

BOF Budget Workshops Planned

The Board of Finance has scheduled the following workshops for the 2014-2015 budget. Please make note of the date for your Board or Commission. Please bring 7 copies with you or mail a copy of your budget prior to your scheduled date, to the Board of Finance, Andover Town Office at 17 School Road.

Wednesday, January 22, 2014 - Regular Meeting and Budget Workshop,  
Town Clerk and Board of Finance,  
Board of Selectmen

Wednesday, January 29, 2014 - Workshop -  
Registrars of Voters and Elections,  
Board of Assessment Appeal,  
Board of Selectmen

Thursday, February 6, 2014 - Workshop -  
Fire Commission and Fire Marshall,  
Board of Selectmen

Tuesday, February 11, 2014 - Workshop -  
Planning & Zoning and Zoning Board of Appeal,  
Board of Selectmen

Thursday, February 13, 2014 - Workshop -  
Andover Elementary School,  
Board of Selectmen

Thursday, February 20, 2014 - Workshop -  
Library and Capital Improvement Planning,  
Board of Selectmen

Wednesday, February 26, 2014 - Regular Meeting and Budget Workshop,  
RHAM  
Board of Selectmen

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.

Relations and postponements will also be posted there.

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

Georgette Conrad, chairman

(860) 742-8805

gconrad0519@aol.com

RECEIVED FOR RECORD  
11-20-13 @ 3:44 PM  
Margaret D. Bensch  
Asst. TOWN CLERK

**Town of Andover Board of Finance  
2014 Schedule of Budget Workshops & Regular Meetings  
7:00 p.m. Town Office Community Room  
(Unless otherwise specified)**

**Wednesday, January 22, 2014 - Regular Meeting and Budget Workshop,**  
Town Clerk,  
Board of Finance,  
Board of Selectmen

**Wednesday, January 29, 2014 - Workshop -**  
Registrars of Voters,  
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Board of Selectmen

**Thursday, February 6, 2014 - Workshop -**  
Fire Commission,  
Fire Marshall,  
Board of Selectmen

**Tuesday, February 11, 2014 - Workshop - ~~OLD FIRE HOUSE / SR. CENTER~~**  
Planning & Zoning,  
Zoning Board of Appeal,  
Board of Selectmen

**Thursday, February 13, 2014 - Workshop -**  
Andover Elementary School,  
Board of Selectmen

**Thursday, February 20, 2014 - Workshop -**  
Library,  
Capital Improvement Planning,  
Board of Selectmen

**Wednesday, February 26, 2014 - Regular Meeting and Budget Workshop,**  
RHAM

**Thursday, March 6, 2014 - If needed**

**Thursday, March 13, 2014 - If needed**

**Thursday, March 20, 2014 - If needed**

**Tuesday, March 25, 2014 - If needed**

**Wednesday, March 26, 2014 - Public Hearing (Regular Meeting Date)**

**RECEIVED FOR RECORD**  
1-8-14 @ 8:15am  
*Carol M. Lee*  
**TOWN CLERK**

**Town of Andover Board of Finance**  
**2014 Schedule of Budget Workshops & Regular Meetings**  
**7:00 p.m. Town Office Community Room**  
**(Unless otherwise specified)**

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 Town Clerk,  
 Board of Selectmen

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 Fire Commission,  
 Fire Marshall,  
 Board of Selectmen

**Tuesday, February 11, 2014** - Workshop - OLD FIRE HOUSE / SR. CENTER  
 Planning & Zoning,  
 Zoning Board of Appeal,  
 Board of Selectmen

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 Board of Selectmen

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 Library,  
 Capital Improvement Planning,  
 Board of Selectmen

**Wednesday, February 26, 2014** - Regular Meeting and Budget Workshop,  
 RHAM

**Thursday, March 6, 2014** - If needed

**Thursday, March 13, 2014** - If needed

**Thursday, March 20, 2014** - If needed

**Tuesday, March 25, 2014** - If needed

**Wednesday, March 26, 2014** - Public Hearing (Regular Meeting Date)

RECEIVED FOR RECORD

01-15-14 @ 10:58 Am  
 Margaret H. Busch  
 Asst. TOWN CLERK

**Town of Andover Board of Finance**  
**2014 Schedule of Budget Workshops & Regular Meetings**  
**7:00 p.m. Town Office Community Room**  
**(Unless otherwise specified)**

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Fire Commission  
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Zoning Board of Appeal,  
Board of Selectmen

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Board of Finance,  
Board of Selectmen

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Fire Marshall,  
Library,  
Capital Improvement Planning,  
Board of Selectmen

**Wednesday, February 26, 2014** - Regular Meeting and Budget Workshop,  
RHAM

**Thursday, March 6, 2014** - If needed

**Thursday, March 13, 2014** - If needed

**Thursday, March 20, 2014** - If needed

**Tuesday, March 25, 2014** - If needed

**Wednesday, March 26, 2014** - Public Hearing (Regular Meeting Date)

RECEIVED FOR RECORD  
01-21-14 @ 9:52 AM  
Margaret H. Busch  
Asst. TOWN CLERK

**Town of Andover Board of Finance  
2014 Schedule of Budget Workshops & Regular Meetings  
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Elections,  
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Board of Selectmen**

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Fire Commission  
Board of Selectmen**

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Planning & Zoning,  
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Board of Selectmen**

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Board of Selectmen**

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Library,  
Capital Improvement Planning,  
Board of Selectmen**

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RHAM**

**Thursday, March 6, 2014 -- If needed**

**Thursday, March 13, 2014 -- If needed**

**Thursday, March 20, 2014 -- If needed**

**Tuesday, March 25, 2014 - If needed**

**Wednesday, March 26, 2014 -- Public Hearing (Regular Meeting Date)**

**RECEIVED FOR RECORD**

1-22-14 @ 2 pm

*Carol H. Ste...*  
TOWN CLERK

709 A

**Town of Andover Board of Finance  
2014 Schedule of Budget Workshops & Regular Meetings  
7:00 p.m. Town Office Community Room  
(Unless otherwise specified)**

**Wednesday, January 22, 2014 - Regular Meeting and Budget Workshop,**  
Andover Elementary School,  
Town Clerk,  
Board of Selectmen

~~**Wednesday, January 29, 2014 - Workshop -**~~  
~~Registrars of Voters,~~  
~~Elections,~~  
~~Board of Assessment Appeal,~~  
~~Board of Selectmen~~

*Cancelled GMC*

**Thursday, February 6, 2014 - Workshop -**  
Fire Commission  
Board of Selectmen

**Tuesday, February 11, 2014 - Workshop - OLD FIRE HOUSE / SR. CENTER**  
Planning & Zoning,  
Zoning Board of Appeal,  
Board of Selectmen

**Thursday, February 13, 2014 - Workshop -**  
Board of Finance,  
Board of Selectmen

**Thursday, February 20, 2014 - Workshop -**  
Fire Marshall,  
Library,  
Capital Improvement Planning,  
Board of Selectmen

**Wednesday, February 26, 2014 - Regular Meeting and Budget Workshop,**  
RHAM

**Thursday, March 6, 2014 - If needed**

**Thursday, March 13, 2014 - If needed**

**Thursday, March 20, 2014 - If needed**

**Tuesday, March 25, 2014 - If needed**

**Wednesday, March 26, 2014 - Public Hearing (Regular Meeting Date)**

**RECEIVED FOR RECORD**  
1-22-14 @ 2pm  
*Carver*  
**TOWN CLERK**

**Town of Andover Board of Finance  
2014 Schedule of Budget Workshops & Regular Meetings  
7:00 p.m. Town Office Community Room  
(Unless otherwise specified)**

**Wednesday, January 22, 2014 - Regular Meeting and Budget Workshop,**  
Andover Elementary School,  
Town Clerk,  
Board of Selectmen

~~**Wednesday, January 29, 2014 - Workshop - CANCELLED**~~  
~~— Registrars of Voters,~~  
~~— Elections,~~  
~~Board of Selectmen~~

**Thursday, February 6, 2014 - Workshop -**  
Fire Commission  
Board of Selectmen

**Tuesday, February 11, 2014 - Workshop - OLD FIRE HOUSE / SR. CENTER**  
Planning & Zoning,  
Zoning Board of Appeal,  
Registrars of Voters,  
Elections,  
Board of Selectmen

**Thursday, February 13, 2014 - Workshop -**  
Board of Assessment Appeal,  
Board of Finance,  
Board of Selectmen

**Thursday, February 20, 2014 - Workshop -**  
Fire Marshall,  
Library,  
Capital Improvement Planning,  
Board of Selectmen

**Wednesday, February 26, 2014 - Regular Meeting and Budget Workshop,**  
RHAM

**Thursday, March 6, 2014 - If needed**

**Thursday, March 13, 2014 - If needed**

**Thursday, March 20, 2014 - If needed**

**Tuesday, March 25, 2014 - If needed**

**Wednesday, March 26, 2014 - Public Hearing (Regular Meeting Date)**

**RECEIVED FOR RECORD**  
2-3-2014 @ 8:30am  
Carol N. Ze  
**TOWN CLERK**

**Town of Andover Board of Finance  
2014 Schedule of Budget Workshops & Regular Meetings  
7:00 p.m. Town Office Community Room  
(Unless otherwise specified)**

**Wednesday, January 22, 2014 - Regular Meeting and Budget Workshop,  
Andover Elementary School,  
Town Clerk,  
Board of Selectmen**

~~**Wednesday, January 29, 2014 - Workshop - CANCELLED  
— Registrars of Voters,  
— Elections,  
Board of Selectmen**~~

~~**Thursday, February 6, 2014 - Workshop - RESCHEDULED DUE TO LACK OF QUORUM  
— Fire Commission —  
— Board of Selectmen**~~

**Tuesday, February 11, 2014 - Workshop - OLD FIRE HOUSE / SR. CENTER  
Planning & Zoning,  
Zoning Board of Appeal,  
Registrars of Voters,  
Elections,  
Town Clerk (revisit),  
Board of Selectmen**

**Thursday, February 13, 2014 - Workshop - OLD FIRE HOUSE/SR. CENTER  
Board of Assessment Appeal,  
Fire Commission,  
Board of Finance,  
Board of Selectmen**

**Thursday, February 20, 2014 - Workshop -  
Fire Marshall,  
Library,  
Capital Improvement Planning,  
Board of Selectmen**

**Wednesday, February 26, 2014 - Regular Meeting and Budget Workshop,  
RHAM**

**Thursday, March 6, 2014 - If needed**

**Thursday, March 13, 2014 - If needed**

**Thursday, March 20, 2014 - If needed**

**Tuesday, March 25, 2014 - If needed**

**Wednesday, March 26, 2014 - Public Hearing (Regular Meeting Date)**

RECEIVED FOR RECORD  
02-10-14 @ 10:40 AM  
Margaret H. Busch  
Asst. TOWN CLERK

Town of Andover Board of Finance  
2014 Schedule of Budget Workshops & Regular Meetings  
7:00 p.m. Town Office Community Room  
(Unless otherwise specified)

Wednesday, January 22, 2014 - Regular Meeting and Budget Workshop,  
Andover Elementary School,  
Town Clerk,  
Board of Selectmen

~~Wednesday, January 29, 2014 - Workshop - CANCELLED~~

~~Thursday, February 6, 2014 - Workshop - RESCHEDULED DUE TO LACK OF QUORUM~~

Tuesday, February 11, 2014 - Workshop - OLD FIRE HOUSE / SR. CENTER  
Registrars of Voters,  
Elections  
Town Clerk (revisit),  
Board of Selectmen

~~Thursday, February 13, 2014 - Workshop - OLD FIRE HOUSE/SR. CENTER  
CANCELED - SNOW STORM~~

Thursday, February 20, 2014 - Workshop:  
Fire Commission,  
Fire Marshall,  
Capital Improvement Planning,  
Board of Selectmen

Wednesday, February 26, 2014 - Regular Meeting and Budget Workshop:  
Library,  
RHAM

Thursday, March 6, 2014 - If needed

Thursday, March 13, 2014 - Workshop:  
Planning & Zoning,  
Zoning Board of Appeal,  
Board of Assessment Appeal,  
Board of Finance,  
Board of Selectmen.

Thursday, March 20, 2014 - Workshop: - ~~OLD FIRE HOUSE / SR. CENTER~~  
Revenues,  
Board of Selectmen.

*ymc 2/19/14*

Tuesday, March 25, 2014 - If needed - OLD FIRE HOUSE / SR. CENTER

Wednesday, March 26, 2014 - Public Hearing (Regular Meeting Date)

RECEIVED FOR RECORD  
02-18-14 @ 2:27 PM  
*Margaret H. Busch*  
Asst. TOWN CLERK

709E

**Town of Andover Board of Finance  
2014 Schedule of Budget Workshops & Regular Meetings  
7:00 p.m. Town Office Community Room  
(Unless otherwise specified)**

**PLEASE NOTE: THE PUBLIC HEARING WILL BE HELD ON APRIL 23, 2014**

**Wednesday, January 22, 2014 - Regular Meeting and Budget Workshop,  
Andover Elementary School,  
Town Clerk,  
Board of Selectmen**

~~Wednesday, January 29, 2014 - Workshop - CANCELLED~~

~~Thursday, February 6, 2014 - Workshop - RESCHEDULED DUE TO LACK OF QUORUM~~

**Tuesday, February 11, 2014 - Workshop - OLD FIRE HOUSE / SR. CENTER  
Registrars of Voters,  
Elections  
Town Clerk (revisit),  
Board of Selectmen**

~~Thursday, February 13, 2014 - Workshop - OLD FIRE HOUSE / SR. CENTER  
CANCELED - SNOW STORM~~

**Thursday, February 20, 2014 - Workshop:  
Fire Commission,  
Fire Marshall,  
Capital Improvement Planning,  
Board of Selectmen**

**Wednesday, February 26, 2014 - Regular Meeting and Budget Workshop:  
Library,  
RHAM**

**Thursday, March 6, 2014 - If needed**

**Thursday, March 13, 2014 - Workshop:  
Planning & Zoning,  
Zoning Board of Appeal,  
Board of Assessment Appeal,  
Board of Finance,  
Board of Selectmen.**

**Thursday, March 20, 2014 - Workshop: - OLD FIRE HOUSE / SR. CENTER  
Revenues,  
Board of Selectmen.**

**Tuesday, March 25, 2014 - If needed - OLD FIRE HOUSE / SR. CENTER**

**Wednesday, March 26, 2014 - Regular Meeting and Budget Workshop.**

**Wednesday, April 23, 2014 - Public Hearing (Regular Meeting Date)**

RECEIVED FOR RECORD  
03-11-14 @ 12:07 PM  
Maya H. Busch  
Asst. TOWN CLERK

Town of Andover Board of Finance  
2014 Schedule of Budget Workshops & Regular Meetings  
7:00 p.m. Town Office Community Room  
(Unless otherwise specified)

PLEASE NOTE: THE PUBLIC HEARING WILL BE HELD ON APRIL 23, 2014

Wednesday, January 22, 2014 - Regular Meeting and Budget Workshop,  
Andover Elementary School,  
Town Clerk,  
Board of Selectmen

~~Wednesday, January 29, 2014 - Workshop - CANCELLED~~

~~Thursday, February 6, 2014 - Workshop - RESCHEDULED DUE TO LACK OF QUORUM~~

Tuesday, February 11, 2014 - Workshop - OLD FIRE HOUSE / SR. CENTER  
Registrars of Voters,  
Elections  
Town Clerk (revisit),  
Board of Selectmen

~~Thursday, February 13, 2014 - Workshop - OLD FIRE HOUSE/SR. CENTER  
CANCELED - SNOW STORM~~

Thursday, February 20, 2014 - Workshop:  
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Fire Marshall,  
Capital Improvement Planning,  
Board of Selectmen

Wednesday, February 26, 2014 - Regular Meeting and Budget Workshop:  
Library,  
RHAM

Thursday, March 6, 2014 - If needed

Thursday, March 13, 2014 - Workshop:  
Planning & Zoning,  
Zoning Board of Appeal,  
Board of Assessment Appeal,  
Board of Finance,  
Board of Selectmen.

Thursday, March 20, 2014 - Workshop: - OLD FIRE HOUSE / SR. CENTER  
Revenues,  
Board of Selectmen.

Tuesday, March 25, 2014 - If needed - OLD FIRE HOUSE / SR. CENTER

Wednesday, March 26, 2014 - Regular Meeting and Budget Workshop.  
RHAM

Wednesday, April 23, 2014 - Public Hearing (Regular Meeting Date)

RECEIVED FOR RECORD  
3-19-14 @ 3:32 PM  
*Margaret H. Busch*  
Asst. TOWN CLERK

## Memorial Day Committee

Five members appointed by the Board of Selectmen to serve two years, per Town Charter, Section 606 D.

Name/Address	Telephone	Term	Oath
Karin Denley (D) 89 Lakeside Drive	(860) 742-1423	appointed 09-04-13 for the term 07-01-13 to 06-30-15	
Dennis M. Foran ( D ) 143 Hebron Rd.	(860) 742-8585	appointed 09-04-13 for the term 07-01-13 to 06-30-15	11-04-13 @ 2:58 PM MHB
John E. McCall ( U ) 38 Lake Rd.	(860) 742-9764	appointed 09-04-13 for the term 07-01-13 to 06-30-15	04-01-2014 @ 2:30 PM MHB
Robert Wanagel ( D ) 274 Boston Hill Rd.	(860) 742-6598	appointed 09-04-13 for the term 07-01-13 to 06-30-15	09-25-13 @ 12:05 PM MHB
Nelson R. Warner Jr. ( R ) 150 Lake Rd.	(860) 742-6138	appointed 09-04-13 for the term 07-01-13 to 06-30-15	
Alternate:			
Virginia H. Wanagel ( D ) 274 Boston Hill Rd.	(860) 742-6598	appointed 09-04-13 for the term 07-01-13 to 06-30-15	09-25-13 @ 12:05 PM MHB

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**Town of Andover Board of Finance  
Regular Meeting & Workshop  
Wednesday January 22, 2014  
7:00 p.m. - Community Room**

**Agenda**

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions / deletions:
5. Budget Presentations:
  - a) Andover Elementary School
  - b) Town Clerk
6. Approval of minutes:
7. Selectmen's Report:
8. Liaison Reports:
9. Old Business:  
    Bi-Annual taxation (Carried for future reference)
10. Public Comments:
11. Adjournment:

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
1-16-2014 @ 10:00 am  
Carol N. Lee  
TOWN CLERK

# Andover Board of Finance

## Regular Meeting and Workshop Minutes Draft – Wednesday, January 22, 2014

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

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

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

**Other Attendees:** Dr. Andy Maneggia, Superintendent, Carol Lee, Town Clerk

**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: Budget Presentations:

**Agenda Item 5(a) Andover Elementary School (AES):** Jay Linddy, AES BOE Chair, and Andy Maneggia discussed the following with the BOF: State legislation, Sec. 10-248a. Unexpended education funds account. For the fiscal year ending June 30, 2011, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, the board of selectman in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided such amount does not exceed one per cent of the total budgeted appropriation for education for such or fiscal year. Items discussed included the school facility and its long term repairs and the need to have a fund to cover the expenses for necessary future repairs and to start putting aside the monies from surplus funds each year specifically designated for future repairs. Andy Maneggia explained that there have been unexpended funds for several budget years and that before any money is to be spent from the account the BOE would present the projects to the BOF for approval. Jay Linddy concluded the discussion by asking for a consensus from the BOF to agree to the concept and to establish a non lapsing account.

Ted Sakelarakis motioned to approve the concept of appropriating one per cent of unexpended funds from AES into a nonlapsing account for the purpose of funding future capital projects. Nathaniel Houle seconded. There was a brief discussion about upcoming repairs.

**Vote: 5 – 0 – 0 / Motion Passed.**

**AES 2014 – 2015 Proposed Budget:** Andy Maneggia and Jay Linddy presented the proposed 2014 – 2015 budget for AES and reviewed line items with the BOF. All questions were answered to the BOF's satisfaction and the resulting proposed budget is a 1.5 % decrease which is \$65,074 less than the current year.

Jay Linddy also reported that the AES BOE will have a public hearing for the town in the near future. There were further questions regarding the staffing, layoffs, and enrollment at the school and the possibility of the school offering breakfast.

Ted Sakelarakis motioned to approve the proposed 2014 – 2015 budget for AES in the amount of \$4,269,044, which is \$65,074 less than the current year. Nathaniel Houle seconded. No further discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item 5(b) Town Clerk:** Carol Lee, Town Clerk, presented the Town Clerks' budget for the 2014 – 2015 school year. Carol Lee explained that the Town Clerk's budget has been the same for several years and for this year's proposed budget a 4% salary increase for the Town Clerk and a 3% salary increase for the

Assistant Clerk is being requested. Carol Lee further explained that the budget had been prepared prior to the BOS approving a 2% raise for town employees.

Nathaniel Houle motioned to approve the 4% and 3% increases. There was no second; the motion failed.

Georgette Conrad motioned to approve the Town Clerk's salary increase of 2% or \$830.24 for a total salary of \$43,342.20. Ted Sakelarakis seconded. There was a brief discussion about the BOS recommending a 2% increase for town employees.

**Vote: 4 – 0 – 1 / Motion Passed. 1 abstention by Nathaniel Houle**

Ted Sakelarakis motioned to approve the Town Clerk's budget in the amount of \$79,396.92 for the 2014 – 2015 budget year which includes a 2% increase for the Assistant Clerk: \$405.19, and a 2% increase for the Town Clerk: \$830.24 for a total increase of \$1,235.43 from the current year's budget. Jeff Murray seconded. No further discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item 6: Approval of Minutes: Approve 11-20-13 Regular Meeting Minutes:** Ted Sakelarakis motioned to approve the minutes from the BOF November 20, 2013 regular monthly meeting. Nathaniel Houle seconded. No discussion.

**Vote: 4 – 0 – 1 / Motion Passed. 1 abstention by Jeff Murray**

**Agenda Item 7: Selectmen's Report:** Robert Burbank provided some history and the present situation that the town is in with, MIRMA ( Mutual Interlock Risk Management Association) a mutual insurance carrier that has since shut down its business. Robert Burbank explained that the town each year has to fund the board that handles outstanding claims and that now there is an opportunity to get a buyout of this liability and that 2 million is needed from member towns to fund the buyout. Robert Burbank further explained that the buyout would cost the town an estimated \$20,000 - \$30,000 annual cost over a 10 year period but after that the town will be out of it and in the long run it will be a savings for the town. Robert Burbank further stated that the BOS has authorized him to approve the recommendation of the buyout and wanted to give the BOF a heads up on this.

**Agenda Item 8: Liaison Reports:** None

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

**Agenda Item 10: – Public Comments:** Jay Lindy commented on RHAM canceling school today.

**Agenda Item 11: – Adjournment:** Ted S motioned to adjourn at 8:53 pm. Jeff Murray seconded.

**Vote: 5 – 0 – 0 / Motion Passed.**

The next BOF meeting is a Workshop Meeting on **Wednesday, January 29, 2014**, at 7:00 pm at the TOB.

Respectfully Submitted,  
Marie Smith, Board Clerk  
January 24, 2014

RECEIVED FOR RECORD  
1-27-2014 @ 2:30pm  
Carol H. Lee  
TOWN CLERK

**ATTACHMENT**

**BOARD OF EDUCATION'S  
PROPOSED 2014-2015 BUDGET**

**FOR**

**ANDOVER ELEMENTARY SCHOOL**

APPROVED BY THE ANDOVER BOARD OF EDUCATION: 1/8/14  
REVISED: 1/21/14

# Memorandum ATTACHMENT

**To:** Members of Andover Board of Finance

**From:** Jay Linddy, Chairperson, Andover Board of Education 

**Date:** 1/21/2014

**Re:** Board of Education's Proposed Budget for 2014-2015 for Andover Elementary School

Enclosed is the 2014-2015 proposed budget for Andover Elementary School. The proposed budget is based upon input from staff, contractual obligations, services for students, operational expenses, and programmatic needs. This budget will provide conservatively for what is needed for our present programs and operations. Included in this budget is the Board of Education's share of the cost for the outplacement of one special needs student, with the balance being paid through the special education excess cost grant to the Town.

The 2014-2015 budget is based upon the following assumptions and constraints:

- ◆ Student enrollment is projected to decrease slightly.
- ◆ There will be no unbudgeted significant expenditures for special education, magnet school tuition, building repairs, unfunded state mandates, or any other unforeseen financial obligations imposed upon the Board of Education.
- ◆ Federal and state grants will continue to be awarded to offset expenses for professional development, technology, curriculum improvement and special education.
- ◆ The costs for heating oil, ultra low sulfur diesel fuel, and gasoline will not exceed estimates.
- ◆ The utilization of the state grant for excess cost for special education is factored into this budget again. Such funds must be re-appropriated to the Board of Education to offset such expenses since the full cost for outplacements is not included in the budget.

The approved budget for 2013-2014 was \$4,334,118. The proposed budget for 2014-2015 is \$4,269,044 which is \$65,074 less than the current year.

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

**DISTRICT EXPENDITURES/PER PUPIL\* ATTACHMENT**

<b>YEAR</b>	<b>AES DISTRICT</b>	<b>ELEMENTARY DISTRICTS</b>	<b>% OF DIFFERENCE</b>
00-01	8,143	8,983	10.3%
01-02	8,095	9,368	15.7%
02-03	8,648	9,871	14.0%
03-04	8,599	10,221	18.9%
04-05	8,811	10,946	24.0%
05-06	9,842	11,647	18.0%
06-07	10,658	12,187	14.0%
07-08	10,833	12,897	19.0%
08-09	11,790	13,721	16.0%
09-10	12,262	14,049	14.6%
10-11	12,923	14,710	13.8%
11-12	13,585	14,878	9.5%

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

**AES BUDGET SUMMARY**

<b>YEAR</b>	<b>TOTAL BUDGET</b>	<b>BUDGET \$ INCREASE/DECREASE</b>	<b>AMOUNT RETURNED</b>
<b>04-05</b>	\$3,277,983		
<b>05-06</b>	\$3,551,825	\$273,842 8.35%	\$155,404
<b>06-07</b>	\$3,652,907	\$101,180 2.85%	\$100,820
<b>07-08</b>	\$3,778,808	\$125,901 3.45%	\$217,729
<b>08-09</b>	\$3,920,509	\$141,701 3.75%	\$187,698
<b>09-10</b>	\$3,995,813	\$ 75,304 1.92%	\$192,859
<b>10-11</b>	\$4,072,222	\$ 76,409 1.91%	\$ 72,860
<b>11-12</b>	\$4,080,915	\$ 8,693 0.21%	\$148,144*
<b>12-13</b>	\$4,180,307	\$ 99,392 2.44%	\$ 87,174
<b>13-14</b>	\$4,334,118	\$153,811 3.68%	current year
<b>14-15</b>	\$4,269,044	(\$ 65,074) (1.50%)	

\*unaudited

SUMMARY OF THE BOARD OF EDUCATION'S PROPOSED 2014 - 2015 BUDGET  
FOR ANDOVER ELEMENTARY SCHOOL

ATTACHMENT

Object	2013-2014	2014-2015	Dollar Difference	General Description
100	\$ 2,732,885	\$ 2,719,657	(\$13,228)	Salary, Wages, Contractual Obligations, Degree Changes, Negotiated Contracts.
200	\$ 798,321	\$ 758,947	(\$39,374)	Medical and Dental Insurance, Municipal Retirement, Unemployment Compensation are the major components in this object code. Medical insurance is projected at a 7.1% increase. If the rates exceed 7.1%, this amount will increase.
300	\$ 114,012	\$ 121,399	\$7,387	Contracted Services: Student Services (OT, PT, Psych, AHM), Legal Fees, Septic System Maintenance and Special Education Consultant. The increase in AHM is for an additional half-day for the school social worker.
400	\$ 135,860	\$ 139,750	\$3,890	Electricity, Roof Repairs, Contracted Maintenance Services -- each of which is difficult to predict. The increase reflects the higher cost of labor and parts.
500	\$ 309,985	\$ 285,986	(\$23,999)	Tuition for Special Education Outplacement, Magnet School Tuition, Bus Contract, Telephone Service, Advertising, Printing and Binding. Funding for outplacement will be supplemented by the special education excess cost grant. The decrease is due to one less outplaced student.
600	\$ 220,450	\$ 220,700	\$250	Instructional Supplies, Textbooks, Nurse's Supplies, Heating Oil, Diesel Fuel for Buses, Gasoline for Special Education Vans, and Other School Supplies. The overall account increased slightly.
700	\$ 13,700	\$ 13,700	0	Equipment for Students, Staff, and Funding for the Technology Plan. Replacement of student furniture is included.
800	\$ 8,905	\$ 8,905	\$ 0	Professional Dues for Board of Education, School, Administration, Staff -- funds for meetings and conferences remain the same.
<b>Budget Total</b>	<b>\$4,334,118</b>	<b>\$4,269,044</b>	<b>(\$65,074) (1.50%)</b>	The total budget for 2014-2015 represents a decrease of \$65,074.

Board of Education's 2014-2015 Proposed Budget for Andover Elementary School

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ATTACHMENT

	BOE FY2014	Proposed Budget FY2015
<b>OBJECT 100</b>		
Administrative	\$ 263,073.00	\$ 270,965.00
Teachers	\$ 1,939,261.00	\$ 1,902,693.00
Curriculum Development	\$ 1,000.00	\$ 2,006.00
Teachers Subs	\$ 25,000.00	\$ 25,000.00
Summer School Teachers	\$ 3,120.00	\$ 3,150.00
Board Clerk	\$ 900.00	\$ 900.00
Financial Operations Manager	\$ 62,393.00	\$ 63,953.00
Secretarial Staff	\$ 80,185.00	\$ 76,000.00
Paraprofessional Staff	\$ 116,803.00	\$ 130,848.00
Custodial Staff	\$ 122,000.00	\$ 124,854.00
Nursing Staff	\$ 52,618.00	\$ 53,933.00
Network Manager	\$ 49,432.00	\$ 51,134.00
Summer School Non-Certified	\$ 3,800.00	\$ -
Tutor	\$ 500.00	\$ 500.00
Stipends	\$ 4,100.00	\$ 5,000.00
Degree Changes	\$ 2,000.00	\$ 3,221.00
Paraprofessional Subs	\$ 5,500.00	\$ 5,500.00
Nurse-Summer	\$ 1,200.00	\$ -
<b>TOTAL 100</b>	<b>\$ 2,732,885.00</b>	<b>\$ 2,719,657.00</b>
<b>OBJECT 200</b>		
Medical Insurance	\$ 617,000.00	\$ 546,174.00
Dental Insurance	\$ 18,000.00	\$ 18,000.00
Life Insurance	\$ 2,963.00	\$ 2,963.00
AUL/Disability Insurance	\$ 11,058.00	\$ 11,058.00
Annuity	\$ 2,500.00	\$ 5,500.00
FICA/Medicare	\$ 80,000.00	\$ 79,432.00
MERF	\$ 61,000.00	\$ 58,020.00
Unemployment Compensation	\$ 5,000.00	\$ 37,000.00
Tuition Reimbursement	\$ 800.00	\$ 800.00
<b>TOTAL 200</b>	<b>\$ 798,321.00</b>	<b>\$ 758,947.00</b>

**ATTACHMENT**

	BOE FY2014	Proposed Budget FY2015
<b>OBJECT 300</b>		
Certified Prof. Development	\$ 2,000.00	\$ 2,000.00
Non-Certified Prof. Dev.	\$ 600.00	\$ 600.00
Tuition Reimbursement Non Cert	\$ 500.00	\$ 500.00
AHM	\$ 16,471.00	\$ 24,711.00
School Physician	\$ 750.00	\$ 750.00
OT	\$ 29,357.00	\$ 29,357.00
PT	\$ 6,616.00	\$ 6,616.00
Special Ed. Consultant	\$ 3,000.00	\$ 3,000.00
<b>Board of Ed</b>		
Legal Fees	\$ 7,000.00	\$ 6,000.00
Meeting/Conference	\$ 300.00	\$ 300.00
Supplies	\$ 500.00	\$ 500.00
Parent Activities	\$ 400.00	\$ 400.00
<b>Services</b>		
Inventory Consultant	\$ 200.00	\$ 200.00
Payroll Service	\$ 6,000.00	\$ 6,000.00
Health Instructor	\$ 500.00	\$ 500.00
Psychologist	\$ 32,950.00	\$ 32,950.00
Computer Consultant	\$ 500.00	\$ 500.00
CABE - (policy service)	\$ 750.00	\$ 750.00
Audit 001	\$ 2,900.00	\$ 2,900.00
Software Consultant (CCC)	\$ 500.00	\$ 500.00
School Master/Tech	\$ 1,103.00	\$ 1,200.00
Library	\$ 765.00	\$ 765.00
Fingerprinting		
School Messenger	\$ 350.00	\$ 400.00
<b>TOTAL 300</b>	<b>\$ 114,012.00</b>	<b>\$ 121,399.00</b>

**ATTACHMENT**

	BOE FY2014	Proposed Budget FY2015
<b>OBJECT 400</b>		
Electricity	\$ 70,500.00	\$ 65,500.00
<b>Contracted Services</b>		
Furnace Repair	\$ 1,600.00	\$ 2,000.00
Septic	\$ 3,000.00	\$ 3,000.00
Electric Repair	\$ 1,000.00	\$ 1,500.00
Motor Repair	\$ 1,500.00	\$ 1,500.00
Plumbing	\$ 3,000.00	\$ 5,000.00
Fire Alarm	\$ 4,000.00	\$ 4,500.00
Thermostat Control	\$ 2,000.00	\$ 2,000.00
Oil Monitor System	\$ 200.00	\$ 200.00
Rubbish Maintenance	\$ 5,910.00	\$ 6,000.00
Clock/Telephone	\$ 1,100.00	\$ 1,000.00
Audiometer	\$ 150.00	\$ 150.00
Insect Control	\$ 1,200.00	\$ 1,200.00
Exterior Maintenance	\$ 3,000.00	\$ 8,000.00
Piano Tuning	\$ 150.00	\$ 150.00
Audio Visual Equipment	\$ 500.00	\$ 500.00
Computer Maintenance	\$ 1,000.00	\$ 1,000.00
Oven Maintenance	\$ 200.00	\$ 200.00
Lawn Tractor Maintenance	\$ 700.00	\$ 900.00
Music Inst Maintenance	\$ 500.00	\$ 500.00
Fire Ext Equipment Maint	\$ 800.00	\$ 800.00
Copy Machine Maintenance	\$ 6,000.00	\$ 6,000.00
Burner Maintenance	\$ 1,000.00	\$ 1,000.00
Asbestos Testing	\$ -	\$ 600.00
Water System Supervisor	\$ 4,000.00	\$ 3,000.00
Security Monitoring	\$ 100.00	\$ 100.00
Security Camera Maint.	\$ 100.00	\$ 100.00
Carpet Cleaning	\$ 1,300.00	\$ 1,300.00
Contingency	\$ 1,500.00	\$ 1,500.00

**ATTACHMENT**

	BOE FY2014	Proposed Budget FY2015
<b>OBJECT 400 (cont.)</b>		
Lamp Recycling	\$ 100.00	\$ 100.00
Kinsley Power Systems	\$ 1,200.00	\$ 1,500.00
Elevator Permit	\$ 200.00	\$ 200.00
Playground Mulch	\$ 1,000.00	\$ 1,000.00
Lock Maintenance	\$ 400.00	\$ 400.00
Gym Floor Maintenance	\$ 1,200.00	\$ 1,200.00
Rental Equipment	\$ 500.00	\$ 500.00
Roof Maintenance	\$ 5,000.00	\$ 5,000.00
Elevator Maintenance	\$ 2,000.00	\$ 1,500.00
Replacement Steam Traps	\$ 400.00	\$ 1,000.00
Educational Testing	\$ 3,000.00	\$ 3,000.00
<b>Rentals</b>		
Postage Meter	\$ 1,500.00	\$ 1,700.00
Custodian Uniforms	\$ 1,700.00	\$ 1,800.00
Cocurricular Activities	\$ 1,650.00	\$ 1,650.00
<b>TOTAL 400</b>	<b>\$ 135,860.00</b>	<b>\$ 139,750.00</b>
<b>OBJECT 500</b>		
<b>Transportation</b>		
Reg. Kinder.	\$ 152,635.00	\$ 158,636.00
Bus Liability Premium	\$ 2,300.00	\$ 2,500.00
Trans. Radios Maint.	\$ 150.00	\$ 150.00
Special Ed. Trans.	\$ 12,000.00	\$ 12,000.00
Field Trips	\$ 5,500.00	\$ 6,000.00
Staff Transportation	\$ 4,500.00	\$ 4,500.00

**ATTACHMENT**

	BOE FY2014	Proposed Budget FY2015
<b>OBJECT 500 (cont.)</b>		
<b>Tuitions</b>		
Outplacement	\$ 121,000.00	\$ 70,000.00
Magnet Schools		\$ 20,000.00
Telephone	\$ 3,300.00	\$ 3,500.00
Post Office	\$ 6,000.00	\$ 6,000.00
Advertising	\$ 1,000.00	\$ 1,000.00
Print/Binding	\$ 1,700.00	\$ 1,700.00
<b>TOTAL 500</b>	<b>\$ 309,985.00</b>	<b>\$ 285,986.00</b>
<b>OBJECT 600</b>		
Instructional Supplies	\$ 35,000.00	\$ 35,000.00
A-V Supplies	\$ 500.00	\$ 500.00
Computer Supplies	\$ 9,000.00	\$ 9,000.00
Textbooks	\$ 2,000.00	\$ 3,000.00
Library Books	\$ 7,000.00	\$ 7,000.00
Periodicals	\$ 1,300.00	\$ 1,300.00
<b>General Supplies</b>		
Library	\$ 500.00	\$ 500.00
Office	\$ 3,000.00	\$ 3,000.00
Health Room	\$ 1,500.00	\$ 1,500.00
Hep. B Shots	\$ 700.00	\$ 700.00
Business Office Supplies	\$ 850.00	\$ 850.00

**ATTACHMENT**

	BOE FY2014	Proposed Budget FY2015
<b>OBJECT 600 (cont.)</b>		
Maint./Cust. Supplies	\$ 22,000.00	\$ 22,000.00
Heat Energy	\$ 104,000.00	\$ 107,250.00
Transportation Fuel	\$ 23,100.00	\$ 23,100.00
Propane Gas	\$ 1,100.00	\$ 1,100.00
Gasoline	\$ 8,000.00	\$ 4,000.00
Diesel Additive	\$ 900.00	\$ 900.00
<b>TOTAL 600</b>	<b>\$ 220,450.00</b>	<b>\$ 220,700.00</b>
<b>OBJECT 700</b>		
Furniture/Equipment	\$ 1,000.00	\$ 1,000.00
Technology Plan	\$ 10,000.00	\$ 10,000.00
Replacement Comp. Lab	\$ 700.00	\$ 700.00
Furniture & Fixtures	\$ 500.00	\$ 500.00
Non-Instr. Equipment	\$ 500.00	\$ 500.00
Custodial Equipment	\$ 1,000.00	\$ 1,000.00
<b>TOTAL 700</b>	<b>\$ 13,700.00</b>	<b>\$ 13,700.00</b>

Board of Education's 2014-2015 Proposed Budget for Andover Elementary School

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ATTACHMENT

OBJECT 800	BOE FY2014	Proposed Budget FY2015
Professional Dues/Fees		
LIBRARY	\$ 125.00	\$ 125.00
CABE	\$ 1,800.00	\$ 1,800.00
CAS	\$ 500.00	\$ 500.00
CAPSS	\$ 1,200.00	\$ 1,200.00
MISC DUES/FEES	\$ 700.00	\$ 700.00
CASBO	\$ 500.00	\$ 500.00
URSA	\$ 200.00	\$ 200.00
ASCD	\$ 280.00	\$ 280.00
EASTCONN	\$ 400.00	\$ 400.00
DRUGS DON'T WORK	\$ 100.00	\$ 100.00
EASTERN CT LIBRARY	\$ 100.00	\$ 100.00
Meetings/Conferences	\$ 3,000.00	\$ 3,000.00
<b>TOTAL 800</b>	<b>\$ 8,905.00</b>	<b>\$ 8,905.00</b>

TOTAL ALL CATEGORIES \$ 4,334,118.00 \$ 4,269,044.00 -1.50%

# ATTACHMENT

**Sec. 10-248a. Unexpended education funds account.** For the fiscal year ending June 30, 2011, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, the board of selectman in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided such amount does not exceed one per cent of the total budgeted appropriation for education for such prior fiscal year.

(P.A. 10-108, S. 32.)

History: P.A. 10-108 effective July 1, 2010.

ATTACHMENT

AES BUDGET SUMMARY

YEAR	TOTAL BUDGET	BUDGET \$ INCREASE/DECREASE	AMOUNT RETURNED
04-05	\$3,277,983		
05-06	\$3,551,825	\$273,842 8.35%	\$155,404
06-07	\$3,652,907	\$101,180 2.85%	\$100,820
07-08	\$3,778,808	\$125,901 3.45%	\$217,729
08-09	\$3,920,509	\$141,701 3.75%	\$187,698
09-10	\$3,995,813	\$ 75,304 1.92%	\$192,859
10-11	\$4,072,222	\$ 76,409 1.91%	\$ 72,860
11-12	\$4,080,915	\$ 8,693 0.21%	\$148,144*
12-13	\$4,180,307	\$ 99,392 2.44%	\$ 87,174
13-14	\$4,334,118	\$153,811 3.68%	current year
14-15	<del>\$4,269,044</del> \$4,254,044	65,074 (1.50%) (\$ 80,074) (1.85%)	

\* unaudited

**Town of Andover Board of Finance  
Workshop  
Wednesday January 29, 2014  
7:00 p.m. - Community Room**

THIS MEETING HAS BEEN CANCELLED

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
01-29-14 @ 3:09 PM  
Margaret H. Busch  
Asst. TOWN CLERK

**Town of Andover Board of Finance  
Workshop  
Thursday, February 6, 2014  
7:00 p.m. - Community Room  
Agenda**

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions & Deletions:
5. Budget Presentations:
  - a.) Fire Commission:
  - b.) Board of Selectmen:
6. Approval of Minutes:
7. Public Comments:
8. Adjournment:

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
2-3-2014 @ 8:30 am  
*Coral H. Lee*  
TOWN CLERK

**Andover Board of Finance****Workshop Meeting Minutes Draft – Thursday, February 6, 2014**

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

**Please note that the BOF meeting scheduled for January 29, 2014 was canceled.**

**BOF Members:**

**Present:** Georgette Conrad, Board Chair, Nathaniel Houle, David Gostanian

**Absent:** Ted Sakelarakis, Vice Chair, Linda Fish, Jeff Murray, Dennis Foran

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

**Other Attendees:** Wallace Barton, Ron Mike

**No business was conducted this evening as the BOF did not have a quorum.**

The next BOF meeting is a Workshop Meeting on **Tuesday, February 11, 2014**, at 7:00 pm at the Old Firehouse/Senior Center.

Respectfully Submitted,  
Marie Smith, Board Clerk  
February 7, 2014

RECEIVED FOR RECORD

02-10-14 @ 11:08 AM

*Margaret H. Busch*

*Asst.* TOWN CLERK

**Town of Andover Board of Finance  
Workshop  
Tuesday, February 11, 2014  
7:00 p.m. – Old Fire House/Sr. Center  
Agenda**

1. **Call to order:**
2. **Pledge of Allegiance:**
3. **Public Comment:**
4. **Additions & Deletions:**
5. **Budget Presentations:**
  - a.) **Planning and Zoning,**
  - b.) **Zoning Board of Appeal,**
  - c.) **Registrars of Voters,**
  - d.) **Elections,**
  - e.) **Revisit Town Clerk Budget,**
  - f.) **Board of Selectmen:**
6. **Approval of Minutes:**
7. **Public Comments:**
8. **Adjournment:**

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
02-10-14 @ 10:40 AM  
Margaret H. Busch  
Asst. TOWN CLERK

## Andover Board of Finance

Workshop Meeting Minutes Draft – Tuesday, February 11, 2014

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

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Linda Fish, Nathaniel Houle, Jeff Murray, David Gostanian, Dennis Foran **Absent:** All members present. **Town Officials Present:** Robert Burbank, First Selectman **Other Attendees:** Mike Palazzi, Cathy Palazzi, Lisa Kurtz

**Agenda Item 1: Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7:08 pm

**Agenda Item 2: Pledge of Allegiance**

**Agenda Item 3: Public Comment:** Linda Fish commented about the cemetery on Townsend Road not being plowed. Robert Burbank explained that the cemetery is privately owned.

**Agenda Item 4: Additions/Deletions to the agenda:** David Gostanian motioned to add the AHM budget to the agenda as item 5(g). Ted Sakelarakis seconded. No discussion.

**Vote: 7 – 0 – 0 / Motion Passed.**

**Agenda Item 5: Budget Presentations:**

**Agenda Items 5(a) and 5(b): Planning and Zoning (P&Z) Budget and Zoning Board of Appeal (ZBA) Budget:** Robert Burbank reported that the Board of Selectmen (BOS) approved a 3% salary increase in both the P&Z and ZBA budgets.

**Agenda Item 5(c): Registrars of Voters (ROV) Budget:** Cathy Palazzi presented the ROV budget for the 2014 – 2015 budget year and Robert Burbank added that the BOS approved a 3% salary increase for the Registrars and Deputy Registrars. Cathy Palazzi added that mileage and office supplies were decreased and dues for memberships increased. There was a discussion on the separate budgets for the ROV and Elections. Ted Sakelarakis motioned to approve the ROV budget for the 2014 – 2015 budget year in the amount of \$6,326.50, a decrease of (\$178.16) from the current budget year. Linda Fish seconded. There was a discussion concerning a detailed expense report and the definition and use of the word *approve* in the motion.

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

**Agenda Item 5(d): Elections Budget:** Cathy Palazzi presented the Elections budget for the 2014 – 2015 budget year and Robert Burbank added that the BOS approved a 3% salary increase for Elections. Cathy Palazzi added that equipment maintenance has increased to include a laptop, software, and annual maintenance work on the tabulators. David Gostanian motioned to approve the Elections budget for the 2014 – 2015 budget year in the amount of \$20,212.00, an increase of \$1,512.00 from the current budget year. Ted Sakelarakis seconded. The discussion included maintenance items, the state's requirements for specific equipment to be used for voter searching, elections held each year, poll workers needed for elections, and using paper ballots.

**Vote: 5 – 0 – 2 / Motion Passed with 2 abstentions by Dennis Foran and Nathaniel Houle.**

**Agenda Item 5(e): Revisit Town Clerk Budget:** The Town Clerk's budget that was previously approved with a 2% increase in salaries and was updated to reflect the 3% increase as approved by the BOS per Robert Burbank. David Gostanian motioned to approve the updated Town's Clerk's budget in the amount of \$80,014.64 which includes a 3% salary increase for the 2014 – 2015 budget year. Ted Sakelarakis seconded. A brief discussion followed.

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

**Agenda Item 5(g): AHM Budget:** Georgette Conrad presented the AHM budget and noted that the proposed amount for Andover has a decrease of (\$1,559.08) from the current budget year due to the town's lower percentage of students. Ted Sakelarakis motioned to approve Andover's portion of the AHM budget in the amount of \$35,006.44 for the 2014 – 2015 budget year. David Gostanian seconded. No further discussion.

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

**Agenda Item 5(f): Board of Selectmen Budget:** Robert Burbank presented several budgets as follows:

**Selectmen's Budget:** Proposed budget includes the BOS approved 3% salary increase for the First Selectman, Other Selectmen, and Board Clerk and an increase in mileage. There was a brief discussion on the moving expense. David Gostanian motioned to approve the Selectmen's budget in the amount of \$56,751.54 for the 2014 – 2015 budget year. Ted Sakelarakis seconded. No further discussion.

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

**Auditor's Budget:** Proposed budget includes a renewed contract with a 5% increase for the auditor. David Gostanian motioned to approve the Auditor's budget in the amount of \$18,750.00 for the 2014 – 2015 budget year. Linda Fish seconded. There was a discussion about using the same auditor year after year.

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

David Gostanian motioned to **blanket approve** all proposed budgets with a zero percent increase or a decrease in the proposed budget amount for the 2014 – 2015 budget year. Ted Sakelarakis seconded. No discussion.

**Vote: 6 – 1 – 0 / Motion Passed with Dennis Foran voting against.**

The budgets that were approved by the above passed motion to blanket approve budgets with a zero percent increase or a decrease in the proposed amount for the 2014 – 2015 budget year include:

<b>Town Attorney:</b>	\$ 17,000.00	no change
<b>Probate:</b>	\$ 2,265.00	no change
<b>Ads:</b>	\$ 4,000.00	no change
<b>Dog Damage:</b>	\$ 200.00	no change
<b>Civil Preparedness:</b>	\$ 3,150.00	no change
<b>Insurance:</b>	\$ 128,000.00	no change
<b>Employee Benefits:</b>	\$ 302,743.52	decrease of approximately (\$8,000.00)
<b>Cleaning Service/Custodian:</b>	\$ 9,054.50	no change
<b>Historical:</b>	\$ 200.00	no change
<b>Ethics Commission:</b>	\$ 0.00	no change
<b>NL Visiting Nurses:</b>	\$ 1,250.00	no change
<b>NL Mental Health:</b>	\$ 231.00	no change

**Treasurer's Budget:** Proposed budget includes the BOS approved 3% salary increase for the Treasurer and Clerk. David Gostanian motioned to approve the Treasurer's budget in the amount of \$46,536.04 for the 2014 – 2015 budget year. Ted Sakelarakis seconded.

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

**Old Town Hall Budget:** Proposed budget includes an increase of \$3,000.00 for maintenance and Robert Burbank explained it is for replacing outside electrical wiring. Jeff Murray motioned to approve the Old Town Hall budget in the amount of \$4,670.00 for the 2014 – 2015 budget year. Ted Sakelarakis seconded. There was a brief discussion about the electrical wiring repairs.

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

**Town Office Building Budget:** Proposed budget includes increases for payroll service, water testing, maintenance and other items. Ted Sakelarakis motioned to approve the Town Office Building budget in the amount of \$69,106.00 for the 2014 – 2015 budget year. Jeff Murray seconded. No further discussion.

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

**Administrative Assistant's Budget:** Proposed budget includes the BOS approved 3% salary increase for the Administrative Assistant. David Gostanian motioned to approve the Administrative Assistant's budget in the amount of \$7,230.00 for the 2014 – 2015 budget year. Jeff Murray seconded. There was a brief discussion about the work being done and additions being made to the town's web site.

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

**Senior Citizen's/Municipal Agent's Budget:** Proposed budget includes the BOS approved 3% salary increase for the Municipal Agent. There was a discussion about the services provided by the town that are handled by the Municipal Agent. David Gostanian motioned to approve the Senior Citizen's/Municipal Agent's budget in the amount of \$9,068.20 for the 2014 – 2015 budget year. Linda Fish seconded. No further discussion.

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

**Old Fire House Budget:** Proposed budget includes an increase for fuel oil for the building since it is being used more. Ted Sakelarakis motioned to approve the Old Fire House budget in the amount of \$9,725.00 for the 2014 – 2015 budget year. Jeff Murray seconded. There was a discussion about the heat being turned down when the building is not in use and using a programmable thermostat.

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

**Dog Fund Budget:** Proposed budget includes the BOS approved 3% salary increase for the Dog Warden. Ted Sakelarakis motioned to approve the Dog Fund budget in the amount of \$7,078.96 for the 2014 – 2015 budget year. Linda Fish seconded. No further discussion.

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

**NL Health Officer's Budget:** Proposed budget includes an increase of \$616.60 for this contracted service. David Gostanian motioned to approve the NL Health Officer's budget in the amount of \$15,787.40 for the 2014 – 2015 budget year. Ted Sakelarakis seconded. There was a discussion about the services provided.

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

**Agenda Item 6: Approval of Minutes: Approve 01-22-14 Regular Meeting Minutes:** Georgette Conrad motioned to approve the minutes from the BOF January 22, 2014 regular monthly meeting and budget workshop. Ted Sakelarakis seconded. No discussion.

**Vote: 5 – 0 – 2 / Motion Passed with 2 abstentions by Dennis Foran and David Gostanian.**

**Agenda Item 7: – Public Comments:** Dennis Foran commented on having detailed accounting for expenses.

**Agenda Item 8: – Adjournment:** Ted Sakelarakis motioned to adjourn at 9:17 pm. Linda Fish seconded.

**Vote: 7 – 0 – 0 / Motion Passed.**

The BOF Workshop meeting scheduled for Thursday, February 13, 2014, was canceled due to weather. The next BOF meeting is scheduled for **Thursday, February 20, 2014 at 7:00 pm**, in the Town Office Community room.

Respectfully Submitted,  
Marie Smith, Board Clerk  
February 13, 2014

RECEIVED FOR RECORD  
2-15-14 @ 11:30 am  
Carol H. Lee  
TOWN CLERK

**Town of Andover Board of Finance  
Workshop  
Thursday, February 13, 2014  
7:00 p.m. – Old Firehouse/Sr. Center  
Agenda**

1. **Call to order:**
2. **Pledge of Allegiance:**
3. **Public Comment:**
4. **Additions & Deletions:**
5. **Budget Presentations:**
  - a.) **Board of Assessment Appeal,**
  - b.) **Fire Commission,**
  - c.) **Board of Finance,**
  - d.) **Board of Selectmen**
6. **Approval of Minutes:**
7. **Public Comments:**
8. **Adjournment:**

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
02-10-14 @ 10:40 AM  
Margaret H. Busch  
Asst. TOWN CLERK

**Town of Andover Board of Finance  
Workshop  
Thursday, February 13, 2014  
7:00 p.m. – Old Firehouse/Sr. Center  
Agenda**

**THIS MEETING IS CANCELED DUE TO WEATHER.**

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
02-18-14 @ 10:30 AM  
Margaret H. Busch  
Asst. TOWN CLERK

**Town of Andover Board of Finance  
Workshop  
Thursday, February 20, 2014  
7:00 p.m. - Community Room  
Agenda**

1. **Call to order:**
2. **Pledge of Allegiance:**
3. **Public Comment:**
4. **Additions & Deletions:**
5. **Budget Presentations:**
  - a.) **Fire Commission:**
  - b.) **Fire marshall:**
  - c.) **Capital Improvement Planning:**
  - d.) **Board of Selectmen:**
6. **Approval of Minutes:**
7. **Public Comments:**
8. **Adjournment:**

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
02-18-14 @ 2:27 PM  
Margaret H. Busch  
Asst. TOWN CLERK

## Andover Board of Finance

### Workshop Meeting Minutes Draft – Thursday, February 20, 2014

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

Please note that the BOF meeting scheduled for February 13, 2014 was canceled due to weather.

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Linda Fish, Nathaniel Houle, Jeff Murray, David Gostanian, Dennis Foran **Absent:** All members present **Town Officials Present:** Robert Burbank, First Selectman, Jay K. Lindy, Vice First Selectman **Other Attendees:** Catherine Palazzi, Susan Schmidt, John Roache, Barbara Perry, Lois Popeff, Shirley Kasper, Y. Anson, Print Name, Mike Palazzi, Tim Anson, Wallace Barton, Norma Mawdsley, Judith Knox, George Knox, Mary Duval, Bob Pittsinger, Vignia Wanagel, Robert Wanagel, 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: Public Comment:** None

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

#### **Agenda Item 5: Budget Presentations:**

**Agenda Item 5(a): Fire Commission Budget:** Wallace Barton presented the Fire Commission's budget for the 2014 – 2015 budget year which includes increases for lighting upgrades, vehicle maintenance, radio repairs, protective clothing, and new member training resulting in a 5.8% increase of \$6,700.00 from the current year's budget. David Gostanian motioned to approve the Fire Commission's budget in the amount of \$122,089.76 for the 2014 – 2015 budget year. Ted Sakelarakis seconded. The Fire Commission's building maintenance expense was discussed.

**Vote: 5 – 0 – 2 / Motion Passed with 2 abstentions by Dennis Foran and Nathaniel Houle**

**Agenda Item 5(b): Fire Marshal Budget:** John Roache presented the Fire Marshal's budget for the 2014 – 2015 budget year and explained that the biggest increase is for Fire Code Subscription services. Salary increases of 3% for the Fire Marshal and Deputy were approved by the Board of Selectmen (BOS) per Robert Burbank. David Gostanian motioned to approve the Fire Marshal's budget in the amount of \$10,712.10 which includes a 3% increase in salary for the Fire Marshal and Deputy for the 2014 – 2015 budget year. Ted Sakelarakis seconded. Items discussed included past and present raises for the Fire Marshal and Deputy and the BOS's approval of these raises. The BOF recommended that future requests for salary increases be made before the BOS. No further discussion.

**Vote: 6 – 0 – 1 / Motion Passed with 1 abstention by Dennis Foran**

**Agenda Item 5(c): Capital Improvement Planning (CIP) Budget:** Elaine Buchardt presented the CIP budget for the 2014 – 2015 budget year which includes three requests as follows: Request #2014-01 Buy a New Handicap Van for Senior Transportation for \$50,000.00; Request #2014-02 Purchase 16 EPIC Voice Amplifiers and 16 EPIC Voice Amplifier Radio Interface Units for the new Scot Air Packs for \$16,306.00; Request #2013-05 Annual lease of new dump truck amount for 2014 is \$33,145.00. These requests total \$99,451.00 for CIP line item and have been approved by the BOS. David Gostanian motioned to approve the CIP budget in the amount of \$99,451.00 for the 2014 – 2015 budget year. Ted Sakelarakis seconded. There were many from the community including the van drivers along with information from Catherine Palazzi and others about use of the vans for medical runs and the parking problem with the larger vans, food share taxiing, the need for wheelchair and walker space, transporting our town Veteran's to and from their appointments, out of town trip and other events and the costs of the vans to use and maintain. Additional Items discussed included getting a better price for a new van by searching online and shopping around, the possibility of grants or rebates from the American Disability Association (ADA), plans for retirement of vans as they are getting older that the senior population continues to grow in our town. No further discussion.

**Vote: 5 – 0 – 2 / Motion Passed with 2 abstentions by Dennis Foran and Jeff Murray**

**Agenda Item 5(d): Board of Selectmen Budgets:** Robert Burbank presented several budgets as follows:

**Tax Collector's Budget:** Proposed budget includes a 2% salary increase for the Tax Collector per Robert Burbank and that the actual amount of the Tax Collector's salary for the 2013 – 2014 budget year was higher than proposed. David Gostanian motioned to approve the Tax Collector's budget in the amount of \$51,312.58 for the 2014 – 2015 budget year. Ted Sakelarakis seconded. No further discussion.

**Vote: 6 – 1 – 0 / Motion Passed with Dennis Foran voting against** It is noted that Dennis Foran abstained due to the manner in which the BOS is presenting the budgets and will be opposing all budgets from the BOS presented in this manner.

**Revisit Administrative Assistant's Budget:** Georgette Conrad explained that the previously approved budget did not include the full 3% salary increase for the Administrative Assistant. David Gostanian motioned to accept the revised Administrative Assistant's budget in the amount of \$7,295.00 for the 2014 – 2015 budget year. Jeff Murray seconded. No further discussion.

**Vote: 6 – 1 – 0 / Motion Passed with Dennis Foran voting against**

**Andover Senior Transportation Budget:** Ted Sakelarakis motioned to approve the Andover Senior Transportation budget in the amount of \$16,300.00 for the 2014 – 2015 budget year. David Gostanian seconded. Items discussed included additional insurance cost on the new van and that the town has blanket insurance on all town vehicles, the use of the van for the disabled citizens in our community, state transportation grants, salary increases for the van drivers, more van usage as seniors grow older and need for more medical appointments, maintenance on the vans, and the transportation budget is growing along with the needs each year.

**Vote: 6 – 1 – 0 / Motion Passed with Dennis Foran voting against**

**Revisit Dog Fund Budget:** Georgette Conrad explained that the previously approved budget did not include the full 3% salary increase for the Dog Warden. David Gostanian motioned to approve the updated Dog Fund budget in the amount of \$7,144.44 for the 2014 – 2015 budget year. Ted Sakelarakis seconded. No further discussion.

**Vote: 6 – 1 – 0 / Motion Passed with Dennis Foran voting against**

**Public Works Budget:** Robert Burbank explained these item increases: Salary, Tree Removal, Vehicle Maintenance, Shop and Sweeper Supplies, and Membership Dues for total increase of \$6,865.83. Ted Sakelarakis motioned to approve the Public Works budget in the amount of \$238,787.53 for the 2014 – 2015 budget year. Jeff Murray seconded. No further discussion.

**Vote: 6 – 1 – 0 / Motion Passed with Dennis Foran voting against**

**Town Garage Budget:** Robert Burbank explained the \$500 increase for Building Maintenance for the Town Garage. Ted Sakelarakis motioned to approve the Town Garage budget in the amount of \$16,750.00 for the 2014 – 2015 budget year. David Gostanian seconded. No further discussion.

**Vote: 6 – 1 – 0 / Motion Passed with Dennis Foran voting against**

**Welfare Budget:** Robert Burbank explained the the need to increase the salary for the Social Worker to include the additional responsibility as the Veteran's Service Administrator as required by the state and noted other increases including a 3% salary increase and additional mileage expense. Ted Sakelarakis motioned to approve the Welfare budget in the amount of \$4,336.96 for the 2014 – 2015 budget year. David Gostanian seconded. No further discussion.

**Vote: 6 – 1 – 0 / Motion Passed with Dennis Foran voting against**

**Transfer Station Budget:** Robert Burbank said the only increase is the 3% increase in wages. David Gostanian motioned to approve the Transfer Station budget in the amount of \$154,914.85 for the 2014 – 2015 budget year. Jeff Murray seconded. No further discussion.

**Vote: 6 – 1 – 0 / Motion Passed with Dennis Foran voting against**

**Economic Development Commission (EDC) Budget:** Robert Burbank explained the increase of \$200.00 for the Farmer's Market that is slated to begin this year. Georgette Conrad motioned to approve the EDC budget in the amount of \$1,200.00 for the 2014 – 2015 budget year. Linda Fish seconded. There was a brief discussion about the actions of the EDC and putting the EDC directory online.

**Vote: 5 – 2 – 0 / Motion Passed with Dennis Foran and Jeff Murray voting against**

The budgets that were approved by the motion passed at the BOF workshop meeting on 2-11-14 to blanket approve budgets with a zero percent increase or a decrease in the proposed amount for the 2014 – 2015 budget year include:

<b>Snow Removal:</b>	\$ 92,400.00	no change
<b>Lighting:</b>	\$ 7,500.00	no change
<b>Town Engineer:</b>	\$ 2,500.00	no change
<b>Ground Care:</b>	\$ 8,700.00	no change
<b>Resident Trooper:</b>	\$ 119,429.36	no change
<b>Memorial Day:</b>	\$ 800.00	no change
<b>Recreation:</b>	\$ 6,455.00	no change
<b>Recycling:</b>	\$ 2,200.00	no change

**Agenda Item 6: Approval of Minutes: Approve 02-11-14 BOF Budget Workshop Meeting Minutes:**

Ted Sakelarakis motioned to approve the minutes from the BOF February 11, 2014 budget workshop meeting. David Gostanian seconded. No discussion.

**Vote: 7 – 0 – 0 / Motion Passed**

**Agenda Item 7: – Public Comments: None**

**Agenda Item 8: – Adjournment:** David Gostanian motioned to adjourn at 9:30pm. Ted Sakelarakis seconded.

**Vote: 7 – 0 – 0 / Motion Passed**

The next BOF meeting is a Regular Monthly Meeting and Budget Workshop on **Wednesday, February 26, 2014**, at 7:00 pm at the Town Office Building.

Respectfully Submitted,  
Marie Smith, Board Clerk  
February 22, 2014

RECEIVED FOR RECORD  
2-24-2014 @ 8:15 am  
Carol N. Lee  
**TOWN CLERK**

**Town of Andover Board of Finance  
Regular Meeting & Budget Workshop  
Wednesday, February 26, 2014  
7:00 p.m. – Community Room  
Agenda**

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions & Deletions:
5. Budget Presentations:
  - a.) Library,
  - b.) RHAM,
  - c.) Board of Selectmen:
6. Approval of Minutes:
7. Public Comments:
8. Adjournment:

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
2-24-2014 @ 8:15 am  
Carol N. Bee  
TOWN CLERK

## Andover Board of Finance

**Regular Monthly Meeting and Budget Workshop Minutes Draft – Wednesday, February 26, 2014**

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

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Linda Fish, Jeff Murray **Absent:**

Dennis Foran, David Gostanian, Nathaniel Houle **Town Officials Present:** Robert Burbank, First Selectman, Jay

Linddy, Vice First Selectman **Other Attendees:** Catherine Palazzi, Michael Palazzi, Julie Victoria, Bob Siminski

**Agenda Item 1: Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7:06 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: Budget Presentations: Agenda Item 5(a): Library Budget:** Julia Victoria presented the Library's budget for the 2014 – 2015 budget year and explained the increases for several expense items including a 3% increase in salaries as previously approved by the Board of Selectmen, oil, and supplies. After a discussion on the line items for expenses relating to employee benefits and whether those expenses should be reported in the town or the library budget, it was clarified that those expense items which include Retirement, Medical and Dental/Life Insurance/Disability, SSI and Medicare, and Unemployment Insurance, are reported in the library's budget. Ted Sakelarakis motioned to approve the Library's budget in the amount of \$112,011.00 for the 2014 – 2015 budget year. Jeff Murray seconded. There was a brief discussion about the increase in oil use.

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

**Agenda Item 5(b): RHAM Budget:** Danny Holtsclaw presented the RHAM budget for the 2014 – 2015 budget year and RHAM Superintendent, Robert Siminski reported on the major areas of increases including Health Insurance, Special Education, Textbooks, Instructional Supplies, Operations and Maintenance, and Capital Projects. Ted Sakelarakis motioned to approve the RHAM budget in the amount of \$3,965,445.00 for the 2014 – 2015 budget year. Georgette Conrad seconded. The discussion on insurance costs, window replacement, state funding decreases and state mandates continued and concluded with the BOF recommending lowering the increases.

**Vote: 2 – 2 – 0 / Motion Failed with Ted Sakelarakis and Jeff Murray voting against**

**Agenda Item 5(c): Board of Selectmen Budget:** None

**Agenda Item 6: Approval of Minutes: Approve 02-20-14 BOF Budget Workshop Meeting Minutes:**

Corrections to the minutes are as follows: Attendees: The name Tim Anson should be Tiu Anson.

Agenda Item 5(c) CIP budget. There is a typing error of a comma where a decimal point should be in the proposed dollar amount in the motion. The correct amount is: \$99,451.00 Georgette Conrad motioned to approve the minutes from the BOF February 20, 2014 budget workshop meeting with the above changes.

Ted Sakelarakis seconded. No further discussion.

**Vote: 4 – 0 – 0 / Motion Passed**

**Agenda Item 7: – Public Comments:** Mike Palazzi spoke on the RHAM budget, magnet schools, insurance costs, and legislators. Jay Linddy spoke on the RHAM Budget, insurance committee, insurance costs, and meeting with RHAM representatives. Robert Burbank spoke on insurance negotiations. Linda Fish spoke on the library budget and communication.

**Agenda Item 8: – Adjournment:** Georgette Conrad motioned to adjourn at 9:00 pm. Ted Sakelarakis seconded.

**Vote: 4 – 0 – 0 / Motion Passed.**

The next BOF meeting is a Budget Workshop on **Thursday, March 13, 2014**, at 7:00 pm at the Town Office Building.

Respectfully Submitted,

Marie Smith, Board Clerk

March 1, 2014

**RECEIVED FOR RECORD**  
3-3-14 @ 8:15am  
Carol X-lee  
**TOWN CLERK**

**Town of Andover Board of Finance  
Workshop  
Thursday, March 13, 2014  
7:00 p.m. - Community Room  
Agenda**

1. **Call to order:**
2. **Pledge of Allegiance:**
3. **Public Comment:**
4. **Additions & Deletions:**
5. **Budget Presentations:**
  - a.) **Planning & Zoning:**
  - b.) **Zoning Board of Appeal:**
  - c.) **Board of Assessment Appeal:**
  - d.) **Board of Finance:**
  - e.) **Board of Selectmen**
6. **Approval of Minutes:**
7. **Public Comments:**
8. **Adjournment:**

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
03-11-14 @ 12:07 PM  
Margaret H. Busch  
Asst. TOWN CLERK

## Andover Board of Finance

### Budget Workshop Meeting Minutes Draft – Thursday, March 13, 2014

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

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Nathaniel Houle, Jeff Murray, David Gostanian, Dennis Foran **Absent:** Linda Fish **Town Officials Present:** Robert Burbank, First Selectman, Jay Linddy, Vice First Selectman **Other Attendees:** Mike Palazzi, Eric Anderson, Catherine Palazzi, Joan Foran, Virginia Wanagel, Robert Wanagel, Lisa Kurtz

**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:** None

**Agenda Item 4: Additions/Deletions to the agenda:** Georgette Conrad motioned to add agenda item 4.1 for old business. David Gostanian seconded. No discussion.

**Vote: 6 – 0 – 0 / Motion Passed**

**Agenda Item 4.1: Old Business:** Catherine Palazzi's letter to the BOF regarding questions about state funding for voting machine maintenance, the Registrar of Voter's budget, and other comments was read by Catherine Palazzi and will be on file with the meeting minutes as requested.

**Agenda Item 5: Budget Presentations:**

**Agenda Item 5(a): Planning & Zoning Commission (P&Z) Budget:** Eric Anderson presented the P&Z budget for the 2014 – 2015 budget year and explained the request for an additional \$3000.00 for legal expenses and the request to change the line item to Legal and Professional. Many topics were discussed including incentive housing, regulations for the Route 6 Corridor, the Talbot property, the Plan of Conservation and Development (POCD) study and unfunded state mandates, as well as professional guidance from a planner. Robert Burbank also added that the Board of Selectmen (BOS) approved a 3% increase for P&Z salaries. David Gostanian motioned to approve the proposed P&Z budget in the amount of \$9,340.03 for the 2014 – 2015 budget year. Ted Sakelarakis seconded. There was further discussion about changing the label for legal expenses. David Gostanian motioned to change the label of account number 1-100-08-0803-310 from Legal to Legal/Professional Services. Ted Sakelarakis seconded. No further discussion.

**Vote: 6 – 0 – 0 / Motion Passed**

There was additional discussion about the overall increase in the proposed P&Z budget.

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

BOF member, Dennis Foran explained that he has abstained from votes because of the BOF's approval process and specifically stated that the Charter reserves the word "approve" for town approval. Dennis Foran suggested using another term such as adopted or accepted in its place. Georgette Conrad and the BOF discussed the use of the word approve and cited its use in prior budget years. The discussion about using the word approve for proposed budgets ended. Dennis Foran added that he will address Catherine Palazzi's letter in writing.

**Agenda Item 5(b): Zoning Board of Appeal (ZBA) Budget:** Robert Burbank stated that the BOS approved a 3% increase for Zoning Board wages. David Gostanian motioned to approved the proposed ZBA budget in the amount of \$1,492.76 for the 2014 – 2015 budget year. Ted Sakelarakis seconded. No discussion.

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

**Agenda Item 5(c): Board of Assessment Appeal (BAA) Budget:** Joan Foran presented the BAA budget with change from the current year's budget. A wage increase for the BAA was discussed but salaries were not increased. Ted Sakelarakis motioned to approve the proposed BAA budget in the amount of \$900.00 for the 2014 – 2015 budget year. David Gostanian seconded. There was additional discussion about town employees and elected officials and salary increases.

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

**Agenda Item 5(d): Board of Finance Budget:** The purchase of a laptop for the production of BOF minutes and spreadsheets was discussed and also the 3% increase for Board Clerk wages as approved by the BOS. David Gostanian motioned to approved the proposed BOF budget in the amount of \$2,430.96 for the 2014 – 2015 budget year. Ted Sakelarakis seconded. No discussion.

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

**Agenda Item 5(e): Board of Selectmen Budgets:** The budgets that were approved by the 2-11-14 passed motion to blanket approve budgets with a zero percent increase or a decrease in the proposed amount for the 2014 – 2015 budget year include:

<b>Conservation Commission:</b>	\$ 1,000.00	no change
<b>Capital Region Council (CRCOG):</b>	\$ 7,125.00	no change
<b>Debt Retirement:</b>	\$ 90,000.00	no change
<b>Interest Expense:</b>	\$ 31,365.00	decrease of (\$3 ,870.00)
<b>Fund Transfers:</b>	\$ 35,000.00	no change.

**Assessor's Budget:** Robert Burbank presented the Assessor's budget with corrected salaries for the current budget year for the Assessor and Assistant Assessor and also included a 2% increase for salaries for the 2014 – 2015 budget year. David Gostanian motioned to approve the proposed Assessor's budget in the amount of \$71,347.90 for the 2014 – 2015 budget year. Ted Sakelarakis seconded. Dennis Foran stated that he will be voting against all BOS budgets because the BOS budgets are not being presented in the way they should be presented. No further discussion.

**Vote: 5 – 1 – 0 / Motion Passed with Dennis Foran voting against**

**Building Department Budget:** Robert Burbank presented the Building Department's budget which includes the BOS approved 3% increase for salaries along with other increases for equipment, books and manuals. David Gostanian motioned to approve the Building Department's proposed budget in the amount of \$47,849.92 for the 2014 – 2015 budget year. Ted Sakelarakis seconded. No further discussion.

**Vote: 5 – 1 – 0 / Motion Passed with Dennis Foran voting against**

**Wetlands Budget:** Robert Burbank presented the Wetlands budget which includes the BOS approved 3% increase for Wetlands salaries. Ted Sakelarakis motioned to approve the Wetlands proposed budget in the amount of \$10,634.75 for the 2014 – 2015 budget year. Jeff Murray seconded. No further discussion.

**Vote: 5 – 1 – 0 / Motion Passed with Dennis Foran voting against**

**Zoning Agent Budget:** Robert Burbank presented the Zoning Agent's budget which includes the BOS approved 3% salary increase for the Zoning Agent. Ted Sakelarakis motioned to approve the Zoning Agent's proposed budget in the amount of \$11,494.77 for the 2014 – 2015 budget year. Jeff Murray seconded. No further discussion.

**Vote: 5 – 1 – 0 / Motion Passed with Dennis Foran voting against**

**CIP Budget:** The proposed CIP budget was revisited and the BOF reviewed each capital expenditure line item resulting in an overall decrease for the 2014 – 2015 budget year. Ted Sakelarakis motioned to approve the CIP proposed budget in the amount of \$256,951.00 for the 2014 – 2015 budget year. David Gostanian seconded. No further discussion.

**Vote: 5 – 1 – 0 / Motion Passed with Dennis Foran voting against**

The proposed RHAM budget, that was not approved by the BOF at the 2-26-14 meeting, was discussed. No action was taken, but the community was encouraged to attend the next RHAM meeting which is scheduled for Monday, March 24, 2014 at 7:00 pm at the Town Office Building.

**Agenda Item 6: Approval of Minutes: Approve 02-26-14 BOF Regular Monthly and Budget Workshop**

**Meeting Minutes:** In a letter to Georgette Conrad, BOF Chair, BOF member, Linda Fish, requested that Agenda Item 7: Public Comments, be amended by adding the following to Linda Fish's comment: "It would be appreciated by the Library Board if the Board of Selectmen would communicate pertinent facts directly to the library in a timely manner that affects their budget." No further discussion.

Ted Sakelarakis motioned to approve the minutes from the BOF February 26, 2014 regular monthly and budget workshop meeting with the above amendment. Jeff Murray seconded.

**Vote: 4 – 0 – 2 / Motion Passed with abstentions by Dennis Foran and David Gostanian**

**Agenda Item 7: – Public Comments:**

Joan Foran (ordinance concerning salaries of elected officials and other town employees)

Joan Foran (requesting letter that was read at this meeting)

Jay Linddy (ordinance wording)

Catherine Palazzi (clarified items in her letter to the BOF )

Mike Palazzi (RHAM budget)

Jay Linddy (RHAM budget and RHAM meeting on 3-24-14)

**Agenda Item 8: – Adjournment:** David Gostanian motioned to adjourn at 9:16 pm. Ted Sakelarakis seconded.

**Vote: 6 – 0 – 0 / Motion Passed.**

The next BOF meeting is a Regular Monthly Meeting and Budget Workshop on **Thursday, March 20, 2014**, at 7:00 pm at the Old Firehouse/Senior Center.

Respectfully Submitted,  
 [Redacted] Smith, Board Clerk  
 March 15, 2014

RECEIVED FOR RECORD  
 3-17-14 @ 8:30am  
 Carol Adde  
 TOWN CLERK

February 26, 2014

Ms. Georgette Conrad

BOF Chairman

17 School Road

Andover, CT 06232

RE: Response to BOF Inquiries of ROV Budget and Other Comments

Dear Georgette:

Please accept this letter and attachments to be read at your BOF meeting and to be filed with your BOF minutes.

Response to BOF Inquiries

Dennis Foran requested printed information regarding the notification from the SOTS as to the voting machine maintenance responsibility beginning July 1, 2014. For your convenience, I have attached copies for your entire committee so they may read it at their leisure.

Attachments from LHS the recommended company for maintenance put into place by SOTS has been attached as well.

In the past, it has been the intention of the Registrars of Voters (ROV) to serve the town residents of Andover as thoroughly and honestly as possible. For the past two years when the ROV budget was presented we noticed there were issues amongst the committee members. We do not want or need to have any misunderstanding with the BOF committee members. In our opinion, we value the direction from this important committee and feel it is directed at the ROV's for a more political reason then for a professional business reason. As I mentioned previously, whether we have 100 or 1000 people come to vote we have certain operating expenses that must be paid. We have tried to cut costs whenever possible and paper ballots for our RHAM and Town Budgets would be most helpful. However; each year we have more changes in the voting laws and all this amounts to more money for the towns.

Other Comments

It is unfortunate that committee members serve and abstain from voting on any issues. It would seem the only reason one would abstain is if they were not at a previous meeting and any issues brought up at a current meeting were being discussed (i.e. minutes) or if they served on the committee reporting budgets to the BOF. It is not productive for members to continuously abstain from voting on issues.

Regarding the minutes from the BOF meeting dated February 20, 2014 I noticed five (5) abstentions were made against the following budgets: Fire Commission, Fire Marshal, and CIP budget and eight (8) "no" votes against the BOS budget. Perhaps the questions being asked of these individuals are not being addressed correctly and further investigation needs to be put into action.

The BOF has a very important non-paying position for our town and everything possible should be done to correct issues not understandable by the BOF committee. To abstain from voting or voting "no" for all motions is not the answer.

It has always baffled me why there is not a stipend allowed for members of this board. Perhaps this is an issue that could be looked into in the future.

I value living in the Town of Andover and would like to see people work together rather than against one another. It appears as an outsider that some of the committee members are in disagreement for all issues. I am in no way trying to attack any individual just stating the facts as they appear to outsiders.

Thank you.

Sincerely,

Catherine Palazzi

Andover ROV

Cc: Bob Burbank, First Selectman

Attachments



Board of Finance 3-13-2014

Andover ATTACHMENT 2

## FW: Expiration of Voting Machine Maintenance Funds

1 message

Womack, Taffy &lt;Taffy.Womack@ct.gov&gt;

Thu, Dec 12, 2013 at 2:17 PM

To: "001Andover2 (cmagaldilewis@att.net)" <cmagaldilewis@att.net>, "001Andover3 (andoverdemreg@gmail.com)" <andoverdemreg@gmail.com>, "001AndoverDem (andover.dem@gmail.com)" <andover.dem@gmail.com>, "001AndoverRep (Andover.Rep@gmail.com)" <Andover.Rep@gmail.com>

**Please direct all questions regarding the information below to Ted Bromley.**

To all Registrars of Voters, Town Clerks, Mayors, and First Selectmen:

This message is being sent as a reminder that the Secretary of the State will no longer be able to fund voting machine maintenance as of July 2014. As many of you have been aware, the federal funding provided to our office for this program has expired. We have been pleased to provide the funding for voting machine maintenance since 2006. In an effort to assist with this transition, we have been working with LHS Associates, the vendor who provides our maintenance program, to provide various maintenance options for municipalities as we move forward. The attached agreement, from the vendor, has been sent out previously to the Registrars of Voters in your municipality.

It is vitally important that each municipality keep their voting machines properly maintained to ensure they accurately account for each vote cast. It is not acceptable to allow a non-certified technician to maintain the voting equipment and any attempt to do so will void the warranty on the machine.

Below is an excerpt of the newsletter we sent to each town in July 2011 preparing each Registrar of Voters of this transition.

Thank you for your anticipated cooperation with this transition. If you have any additional questions, please contact our division at (860) 509-6100.

Sincerely,

Legislation and Elections Administration Division

Office of the Secretary of the State

Office of the Secretary of the State: Information Bulletin

Issue 62, July 15, 2011

(excerpt)

## **BALLOT PROGRAMMING AND VOTING MACHINE MAINTENANCE**

As you are all aware, LHS has been contacting each town to inquire about maintenance services for your optical scan voting machines.

The maintenance agreement includes a yearly service of the machine by a certified technician and the replacement of any non-consumable parts. In addition, the agreement also renews the warranty of the machine, allows for loaner machines in the event your machine needs to be removed for repair, free service calls, replacement parts, free help desk services, etc. Below is a more comprehensive list of warranty benefits:

**Parts & Labor- AccuVote Tabulator & Ballot Box** - Issues with tabulators and ballot boxes will be repaired or replaced at no charge. (This does not include any bags, batteries or memory cards)

**Annual Preventive Maintenance Visit** - An annual onsite visit to inspect and service all machines.

**LHS Help Desk** - Access to a toll free hotline where a live person will answer your questions prior to or on Election Day.

**In State Service Technician** - If you have an issue prior to an election, a Connecticut based service technician will be dispatched at no charge.

**Loaner Equipment** - If you have an issue that cannot be resolved in time for your election, LHS will deliver a courtesy AccuVote at no charge.

wanted to convey this information to you because we have received several calls asking why a town should ensure each machine has a maintenance agreement in place when a yearly cleaning is all of the services the vendor provides.

**IMPORTANT NOTE: IF YOU HAVE YOUR VOTING EQUIPMENT SERVICED BY SOMEONE OTHER THAN A**

750

CERTIFIED TECHNICIAN THE WARRANTY ON YOUR MACHINE WILL BE VOID.

As we discussed at the most recent ROVAC conference, we realize that many towns are having difficulty finding the funds necessary to purchase the maintenance agreement. As such, our office has decided to purchase a statewide maintenance agreement with LHS Associates that will cover all machines in each town through June, 2014. Any town that has already purchased a maintenance agreement with LHS will receive a refund.

We want to be clear that this statewide agreement will remain in place through June, 2014 and will end at that time. After June, 2014 it will become a responsibility of each municipality to ensure the tabulators will be properly maintained.



CT FY2015 Agreement.doc

385K

**ATTACHMENT 3**



10 Manor Parkway, Unit B, Salem, NH 03079  
Toll Free: 888-547-8683 Fax: 603-212-0027

[www.lhsassociates.com](http://www.lhsassociates.com)

Dear Registrars of Voters,

I am writing in regards to your upcoming annual elections budget for Fiscal Year 2015. As most of you are aware, the State will not continue paying for Voting Machine Maintenance beginning on July 1, 2014. The following documentation is intended to outline the cost and description of each maintenance plan, along with a Maintenance Agreement for **BOTH** Registrars to sign and return to LHS. If we do not receive a signed agreement before June 30, 2014, your voting machines will not be covered and your Town or City will be charged for all parts and labor associated with the repair and/or service of your voting machines. Based on the customer feedback that we have received, LHS will now offer three (3) Annual Maintenance Plans for Connecticut Customers to choose from. We are also happy to announce that effective July 1, 2014, the minimum programming cost will be lowered to \$650. If you have any question please contact me directly.

Best Regards,

Joel Bergeron



10 Manor Parkway Unit B Salem, NH 03079  
Toll Free: 888-547-8683 Fax: 603-212-0027

[www.lhsassociates.com](http://www.lhsassociates.com)

## 1. DESCRIPTION OF SERVICES

Below is a brief description of Annual Maintenance Plan services. I hope this helps you to better understand and justify the annual cost per machine.

- 1) Replacement Parts- AccuVote Tabulator & Ballot Box:
  - ✓ Tabulator and ballot box parts that require repair or replacement. Please refer to Section 5 LHS Parts List Price (This does not include any bags, batteries or memory cards, please refer to Section 3 Items not covered)
- 2) Preventive Maintenance:
  - ✓ An onsite visit to inspect and service all machines.
- 3) LHS Help Desk:
  - ✓ Access to our toll free hotline where a live person will answer your questions prior to or on Election Day.
- 4) In State Service Technician:
  - ✓ If you have an issue prior to an election, our Connecticut based service technician will be dispatched to your location.
- 5) Loaner Equipment:
  - ✓ If you have an issue that cannot be resolved in time for your election, LHS will deliver a machine.



10 Manor Parkway Unit B Salem, NH 03079  
 Toll Free: 888-547-8683 Fax: 603-212-0027 www.lhsassociates.com

**2. ANNUAL PLAN OPTIONS**

Below is a pricing matrix for each Annual Maintenance Plan.

Annual Plan Options	Tier 1	Tier 2	Tier 3
Annual Cost	\$200 per Machine	\$150 per Machine	\$100 per Machine
Replacement Parts	No Charge	50% Off Parts List Price	25% Off Parts List Price
Preventive Maintenance	Annual PM Visit Included	Not Included 50% Off Hourly Rate	Not Included 25% Off Hourly Rate
Help Desk	No Charge	No Charge	No Charge
Onsite Service Technician	No Charge	Not Included 50% Off Hourly Rate	Not Included 25% Off Hourly Rate
Per Equipment	No Charge	\$500 per Machine per Election	\$850 per Machine per Election

**3. ITEMS NOT COVERED BY ANNUAL MAINTENANCE**

Below is a list of items that are not covered by the Annual Maintenance Plans.

- UPS Battery Backups
- Memory Cards
- Paper Roll
- Marking Pens
- Secrecy Envelopes/Sleeves
- Ribbon Cartridges
- Batteries
- Clock Chips
- Seals
- Fuses
- Ender Cards
- Bags
- Transfer Cases
- Crowd Control Materials



10 Manor Parkway Unit B Salem, NH 03079  
 Toll Free: 888-547-8683 Fax: 603-212-0027 www.lhsassociates.com

#### 4. CONNECTICUT PREVENTIVE MAINTENANCE CHECKLIST

Below is checklist of items tested during a routine annual preventive maintenance visit.

- \_\_\_ POWER MACHINE OFF
- \_\_\_ CHECK SERIAL NUMBER
- \_\_\_ VERIFY ALL TAPE SEALS ARE IN TACT (NOTIFY ROV IF NOT)
- \_\_\_ REMOVE TAPE SEALS
- \_\_\_ REMOVE 5 CASE SCREWS
- \_\_\_ CHECK ALL WIRES AND TIGHTEN ALL CHIPS
- \_\_\_ BLOW OUT MACHINE
- \_\_\_ CLEAN READERS AND CASE WITH WIPES
- \_\_\_ HOLD YES/NO BUTTONS - TURN ON TO BEGIN DIAGNOSTIC TEST
- \_\_\_ SET CLOCK TO CURRENT TIME
- \_\_\_ TEST LCD DISPLAY
- \_\_\_ TEST SYSTEM MEMORY 128K + 128K = OK
- \_\_\_ TAKE OFF PRINTER COVER
- \_\_\_ DO 2 PRINTER TESTS - LAST CHARACTER SHOULD BE 6
- \_\_\_ DO 1 PRINTER TEST IF BATTERY WAS JUST REPLACED
- \_\_\_ TEST BALLOT READER - USE DIAGNOSTIC BALLOT
  - \_\_\_ RUN ONCE FACE UP - HOLD YES BUTTON
  - \_\_\_ RUN ONCE FACE DOWN - HOLD YES BUTTON
  - \_\_\_ TAPE SHOULD READ ALL 100'S AND ALL ZEROES
- \_\_\_ IF TAPE IS OK - TEAR OFF AND GIVE TO ROV
- \_\_\_ SHUT MACHINE OFF - TURN BACK ON
- \_\_\_ CHECK MEMORY CARD PINS WITH PEN LIGHT
- \_\_\_ INSTALL DEMO MEMORY CARD
- \_\_\_ INSERT 5 BALLOTS IN 4 DIFFERENT ORIENTATIONS
- \_\_\_ SHUT OFF - REMOVE DEMO MEMORY CARD
- \_\_\_ LOCK PRINTER COVER BACK ON
- \_\_\_ REPLACE 5 CASE SCREWS
- \_\_\_ PROVIDE ROV WITH NEW TAPE SEALS AND INSTRUCT THEM TO RECORD NUMBERS AND PUT THEM ON THE MACHINES
- \_\_\_ PUT CORD AND MACHINE BACK INTO BAG
- \_\_\_ SHOW ROV HOW THE MACHINE SHOULD BE PLACED IN THE BAG



10 Manor Parkway Unit B Salem, NH 03079  
 Toll Free: 888-547-8683 Fax: 603-212-0027

[www.lhsassociates.com](http://www.lhsassociates.com)

## 5. LHS PARTS LIST PRICING

Below is a price list for parts and labor:

*NOTE: PRICES ARE SUBJECT TO CHANGE. The full list price only applies to customers who opt out of the Annual Maintenance Plans.*

HOURLY LABOR RATE \$130/ hr. TIME FROM PORTAL TO PORTAL

<u>LHS ID</u>	<u>PRODUCT DESCRIPTION</u>	<u>LIST PRICE</u>
E80-63	POWER SUPPLY ASSEMBLY	\$437.92
180-64	VISIBLE LIGHT READER	\$1,366.40
E80-65	LCD ASSEMBLY	\$44.03
E80-66	PRINTER ASSEMBLY	\$184.21
E80-67	DEFLECTOR	\$159.70
E80-68	DEFLECTOR MOTOR	\$117.81
E80-530	CPU ACCUVOTE MOTHER BOARD	\$1,029.35

**Town of Andover Board of Finance  
Regular Meeting & Budget Workshop  
Thursday, March 20, 2014  
7:00 p.m. – Old Firehouse/Senior Center**

**Agenda**

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions & Deletions:
5. Approval of Minutes:
6. 2014–2015 Budget: Revenues
7. Old Business:
8. Public Comments:
9. Adjournment:

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
3-10-14 @ 8:15am  
Carol N. Lee  
TOWN CLERK

# Andover Board of Finance

## Budget Workshop Meeting Minutes Draft – Thursday, March 20, 2014

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

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Nathaniel Houle, Dennis Foran, Linda Fish, Jeff Murray (arrived at 7:15 pm) **Absent:** David Gostanian **Town Officials Present:** Robert Burbank, First Selectman, Jay Linddy, Vice First Selectman **Other Attendees:** Mike Palazzi, Catherine Palazzi

**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: Public Comment:** None

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

**Agenda Item 5: Approve 03-13-14 BOF Budget Workshop Meeting Minutes:** Ted Sakelarakis motioned to approve the minutes from the BOF March 13, 2014 budget workshop meeting. Dennis Foran seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed**

**Agenda Item 6: Budget 2014 – 2015 Budget: Revenues:** The BOF estimated proposed revenues for the 2014 – 2015 budget year. There was much discussion about money received from the state and which category that money is allocated to. The following is the current list of estimated revenues: Boat Registrations: \$ 0.00, Payment in Lieu of Taxes (PILOT) – State Property: \$ 18,767.00, Veteran's Tax Relief (Grant): \$ 1,268.00, Property Tax Relief (Grant): \$ 12,525.00, Manufacturer's Grant: ?, State Disability – Exempt: \$434.00, Pequot/Mashantucket Grant: \$ 14,200.00, State Miscellaneous: ?, Telephone Access: \$ 6,700.00, Law Enforcement Overtime: \$ 0.00, DOT Moving Violations: \$ 0.00, Special Education - In the school budget, \$ ECS (Education Cost Sharing): \$ 2,391,293.00, Pupil Transportation: (included in ECS?), Interest (Fund Balance): \$ 1,000.00, Permits (Gun): \$ 1,500.00, Town Clerk Fees: \$ 30,000.00, Transfer Station: \$ 720.00, Waste Redemption: \$ 300.00, Building Department Receipts: \$ 20,000.00, Miscellaneous: \$ 10,000.00, Rentals: \$ 0.00, Dial-A-Ride: \$ 5,000.00, NSF/DMV/Fees: \$5,000.00, Previous Year Taxes, Interest and Lien Fees: \$ 60,000.00, Tax Collector's Interest – current: \$ 20,000.00, Tax Collector's Lien – current: \$50.00, Town Aid Roads (Grant): \$ 120,000.00, Local Capital Improvements (LoCIP): ?, Veterans Tax Relief (see above), Circuit Breaker/Property Tax Credit (see above), Andover Fire Department Tax Abatement: \$23,750.00, Senior Housing: \$12,000.00, Local Option Tax Abatement: \$11,000.00. No dollar figure for Offsets yet. The remainder of the proposed revenues are to be determined once all required information is obtained from the Treasurer.

**No Motions made as the BOF agreed to vote once all the items are completed.** Wednesday, March 26, 2014, is the next scheduled BOF regular monthly meeting and budget workshop. RHAM will be presenting their budget for the second time, and the rest of the revenues will be discussed then.

**Agenda Item 7: Old Business:** Dennis Foran provided a letter to the BOF regarding "Items distributed to Andover Board of Finance members at the March 13, 2014 meeting". The letter will be on file with the meeting minutes.

**Agenda Item 8: – Public Comments:** Jay Linddy (Thank you to Jill and Scottie, RHAM meeting this Monday, March 24, 2014, at 7:00 pm in the Town Office Building, Town's new Tax Collector, Donna)

**Agenda Item 9: – Adjournment:** Ted Sakelarakis motioned to adjourn at 8:33 pm. Jeff Murray seconded.

**Vote: 6 – 0 – 0 / Motion Passed.**

The next BOF meeting is a Regular Monthly Meeting and Budget Workshop on **Wednesday, March 26, 2014**, at 7:00 at the Town Office Building.

Respectfully Submitted,  
Marie Smith, Board Clerk  
March 22, 2014

**RECEIVED FOR RECORD**  
3-24-2014 @ 8:15am  
Carol H. Doe  
**TOWN CLERK**

**ATTACHMENT**  
Agenda Item # 7

TO: Andover Board of Finance, 17 School Road, Andover, Connecticut 06232

FROM: Dennis Foran, 143 Hebron Road, Andover, CT 06232

DATE: March 20, 2014

RE: Items distributed to Andover Board of Finance members at the March 13, 2014 meeting

I'm responding to the written items distributed to the Andover Board of Finance ("ABOF") members in two batches at and during the ABOF March 13, 2014 budget workshop meeting. The first batch included a letter with attachments dated February 26, 2014 from Catherine Palazzi, Andover's Republican Registrar of Voters ("ARROV"), which was distributed and read by her during the business part of the meeting under agenda item 4.1 which was added to the agenda under the pretext of "Old Business", and since filed with the meeting minutes in the Town Clerk's office as attachments 1, 2, & 3. The second batch which was distributed by Chairman Georgette Conrad near the end of the meeting included a sheet with meanings and synonyms for the word "approve", copies of pages from the Chapter VIII. Finance and Taxation portion of the Andover Town Charter ("Charter"), and file copies of minutes of past ABOF budget review and workshop meetings from 2/6/2008, 4/2/2008, 4/3/2008, and 3/18/2009 with underlined examples of motions "to approve" which were made and voted on at those meetings.

Because copies ran out when distributed and I left the meeting without one, I personally hadn't received or seen Mrs. Palazzi's letter until I was able to obtain one from the Town Clerk's office on Monday March 17, 2014. Her letter mentions me specifically by name as having requested printed information regarding the SOTS notification of the added costs of running elections to be borne by municipalities. I did at the February 11<sup>th</sup> budget workshop request whatever information could be provided documenting these increased costs and appreciate her efforts in providing it. Since that meeting I had also personally complemented her on her budget submittal and told her that I wished all of the Town departments did as good a job in presenting theirs as she has done with hers. Unfortunately however, and for whatever reason, her letter contains some rather highly critical comments, most of which I believe are directed towards myself and at least one of which I feel wrongfully implies that my questions and requests for budget information were somehow "more for a political reason rather than for a professional business reason" which I find completely baseless and will emphatically state that my motivations in asking them are strictly for doing the Town's business and not at all for political reasons. Regarding her other comments concerning her obvious criticisms of my votes to "abstain" and "no" votes, a response to these will be part of a response to the second batch of items concerning the ABOF's motions to approve.

Allowing Mrs. Palazzi to stand in front of the ABOF and read her letter under the added-on unwarned "Agenda Item 4.1 Old Business" was highly improper. She is not an ABOF member

and with exception of the first and second paragraphs the remaining six paragraphs of her letter were her own personal comments, opinions and criticisms, to which she is entitled, but have nothing to do with "Old Business" before the ABOF. Not that her letter could not and should not have been received as correspondence and allowed to have been read, but if so it should have been done under the "Public Comment" items or as correspondence addressed to the ABOF.

I intend to have full and thorough documentation before next week's March 26, 2014 meeting of the reasons for what I believe are the highly improper motions "to approve" as voted by the ABOF, especially during its budget preparation sessions, over the last several years. In the meanwhile, I will continue to abstain from voting on any motions 'to approve' for reasons previous given (on numerous occasions) on any motions involving preparation and presentation of the budget, and 'no' on any motions to receive any budgets which I believe don't meet the threshold for submittal. I hold no grudge or malice towards anyone (at least not in Andover) and my purpose is not to antagonize or aggravate but to simply do the right thing as an ABOF member during my term in office.

Sincerely,

Dennis Foran 

CC: Catherine Palazzi

Robert Burbank

**Town of Andover Board of Finance  
Regular Meeting & Budget Workshop  
Wednesday, March 26, 2014  
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. **2014–2015 Budget:**
  - a.) RHAM
  - b.) Revenues
7. **Old Business:**
8. **Public Comments:**
9. **Adjournment:**

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
3-24-2014 @ 9:00am  
Carol H. Lee  

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TOWN CLERK

## Andover Board of Finance

### Budget Workshop Meeting Minutes Draft – Wednesday, March 26, 2014

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

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Nathaniel Houle, Jeff Murray, Linda Fish, Dennis Foran (arrived at 7:15 pm); **Absent:** David Gostanian; **No Town Officials Present;** **Other Attendees:** Kenneth Lee, RHAM BOE, Catherine Palazzi, Mike Palazzi, Bob Siminski, RHAM Superintendent

**Agenda Item 1: Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7:08 pm

**Agenda Item 2: Pledge of Allegiance**

**Agenda Item 3: Public Comment:** Georgette Conrad thanked Mr. Siminski for coming to tonight's meeting

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

**Agenda Item 5: Approve 03-20-14 BOF Budget Workshop Meeting Minutes:** Ted Sakelarakis motioned to approve the minutes from the BOF March 20, 2014 budget workshop meeting. Jeff Murray seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item 6: 2014 – 2015 Budget:**

**Agenda Item 6(a): RHAM:** Bob Siminski, RHAM Superintendent spoke with the BOF about the RHAM budget noting that a budget had not yet passed the RHAM BOE but that the goal was for an increase between 3% and 4% over the current year's budget and also said that the RHAM BOE did approve a reduction in the budget of \$ 437,555 but are still working at further reductions in transportation by opening bidding and additional cuts where the RHAM BOE decide. The BOF had many questions, concerns, and suggestions on multiple items including: track and field sealing and maintenance; window replacement, financing the replacement, and manufacturer's warranty; insurance cost and numbers covered; Professional Technological Services; Special Education expenses, increases, and cost of having services available at the school vs another facility; financing technology – software and hardware; unfunded state mandates; magnet school tuition and transportation costs; school security and police presence in the schools; traffic study – short and long term plans and costs; deferring compensation for public employees; per pupil expense at RHAM compared to other towns; common core, teacher evaluations, and smarter balance online testing hardware requirements. The BOF projected several scenarios for increases between 3% and 4% in the overall proposed RHAM budget and calculated and discussed Andover's portion. Ted Sakelarakis motioned to approve the Andover's portion of the RHAM budget in the amount of \$3,947,376.62 for the 2014 – 2015 budget year. Georgette Conrad seconded. It is noted that this is based on and approximately 3.5% increase in the RHAM budget from the current year. No further discussion.

**Vote: 3 – 2 – 1 / Motion Passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for; Jeff Murray and Nathaniel Houle voting against; Dennis Foran abstained.**

**Agenda Item 6(b): Revenues:** The BOF revisited the revenue items with new estimates for some items, along with up to date information from the Treasurer. Completed estimates for all revenue and grant items as listed in the 2014 – 2015 BOF budget spreadsheet are as follows:

1. Boat Registrations	\$	0.00
2. Building Department Receipts	\$	20,000.00
3. Disabled Credit (State Disability – Exempt)	\$	434.00
4. Dog Damage	\$	0.00
5. DOT Moving Violations Grant	\$	0.00
6. ECS (Education Cost Sharing)	\$	2,379,549.00
7. Federal Highway Grant (Grant Section)	\$	---
8. Fund Balance Interest	\$	1,000.00
9. Law Enforcement Overtime	\$	0.00
10. Manufacturer's Grant (one time grant)	\$	0.00
11. Miscellaneous	\$	10,000.00

762

12. NSF/DMV/Fees	\$	5,000.00
13. Pequot/Mashantucket Grant	\$	12,797.00
14. Permits	\$	1,500.00
15. PILOT – State Property	\$	16,640.00
16. Previous Year Taxes, Interest & Lien Fees	\$	60,000.00
17. Property Tax Relief (Grant Section)	\$	---
18. Property Tax Relief Elderly (Grant Section)	\$	---
19. Rentals	\$	0.00
20. Special Education (In School Budget)	\$	---
21. State Miscellaneous	\$	15,000.00
22. Tax Collector's Interest	\$	20,000.00
23. Tax Collector's Lien Fees	\$	50.00
24. Telephone Access	\$	6,700.00
25. Town Clerk Fees	\$	30,000.00
26. Transfer Station	\$	720.00
27. Transportation Grant - Pupil Transportation	\$	12,943.00
28. Veteran's Tax Relief (Grant Section)	\$	---
29. Waste Redemption	\$	300.00

Total Projected Revenues for 2014 – 2015 budget year: \$ 2,592,633.00

Estimates for Grants:

1. Town Aid Roads (Federal Highway Grant)	\$	120,000.00
2. Local Capital Improvement (LoCIP)	\$	28,000.00
3. Veteran's Tax Relief	\$	1,268.00
4. Circuit Breaker / Property Tax Credit	\$	12,525.00
5. Dial-a-Ride	\$	5,000.00

Ted Sakelarakis motioned to approve the projected revenues in the amount of \$ 2,592,633.00 for the 2014 – 2015 budget year. Linda Fish seconded. No further discussion.

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

The BOF discussed the overall budget and current grand list amount, as well as the RHAM budget, abatement, and offset amounts. The current budget year's mill rate is 30.77 . Georgette Conrad motioned to set the mill rate at 30.07 for the 2014 – 2015 budget year. Linda Fish seconded.

**Vote: 6 – 0 – 0 / Motion Passed.**

**Agenda Item 7: – Old Business: None**

**Agenda Item 8: – Public Comments: None**

**Agenda Item 9: – Adjournment:** Ted Sakelarakis motioned to adjourn at 9:40 pm. Linda Fish seconded.

**Vote: 6 – 0 – 0 / Motion Passed.**

The next currently scheduled BOF meeting is the Public Hearing (Regular Meeting Date) on **Wednesday, April 23, 2014**, at 7:00 pm at the Town Office Building.

Respectfully Submitted,  
Marie Smith, Board Clerk  
March 28, 2014

RECEIVED FOR RECORD  
03-31-14 @ 10:39 AM  
Margaret H. Busch  
Asst. TOWN CLERK

**Town of Andover Board of Finance  
Special Meeting  
Thursday, April 10, 2014  
7:00 p.m. – Old Firehouse/Senior Center**

**Agenda**

1. **Call to order:**
2. **Pledge of Allegiance.**
3. **2014-2015 Budget:**
4. **Adjournment:**

Respectfully Submitted,

Georgette Conrad  
Chairperson

RECEIVED FOR RECORD  
4-7-14 @ 12:51 PM  
Margaret H. Busch  
Asst. TOWN CLERK

NO MINUTES WERE RECEIVED FOR THE 4-10-14 SPECIAL MEETING

OF THE ANDOVER BOARD OF FINANCE, AS OF 4-28-14.

NEWS BULLETIN • April 11, 2014

• Andover • Andover • Andover • Andover

**LEGAL NOTICE  
TOWN OF ANDOVER  
PUBLIC BUDGET HEARING  
WEDNESDAY, April 23, 2014  
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, 2014 to June 30, 2015 Budget in the Town Office Building Community Room - 17 School Road - Andover, CT on Wednesday, April 23, 2014 at 7:00 p.m.

Dated at Andover, CT this 24th day of March, 2014

1TB 4/11

Andover Board of Finance

**LEGAL NOTICE**  
**TOWN OF ANDOVER**  
**PUBLIC BUDGET HEARING**  
**WEDNESDAY, April 23, 2014**  
**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, 2014 to June 30, 2015 Budget in the Town Office Building Community Room – 17 School Road – Andover, CT on Wednesday, April 23, 2014 at 7:00 p.m.

Dated at Andover, CT this 24th day of March, 2014

Andover Board of Finance

**RECEIVED FOR RECORD**  
3-24-14 @ 9:15 am  
*Carol H. Lee*  
**TOWN CLERK**

## TOWN OF ANDOVER

## BOARD OF FINANCE

## PUBLIC HEARING

Wednesday, April 23, 2014

7:00 p.m. - Community Room

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Presentation of the proposed 2014-2015 Town of Andover Budget
4. Public Comments
5. Adjournment

RECEIVED FOR RECORD

4-22-2014 @ 2:30pm

Carol N. Lee

TOWN CLERK

## Andover Board of Finance

Public Hearing Meeting Minutes Draft – Wednesday, April 23, 2014

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

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Nathaniel Houle, Jeff Murray, Dennis Foran **Absent:** David Gostanian, Linda Fish **Town Officials Present:** Robert Burbank, First Selectman, Jay Linddy, Vice First Selectman **Other Attendees:** Clyde Conrad, Carol Barton, Wally Barton, Mike Palazzi, Catherine Palazzi, Normand St. Laurent, Lois Popaff, Shirley Kasper, Mary Duval, Betty Davis, Sue Schmidt, Bob Pittsinger, Judy Knox, George Knox, Dianne Grenier, Joseph Remesch, Michael Wallace, Andy Maneggia, AES Superintendent

**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.** Georgette Conrad welcomed the community to the meeting and thanked Jay Linddy for creating the BOF name signs and the copies for this evening's meeting.

**Agenda Item 3: Presentation of the proposed 2014 – 2015 Town of Andover Budget:** Georgette Conrad presented the proposed budget and highlighted some of the changes including a decrease of .26% in spending. Georgette Conrad thanked Andy Maneggia and the Andover Elementary School (AES) Board of Education for the great job they did with their budget this year and continued to explain that the decreased spending along with an increase of approximately \$35,000 in revenues resulted in a proposed mill rate of 30.72 for the 2014 – 2015 budget year. The current year's mill rate is 30.77. Georgette Conrad also explained three BOF approved capital expenditure items: \$50,000 for the purchase of a mini-van with a wheelchair/walker accessible ramp, \$16,306 for 16 EPIC voice amplifiers and radio interface units for the Fire Department, and \$33,145 for the second of a five year annual lease to purchase a dump truck, and added that there was also an increase in revaluation which will take place in 2016. The BOF then addressed questions, comments, and concerns from the community as follows:

Catherine Palazzi questioned the proposed amount of \$5,000 allocated to the Dial A Ride grant item and said it would be approximately \$9,694 for the upcoming budget year. The BOF said that was good news and that changes in grants do not alter the budget.

Jay Linddy asked if anyone had questions on the AES budget. There were no questions but Catherine Palazzi complimented AES on the great job they do each year and that the community appreciates their diligence.

Joseph Remesch addressed the community for approximately seven minutes and first thanked everyone who worked on the budget then commented on the town of Andover and his background in this town. Joseph Remesch then talked about Public Act 490 which deals with land use legislation and his experiences with the First Selectmen, Assessor and Town Attorney. Joseph Remesch concluded his address by opposing the proposed 3% salary increase for the town's First Selectman.

There were no further questions. Georgette Conrad called for a show of hands of those in favor of sending the proposed 2014 – 2015 budget to the Board of Selectmen. The majority were in favor with only one opposed.

**Agenda Item 4: Public Comments:** Catherine Palazzi reminded the community that Tuesday, May 6, 2014, is the RHAM budget referendum and Wednesday, May 7, 2014 is the Town Meeting with the Board of Selectmen at 7:00 pm. Cathy Palazzi also thanked the BOF for doing an excellent job on the proposed budget. No further public comments.

**Agenda Item 9: – Adjournment:** Ted Sakelarakis motioned to adjourn at 7:24 pm. Jeff Murray seconded.

**Vote: 5 – 0 – 0 / Motion passed, meeting adjourned.**

The next scheduled BOF meeting is a regular monthly meeting on **Wednesday, May 28, 2014**, at 7:00 pm at the Town Office Building.

Respectfully Submitted on April 25, 2014 by  
Marie Smith, BOF Clerk

RECEIVED FOR RECORD  
4-28-2014 @ 8:15 am  
Carol N. Lee  
TOWN CLERK

EXPENDITURES

2013-2014 Proposed Budget As of 11/18/13 2013-2014 Expended As of 11/18/13 Percentage Expended As of 11/18/13 2014-2015 Proposed Budget 2014-2015 \$ Change from 2013-2014 2014-2015 % Change from 2013-2014 Approved by BOF

	2013-2014 Proposed Budget	2013-2014 Expended As of 11/18/13	Percentage Expended As of 11/18/13	2014-2015 Proposed Budget	2014-2015 \$ Change from 2013-2014	2014-2015 % Change from 2013-2014	Approved by BOF
0101	\$55,130.00	\$19,172.95	34.78%	\$56,751.54	\$1,621.54	2.94%	2/11/2014
0103	\$1,682.00	\$19.13	1.14%	\$2,430.96	\$748.96	44.53%	3/13/2014
0105	\$18,000.00	\$4,600.00	25.56%	\$18,750.00	\$750.00	4.17%	2/11/2014
0107	\$17,000.00	\$0.00	0.00%	\$17,000.00	\$0.00	0.00%	2/11/2014
0109	\$45,241.78	\$15,594.16	34.47%	\$46,536.04	\$1,294.26	2.86%	2/11/2014
0111	\$49,516.56	\$21,925.27	44.28%	\$52,512.58	\$2,996.02	6.05%	4/10/2014
0113	\$69,134.34	\$30,113.91	43.56%	\$71,347.90	\$2,213.56	3.20%	3/13/2014
0115	\$900.00	\$450.00	50.00%	\$900.00	\$0.00	0.00%	3/13/2014
0117	\$78,161.49	\$24,731.84	31.64%	\$80,014.64	\$1,853.15	2.37%	2/11/2014
0119	\$2,265.00	\$0.00	0.00%	\$2,265.00	\$0.00	0.00%	2/11/2014
0121	\$18,700.00	\$179.00	0.96%	\$20,212.00	\$1,512.00	8.09%	2/11/2014
0123	\$1,645.00	\$637.41	38.75%	\$4,670.00	\$3,025.00	183.89%	2/11/2014
0125	\$6,504.66	\$1,430.36	21.99%	\$6,326.50	-\$178.16	-2.74%	2/11/2014
0127	\$4,000.00	\$1,408.00	35.20%	\$4,000.00	\$0.00	0.00%	2/11/2014
0129	\$67,951.68	\$29,072.54	42.78%	\$74,106.00	\$6,154.32	9.06%	4/10/2014
0131	\$7,100.00	\$2,259.00	31.82%	\$7,295.00	\$195.00	2.75%	2/20/2014
0133	\$200.00	\$0.00	0.00%	\$200.00	\$0.00	0.00%	2/11/2014
0135	\$3,150.00	\$500.06	15.87%	\$3,150.00	\$0.00	0.00%	2/11/2014
0137	\$128,000.00	\$53,291.00	41.63%	\$128,000.00	\$0.00	0.00%	2/11/2014
0141	\$310,251.67	\$111,863.15	36.06%	\$302,743.52	-\$7,508.15	-2.42%	2/11/2014
0143	\$11,303.00	\$3,244.39	28.70%	\$16,300.00	\$4,997.00	44.21%	2/20/2014
0145	\$9,007.00	\$1,438.00	15.97%	\$9,068.20	\$61.20	0.68%	2/11/2014
0147	\$9,054.50	\$2,894.40	31.97%	\$9,054.50	\$0.00	0.00%	2/11/2014
0149	\$8,725.00	\$1,980.68	22.70%	\$9,725.00	\$1,000.00	11.46%	2/11/2014
0151	\$6,898.00	\$3,078.36	44.63%	\$7,144.44	\$246.44	3.57%	2/20/2014
0153	\$200.00	\$0.00	0.00%	\$200.00	\$0.00	0.00%	2/11/2014
0155	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	2/11/2014
0201	\$15,170.80	\$7,585.40	50.00%	\$15,787.40	\$616.60	4.06%	2/11/2014
0203	\$1,250.00	\$1,000.00	80.00%	\$1,250.00	\$0.00	0.00%	2/11/2014
0205	\$231.00	\$231.00	100.00%	\$231.00	\$0.00	0.00%	2/11/2014
0207	\$36,565.52	\$18,282.76	50.00%	\$35,006.44	-\$1,559.08	-4.26%	2/11/2014
0301	\$231,921.70	\$98,325.60	42.40%	\$238,787.53	\$6,865.83	2.96%	2/20/2014

EXPENDITURES

	2013-2014		2014-2015		2014-2015		2014-2015		2014-2015		Approved by BOF
	Proposed Budget	Expended As of 11/18/13	Expended As of 11/18/13	Proposed Budget	Expended	\$ Change from 2013-2014	% Change from 2013-2014	\$ Change from 2013-2014	% Change from 2013-2014		
0303 Snow Removal	\$92,400.00	\$94.63	\$104,400.00	\$12,000.00	\$12,000.00	12.99%	4/10/2014				
0305 Lighting	\$7,500.00	\$1,724.74	\$7,500.00	\$0.00	\$0.00	0.00%	2/11/2014				
0309 Town Garage	\$16,250.00	\$2,315.16	\$16,750.00	\$500.00	\$500.00	3.08%	2/11/2014				
0311 Town Engineer	\$2,500.00	\$1,390.00	\$2,500.00	\$0.00	\$0.00	0.00%	2/11/2014				
0313 Ground Care/Beautification	\$8,700.00	\$4,191.90	\$8,700.00	\$0.00	\$0.00	0.00%	2/11/2014				
0401 Fire Department	\$115,389.76	\$57,694.88	\$122,089.76	\$6,700.00	\$6,700.00	5.81%	2/20/2014				
0403 Resident Trooper	\$119,429.36	\$198.62	\$119,429.36	\$0.00	\$0.00	0.00%	2/11/2014				
0405 Fire Marshal	\$9,900.00	\$4,468.00	\$10,712.10	\$812.10	\$812.10	8.20%	2/20/2014				
0501 Welfare	\$3,952.00	\$1,089.25	\$4,336.96	\$384.96	\$384.96	9.74%	2/20/2014				
0601 Memorial Day Comm.	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	0.00%	2/11/2014				
0603 Recreation Commission	\$6,455.00	\$3,282.09	\$6,455.00	\$0.00	\$0.00	0.00%	2/11/2014				
0701 Transfer Station	\$154,195.00	\$46,273.23	\$154,914.85	\$719.85	\$719.85	0.47%	2/20/2014				
0703 Recycling	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$0.00	0.00%	2/11/2014				
0801 Economic Development Comm.	\$1,000.00	\$369.50	\$1,200.00	\$200.00	\$200.00	20.00%	2/20/2014				
0803 P&Z Commission	\$6,243.59	\$2,015.20	\$9,340.03	\$3,096.44	\$3,096.44	49.59%	3/13/2014				
0805 Zoning Board of Appeals	\$1,449.28	\$0.00	\$1,492.76	\$43.48	\$43.48	3.00%	3/13/2014				
0807 Building Department	\$45,625.30	\$14,267.51	\$47,849.92	\$2,224.62	\$2,224.62	4.88%	3/13/2014				
0809 Wetlands	\$10,367.23	\$2,646.80	\$10,634.75	\$267.52	\$267.52	2.58%	3/13/2014				
0815 Conservation Commission	\$1,000.00	\$140.00	\$1,000.00	\$0.00	\$0.00	0.00%	2/11/2014				
0817 Zoning Agent	\$11,170.16	\$1,622.99	\$11,494.77	\$324.61	\$324.61	2.91%	3/13/2014				
0819 CRCOG, GHA, CCM, COST	\$7,125.00	\$725.00	\$7,125.00	\$0.00	\$0.00	0.00%	2/11/2014				
0901 Education - AFS	\$4,334,118.00		\$4,269,044.00	-\$65,074.00	-\$65,074.00	-1.50%	1/22/2014				
0901 Education - RHAM	\$3,961,675.00		\$3,949,770.00	-\$11,905.00	-\$11,905.00	-0.30%	4/10/2014				
0901 Education - AFS & RHAM		\$2,372,342.52		\$0.00	\$0.00						
1001 Library	\$107,229.00	\$32,843.36	\$112,011.00	\$4,782.00	\$4,782.00	4.46%	2/26/2014				
1101 Capital Expenditures	\$277,384.00	\$88,929.95	\$271,951.00	-\$5,433.00	-\$5,433.00	-1.96%	4/10/2014				
1201 Debt Retirement	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00	0.00%	2/11/2014				
1203 Interest Expense	\$35,235.00	\$18,573.75	\$31,365.00	-\$3,870.00	-\$3,870.00	-10.98%	2/11/2014				
1305 Fund Transfers	\$35,000.00	\$22,440.56	\$35,000.00	\$0.00	\$0.00	0.00%	2/11/2014				

Totals: \$10,679,153.38 \$3,224,858.01 30.20% \$10,651,832.45 -\$27,320.93 -0.26%

Remaining Balance: \$7,454,295.37 69.80%

2013-2014 Projected Rev. 2013-2014 Collected As of 2-28-14 014-2015 Projected Rev.

NUE

Boat Registrations	\$0.00	\$0.00	\$0.00	\$0.00
Building Department	\$20,000.00	\$18,130.48	\$20,000.00	\$20,000.00
Disabled Credit	\$300.00	\$433.77	\$434.00	\$434.00
Dog Damage	\$0.00	\$0.00	\$0.00	\$0.00
DOT Moving Violations Grant	\$0.00	\$0.00	\$0.00	\$0.00
ECS	\$2,370,137.00	\$1,187,090.00	\$2,379,549.00	\$2,379,549.00
Federal Highway Grants		\$0.00	\$0.00	\$0.00
Fund Balance Interest	\$800.00	\$158.57	\$1,000.00	\$1,000.00
Law Enforcement Overtime	\$0.00	\$0.00	\$0.00	\$0.00
Manufacturers Grant	\$700.00	\$20,796.17	\$0.00	\$0.00
Miscellaneous	\$10,000.00	\$412.01	\$10,000.00	\$10,000.00
NSF/DMV/Fees	\$4,500.00	\$4,215.30	\$5,000.00	\$5,000.00
Pequot/Mashantucket Grant	\$12,000.00	\$4,743.44	\$12,797.00	\$12,797.00
Permits	\$1,500.00	\$1,980.00	\$1,500.00	\$1,500.00
PILOT State Property	\$0.00	\$18,766.88	\$16,640.00	\$16,640.00
Previous Year's Taxes (incl int & lien fees)	\$50,000.00	\$94,945.19	\$60,000.00	\$60,000.00
Property Tax Relief		\$0.00		
Property Tax Relief/Elderly		\$0.00		
Rentals	\$0.00	\$0.00	\$0.00	\$0.00
Special Education		\$0.00		
State Miscellaneous	\$20,000.00	\$4,265.03	\$15,000.00	\$15,000.00
Tax Collectors Interest	\$15,000.00	\$22,253.90	\$20,000.00	\$20,000.00
Tax Collector Lien Fees	\$500.00	\$72.00	\$50.00	\$50.00
Telephone Access	\$7,000.00	\$2,000.00	\$6,700.00	\$6,700.00
Town Clerk Fees	\$35,000.00	\$16,846.80	\$30,000.00	\$30,000.00
Town Clerk PA-05228 (09-229)	\$0.00	\$0.00	\$0.00	\$0.00
Transfer Station	\$0.00	\$720.00	\$720.00	\$720.00
Transportation Grant - Pupil Transportation	\$10,000.00	\$0.00	\$12,943.00	\$12,943.00
Veteran's Tax Relief		\$0.00		
Waste Redemption	\$150.00	\$140.00	\$300.00	\$300.00
	\$2,557,587.00	\$1,397,949.54	\$2,592,633.00	\$2,592,633.00

2013-2014

	Proposed Budget	2014-2015
Budgeted Expenditures	\$10,679,153.38	\$10,651,832.45
Less Anticipated Revenue	\$2,557,587.00	\$2,592,633.00
<b>Net Operating Budget</b>	<b>\$8,121,566.38</b>	<b>\$8,059,199.45</b>
Fireman's Tax Abatement	\$22,000.00	\$23,750.00
Sr Housing Tax Abatement	\$12,000.00	\$12,000.00
Local Option St. Tax Abatement	\$11,000.00	\$11,000.00
<b>Total Tax Abatements</b>	<b>\$45,000.00</b>	<b>\$46,750.00</b>
Net Operating Budget Plus Tax Abatements	\$8,166,566.38	\$8,105,949.45
Less "Offset" applied	-\$89,000.00	\$0.00
Less "Offset" applied	-\$35,000.00	\$0.00
<b>Total Budget to be Funded by Taxation</b>	<b>\$8,042,566.38</b>	<b>\$8,105,949.45</b>

Budget Net of Revenue, Plus Exemptions and Less Fund	\$8,042,566.38	\$8,105,949.45
Balance Offset	\$261,414.45	\$263,844.70
I Mil	30.77	30.72
<b>Anticipated Mil Rate</b>	<b>30.77</b>	<b>30.72</b>

2013-2014

	Proposed Budget	2014-2015
Town Clerk Grant		
Town Aid Roads	\$95,000.00	\$120,000.00
Library Grant		
LOOIP		\$28,000.00
Veteran's Tax Relief	\$1,200.00	\$1,268.00
Circuit Breaker / Prop Tax Credit	\$13,000.00	\$12,524.24
Dial-A-Ride		\$5,453.25
	\$109,200.00	\$19,245.72
		\$166,793.00

GRANTS

	Proposed Budget	2014-2015
Town Clerk Grant		
Town Aid Roads	\$95,000.00	\$120,000.00
Library Grant		
LOOIP		\$28,000.00
Veteran's Tax Relief	\$1,200.00	\$1,268.00
Circuit Breaker / Prop Tax Credit	\$13,000.00	\$12,524.24
Dial-A-Ride		\$5,453.25
	\$109,200.00	\$19,245.72
		\$166,793.00

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday May 28, 2014  
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. 2014-2015 Budget – Set the Mill Rate:**
- 8. Liaison Reports:**
- 9. Public Comments:**
- 10. Adjournment:**

Respectfully Submitted

Georgette Conrad  
Chairman

RECEIVED FOR RECORD  
5-22-2014 @ 9:00am  
*Carol H. Lee*  
TOWN CLERK

774

## Andover Board of Finance

### Regular Monthly Meeting Minutes Draft – Wednesday, May 28, 2014

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

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Nathaniel Houle, Dennis Foran  
**Absent:** Jeff Murray, Linda Fish, David Gostanian **No Town Officials Present** **Other Attendees:** None

**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:** None

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

**Agenda Item 5: Approval of Minutes**

**5a) Approve 03-26-14 BOF Budget Workshop Meeting Minutes:** Ted Sakelarakis motioned to approve the minutes from the BOF March 26, 2014 regular monthly and budget workshop meeting. Nathaniel Houle seconded. There were two amendments. The first is in the title of the minutes which is corrected as follows: **Andover Board of Finance Regular Monthly Meeting and Budget Workshop Minutes Draft – Wednesday, March 26, 2014.** The second amendment corrects a typographical error of the stated mill rate in a motion found in Agenda Item 6(b) Revenues and is amended as follows: **Georgette Conrad motioned to set the mill rate at 30.70 for the 2014 – 2015 budget year. Linda Fish seconded.** No further discussion.

**Vote: 4 – 0 – 0 / Motion Passed, minutes approved as amended.**

**Approve 04-10-14 BOF Special Budget Workshop Meeting Minutes:** Georgette Conrad motioned to approve the minutes from the BOF April 10, 2014 special budget meeting. Ted Sakelarakis seconded. No discussion.

**Vote: 4 – 0 – 0 / Motion Passed, minutes approved.**

**Approve 04-23-14 BOF Public Hearing Meeting Minutes:** Georgette Conrad motioned to approve the minutes from the BOF April 23, 2014 Public Hearing meeting. Ted Sakelarakis seconded. No Discussion.

**Vote: 4 – 0 – 0 / Motion Passed, minutes approved.**

**Agenda Item 6: Selectmen's Report:** None.

**Agenda Item 7: 2014 – 2015 Budget – Set the Mill Rate:** Georgette Conrad motioned to officially set the mill rate to 30.72 as approved by the Town Referendum. Ted Sakelarakis seconded. No Discussion.

**Vote: 4 – 0 – 0 / Motion Passed, mill rate set to 30.72.**

**Agenda Item 8: – Liaison Reports:** Dennis Foran reported on the Fire Commission budget and all is ok. No further reports.

**Agenda Item 9: – Public Comments:** None.

**Agenda Item 10: – Adjournment:** Ted Sakelarakis motioned to adjourn at 7:14 pm. Nathaniel Houle seconded.

**Vote: 4 – 0 – 0 / Motion Passed, meeting adjourned.**

The next scheduled BOF meeting is a regular monthly meeting on **Wednesday, June 25, 2014**, at 7:00 pm at the Town Office Building.

Respectfully Submitted,  
Marie Smith, Board Clerk  
May 28, 2014

RECEIVED FOR RECORD  
5-29-2014 @ 8:15 am  
Carol N. Lee  
TOWN CLERK

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday June 25, 2014  
7:00 p.m. - Community Room**

**Agenda**

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Additions/deletions:**
- 5. Andover Fire Department:**  
Request for additional appropriation from the 2013-2014 budget.
- 6. Public Comments:**
- 7. Adjournment:**

Respectfully Submitted

Georgette Conrad  
Chairman

RECEIVED FOR RECORD  
6-23-2014 @ 9:33 am  
Carol N. [unclear]  
TOWN CLERK

**Town of Andover Board of Finance  
Regular Meeting  
Wednesday June 25, 2014  
7:00 p.m. - Community Room**

**Agenda**

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Additions/deletions:**
- 5. Andover Fire Department:**  
Request for additional appropriation from the 2013-2014 budget.
- 6. Andover Elementary School:**
- 7. Public Speak:**
- 8. Adjournment:**

Respectfully Submitted

Georgette Conrad  
Chairman

**RECEIVED FOR RECORD**  
6-23-2014 @ 11:15am  
*Carol H. Lee*  

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**TOWN CLERK**

## Andover Board of Finance

**Regular Monthly Meeting Minutes Draft – Wednesday, June 25, 2014**

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

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Linda Fish, David Gostanian, Dennis Foran, Jeff Murray (arrived at 7:04 pm) **Absent:** Nathaniel Houle

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

**Other Attendees:** Wallace Barton, Chairman, Fire Commission, Dr. Andy Maneggia, Superintendent

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

**Agenda Item 2: Pledge of Allegiance**

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

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

**Agenda Item 5: Andover Fire Department: Request for additional appropriation from the 2013 – 2014 budget:** Georgette Conrad explained that an expenditure for portable radios was approved for the 2012 – 2013 budget but the purchase invoice was submitted in August, 2013, after the 2012 – 2013 fiscal year ended. The purchase was paid from the 2013-2014 budget, leaving insufficient funds to pay for an approved purchase for Scott Air-Packs in the 2013-2014 budget.

David Gostanian motioned to approve the request for the appropriation of \$6,463.15 (the actual invoice amount and not the original cost estimate of approximately \$7,125.00) from the general fund for the Fire Department. Dennis Foran seconded. Discussion: Wallace Barton confirmed the amounts and answered all questions from the BOF. No further discussion.

**Vote: 5 – 0 – 0 / motion passed.** (It is noted that BOF member Jeff Murray arrived after this vote)

**Agenda Item 6: Andover Elementary School:** Andy Maneggia and Jay Linddy requested that \$41,803.00 of unexpended funds from the 2012 – 2013 fiscal year's education budget be placed in a non-lapsing account for future roof repairs. Roof repair and replacement cost estimates were provided and details were discussed.

David Gostanian motioned that the BOF set aside unexpended education funds in the amount of: \$41,803.00, or 1% of the 2012 – 2013 fiscal year's education budget, in a non-lapsing account identified for roof repairs. Ted Sakelarakis seconded. Discussion: Dennis Foran requested additional time to do research. Additional items discussed include: roof life expectancy, location and priority area factors, estimated costs for roof repairs, state grants, prevailing wages, other funding options, budgeting in advance to avoid an increase in taxes for roof repairs, P.A. 10-108 (the state's ruling on the non-lapsing account and unexpended education funds), tuition received, and the estimated \$82,000 currently in a non-lapsing school improvement account earmarked for roof repairs. No further discussion.

**Vote: 5 – 1 – 0 / motion passed with one abstention by Dennis Foran.**

**Agenda Item 7: – Public Speak:** None

**Agenda Item 8: – Adjournment:** David Gostanian motioned to adjourn at 7:26 pm. Ted Sakelarakis seconded.

**Vote: 6 – 0 – 0 / motion passed.**

The next scheduled BOF meeting is a regular monthly meeting on **Wednesday, July 23, 2014**, at 7:00 pm at the Town Office Building.

Respectfully Submitted,

ie Smith, Board Clerk

ie 26, 2014

RECEIVED FOR RECORD

06-30-14 @ 4:49 PM

*Margaret H. Busch*  
Asst. TOWN CLERK

**Town of Andover Board of Finance****Regular Meeting****Wednesday July 23, 2014****7:00 p.m. - Community Room****Agenda**

- 1. Call to Order:**
- 2. Pledge of Allegiance:**
- 3. Additions/Deletions to the Agenda:**
- 4. Chairman and Vice-Chairman Election:**
- 5. Liaison Appointments:**
  - a) AES
  - b) RHAM
  - c) AVFD
  - d) Library
  - e) CIP
- 6. Selectman's Report:**
- 7. Policy and Procedures Manual:**
- 8. Approval of Minutes :**
  - a) 4/23/14 - Public Hearing
  - b) 5/28/14 - Regular Meeting
  - c) 6/25/14 - Regular Meeting
- 9. Next Meeting Date:**
- 10. Public Comments:**
- 11. Adjournment:**

Respectfully submitted,

Georgette Conrad - Chairman

RECEIVED FOR RECORD  
7-21-2014 @ 9:21 am  
Carol H. [Signature]  
TOWN CLERK

## Andover Board of Finance

**Regular Monthly Meeting Minutes Draft – Wednesday, July 23, 2014**

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

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Linda Fish, Dennis Foran  
**Absent:** Jeff Murray, Nathaniel Houle, David Gostanian **Town Officials Present:** Robert Burbank, First Selectman, Jay Linddy, Vice First Selectman **Other Attendees:** Joan Foran, Jack Cochrane, Catherine Lewis

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

**Agenda Item 2: Pledge of Allegiance**

**Agenda Item 3: Additions/Deletions:** BOF members agreed to remove agenda item (8a), Approval of 4/23/14 BOF Public Hearing Minutes, as they were previously approved at the BOF 5/28/14 regular monthly meeting. No further additions or deletions.

**Agenda Item 4: Chairman and Vice-Chairman Election:** Ted Sakelarakis motioned to nominate Georgette Conrad for Chairwoman of the BOF. Linda Fish seconded. No further nominations or discussion.

**Vote: 3 – 0 – 1 / motion passed with one abstention by Dennis Foran.**

Georgette Conrad motioned to nominate Ted Sakelarakis for Vice Chairman of the BOF. Linda Fish seconded. No further nominations or discussion.

**Vote: 3 – 0 – 1 / motion passed with one abstention by Dennis Foran.**

**Agenda Item 5: Liaison Appointments:** The following liaison appointments were made:

(5a) AES – Ted Sakelarakis

    ) RHAM – Georgette Conrad appointed David Gostanian

    ) AVFD – Dennis Foran

(5d) Library – no liaison

(5e) CIP - Nathaniel Houle was appointed with Dennis Foran as backup

In addition, the liaison for AHM is Linda Fish. No further appointments.

**Agenda Item 6: Selectman's Report:** Robert Burbank, First Selectman, provided copies and reported on the General Fund Balances as of 4/30/2014 and on the 2014 – 2015 current budget year's expenses as of 7/23/2014. Robert Burbank also said that there was approximately \$183.00 remaining in the 2013 – 2014 previous year's budget and was 99.9% expended. The BOF requested a copy of the 2013 – 2014 year's expenses. Robert Burbank reported that the town was able to lock in for fuel oil at \$3.13 and that diesel was approximately that amount as well. Lastly, Robert Burbank announced that the senior van had been purchased, priced at below the budgeted amount by approximately \$700.00, and the van will be operational soon. The BOF members reviewed the current year's expenses and noted several items including Equipment Maintenance – Tax Collector, Probate, TN 911, State Trooper and additional state fees, and Capital Region Council of Government. Robert Burbank answered all questions to the satisfaction of the BOF.

**Agenda Item 8: Approval of Minutes:**

(8a) 4/23/14 – Public Hearing (agenda item removed – minutes previously approved on 5/28/14)

(8b) 5/28/14 – BOF Regular Monthly Meeting: Dennis Foran motioned to approve the minutes from the BOF regular monthly meeting on 5/28/14. Ted Sakelarakis seconded. No discussion.

**te: 4 – 0 – 0 / motion passed, minutes approved.**

(8b) 6/25/14 – BOF Regular Monthly Meeting: Dennis Foran motioned to approve the minutes from the BOF regular monthly meeting on 6/25/14 with the following amendment to agenda Item 6 under Discussion: The sentence: "Dennis Foran requested additional time to do research." is replaced with the following: "Dennis Foran requested that the motion to take action on this item be tabled until the July 23, 2014 meeting to do research." Georgette Conrad

seconded. There was a discussion about the research that Dennis Foran had completed regarding the way the non lapsing account may be set up. Linda Fish asked for clarification on agenda item 5. No further discussion

**Vote: 4-0-0 / motion passed, minutes approved as amended.**

**Agenda Item 7: Policy and Procedures – Town of Andover – Annual Budget Manual (PPM):** Dennis Foran provided written recommendations for changes to the PPM and a second document with his comments. BOF members began review of the 5 items with the first item suggesting to remove "Rivereast" and replace with "a local or regional newspaper with substantial circulation in Andover". There was a brief discussion and then Georgette Conrad motioned to leave Rivereast in the PPM. Ted Sakelarakis seconded.

**Vote: 3-1-0 / motion passed, leave Rivereast in the PPM. Georgette Conrad, Ted Sakelarakis, and Linda Fish voted for and Dennis Foran voted against.**

Dennis Foran motioned to NOT act on the PPM tonight but to just discuss the contents and his recommendations. Linda Fish seconded.

**Vote: 2-1-1/ motion passed. Dennis Foran and Linda Fish voted for, Ted Sakelarakis voted against and Georgette Conrad abstained.**

After clarification of the previous motion Georgette Conrad motioned to reconsider the motion for the PPM and get it done. After a second brief discussion Georgette Conrad withdrew her motion. The BOF reviewed the PPM along with the remaining suggestions from Dennis Foran. It was agreed to continue the discussion at the next BOF regular monthly meeting.

**Agenda Item 9: Next Meeting Date:** The BOF agreed to have the next regular monthly meeting as scheduled for Wednesday, August 27, 2014.

**Agenda Item 10: Public Comments:** Catherine Lewis offered suggestions to the BOF for writing the procedures manual including having a non BOF member read and review it. Joan Foran provided documentation, explanation, clarification, and advice regarding the BOF's use of the word "approve" for proposed budget amounts. John Cochrane suggested the procedures manual be in compliance with the Town Charter.

**Agenda Item 11: – Adjournment:** Ted Sakelarakis motioned to adjourn at 8:30 pm. Dennis Foran seconded.

**Vote: 4-0-0 / motion passed, meeting adjourned.**

The next scheduled BOF meeting is a regular monthly meeting on **Wednesday, August 27, 2014**, at 7:00 pm at the Town Office Building.

Respectfully Submitted,  
Marie Smith, Board Clerk

July 24, 2014

RECEIVED FOR RECORD  
7-28-14 @ 5:30 PM  
*Margaret H. Busch*  
Asst. TOWN CLERK

**Town of Andover Board of Finance**

**Regular Meeting**

**Wednesday August 27, 2014**

**7:00 p.m. - Community Room**

**This meeting has been cancelled.**

Respectfully submitted,

Georgette Conrad - Chairman

RECEIVED FOR RECORD

08-21-14 @ 9:13 Am

Margaret H. Busch

Asst. TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday September 24, 2014  
7:00 p.m. Community Room**

**Agenda**

1. **Call to Order:**
2. **Pledge of Allegiance:**
3. **Public Comment:**
4. **Additions/Deletions to agenda:**
5. **Approval of minutes:**
6. **Selectmen's Report:**
7. **Fund Transfers:**
8. **New furnace for Old Firehouse/Senior Center:**
9. **Liaison Reports:**
10. **Discuss Procedures Manual:**
11. **Bi Annual Taxation: (retain on agenda for future investigation)**
12. **Public Comments:**
13. **Adjournment:**

Georgette Conrad  
Chair, Board of Finance

RECEIVED FOR RECORD  
9-22-2014 @ 12:30pm  
Carol M. Lee  
TOWN CLERK

## Andover Board of Finance

### Regular Monthly Meeting Minutes Draft – Wednesday, September 24, 2014

Community Room, Town Hall 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 **Absent:** Jeff Murray **Town Officials Present:** Robert Burbank, First Selectman, Jay Lindy, Vice First Selectman **Other Attendees:** Catherine Palazzi, Joseph Remesch

**Agenda Item 1: Call to Order:** Georgette Conrad, Board 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 agenda :** None

**Agenda Item 5: Approval of Minutes: 7/23/14 BOF Regular Monthly Meeting:** Ted Sakelarakis motioned to approve the minutes from the 7/23/14 BOF regular monthly meeting. David Gostanian seconded. No discussion.

**Vote: 4 – 0 – 2/ motion passed with two abstentions by David Gostanian and Nathaniel Houle.**

**Agenda Item 6: Selectmen's Report:** Robert Burbank provided three documents for review: Fund Balances as of August 31, 2014, the Andover Town & School 2014 – 2015 budget with updated expenses dated 09/24/2014, and the end of year report/budget for the 2013 – 2014 fiscal year also dated 09/24/14. The BOF received and reviewed the reports. Robert Burbank also reported that the Tax Collection is going well and the budget is in good shape.

**Agenda Item 7: Fund Transfers:** The BOF had several questions pertaining to the fund items including: Boivin/Boivin Construction and Paving, Brown Scholarship Fund, WB & Lizzie Lathrop Sprague Scholarship Fund, Fire Engine Fund, Open Space Fund, and if the town office had a document with information about the funds. Robert Burbank answered all questions about the funds and commented that he was unaware of a document that describes all funds.

**Agenda Item 8: New Furnace for Old Firehouse/Senior Center:** Robert Burbank reported that the furnace in the lower level of the Old Firehouse/Senior Center is not working and estimates approximately \$5,500.00 for a new furnace which will be needed as the colder weather approaches and that there may be LOCIP funds available. BOF discussed which fund would be used, possible LOCIP reimbursement, and that this is not a CIP item as it is an emergency situation and the expense would come out of the 2014 – 2015 budget funds. David Gostanian motioned to approve up to \$5,500.00 from the non-recurring fund, subject to any possible LOCIP reimbursable amounts, for a new furnace for the Old Firehouse/Senior Center. Ted Sakelarakis seconded. No further discussion.

**Vote: 6 – 0 – 0/ motion passed unanimously.**

**Agenda Item 9: Liaison Reports:** David Gostanian reported on items from the most recent RHAM meeting including the following: Junior class to explore other mascot options for RHAM, positions open for Social Worker and Guidance Counselor, Steve Emt involved with Curling Para Olympic Team requesting use of sick days for this, Google School, Paul Bancroft's request for a digital formatting device, update on the windows situation at the facility, that there is no money left to be returned to towns, an e-cigarette policy for RHAM, replacement of Math books, Traffic study, Student Rank, and more. Dennis Foran reported on updates from the Fire Department including the following: implementing a two signature practice for paying and purchasing, the fiscal year end balance was approximately \$1800, fire training and reimbursement practice, and other items. Linda Fish reported that the Friends of Andover Library raised \$500.00 at their most recent Subway fundraiser event. No further liaison reports.

**Agenda Item 10: Discuss Procedures Manual:** The BOF's Policy and Procedures Manual (PPM) was reviewed and discussed with Robert Burbank and it was clarified that the BOF's PPM is about documenting details of the process of what the BOF does to get the town budget prepared each year for the community to vote on, and is to serve as a guideline to assist BOF members with the budget preparation. This information will also be included in an overall town document. After a lengthy discussion, David Gostanian motioned to approve the PPM. Ted Sakelarakis seconded. No further discussion.

(It is noted that Nathaniel Houle left during the discussion at approximately 7:55 pm.)

**Vote: 4 – 1 – 0/ motion passed: Georgette Conrad, Ted Sakelarakis, David Gostanian, and Linda Fish voted for; Dennis Foran voted against.**

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

**Agenda Item 12: Public Comments:** Jay Linddy commented on employee Personal/Sick Days benefits.

**Agenda Item 13: – Adjournment:** Ted Sakelarakis motioned to adjourn at 8:07 pm. David Gostanian seconded.

**Vote: 5 – 0 – 0 / motion passed, meeting adjourned.**

The next scheduled BOF meeting is a regular monthly meeting on **Wednesday, October 22, 2014** at 7:00 pm at the Town Office Building.

Respectfully Submitted,  
Marie Smith, Board Clerk  
September 26, 2014

RECEIVED FOR RECORD  
09-29-14 @ 8:55 AM  
Margaret H. Busch  
Asst. TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday October 22, 2014  
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:**
  - a) **Fund Transfers**
7. **2015 Schedule of Meetings and Workshops:**
8. **Liaison Reports:**
9. **Bi Annual Taxation:** (Carried on Agenda for future reference)
10. **Public Comments:**
11. **Adjournment:**

Georgette Conrad  
Chair, Board of Finance

RECEIVED FOR RECORD  
10-20-14 @ 5:02 PM  
Margaret H. Busch  
Asst. TOWN CLERK

## Andover Board of Finance

### Regular Monthly Meeting Minutes Draft – Wednesday, October 22, 2014

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

**BOF Members: Present:** Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Dennis Foran, David Gostanian, Jeff Murray **Absent:** Linda Fish, Nathaniel Houle **Town Officials Present:** Robert Burbank, First Selectman, Jay Linddy, Vice First Selectman **Other Attendees:** Marie Burbank

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

**Agenda Item 2: Pledge of Allegiance**

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

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

**Agenda Item 5: Approval of Minutes:** 9/24/14 – BOF Regular Monthly Meeting: Ted Sakelarakis motioned to approve the minutes from the BOF regular monthly meeting on 9/24/14. Georgette Conrad seconded. No discussion.

**Vote: 4 – 0 – 1 / motion passed with 1 abstention by Jeff Murray**

**Agenda Item 6: Selectmen's Report:** Robert Burbank provided the BOF with a list of Fund Transfers for the 2013 – 2014 budget year, a Fund Balance report dated 9/30/14, and also reported that the town budget is at 23.9% expended as of 10/22/14. BOF discussed the fund balances including the Fire Engine Fund, Library Fund, Scholarship Funds, and Working Capital.

**6a.) Fund Transfers:** Robert Burbank explained each of the twelve fund transfers amounts made during the 2013 – 2014 budget year and answered BOF questions on the over expended accounts including: 1. Salary – Tax Collector 2. Tax Collector Equipment 3. Probate Court Expenses 4. Salaries – Drivers/Dispatch 5. Fuel-Dial-A-Ride 6. Fuel Oil Old Firehouse 7. Contracted Snow Removal 8. Salt-Snow Removal 9. Consulting Fees Engineer 10. Contract St. Fee – Law Enforcement 11. Programs – Recreation Commission, and 12. Fire Department – Capital Expenditure. There was additional discussion about better control over the town's medical run service to ensure that expenses are within the budgeted amount. Robert Burbank agreed to bring this to the attention of the Transportation Committee and also added that the town has locked in at a rate of \$2.99/gallon for fuel expenses for the town, school and fire department. Ted Sakelarakis motioned to approve the twelve fund transfers for the 2013 – 2014 budget year. David Gostanian seconded. No further discussion.

**Vote: 5 – 0 – 0 / unanimous, motion passed.**

Additional items discussed with the Selectmen included an update on the soccer field construction behind Andover Elementary School, and that LOCIP funds have been approved to be used for the furnace replacement at the Old Fire House.

**Agenda Item 7: 2015 Schedule of Meetings and Workshops:** Georgette Conrad provided the following dates for the 2015 BOF Regular Monthly Meetings which are scheduled for the 4<sup>th</sup> Wednesday of each month as follows: January 28<sup>th</sup>, February 25<sup>th</sup>, March 25<sup>th</sup>, April 22<sup>nd</sup>, May 27<sup>th</sup>, June 24<sup>th</sup>, July 22<sup>nd</sup>, August 26<sup>th</sup>, September 23<sup>rd</sup>, October 28<sup>th</sup>, November 18<sup>th</sup>, and December 23<sup>rd</sup>. Georgette Conrad also provided the fourteen proposed dates for budget workshops for the upcoming 2015 – 2016 budget year as follows: 1. Tuesday, February 10<sup>th</sup>, 2. Tuesday, February 17<sup>th</sup>, 3. Thursday, February 19<sup>th</sup> (if needed), 4. Tuesday, March 3<sup>rd</sup>, 5. Thursday, March 5<sup>th</sup>, 6. Tuesday, March 10<sup>th</sup>, 7. Thursday, March 12<sup>th</sup>, 8. Tuesday, March 17<sup>th</sup>, 9. Thursday, March 19<sup>th</sup>, 10. Tuesday, March 31<sup>st</sup>, 11. Tuesday, April 7<sup>th</sup>, 12. Thursday, April 9<sup>th</sup>, 13. Tuesday, April 14<sup>th</sup>, and 14. Thursday, April 16<sup>th</sup>.

**Agenda Item 8: Liaison Reports :** David Gostanian provided a brief update on current RHAM items including: traffic study, salary negotiations for teachers, facilities, and more. No further liaison reports.

**Agenda Item 9: Bi Annual Taxation:** (Carried on Agenda for future reference) No action taken.

**Agenda Item 10: Public Comments:** Jay Linddy commented that the Andover Elementary School budget process has already started for the 2015 – 2016 budget year.

**Agenda Item 11: – Adjournment:** David Gostanian motioned to adjourn at 8:06 pm. Ted Sakelarakis seconded.

**Vote: 5 – 0 – 0 / unanimous, motion passed, meeting adjourned.**

The next scheduled BOF meeting is a regular monthly meeting on **Wednesday, November 19, 2014** at 7:00 pm at the Town Office Building.

Respectfully Submitted,  
Marie Smith, Board Clerk  
October 24, 2014

**RECEIVED FOR RECORD**  
10-27-2014 @ 10:00 am  
*Carol N. Lee*  
**TOWN CLERK**

2015

ATTACHMENT

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	28	JULY	22
FEBRUARY	25	AUGUST	26
MARCH	25	SEPTEMBER	23
APRIL	22	OCTOBER	28
MAY	27	NOVEMBER	18
JUNE	24	DECEMBER	23

WORK SHOPS  
 Feb. 10, 17, 19  
 Mar. 3, 5, 10, 12, 17, 19, 31  
 Apr. 7, 9, 14, 16

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

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

RECEIVED FOR RECORD  
 10-27-2014 @ 9:33am  
Carel N. Lee  
 TOWN CLERK

## ATTACHMENT

## BOF transfers

1-100-01-0107-310	Legal Retainer-Legal Counsel	(\$1,945.89)		BOF
1-100-01-0111-100	Salary-Tax Collector		\$1,945.89	BOF
				BOF
1-100-01-0121-610	Supplies Elections	(\$640.00)		BOF
1-100-01-0111-901	Tax Collector Equip		\$640.56	BOF
				BOF
1-100-01-0135-335	Civil Preparedness Training	(\$6.00)		BOF
1-100-01-0119-800	Expenses-Probate Court		\$6.00	BOF
				BOF
1-100-01-0107-310	Legal Retainer-Legal Counsel	(\$2,440.88)		BOF
1-100-01-0143-100	Salaries-Drivers/Dispatch		\$2,440.88	BOF
				BOF
1-100-02-0203-842	Visiting Nurse	(\$246.19)		BOF
1-100-01-0143-603	Fuel-Dial a Ride		\$246.19	BOF
				BOF
1-100-01-0121-438	Equip Maint- Elections	(\$2,377.72)		BOF
1-100-01-0149-603	Fuel Oil Old Firehouse		\$2,377.72	BOF
				BOF
1-100-01-0105-320	Annual Audit-Auditor	(\$2,866.50)		BOF
1-100-01-0303-365	Contracted Snow Removal		\$2,866.50	BOF
				BOF
1-100-01-0105-325	Actuarial Services	(\$1,900.00)		BOF
1-100-01-0105-322	Accounting Consultant	(\$1,165.53)		BOF
1-100-03-0303-646	Salt-Snow Removal		\$3,065.53	BOF
				BOF
1-100-01-0129-350	Water Testing	(\$100.00)		BOF
1-100-03-0311-370	Consulting Fees Engineer		\$100.00	BOF
				BOF
1-100-01-0107-310	Legal Retainer-Legal Counsel	(\$3,401.21)		BOF
1-100-03-0403-375	Contract St. Fee-Law Enforcement		\$3,401.21	BOF
				BOF
1-100-07-0701-481	Bulky Waste-Transfer Station	(\$407.96)		BOF
1-100-06-0603-870	Programs-Recreation Comm		\$407.96	BOF
				BOF
1-100-13-1305-899	Contingency	(\$6,463.15)		BOF
1-100-11-1101-703	Fire Dept-Capital Expenditure		\$6,463.15	BOF

Approved BOF 10-22-2014

2015

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 28	JULY 22
FEBRUARY 25	AUGUST 26
MARCH 25	SEPTEMBER 23
APRIL 22	OCTOBER 28
MAY 27	NOVEMBER 18
JUNE 24	DECEMBER 23

WORKSHOPS  
 Feb. 10, 17, 19 \*  
 Mar. 3, 5, 10, 12, 17, 19, 31, 20 \*\*  
 Apr. 7, 9, 14, 16 \*\*

\* location OFH per G. Conrad 11-20-14  
 \* Feb 17 changed to OFH per Georgette Conrad 11-17-14

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

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

\*\* Mar 31st location changed to OFH per Georgette 11-20-14

\*\*\* Mar 24th added to workshop schedule per Georgette 11-20-14

RECEIVED FOR RECORD  
 10-27-2014 @ 9:33am  
Carol H. Lee  
 TOWN CLERK

**Andover Board of Finance Meeting  
Wednesday, November 19, 2014 - 7:00 p.m.**

**Old Firehouse/Senior Center  
15 Center Street, Andover**

**Please note location change**

**Agenda**

1. **Call to Order:**
2. **Pledge of Allegiance:**
3. **Public Comment:**
4. **Additions/Deletions to agenda:**
5. **Approval of minutes:**
6. **2015 Schedule of Budget Hearings:**
7. **Liaison Reports:**
8. **Bi Annual Taxation: (Carried on Agenda for future reference)**
9. **Public Comments:**
10. **Adjournment:**

Georgette Conrad  
Board of Finance Chairman

RECEIVED FOR RECORD  
11-13-2014 @ 2:45 p.m.  
CANDY N. DOE  
TOWN CLERK

## Andover Board of Finance

Regular Monthly Meeting Minutes Draft – Wednesday, November 19, 2014

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

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

**Absent:** Nathaniel Houle, David Gostanian, Jeff Murray

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

**Other Attendees:** Catherine Palazzi, George Knox, Judy Knox

**Agenda Item 1: Call to Order:** Georgette Conrad, Board Chair, called the meeting to order at 7:09 pm

**Agenda Item 2: Pledge of Allegiance**

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

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

**Agenda Item 5: Approval of Minutes: 10/22/14 – BOF Regular Monthly Meeting:** Dennis Foran motioned to approve the minutes from the BOF regular monthly meeting on 10/22/14. Linda Fish seconded. No discussion.

**Vote: 4- 0 – 0 / unanimous, motion passed.**

**Agenda Item 6: 2015 Schedule of Budget Hearings:** Georgette Conrad provided updates to several 2015 scheduled budget workshops including: budget workshops 3/12/15, 3/31/15, and 4/9/15, if needed, will be held at the Old Firehouse, and an additional budget workshop added and scheduled for Tuesday, 3/24/15 at the Town Community room. Georgette Conrad will email an updated meeting and budget workshops schedule document to all BOF members. A discussion initiated by BOF member Dennis Foran followed. Dennis Foran provided a written letter of concerns including the BOF Procedures document and compliance with Town Charter, a Board Of Selectmen (BOS) budget document, and zero increases for budget items.

**Agenda Item 7: Liaison Reports :** Linda Fish reported on items from AHM including a grant received from the Hartford Foundation , successful auction and golf tournament fundraisers, Substance Abuse and Task Force information and the Drug Free Communities grant program, and that AHM's mortgage will be paid off in 2015. Georgette Conrad said that the Andover Library is looking for volunteers for their upcoming Barnes and Noble gift wrapping fundraiser event. Linda Fish reported that the library will be requesting capital improvement funds for the library's gutters and soffit. Dennis Foran reported that the Fire Commission will be requesting capital improvement funds for thermal imaging equipment. Robert Burbank reported on the town office building providing in house online credit card capability for paying tax bills. No further reports.

**Agenda Item 8: Bi Annual Taxation:** (Carried on Agenda for future reference) No action taken.

**Agenda Item 9: Public Comments:** Catherine Palazzi asked to confirm the date of the Registrar of Voters scheduled budget workshop – the date is 2/10/15. Catherine Palazzi also inquired about the Senior Transportation budget workshop not listed in the scheduled dates and the BOF said that the Senior budget has to be approved by the BOS first and that it is part of the BOS budget and will be presented to the BOF by the BOS. Catherine Palazzi commented on the Registrar of Voters budget and need for additional equipment and also encouraged seniors to take part in the budget and the importance of paying attention to the Senior budget.

**Agenda Item 10: – Adjournment:** Ted Sakelarakis motioned to adjourn at 7:50 pm. Linda Fish seconded.

**Vote: 4 – 0 – 0 / motion passed, meeting adjourned.**

The next scheduled BOF meeting is a regular monthly meeting and budget workshop on **Wednesday, January 28, 2015**, at 7:00 pm at the Town Office Building.

Respectfully Submitted,  
Marie Smith, Board Clerk  
November 21, 2014

RECEIVED FOR RECORD  
11-24-2014 @ 11:37 am  
Cassidy Lee  
TOWN CLERK

Town Clerk  
792

Town of Andover Board of Finance  
2015 Schedule of Budget Workshops & Regular Meetings  
7:00 p.m. Town Office Community Room  
(Unless otherwise specified)

Wednesday, January 28, 2015 - Regular Meeting and Budget Workshop,  
Town Clerk,  
Andover Elementary School  
Board of Selectmen

Tuesday, February 10, 2015 - Budget Workshop -  
Fire Commission  
Fire Marshall,  
Registrars of Voters,  
Elections  
Board of Selectmen

Tuesday, February 17, 2015 - Budget Workshop - Old Firehouse/Senior Center  
Planning & Zoning,  
Zoning Board of Appeal,  
Board of Assessment Appeal,  
Board of Selectmen

Wednesday, February 25, 2015 - Regular Meeting  
RHAM

Tuesday, March 3, 2015 - Budget Workshop -  
Library,  
Capital Improvement Planning,  
Board of Finance,  
Board of Selectmen

Tuesday, March 17, 2015 - Budget Workshop - Revenues

\*Wednesday, March 25, 2015 - Public Hearing (Regular Meeting Date)

All meetings and workshops will be held at 7 pm in the Town Office Community Room  
*Unless otherwise posted* in the Town Clerk's office 24 hours prior to the meeting.  
Please contact me if you have a scheduling conflict or other questions.

Georgette Conrad, chairman  
(860) 742-8805 [gconrad0519@aol.com](mailto:gconrad0519@aol.com)

RECEIVED FOR RECORD  
12-08-14 @ 4:53 PM  
*Margaret H. Busch*  
Asst. TOWN CLERK