elementary School (AES) Board of Education (BOE):**

Jay Linddy, Chairman, reported that the AES BOE has selected the date of Thursday, January 17, 2013, to have a public hearing. The hearing will be held at the school. Jay Linddy also commented on the Rivereast article about \$39,000 being returned to the town. Mr. Linddy also reported that he and Bob Burbank will be meeting tomorrow with state representatives to find out more about the state's unfunded mandates and what adjustments the state funding has planned for Andover and other towns.

Andy Maneggia, Superintendent, added that tomorrow's meeting will include BOE associations from many towns and will provide an opportunity to voice concerns about the unfunded mandates. Andy Maneggia's concern is the formula the state will use to determine the amount of education cost sharing for Andover. The state has a 365 million deficit and this will be even greater in the next year. It is still unclear how Andover will be effected.

Andy Maneggia had good news for the BOF. Mr. Maneggia explained that the dollar amount allocated to the account used for excess costs for special education had reached \$89,000 primarily due to unused grant monies received from the state. The balance is from three years of expenses not expended. The account does not need all \$89,000 and the AES BOE unanimously approved to give \$39,000 back to the town. The balance of \$50,000 left in the account is for any increases in special ed expenses. Andy Maneggia is hopeful that the state will continue to provide special ed funds but is also concerned about cuts in the amounts. In 2013, AES will get new money in March and June to offset excess costs for 2012-2013.

The BOF had many questions for Mr. Maneggia. Items discussed included RHAM's budget, increasing insurance expenses, and special ed costs. Ted Sakelarakis asked if special ed funds can be used for other school expenses. Mr. Maneggia replied that it cannot. Ted Sakelarakis agreed with Mr. Maneggia and expects the state to cut back monies given to the town and that the BOF, AES, and everyone must work together to be prudent and keep costs down.

Sakelarakis motioned to accept, with gratitude, \$39,000 from the AES BOE that comes from the Special Education Excess Cost Grant budget item. Dennis Foran seconded. Discussion: Dennis Foran expressed concerns about the motion.

**Vote: 4-1-0 / Motion Passed.**

**Agenda Item #6 – Selectmen's Report:**

Bob Burbank, First Selectman, provided the fund balance report as of 10-31-12 along with the expenditures report dated 11-26-12. Expenditures are at approximately 39% of the total budget and is on track. Bob Burbank discussed the excess expense due to the previous storm, hurricane Sandy. The state mandated that a state trooper be hired for 12 hours of overtime. This came out of the town's Public Safety account. Bob Burbank also discussed that the town may need help from the town auditor in the final production of the BOS policies and procedures.

**Agenda Item #7 – Fund Transfers:**

The BOF reviewed the fund transfer report dated 9-25-12. Dennis Foran motioned to accept the fund transfers in the amount of \$1,353.78. Ted Sakelarakis seconded. No discussion.

**Vote: 5-0-0 / Motion Passed.**

**Agenda Item #8 – 2013 Schedule of Workshops:**

Georgette Conrad provided an updated schedule for the 2013 workshops along with the workshop schedule notice that will go out to all of the town's Boards and Commissions. Georgette Conrad also reported that the Zoning Board of Appeals and the Town Clerk's budgets are remaining the same from last year's budget.

**Agenda Item #9 – Bi Annual Taxation:** Item to remain on the agenda as a reminder to be looked into in the future.

**Agenda Item #9a – Liaison Reports:**

Dennis Foran, CIP and Fire Department liaison, reported on the 11-5-12 meeting with the Fire Department.

Fire Department is looking at an exhaust system for the fire house. David Gostanian further explained that as trucks drive out of the station, diesel smoke goes into the building. This violates OSHA standards. There was more discussion about this and other needs of the Fire Department.

David Gostanian, RHAM liaison, reported on the 11-19-12 RHAM BOE meeting. Items discussed at that meeting included their capital improvement budget and spending over the next 10 years, replacing a truck, work to be done on the track, and replacing the 38 year old analog phone system. David Gostanian also reported on the School Climate survey done at RHAM middle school. The school surveyed the students and the results showed that the school is doing better. At RHAM high school, they have implemented a program, The Power of Words, that has been positive and well received.

Linda Fish, AHM and library liaison, reported that \$462 was raised from the Andover CART program. Linda Fish also reported that Colleen Keenan, from Andover, recently passed on and left a donation for \$12,000 to AHM's Children Trust Fund. AHM reported a \$450 savings from the use of solar panels during the period from 10-11-12 to 10-28-12. The panels were paid for by grants. Linda Fish also reported that the AES library will be hosting a program on 12-12-12 about Civil War period Christmas music. The library continues to look for energy grants for lighting and windows. Lastly, the library's annual auction is scheduled for April 26, 2013.

Bob Burbank added that the school and town have locked in their oil rates at less than \$3.00/gallon.  
No further liaison reports.

**Agenda Item #11 – Public Comment:**

Jay Linddy stated that the people in the community are mad and do not want taxes to go up. Georgette Conrad responded that the BOF's goal is to have a zero mill rate increase this year.

**Agenda Item #12 – Adjournment:** David Gostanian motioned to adjourn at 8:50 pm. Dennis Foran seconded. No discussion.

**Vote: 5-0-0 / Motion Passed.**

The next meeting is a regular meeting on **Wednesday, December 19, 2012** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
November 30, 2012

RECEIVED FOR RECORD  
12-3-12 @ 9:42 am  
Carol A. Lee  
TOWN CLERK

BOARD OR COMMITTEE NAME Board of FinanceTIME OF MEETING 7 PMDAY OF WEEK MEETING HELD Regular Mtgs = Wednesday / Workshops varyLOCATION OF MEETING Community Room

PLEASE INSERT YOUR DATES IN THE MONTHS LISTED BELOW:

JANUARY	23	JULY	24
FEBRUARY	27	AUGUST	28
MARCH	27	SEPTEMBER	25
APRIL	24	OCTOBER	23
MAY	22	NOVEMBER	<del>21</del> 20
JUNE	26	DECEMBER	no mtg

WorkshopsJan. 17, 24, 31Feb. 12, 14, 19, 26, 28Mar. 12, 19, 26.

RECEIVED \_\_\_\_\_ AT \_\_\_\_\_

ATTEST \_\_\_\_\_ TOWN CLERK

RECEIVED FOR RECORD  
 11-28-2012 @ 8:50 am  
Carol H. Lee  
 TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday, December 19, 2012 - 7:00 p.m.  
Community Room**

**Agenda**

**This meeting has been cancelled.**

Submitted 12/10/2012  
Georgette Conrad  
Board of Finance Chairman

RECEIVED FOR RECORD  
12-17-12 @ 9:00 AM  
*Margaret H. Birch*  
Att. TOWN CLERK