

\* Amended

BOARD OR COMMITTEE NAME Board of Finance

TIME OF MEETING 7 PM

DAY OF WEEK MEETING HELD Regular Mtgs = Wednesday / workshops vary

LOCATION 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>27</del><br>20 |
| JUNE 26     | DECEMBER<br>NO MTG           |

workshops  
 Jan. 17, 24, 31  
 Feb. 7\*, 12, 14, 19, 26, 28\*  
 Mar. 12, 19, 26.

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

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

RECEIVED FOR RECORD  
 1-7-2013 @ 8:30 am  
 Carol N. Lee  
 TOWN CLERK

**Town of Andover Board of Finance**  
**2013 Schedule of Budget Workshops & Regular Meetings**  
**7:00 p.m.**

**Thursday, January 17, 2013** – Town Clerk, Registrars / Elections / Muni Agent / Social Services,  
 Driver Dispatch, Conservation Commission,

**Wednesday, January 23, 2013**- Regular Meeting and Budget Workshop, Memorial Day Committee,  
 Beautification Commission, Recreation Commission, Board of Selectman

**Thursday, January 24, 2013** – AHM Youth & Family Services, Emergency Management Coordinator,  
 Board of Finance, Board of Assessment Appeal, Board of Selectmen,

**Thursday, January 31, 2013** – Fire Commission, Fire Marshall, Planning & Zoning, Inland/Wetland,  
 Zoning Board of Appeal, Board of Selectmen

**Thursday, February 7, 2013** - Library, Capital Improvement Planning, Economic Development  
 Commission, Board of Selectman.

**Lincoln's Birthday – Official Holiday – Town Office Closed. Mtg moved to February 7 above.**  
~~**Tuesday, February 12, 2013** – Library, Capital Improvement Planning, Economic Development  
 Commission, Board of Selectman~~

**Thursday, February 14, 2013** – Andover Elementary School, Board of Selectmen  
 There is an EDC meeting scheduled for this date but sent a letter to chairman Jim Dake to see if they  
 can meet at the OFH or change to another date. If not, we can meet in the AES Library.

~~**Tuesday, February 19, 2013** – If needed deleted – Planning & Zoning meeting scheduled.~~

**Tuesday, February 26, 2013** – If needed

**Wednesday, February 27, 2013** – Regular Meeting and Budget Workshop, RHAM,  
 Board of Selectmen

**Thursday, February 28, 2013** – If needed

**Tuesday, March 12, 2013** –Board of Selectmen, Revenues, Revue Budget

**Tuesday, March 19, 2013** – Finalize Budget, Prepare for Public Hearing

**Tuesday, March 26, 2013** - If needed

**Wednesday, March 27, 2013** – Public Hearing

RECEIVED FOR RECORD  
 01-07-13 @ 2:40 PM  
 Margaret H. Busch  
 Asst. TOWN CLERK

**Board of Finance**  
**January 17, 2013**  
**Type of Meeting: Budget Workshop**  
**7:00 pm – Community Room**

**Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions / Deletions:**
- 4. Approve Minutes of Nov. 28, 2012:**
- 5. 2013-2014 Budget Workshop:**
  - a) Town Clerk -
  - b) Registrars/Elections
  - c) Municipal Agent/Social Services
  - d) Driver Dispatch
  - e) Conservation Commission
  - f) Board of Selectmen
- 6. Public comment:**
- 7. Adjournment:**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
01-14-13 @ 6:30 PM  
Margaret H. Busch  
Asst. TOWN CLERK

**Andover Board of Finance**  
**Budget Workshop Meeting Minutes**  
**Thursday, January 17, 2013**  
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:** Jay Linddy, Vice First Selectman

**Other Attendees:** Carol Lee, Catherine Palazzi, Judith Knox, Lisa Kurtz, Virginia Wanagel, Robert 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 – Additions/Deletions:** None.

**Agenda Item #4 – Approve Minutes of 11-28-12 Regular BOF Meeting:**

Ted Sakelarakis, motioned to approve the minutes from the 11-28-12 BOF regular meeting. Linda Fish seconded. No Discussion.

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

It is noted that Jay Linddy explained to the BOF that after the previous BOF meeting on 11-18-12, it was confirmed that money cannot be reserved for special ed funds. Those funds have to start out with a zero balance. The entire \$89,000, from the Andover Elementary School budget, has been returned to the town and not just the \$39,000 as previously stated.

**Agenda Item #5 – 2013 – 2014 Budget Workshops:****Agenda Item #5a: Town Clerk**

Carol Lee, Town Clerk, presented the Town Clerk's 2013 – 2014 budget to the BOF. The Land Records item has increased by \$2,100. Other items have remained the same from the previous year's budget. Carol Lee explained that the system being used now will no longer be supported by the vendor and has to be updated. This increase in the Land Records item to \$10,100 is not expected to go down next year. The good news is that the new system will have more functionality. The town does not own any of the hardware, which consists of a printer and two computers, or the software. They are leased as part of the annual service contract. Also, the town cannot shop around as the state mandates which vendors to use. The total budget for the Town Clerk for the 2013 – 2014 year is \$77,764.24. There was further discussion about the Dog Fund and the Animal Control Officer position. Carol Lee's final comment was about salaries and raises and that this budget does not include any raises. Salary raises require initial approval from the Board of Selectmen.

David Gostanian motioned to approve the Town Clerk's budget request for budget year 2013-2014 in the amount of \$77,764.24. Ted Sakelarakis seconded. Discussion: Dennis Foran would like more details on this and other budgets being presented. He does not want to approve budgets without a better breakdown of the expenditures especially if cuts are to be made to avoid or reduce a mill rate increase.

**Vote: 4-0-1/ Motion Passed. Dennis Foran abstained.**

**Agenda Item #5b: Registrars/Elections**

Cathy Palazzi, with Lisa Kurtz, presented the Registrars 2013 – 2014 budget to the BOF. The proposed budget is an \$1,100. increase from the previous year. Cathy Palazzi explained that Office Supplies has an increase due to mandated software updates for the equipment. Other increases include \$500 for training and a \$200 increase for conferences and seminars. A discussion followed about the need for training funds for new poll workers and for the new Registrar of Voters for the Democrats. Ted Sakelarakis commented that the increases in training and software updates are state mandated.

It is noted that the budget for Elections was not presented.

Ted Sakelarakis motioned to approve the Registrars budget for the budget year 2013-2014 in the amount of \$6,504.66 an increase of \$1,100.00. Linda Fish seconded. Discussion: Dennis Foran again stated that the BOF may need to cut budgets and would need additional details on expenses. Cathy Palazzi will provide information on training costs from the past year.

**Vote: 4-0-1/ Motion Passed. Dennis Foran abstained.**

**Agenda Item #5c: Municipal Agent/Social Services**

Cathy Palazzi, with Judy Knox, presented the Senior Citizens budget for the 2013 – 2014 budget year. The budget remains the same as the previous year and is in the amount of \$9,007.00. Amounts among various line items were moved to different line items to benefit assistance for seniors. Cathy Palazzi also stated that the Social Services part would be covered by First Selectman, Bob Burbank.

Ted Sakelarakis motioned to approve the Senior Citizens Budget of \$9,007.00 for the 2013-2014 budget year. David Gostanian seconded. A discussion followed and it became clear that since the Social Services budget and some parts of the Senior Citizens budget are now combined there should be one budget reflecting that.

Ted Sakelarakis withdrew his motion until the BOF receives the budget for the combined Senior and Social Services position.

David Gostanian motioned to table the Senior Citizens budget until information from the Board of Selectmen is received. Ted Sakelarakis, seconded. No further discussion.

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

**Agenda Item #5d: Driver Dispatch:**

David Gostanian motioned to table the Driver Dispatch budget until information from the Board of Selectmen is received. Ted Sakelarakis, seconded. There was further discussion over whether the Board of Selectmen approve budgets before they come to the Board of Finance for approval.

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

**Agenda Item #5e: Conservation Commission**

Georgette Conrad motioned to table the Conservation Commission budget until information from the Board of Selectmen is received. Ted Sakelarakis, seconded. No discussion.

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

**Agenda Item #5f: Board of Selectmen:** No budget presented.

**Agenda Item #6 – Public Comment:**

Jay Linddy commented that the Andover Board of Education will be meeting with the BOF on 2/14/13 to present the Andover Elementary School budget for the 2013 – 2014 school year. Jay Linddy explained that the substantial increase of approximately 25% in health insurance expense is the major reason for the 3.68% increase in the school budget.

**Agenda Item #7 – Adjournment:** Georgette Conrad, motioned to adjourn at 8:40 pm. Ted Sakelarakis, seconded. No discussion.

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

The next meeting is a regular meeting on **Wednesday, January 23, 2013** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
January 19, 2013

RECEIVED FOR RECORD  
01-23-13 @ 11:55 AM  
Marybeth H. Busch  
Asst. TOWN CLERK

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday January 23, 2013  
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. 2013-14 Budget Workshop:**
- 10. Public Comments:**
- 11. Adjournment:**

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
1-23-2013 @ 2:05pm  
*Carol Hilde*  
TOWN CLERK

**Andover Board of Finance  
Regular Meeting Minutes  
Wednesday, January 23, 2013  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232**

**BOF Members:**

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

**Absent:** Dennis Foran, Alicia Lee

**Town Officials Present:****Other Attendees:**

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

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

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

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

**Agenda Item #5 – Approval of Minutes:****Approve 1-17-13 BOF Budget Workshop Meeting Minutes:**

David Gostanian motioned to approve the minutes from the 1-17-13 BOF budget workshop meeting.

Ted Sakelarakis seconded. No discussion.

**Vote: 4-0-1 / Motion Passed. Jim McCann abstained.**

**Agenda Item #6 – Selectmen's Report:** No Selectmen, no report.

**Agenda Item #7 – Annual Report:** No annual report.

**Agenda Item #8 – Liaison Reports:**

David Gostanian, RHAM liaison, reported on the items that follow. The ratio report for the three towns reveal that Hebron is going while Andover and Marlborough are going down. Hebron's budget is going up hundreds of thousands of dollars. There are cuts in the middle school music program and the teachers at the high school are concerned that the students are not prepared. The football program receives the lion's share of the budget. The budget for Lacrosse, the newest sport, greatly underestimated insurance costs. Estimates made by the board were not even close. Ted Sakelarakis expressed concern about healthcare costs this year. Even though Andover has less students at RHAM, Andover will pay more because of healthcare increases and the overall increasing costs at RHAM. David Gostanian added that additional impact on costs include required state testing and having to add one or two administrators. The RHAM budget is going way up and Andover needs to be aware of this.

Ted Sakelarakis, AES liaison, reported on the items that follow. Good news for the Andover Lego Team. On December 1, 2012, the team took first place for the Project Section beating out 20 other teams. Mrs. Rodriguez has been the Advisor for the team since it started and she is fabulous. The bad news is in a letter from AES Superintendent, Andy Maneggia, concerning unfunded state mandates along with a \$125,800 increase in insurance for Andover Elementary School. Salaries and wages at AES were up by \$35,000. Ted Sakelarakis also reported that the state has been talking about having police officers in every school but the state will not pay for this. Ted Sakelarakis continued to say that the Affordable Care Act is killing Andover and RHAM and how much more can town's take and as a board, do we want to approve a budget that clobbers the town?

Ted Sakelarakis then suggested to not do the mandates because we are a small town that depends on homeowners and and then further explained that if towns don't do the mandates then the state won't give back the tax monies in the form of STEAP grants. Ted Sakelarakis concluded that, In the long run, the cost to the state would be even higher if towns do not comply with mandates.

Linda Fish, AHM and Andover Library liaison, reported that AHM seems to be doing pretty good and that people are really good when it comes to AHM. AHM has had reductions in state funding but are receiving major donation and so AHM is in OK shape. The library is working on their budget and at this time it has gone up 1.3% but they are still waiting on estimates for oil costs and other budget items.

**Agenda Item #9 – 2013 – 2014 Budget Workshop:**

The BOF discussed the Registrar's budget and paying volunteers for state mandated requirements. The Driver's Dispatch budget was also discussed. The BOF agreed that Andover can't control a lot of the increases that it will be seeing in the 2013 – 2014 budget year. Ted Sakelarakis commented that the Registrar's budget is under budgeted as the current Registrar spends her own money.

**AHM Budget:**

The BOF reviewed the AHM Budget for the 2013 – 2014 year. Andover's portion has been reduced by \$2,519.84. Linda Fish, AHM liaison, explained that the item under AHM's budget for the school services, is fixed, and that the reduction came from the Andover Town line item.

David Gostanian motioned to approve the Andover Town's portion of the AHM budget for the 2013 – 2014 budget year in the amount of \$36,565.52, a reduction of \$2,519.84 from the previous year. Ted Sakelarakis seconded. Additional discussion about the \$2,519 reduction.

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

**The Board Of Finance Budget:**

Discussion about the Board Clerk wages and it was decided that amount would remain the same at \$1,632.00 but supplies could be reduced from the \$150.

Georgette Conrad motioned to reduce the BOF budget for supplies by \$100. Jim McCann seconded. No discussion.

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

Ted Sakelarakis motioned to approve the BOF budget for the 2013 – 2014 budget year in the amount of \$1682.00, a reduction of \$100 from the previous year. Jim McCann seconded. No discussion.

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

**Board of Assess Appeal Budget:**

Georgette Conrad motioned to cut the BAA-Clerk line item down to \$0 from \$320 making the total budget \$600 for the 2013 – 2014 budget year. David Gostanian 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 8:00 pm. Jim McCann seconded. No discussion.

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

The next meeting is a budget workshop meeting on **Thursday, January 31, 2013** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
January 25, 2013

RECEIVED FOR RECORD  
1-28-2013 @ 2:00pm  
*Carol N. Lee*  
TOWN CLERK

**Board of Finance  
January 24, 2013  
Type of Meeting: Budget Workshop  
7:00 pm – Community Room**

**Agenda**

**Meeting canceled due to no budgets to review.**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
1-22-2013 @ 2:05 PM  
*Carol N. Lee*  
TOWN CLERK

### Budget Workshops Planned

The Board of Finance has scheduled the following workshops starting in January for the 2013-2014 budget. Please make note of the date for your Board or Commission. If you have no changes you may mail a copy of your budget to the Board of Finance, Andover Town Office at 17 School Road.

Jan. 17 - Town Clerk, Registrars/Elections, Municipal Agent/Social Services, Driver Dispatch, Conservation Commission.

Jan. 23 - Regular Meeting and Workshop - Memorial Day Committee, Beautification Commission.

Jan. 24 - AHM Youth & Family Services, Emergency Management Coordinator, Board of Finance, Board of Assessment Appeal.

Jan. 31 - Fire Commission, Fire Marshall, Planning & Zoning, Inland/Wetlands, Zoning Board of Appeal.

Feb. 12 - Library, Capita Improvement Planning, Economic Development.

Feb. 14 - Andover Elementary School.

Feb. 19 and 26- If needed

Feb. 27 - Regular Meeting and Workshop - RHAM (Region 8), Board of Selectmen.

Feb. 28 - If needed.

All meetings and workshops will be held at 7 p.m. in the Town Office Community Room unless otherwise posted in the Town Clerk's Office 24 hours prior to the meeting. Cancellations and postponements will also be posted there.

Please contact me if you have a scheduling conflict or other questions.

Thank you,

Georgette Conrad, chairman  
(860) 742-8805

RECEIVED FOR RECORD  
12-17-12 @ 9:00 AM  
*Margaret H. Busch*  
Asst. TOWN CLERK

\* Amended

BOARD OR COMMITTEE NAME Board of Finance

TIME OF MEETING 7 PM

DAY OF WEEK MEETING HELD Regular Mtgs = Wednesday / workshops vary

LOCATION 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  | 20     |
| JUNE     | 26 | DECEMBER  | no mtg |

Workshops  
 Jan. 17, 24, 31  
 Feb. 7\*, 12, 14, 19, 26, 28\*  
 Mar. 12, 19, 26.

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

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

RECEIVED FOR RECORD  
 1-7-2013 @ 8:30 am  
Carol N. Lee  
 TOWN CLERK

642

**Town of Andover Board of Finance  
2013 Schedule of Budget Workshops & Regular Meetings  
7:00 p.m.**

**Thursday, January 17, 2013** – Town Clerk, Registrars / Elections / Muni Agent / Social Services,  
Driver Dispatch, Conservation Commission,

**Wednesday, January 23, 2013**- Regular Meeting and Budget Workshop, Memorial Day Committee,  
Beautification Commission, Recreation Commission, Board of Selectman

**Thursday, January 24, 2013** – AHM Youth & Family Services, Emergency Management Coordinator,  
Board of Finance, Board of Assessment Appeal, Board of Selectmen,

**Thursday, January 31, 2013** – Fire Commission, Fire Marshall, Planning & Zoning, Inland/Wetland,  
Zoning Board of Appeal, Board of Selectmen

**Thursday, February 7, 2013** - Library, Capital Improvement Planning, Economic Development  
Commission, Board of Selectman.

**Lincoln's Birthday – Official Holiday – Town Office Closed. Mtg moved to February 7 above.**

~~**Tuesday, February 12, 2013** – Library, Capital Improvement Planning, Economic Development  
Commission, Board of Selectman~~

**Thursday, February 14, 2013** – Andover Elementary School, Board of Selectmen

There is an EDC meeting scheduled for this date but sent a letter to chairman Jim Dake to see if they  
can meet at the OFH or change to another date. If not, we can meet in the AES Library.

~~**Tuesday, February 19, 2013** – If needed deleted – Planning & Zoning meeting scheduled.~~

**Tuesday, February 26, 2013** – If needed

**Wednesday, February 27, 2013** – Regular Meeting and Budget Workshop, RHAM,  
Board of Selectmen

**Thursday, February 28, 2013** – If needed

**Tuesday, March 12, 2013** – Board of Selectmen, Revenues, Revue Budget

**Tuesday, March 19, 2013** – Finalize Budget, Prepare for Public Hearing

**Tuesday, March 26, 2013** - If needed

**Wednesday, March 27, 2013** – Public Hearing

RECEIVED FOR RECORD  
01-07-13 @ 2:40 PM  
Margaret H. Busch  
Asst. TOWN CLERK

**Andover Board of Finance  
Regular Meeting Minutes  
Wednesday, January 23, 2013  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232**

**BOF Members:**

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

**Town Officials Present:**

**Other Attendees:**

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

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

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

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

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

**Approve 1-17-13 BOF Budget Workshop Meeting Minutes:**

David Gostanian motioned to approve the minutes from the 1-17-13 BOF budget workshop meeting.  
Ted Sakelarakis seconded. No discussion.

**Vote: 4-0-1 / Motion Passed. Jim McCann abstained.**

**Agenda Item #6 – Selectmen's Report:** No Selectmen, no report.

**Agenda Item #7 – Annual Report:** No annual report.

**Agenda Item #8 – Liaison Reports:**

David Gostanian, RHAM liaison, reported on the items that follow. The ratio report for the three towns reveal that Hebron is going while Andover and Marlborough are going down. Hebron's budget is going up hundreds of thousands of dollars. There are cuts in the middle school music program and the teachers at the high school are concerned that the students are not prepared. The football program receives the lion's share of the budget. The budget for Lacrosse, the newest sport, greatly underestimated insurance costs. Estimates made by the board were not even close. Ted Sakelarakis expressed concern about healthcare costs this year. Even though Andover has less students at RHAM, Andover will pay more because of healthcare increases and the overall increasing costs at RHAM. David Gostanian added that additional impact on costs include required state testing and having to add one or two administrators. The RHAM budget is going way up and Andover needs to be aware of this.

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Ted Sakelarakis then suggested to not do the mandates because we are a small town that depends on homeowners and and then further explained that if towns don't do the mandates then the state won't give back the tax monies in the form of STEAP grants. Ted Sakelarakis concluded that, in the long run, the cost to the state would be even higher if towns do not comply with mandates.

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The BOF discussed the Registrar's budget and paying volunteers for state mandated requirements. The Driver's Dispatch budget was also discussed. The BOF agreed that Andover can't control a lot of the increases that it will be seeing in the 2013 – 2014 budget year. Ted Sakelarakis commented that the Registrar's budget is under budgeted as the current Registrar spends her own money.

644

**AHM Budget:**

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David Gostanian motioned to approve the Andover Town's portion of the AHM budget for the 2013 – 2014 budget year in the amount of \$36,565.52, a reduction of \$2,519.84 from the previous year. Ted Sakelarakis seconded. Additional discussion about the \$2,519 reduction.

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

**The Board Of Finance Budget:**

Discussion about the Board Clerk wages and it was decided that amount would remain the same at \$1,632.00 but supplies could be reduced from the \$150.

Georgette Conrad motioned to reduce the BOF budget for supplies by \$100. Jim McCann seconded. No discussion.

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

Ted Sakelarakis motioned to approve the BOF budget for the 2013 – 2014 budget year in the amount of \$1682.00, a reduction of \$100 from the previous year. Jim McCann seconded. No discussion.

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

**Board of Assess Appeal Budget:**

Georgette Conrad motioned to cut the BAA-Clerk line item down to \$0 from \$320 making the total budget \$600 for the 2013 – 2014 budget year. David Gostanian 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 8:00 pm. Jim McCann seconded. No discussion.

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

The next meeting is a budget workshop meeting on **Thursday, January 31, 2013** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
January 25, 2013

RECEIVED FOR RECORD  
1-28-2013 @ 2:00pm  
Carol N. Lee  
TOWN CLERK

**Board of Finance**  
**January 24, 2013**  
**Type of Meeting: Budget Workshop**  
**7:00 pm – Community Room**

**Agenda**

**Meeting canceled due to no budgets to review.**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
1-22-2013 @ 2:05 PM  
*Carol N. Lee*  
TOWN CLERK

**Board of Finance  
January 31 2013  
Type of Meeting: Budget Workshop  
7:00 pm – Community Room**

**Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions / Deletions:**
- 4. Approve Minutes:**
- 5. 2013-2014 Budget Workshop:**
  - a) Fire Commission
  - b) Fire Marshall
  - c) Inland/Wetlands
  - d) Zoning Board of Appeal
  - e) Board of Selectmen
- 6. Public comment:**
- 7. Adjournment:**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
1-28-2013 @ 2:00pm  
*Carollee*  
TOWN CLERK

**Andover Board of Finance  
Budget Workshop Meeting Minutes  
Thursday, January 31, 2013  
Community Room – Town Office Building  
17 School Road, Andover, CT 06232**

**BOF Members:**

**Present:** Georgette Conrad, Board Chair, Jim McCann, Ted Sakelarakis, Vice Chair, David Gostanlan

**Absent:** Linda Fish, Dennis Foran, Alicia Lee

**Town Officials Present:** Robert Burbank, First Selectman

**Other Attendees:** Wallace Barton, Fire Commission Chair, John Colli, Fire Commissioner and Treasurer, Nathaniel Houle, Ron Mike, Fire Chief

**Agenda Item #1 – Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7: 10 pm.

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

**Agenda Item #3 – Additions/Deletions:** None.

**Agenda Item #4 – Approval of Minutes for 1-23-13 BOF Regular Meeting:**

Georgette Conrad motioned to accept the minutes from the 1-24-13 BOF Regular Meeting . David Gostanian seconded.

Discussion: Dennis Foran, per his email dated 1-23-13, to Georgette Conrad requested an amendment to the 1-17-13 BOF Workshop Meeting minutes for Agenda Item 5a: Town Clerk . The amendment is as follows:

In the 1-24-13 minutes replace this wording:

*“Dennis Foran would like more details on this and other budgets being presented. He does not want to approve budgets without a better breakdown of the expenditures especially if cuts are to be made to avoid or reduce a mill rate increase.”*

with this:

*“Dennis Foran said he would like to have the detail account expenditure printout sheets from the Town Office of this and other budgets being presented to be made available for review prior to calling for any vote of approval. He also said that any vote on the budgets being presented at the workshop meetings should be “to accept” or “to receive” for further review and not “to approve” at these meetings since the budgets should only be considered as “approved” when the Board votes on the entire budget following the public hearing and that from hereon he would be abstaining from any vote “to approve” at a workshop meeting.”*

The BOF members agreed that the BOF would not want to review budgets to that level of detail unless it was necessary to do so. Robert Burbank confirmed that anyone can go to the town hall and ask to review any budget. No further discussion.

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

**Agenda Item #5 – 2013 – 2014 Budget Workshop:**

**a) Fire Commission:**

Wallace Barton, Fire Commission Chair, presented the Fire Commission's budget to the BOF. The total budget presented remains the same as the previous year's budget in the amount of \$115,064.76. An expenditure sheet dated 1-3-13 was reviewed by the BOF. John Colli, Fire Commissioner and Treasurer, added that some dollars were saved due to milder weather and less calls. There was a discussion about what rate to use for estimating fuel expenses. John Colli said that 4100 gallons of fuel are used by the Fire Commission and used the rate of \$3.50 per gallon for the 2013 – 2014 budget for an amount of \$15,750.00. Robert Burbank suggested using \$3.35 or \$3.40 for the rate. It was agreed that predicting rates for next year is difficult. Also discussed was software that is shared by the Fire Commission and the Fire Marshall. The cost of the software is \$650.00 and half of that cost should come from each budget. John Colli requested putting the entire \$650.00 in the Fire Commission's budget.

David Gostanian motioned to approved the Fire Commission budget for the 2013 – 2014 budget year for the amount of \$115,389.76 which includes an additional \$325 for the entire cost of the fire house software. This \$325 will be deducted from the Fire Marshall's budget for the 2013 – 2014 budget year. Jim McCann seconded. No further discussion

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

**b) Fire Marshall:**

John Roache, Fire Marshall was not present and no budget was provided. The previous year's budget of \$10,225.00 was reviewed. David Gostanian motioned to approved the Fire Marshall's budget for the 2013 – 2014 budget year for the amount of \$9,900.00 which includes a decrease of \$325 for the cost of the shared fire house software that will now be added to the Fire Commission's budget. Jim McCann seconded. No further discussion.

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

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**c) Inland/Wetlands:**

The BOF did not receive a budget from this board. Robert Burbank said that this is an appointed board and their budget will be reviewed by the Board of Selectmen first.

David Gostanian motioned to blanket approve all budgets that have zero change from the previous year.

Jim McCann seconded. There was a discussion about whether this should be done or not and Ted Sakelarakis had some concerns. David Gostanian withdrew his motion.

**David Gostanian motioned to blanket approve all budgets that have zero change from the previous year subject to later review by the BOF if necessary. Jim McCann seconded. No further discussion.**

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

**d) Zoning Board of Appeal (ZBA):**

Although not present at this meeting, Evelyn Russell, ZBA chair, provided Georgette Conrad with the information that the ZBA budget for the 2013 – 2014 budget year will remain the same as the previous year's budget in the amount of \$1,449.28.

Jim McCann motioned to approve the ZBA budget for the 2013 – 2014 budget year for the amount of: \$1,449.28.

Ted Sakelarakis seconded. No further discussion.

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

**e) Board of Selectmen:**

**e.1) Robert Burbank presented the Selectmen's budget, account #101. No change from the previous year. The Selectmen's budget, for the amount of \$55,130.00, is approved for the 2013 – 2014 budget year.**

**e.2) Robert Burbank presented the Auditor/Actuary's budget, account #105, and explained that \$500.00 had to be added to Actuarial Services resulting in an over increase from the previous year. The budget went from \$17,500.00 to \$18,000.00.**

David Gostanian motioned to approve the Auditor/Actuary's budget for the 2013 – 2014 budget year for the amount of \$18,000.00.

Jim McCann seconded. No further discussion.

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

**e.3) Robert Burbank presented the Town Attorney's budget, account #107. No change from the previous year. The Town Attorney's budget, for the amount of \$17,000.00, is approved for the 2013 – 2014 budget year.**

**e.4) Robert Burbank presented the Treasurer/Financial budget, account #109. Robert Burbank explained that the Board of Selectmen, at a Special Meeting held on 1-28-13, approved a 2% raise to all full time non-union town employees. There are 4 town positions getting this raise. The salary for the Treasurer remains the same as this is a part-time position. The salary for the Treasurer Clerk, a full-time non-union position, is increased by 2% from the previous year's amount of \$26,574.30. The increase amount is \$531.49. The new total for the Treasurer Clerk wages is: \$27,105.79. The 2% increase is to offset the increase in social security tax and health insurance cost to these employees. Total amount for the 2013 – 2014 budget year is: \$45,241.48.**

Ted Sakelarakis motioned to accept the Treasurer/Financial budget for the 2013 – 2014 budget year for the amount of \$45,241.48 with a 2% raise for the Treasurer Clerk. Jim McCann seconded. A discussion followed. David Gostanian mentioned that the big fortune 500 companies are not giving raises and didn't think there should be an increase in wages. Ted Sakelarakis said that these town employees don't make a lot of money to begin with. Georgette Conrad added that if budgets need to be cut this increase can be revised. No further discussion.

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

**e.5) Robert Burbank presented the Tax Collector's budget, account #111, and explained that the Tax Collector position is a union position and the salary increased by 2%. The previous year's salary of \$38,826.30 is increased by \$776.53, for a total of: \$39,602.28. In addition to this, there is an increase of \$1,200.00 for Equipment Maintenance Tax. That item went from \$5,800.00 to \$7,000.00. Lastly, per the Auditor's suggestion, the Tax Refunds item in the amount of \$6,000.00 will be reduced to \$0. Robert Burbank explained to the BOF how the accounting works for this and that item should not have been there. The current year's budget is \$53,540.03. The new budget for the 2013 – 2014 budget year will be: \$49,516.56 which is an overall decrease of \$4,023.47.**

Ted Sakelarakis motioned to approve the Tax Collector's budget for the 2013 – 2014 budget year for the amount of \$49,516.56 which is a decrease of \$4,023.47 from the previous year. Jim McCann seconded. No further discussion.

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

e.6) Robert Burbank presented the Assessor's budget, account #113, and explained that the salary for the Assistant Assessor increased by 2%, or \$581.22 from the present salary of: \$29,260.69 to the new salary of: \$29,845.90. The Assessor's salary stays the same as the Assessor volunteered to not take a raise and has done this for the last four years.

Sakelarakis motioned to approve the Assessor's budget for the 2013 – 2014 budget year for the amount of \$69,134.34 which is an increase of \$581.22 from the previous year. Jim McCann seconded. No further discussion.

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

e.7) Robert Burbank presented the Probate Court's budget, account #119. No change from the previous year. **The Probate Court's budget, for the amount of \$2,265.00, is approved for the 2013 – 2014 budget year.**

e.8) Robert Burbank presented the Old Town Hall's budget, account #123. The amount for the telephone was increased by \$25.00 from \$475.00 to \$500.00. The amount for electricity was decreased by \$25.00 and went from \$520.00 to \$495.00. Overall, there is no change to this budget for the 2013 – 2014 budget year and remains at the amount of: \$1,645.00. **The Old Town Hall's budget, for the amount of \$1,645.00, is approved for the 2013 – 2014 budget year.**

e.9) Robert Burbank presented the Ads's budget, account #127, and explained that the budgeted amount was decreased by \$1,000.00. Ted Sakelarakis motioned to approve the Ad's budget for the 2013 – 2014 budget year for the amount of \$4,000.00 which is an decrease of \$1,000.00 from the previous year. Georgette Conrad seconded. No further discussion.

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

e.10) Robert Burbank presented the Town Office Building's budget, account #129, and explained that the overall increase of \$300.00 is to add \$200 to Payroll Service for the Town and \$100.00 to Office internet Cable. The total amount for the Town Office Building's budget for the 2013 – 2014 budget year is: \$67,951.68.

David Gostanian motioned to approve the Town Office Building's budget for the 2013 – 2014 budget year for the amount of \$67,951.68, an increase of \$300.00 from the previous year. Jim McCann seconded. No further discussion.

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

e.11) Robert Burbank presented the Admin Assistant and Clerk's budget, account #131. The Board of Selectmen requested an additional \$500.00 be budgeted for the Web Site item. That item has \$100.00 now and is for the domain name use. The additional \$500.00 would be used to pay the Webmaster for keeping the town Web Site updated. The current budget amount of: \$6,600.00 would increase to \$7,100.00.

Ted Sakelarakis motioned to approve the Admin Assistant and Clerk's budget for the 2013 – 2014 budget year for the amount of \$7,100.00. Jim McCann seconded. No further discussion.

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

e.12) Robert Burbank presented the Dog Damage's budget, account #133. No change from the previous year. **The Dog Damage's budget, for the amount of \$200.00, is approved for the 2013 – 2014 budget year.**

e.13) Robert Burbank presented the Civil Preparedness's budget, account #135. No change from the previous year. **The Civil Preparedness's budget, for the amount of \$3,150.00, is approved for the 2013 – 2014 budget year.**

e.14) Robert Burbank presented the Insurance budget, account #137. No change from the previous year. **The Insurance budget, for the amount of \$128,000.00, is approved for the 2013 – 2014 budget year.** Robert Burbank explained that this is not health insurance but insurance on fire department equipment, town office equipment and other equipment. David Gostanian requested a breakdown of the \$128,000.00 amount. Robert Burbank said it is available at the town office.

e.15) Robert Burbank presented the Custodian's budget, account #147. No change from the previous year. **The Custodian's budget, for the amount of \$9,054.50, is approved for the 2013 – 2014 budget year.**

e.16) Robert Burbank presented the Old Fire Houses 's budget, account #149. Electricity was decreased by \$200 but the Telephone and Fuel Oil Cost were both increased by \$100.00. **The Old Fire House's budget, for the amount of \$8,725.00, is approved for the 2013 – 2014 budget year.**

e.17) Robert Burbank presented the Dog Fund's budget, account #151. No change from the previous year. **The Dog Fund's budget, for the amount of \$6,898.00, is approved for the 2013 – 2014 budget year.**

e.18) Robert Burbank presented the Historical budget, account #153. No change from the previous year. **The Historical budget, for the amount of \$200.00, is approved for the 2013 – 2014 budget year.**

e.19) Robert Burbank presented the Ethics Commission's budget, account #155. No change from the previous year. **The Ethics Commission's budget, for the amount of \$0.00, is approved for the 2013 – 2014 budget year.**

e.20) Robert Burbank presented the Health Officer's budget, account #201. No change from the previous year. **The Health Officer's budget, for the amount of \$14,910.00, is approved for the 2013 – 2014 budget year.**

e.21) Robert Burbank presented the Visiting Nurse's budget, account #203. No change from the previous year. **The Visiting Nurse's budget, for the amount of \$1,250.00, is approved for the 2013 – 2014 budget year.**

e.22) Robert Burbank presented the Mental Health's budget, account #205. No change from the previous year. **The Mental Health's budget, for the amount of \$212.00, is approved for the 2013 – 2014 budget year.**

e.23) It is noted that the Board of Selectmen approved AHM's budget of: \$36,565.52. The BOF previously approved AHM's budget on 1-23-13.

e.24) Robert Burbank presented the Public Works budget, account #301 and explained that contract salaries went up by 2% or \$2,956.70 making that line item amount: \$150,791.70. Other line items that changed include a decrease of \$2,000.00 to Diesel, and increase of \$2,000.00 for Gasoline, and an increase of \$150.00 for Signs. The current budget amount of: \$228,815.00 has an overall increase of \$3,106.70 for a total budget amount of: \$231,921.70 for the 2013 – 2014 budget year.

Ted Sakelarakis motioned to approve the Public Works budget for the 2013 – 2014 budget year for the amount of: \$231,921.70. Jim McCann seconded. No further discussion.

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

e.25) Robert Burbank presented the Snow Removal's budget, account #303. No change from the previous year. **The Snow Removal's budget, for the amount of \$92,400.00, is approved for the 2013 – 2014 budget year.**

e.26) Robert Burbank presented the Lighting's budget, account #305. No change from the previous year. **The Lighting's budget, for the amount of \$7,500.00, is approved for the 2013 – 2014 budget year.**

e.27) Robert Burbank discussed the Town Aid Road budget and explained that there are bills for the Times Farm Bridge work and that there are grant monies coming in to pay for this. This is a zero budget. **The Town Aid Road's zero budget is approved for the 2013 – 2014 budget year.**

e.28) Robert Burbank presented the Town Garage's budget, account #309. Med and Drugs was reduced by \$150.00. \$100.00 was added to Furnace Maintenance and \$50 was added to the Alarm System. **The Town Garage's budget, for the amount of \$16,250.00, is approved for the 2013 – 2014 budget year.**

e.29) Robert Burbank presented the Town Engineer's budget, account #311. No change from the previous year. **The Town Engineer's budget, for the amount of \$2,500.00, is approved for the 2013 – 2014 budget year.**

e.30) Robert Burbank presented the Ground Care budget, account #313. Mowing was increased by \$400.00. The new budget amount total for Ground Care is: \$8,700.00. Ted Sakelarakis motioned to approve the Ground Care budget for the 2013 – 2014 budget year for the amount of: \$8,700.00. Jim McCann seconded. No discussion.

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

e.31) Robert Burbank presented the Resident Trooper's budget, account #403. The State Contract Fee increased by \$3,107.47 and the amount budgeted went from \$110,347.89 to \$113,455.36. The new budget amount for the Resident Trooper's budget is: \$119,429.36. Ted Sakelarakis motioned to approve the Resident Trooper's budget for the 2013 – 2014 budget year for the amount of \$119,429.36. Dave Gostanian seconded.

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

e.32) Robert Burbank presented the Welfare/Social Service's budget, account #501, and recommended adding a new line item to reflect Access for fuel assistance. \$200.00 was budgeted for this new item. The new total is: \$3,952.00. David Gostanian motioned

to approve the Welfare/Social Service's budget for the 2013 – 2014 budget year for the amount of \$3,952.00. Jim McCann seconded. No further discussion.

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

e.33) Robert Burbank presented the Memorial Day Committee's budget, account #601. No change from the previous year. **The Memorial Day Committee's budget, for the amount of \$800.00, is approved for the 2013 – 2014 budget year.**

e.34) Robert Burbank presented the Recreation Commission's budget, account #603. No change from the previous year. **The Recreation Commission's budget, for the amount of \$6,455.00, is approved for the 2013 – 2014 budget year.**

**Agenda Item #6 – Public Comment:** Nathaniel Houle suggested taking 10% off the budgets for those who do not provide budgets or do not show up to present their budgets.

**Agenda Item #7 – Adjournment:** Jim McCann motioned to adjourn at 9:10 pm. David Gostanian seconded. No discussion.

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

The next meeting is a budget workshop meeting on **Thursday, February 7, 2013** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
February 2, 2013

RECEIVED FOR RECORD  
2-4-2013 @ 9:30am  
*Carol H. Lee*  
TOWN CLERK

**Board of Finance  
February 7, 2013  
Type of Meeting: Budget Workshop  
7:00 pm – Community Room**

**Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions / Deletions:**
- 4. Approve Minutes:**
- 5. 2013-2014 Budget Workshop:**
  - a) Library
  - b) Planning & Zoning
  - c) Capital Improvement Planning
  - e) Board of Selectmen
- 6. Public comment:**
- 7. Adjournment:**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
2-6-2013 @ 1:13 pm  
*Carol A. Dea*  
TOWN CLERK

## Andover Board of Finance

**Budget Workshop Meeting Minutes - Thursday, February 7, 2013**  
Community Room – Town Office Building, 17 School Road, Andover, CT 06232

### JF Members:

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

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

**Town Officials Present:** Robert F. Burbank, First Selectman

**Number of Other Attendees:** Susan England, Nathaniel Houle, Julie Victoria, Elaine Buchardt

**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 – Additions / Deletions.** None.

### Agenda Item #4 – Approve Minutes:

#### Approve 1-31-13 BOF Budget Workshop Meeting Minutes:

Georgette Conrad noted one correction, located in two places, in the minutes for Item #5e.6: Board of Selectmen's Budget: Assessor's budget: The increase of 2% should be \$585.21 and not \$581.22. Ted Sakelarakis motioned to approve the minutes with the corrections above from the 1-31-13 BOF budget workshop meeting. Linda Fish seconded. No further discussion.

**Vote: 2-0-2/ Motion Passed with 2 abstentions by Dennis Foran and Linda Fish**

### Agenda Item #5 – 2013 – 2014 Budget Workshop:

**5a) Library:** Julia Victoria presented the Library budget. Items with an increase include health insurance, oil, maintenance agreement, and postage. Final budget is: \$107,229.00, and is a 1.3% increase from the previous year. Ted Sakelarakis motioned to approve the Library budget for the 2013- 2104 budget year in the amount of: \$107,229.00. Georgette Conrad seconded. No further discussion.

**Vote: 3-0-2/ Motion Passed with 2 abstentions by Linda Fish and Dennis Foran.**

**Planning & Zoning:** Susan England presented the Planning & Zoning budget. Planning & Zoning requested an increase of \$25,000. All other budget items remain the same as the previous year. The \$25,000.00 increase is due to a state mandate to update the Plan of Conservation and Development (POCD) document. This is an update that is required every 10 years and takes two years to complete. Planning & Zoning has to hire someone to do this. Sue England said the request for \$25,000 could be allocated over 2 years with \$12,500 being budgeted each year. Georgette Conrad motioned to accept the Planning & Zoning Commission budget for the 2013 – 2014 budget contingent on changes. Dennis Foran seconded. Discussion: The BOF decided to budget half of the \$25,000 request for the 2013 – 2014 budget year and do the remaining \$12,500 the following year. Membership was decreased to \$100.00. Legal was reduced by \$1000.00 and Robert F. Burbank said that the town would be able to supplement this if needed. Training was reduced to \$178.75. The total budget is now: \$18,743.59. The motion is amended to include the above changes made to the Planning & Zoning budget, for a new budget total of \$18,743.59 for the 2013 – 2014 budget year.

**Vote: 4-0-1 / Motion passed with 1 abstention by Dennis Foran.**

**5c) Capital Improvement Planning (CIP):** Elaine Buchardt presented the CIP budget and requests. The Fire Commission had four requests. The CIP approved their request for 10 new portable radios for \$7,124.00 and their request for 16 Scott air packs for \$75,760. CIP did not approve their requests to install a non-slip surface or for the air exhaust system. CIP also approved a request from Public Works for a new large angled plow truck which will be leased to buy for \$37,000 a year for five years. The BOF discussed the need for these capital expenditure requests and Elaine Buchardt and Robert F. Burbank answered all questions for the BOS. The total CIP requested budget amount for the 2013 – 2014 budget year is: \$119,884.00 David Gostanian motioned to approve the CIP requests for the 2013 – 2014 budget year in the amount of: \$119,884.00. Ted Sakelarakis seconded.

**Vote: 4-0-1 / Motion passed with 1 abstention by Dennis Foran.**

The BOF discussed the line item amounts on the Capital Expenditures budget. It was suggested that \$12,500 be taken out of the Planning & Zoning budget and put it the Capital Expenditures budget as a line item for Planning & Zoning Capital. Robert F. Burbank will research the accounting legality of this suggestion. The total for Capital Expenditures is currently estimated to be: \$264,884.00

### Board of Selectmen: Robert F. Burbank presented the BOS budgets as follows:

**Building Department:** The Clerk's wages has a 2% increase of \$556.41. That same amount was taken from the wages on the Building line item. The new budget amount for the 2013 – 2014 budget year is the same as the previous year, \$45,625.30. Ted Sakelarakis motioned to approve the Building Department's budget for \$45,625.30 for the 2013 – 2014 budget year. David Gostanian seconded. No further discussion.

**Vote: 4-0-1 / Motion passed with 1 abstention by Dennis Foran.**

Georgette Conrad motioned to approve all 2013 – 2014 budgets with no change presented on 2-7-13. Ted Sakelarakis seconded.  
Vote: 4-0-1 / Motion passed with 1 abstention by Dennis Foran.

The following budgets with no changes were approved:

Wetlands: \$10,367.23; Zoning Agent: \$11,170.16; CRCOG,GHA,CCM,COST: \$7,125.00; Debt Retirement: \$90,000.00;  
Recycling: \$2,200.00; Economic Development: \$1,000.00

Transfer Station: Tipping fees decreased by \$2,000.00. Electricity went up \$200.00. Maintenance went down by \$200.00. The total budget amount for the 2013 – 2014 budget year is: \$154,195.00. Ted Sakelarakis motioned to approve the Transfer Station budget for the 2013 – 2014 budget year in the amount of: \$154,195.00. Linda Fish seconded. No discussion.

Vote: 4-0-1 / Motion passed with 1 abstention by Dennis Foran.

**Interest Expense:**

Georgette Conrad will get the latest figure for Interest Expense. Robert F. Burbank noted that the previous year the Interest Expense account was under budgeted. It was decided that more information is needed before a decision can be made.

Robert F. Burbank said the BOS needs more information on the remaining budgets and that there is a special budget meeting of the BOS this Monday.

Agenda Item #6 – Public Comment: None.

Agenda Item #7 – Adjournment: Ted Sakelarakis motioned to adjourn at 8:54 pm. Linda Fish seconded. No discussion.

Vote: 0-0-0 / Motion Passed.

The next meeting is a budget workshop meeting on Thursday, February 14, 2013 at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
February 9, 2013

RECEIVED FOR RECORD  
02-11-13 @ 12:15 PM  
Margaret H. Busch  
Asst. TOWN CLERK

**Board of Finance**  
**February 14, 2013**  
**Type of Meeting: Budget Workshop**  
**7:00 pm – Community Room**

**Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions / Deletions:**
- 4. Approve Minutes:**
- 5. 2013-2014 Budget Workshop:**
  - a) Andover Elementary School
  - b) Board of Selectmen
- 6. Public comment:**
- 7. Adjournment:**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
02-13-13 @ 9:26 AM  
*Margaret H. Busch*  
Asst. TOWN CLERK

## Andover Board of Finance

**Budget Workshop Meeting Minutes - Thursday, February 14, 2013**  
Community Room – Town Office Building, 17 School Road, Andover, CT 06232

### BOF Members:

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

**Absent:** Alicia Lee, Jim McCann

**Town Officials Present:** Jay Linddy, Vice First Selectman, Robert F. Burbank, First Selectman

**Other Attendees:** Andy Maneggia, Superintendent

**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 – Additions / Deletions.** Georgette Conrad motioned to add item #6a for an Executive Session for a personnel matter. Ted Sakelarakis seconded. No Discussion.

**Vote:** 4-0-0/ Motion Passed. Dave Gostanian had not yet arrived.

**Agenda Item #4 – Approve Minutes: Approve 2-7-13 BOF Budget Workshop Meeting Minutes:** Ted Sakelarakis motioned to approve the minutes from the 2-7-13 BOF budget workshop meeting. Georgette Conrad seconded. No discussion.

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

### Agenda Item #5 – 2013 – 2014 Budget Workshop:

**5a) Andover Elementary School (AES) -** Jay Linddy, AES Board of Education Chair, and Andy Maneggia, Superintendent, presented the AES budget for the 2013 – 2014 budget year. The proposed budget includes an overall increase of \$ 153,811.00 which is a 3.68% increase from the previous year. The new proposed budget amount is: \$4,334,118.00. Andy Maneggia said he is presenting a lean budget to the BOF and reminded the BOF of the money that was returned to the town in good faith. Andy Maneggia concluded that it was a difficult budget to put together and proceeded to review the object code categories and the various increases and decreases to specific line items. There were many line item changes and these can be reviewed in the available AES Proposed 2013 – 2014 Budget document dated 1-9-13. Most notable is the change in object code #200. This category includes medical insurance which increased significantly due to premium rates and federal taxes resulting in an overall increase of \$125,800.00.

There were many questions from the BOF. Jay Linddy and Andy Maneggia answered them to the best of their ability. The topics discussed include: the uncertainties in the student population, especially in special ed, unforeseen repairs, further increases in insurance and health care costs, looking into other insurance companies and going out for bids, the school performance index (Andover fares very well based on CMT scores), the new state testing standards and common core curriculum, teacher evaluation, administrator evaluation, the use of grants whenever possible, increasing cost of electricity rates, the estimates used for diesel, fuel, and gas, the investigation of using solar panels, the life expectancy of the roof vs. the life expectancy of solar panels, anticipated future expenses, and finally the implementation of the common core curriculum and teacher evaluation.

Andy Maneggia concluded the presentation and said if any BOF members have questions in the future to call him. The BOF thanked Andy Maneggia for the lean budget.

Ted Sakelarakis motioned to approve the Andover Elementary School budget for the 2013 – 2014 budget year in the amount of: \$4,334,118.00. David Gostanian seconded. No further discussion.

**Vote:** 4-0-1/ Motion Passed with 1 abstention by Dennis Foran.

### 5b) Board of Selectmen:

**5b.1) Elections:** The Elections budget has additional information from Cathy Palazzi and will be presented to the BOF at the next meeting on 2-27-13. It is noted that the BOS previously approved that budget and the amount is the same as the previous year.

**5b.2) Employee Benefits:** Robert F. Burbank presented the budget. The budget has an increase of \$50,405.67 from the previous year. Robert F. Burbank explained that the increase is primarily due to health insurance cost increase of \$48,304.00 and the town is looking for a lower bid. The new proposed budget total for the 2013 – 2014 budget year is: \$310,251.67. David Gostanian motioned to approve the Employee Benefits budget for the 2013 – 2014 budget year in the amount of: \$310,251.67. Ted Sakelarakis seconded. No further discussion as the BOF members were stunned into silence.

**Vote:** 3-1-1/ Motion Passed with 1 abstention by Dennis Foran.

David Gostanian left the meeting at 8:30 pm.

**5b.3) Senior Transportation:** Georgette Conrad motioned to approve the Senior Transportation budget in the amount of \$11,303.00. Ted Sakelarakis seconded. No discussion.

**Vote: 3-0-1/Motion passed with 1 abstention by Dennis Foran.**

**5b.4) Senior Citizens:** \$500 was transferred from the internet cable line item into senior trips. There is no change to the overall budget from the previous year. Georgette Conrad motioned to approve the Senior Citizens budget for the 2013 – 2014 budget year in the amount of: \$9,007.00. Ted Sakelarakis seconded. No discussion.

**Vote: 3-0-1/Motion passed with 1 abstention by Dennis Foran.**

**5b.5) Health Officer:** The previously approved amount has had an increase of \$260.80. The new proposed budget is: \$15,170.80. Ted Sakelarakis motioned to re approve the previously approved Health Officer budget for the 2013 – 2014 budget year in the amount of: \$15,170.80. Linda Fish seconded. No discussion.

**Vote: 3-0-1/Motion passed with 1 abstention by Dennis Foran.**

**5b.6) Mental Health:** 10% The previous approved amount has had an increase of \$19.00. The new proposed budget is: \$231.00. Ted Sakelarakis motioned to re approve the previously approved Mental Health budget for the 2013 – 2014 budget year in the amount of: \$231.00. Linda Fish seconded. No discussion.

**Vote: 3-0-1/Motion passed with 1 abstention by Dennis Foran.**

**5b.7) Conservation Commission:** This budget has no change from the previous year and remains at \$1,000.00. Georgette Conrad asked why this budget has not been broken down into items that she previously suggested. Ted Sakelarakis motioned to approve the Conservation Commission's budget for the 2013 – 2014 budget year in the amount of: \$1,000.00. Linda Fish seconded. No further discussion.

**Vote: 3-0-1/Motion passed with 1 abstention by Dennis Foran.**

**5b.8) Capital Expenditures:** Robert F. Burbank will find out from town attorney about transferring \$12,500.00 from the Planning and Zoning budget in to the Capital Expenditures budget.

**5b.9) Interest Expense:** Georgette Conrad motioned to approve the Interest Expense budget for the 2013 – 2014 budget year in the amount of: \$35,235.00, which is a reduction from the previous year. Ted Sakelarakis seconded. No discussion.

**Vote: 3-0-1/Motion passed with 1 abstention by Dennis Foran.**

**5b.10) Fund Transfers:** Robert F. Burbank recommended leaving the amount for Fund Transfers the same as the previous year and added that he hopes to cover the increases from AES and the town with town funds so that the increase in taxes will be from RHAM budget increases only. Georgette Conrad motioned to approve the Fund Transfer budget for the 2013 – 2014 budget year in the amount of: \$35,000.00. Ted Sakelarakis seconded. No further discussion.

**Vote: 3-0-1/Motion passed with 1 abstention by Dennis Foran.**

Linda Fish requested copies of the Town Audit and Robert F. Burbank said they will be available at the next BOF meeting.

**Agenda Item #6 – Public Comment:** None.

**Agenda Item #6a – Executive Session:**

The BOF went in to an Executive Session at 8:55 pm. The session was over at 9:07 pm. It is noted that the BOF discussed and agreed that they would request, from the Republican Town Committee (RTC), the resignation of Alicia Lee due to the fact that she was absent from 20 out of 25 BOF regular meetings/budget workshops.

**Agenda Item #7 – Adjournment:** Ted Sakelarakis motioned to adjourn at 9:10 pm. Dennis Foran seconded. No discussion.

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

The next meeting is a regular meeting and budget workshop with RHAM on **Wednesday, February 27, 2013** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
February 16, 2013

RECEIVED FOR RECORD  
2-19-2013 @ 12:00pm  
*Carol N. Lee*  
TOWN CLERK

**Board of Finance  
February 26, 2013  
Type of Meeting: Budget Workshop  
7:00 pm – Community Room**

**Agenda**

**Meeting canceled due to no budgets to review.**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
02-20-13 @ 10:54 AM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday February 27, 2013  
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. 2013-14 Budget Workshop:**
- 10. Public Comments:**
- 11. Adjournment:**

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
02-20-13 @ 10:55 Am  
*Margaret H. Busch*  
Asst. TOWN CLERK

## Andover Board of Finance

Regular Meeting and Budget Workshop Minutes - Wednesday, February 27, 2013

Community Room – Town Office Building, 17 School Road, Andover, CT 06232

### BOF Members:

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

**Absent:** Jim McCann

**Town Officials Present:** Robert F. Burbank, First Selectman, Jay K. Lindy, Vice First Selectman

**Other Attendees:** Dr. Robert Siminski, RHAM Superintendent, Diane Grenier, Judy Knox, Virginia Wanagel, Bob Wanagel, Carol H. Lee, Lisa Kurtz, Wally Barton, Catherine Palazzi, Michael Palazzi, Nathaniel Houle, Joan Foran, Laura Steiner, Kenneth Lee, Catherine Magaldi Lewis, Danny Holtsclaw.

**Agenda Item #1 – Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7:07 pm.

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

**Agenda Item #3 – Public Comment.** Bob Wanagel thanked everyone for coming to the meeting.

**Agenda Item #4 – Additions / Deletions:** David Gostanian motioned to switch agenda items 5 and 9. Ted Sakelarakis seconded.

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

### Agenda Item #5: 2013 – 2014 Budget Workshop:

#### 5a) Board of Selectmen:

**5a.1) Elections:** Catherine Palazzi presented the Elections budget with more detailed documentation as requested by the BOF at a previous meeting. The Board of Selectmen have reviewed and approved this budget. The BOF also reviewed and approved this budget on 01-17-13. There was discussion about training costs, the new software, poll workers, deputies, and salaries.

Catherine Magaldi Lewis presented a more detailed budget for the Registrar of Voter's (ROV), Elections, and more and said she needed more information. BOF briefly explained how the budget works and how to manage the budgets. Catherine Magaldi Lewis had more questions for the BOF and David Gostanian suggested that her questions and concerns be taken up with the town's accounting and with Robert F. Burbank. There was also discussion about the BOF reviewing the details of each board and commission's budgets and how historically, the BOF have not reviewed every budget to that level of detail unless it was deemed necessary. David Gostanian motioned to approve the Elections budget for the 2013 – 2014 budget year in the amount of: \$18,700.00. Ted Sakelarakis seconded. No further discussion.

**Vote:** 5-0-1 / Motion Passed with 1 abstention by Dennis Foran.

**5a.2) Registrar of Voters:** Catherine Palazzi provided documentation that was requested by Dennis Foran at a previous budget workshop meeting with details of where money is coming from and the amounts spent on training for the Registrars of Voters. There had been an expense for deputy training that was being taken out of the Election's budget under salaries which should only be used to pay poll workers. It was concluded that the ROV will meet with the Board of Selectmen and revisit the salary and training cost items. The Registrar of Voter's budget was previously reviewed and approved on 1-17-13.

**5a.3) Capital Expenditures:** Robert F. Burbank informed the BOF that the town's attorney's advice is that it is ok to use the Capital Expenditures account for the \$12,500.00 Planning & Zoning expense. David Gostanian motioned to approve the Capital Expenditures budget for the 2013 – 2014 budget year in the amount of: \$277,384.00. Ted Sakelarakis seconded. No discussion.

**Vote:** 5-0-1 / Motion Passed with 1 abstention by Dennis Foran.

**5a.4) Planning & Zoning:** The budget amount previously approved has been reduced by \$12,500.00. The expense is being taken out of the Capital Expenditures budget instead of Planning & Zoning. David Gostanian motioned to change the Planning & Zoning budget to the amount of \$6,243.59, for the 2013 – 2014 budget year. Ted Sakelarakis seconded. No discussion.

**Vote:** 5-0-1 / Motion Passed with 1 abstention by Dennis Foran.

**5b) RHAM:** Dr. Robert Siminski presented the RHAM budget and mentioned that all the budget related documents can be viewed on the RHAM Board of Ed website. Dr. Robert Siminski reported increases in health costs, magnet school tuition, transportation costs, salaries, and other areas including books and supplies. There were decreases to SPED tuition, Board Services, and Vocational tuition. The overall budget proposed is: \$26,457,654.00, a 5.568% increase from the previous year. Andover's portion is: \$4,036,675.00. Following the presentation were discussions on many topics including health cost and an aggressive wellness program, future retirements and salary expenditures, enrollments and magnet school tuition, electrical costs and energy conservation strategies, school cameras and security, decision packages, special ed costs, collective action with other towns and the Superintendent's Association's actions. David Gostanian motioned to approve the Andover's portion of the RHAM budget for the 2013 – 2014 budget year in the amount of \$4,036,675.00. Ted Sakelarakis seconded. No further discussion.

**Vote:** 4-1-1 / Motion Passed with one abstention by Dennis Foran. Ted Sakelarakis voted against.

**Agenda Item #6 – Selectmen's Report:** Robert F. Burbank stated that the proposed Connecticut Governor's budget is going to effect the town's in a big way. Robert F. Burbank talked about the car tax change and that car tax is 10.23% of Andover's town budget. Real estate taxes will increase. Robert F. Burbank will oppose this change before the legislature on the 4<sup>th</sup>. Robert F. Burbank talked to other town managers and none are in favor of this. A discussion followed concerning the impact of this on cities vs. small towns like Andover. There was further discussion about the ECS formula being used for state funding.

**Agenda Item #7 – Annual Report:** The BOF received and will review the annual town audit report.

**Agenda Item #8 – Liaison Reports:** Linda Fish, AHM liaison, reported that the annual AHM telethon fundraiser will be held sometime in March. Dennis Foran, Fire Department liaison, reported on Engine 215. Robert F. Burbank added that the fire department acquired a new ambulance at no cost to the town. David Gostanian, RHAM Board of Ed liaison, reported on a previously held RHAM budget presentation and commented that some of the number's were different from the budget presentation at this evening's meeting. Other items mentioned included costs of storm Charlotte, the music program, and a resource officer in the school.

**Agenda Item #9 – Approve Minutes: Approve 2-14-13 BOF Budget Workshop Meeting Minutes:**

**Amendments to the 2-14-13 BOF Budget Workshop Meeting Minutes:**

Georgette Conrad asked to have the wording in agenda item number 5b.7 changed from: *Georgette Conrad asked why this budget has not been broken down into items that she previously suggested.* To read as follows: *Georgette Conrad asked why this budget has not been broken down into the items that the Conservation Commission previously suggested.*

Ted Sakelarakis referenced agenda item 6a, Executive Session, and motioned to strike everything after the 9:07 pm words from the minutes, and have a formal written apology from the board. David Gostanian seconded. There was a discussion about who was present at the Executive Session and that it is confidential in nature.

**Vote: 5-0-1 / Motion Passed with 1 abstention by Alicia Lee.**

Agenda Item 6a. The following is stricken from the minutes:

*is noted that the BOF discussed and agreed that they would request, from the Republican Town Committee (RTC), the resignation Alicia Lee due to the fact that she was absent from 20 out of 25 BOF regular meetings/budget workshops.*

David Gostanian motioned to approve the minutes from the 2-14-13 BOF Budget Workshop meeting as amended.

Dennis Foran seconded. No further discussion.

**Vote: 5-0-1 / Motion Passed with 1 abstention by Alicia Lee.**

**Agenda Item #10 – Public Comment:** Joan Foran asked why the BOF was not taking detailed information on the budgets of all the town's boards and commissions and did not understand why the BOF approves the RHAM budget when the approval is done by a town referendum. Bob Wanagel said he was proud of the company here tonight but that it was hard to hear a lot of the discussions and presentations. Jay K. Lindy said the PA system should be working for the next meeting.

**Agenda Item #11 – Adjournment:** David Gostanian motioned to adjourn at 9:35 pm. Linda Fish seconded. No further discussion.

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

The next meeting is a budget workshop on **Tuesday, March 12, 2013** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
March 1, 2013

RECEIVED FOR RECORD  
3-4-2013 @ 10:37am  
Carol N. Lee  
TOWN CLERK

**Board of Finance  
February 28, 2013  
Type of Meeting: Budget Workshop  
7:00 pm – Community Room**

**Agenda**

**Meeting canceled due to no budgets to review.**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
02-20-13 @ 10:53 Am  
Margaret H. Busch  
Asst. TOWN CLERK

**Board of Finance**  
**March 12, 2013**  
**Type of Meeting: Budget Workshop**  
**7:00 pm – Community Room**

**Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions / Deletions:**
- 4. Approve Minutes:**
- 5. 2013-2014 Budget Workshop:**
  - a) Amend Town Clerk Budget
  - b) Discuss RHAM budget
  - c) Revenues
  - d) Revue Budget
- 6. Public comment:**
- 7. Executive Session:**
- 8. Adjournment:**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
3-11-2013 @ 8:15am  
Carol N. Lee  
TOWN CLERK

**Board of Finance**  
**March 12, 2013**  
**Type of Meeting: Budget Workshop**  
**7:00 pm – Community Room**

**Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions / Deletions:**
- 4. Approve Minutes:**
- 5. Vacancy on Board of Finance:**
- 6. 2013-2014 Budget Workshop:**
  - a) Amend Town Clerk Budget
  - b) Discuss RHAM budget
  - c) Revenues
  - d) Revue Budget
- 7. Public comment:**
- 8. Executive Session:**
- 9. Adjournment:**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
3-11-2013 @ 1:30 PM  
Carol N. Lee  
TOWN CLERK

## Andover Board of Finance

**Budget Workshop Meeting Minutes – Tuesday, March 12, 2013**

Community Room – Town Office Building, 17 School Road, Andover, CT 06232

### **BOF Members:**

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

**Absent:** Alicia Lee

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

**Other Attendees:** Nathaniel Houle

**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: Additions / Deletions:** Georgette Conrad motioned to add agenda item 4a: Letter from BOF member. Ted Sakelarakis seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item 4: Approve Minutes: Approve 2-27-13 BOF Regular Meeting and Budget Workshop Minutes:**

Ted Sakelarakis motioned to approve the minutes from the 2-27-13 BOF regular meeting and budget workshop. David Gostanian seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item 4a: Letter from BOF member:** Georgette Conrad read the following letter dated 3-12-13:

*I would like to make a statement in regards to the heated comments made during public speak, at our last meeting. I did appreciate the manner in which the criticisms were made and since I am a member of the Board of Finance I took it personally. The Board of Finance is made up of volunteers not paid town employees. We show up for the meetings and work hard for the town on our own time. We do our best. What the board needs as do all the boards in town is support, help, and guidance from our fellow town's people. Not criticism, which is a great way to lose our volunteers. Share your knowledge before or after meetings. I'm sure I speak for all of us when I say "We Will Listen." We need respect, communication, and teamwork, not criticism, as we all work together for our town. Please offer help and support, not criticism. Thank you, Linda Fish, BOF Member*

**Agenda Item 5: Vacancy on Board of Finance:** Georgette Conrad reported that the vacancy for the position has been posted in the Rivereast and has received one letter of interest from Nathaniel Houle. The BOF discussed how long to wait before filling the vacancy and then agreed to allow till 3-24-13 for interested applicants to apply. The BOF will review the candidates on 3-24-13 and will decide on the BOF vacancy at that time.

**Agenda Item 6: 2013 – 2014 Budget Workshop:**

**Agenda Item 6a: Amend Town Clerk Budget:** The BOF revisited the Town Clerk's budget to amend the budgeted amount for the Assistant Town Clerk's salary. The 2% increase in salary is \$397.25 resulting in a total salary of \$20,259.53. The new total for the Town Clerk's Budget is: \$78,161.49. David Gostanian motioned to adjust the Town Clerk's Budget to be \$78,161.49 to reflect the 2% salary raise for the Assistant Town Clerk. Ted Sakelarakis seconded. The brief discussion stated the Assistant Town Clerk works 25 hours. No further discussion.

**Vote: 4 – 0 – 1 / Motion Passed with 1 abstention by Dennis Foran.**

**Agenda Item 6b: Discuss RHAM budget:** Jay Linddy reported that the insurance expense for RHAM will be an approximate increase of 14% rather than the previously estimated 25%. This would be a savings for Andover. The BOF discussed the discrepancies in the numbers and percentages used in the RHAM budget presentations and have been informed that RHAM will have the amounts in early April. Specifically the two discrepancies are 1) the dollar amount that RHAM used for Andover's 2012 – 2013 figure, and 2) the correct numbers for proposed health costs for the 2013 – 2014 budget year. The BOF agreed to use the numbers that were previously approved for the public hearing on 3-27-13. No changes were made to the amount budgeted for RHAM.

**Agenda Item 6c: Revenues:** The BOF reviewed the revenues item by item and estimated amounts to be used for the 2013-2014 budget year. Additional information is still needed and revenues will be continued at the next BOF meeting.

**Agenda Item 6d: Revue Budget:** Tabled.

**Agenda Item 7 – Public Comment:** Jay Linddy spoke about Windham's new school program.

**Agenda Item 8 – Executive Session:** Georgette Conrad motion to go into Executive Session to discuss the performance of the BOF Chair. David Gostanian seconded.

**Vote: 5 – 0 – 0 / Motion Passed.**

BOF members Georgette Conrad, Linda Fish, Dennis Foran, Ted Sakelarakis, and David Gostanian went into Executive Session at 9:00 pm.

**Agenda Item 9 – Adjournment:** Ted Sakelarakis motioned to adjourn at 9:35 pm. Linda Fish seconded.

**Vote: 5 – 0 – 0 / Motion Passed.**

The next meeting is a regular meeting and budget workshop on **Tuesday, March 19, 2013** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
March 14, 2013

RECEIVED FOR RECORD  
3-18-2013 @ 8:30am  
*Carol N Lee*  
TOWN CLERK

# O'Brien and Johnson

Attorneys at Law

120 Bolivia Street, Willimantic, Connecticut 06226

Tel (860) 423-2860

Fax (860) 423-1533

Attorney Dennis O'Brien  
dennis@OBrienJohnsonLaw.com

March 4, 2013

Attorney Susan Johnson  
susan@OBrienJohnsonLaw.com

The Honorable Robert F. Burbank  
First Selectman  
Town of Andover  
17 School Road  
Andover, CT 06232

**Re: Ex Officio Member Participation in Executive Sessions**

Dear Bob:

You have asked me as town attorney whether you as first selectman of the Town of Andover may require the board of finance or any other town board or commission to include you in an executive session. My simple answer is yes, you certainly may.

Connecticut General Statutes section 7-12a provides that ". . . the first selectman, in each town for which the board of selectman is the executive authority, shall be the chief executive officer of such town and **shall be an ex-officio member**, without vote, **of all town boards, commissions and committees . . .**" (emphasis added).

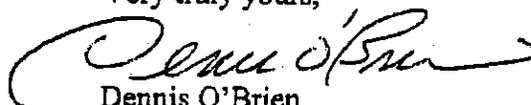
Section 501 of the Charter of the Town of Andover says that "The First Selectman or his designee (who must be a Selectman) **shall be an ex officio member of all other town commissions, boards and agencies.**" (emphasis added).

Connecticut General Statutes section 1-231(a) provides in part that "At an executive session of a public agency, attendance shall be limited to **members** of said body . . ." (emphasis added). Please note the key word "**member(s)**" in all of the foregoing legal provisions.

Finally, C.G.S. section 1-200(6) defines "executive sessions" as "a meeting of a public agency at which **the public is excluded . . .**" For these purposes, the first selectman or his designee is a **member of the board**, not only a member of the public, and therefore the first selectman or his designee may attend the executive session if they wish.

Please let me know if you need any more from me on this.

Very truly yours,



Dennis O'Brien  
Town Attorney

**Board of Finance**  
**March 19, 2013**  
**Type of Meeting: Budget Workshop**  
**7:00 pm – Community Room**

**Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions / Deletions:**
- 4. Approve Minutes:**
- 5. 2013-2014 Budget Workshop:**
  - a) Revisit BAA budget per request of new chairman
  - b) Revue Budget and make changes, if needed.
- 6. Public comment:**
- 7. Adjournment:**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
3-18-13 @ 8:45 am  
*Carol N. Lee*  
TOWN CLERK

## Andover Board of Finance

### Budget Workshop Meeting Minutes Draft – Tuesday, March 19, 2013

Community Room – Town Office Building, 17 School Road, Andover, CT 06232

#### BOF Members:

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

**Absent:** Alicia Lee

**Town Officials Present:** Robert F. Burbank, First Selectman

**Other Attendees:** Catherine Palazzi, Michael Palazzi, Nathaniel Houle, Joan Foran

**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: Additions / Deletions:** None.

#### **Agenda Item 4: Approve Minutes: Approve 3-12-13 BOF Budget Workshop Minutes:**

Ted Sakelarakis motioned to approve the minutes from the 3-12-13 BOF budget workshop. David Gostanian seconded.

Discussion: Dennis Foran motioned the following: *"The words "No Discussion" under February 14<sup>th</sup> BOF meeting*

*Agenda item 3 should be stricken and replaced with the following: "Selectman and AES Board of Education Chair Jay Lindy who was present with Superintendent Andy Maneggia for presentation of the AES budget, advised the BOF members to exercise caution and due diligence when entering into and conducting business in executive sessions because of the strict legal requirements for these. BOF member Dennis Foran also cautioned that the Freedom of Information Statutes should be reviewed and asked if there was anyone at the meeting who had these available but no one did. BOF Chair Georgia Conrad assured the BOF that proper procedures were being followed." " Georgette Conrad cautioned that no discussion, after a motion was seconded, would have been allowed from members of the audience, and none was.*

The motion was not seconded. Dennis Foran withdrew his motion.

no further discussion.

**Vote: 4 – 0 – 1 / Motion passed with 1 abstention by Dennis Foran.**

#### **Agenda Item 5: 2013 – 2014 Budget Workshop:**

##### **Agenda Item 5a: Revisit Board of Assessment (BAA) Budget per request of new chairman:**

Dennis Foran stated that he was abstaining from the discussion of this agenda item.

The BOF revisited the BAA budget with the new BAA chairperson, Joan Foran. Joan Foran asked the BOF to reinstate the \$320.00 that the BOF voted to remove from the BAA proposed 2013 – 2014 budget at the 1-23-13 BOF regular meeting and budget workshop. Joan also requested to have the \$320.00 reinstated as two lines items with the original item for the BAA clerk to have the amount of \$270.00 and the remaining \$50.00 be allocated to a new line item for Training/Conferences. The BOF and Joan Foran had a lengthy discussion about the BAA budget and the requests. David Gostanian motioned to approve the reinstated BAA budget for the 2013 – 2014 budget year in the amount of \$920.00. Linda Fish seconded. No further discussion.

**Vote: 2 – 2 – 1 / Motion did not pass. Linda Fish, Ted Sakelarakis voted for. Georgette Conrad voted against. Dennis Foran abstained.**

The BOF suggested that the BAA request only the \$50.00 for training. Joan Foran will review this option with the BAA.

**Agenda Item 5b: Revue Budget and make changes, if needed:** Georgette Conrad updated the BOF with the correct amounts for monies received from the Mashantucket/Pequot Grant. The amounts received were greater than the actual figures that the BOF had, due to late payments by the state. Based on this updated information, the BOF increased the estimated revenue from \$6,500.00 to \$12,000.00 for the Mashantucket/Pequot Grant for the 2013 – 2014 year.

Ted Sakelarakis motioned to approve the estimated revenues for the 2013 – 2014 budget year in the amount of \$2,557,587.00. Linda Fish seconded.

**Vote: 4 – 0 – 1 / Motion passed with 1 abstention by Dennis Foran.**

Georgette Conrad reported that the Andover Elementary School Board of Education Chairman provided two estimated offset figures in the amounts of: \$89,000.00 and \$35,000.00. These were added to the budget.

There was additional discussion about the Andover Elementary School budget and the RHAM school budget. Both budgets will be lower than proposed due to obtaining lower health care insurance costs. The RHAM BOE meeting and budget workshop is scheduled for Monday, 3-25-13, and the BOF will meet the following day on Tuesday, 3-26-13, to review any proposed budget changes and finalize the proposed 2013 – 2014 budget for the public hearing that is scheduled for Wednesday, 3-27-13.

**Agenda Item 6 – Public Comment:** Public comments were made by Michael Palazzi and Catherine Palazzi.

**Agenda Item 7 – Adjournment:** Ted Sakelarakis motioned to adjourn at 8:20 pm. David Gostanian seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

The next BOF meeting is a budget workshop on **Tuesday, March 26, 2013** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
March 21, 2013

RECEIVED FOR RECORD  
3-25-2013 @ 9:30am  
*Carol N Lee*  
TOWN CLERK

**Town of Andover Board of Finance  
2013 Schedule of Budget Workshops & Regular Meetings  
7:00 p.m.**

**Thursday, January 17, 2013** – Town Clerk, Registrars / Elections / Muni Agent / Social Services, Driver Dispatch, Conservation Commission, Elections – not reviewed; Social Services not presented. Municipal Agent, Driver Dispatch, Conservation Commission all tabled – will be rescheduled..

**Wednesday, January 23, 2013**- Regular Meeting and Budget Workshop, AHM Youth & Family Services, Board of Finance, Board of Assessment Appeal to be presented. Memorial Day Committee, Recreation Commission will be reviewed by BOS, Beautification Commission is included in the Ground Care budget..

~~**Thursday, January 24, 2013** – Emergency Management Coordinator,~~  
Meeting cancelled – Emergency Management Coordinator to meet with BOS and presented later.

**Thursday, January 31, 2013** – Fire Commission, Fire Marshall, Inland/Wetland, Zoning Board of Appeal, Board of Selectmen

**Thursday, February 7, 2013** - Library, Capital Improvement Planning, Planning & Zoning, Economic Development Commission, Board of Selectman.

Lincoln's Birthday – Official Holiday – Town Office Closed. Mtg moved to February 7 above.  
~~**Tuesday, February 12, 2013** – Library, Capital Improvement Planning, Economic Development Commission, Board of Selectman~~

**Thursday, February 14, 2013** – Andover Elementary School, Board of Selectmen  
There is an EDC meeting scheduled for this date but sent a letter to chairman Jim Dake to see if they can meet at the OFH or change to another date. If not, we can meet in the AES Library. No Response from Jim Dake as of 1/23/13.

~~**Tuesday, February 19, 2013** – If needed deleted – Planning & Zoning meeting scheduled.~~

**Tuesday, February 26, 2013** – If needed

**Wednesday, February 27, 2013** – Regular Meeting and Budget Workshop, RHAM, Board of Selectmen

**Thursday, February 28, 2013** – If needed

**Tuesday, March 12, 2013** – Board of Selectmen, Revenues, Revue Budget

**Tuesday, March 19, 2013** – Finalize Budget, Prepare for Public Hearing

**Tuesday, March 26, 2013** - If needed

**Wednesday, March 27, 2013** – Public Hearing

RECEIVED FOR RECORD  
1-24-2013 @ 11:35am  
Carol A. Lee  
TOWN CLERK

**Board of Finance  
March 26, 2013  
Type of Meeting: Budget Workshop  
7:00 pm – Community Room**

**Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions / Deletions:**
- 4. Approve Minutes:**
- 5. 2013-2014 Budget Workshop:**
  - a) Finalize Budget for Public Hearing
  - b) Revue Budget Message
- 6. Public comment:**
- 7. Adjournment:**

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
3-25-2013 @ 9:30am  
*Carol N. Lee*  
TOWN CLERK

## Andover Board of Finance

### Budget Workshop Meeting Minutes Draft – Tuesday, March 26, 2013

Community Room – Town Office Building, 17 School Road, Andover, CT 06232

#### BOF Members:

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

**Absent:** Alicia Lee

**Town Officials Present:** Robert F. Burbank, First Selectman, Jay Linddy, Vice First Selectman

**Other Attendees:** Nathaniel Houle

**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: Additions / Deletions:**

Georgette Conrad had an addition to Agenda Item 5, item 5a: BOF Vacancy. The current topics for Agenda item 5 will be discussed after the BOF Vacancy as follows: Agenda item 5b: Finalize Budget for Public Hearing; Agenda item 5c: Revue Budget Message. David Gostanian motioned to add Agenda Item 5a: Board of Finance Vacancy, and the two remaining agenda items shift to Agenda Items 5b and 5c. Dennis Foran seconded.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item 4: Approve Minutes: Approve 3-19-13 BOF Budget Workshop Minutes:**

David Gostanian motioned to approve the minutes from the 3-19-13 BOF budget workshop. Ted Sakelarakis seconded.

Discussion: Georgette Conrad noted an omission in the minutes for the recording of the vote under Agenda Item 5a: Revisit Board of Assessment (BAA) Budget per request of new chairman: Amend the vote as recorded: "Vote: 2 – 2 – 1 / Motion did not pass. Linda Fish, Ted Sakelarakis voted for. Georgette Conrad voted against. Dennis Foran abstained." To

include David Gostanian's vote as follows: "Vote: 2 – 2 – 1 / Motion did not pass. Linda Fish, Ted Sakelarakis voted for. Georgette Conrad and David Gostanian voted against. Dennis Foran abstained."

David Gostanian withdrew his motion. David Gostanian motioned to approve the minutes from the 3-19-13 BOF budget workshop as amended. Dennis Foran seconded. No further discussion.

**Vote: 5 – 0 – 0 / Motion Passed, minutes approved as amended.**

**Agenda Item 5: 2013 – 2014 Budget Workshop:**

**Agenda item 5a: BOF Vacancy:** Georgette Conrad reported that the BOF received one applicant for the vacancy from Nathaniel Houle. Dennis Foran motioned to fill the BOF vacancy with Nathaniel Houle. Ted Sakelarakis seconded

**Vote: 5 – 0 – 0 / Motion Passed.**

At 7:09 pm, Nathaniel Houle was sworn in by Jay Linddy, Vice First Selectman.

**Agenda Item 5b: Finalize Budget for Public Hearing:**

Georgette Conrad reported on the last night's RHAM BOE budget meeting and the RHAM proposed budget was decreased by approximately \$509,021. This decrease has not yet been approved by the RHAM BOE. Andover's portion of the total RHAM budget is about 15.26%. The BOF discussed using this information to reduced the RHAM expense for Andover and after much discussion it was decided to reduced the RHAM expense to Andover by \$75,000.00.

David Gostanian motioned to reduced the RHAM proposed budgeted amount for the 2013 - 2014 budget year by \$75,000.00. Ted Sakelarakis seconded. Additional discussion: Dennis Foran expressed concern about the estimated amounts being used. It was explained that the BOF has to use estimates for the amounts for expenses and also monies from the state and that there is a calendar of dates to follow for the budgets as stated in the town charter. No further discussion.

**Vote: 4 – 0 – 2 / Motion Passed with 2 abstentions by Dennis Foran and Nathaniel Houle.**

**Agenda Item 5b: Revue Budget Message:**

The BOF and the town officials helped Georgette Conrad update the budget message for the public hearing. There was a brief discussion about changing the word approved to recommended. Half of the BOF members felt the word approved was appropriate. Georgette Conrad will make the changes to the budget message and email the new message to the BOF.

**Agenda Item 6 – Public Comment:**

Georgette Conrad thanked Jay Linddy for setting up the microphones and speaker system. Jay Linddy commented that the RHAM BOE had their meeting in the Town Office Building last night. Georgette Conrad announced a Freedom Of Information Workshop to be held on April 23, 2013 at 7:00 pm in the Town Office Building community room.

**Agenda Item 7 – Adjournment:** Ted Sakelarakis motioned to adjourn at 8:13 pm. Linda Fish seconded.

No discussion.

**Vote: 6 – 0 – 0 / Motion Passed.**

The next meeting is the Public Hearing on **Wednesday, March 27, 2013** at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
March 27, 2013

RECEIVED FOR RECORD  
3-28-2013 @ 9:15 am  
*Carol A. Lee*  
TOWN CLERK

**LEGAL NOTICE**

**TOWN OF ANDOVER**

**PUBLIC BUDGET HEARING**

**WEDNESDAY, March 27, 2013**

**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, 2013 to June 30, 2014 Budget in the Town Office Building Community Room – 17 School Road – Andover, CT on Wednesday, March 27, 2013 at 7:00 p.m.

Dated at Andover, CT this 4<sup>th</sup> day of March, 2013

Andover Board of Finance

RECEIVED FOR RECORD  
3-4-2013 @ 10:17am  
Carol N. deo  
TOWN CLERK

**Town of Andover  
Board of Finance**

**Public Hearing**

**Wednesday March 27, 2013  
7:00 p.m. – Community Room**

**Agenda**

1. Call to order
2. Pledge of Allegiance
3. Presentation of the proposed 2013-2014 Town of Andover Budget
4. Public Comments
5. Adjournment

Respectfully submitted,

Georgette M. Conrad  
BOF – Chairperson

RECEIVED FOR RECORD  
3-25-2013 @ 9:30am  
Carol N. Lee  
TOWN CLERK

## Andover Board of Finance

### Public Hearing Minutes Draft – Wednesday, March 27, 2013

Community Room – Town Office Building, 17 School Road, Andover, CT 06232

**BOF Members: Present:** Georgette Conrad, Board Chair, Dennis Foran, Ted Sakelarakis, Vice Chair, David Gostanian, Alicia Lee, Nathaniel Houle **Absent:** Linda Fish

**Town Officials Present:** Robert F. Burbank, First Selectman, Jay Linddy, Vice First Selectman

**Other Attendees:** Y. Anson, Tiu Anson, Wallace Barton, Clyde Conrad, Diane Grenier, Virginia Wanagel, Robert Wanagel, Joan Foran, Andy Maneggia, Mildred Missell, Carol Lee, Marie Burbank, Lisa Kurtz, Maria Tulman, Peggy Wright, Gerald Wright.

**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: Presentation of the proposed 2013 – 2014 Town of Andover Budget:**

Georgette Conrad presented the proposed budget and reported a reduced mill of 30.76 compared to 30.80 for the present tax year. Georgette Conrad also noted that the mill rate may be lower than the proposed 30.76 due to the RHAM budget and that RHAM should have their numbers by the end of April. Georgette Conrad concluded that the budget was prepared with the current estimates that RHAM has provided. The BOF answered many excellent questions from concerned community attendees. A summary of those questions and replies follows:

Wallace Barton asked how the projected amount of \$12,000.00 in revenues from the Mashantucket Pequot Grant was calculated and expressed concern over the state's cuts to towns. Wallace Barton also asked if the transportation funding from the state is reflected in the budget. Georgette Conrad replied that the actual amount received from the state from the Mashantucket Pequot Grant for the 2011 – 2012 fiscal year was \$14,682.00. This amount was obtained from the OPM website and verified with the Town Treasurer and was used to estimate the revenue for the 2013 – 2014 budget year. Andy Maneggia concurred with Wallace Barton that the Governor's budget is trying to eliminate the transportation grants but there are many groups opposed to this. Robert F. Burbank stated that what generally happens is when the proposal gets to the legislators, the town officials vocalize their objections. Georgette Conrad pointed out that the Governor also allocated more for ECS but took away from other items such as PILOT. David Gostanian added that the BOF was very conservative with the estimated amounts. David Gostanian also noted that the BOF did not have to use money from the general town fund balance, and that this was largely attributed to the Andover Elementary School (AES). AES did not spend all the money that was allocated to the school in the 2012 – 2013 budget year and the BOF was allowed to use these savings as offsets to the proposed 2013 – 2014 town budget.

Gerald Wright asked about the Veteran's Tax Relief Grant. Georgette Conrad explained that this is a discount that Veterans receive on their property taxes and that the state reimburses the town. The reimbursed amounts are put in to the town's general fund and are not figured in to the budget. Gerald Wright questioned the \$325.00 increase for the Fire Department's budget. Wallace Barton explained that the increase was for software for the fire department and that previously the cost was split between the Fire Marshall's budget and the Fire Department. The Fire Department is absorbing the entire cost this year. Georgette Conrad added that the Fire Marshall's budget was decreased by \$325.00.

Diane Grenier asked if the Veteran's Day Committee is being funded for the coming year. The BOF said that there is \$500.00 allocated for this in the 2013 – 2014 budget year.

Joan Foran spoke on behalf of the Board of Assessment Appeals (BAA) and reported that the BAA met last night and have a revised request for \$300.00 to be restored to the BAA budget and be allocated for training and conferences. Foran provided information and documentation to support this request and explained that she reviewed what other towns budget for training and other research that she had completed. Finally, Joan Foran expressed the need for herself to receive training to help network with other towns and stay updated. The BOF had questions for Joan Foran including the need for training, the need for a BAA clerk, details on workshops by the Connecticut Association of Assessing Officers, Inc. (CAAO), and other related topics. Ted Sakelarakis motioned to add back \$300.00 to the proposed BAA budget to be used for training and conferences for the 2013 – 2014 budget year. Nathaniel Houle

seconded. There was additional discussion about the workshops offered by CAO and Joan Foran said that holding a workshop here in Andover would be a benefit to the community. Joan Foran also clarified to the BOF that the BAA agreed that the need for training was greater than the need for a BAA clerk. No further discussion.

**Vote: 3 – 1 – 2 / Motion Passed. Alicia Lee, Ted Sakelarakis, and Nathaniel Houle voted for; David Gostanian against; Dennis Foran and Georgette Conrad abstained.**

Joan Foran had a question on the Town Engineer budget.

Gerald Wright asked what if projected revenues are lower than estimated? Robert F. Burbank explained that if projected income does not come in as estimated, monies will come from the general town fund surplus and further explained that the town is required to keep some amount in this fund to cover a shortage.

Diane Grenier asked if there is any money in the budget for the publishing and distribution of the Town's Annual Report. Robert F. Burbank replied that as a cost savings, the annual report for this year will not be published in printed hard copy, but will be posted online instead.

There were no further questions from the community.

Georgette Conrad asked for a show of hands for all those in favor of sending the proposed budget for the 2013 – 2014 budget year to the Board of Selectmen. The community unanimously voted to do so.

**Agenda Item 4: – Public Comment:**

Jay Linddy said it was great to see Mr. Wanagel. Joan Foran thanked the BOF. Robert Wanagel thanked Jay Linddy and then spoke to the community encouraging the seniors to get out to these meetings and learn what it going on. Ted Sakelarakis congratulated Georgette Conrad for the great job she has done for this board and this town.

**Agenda Item 5: – Adjournment:** David Gostanian motioned to adjourn at 8:00 pm. Ted Sakelarakis seconded. No discussion.

**Vote: 6 – 0 – 0 / Motion Passed.**

The next meeting is a Regular Meeting on Wednesday, April 24, 2013, at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
March 29, 2013

RECEIVED FOR RECORD  
4-1-13 @ 12:50 pm  
Carol N. Dee  
TOWN CLERK

Andover Board of Finance  
2013-2014  
Public Hearing - March 27, 2013

EXPENDITURES

|                                 |      | 2011-2012       | 2012-2013    | 2012-2013       | 2012-2013    | Percentage    | 2013-2014       | 2013-2014                | 2013-2014               | 2013-2014               | Approved  |
|---------------------------------|------|-----------------|--------------|-----------------|--------------|---------------|-----------------|--------------------------|-------------------------|-------------------------|-----------|
|                                 |      | Proposed Budget | Actuals      | Proposed Budget | Expended     | As of 3/06/13 | Proposed Budget | \$ Change from 2012-2013 | % Change from 2012-2013 | % Change from 2012-2013 | By BOF    |
| First Selection                 | 0101 | \$53,130.00     | \$51,473.85  | \$55,130.00     | \$36,629.67  | 66.44%        | \$55,130.00     | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| Clerk - BOF & CIP               | 0103 | \$2,300.00      | \$1,136.15   | \$1,782.00      | \$765.02     | 42.93%        | \$1,682.00      | -\$100.00                | -5.61%                  | -5.61%                  | 1/23/2013 |
| Auditor                         | 0105 | \$17,500.00     | \$14,600.00  | \$17,500.00     | \$14,850.00  | 84.86%        | \$18,000.00     | \$500.00                 | 2.86%                   | 2.86%                   | 1/31/2013 |
| Town Attorney                   | 0107 | \$17,000.00     | \$10,504.71  | \$17,000.00     | \$1,496.00   | 8.80%         | \$17,000.00     | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| Treasurer                       | 0109 | \$43,874.50     | \$42,621.97  | \$44,709.99     | \$29,212.62  | 65.34%        | \$45,241.78     | \$31.79                  | 0.07%                   | 1.19%                   | 1/31/2013 |
| Tax Collector                   | 0111 | \$53,540.03     | \$47,142.71  | \$53,540.03     | \$34,065.62  | 63.63%        | \$49,516.56     | -\$4,023.47              | -7.51%                  | -7.51%                  | 1/31/2013 |
| Assessor                        | 0113 | \$68,149.13     | \$56,848.77  | \$68,149.13     | \$49,699.66  | 72.50%        | \$69,134.34     | \$585.21                 | 0.85%                   | 0.85%                   | 1/31/2013 |
| BD Assess Appeal                | 0115 | \$920.00        | \$600.00     | \$920.00        | \$300.00     | 32.61%        | \$600.00        | -\$320.00                | -34.78%                 | -34.78%                 | 1/23/2013 |
| Town Clerk                      | 0117 | \$74,460.82     | \$72,639.20  | \$75,664.24     | \$50,834.84  | 67.18%        | \$78,161.49     | \$2,497.25               | 3.30%                   | 3.30%                   | 1/17/2013 |
| Probate Court                   | 0119 | \$2,223.00      | \$642.00     | \$2,265.00      | \$0.00       | 0.00%         | \$2,265.00      | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| Elections                       | 0121 | \$17,800.00     | \$14,688.91  | \$18,500.00     | \$9,997.13   | 54.04%        | \$18,700.00     | \$200.00                 | 1.08%                   | 1.08%                   | 2/27/2013 |
| Old Town Hall                   | 0123 | \$1,510.00      | \$1,813.70   | \$1,645.00      | \$661.82     | 40.23%        | \$1,645.00      | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| Registrars                      | 0125 | \$5,308.48      | \$4,905.35   | \$5,404.66      | \$2,651.73   | 49.06%        | \$6,504.66      | \$1,100.00               | 20.39%                  | 20.39%                  | 1/17/2013 |
| ADS                             | 0127 | \$3,000.00      | \$3,238.50   | \$5,000.00      | \$3,083.68   | 41.67%        | \$4,000.00      | -\$1,000.00              | -20.00%                 | -20.00%                 | 1/31/2013 |
| Town Office Building            | 0129 | \$64,251.68     | \$61,453.10  | \$67,651.68     | \$43,662.56  | 64.54%        | \$67,951.68     | \$300.00                 | 0.44%                   | 0.44%                   | 1/31/2013 |
| Admin. Asst & Clerk             | 0131 | \$500.00        | \$0.00       | \$6,600.00      | \$708.00     | 10.73%        | \$7,100.00      | \$500.00                 | 7.58%                   | 7.58%                   | 1/31/2013 |
| Dog Damage                      | 0133 | \$200.00        | \$0.00       | \$200.00        | \$0.00       | 0.00%         | \$200.00        | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| Civil Preparedness              | 0135 | \$2,350.00      | \$1,165.63   | \$3,150.00      | \$1,196.92   | 38.00%        | \$3,150.00      | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| Insurance                       | 0137 | \$128,000.00    | \$90,416.00  | \$128,000.00    | \$69,187.00  | 54.05%        | \$128,000.00    | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| Employee Benefits               | 0141 | \$250,128.00    | \$332,384.26 | \$259,846.00    | \$196,656.51 | 75.68%        | \$310,251.67    | \$50,405.67              | 19.40%                  | 19.40%                  | 2/14/2013 |
| Senior Transportation           | 0143 | \$9,209.00      | \$9,661.08   | \$9,203.00      | \$6,464.19   | 70.24%        | \$11,303.00     | \$2,100.00               | 22.82%                  | 22.82%                  | 2/14/2013 |
| Municipal Agent/Senior Citizens | 0145 | \$9,007.00      | \$7,786.94   | \$9,007.00      | \$4,733.60   | 52.54%        | \$9,007.00      | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| Custodial/Cleaning Service      | 0147 | \$9,054.50      | \$8,285.00   | \$9,054.50      | \$6,114.40   | 67.53%        | \$9,054.50      | \$0.00                   | 0.00%                   | 0.00%                   | 2/14/2013 |
| Old Fire House                  | 0149 | \$7,900.00      | \$7,162.27   | \$8,725.00      | \$5,264.08   | 60.33%        | \$8,725.00      | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| Dog Fund                        | 0151 | \$6,770.00      | \$6,770.00   | \$6,898.00      | \$4,715.44   | 68.36%        | \$6,898.00      | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| Historical                      | 0153 | \$200.00        | \$0.00       | \$200.00        | \$0.00       | 0.00%         | \$200.00        | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| Ethics Commission               | 0155 | \$0.00          | \$0.00       | \$0.00          | \$0.00       | 0.00%         | \$0.00          | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| NH Health Officer               | 0201 | \$14,481.61     | \$14,477.10  | \$14,910.00     | \$11,179.17  | 74.98%        | \$15,170.80     | \$260.80                 | 1.73%                   | 1.73%                   | 2/14/2013 |
| Visiting Nurses                 | 0203 | \$1,250.00      | \$1,250.00   | \$1,250.00      | \$1,250.00   | 100.00%       | \$1,250.00      | \$0.00                   | 0.00%                   | 0.00%                   | 1/31/2013 |
| North Central Mental Health     | 0205 | \$212.00        | \$312.00     | \$212.00        | \$212.00     | 100.00%       | \$231.00        | \$19.00                  | 8.96%                   | 8.96%                   | 1/23/2013 |
| AHM Youth Services              | 0207 | \$40,517.29     | \$40,517.29  | \$39,085.36     | \$39,085.36  | 100.00%       | \$36,565.52     | -\$2,519.84              | -6.43%                  | -6.43%                  | 1/23/2013 |
| P W Dept                        | 0301 | \$224,365.00    | \$209,294.59 | \$228,815.00    | \$159,866.88 | 69.87%        | \$231,921.70    | \$3,106.70               | 1.36%                   | 1.36%                   | 1/31/2013 |

Remaining Balance:

| EXPENDITURES               | 2011-2012<br>Proposed Budget | 2011-2012<br>Actuals   | 2012-2013<br>Proposed Budget | 2012-2013<br>Expended<br>As of 3/6/2013 | Percentage<br>Expended<br>As of 3/6/13 | 2013-2014<br>Proposed Budget | 2013-2014<br>Change from<br>2012-2013 | 2013-2014<br>Change from<br>2012-2013 | Approved<br>By BOF |                              |
|----------------------------|------------------------------|------------------------|------------------------------|---|--|------------------------------|---------------------------------------|---------------------------------------|--------------------|------------------------------|
|                            |                              |                        |                              |   |  |                              |                                       |                                       |                    | 2011-2012<br>Proposed Budget |
| Snow Removal               | 0303                         | \$97,400.00            | \$49,455.40                  | \$92,400.00                             | \$71,967.03                            | 77.89%                       | \$92,400.00                           | \$0.00                                | 0.00%              | 1/31/2013                    |
| Lighting                   | 0305                         | \$7,500.00             | \$5,544.53                   | \$7,500.00                              | \$3,434.00                             | 45.79%                       | \$7,500.00                            | \$0.00                                | 0.00%              | 1/31/2013                    |
| Town Garage                | 0309                         | \$16,250.00            | \$10,522.66                  | \$16,250.00                             | \$7,764.48                             | 47.78%                       | \$16,250.00                           | \$0.00                                | 0.00%              | 1/31/2013                    |
| Town Engineer              | 0311                         | \$2,500.00             | \$0.00                       | \$2,500.00                              | \$0.00                                 | 0.00%                        | \$2,500.00                            | \$0.00                                | 0.00%              | 1/31/2013                    |
| Ground Care/Reunification  | 0313                         | \$8,100.00             | \$8,497.33                   | \$8,300.00                              | \$2,895.00                             | 34.88%                       | \$8,700.00                            | \$400.00                              | 4.82%              | 1/31/2013                    |
| Fire Department            | 0401                         | \$95,639.76            | \$95,639.76                  | \$115,064.76                            | \$86,298.57                            | 75.00%                       | \$115,389.76                          | \$325.00                              | 0.28%              | 1/31/2013                    |
| Fire Department            | 0403                         | \$141,897.89           | \$118,176.82                 | \$116,321.89                            | \$1,332.55                             | 1.15%                        | \$119,429.36                          | \$3,107.47                            | 2.67%              | 1/31/2013                    |
| Fire Marshal               | 0405                         | \$10,225.00            | \$9,630.80                   | \$10,225.00                             | \$7,586.95                             | 74.20%                       | \$9,900.00                            | -\$325.00                             | -3.18%             | 1/31/2013                    |
| Welfare                    | 0501                         | \$3,700.00             | \$2,092.10                   | \$3,752.00                              | \$209.65                               | 5.59%                        | \$3,952.00                            | \$200.00                              | 5.33%              | 1/31/2013                    |
| Memorial Day Comm.         | 0601                         | \$800.00               | \$617.67                     | \$800.00                                | \$0.00                                 | 0.00%                        | \$800.00                              | \$0.00                                | 0.00%              | 1/31/2013                    |
| Recreation Commission      | 0603                         | \$6,455.00             | \$6,467.45                   | \$6,455.00                              | \$2,865.20                             | 44.39%                       | \$6,455.00                            | \$0.00                                | 0.00%              | 1/31/2013                    |
| Transfer Station           | 0701                         | \$163,174.00           | \$128,733.46                 | \$156,195.00                            | \$88,758.95                            | 56.83%                       | \$154,195.00                          | -\$2,000.00                           | -1.28%             | 2/7/2013                     |
| Recycling                  | 0703                         | \$2,200.00             | \$1,849.91                   | \$2,200.00                              | \$138.50                               | 6.30%                        | \$2,200.00                            | \$0.00                                | 0.00%              | 2/7/2013                     |
| Economic Development Comm. | 0801                         | \$1,000.00             | \$389.74                     | \$1,000.00                              | \$486.38                               | 48.64%                       | \$1,000.00                            | \$0.00                                | 0.00%              | 2/7/2013                     |
| P&Z Commission             | 0803                         | \$7,480.55             | \$3,651.64                   | \$7,543.59                              | \$2,037.57                             | 27.01%                       | \$6,243.59                            | -\$1,300.00                           | -17.23%            | 2/7/2013                     |
| Zoning Board of Appeals    | 0805                         | \$1,420.86             | \$0.00                       | \$1,449.28                              | \$0.00                                 | 0.00%                        | \$1,449.28                            | \$0.00                                | 0.00%              | 1/31/2013                    |
| Building Department        | 0807                         | \$45,079.80            | \$38,689.89                  | \$45,625.30                             | \$24,020.22                            | 52.65%                       | \$45,625.30                           | \$0.00                                | 0.00%              | 2/7/2013                     |
| Wetlands                   | 0809                         | \$10,191.40            | \$8,122.80                   | \$10,367.23                             | \$6,067.13                             | 58.52%                       | \$10,367.23                           | \$0.00                                | 0.00%              | 2/7/2013                     |
| Conservation Commission    | 0815                         | \$500.00               | \$82.55                      | \$1,000.00                              | \$180.00                               | 18.00%                       | \$1,000.00                            | \$0.00                                | 0.00%              | 2/7/2013                     |
| Zoning Agent               | 0817                         | \$10,958.00            | \$8,719.76                   | \$11,170.16                             | \$6,449.20                             | 57.74%                       | \$11,170.16                           | \$0.00                                | 0.00%              | 2/7/2013                     |
| CRCOG/GHA, CCM, COST       | 0819                         | \$7,125.00             | \$6,283.00                   | \$7,125.00                              | \$6,670.00                             | 93.61%                       | \$7,125.00                            | \$0.00                                | 0.00%              | 2/7/2013                     |
| Education - AES            | 0901                         | \$4,080,915.00         | \$3,932,770.36               | \$4,180,307.00                          | \$2,480,623.81                         | 59.34%                       | \$4,394,118.00                        | \$153,811.00                          | 3.68%              | 2/14/2013                    |
| Education - RHAM           | 0901                         | \$4,091,599.00         | \$4,080,315.21               | \$4,043,398.00                          | \$3,106,374.00                         | 76.83%                       | \$3,961,675.00                        | -\$81,723.00                          | -2.02%             | 2/27/2013                    |
| Library                    | 1001                         | \$193,990.00           | \$83,733.65                  | \$105,844.00                            | \$63,367.52                            | 59.87%                       | \$107,229.00                          | \$1,385.00                            | 1.31%              | 2/7/2013                     |
| Capital Expenditures       | 1101                         | \$326,268.00           | \$171,068.05                 | \$291,500.00                            | \$221,072.03                           | 75.84%                       | \$277,384.00                          | -\$14,116.00                          | -4.88%             | 2/27/2013                    |
| Debt Retirement            | 1201                         | \$90,000.00            | \$90,000.00                  | \$90,000.00                             | \$90,000.00                            | 100.00%                      | \$90,000.00                           | \$0.00                                | 0.00%              | 2/7/2013                     |
| Interest Expense           | 1203                         | \$44,797.50            | \$42,885.00                  | \$39,060.40                             | \$20,486.25                            | 52.45%                       | \$35,235.00                           | -\$3,825.40                           | -9.79%             | 2/14/2013                    |
| Fund Transfers             | 1305                         | \$95,000.00            | \$79,500.00                  | \$35,000.00                             | \$20,000.00                            | 57.14%                       | \$35,000.00                           | \$0.00                                | 0.00%              | 2/14/2013                    |
| <b>Totals:</b>             |                              | <b>\$10,603,278.80</b> | <b>\$9,997,123.87</b>        | <b>\$10,568,771.20</b>                  | <b>\$7,104,627.92</b>                  | <b>67.22%</b>                | <b>\$10,678,853.38</b>                | <b>\$110,082.18</b>                   | <b>1.03%</b>       |                              |

\$3,464,143.28

67.22%

| REVENUE                                     | 2011-2012      |           | 2011-2012      |           | 2012-2013      |              | 2012-2013      |           | 2013-2014      |  |
|---|----------------|-----------|----------------|-----------|----------------|--------------|----------------|-----------|----------------|--|
|   | Projected Rev. | Collected | Projected Rev. | Collected | Projected Rev. | Collected    | Projected Rev. | Collected | Projected Rev. |  |
| Boat Registrations                          | \$1,378.00     |           | \$0.00         |           | \$1,000.00     | \$0.00       | \$0.00         |           | \$0.00         |  |
| Building Department                         | \$30,000.00    |           | \$17,172.89    |           | \$20,000.00    | \$117,375.91 | \$20,000.00    |           | \$20,000.00    |  |
| Disabled Credit                             | \$300.00       |           | \$386.40       |           | \$300.00       | \$355.81     | \$300.00       |           | \$300.00       |  |
| Dog Damage                                  | \$200.00       |           | \$0.00         |           | \$200.00       | \$0.00       | \$0.00         |           | \$0.00         |  |
| DOT Moving Violations Grant                 | \$8,000.00     |           | \$0.00         |           | \$0.00         | \$0.00       | \$0.00         |           | \$0.00         |  |
| ECS   | \$2,330,856.00 |           | \$2,334,860.00 |           | \$2,330,856.00 | \$119,930.00 | \$2,370,137.00 |           | \$0.00         |  |
| Federal Highway Grants                      |                |           |                |           |                |              |                |           |                |  |
| Fund Balance Interest                       | \$5,000.00     |           | \$832.10       |           | \$2,500.00     | \$643.80     | \$0.00         |           | \$0.00         |  |
| Law Enforcement Overtime                    | \$25,500.00    |           | \$0.00         |           | \$0.00         | \$0.00       | \$0.00         |           | \$0.00         |  |
| Manufacturers Grant                         | \$4,000.00     |           | \$732.25       |           | \$3,000.00     | \$519.50     | \$700.00       |           | \$700.00       |  |
| Miscellaneous                               | \$5,500.00     |           | \$25,247.10    |           | \$12,500.00    | \$7,941.96   | \$10,000.00    |           | \$10,000.00    |  |
| NSF/DMY/Rees                                | \$5,000.00     |           | \$4,831.41     |           | \$4,000.00     | \$3,685.90   | \$4,500.00     |           | \$4,500.00     |  |
| Petquet/Mashantucket Grant                  | \$14,622.00    |           | \$14,629.15    |           | \$15,070.00    | \$4,963.94   | \$12,000.00    |           | \$12,000.00    |  |
| Permits                                     | \$700.00       |           | \$1,425.00     |           | \$1,000.00     | \$1,140.00   | \$1,500.00     |           | \$1,500.00     |  |
| PIL/OT State Property                       | \$22,284.00    |           | \$22,292.75    |           | \$22,257.00    | \$21,124.18  | \$0.00         |           | \$0.00         |  |
| Previous Year's Taxes (incl in & lien fees) | \$30,000.00    |           | \$60,594.24    |           | \$35,000.00    | \$83,710.91  | \$60,000.00    |           | \$60,000.00    |  |
| Property Tax Relief                         |                |           |                |           |                |              |                |           |                |  |
| Property Tax Relief/Elderly                 |                |           |                |           |                |              |                |           |                |  |
| Rentals                                     | \$3,000.00     |           | \$1,000.00     |           | \$500.00       | \$0.00       | \$0.00         |           | \$0.00         |  |
| Special Education                           |                |           |                |           |                |              |                |           |                |  |
| State Miscellaneous                         | \$5,000.00     |           | \$11,563.91    |           | \$2,000.00     | \$40,411.83  | \$20,000.00    |           | \$20,000.00    |  |
| Tax Collectors Interest                     | \$9,000.00     |           | \$19,011.44    |           | \$15,000.00    | \$12,511.57  | \$15,000.00    |           | \$15,000.00    |  |
| Tax Collector Lien Fees                     | \$800.00       |           | \$70.63        |           | \$500.00       | \$438.97     | \$500.00       |           | \$500.00       |  |
| Telephone Access                            | \$9,000.00     |           | \$7,239.41     |           | \$8,000.00     | \$0.00       | \$7,000.00     |           | \$7,000.00     |  |
| Town Clerk Fees                             | \$53,000.00    |           | \$39,533.76    |           | \$30,000.00    | \$28,504.04  | \$35,000.00    |           | \$35,000.00    |  |
| Town Clerk PA-05228 (09-229)                | \$2,090.00     |           | \$1,857.00     |           | \$0.00         | \$1,425.00   | \$0.00         |           | \$0.00         |  |
| Transfer Station                            | \$5,000.00     |           | \$0.00         |           | \$5,000.00     | \$0.00       | \$0.00         |           | \$0.00         |  |
| Transportation Grant                        | \$28,429.00    |           | \$13,501.00    |           | \$14,436.00    | \$0.00       | \$10,000.00    |           | \$10,000.00    |  |
| Veteran's Tax Relief                        |                |           | \$0.00         |           | \$0.00         | \$0.00       | \$0.00         |           | \$0.00         |  |
| Waste Redemption                            | \$1,200.00     |           | \$1,660.00     |           | \$0.00         | \$160.00     | \$150.00       |           | \$150.00       |  |
|   | \$2,598,919.00 |           | \$2,576,946.38 |           | \$2,523,119.00 | \$344,843.32 | \$2,557,587.00 |           | \$2,557,587.00 |  |

As of 2/28/13

|  | 2011-2012                          | 2012-2013                          | 2013-2014                          |
|--|------------------------------------|------------------------------------|------------------------------------|
| Budgeted Expenditures                        | Proposed Budget<br>\$10,603,278.80 | Proposed Budget<br>\$10,568,771.20 | Proposed Budget<br>\$10,678,853.38 |
| Less Anticipated Revenue                     | \$2,598,919.00                     | \$2,523,119.00                     | \$2,557,587.00                     |
| <b>Net Operating Budget</b>                  | <b>\$8,004,359.80</b>              | <b>\$8,045,652.20</b>              | <b>\$8,121,266.38</b>              |
| Fireman's Tax Abatement                      | \$19,750.00                        | \$19,750.00                        | \$22,000.00                        |
| St. Housing Tax Abatement                    | \$11,305.00                        | \$11,305.00                        | \$12,000.00                        |
| Local Option St. Tax Abatement               | \$9,000.00                         | \$11,000.00                        | \$11,000.00                        |
| <b>Total Tax Abatements</b>                  | <b>\$40,055.00</b>                 | <b>\$42,055.00</b>                 | <b>\$45,000.00</b>                 |
| Net Operating Budget Plus Tax Abatements     | \$8,044,414.80                     | \$8,087,707.20                     | \$8,166,266.38                     |
| Less "Offset" applied                        | -\$127,500.00                      | -\$50,000.00                       | -\$89,000.00                       |
| Less "Offset" applied                        | -\$187,000.00                      | -\$50,000.00                       | -\$35,000.00                       |
|  | -\$24,500.00                       |                                    |                                    |
| <b>Total Budget to be Funded by Taxation</b> | <b>\$7,705,414.80</b>              | <b>\$8,037,707.20</b>              | <b>\$8,042,266.38</b>              |

|  | 2011-2012      | 2012-2013      | 2013-2014      |
|--|----------------|----------------|----------------|
| Budget Net of Revenue, Plus Exemptions and Less Fund |                |                |                |
| Balance Offset                                       | \$7,705,414.80 | \$8,037,707.20 | \$8,042,266.38 |
| 1 Mill   | \$280,379.28   | \$260,934.47   | \$261,414.45   |
| <b>Anticipated Mill Rate</b>                         | <b>27.48</b>   | <b>30.80</b>   | <b>30.76</b>   |

GRANTS

|                                   | 2011-2012    | 2012-2013    | 2013-2014     |
|-----------------------------------|--------------|--------------|---------------|
| Town Clerk Grant                  |              |              |               |
| Town Aid Roads                    | \$94,954.00  | \$95,091.00  | \$95,236.44   |
| Library Grant                     |              |              | \$95,000.00   |
| LOCIP                             | \$127,500.00 | \$28,735.00  |               |
| Veteran's Tax Relief              | \$1,271.00   | \$1,300.00   | \$1,267.89    |
| Circuit Breaker / Prop Tax Credit | \$14,767.92  | \$16,000.00  | \$13,242.60   |
|                                   | \$238,492.92 | \$141,126.00 | \$109,746.93  |
|                                   |              |              | -\$109,280.00 |

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday April 24, 2013  
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 of March 26, 2013 – Board of Finance Public Hearing
6. Selectmen's Report:
7. Liaison Reports:
8. Public Comments:
9. Adjournment:

Respectfully Submitted

Georgette Conrad  
Chairman

RECEIVED FOR RECORD

4-18-13 @ 9:04am

*Carol H. Lee*

TOWN CLERK

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday April 24, 2013  
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 26, 2013 – Board of Finance Workshop
  - b) March 27, 2013 – Board of Finance Public Hearing
- 6. Selectmen's Report:**
- 7. Liaison Reports:**
- 8. Public Comments:**
- 9. Adjournment:**

Respectfully Submitted

Georgette Conrad  
Chairman

RECEIVED FOR RECORD  
4-18-13 @ 9:20am  
Carol H. Lee  
TOWN CLERK

NO MINUTES HAVE BEEN RECEIVED FOR THE APRIL 24, 2013 MEETING  
OF THE ANDOVER BOARD OF FINANCE, AS OF 6-4-13.

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**Town of Andover Board of Finance  
Regular Meeting  
Wednesday May 22, 2013  
7:00 p.m. - Community Room**

**Agenda**

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Additions/deletions:**
- 5. Approve 4/24/13 regular meeting minutes:**
- 6. Selectmen's Report:**
- 7. 2013-2014 Budget – Set the Mill Rate:**
- 8. Liaison Reports:**
- 9. Public Comments:**
- 10. Adjournment:**

Respectfully Submitted

Georgette Conrad  
Chairman

RECEIVED FOR RECORD  
5-20-2013 @ 8:15am  
*Carol N. Lee*  
TOWN CLERK

## Andover Board of Finance

Regular Meeting Minutes Draft – Wednesday, May 22, 2013

Community Room – Town Office Building, 17 School Road, Andover, CT 06232

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Nathaniel Houle, Dennis Foran, Linda Fish, David Gostanian (arrived after agenda item 4)

**Absent:** Alicia Lee

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

**Other Attendees:** None

**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:** No public comment

**Agenda Item 4: – Additions/deletions:** Georgette Conrad motioned to add agenda item 9a to go into Executive Session for pending legal litigation. Ted Sakelarakis seconded. Discussion: Dennis Foran stated that "pending legal litigation" was insufficient, and not enough information was given about the subject of the Executive Session. Georgette Conrad said that it is a legal matter that cannot be discussed in public.

**Vote: 4 – 1 – 0 / Motion passed:** Georgette Conrad, Ted Sakelarakis, Nathaniel Houle, and Linda Fish voted for. Dennis Foran opposed.

**Agenda Item 5: Approve 4/24/13 regular meeting minutes:** Ted Sakelarakis motioned to approve the minutes from the April 24, 2013 regular meeting. Nathaniel Houle seconded. No discussion.

**Vote: 6 – 0 – 0 / Motion passed.**

**Agenda Item 6: – Selectmen's Report:** Jay Linddy provided the BOF with an updated expense report dated 5/21//13 and reported that town expenses are at 88.51%, right where they should be. Jay Linddy also provided the fund balance report as of 4/30/13.

**Agenda Item 7: 2013 – 2014 Budget – Set the Mill Rate:** David Gostanian motioned to set the mill rate at 30.77. Linda Fish seconded. Discussion: Georgette Conrad informed the BOF that the mill rate changed to 30.75 after the proposed 2013 – 2014 RHAM expense was updated. Georgette Conrad recommended leaving the mill rate at the 30.77 as this is the budget and mill rate that was voted on and passed by the town. No further discussion.

**Vote: 6 – 0 – 0 / Motion passed.**

**Agenda Item 8: – Liaison Reports:** Linda Fish reported that the library is selling raffle tickets for a quilt.

**Agenda Item 9: – Public Comment:** No public comment

**Agenda Item 9a: – Executive Session for pending legal litigation:** Georgette Conrad motioned to go into Executive Session to discuss pending legal litigation and invited Jay Linddy to attend. David Gostanian seconded. Discussion: Dennis Foran reiterated that he was opposing the motion for the same reason give in agenda item 4.

**Vote: 5 – 1 – 0 / Motion passed:** Georgette Conrad, Ted Sakelarakis, Nathaniel Houle, Linda Fish, and David Gostanian voted for. Dennis Foran opposed. Georgette Conrad, Ted Sakelarakis, Nathaniel Houle, Linda Fish, David Gostanian, Dennis Foran and Jay Linddy went into Executive Session at 7:20 pm. The Executive Session ended at 7:30 pm. No action was taken. It is noted that Nathaniel Houle left the Executive Session at 7:22 pm.

**Agenda Item 10: – Adjournment:** David Gostanian motioned to adjourn at 7:34 pm. Linda Fish seconded.

**Vote: 5 – 0 – 0 / Motion passed.** The next BOF meeting is a regular meeting on **Wednesday, June 26, 2013**, at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
May 23, 2013

RECEIVED FOR RECORD  
5-23-2013 @ 3:45pm  
Carol N. Lee  
TOWN CLERK

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday June 26, 2013  
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. Liaison Reports:**
- 8. Public Comments:**
- 9. Adjournment:**

Respectfully Submitted

Georgette Conrad  
Chairman

RECEIVED FOR RECORD  
6-24-13 @ 8:15am  
*Carol Allen*  
TOWN CLERK

## Andover Board of Finance

**Regular Meeting Minutes Draft – Wednesday, June 26, 2013**

Community Room – Town Office Building, 17 School Road, Andover, CT 06232

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Nathaniel Houle, Dennis Foran, Linda Fish; **Absent:** Alicia Lee, David Gostanian

**Town Officials Present:** Robert Burbank, First Selectman

**Other Attendees:** Marie Burbank, Jeff Murray

**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:** No public comment

**Agenda Item 4: Additions/Deletions:** None

**Agenda Item 5: Approve 5/22/13 Regular Meeting Minutes:** Ted Sakelarakis motioned to approve the minutes from the May 22, 2013 regular meeting. Nathaniel Houle seconded. There was a brief discussion about adding the wording "as ex-officio representative in Robert Burbank's absence", after Jay Linddy's name in agenda item 9a. It was decided that no change was required.

**Vote: 5 – 0 – 0 / Motion passed.**

**Agenda Item 6: – Selectmen's Report:** Robert Burbank provided the BOF with the fund balance as of 5/31/13 and also the Approved Budget report dated 6/25/13 and reported that he fully expects that Andover will complete the year in the black. Robert Burbank added that things are going well and discussed the possibility of the addition of an athletic field on land behind the elementary school. Dennis Foran had questions on the original design and location and how that might effect funding. Robert Burbank replied that nothing is finalized at this point and it is being funded with a state grant. Robert Burbank was asked about the working capital line item in the general fund and he explained that the working capital is money to draw on, with approval of the BOF, for emergency expenses and also explained that the town's auditor recommended that by standard auditing practices for Andover, the fund should have two months worth of expenditures in reserve.

**Agenda Item 7: – Liaison Reports:** Dennis Foran reported that the Fire Commission is on track with their expenses and the work on Engine 215 has been completed. Georgette Conrad added that the Fire Department's 75<sup>th</sup> parade was a great event and that a lot of other towns participated and everyone had a nice time at the ball field on Long Hill. Linda Fish reported that the Library and AHM are doing ok and added that the town of Hebron has approached AHM to get involved with the annual Maple Festival. Ted Sakelarakis reported that Andover Elementary School is fine and the Board of Ed meeting for July has been cancelled.

**Agenda Item 8: – Public Comment:** No public comment

**Agenda Item 9: – Adjournment:** Ted Sakelarakis motioned to adjourn at 7:17 pm. Nathaniel Houle seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion passed.**

The next BOF meeting is a regular meeting on **Wednesday, July 24, 2013**, at 7:00 pm in the TOB Community Room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
June 28, 2013

RECEIVED FOR RECORD  
7-1-13 @ 8:15 am  
*Carol A. Lee*  
TOWN CLERK

**Town of Andover Board of Finance****Regular Meeting****Wednesday July 24, 2013****7:00 p.m. - Community Room****Agenda**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Additions/Deletions to the Agenda**
4. **Introduction of New Board Member(s)**
5. **Chairman and Vice-Chairman Election**
6. **Liaison Appointments**
7. **Approval of Minutes**
8. **Selectman's Report**
9. **Next Meeting Date**
10. **Public Comments**
11. **Adjournment.**

RECEIVED FOR RECORD

7-22-13 @ 1:58 PM

Margaret H. Busch  
Asst. TOWN CLERK

## Andover Board of Finance

Regular Meeting Minutes Draft – Wednesday, July 24, 2013

Community Room – Town Office Building, 17 School Road, Andover, CT 06232

**BOF Members: Present:** Georgette Conrad, Board Chair, Nathaniel Houle, Jeff Murray, Linda Fish

**Absent:** Ted Sakelarakis, Vice Chair, Dennis Foran, David Gostanian;

**Town Officials Present:** Robert Burbank, First Selectman;

**Other Attendees:** Virginia Wanagel, Robert 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: Additions/Deletions to the Agenda:** None

**Agenda Item 4: Introduction of New Board Member:** Georgette Conrad introduced new board member, Jeff Murray, to the BOF and the community.

**Agenda Item 5: Chairman and Vice-Chairman Election:** Jeff Murray nominated Georgette Conrad for Chairman for the BOF. Linda Fish seconded.

**Vote: 3 – 0 – 1 / Motion Passed with 1 abstention by Georgette Conrad**

Linda Fish nominated Ted Sakelarakis for Vice Chairman for the BOF. Georgette Conrad seconded.

**Vote: 4 – 0 – 0 / Motion Passed.**

**Agenda Item 6: Liaison Appointments:** Georgette Conrad motioned to appoint the following as liaisons: Nathaniel Houle – CIP; Linda Fish – AHM, Library; Dennis Foran – Fire Commission; David Gostanian – RHAM BOE; and Ted Sakelarakis – AES BOE. Linda Fish seconded. No further discussion.

**Vote: 4 – 0 – 0 / Motion Passed.**

**Agenda Item 7: Approve 6-26-13 Regular Meeting Minutes:** Nathaniel Houle motioned to approve the minutes from the BOF June 26, 2013 regular monthly meeting with the following amendment to agenda item 7, Liaison Reports: *"Linda Fish reported that the Library and AHM are doing ok and added that the town of Hebron has approached AHM to get involved with the annual Maple Festival"*. Is changed to:

*"Linda Fish reported that the Library and AHM are doing ok and added that the town of Hebron has approached AHM to get involved with the running of the annual Maple festival."* No further discussion.

**Vote: 3 – 0 – 1 / Motion Passed with 1 abstention by Jeff Murray.**

**Agenda Item 8: Selectmen's Report:** Robert Burbank reported that he has been reviewing budgets and the monies coming in and that the town is in the black. Robert Burbank also reported that the town's current bank, Citizen's, will be changing due to additional fees being imposed by Citizen's on individual accounts and will be looking to transition to a commercial type bank designed to meet needs of municipals, in the near future. Linda Fish requested to let the library know about changing banks. Linda Fish asked for an update on the bridge work on Times Farm Road. Robert Burbank reported that work is being done and has an approved STEAP grant but the money from the state has not yet come in. Robert Burbank said the state puts money into an account and Andover utilizes it and also that 80% of the bridge is covered by a federal program and that program allows the bills to be sent directly to them. Linda Fish also asked about the town's contract with Direct Energy that is ending in August, 2013. Robert Burbank said that no towns, including Andover, have endorsed a company yet and that unless the town makes an announcement with a deal with another company, then everyone in the contract with Direct Energy will be on their own to find another company.

**Agenda Item 9: Next Meeting Date:** Nathaniel Houle motioned to cancel the BOF regular monthly meeting scheduled for Wednesday, August 28, 2013. Linda Fish seconded. A brief discussion revealed that there is no pressing issues for August. No further discussion.

**vote: 4 – 0 – 0 / Motion Passed.**

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

**Agenda Item 11: – Adjournment:** Nathaniel Houle motioned to adjourn at 7:29 pm. Linda Fish seconded.

**Vote: 4 – 0 – 0 / Motion Passed.**

The next BOF meeting is a regular meeting on **Wednesday, September 25, 2013**, at 7:00 pm at the TOB.

Respectfully Submitted,  
Marie Smith, Board Clerk  
July 26, 2013

RECEIVED FOR RECORD  
7-29-2013 @ 8:15 am  
Carol N. Lee  
TOWN CLERK

**Board of Finance  
August 28, 2013  
Regular Meeting  
7:00 pm – Community Room  
Agenda**

This meeting has been cancelled.

Respectfully submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
7-29-2013 @ 8:15 am  
Conrad N. Lee  
TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday September 25, 2013  
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:** Postponed until next month – Treasurer has been out for for medical reasons.
8. **Discuss 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 9/24/13  
Georgette Conrad  
Chair, Board of Finance

RECEIVED FOR RECORD  
9-24-13 @ 8:32 AM  
Margaret H. Busch  
Asst. TOWN CLERK

## Andover Board of Finance

### Regular Meeting Minutes Draft – Wednesday, September 25, 2013

Community Room – Town Office Building, 17 School Road, Andover, CT 06232

**BOF Members: Present:** Nathaniel Houle, Ted Sakelarakis, Vice Chair, David Gostanian, Jeff Murray, Linda Fish, Georgette Conrad, Board Chair (arrived at 7:09 pm). **Absent:** Dennis Foran

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

**Other Attendees:** Robert Wanagel, Virginia Wanagel

**Agenda Item 1: Call to Order:** Ted Sakelarakis, Vice Chair, called the meeting to order at 7:02 pm

**Agenda Item 2: Pledge of Allegiance**

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

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

**Agenda Item 5: Approval of Minutes: Approve 7-24-13 Regular Meeting Minutes:**

Ted Sakelarakis motioned to approve the minutes from the BOF July 24, 2013 regular monthly meeting.

Nathaniel Houle seconded. No discussion.

**Vote: 4 – 0 – 2 / Motion Passed. Abstentions by: Ted Sakelarakis, David Gostanian**

**Agenda Item 6: Selectmen's Report:** Robert Burbank reported that the treasurer has been sick but fund transfers and balances will be available for the next meeting of the BOF. Robert Burbank also stated that the auditor will be in tomorrow, that the fund balance is healthy, and as of 9-16-13 the expenditures were approximately \$1,334,000, or about 12.5%, with a balance of approximately \$9,345,000. Questions from the BOF included a discussion about minutes being available on the town website, the usage of the town email addresses eliminating the need to use personal email addresses, and that there is now someone working on the town website which will help resolve web site related items.

**Agenda Item 7: Fund Transfers:** Postponed until next month – Treasurer has been out for medical reasons.

**Agenda Item 8: Discuss Board Notification Letter & Publication:** Ted Sakelarakis read the letter to be given to all boards and commissions that notifies them as to when their budgets for the 2014 – 2015 budget year, are to be submitted. After a brief discussion, the general consensus of the BOF was to send the letter as is. Letters will be sent out in October, 2013. Georgette Conrad has the list of boards and commissions.

**Agenda Item 9: Discuss Schedule of Meetings and Workshops:** The BOF discussed which days would be used for budget workshop meetings. The general consensus resulted in using Tuesdays and Thursdays for the workshops along with regular monthly budget meetings on Wednesdays. Georgette Conrad will work out the schedule. There was a brief discussion about starting early and accelerating the budget process to have the BOF be finished with the budgets by the end of March and allow time for the required budget reviews by the Board of Selectmen. Georgette Conrad will have dates worked out for the next meeting.

**Agenda Item 10: Liaison Reports:**

Linda Fish reported that it is the 30<sup>th</sup> anniversary of AHM and that AHM will not be taking over the Mapfest event but will still participate in it, that they are working on a strategic plan, that the Golf Tournament raised \$18,000, the Telethon raised \$58,000, and that the Auction/Concert event is scheduled for November 9<sup>th</sup>.

Andover Board of Education Chair, Jay Linddy, reported that the current school principal, Dr. David Griffin, has given his resignation and will be retiring at the end of the current school year, on June 30, 2014.

David Gostanian reported on items from the RHAM BOE meeting which included the Orlando Trip that the band is raising funds for, the school populations with RHAM Middle school at approximately 600 and RHAM High school at approximately 1,140. David Gostanian also reported that the new state required teacher evaluation training is being implemented with one third of the teachers this year, that the BOE is putting together a strategic plan, and that the solar project that was completed at the school, should supply a third of the school's energy needs. There was further discussion about energy cost savings and suppliers. David Gostanian also stated that Danny Holtsclaw is the new Chair for the RHAM BOE and Kevin Williams is the Vice Chair and added that RHAM did get a new phone system and that discussions concerning the athletic field improvements continue at each meeting.

Georgette Conrad reported that she received a letter from RHAM regarding new contracts, and adding new administrative personnel.

**Agenda Item 11: Bi Annual Taxation:** (retain on agenda for future investigation) There was a brief discussion of the need for someone to investigate and gather data that would justify taxing twice a year instead of the current process of quarterly tax bills, and to show cost savings to the taxpayers.

**Agenda Item 12: – Public Comment:** Jay Linddy commented on the athletic fields at RHAM and that Hebron would like to have the fields updated with lighting and turf at a cost of approximately \$1,800,000.

**Agenda Item 13: – Adjournment:** David Gostanian motioned to adjourn at 7:39 pm. Ted Sakelarakis seconded.

**Vote: 6 – 0 – 0 / Motion Passed.**

The next BOF meeting is a regular meeting on **Wednesday, October 23, 2013**, at 7:00 pm at the TOB.

Respectfully Submitted,  
Marie Smith, Board Clerk  
September 27, 2013

RECEIVED FOR RECORD  
9-30-2013 @ 8:15 am  
Carol N. Lee  
TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday October 23, 2013  
7:00 p.m. Community Room**

**Agenda**

1. **Call to Order:**
2. **Pledge of Allegiance:**
3. **Public Comment:**
4. **Additions/Deletions to agenda:**
5. **Update Board Member Contact Information:**
6. **Approval of minutes:**
7. **Selectmen's Report:**
  - a) **Fund Transfers**
8. **2014 Schedule of Meetings and Workshops:**
9. **Liaison Reports:**
10. **Bi Annual Taxation: (Carried on Agenda for future reference)**
11. **Public Comments:**
12. **Adjournment:**

Georgette Conrad  
Chair, Board of Finance

RECEIVED FOR RECORD  
10-21-13 @ 11:55am  
Carol H. De...  
TOWN CLERK

## Andover Board of Finance

**Regular Meeting Minutes Draft – Wednesday, October 23, 2013**

Community Room – Town Office Building, 17 School Road, Andover, CT 06232

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, David Gostanian, Linda Fish, Dennis Foran, Nathaniel Houle, Jeff Murray **Absent:** All members present.

**Town Officials Present:** No town officials present.

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

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

**Agenda Item 2: Pledge of Allegiance**

**Agenda Item 3: Public Comment:** Wallace Barton, Andover Fire Commission Chair, asked the BOF to add to this evening's agenda, a request for a supplemental appropriation in the amount of \$6,462.32 to proceed with the replacement of the current Scott Air-Paks. David Gostanian motioned to add the Fire Commission's request to the agenda, item 4a. Ted Sakelarakis seconded.

**Vote: 7 – 0 – 0 / Motion Passed.**

Wallace Barton also commented on the \$238 surplus from the Fire Commission's budget.

**Agenda Item 4: Additions/Deletions to the agenda:**

**Item 4a: Request from Fire Commission for additional funds for Scott Air-Paks.**

Wallace Barton provided the BOF a letter to the BOS regarding the request for additional funds for the replacement of Scott Air-Paks. The actual price to be paid for the Air-Paks is \$6,462.32 over the price quoted last November and the Commission would like to have these funds appropriated. The BOS has informed the Fire Commission that they are investigating to negotiate a better price, but the Fire Commission feels they already have the best price. There was a discussion with the BOF and Wallace Barton and John Colli about the quote being done a long time ago, new standard for air packs, supply being short, price is going up, need to get the other pieces and requested whether the BOF would decide on this appropriation this evening or wait to discuss with BOS first.

Dennis Foran motioned to grant the appropriation in the amount of: \$6,462.32. David Gostanian seconded. Additional discussion concerns included other vendors that can provide the equipment, the compatibility of the equipment, and the details of using same style equipment with features that are best for them. Wallace Barton and John Colli explained that they are comfortable and have been happy with the performance of the Scott Air-Paks that they have and would like to get same style on the market now before the next new generation of Air-Paks forces replacement and concluded that the cost increase was unforeseen at the time the estimate was made for budget purposes. No further discussion.

**Vote: 5 – 2 – 0 / Motion Passed. Jeff Murray and Nathaniel Houle opposed.**

Wallace Barton asked the BOF about the \$238 surplus from the Commission's budget and the BOF stated that the BOF has no requirement for this and said to ask the Town's Treasurer about the surplus funds.

**Agenda Item 5: Update Board Member Contact Information:** Updated contact information was received and this clerk will email an updated contact list to each BOF, in the near future.

**Agenda Item 6: Approval of Minutes: Approve 9-25-13 Regular Meeting Minutes:**

Dennis Gostanian motioned to approve the minutes from the BOF September 25, 2013 regular monthly meeting. Ted Sakelarakis seconded. No discussion.

**Vote: 6 – 0 – 1 / Motion Passed. Abstention by: Dennis Foran**

**Agenda Item 7: Selectmen's Report: 7a: Fund Transfers:** No report this evening.

**Agenda Item 8: 2014 Schedule of Meetings and Workshops:** The BOF reviewed the schedule provided by Georgette Conrad and discussed the following: it was clarified that the BOS will update the BOF on the BOS's budgets and will attend each of the BOF's meetings and workshop; a suggestion to move the public hearing date into April to take additional time to go over the entire budget; a suggestion for the Fire Commission and CIP to meet on the same day. The consensus of the BOF members was that the schedule is tentative and can always be changed as and if needed and for now will leave the schedule as it is. Schedule follows:

Wed., Jan 22, 2014: Regular meeting and Budget Workshop: Town Clerk, BOF, BOS  
 Wed., Jan 29, 2014: Budget Workshop: Registrars of Voters, Elections, Board of Assessment Appeal, BOS  
 Thurs., Feb 6, 2014: Budget Workshop: Fire Commission and Fire Marshall, BOS  
 Tues., Feb 11, 2014: Budget Workshop: Planning & Zoning Board of Appeal, BOS  
 Tues., Feb 18, 2014: Budget Workshop: Andover Elementary School, BOS  
 Thurs., Feb 20, 2014: Budget Workshop: Library, Capital Improvement Planning, BOS  
 Wed., Feb 26, 2014: Regular meeting and Budget Workshop: RHAM  
 Thurs., Mar 6, 2014: If needed  
 Thurs., Mar 13, 2014: If needed  
 Thurs., Mar 20, 2014: If needed  
 Tues., Mar 25, 2014: If needed  
 Wed., Mar 26, 2014: Public Hearing

**Agenda Item 9: Liaison Reports:** Dennis Foran, liaison to Fire Commission reported on topics from their last meeting including the request for additional funds for the Air-Paks, CIP requests for an exhaust system, cracked floor sealing repair, and voice activation radio amplifiers. Dennis Foran also reported on the town audit citation.

Linda Fish reported that the library is doing fine, that the new roof was put on and the gutters are fine, but the other day a soffit fell off from the side of the building. The library is currently seeking three bids for this. Linda Fish concluded that next year's library budget may be hired to include the raise for the full time employee, that was not included in the library's current budget as the library was unaware of the raise that was approved by the BOS.

David Gostanian reported on the RHAM Board of Education meeting and summarized the topics including field maintenance and upgrades in the million dollar range, three openings on the RHAM BOE that are up for the next election, the smarter balance testing that is to replace CMT's and CAPT, and the request for two additional administrators to assist with new accountability from parental input and other requirements needed to implement the new evaluation process. David Gostanian also reported on the concern of parents and the high cost of optional field trips and students being left out, but all students can go on these trips as there are special funds available for families with need. Finally, David Gostanian reported that the RHAM BOE went in to an executive session to discuss the Superintendent's salary. No further reports.

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

**Agenda Item 11: – Public Comments:** None.

**Agenda Item 12: – Adjournment:** Ted Sakelarakis motioned to adjourn at 8:14 pm. Nathaniel Houle seconded.

**Vote: 7 – 0 – 0 / Motion Passed.**

The next BOF meeting is a regular meeting on **Wednesday, November 20, 2013**, at 7:00 pm at the TOB.

Respectfully Submitted,  
 Marie Smith, Board Clerk  
 October 25, 2013

RECEIVED FOR RECORD  
 10-28-13 @ 11:52 AM  
 Margaret H. Birch  
 Asst. TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday, November 20, 2013 - 7:00 p.m.**

**Old Firehouse/Senior Center**

**Agenda**

1. **Call to Order:**
2. **Pledge of Allegiance:**
3. **Public Comment:**
4. **Additions/Deletions to agenda:**
5. **Approval of minutes:**
6. **Selectmen's Report:**
  - a) **Fund Transfers:**
8. **2014 Schedule of Regular Meeting from April through December 2014:**
10. **Liaison Reports:**
11. **Bi Annual Taxation: (Carried on Agenda for future reference)**
12. **Public Comments:**
13. **Adjournment:**

Submitted 11/17/2013  
Georgette Conrad  
Board of Finance Chairman

RECEIVED FOR RECORD  
11-18-13 @ 1:48 PM  
Margaret H. Busch  
Asst. TOWN CLERK

**Andover Board of Finance****Regular Meeting Minutes Draft – Wednesday, November 20, 2013**

Old Firehouse/Senior Center, Center Street, Andover, CT 06232

**BOF Members: Present:** Georgette Conrad, Board Chair, David Gostanian, Ted Sakelarakis, Vice Chair, Linda Fish, Dennis Foran, Nathaniel Houle **Absent:** Jeff Murray **Town Officials Present:** Jay K. Linddy, Vice First Selectman  
**Other Attendees:** None

**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 the agenda:** None

**Agenda Item 5: Approval of Minutes: Approve 10-23-13 Regular Meeting Minutes:**

David Gostanian motioned to approve the minutes from the BOF October 23, 2013 regular monthly meeting. Ted Sakelarakis seconded. Brief discussion on the words hirer and higher. No further discussion.

**Vote: 6 – 0 – 0 / Motion Passed.**

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

**6a: Fund Transfers:** Jay Linddy provided the fund balance report dated 9/30/2013 with a balance of \$5,074,477.08, the year to date expense report dated 11/18/2013, and the fund transfer report dated 9/30/13. Jay Linddy reviewed each transfer and discussed several items with the BOF including the salaries for the Assessors and the Assistant Assessor, the town's Dial A Ride service which is servicing more people, and increased fuel cost for the Old Fire House facility which is getting more use. There was further discussion about the needs of the seniors and disabled and the ride service the town provides. Jay Linddy commented on the great committee that runs that service and that the vans are getting older and require more maintenance. David Gostanian motioned to accept the fund transfer report. Ted Sakelarakis seconded. BOF briefly discussed increasing budgets items including vehicle maintenance, dial a ride service, salaries for the drivers, and other items for the upcoming budget year. No further discussion.

**Vote: 6 – 0 – 0 / Motion Passed.**

Jay Linddy also reported on the Andover Elementary School budget with regards to insurance cost and foresees approximately 12 to 14% savings for the town as there were not as many claims in the last four months. There was a brief discussion on the town changing banks due to excessive fees being charged to the town by the current bank.

**Agenda Item 7: 2014 Schedule of Regular Meetings from April through December 2014:**

BOF regular monthly meeting dates are scheduled for: April 23, 2014, May 28, 2014, June 25, 2014, July 23, 2014, August 27, 2014, September 24, 2014, October 22, 2014, November 19, 2014. No meeting has been scheduled for December, 2014, but one may be added if needed.

**Agenda Item 8: Liaison Reports:** Dennis Foran, Fire Department liaison, reported on the 5 year CIP for the ladder "tower" truck that is coming up on the schedule for mandatory replacement or refurbishments. Dennis Foran said that \$700,000 was estimated for refurbishment, while replacement would be a million and a half plus.

Nathaniel Houle, CIP liaison, reported that the CIP approved radios for communications for the Fire Department at a cost of \$16,000 for 16 radios and also approved \$50,000 for a senior van. There was a brief discussion on whether the radios should be a CIP item or part of the Fire Department's budget and concluded that there are different opinions and gray areas as to what items fall under CIP.

Linda Fish, Library liaison, reported that the library is in the process of getting bids for the soffit repair and that Santa is coming soon.

David Gostanian, RHAM Board of Education liaison, reported on numerous items from RHAM's meeting this past week including the following: a \$10,000 Security grant and a \$101,000 Technology grant, the S&P rating increased to A++ , and presentations on Common Core for Math and English. Items discussed related to the Common Core included the need for benchmarks, the analytical type of questions , adaptive online exams, and pilots being implemented that are not going well in part due to a slow system response time and other technical glitches. David Gostanian continued with additional items including the track being in bad shape, busing contracts coming up soon, whether RHAM should do class rankings for college admission, and that RHAM will still be doing the rankings and make them available to colleges but will publish them. David Gostanian added that RHAM is getting close to hiring a business manager, Music Man is at RHAM this weekend, a Spanish teacher received a Fulbright scholarship, and that there are two new board members.

Following a brief discussion on the maintenance situation at RHAM, there were no further liaison reports.

**Agenda Item 9: Bi Annual Taxation: (Carried on Agenda for future reference)**

**Agenda Item 10: – Public Comments: None**

**Agenda Item 11: – Adjournment: Ted Sakelarakis motioned to adjourn at 7:58 pm. David Gostanian seconded.**

**Vote: 6 – 0 – 0 / Motion Passed.**

The next BOF meeting is a regular meeting on **Wednesday, January 22 , 2014**, at 7:00 pm at the TOB.

Respectfully Submitted,  
Liz Smith, Board Clerk  
November 22, 2013

RECEIVED FOR RECORD  
11-25-2013 @ 9:15am  
Carol M. Lee  
TOWN CLERK

2014

BOARD OR COMMITTEE NAME Board of Finance

TIME OF MEETING 7 PM

DAY OF WEEK MEETING HELD Wednesday / workshops vary

LOCATION OF MEETING Community Room

PLEASE INSERT YOUR DATES IN THE MONTHS LISTED BELOW:

|                               |                  |
|-------------------------------|------------------|
| JANUARY<br>22, 29             | JULY<br>23       |
| FEBRUARY<br>6, 11, 13, 20, 26 | AUGUST<br>27     |
| MARCH<br>6, 13, 20, 25, 26    | SEPTEMBER<br>24  |
| APRIL<br>23                   | OCTOBER<br>22    |
| MAY<br>28                     | NOVEMBER<br>19   |
| JUNE<br>25                    | DECEMBER<br>None |

RECEIVED 11-26-13 AT 10:07 AM

ATTEST Margaret H. Busech asst.  
TOWN CLERK