

**Town of Andover Board of Finance
Regular Meeting & Workshop
Wednesday January 28, 2015
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 of November 19, 2014:**
- 7. Selectmen's Report:**
- 8. Liaison Reports:**
- 9. Old Business:**
 - a.) revise motion made at regular meeting and workshop on 1/22/2014
pertaining to Andover Elementary School and Statute 10-248a.**
 - b.) Bi-Annual taxation (Carried for future reference)**
- 10. Public Comments:**
- 11. Adjournment:**

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
1-26-15 @ 8:30 AM

Carol N. Deo
TOWN CLERK

Andover Board of Finance

Regular Monthly Meeting & Budget Workshop Minutes Draft – Wednesday, January 28, 2015

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 Nathaniel Houle, David Gostanian, Jeff Murray **Absent:** All Present **Town Officials Present:** 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 agenda: None

Agenda Item 5: Budget Presentations:

5a. Andover Elementary School (AES): 2015 – 2016 Proposed Budget: Andy Maneggia and Jay Linddy presented the proposed 2015 – 2016 budget for AES and reviewed line items with the BOF. There were many questions regarding several line items from the AES proposed budget including: state debt and state funding, current enrollment, salaries, insurance and self insurance, oil, electricity, transportation and other energy costs, professional development, technology plan and technology needs, special ed needs and special ed consultant, legal fees, in house services vs. outplacement, unemployment, retirement, new system for substitutes, asbestos testing, duct cleaning, generator maintenance and use of AES as emergency shelter, curriculum status, and use of grants. All questions were answered to the BOF's satisfaction. The resulting proposed budget is a 1.21 % increase, or \$51,777 more than the current year. Jay Linddy also reported that the AES BOE will have a public hearing for the town and appreciates the detailed questions from the BOF. David Gostanian motioned to accept the proposed 2015 – 2016 budget for AES in the amount of \$4,320,821.00, which is \$51,777.00 more than the current year. Ted Sakelarakis seconded. There was a brief discussion reiterating that the BOF may request AES to lower the overall proposed amount but the BOF may not request changes to line items. No further discussion.

Vote: 7 – 0 – 0 / motion passed.

Andy Maneggia then reported that the state has advised AES about a “minimal expenditure requirement” and noted that the AES budget for the 2014 – 2015 year was lower than the budget for the 2013 – 2014 year. Andy Maneggia also explained that there may be a penalty imposed of \$56,000 as a reduction to ECS funding and that the school should have an additional appropriation of \$26,000 to avoid this penalty. Andy Maneggia has requested a written report from the state and this topic is to be addressed in a future BOF meeting. The BOF will research the proper procedure for the additional appropriation. No motion or action taken at this time.

Agenda Item 5(b) Town Clerk: Carol Lee, Town Clerk, presented the Town Clerks' proposed budget for the 2015 – 2016 school year and also explained that the budget had been prepared prior to the BOS approving a salary increase for town employees and that expense may increase but at this time the proposed budget is a 0% increase.

David Gostanian motioned to approve the Town Clerk's budget in the amount of \$80,014.64 for the 2015 – 2016 budget year pending salary figures from the Board of Selectmen. Ted Sakelarakis seconded. Dennis Foran noted that the charter allows the BOF to accept but not approve budgets. There was a brief discussion about the restoration item of the Town Clerk's budget. No further discussion.

Vote: 6 – 0 – 1 / motion passed with one abstention by Dennis Foran.

Agenda Item 6: Approval of Minutes: November 19, 2014 – BOF Regular Monthly Meeting: Dennis Foran motioned to approve the minutes from the BOF regular monthly meeting on November 19, 2014. Ted Sakelarakis seconded. No Discussion.

Vote: 5 – 0 – 2 / motion passed with two abstentions by David Gostanian and Jeff Murray.

Agenda Item 7: Selectmen's Report: There was no report . Jay Linddy, Vice First Selectman, provided each BOF member a very nicely organized binder of documents including an Expenditures report dated 01/28/15 for the 2014 – 2015 budget year, and the Board of Selectman 62 page budget document.

Agenda Item 8: Liaison Reports : Linda Fish reported that AHM's budget is good and that the library budget is in the works and the library is waiting on information about raises. David Gostanian reported on RHAM and that he participated in the negotiations for teacher contracts. David Gostanian also reported on items including self insurance, window replacement, and sports costs. Dennis Foran reported on the Fire Commission's personnel changes and their budget items including thermal imaging cameras and computers. Nathaniel Houle reported on CIP requests including a new roof for the public works building and the possibility of raising the roof of that building. No further liaison reports.

Agenda Item 9: Old Business:

9a: Revise motion made at regular meeting and workshop on 01-22-2014 pertaining to Andover Elementary School and Statute 10-248a. Ted Sakelarakis motioned to revise a motion that was passed on 1/22/2014 regarding the approval of the concept of appropriating one per cent of unexpended funds from AES into a nonlapsing account for the purpose of funding future capital projects. David Gostanian seconded. Discussion: In a letter to the BOF, the town auditor requested that the motion be detailed and specifically to identify which year this will be happening. The BOF discussed that the motion made on 1/22/2014 was conceptual and the motion that dealt with the actual amount of the unexpended funds was made at the BOF's 6/25/2014 regular monthly meeting. The BOF decided to request clarification from the auditor and after the discussion Ted Sakelarakis withdrew his motion.

9b: Bi-Annual Taxation (Carried for future reference) – No action taken.

Agenda Item 10: Public Comments: None

Agenda Item 11: – Adjournment: David Gostanian motioned to adjourn at 9:09 pm. Linda Fish seconded.

Vote: 7 – 0 – 0 / motion passed, meeting adjourned.

The next scheduled BOF meeting is a budget workshop meeting on **Tuesday, February 10, 2015**, at 7:00 pm at the Town Office Building.

Respectfully Submitted,
Marie Smith, Board Clerk
January 30, 2015

RECEIVED FOR RECORD

2-2-15 @ 8:30 AM

Carol N. Hill
TOWN CLERK

ATTACHMENT

BOARD OF EDUCATION'S
PROPOSED 2015-2016 BUDGET
FOR
ANDOVER ELEMENTARY SCHOOL

APPROVED BY THE ANDOVER BOARD OF EDUCATION: 1/14/15

Memorandum

ATTACHMENT

To: Members of Andover Board of Finance
From: Jay Linddy, Chairperson, Andover Board of Education
Date: 1/20/2015
Re: Board of Education's Proposed Budget for 2015-2016 for Andover Elementary School

Enclosed is the 2015-2016 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 what is needed for our present programs and operations.

The 2015-2016 budget is based upon the following assumptions and constraints:

- ◆ Student enrollment is projected to continue its decline, resulting in one less teaching position.
- ◆ There will be no unbudgeted 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 and will be used to offset expenses for professional development, instructional materials, technology, curriculum improvement and special education.
- ◆ The costs for heating oil, ultra low sulfur diesel fuel, and gasoline will not exceed estimated usage.
- ◆ The utilization of the state grant for excess cost for special education is factored into the budget as in the past.

The approved budget for 2014-2015 was \$4,269,044. The proposed budget for 2015-2016 is \$4,320,821 which is \$51,777, or 1.21%, more 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

YEAR	AES DISTRICT	ELEMENTARY DISTRICTS	% OF DIFFERENCE
00-01	8,143	8,983	10.3%
01-02	8,095	9,368	15.7%
02-03	8,648	9,871	14.0%
03-04	8,599	10,221	18.9%
04-05	8,811	10,946	24.0%
05-06	9,842	11,647	18.0%
06-07	10,658	12,187	14.0%
07-08	10,833	12,897	19.0%
08-09	11,790	13,721	16.0%
09-10	12,262	14,049	14.6%
10-11	12,923	14,710	13.8%
11-12	13,585	14,878	9.5%
12-13	13,536	15,694	15.9%

*Based on information prepared by the State of Connecticut.

AES BUDGET SUMMARY ATTACHMENT

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%	\$ 28,534
14-15	\$4,269,044	(\$ 65,074) (1.50%)	current year
15-16	\$4,320,821	\$ 51,777 1.21%	

*unaudited

**SUMMARY OF THE BOARD OF EDUCATION'S PROPOSED 2015 - 2016 BUDGET
FOR ANDOVER ELEMENTARY SCHOOL**

ATTACHMENT

Object	2015=2016	2014-2015	Dollar Difference	General Description
100	\$ 2,775,997	\$ 2,720,907	\$ 55,090	Salary, Wages, Contractual Obligations, Degree Changes, Negotiated Contracts.
200	\$ 781,215	\$ 758,947	\$ 22,268	Medical and Dental Insurance, Municipal Retirement, Unemployment Compensation are the major components in this object code. Medical insurance is projected at a 9.97% increase.
300	\$ 143,410	\$ 126,249	\$ 17,161	Contracted Services: Student Services (OT, PT, Psych, AHM), Legal Fees, Septic System Maintenance and Special Education Consultant. The increase is primarily due to services needed for a student that was outplaced but is now educated here.
400	\$ 91,500	\$ 64,800	\$ 26,700	Electricity, Roof Repairs, Contracted Maintenance Services - each of which is difficult to predict. There are many preventative maintenance items in the 400 series.
500	\$ 210,500	\$ 288,436	(\$ 77,936)	There are no funds for Special Education Outplacement. Included are funds for Magnet School Tuition, the Bus Contract, Telephone Service, Advertising, Printing and Binding. In addition, the Board will need to use the Excess Cost Grant for Special Education.
600	\$ 308,594	\$ 300,100	\$ 8,494	Instructional Supplies, Textbooks, Nurse's Supplies, Technology Plan, Heating Oil, Diesel Fuel for Buses, Gasoline for a Special Education Van, and Other School Supplies. The overall increases were in Electricity, Instructional Supplies, Printed Materials and the Technology Plan.
700	\$ 3,700	\$ 3,700	0	Furniture and Equipment for Students and Staff.
800	\$ 5,905	\$ 5,905	\$ 0	Professional Dues for Board of Education, School, Administration, Staff - funds for meetings and conferences remain the same.
Budget Total	\$ 4,320,821	\$ 4,269,044	\$ 51,777	1.21% The total budget for 2015-2016 represents an increase of \$51,777, or 1.21%, more than the current year.

Board of Education's 2015-2016 Proposed Budget for Andover Elementary School

ATTACHMENT

OBJECT	BOE FY2015	Proposed Budget FY2016
OBJECT 100		
Administrative	\$ 270,965.00	\$ 275,452.00
Teachers	\$ 1,902,693.00	\$ 1,929,012.00
Curriculum Development	\$ 2,006.00	\$ 2,500.00
Teachers Subs	\$ 25,000.00	\$ 27,000.00
Summer School Teachers	\$ 3,150.00	\$ 3,940.00
Financial Operations Manager	\$ 63,953.00	\$ 65,040.00
Secretarial Staff	\$ 76,000.00	\$ 76,186.00
Paraprofessional Staff	\$ 130,848.00	\$ 143,667.00
Custodial Staff	\$ 124,854.00	\$ 127,292.00
Nursing Staff	\$ 53,933.00	\$ 54,850.00
Network Manager	\$ 51,134.00	\$ 52,408.00
Summer School Non-Certified	\$ -	\$ -
Tutor	\$ 500.00	\$ 500.00
Stipends	\$ 5,000.00	\$ 3,300.00
Degree Changes	\$ 3,221.00	\$ 7,700.00
Paraprofessional Subs	\$ 5,500.00	\$ 5,000.00
Cocurricular Activities	\$ 1,650.00	\$ 1,650.00
Health Instructor	\$ 500.00	\$ 500.00
TOTAL 100	\$ 2,720,907.00	\$ 2,775,997.00
OBJECT 200		
Medical Insurance	\$ 546,174.00	\$ 586,967.00
Dental Insurance	\$ 18,000.00	\$ 18,058.00
Life Insurance	\$ 2,963.00	\$ 3,000.00
AUL/Disability Insurance	\$ 11,058.00	\$ 11,500.00
Annuity	\$ 5,500.00	\$ 5,500.00
FICA/Medicare	\$ 79,432.00	\$ 81,000.00
MERF	\$ 58,020.00	\$ 59,390.00
Unemployment Compensation	\$ 37,000.00	\$ 15,000.00
Tuition Reimbursement	\$ 800.00	\$ 800.00
TOTAL 200	\$ 758,947.00	\$ 781,215.00

Board of Education's 2015-2016 Proposed Budget for Andover Elementary School

ATTACHMENT

	BOE FY2015	Proposed Budget FY2016
OBJECT 300		
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	\$ 24,711.00	\$ 24,959.00
School Physician	\$ 750.00	\$ 750.00
OT	\$ 29,357.00	\$ 29,357.00
PT	\$ 6,616.00	\$ 6,729.00
Special Ed. Consultant	\$ 3,000.00	\$ 15,000.00
Board of Ed		
Legal Fees	\$ 6,000.00	\$ 7,000.00
Meeting/Conference	\$ 300.00	\$ 300.00
Services		
Inventory Consultant	\$ 200.00	\$ 200.00
Payroll Service	\$ 6,000.00	\$ 6,000.00
Lamp Recycling	\$ 100.00	\$ 100.00
Psychologist	\$ 32,950.00	\$ 33,000.00
Computer Consultant	\$ 500.00	\$ 500.00
Board Clerk	\$ 900.00	\$ 900.00
Audit 001	\$ 2,900.00	\$ 3,000.00
Software Consultant (CCC)	\$ 500.00	\$ 500.00
School Master/Tech	\$ 1,200.00	\$ 1,450.00
Library	\$ 765.00	\$ 765.00
Sub Service		\$ 2,500.00
School Messenger	\$ 400.00	\$ 400.00
Boiler Inspection		\$ 400.00
Administrative Meeting/Conferences	\$ 3,000.00	\$ 3,000.00
Water System Supervisor	\$ 3,000.00	\$ 3,500.00
TOTAL 300	\$ 126,249.00	\$ 143,410.00

Board of Education's 2015-2016 Proposed Budget for Andover Elementary School

ATTACHMENT

	BOE FY2015	Proposed Budget FY2016
OBJECT 400		
Contracted Services		
Furnace Repair	\$ 2,000.00	\$ 2,500.00
Septic	\$ 3,000.00	\$ 3,000.00
Electric Repair	\$ 1,500.00	\$ 1,800.00
Motor Repair	\$ 1,500.00	\$ 1,500.00
Plumbing	\$ 5,000.00	\$ 5,000.00
Fire Alarm	\$ 4,500.00	\$ 4,700.00
Thermostat Control	\$ 2,000.00	\$ 2,000.00
Oil Monitor System	\$ 200.00	\$ 200.00
Rubbish Maintenance	\$ 6,000.00	\$ 6,200.00
Clock/Telephone	\$ 1,000.00	\$ 1,000.00
Audiometer	\$ 150.00	\$ 150.00
Insect Control	\$ 1,200.00	\$ 1,200.00
Exterior Maintenance	\$ 8,000.00	\$ 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	\$ 900.00	\$ 1,500.00
Music Inst Maintenance	\$ 500.00	\$ 500.00
Fire Ext Equipment Maint	\$ 800.00	\$ 900.00
Copy Machine Maintenance	\$ 6,000.00	\$ 6,000.00
Burner Maintenance	\$ 1,000.00	\$ 1,500.00
Asbestos Testing	\$ 600.00	\$ 2,400.00
Duct Cleaning		\$ 9,000.00
Security Monitoring	\$ 100.00	\$ 100.00
HVAC		\$ 7,200.00
Security Camera Maint.	\$ 100.00	\$ 100.00
Carpet Cleaning	\$ 1,300.00	\$ 1,400.00
Contingency	\$ 1,500.00	\$ 1,500.00

Board of Education's 2015-2016 Proposed Budget for Andover Elementary School

ATTACHMENT

	BOE FY2015	Proposed Budget FY2016
OBJECT 400 (cont.)		
Kinsley Power Systems	\$ 1,500.00	\$ 2,000.00
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	\$ 2,500.00
Rental Equipment	\$ 500.00	\$ 500.00
Roof Maintenance	\$ 5,000.00	\$ 5,000.00
Elevator Maintenance	\$ 1,500.00	\$ 4,200.00
Replacement Steam Traps	\$ 1,000.00	\$ 2,500.00
Rentals		
Custodian Uniforms	\$ 1,800.00	\$ 2,000.00
TOTAL 400	\$ 64,800.00	\$ 91,500.00
OBJECT 500		
Transportation		
Reg. Kinder.	\$ 158,636.00	\$ 143,000.00
Bus Liability Premium	\$ 2,500.00	\$ -
Trans. Radios Maint.	\$ 150.00	\$ 150.00
Special Ed. Trans.	\$ 12,000.00	\$ 16,000.00
Field Trips	\$ 6,000.00	\$ 7,000.00
Staff Transportation	\$ 4,500.00	\$ 4,500.00
CABE	\$ 750.00	\$ 750.00

Board of Education's 2015-2016 Proposed Budget for Andover Elementary School

ATTACHMENT

	BOE FY2015	Proposed Budget FY2016
OBJECT 500 (cont.)		
Tuitions		
Outplacement	\$ 70,000.00	\$ -
Magnet Schools	\$ 20,000.00	\$ 25,000.00
Telephone	\$ 3,500.00	\$ 3,500.00
Post Office	\$ 6,000.00	\$ 6,000.00
Postage Meter	\$ 1,700.00	\$ 1,900.00
Advertising	\$ 1,000.00	\$ 1,000.00
Print/Binding	\$ 1,700.00	\$ 1,700.00
TOTAL 500	\$ 288,436.00	\$ 210,500.00
OBJECT 600		
Instructional Supplies	\$ 35,000.00	\$ 40,000.00
A-V Supplies	\$ 500.00	\$ 500.00
Educational Testing	\$ 3,000.00	\$ 3,000.00
Computer Supplies	\$ 9,000.00	\$ 9,000.00
Textbooks	\$ 3,000.00	\$ 5,000.00
Library Books	\$ 7,000.00	\$ 8,000.00
Periodicals	\$ 1,300.00	\$ 1,500.00
Board of Education		
Supplies	\$ 500.00	\$ 500.00
Parents Activities	\$ 400.00	\$ 400.00

Board of Education's 2015-2016 Proposed Budget for Andover Elementary School

ATTACHMENT

OBJECT 600 (cont.)	BOE FY2015	Proposed Budget FY2016
General Supplies		
Library	\$ 500.00	\$ 500.00
Office	\$ 3,000.00	\$ 3,500.00
Health Room	\$ 1,500.00	\$ 1,500.00
Hep. B Shots	\$ 700.00	\$ 700.00
Business Office Supplies	\$ 850.00	\$ 850.00
Electricity	\$ 65,500.00	\$ 72,000.00
Maint./Cust. Supplies	\$ 22,000.00	\$ 22,000.00
Heat Energy	\$ 107,250.00	\$ 97,644.00
Technology Plan	\$ 10,000.00	\$ 15,000.00
Transportation Fuel	\$ 23,100.00	\$ 21,000.00
Propane Gas	\$ 1,100.00	\$ 1,100.00
Gasoline	\$ 4,000.00	\$ 4,000.00
Diesel Additive	\$ 900.00	\$ 900.00
TOTAL 600	\$ 300,100.00	\$ 308,594.00
OBJECT 700		
Furniture/Equipment	\$ 1,000.00	\$ 1,000.00
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
TOTAL 700	\$ 3,700.00	\$ 3,700.00

Board of Education's 2015-2016 Proposed Budget for Andover Elementary School

ATTACHMENT

	BOE FY2015	Proposed Budget FY2016
CABE	\$ 1,800.00	\$ 1,800.00
CAS	\$ 500.00	\$ 500.00
CAPSS	\$ 1,200.00	\$ 1,200.00
MISC DUES/FEES	\$ 700.00	\$ 700.00
CASBO	\$ 500.00	\$ 500.00
URSA	\$ 200.00	\$ 200.00
ASCD	\$ 280.00	\$ 280.00
EASTCONN	\$ 400.00	\$ 400.00
DRUGS DONT WORK	\$ 100.00	\$ 100.00
EASTERN CT LIBRARY	\$ 100.00	\$ 100.00
LIBRARY	\$ 125.00	\$ 125.00
TOTAL 800	\$ 5,905.00	\$ 5,905.00

TOTAL ALL CATEGORIES \$ 4,269,044.00 \$ 4,320,821.00

1.21%

**Town of Andover Board of Finance
Workshop
Tuesday, February 10, 2015
7:00 p.m. – Old Firehouse/Sr. Center**

(Please note location change)

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) Registrars of Voters**
 - d) Elections**
 - e) Board of Selectmen**
- 6. Old Business:**
 - a.) revise motion made at regular meeting and workshop on 1/22/2014 pertaining to Andover Elementary School and Statute 10-248a.**
 - b.) Possible revision of motion made at June 25, 2014 meeting.**
- 7. Public Comments:**
- 8. Adjournment:**

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
2-9-2015 @ 12:22pm
Coral N. H.
TOWN CLERK

Andover Board of Finance

Budget Workshop Minutes Draft – Tuesday, February 10, 2015
Community Room, Town Hall Office Building, 17 School Road, Andover, CT 06232

Board of Finance (BOF) Members: Present: Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Linda Fish, Dennis Foran, David Gostanian, Jeff Murray **Absent:** Nathaniel Houle **Town Officials Present:** Robert Burbank, First Selectman **Other Attendees:** Catharine Palazzi, Joan Foran, Marie Burbank, W. Barton, Jack Cochrane, Curt Dowling, Steve Willard, Catherine Magaldi Lewis, Dan Warran

Agenda Item 1: Call to Order: Georgette Conrad, Board Chair, called the meeting to order at 7:17 pm

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Public Comment: None

Agenda Item 4: Additions/Deletions to agenda : Add item 6c: Town of Andover budget details

Agenda Item 5: Budget Presentations:

5a: Fire Commission Budget: Wallace Barton presented the Fire Commission's budget for the 2015 – 2016 budget year which includes increases for electricity, protective clothing, and cost recovery, and decreases for fuel oil and training resulting in an overall 2.25% increase of \$2,750.00 from the current year's budget. David Gostanian motioned to approve the Fire Commission's budget in the amount of \$124,848.50 for the 2015 – 2016 budget year. Ted Sakelarakis seconded. The Fire Commission's cost recovery expense was discussed.

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

5b: Fire Marshall Budget: David Gostanian motioned to table the Fire Marshall's budget. Jeff Murray seconded. No discussion.

Vote: 6 – 0 – 0 / motion passed

5c: Registrars of Voters Budget and

5d: Elections Budget: David Gostanian motioned to table both the Registrar of Voters and Election's budgets. Ted Sakelarakis seconded. There was a brief discussion about reviewing recent updates to these budgets and rescheduling both budgets to a future workshop date.

Vote: 6 – 0 – 0 / motion passed

5e: Board of Selectmen (BOS) Budget: Robert Burbank presented several budgets as follows:

Selectmen's Budget: The proposed amount includes the BOS approved 2% salary increase for the First Selectman, Other Selectmen, and the Board Clerk. There was a discussion about the actual dollar increase in salaries and that salary increases require approval at a future town meeting. David Gostanian motioned to approve the Selectmen's budget in the amount of \$57,830.57 for the 2015 – 2016 budget year pending approval of 2% salary increase at town meeting. Ted Sakelarakis seconded. During the discussion that followed, BOF member Dennis Foran made a secondary motion for a 0% increase in the Selectmen's budget for the 2015 - 2016 budget year. There was no second and the motion failed.

Vote: 4 – 2 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, and David Gostanian voting for the motion; Jeff Murray and Dennis Foran voting against the motion

Board of Finance Budget: A 2% salary increase for the Board Clerk was approved by the BOS. The budget will be reviewed by the BOF at a future meeting.

Auditor's Budget: There is no change to the budget from the current year.

David Gostanian motioned to **blanket approve** all proposed budgets with a zero percent increase in the proposed budget amount for the 2015 – 2016 budget year. Georgette Conrad seconded. In the discussion, BOF member Dennis Foran made a secondary motion to not approve 0% increases as it is not needed. There was no second and the motion failed.

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

The budgets that were approved by the above passed motion to blanket approve budgets with a zero percent increase in the proposed amount for the 2015 – 2016 budget year include:

Auditor:	\$ 18,750.00
Old Town Hall:	\$ 4,670.00
Ads:	\$ 4,000.00
Dog Damage:	\$ 200.00
Insurance:	\$ 128,000.00
Cleaning Service/Custodian:	\$ 9,054.50
Old Fire House:	\$ 9,725.00
Historical:	\$ 200.00
Ethics Commission:	\$ 0.00
NL Visiting Nurses:	\$ 1,250.00
NL Mental Health:	\$ 231.00
Snow Removal:	\$ 104,400.00

Town Attorney's Budget: Proposed budget is a reduction of \$7,000.00. David Gostanian motioned to approve the Town Attorney's budget in the amount of \$10,000.00 for the 2015 – 2016 budget year. Ted Sakelarakis seconded. No discussion.

Vote: 5 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, David Gostanian and Jeff Murray voting for the motion; Dennis Foran voting against the motion.

Treasurer's Budget: Proposed budget includes the BOS approved 2% salary increase for the Treasurer and Clerk. Ted Sakelarakis motioned to approve the Treasurer's budget in the amount of \$47,424.77 for the 2015 – 2016 budget year. David Gostanian seconded. Concerns discussed include the 2% salary increases, budgets going up, state funding, unions, negotiations, and that these approvals are subject to change.

Vote: 4 – 2 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, and David Gostanian voting for the motion; Jeff Murray and Dennis Foran voting against the motion

Town Clerk's Budget revisited: The Town Clerk's budget for 2015 - 2016 was previously approved by the BOF at the 1-28-15 meeting. David Gostanian motioned to re-approve the Town Clerk's budget with the BOS approved 2% salary increase for the Town Clerk and the Assistant Clerk for a total budget in the amount of: \$81,287.14 for the 2015 - 2016 budget year. Ted Sakelarakis seconded. No further discussion.

Vote: 4 – 1 – 1 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, David Gostanian voting for the motion; Jeff Murray voting against the motion; 1 abstention by Dennis Foran.

Probate Court's Budget: Proposed budget includes an increase of \$152.00 for state fees. David Gostanian motioned to approve the Probate Court's budget in the amount of \$2,417.00 for the 2015 – 2016 budget year. Ted Sakelarakis seconded. No discussion.

Vote: 5 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, David Gostanian and Jeff Murray voting for the motion; Dennis Foran voting against the motion.

Administrative Assistant's Budget: Proposed budget includes the BOS approved 2% salary increase for the Administrative Assistant. David Gostanian motioned to approve the Administrative Assistant's budget in the amount of \$7,428.90 for the 2015 – 2016 budget year. Ted Sakelarakis seconded. No further discussion.

Vote: 4 – 2 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, and David Gostanian voting for the motion; Jeff Murray and Dennis Foran voting against the motion

Civil Preparedness: Proposed budget includes a decrease of \$500.00. Ted Sakelarakis motioned to approve the Civil Preparedness's budget in the amount of \$2,650.00 for the 2015 – 2016 budget year. David Gostanian seconded. No further discussion.

Vote: 5 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, David Gostanian and Jeff Murray voting for the motion; Dennis Foran voting against the motion.

Senior Transportation's Budget: Georgette Conrad motioned to table the Senior Transportation's budget to the 2-17-15 workshop meeting to review documents and driver expense data. David Gostanian seconded. No further discussion.

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

Senior Citizen's Budget: Proposed budget includes the BOS approved 2% salary increase for the Municipal Agent. David Gostanian motioned to approved the Senior Citizen's budget in the amount of: \$9,110.22 for the 2015- 2106 budget year. Ted Sakelarakis seconded. No further discussion.

Vote: 4 – 2 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, and David Gostanian voting for the motion; Jeff Murray and Dennis Foran voting against the motion

Dog Fund Budget: Proposed budget includes the BOS approved 2% salary increase for the Dog Warden. Ted Sakelarakis motioned to approve the Dog Fund budget in the amount of \$7,279.33 for the 2015 – 2016 budget year. Linda Fish seconded. No further discussion.

Vote: 4 – 2 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, and David Gostanian voting for the motion; Jeff Murray and Dennis Foran voting against the motion

NL Health Officer's Budget: Proposed budget includes an increase of 3.9% for this contracted service. David Gostanian motioned to approve the NL Health Officer's budget in the amount of \$16,400.00 for the 2015 – 2016 budget year. Ted Sakelarakis seconded. There was a discussion about the services provided and the mandated increase.

Vote: 5 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, David Gostanian and Jeff Murray voting for the motion; Dennis Foran voting against the motion.

AHM Budget: Proposed amount for Andover has a decrease 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 \$34,684.93 for the 2015 – 2016 budget year. Linda Fish seconded. No further discussion.

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

Public Works's Budget: Proposed budget includes the union negotiated salary increases. David Gostanian motioned to approve the Public Work's budget in the amount of \$242,099.68 for the 2015 – 2016 budget year. Ted Sakelarakis seconded. There was a discussion about unions, negotiations, and broom items.

Vote: 5 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, David Gostanian and Jeff Murray voting for the motion; Dennis Foran voting against the motion.

Agenda Item 6: Old Business:

6a: revise motion made at regular meeting and workshop on 1/22/2014 pertaining to Andover Elementary School and Statute 10-248a. Georgette Conrad motioned to amend the 1/22/2014 motion made adding words that the auditor felt necessary. Ted Sakelarakis seconded. Georgette Conrad explained the auditor's request which is to amend the original motion from the 1/22/2014 regular meeting and workshop as follows:

"Ted Sakelarakis motioned to approve the concept of appropriating one per cent of unexpended funds from AES into a non-lapsing account for the purpose of funding future capital projects."

Is amended to this:

"Ted Sakelarakis motioned to approve the concept of appropriating one per cent of unexpended funds from AES into a non-lapsing account for the purpose of funding future capital projects. As an extension of approving the concept of transferring funds in accordance with this statute, the actual transfer of funds into such a non-lapsing account will need to be made in a separate motion when a specific request for a specific dollar amount is presented to the Board by the school."

No further discussion.

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

6b: Possible revision of motion made at June 25, 2014 meeting. David Gostanian motioned to amend the 6/25/2014 motion made to specify additional details per the auditor's request. Ted Sakelarakis seconded. Georgette Conrad explained the auditor's request which is to amend the original motion from the 6/25/2014 regular meeting as follows:

"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."

Is amended to this:

"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, the funds to come from the 2013 - 2014 surplus, with funds to be transferred from unassigned fund balance"

Dennis Foran made a secondary motion to table the above amendment. There was no second and the motion failed.

No further discussion.

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

6c: Town of Andover Budget Details: BOF member, Dennis Foran, provided each BOF member with a CD containing detailed data for the Town of Andover and BOS's budgets for Fiscal Year 2013 – 2014 year end and Fiscal Year 2014 – 2015 mid year budgets.

Agenda Item 7: Public Comments: Marie Burbank commented on setting town employee salaries; Dan Warren commented on the BOF budget process; Joan Foran commented on the Grand List and the budget process; Catharine Palazzi asked about the phone expense for the Old Firehouse, and about being informed for the presentation of the Senior Transportation and Senior's budgets.

Agenda Item 8: – Adjournment: Linda Fish motioned to adjourn at 9:30pm. David Gostanian seconded. No discussion.

Vote: 6 – 0 – 0 / motion passed, meeting adjourned.

The next scheduled BOF meeting is a budget workshop meeting on **Tuesday, February 17, 2015**, at 7:00 pm at the Old Firehouse/Senior Center.

Respectfully Submitted,
Marie Smith, Board Clerk
February 12, 2015

RECEIVED FOR RECORD
2-17-15 @ 11:00 AM
Margaret H. Busch
Asst. TOWN CLERK

**Town of Andover Board of Finance
Workshop
Tuesday, February 17, 2015
7:00 p.m. – Old Firehouse/Sr. Center**

(Please note location change)

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 Selectmen**
- 6. Public Comments:**
- 7. Adjournment:**

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
2-17-2015 @ 10:10 am
Carol N. Deo
TOWN CLERK

email received 2-16-15 @
5:26 am

Andover Board of Finance

Budget Workshop Minutes Draft – Tuesday, February 17, 2015

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

BOF Members: Present: Georgette Conrad, Board Chair, Ted Sakelarakis, Vice Chair, Linda Fish, Dennis Foran, Jr., Murray **Absent:** Nathaniel Houle, David Gostanian **Town Officials Present:** Robert Burbank, First Selectman
Other Attendees: Andy Maneggia, Superintendent of Andover Elementary School (AES), Daniel Warren, Eric Anderson, Planning and Zoning Commission Chair, Steve Willard, Joan Foran

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

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Public Comment: None

Agenda Item 4: Additions/Deletions to agenda : Georgette Conrad motioned to add agenda item 5a.1 , under Budget Presentations: Andy Maneggia and AES. Ted Sakelarakis seconded. No discussion.

Vote: 5 – 0 – 0 / motion passed.

Agenda Item 5: Budget Presentations:

5a.1: AES: Andy Maneggia provided documentation concerning the state's Minimum Budget Requirement (MBR) for the school and specifically to request adding \$25,986.00 to the current AES budget to prevent a state penalty of \$51,972.00 in its Education Cost Sharing Grant. Georgette Conrad motioned to make a supplemental appropriation in the amount of \$25,986.00 to the AES budget for the 2014 - 2015 year to be taken from the general fund balance. Ted Sakelarakis seconded. Further discussion included concerns of the legality of the appropriation, statute requirements vs. Town Charter, the MBR and penalty, calculations and availability of funds. A final item concerned who would do the transfer of funds. No further discussion.

Vote: 5 – 0 – 0 / motion passed.

5a: Planning and Zoning: Eric Anderson presented the proposed Planning and Zoning's budget for the 2015 – 2016 year which includes the BOS approved 2% salary increase for the land use secretary while other budget item amounts remain the same as the current budget year. Ted Sakelarakis motioned to approve the Planning and Zoning's budget in the amount of \$9,406.26 for the 2015 – 2016 budget year. Linda Fish seconded. There was a discussion about the Planning and Zoning's Legal budget item and the town's general legal fund and their uses and a second discussion about the non-union Board of Selectmen (BOS) approved 2% salary increases and whether increases should be merit based with increases coming from an allotted pool and that the BOS should do merit increases for future budgets. No further discussion.

Vote: 3 – 1 – 1 / motion passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for; Jeff Murray voting against; Dennis Foran abstained.

5b: Zoning Board of Appeals: Georgette Conrad received a letter from Dorothy Yeoman, Zoning Board of Appeals Chair stating there were no changes to the budget. Georgette Conrad added that the wages for the Zoning Board clerk will include the BOS approved 2% salary increase. Ted Sakelarakis motioned to approve the Zoning Board of Appeals's budget in the amount of \$1,522.62 for the 2015 – 2016 budget year. Linda Fish seconded. No discussion.

Vote: 3 – 1 – 1 / motion passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for; Jeff Murray voting against; Dennis Foran abstained.

5c: Board of Assessment Appeals: Joan Foran presented the proposed Board of Assessment Appeals's budget for the 2015 - 2016 year in the amount of \$918.00. The BOF added the BOS approved 2% salary increase, pending approval at a future town meeting because this is an elected board; other budget item amounts remain the same as the current budget year. Ted Sakelarakis motioned to approve the Board of Assessment Appeals's budget in the amount of \$930.36 for the 2015 - 2016 budget year. Linda Fish seconded. No further discussion.

Vote: 3 - 1 - 1 / motion passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for; Jeff Murray voting against; Dennis Foran abstained.

5d: Board of Selectmen: Robert Burbank presented the following: **budgets that were approved by the motion passed on 2-10-2015 to blanket approve budgets with a zero percent increase in the proposed amount for the 2015 - 2016 budget year include:**

Lighting:	\$ 7,500.00
Town Garage:	\$16,750.00
Town Engineer:	\$ 2,500.00
Memorial Day:	\$ 800.00
Recreation Commission:	\$ 6,455.00
CRCOG, CCM, COST:	\$ 7,125.00

Ground Care Budget: Proposed budget is an increase of \$50.00. Ted Sakelarakis motioned to approve the Ground Care budget in the amount of \$8,750.00 for the 2015 - 2016 budget year. Jeff Murray seconded. There was a brief discussion about budgets. No further discussion.

Vote: 4 - 1 - 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, and Jeff Murray voting for the motion; Dennis Foran voting against the motion.

Resident Trooper's Budget: Robert Burbank explained that there will be an increase and that the BOS needs additional time for the proposed amount. There was a brief discussion on cost effectiveness of state vs town police then further discussion was tabled. In addition to the Resident Trooper's Budget, other BOS budgets that were tabled include: **Fire Marshall's, Welfare, Transfer Station, Recycling and Conservation Commission.**

Economic Development Commission's Budget: Proposed budget is a decrease of \$200.00. Ted Sakelarakis motioned to approve the Economic Development Commission's budget in the amount of \$1,000.00 for the 2015 - 2016 budget year. Georgette Conrad seconded. No discussion.

Vote: 4 - 1 - 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, and Jeff Murray voting for the motion; Dennis Foran voting against the motion.

Building Department's Budget: Robert Burbank explained that the proposed budget is an overall decrease and includes the BOS approved 2% salary increase for the clerk and a decrease in Building Department wages due to a decrease in hours. Ted Sakelarakis motioned to approve the Building Department's budget in the amount of \$46,434.48 for the 2015 - 2016 budget year. Linda Fish seconded. No further discussion.

Vote: 3 - 2 - 0 / motion passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for the motion; Dennis Foran and Jeff Murray voting against the motion.

Wetland's Budget: Robert Burbank explained that the proposed budget is an overall decrease and includes the BOS approved 2% salary increase in wages but an overall decrease in wages due to a decrease in hours. Georgette Conrad motioned to approve the Wetland's budget in the amount of \$8,080.00 for the 2015 – 2016 budget year. Ted Sakelarakis seconded. No further discussion.

Vote: 3 – 2 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for the motion; Dennis Foran and Jeff Murray voting against the motion.

Zoning Agent's Budget: Robert Burbank explained that the proposed budget includes a decrease in the Zoning Agent's salary. Georgette Conrad motioned to approve the Zoning Agent's budget in the amount of \$8,350.00 for the 2015 – 2016 budget year. Ted Sakelarakis seconded. No further discussion.

Please note that BOF member Jeff Murray was called away from the meeting and was not present for the vote of this motion or for the vote on the motion to adjourn.

Vote: 3 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for the motion; Dennis Foran voting against the motion.

There was a brief discussion about the Library's budget which is scheduled to be presented at the March 3, 2015 BOF meeting.

Agenda Item 6: Public Comments: None

Agenda Item 7: – 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 and budget workshop on **Wednesday, February 25, 2015**, at 7:00 pm at the Town Office Building.

Respectfully Submitted,
Marie Smith, Board Clerk
February 19, 2015

RECEIVED FOR RECORD

2-23-2015 @ 8:15 am

Conrad
TOWN CLERK

**Town of Andover Board of Finance
Regular Meeting & Workshop
Wednesday February 25, 2015
7:00 p.m. - Community Room**

Agenda

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions / deletions:
5. Budget Presentations: **RHAM**
Board of Selectmen
6. Approval of minutes of 1/28/2015, 2/10/15 and 2/17/2015
7. Selectmen's Report:
8. Liaison Reports:
9. Old Business:
 - a.) Bi-Annual taxation (Carried for future reference)
10. Public Comments:
11. Adjournment:

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
2-23-15 @ 12:07 PM
Carol Adair
TOWN CLERK

Andover Board of Finance

Regular Monthly Meeting & Budget Workshop Minutes Draft – Wednesday, February 25, 2015

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, Jeff Murray **Absent:** Dennis Foran, Nathaniel Houle **Town Officials Present:** None **Other Attendees:** Catherine Palazzi, Steve Willard, Robert Siminski, Superintendent of RHAM

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

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Public Comment: Catherine Palazzi commented on Senior Transportation in a letter to the BOF.

Agenda Item 4: Additions/Deletions to agenda : None

Agenda Item 5: Budget Presentations:

5a: RHAM: Robert Siminski presented the proposed RHAM budget for the 2015 – 2016 budget year and reported on the major areas of increases including special education, transportation, textbooks, instructional supplies, operations and maintenance, and also proposed budget initiatives including laptop initiative, school to career counselor, increase desktop technician to full time, increase hours for accounting office and a special education department head for the middle school. The proposed amount is approximately \$29,165,408 which is a 5.12% increase over the current budget. Georgette Conrad motioned to receive the RHAM budget for the 2015 – 2016 budget year. Linda Fish seconded. BOF members discussed the increases and initiatives and concerns over the increases and recommended reductions by the RHAM Board of Education. No further discussion.

Vote: 5 – 0 – 0 / motion passed.

5b: Board of Selectmen : No Selectmen present.

Agenda Item 6: Approval of minutes of 1/28/2015, 2/10/15 and 2/17/2015

David Gostanian motioned to approve the minutes from the BOF regular monthly meeting and budget workshop on 1/28/2015. Jeff Murray seconded. No discussion.

Vote: 5 – 0 – 0 / motion passed.

David Gostanian motioned to approve the amended minutes from the BOF budget workshop meeting on 2/10/2015. Jeff Murray seconded. The amendment is to the Town Clerk's Budget Revisited, as follows: *"The Town Clerk's budget for 2015 - 2016 was previously approved by the BOF at the 1-28-15 meeting. David Gostanian motioned to re-approve the Town Clerk's budget with the BOS approved 2% salary increase for the Town Clerk and the Assistant Clerk for a total budget in the amount of: \$81,287.14 for the 2015 - 2016 budget year."* Is amended to: *"The Town Clerk's budget for 2015 - 2016 was previously approved by the BOF at the 1-28-15 meeting. David Gostanian motioned to re-approve the Town Clerk's budget with the BOS approved 2% salary increase for the Town Clerk and the Assistant Clerk for a total budget in the amount of: \$81,287.14 for the 2015 - 2016 budget year pending approval of 2% salary increase at town meeting."*
No further discussion.

Vote: 5 – 0 – 0 / motion passed.

Ted Sakelarakis motioned to approve the minutes from the BOF budget workshop meeting on 2/17/2015. Linda Fish seconded. No discussion.

Vote: 4 – 0 – 1 / motion passed with one abstention by David Gostanian.

Agenda Item 7: Selectmen's Report: No Selectmen present. BOF members discussed the BOF budget and others that will be coming up at the next scheduled workshop on March 3, 2015.

Agenda Item 8: Liaison Reports: Linda Fish reported that AHM is fine and also reported that the Library had major problems with a frozen septic system. David Gostanian reported on the RHAM Board of Education meeting and that it was decided that class rank will not be on school transcripts.

Agenda Item 9: Old Business: 9a: Bi-Annual Taxation (Carried for future reference)

Agenda Item 10: Public Comments: None.

Agenda Item 11: – Adjournment: Georgette Conrad motioned to adjourn at 8:55 pm. Ted Sakelarakis seconded. No discussion.

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

The next scheduled BOF meeting is a budget workshop meeting on **Tuesday, March 3, 2015**, at 7:00 pm at the Town Office Building.

Respectfully Submitted,
Marie Smith, Board Clerk
February 27, 2015

RECEIVED FOR RECORD

3-2-2015 @ 2:00 PM
Carol N. Lee

TOWN CLERK

**Town of Andover Board of Finance
Workshop**

~~Tuesday~~, ~~Wednesday~~, March 3, 2015

7:00 p.m. – Town Office Community Center

Agenda

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions / deletions:
5. Budget Presentations:
 - a) Library
 - b) Capital Improvement Planning
 - c) Registrar of Voters
 - d) Elections
 - e) Board of Selectmen – Senior Transportation (more if time allows)
 - f) Board of Finance
6. Public Comments:
7. Adjournment:

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
3-2-2015 @ 12:10P
Carol N. Deo
TOWN CLERK

Andover Board of Finance
Budget Workshop Minutes Draft – Tuesday, March 3, 2015
Town Office Building Community Room – 7 p.m.

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

Town Officials Present: Robert Burbank, First Selectman

Other Attendees: George and Judy Knox, Cathy and Mike Palazzi, Catherine Magaldi-Lewis, Julie Victoria, Sue Schmidt, Mary Duval, Elaine Buchardt, Curt Dowling, Daniel Warren.

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 : Georgette Conrad motioned to add agenda item 5g-Fire Marshall's budget if time allowed, seconded by Ted Sakelarakis.

Vote: 5 – 0 – 0 / motion passed.

Agenda Item 5: Budget Presentations:

5a. Library – Julie Victoria presented the Library Budget with an increase of \$735 for a total of \$112,746.00. Motion to approve by Ted Sakelarakis, seconded Dave Gostanian. No further discussion.

Vote: 4 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Dave Gostanian and Linda Fish voting for; Jeff Murray voting against:.

Note: Budgets were taken out of order because Elaine Buchardt of CIP could not be here until later.

5c: Registrar of Voters: Catherine Magaldi-Lewis presented the ROV budget. There were questions about the number of hours that the Deputies would work in a year so a motion was made by Georgette Conrad, seconded by Dave Gostanian, to table this budget so the registrars could determine an estimate of those hours.

Vote: 5 – 0 – 0 / motion to table passed.

5d: Elections: Catherine Magaldi-Lewis presented the elections budget which decreased by \$835.76 from last year. A new item was added for training at \$450.00

Dave Gostanian made a motion to approve the Elections budget for \$19,376.24. Ted Sakelarakis seconded. No discussion.

Vote: 5-0-0 / motion passed.

5e: Senior Transportation: The previous presentation of this budget raised some questions so the members of the Senior Transportation Committee were present to answer questions and Cathy Palazzi provided spreadsheets of the usage and costs of providing this service to seniors and handicapped. There was discussion of the capability of washing the undercarriage of these vehicles frequently during the winter years because of the chemicals used on the roads. The committee will find a way to do this, perhaps with a car wash that can accommodate a 9 foot 9 inch high vehicle. Dave Gostanian motioned to approve the Senior Transportation budget for \$17,500, with a second by Ted Sakelarakis.

Vote: 5 – 0 – 0 / motion passed.

Note: Linda Fish had to leave

5b: Capital Improvement: Elaine Buchardt presented the CIP approved items, as follows:

- (1) 2 Thermal Imaging cameras for the Fire Department - \$13,000
(This will now go out to bid.)
 - (2) Replace Library copper gutters and soffits - \$45,000.
 - (3) New Public Works roof - \$80,000 – was not approved by BOS so is eliminated this year.
 - (4) New furnace for the Public Works building - \$7,000 – includes chimney
 - (5) Refurbish Public Works pickup truck - \$12,000
 - (6) New Wide Format Printer - \$8,000
 - (7) Public Works truck lease to buy - \$33,500 – 3rd year of 5 year lease.
- Total CIP budget = \$118,500.

Motion to approve CIP budget for \$118,000 made by Ted Sakelarakis, seconded by Dave Gostanian.

Vote: 4 – 0 – 0 / motion passed.

5f: Board of Finance: Georgette Conrad presented the budget for \$1,764.58, a \$666.38 reduction. Dave Gostanian pointed out that his blanket motion on 2/10/15 to approve all budgets with a zero increase covers this decrease.

Tax Collector: Proposed budget is an increase of 1,246.98. Ted Sakelarakis motioned to approve the tax collector budget in the amount of \$53,759.56. Georgette Conrad seconded. There was a brief discussion.

Vote: 3 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Dave Gostanian voting for, and Jeff Murray voting against the motion.

Tax Assessor: Robert Burbank explained the increase greater than 2% to the salaries due to the prior year union contract being 3% but were only given 2%. A 2% raise was negotiated for this year. The Assessor's office must do a plot mapping update this year to bring everything up to date. This will cost \$5,000. Future budgets will include \$2,200 to maintain the updates. The total budget for the Tax Assessor's office is \$78,934.56. Dave Gostanian motioned to approve, seconded by Ted Sakelarakis. After much discussion the motion passed.

Vote: 4 – 0 – 0 / motion passed.

Town Office Building: Proposed budget is a decrease of \$6,738.00.

It was pointed out that this would fall under the blanket motion to approve all budgets with no change or no increase on 2/10/15.

Agenda Item 6: Public Comments: Curt Dowling spoke about several items in the budget and about the proposed cuts in Governor Malloy's budget.

Agenda Item 7: – Adjournment: Ted Sakelarakis motioned to adjourn at 9:45 pm. Dave Gostanian seconded.

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

The next scheduled BOF budget workshop is **Thursday, March 5, 2015**, at 7:00 pm at the Town Office Building.

Respectfully Submitted,
Georgette Conrad,
3/3/2015

RECEIVED FOR RECORD
3-4-2015 @ 9:00 am
Carol N. Lee
TOWN CLERK

**Town of Andover Board of Finance
Workshop
Thursday, March 5, 2015
7:00 p.m. – Town Office Community Center**

Agenda

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions / deletions:
5. Budget Presentations:
 - a) Fire Marshall
 - b) Board of Selectmen
6. Public Comments:
7. Adjournment:

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
3-4-2015 @ 9:00am
Carol N. Lee
TOWN CLERK

Andover Board of Finance

Budget Workshop Meeting Minutes Draft – Thursday, March 05, 2015

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

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

Town Official Present: Robert Burbank, First Selectman

Other Attendees: No other attendees

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: Budget Presentations:

5a: Fire Marshall: David Gostanian motioned to approve the proposed Fire Marshall's budget for the 2015 - 2016 budget year in the amount of: \$10,878.34. Jeff Murray seconded. There was a brief discussion about the overall budget increase of approximately \$166.00 which comes from the Board of Selectmen (BOS) approved 2% salary increase.

Vote: 2 – 2 – 0 / motion failed with Georgette Conrad and David Gostanian voting for; Jeff Murray and Dennis Foran voting against.

Georgette Conrad then motioned to take the increase from a different expense but then after a brief discussion Georgette Conrad withdrew the motion.

5e: Board of Selectmen (BOS) Budgets

5e.1: Employee Benefits: Robert Burbank presented the employee benefits budget to the BOF with itemized proposed amounts for a budget which includes a new hire for Public Works and also proposed amounts for a budget without the new hire. The increase in the benefits for a new hire would be approximately \$39,340.00; there would also be salary of approximately \$64,000.00 and uniform cost of approximately \$1,000.00 to consider. The BOF discussed whether the need for the new hire justified the cost. Georgette Conrad motioned to not hire a new employee for Public Works this year. Jeff Murray seconded. There was further discussion about the need for the employee and complaints about things not getting done in town, for example, mowing but that the cost is something the town can't afford this year. BOF also discussed actions to improve and run the public works more efficiently and that the new hire position needs to be given more thought and finally that the town can contract services if needed. No further discussion.

Vote: 4 – 0 – 0 / motion passed

David Gostanian then motioned to approve the proposed Employee Benefits budget for the 2015 -- 2016 budget year in the amount of: \$ 315,384.54. Jeff Murray seconded. No further discussion.

Vote: 3 – 1 – 0 / motion passed with Georgette Conrad, David Gostanian, and Jeff Murray voting for; Dennis Foran voting against.

5e.2: Resident Trooper: The increase in the Resident Trooper's budget is in salary which is set by the state. The BOF discussed this increase and that the town may have to pay 100% for this service in future years and also discussed the option of the town not having a resident state trooper, using constables, revenues from state trooper, insurance savings, security, and better service in town. David Gostanian motioned to approve the proposed Resident Trooper's budget for the 2015 - 2016 budget year in the amount of: \$ 137,145.53. Jeff Murray seconded. There was a brief discussion about having a future town vote if and when the town will pay 100% for a resident trooper.

Vote: 3 – 1 – 0 / motion passed with Georgette Conrad, David Gostanian, and Jeff Murray voting for; Dennis Foran voting against.

5e.3: Welfare: The increase to this budget if from the BOS approved 2% wage increase. Georgette Conrad motioned to approve the proposed Welfare budget for the 2015 - 2016 budget year in the amount of: \$ 4,445.30. David Gostanian seconded. No further discussion.

/ote: 2 – 2 – 0 / motion failed with Georgette Conrad and David Gostanian voting for; Jeff Murray and Dennis Foran voting against.

5e.4: Transfer Station: Georgette Conrad motioned to approve the proposed the Transfer Station budget for the 2015 - 2016 budget year in the amount of: \$ 154,909.15 which is a decrease from the current budget. David Gostanian seconded. No further discussion.

Vote: 3 – 1 – 0 / motion passed with Georgette Conrad, David Gostanian, and Jeff Murray voting for; Dennis Foran voting against.

David Gostanian then motioned to **blanket approve** all proposed budgets with a zero percent increase or an overall decrease in the proposed budget amount for the 2015 – 2016 budget year. Georgette Conrad seconded. No discussion.

Vote: 3 – 1 – 0 / motion passed with Georgette Conrad, David Gostanian, and Jeff Murray voting for; Dennis Foran voting against.

Budgets approved by the above blanket motion include:

Recycling:	\$2,200.00 (no change)
Conservation Commission:	\$1,000.00 (no change)
Debt Retirement:	\$90,000.00 (no change)
Interest Expense:	\$27,405.00 (decrease)

5e.5: Capital Expenditures: Additional information is needed for the Revaluation expense and further discussion is required. Tabled.

Agenda Item 6: Public Comments: None

Agenda Item 7: – Adjournment: David Gostanian 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 budget workshop meeting on **Tuesday, March 10, 2015**, at 7:00 pm at the Town Office Building.

Respectfully Submitted,
Marie Smith, Board Clerk
March 6, 2015

RECEIVED FOR RECORD
3-9-2015 @ 9:00 am
Carol A. Lee
TOWN CLERK

**Town of Andover Board of Finance
Workshop
Tuesday, March 10, 2015
7:00 p.m. – Town Office Community Center**

Agenda

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions / deletions:
5. Budget Presentations:
 - a) Hear any outstanding budgets
 - a) Review budgets
 - b) Start Revenues if time allows
6. Public Comments:
7. Adjournment:

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
03-09-15 @ 4:00 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Finance

Budget Workshop Meeting Minutes Draft – Tuesday, March 10, 2015

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: Nathaniel Houle, David Gostanian, Jeff Murray **Town Officials Present:** No town officials present
Other Attendees: Mike Palazzi, Catherine A. Palazzi, Dan Warren, Sandra Nichols

Agenda Item 1: Call to Order: Georgette Conrad called the meeting to order at 7:05 pm

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Public Comment: None

Agenda Item 4: Additions/Deletions to agenda : Georgette Conrad motioned to add agenda item 5a.1: Flail for town mower. Ted Sakelarakis seconded. No discussion.

Vote: 4 – 0 – 0 / motion passed.

Agenda Item 5: Budget Presentations:

5a.1: Flail for town mower: Georgette Conrad explained that the town needed a replacement flail for town's mower and that there was one available to purchase at a cost of \$5,500 and that a new flail would cost approximately \$14,000. Ted Sakelarakis motioned to make a supplemental appropriation in the amount of \$5,500.00 to the Public Works budget for the 2014 - 2015 year to be taken from the general fund balance. Georgette Conrad seconded. BOF discussed the purchase of the flail and noted that this appropriation was approved by the Board of Selectmen. No further discussion.

Vote: 4 – 0 – 0 / motion passed.

5a.2: Hear any outstanding budgets

5b: Review budgets

Registrar of Voters (ROV) Budget: BOF reviewed the ROV proposed budget and discussed the BOS approved 2% salary increase. Ted Sakelarakis motioned to approve the proposed ROV budget for the 2015 - 2016 budget year in the amount of: \$6,467.03. Linda Fish seconded. No further discussion.

Vote: 3 – 0 – 1 / motion passed with Dennis Foran abstaining.

Assessor's Budget: It is noted that the assessor's budget was approved on 3-3-15 and there is a one cent change in the amount approved which was calculated as: \$78,924.56 and should be \$78,924.55.

Fire Marshal's Budget: BOF reviewed the proposed Fire Marshal's budget which includes the BOS approved 2% increase in salaries. Ted Sakelarakis motioned to approve the proposed Welfare budget for the 2015 -- 2016 budget year in the amount of: \$4,445.30. Linda Fish seconded. No further discussion.

Vote: 3 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for; Dennis Foran voting against.

Welfare Budget: BOF reviewed the proposed budget for Welfare which includes the BOS approved 2% increase in salaries. Ted Sakelarakis motioned to approve the proposed Fire Marshal's budget for the 2015 -- 2016 budget year in the amount of: \$10,878.34. Linda Fish seconded. No further discussion.

Vote: 3 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for; Dennis Foran voting against.

Capital Expenditures: BOF reviewed the proposed budget for Capital Expenditures and discussed several items including the copper gutters for the library, revaluation, and severance. The total proposed for the 2015 - 2016 year is in the amount of: \$261,145.00 which is a decrease from the current year's budget. The proposed Capital Expenditure budget is an overall decrease and is approved by **blanket motion** made at the BOF 3-5-15 meeting.

Fund Transfers budget is approved by **blanket motion** made at the BOF 3-5-15 meeting for budgets with a zero increase and remains at the proposed amount of: \$35,000.00 for the 2015 - 2016 budget year.

5c: Start Revenues if time allows: BOF discussed and estimated Revenue amounts for the 2015 - 2016 budget year based on information from the state and the town but additional information is needed for many items and the BOF will continue with Revenues at a future BOF meeting.

Agenda Item 6: Public Comments: Mike Palazzi commented on the Library's copper gutters; Dan Warren commented on the Capital Expenditure item for Thermal Imaging Cameras and also on the Capital Improvement Planning process. Catherine Palazzi commented on a grant for a small bus for senior transportation.

Agenda Item 7: – Adjournment: Ted Sakelarakis motioned to adjourn at 8:35 pm. Dennis Foran seconded.

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

The next scheduled BOF meeting was a budget workshop meeting on Thursday, March 12, 2015, at 7:00 pm. That meeting was canceled and the next meeting is now on Tuesday, March 17, 2015, at 7:00 pm at the Town Hall Office Building's Community Room.

Respectfully Submitted,
Marie Smith, Board Clerk
March 11, 2015

RECEIVED FOR RECORD
3-12-15 @ 9:00 am
Carol N. Lee
TOWN CLERK

**Town of Andover Board of Finance
Workshop
Thursday, March 12, 2015
7:00 p.m. – Old FireHouse/Senior Center**

Agenda

Cancelled

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions / deletions:
5. Additional appropriation for backhoe repair.
6. Any other business deemed necessary at this time
7. Public Comments:
- 8.. Adjournment:

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
3-11-2015 @ 10:00am
Carol N. Lee
TOWN CLERK

**Town of Andover Board of Finance
Workshop
Tuesday, March 17, 2015
7:00 p.m. – Town Office Community Center**

Agenda

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions / deletions:
5. Budget:
 - a.) Revisit Capital Expenditures regarding Revaluation Amount
 - b.) Finish Revenues
 - c.) Determine if budget is ready for Public Hearing
6. Public Comments:
7. Adjournment:

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD

3-16-15 @ 3:37 PM

Margaret H. Busch

Asst. TOWN CLERK

Andover Board of Finance

Budget Workshop Minutes Draft – Tuesday, March 17, 2015

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

Town Officials Present: None **Other Attendees:** Curt Dowling, Sandra Nichols

Agenda Item 1: Call to Order: Georgette Conrad called the meeting to order at 7:00 pm.

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Public Comment: Curt Dowling commented on the proposed budget item from the Capital Improvement Planning budget for the refurbishing of a truck; Curt Dowling also commented on the auditor's report and a statement in that report about the town's checks and balances. No further comments.

Agenda Item 4: Additions/Deletions to agenda : Georgette Conrad motioned to add as agenda item 6b: Executive Session for Board Self Evaluation. David Gostanian seconded. No discussion.

Vote: 5 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, David Gostanian, and Jeff Murray voting for; Dennis Foran against.

Agenda Item 5: Budget:

5a: Revisit Capital Expenditures regarding Revaluation Amount: BOF members discussed the amount needed for revaluation and the proposed amount for the 2015 - 2016 budget. Linda Fish motioned to allocate \$12,000.00 for revaluation for the 2015 - 2016 budget year. There was no second and the motion failed. BOF members continued the discussion and noted that the town's Assessor suggested \$10,000.00. Ted Sakelarakis motioned to allocate \$10,000.00 for revaluation for the 2015 - 2016 budget year. Jeff Murray seconded. No further discussion.

Vote: 5 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, David Gostanian, and Jeff Murray voting for; Dennis Foran against.

It is noted that the revaluation amount of the Capital Expenditures budget was previously approved for \$8,000.00. The additional \$2,000.00 increases the proposed amount for the 2015 - 2016 Capital Expenditures budget to: \$263,145.00

5b: Finish Revenues: BOF members revisited, discussed and estimated each Revenue item with input from the Treasurer, Tax Collector, Town Clerk, and other sources. The following are the estimated amounts for the 2015 – 2016 budget year:

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	\$	2,500.00
9. Law Enforcement Overtime	\$	0.00
10. Manufacturer's Grant	\$	2,464.00
11. Miscellaneous	\$	8,000.00
12. NSF/DMV/Fees	\$	1,200.00
13. Pequot/Mashantucket Grant	\$	15,990.00
14. Permits	\$	1,200.00
15. PILOT – State Property	\$	20,165.00
16. Previous Year Taxes, Interest & Lien Fees	\$	95,000.00
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	\$	4,000.00
22. Tax Collector's Interest	\$	20,000.00
23. Tax Collector's Lien Fees	\$	1,000.00
24. Telephone Access	\$	0.00
25. Town Clerk Fees	\$	30,000.00
26. Town Clerk PA-05228 (09-229)	\$	5,000.00
27. Transfer Station	\$	6,900.00
28. Transportation Grant - Pupil Transportation	\$	16,290.00
29. Veteran's Tax Relief (Grant Section)	\$	---
30. Waste Redemption	\$	140.00

Total Projected Revenues for 2015 – 2016 budget year: \$ 2,629,832.00

Estimated amounts for abatement(s) and grants:

Fireman's Tax Abatement:	\$	22,250.00
Senior Housing Tax Abatement:	\$	12,000.00
Local Option Senior Tax Exemption:	\$	3,500.00
Town Aid Roads (Federal Highway Grant)	\$	190,000.00
Local Capital Improvement (LoCIP)	\$	28,000.00
Veteran's Tax Relief	\$	1,268.00
Circuit Breaker / Property Tax Credit	\$	14,000.00
Dial-a-Ride	\$	9,694.00

David Gostanian motioned to approve the projected revenues for the 2015 – 2016 budget year. Ted Sakelarakis seconded. No further discussion.

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

5c: Determine if budget is ready for Public Hearing: Georgette Conrad reviewed the letter for the Public Hearing with the BOF members and discussed having the Public Hearing on March 25, 2015 with the proposed amount from RHAM as it is now or wait till RHAM adjusts the budget down. David Gostanian motioned to move the Public Hearing to April 22, 2015 at the BOF's regular monthly meeting. Dennis Foran seconded. No further discussion.

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

Agenda Item 6: 6a: Public Comment: Curt Dowling asked about the use of the town's emergency contingency fund, the salary for the Animal Control Officer, and the mold at the old firehouse.

6b: Executive Session: David Gostanian motioned to go into Executive Session. Georgette Conrad seconded. No discussion.

Vote: 5 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, David Gostanian, and Jeff Murray voting for; Dennis Foran against. BOF members went into an executive session at 8:10 pm. It is noted that BOF member, Dennis Foran, left the session at 8:11 pm. Present in the Executive session: Georgette Conrad, Ted Sakelarakis, Linda Fish, David Gostanian, Jeff Murray; Absent: Dennis Foran, Marie Smith. The executive session ended at 8:15 pm.

Agenda Item 7: – Adjournment: David Gostanian motioned to adjourn at 8:15 pm. Ted Sakelarakis seconded.

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

The next scheduled BOF meeting is a regular monthly meeting on March 25, 2015, at 7:00 pm at the Town Office Building.

Respectfully Submitted,
Marie Smith, Board Clerk
March 19, 2015

RECEIVED FOR RECORD
03-23-15 @ 11:55 Am
Margaret H. Busch
Asst. TOWN CLERK

**Town of Andover Board of Finance
Regular Meeting & Workshop
Wednesday March 25, 2015
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: 2/25/15, 3/5/15, 3/10/15 and 3/17/2015**
- 6. Budget:**
- 7. Selectmen's Report:**
- 8. Liaison Reports:**
- 9. Old Business:**
 - a.) Bi-Annual taxation (Carried for future reference)**
- 10. Public Comments:**
- 11. Adjournment:**

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
3-23-15 @ 12:10 PM
Margaret H. Busch
Asst. TOWN CLERK

**Town of Andover Board of Finance
Regular Meeting & Workshop
Wednesday March 25, 2015
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: 2/25/15, 3/5/15, 3/10/15 and 3/17/2015
6. Budget: Auditor's Contract for the 2015-2016 budget year
7. Selectmen's Report:
8. Liaison Reports:
9. Old Business:
 - a.) Bi-Annual taxation (Carried for future reference)
10. Public Comments:
11. Adjournment:

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
3-24-2015 @ 3:09 PM
Carol Niles
TOWN CLERK

Andover Board of Finance

Regular Monthly Meeting Minutes Draft – Wednesday, March 25, 2015

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

Town Officials Present: Robert Burbank, First Selectman

Other Attendees: Sandra Nichols

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 agenda : Georgette Conrad motioned to add approval of BOF meeting minutes from the budget workshop on 3/3/15. Ted Sakelarakis seconded. No discussion.

Vote: 4 – 0 – 0 / motion passed.

Please note that BOF member, Linda Fish arrived after the above motion. (arrived at 7:09 pm)

Agenda Item 5: Approval of Minutes: 2/25/15, 3/3/15, 3/5/15, 3/10/15, 3/17/15

2/25/15 Minutes: Ted Sakelarakis motioned to approve the BOF meeting minutes from the regular monthly meeting and budget workshop on 2/25/15. Georgette Conrad seconded. No discussion.

Vote: 4 – 0 – 1 / motion passed, with one abstention by Dennis Foran.

3/3/15 Minutes: Ted Sakelarakis motioned to approve the BOF meeting minutes from the budget workshop meeting on 3/3/15. Jeff Murray seconded. Discussion: BOF identified amendments to the 3/3/15 minutes as follows:

Agenda item 5b(7): Capital Improvement: Public Works truck lease: proposed amount for the 2015 - 2016 budget year changed from \$33,500 to \$33,145.

Agenda item 5: Town Office Building: Item changed from "Proposed budget is a decrease of \$6,738.00" to "Proposed budget for the 2015 - 2106 budget year is \$71,486.00, which is a decrease of \$2,620.00".

Vote: 4 – 0 – 1 / motion passed with one abstention by Dennis Foran; amended minutes approved.

3/5/15 Minutes: Ted Sakelarakis motioned to approve the BOF meeting minutes from the budget workshop meeting on 3/5/15. Dennis Foran seconded. No discussion.

Vote: 4 – 0 – 1 / motion passed, with one abstention by Linda Fish.

3/10/15 Minutes: Ted Sakelarakis motioned to approve the BOF meeting minutes from the budget workshop meeting on 3/10/15. Dennis Foran seconded. Discussion: BOF identified amendments to the 3/10/15 minutes as follows:

Agenda item 5: Fire Marshal's Budget: "BOF reviewed the proposed Fire Marshal's budget which includes the BOS approved 2% increase in salaries. Ted Sakelarakis motioned to approve the proposed Welfare budget for the 2015 -- 2016 budget year in the amount of: \$4,445.30. Linda Fish seconded. No further discussion. Vote: 3 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for; Dennis Foran voting against." is changed to:

"BOF reviewed the proposed Fire Marshal's budget which includes the BOS approved 2% increase in salaries. Ted Sakelarakis motioned to approve the proposed Fire Marshal's budget for the 2015 -- 2016 budget year in the amount of: \$10,878.34 Linda Fish seconded. No further discussion. Vote: 3 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for; Dennis Foran voting against."

Agenda item 5: Welfare's Budget: "BOF reviewed the proposed budget for Welfare which includes the BOS approved 2% increase in salaries. Ted Sakelarakis motioned to approve the proposed Fire Marshal's budget for the 2015 -- 2016 budget year in the amount of: \$10,878.34. Linda Fish seconded. No further discussion. Vote: 3 – 1 – 0 / motion passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for; Dennis Foran voting against." is changed to: "BOF

reviewed the proposed budget for Welfare which includes the BOS approved 2% increase in salaries. Ted Sakelarakis motioned to approve the proposed Welfare's budget for the 2015 -- 2016 budget year in the amount of: \$4,445.30. Linda Fish seconded. No further discussion. Vote: 3 - 1 - 0 / motion passed with Georgette Conrad, Ted Sakelarakis, and Linda Fish voting for; Dennis Foran voting against."

Agenda item 5: Assessor's Budget: "It is noted that the assessor's budget was approved on 3-3-15 and there is a one cent change in the amount approved which was calculated as: \$78,924.56 and should be \$78,924.55." is changed to: "It is noted that the assessor's budget was approved on 3-3-15 and there is a one cent change in the amount approved which was calculated as: \$78,934.56 and should be \$78,934.55."

Vote: 4 - 0 - 1 / motion passed with one abstention by Jeff Murray; amended minutes approved.

3/17/15 Minutes: Ted Sakelarakis motioned to approve the BOF meeting minutes from the budget workshop meeting on 3/17/15. Dennis Foran seconded. No discussion.

Vote: 5 - 0 - 0 / motion passed.

Agenda Item 6: Budget:

Public Works Budget: BOF members discussed the Public Works budget and the amount for vehicle maintenance and with input from Robert Burbank, First Selectman, agreed that with older vehicles there will be more maintenance. Ted Sakelarakis then motioned to approve an additional \$6,000.00 to the proposed Public Works budget for the 2015 - 2016 budget year for a new proposed amount of: \$248,099.68. Jeff Murray seconded. BOF noted that for the past two budget years this budget item has been over expended and is also over expended in the current budget year as of 3/25/15. No further discussion.

Vote: 4 - 1 - 0 / motion passed with Georgette Conrad, Ted Sakelarakis, Linda Fish, and Jeff Murray voting for; Dennis Foran voting against.

It is noted that BOF members and Robert Burbank discussed the Fund Transfers budget and allocating additional funds to working capital and contingency funds.

Auditor's Contract for the 2015 - 2016 budget year: Georgette Conrad provided handouts with information on the town auditor's charges and town reports and there was discussion about the correct two fiscal years remaining in the auditor's three year contract with the town. After much discussion, Dennis Foran motioned to appoint Stephen Hopkins to conduct the town audits for the fiscal years 2014 - 2015 and 2015 - 2016. Ted Sakelarakis seconded. No further discussion.

Vote: 5 - 0 - 0 / motion passed.

Agenda Item 7: Selectmen's Report: Robert Burbank provided reports for expenses as of 3/25/15, and a fund balance report dated 2/27/15. BOF members reviewed the reports and noted items where the town is over expended including Public Works Vehicle maintenance, diesel, snow removal overtime, salt and sand, and that funding for these can be transferred from the Town Aid Roads. Robert Burbank also advised the BOF on new state legislation regarding Uniform Chart of Accounts and Reporting. Robert Burbank concluded his report stating that the fund balance still has a good amount in it and that Town Aid Roads will be substantial to cover the deficits in the Public Works and Snow Removal budgets and that the goal is for the town's budget to stay in the black.

Agenda Item 8: Liaison Reports: Linda Fish reported that AHM did not meet due to snow and that the Library was looking into a grant for the building's gutters. Dennis Foran reported that the Fire Commission met in February and have no big expenses.

It is noted that Georgette Conrad provided BOF members updated proposed town Revenues for the 2015 - 2016 budget year and also information on the proposed "Statewide Mill Rate and Collection by the State" legislation.

It is also noted that the RHAM budget will be presented to the Andover community on Monday, March 30, 2015 at 7:00 pm at the Town Office Building.

Agenda Item 9: Old Business: 9a: Bi-Annual taxation (Carried for future reference)

Agenda Item 10: Public Comments: None

Agenda Item 11: – Adjournment: Ted Sakelarakis motioned to adjourn at 8:10 pm. Dennis Foran seconded.
No discussion.

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

The next scheduled BOF meeting is a budget workshop on Tuesday, 4/7/15, at 7:00 pm at the Town Office Building.

Respectfully Submitted,
Marie Smith, Board Clerk
March 27, 2015

RECEIVED FOR RECORD
3-30-2015 @ 11:55am
Carol N. Lee
TOWN CLERK

**Town of Andover Board of Finance
Workshop
Tuesday, April 7, 2015
7:00 p.m. – Town Office Community Center**

Agenda

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Additions / deletions:**
- 5. Budget:**
 - a) Discuss RHAM budget
 - b) Fire Commission request to purchase Air Packs with money originally granted through CIP request in 2014-2015 budget, for 16 Epic Voice amplifiers & Radio Interface units. Approved by BOS, with one abstention, for \$9571.69.
 - c) Revue Budget Message
 - d) Conduct any other budget preparation needed
- 6. Public Comments:**
- 7. Adjournment:**

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
4-6-15 @ 12:30PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Finance

Budget Workshop Meeting Minutes Draft – Tuesday, April 7, 2015
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 (arrived at 7:17 pm) **Absent:** Nathaniel Houle, Jeff Murray **Town Officials Present:** No town officials present **Other Attendees:** Shawn Covell, W. Barton, Sandra Nichols

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 agenda: No public comment.

Agenda Item 5: Budget:

5a: RHAM Budget: Georgette Conrad reported that Andover's levy for the 2015 - 2016 proposed RHAM budget has decreased by approximately \$60,760 from the original proposed amount and may have a further decrease. At this time, the amount proposed for Andover is: \$4,037,769.

5c: Review Budget Message BOF discussed the budget message and changes to incorporate the revised proposed RHAM budget and also to assure the community that the proposed budget is not cutting or skimping on town services while meeting all obligations. Georgette Conrad will revise the message for the Public Hearing

5b: Fire Commission Request to Purchase Air Packs with money originally granted through Capital Improvement Planning (CIP) request in 2014 - 2015 budget, for 16 Epic Voice amplifiers and radio interface units. Approved by Board of Selectmen (BOS), with one abstention, for \$9,571.69: Request was discussed with input from W. Barton and Shawn Covell explaining that the budget item was originally approved for radio interface equipment and it has since been found that the interfaces will not work with the current radio units and therefore their request is to use the available funds for masks instead. David Gostanian motioned to approve the purchase of sixteen masks using \$9,571.69 from the current year's budget. Ted Sakelarakis seconded. No further discussion.

Vote: 5 – 0 – 0 / motion passed.

5d: Conduct any other budget preparation needed: None needed at this time.

Dennis Foran provided BOF members a document with issues regarding the town auditor's appointment and designation of the auditor.

Agenda Item 6: Public Comment: No public comment.

Agenda Item 7: – Adjournment: David Gostanian motioned to adjourn at 7:40 pm. Ted Sakelarakis seconded.

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

The next scheduled BOF meeting is the Public Hearing on April 22, 2015, at 7:00 pm at the Town Office Building.

Respectfully Submitted,
Marie Smith, Board Clerk
April 9, 2015

RECEIVED FOR RECORD
4-14-15 @ 3:00 PM
Margaret H. Busch
TOWN CLERK

**Town of Andover Board of Finance
Special Meeting
Tuesday, April 21, 2015
7:00 p.m. – Town Office Community Center**

Agenda

1. Call to order:
2. Pledge of Allegiance:
3. Budget changes and Budget Message review.
4. Public Comment:
5. Adjournment:

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
4-20-15 @ 9:55am
Carol N. Lee
TOWN CLERK

Andover Board of Finance

Special Meeting Minutes Draft – Tuesday, April 21, 2015

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: Nathaniel Houle, David Gostanian, Jeff Murray

Town Officials Present: Robert Burbank, First Selectman

Other Attendees: Mike Palazzi, Catherine Palazzi

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

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Budget changes and Budget Message review: BOF members discussed the proposed \$45,000.00 capital request for repair of the Library windows and soffits and that the cost will be offset with LoCIP funds. BOF members discussed allocating some of that savings to needed items in the budget. Ted Sakelarakis motioned to add \$5,000.00 to Capital Expenditures for Revaluation funding and add \$5,000.00 to Fund Transfers for Working Capital funding. Linda Fish seconded. Discussion: Revaluation will require approximately \$60,000.00 and has \$25,000.00 allocated in the fund at this time. \$10,000.00 was previously approved to add to Revaluation for the 2015 - 2016 budget year. The additional \$5,000.00 will result in a total of \$40,000 in that fund for the 2015 - 2016 budget year. No further discussion.

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

BOF members also discussed the Resident State Trooper's budget, the RHAM budget, reviewed other items, and reviewed the Budget Message to be presented at the BOF's Public Hearing to be held on Wednesday, April 22, 2015.

Agenda Item 4: Public Comment: Mike Palazzi commented on Fund Transfers and Revaluation budget items. Catherine Palazzi thanked the BOF for their hard work preparing the budget. Robert Burbank spoke about a FEMA grant opportunity, that the town was approved for, to offset over expenditures in Snow Removal in the current budget and discussed the paperwork and required class to take to get the grant. Catherine Palazzi requested that the Dial-a-Ride item on the BOF's spread sheet be changed to Senior Transportation. No further comments.

Agenda Item 5: – Adjournment: Ted Sakelarakis motioned to adjourn at 7:41 pm. Linda Fish seconded.

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

The next scheduled BOF meeting is the Public Hearing on Wednesday, April 22, 2015, at 7:00 pm at the Town Office Building.

Respectfully Submitted,
Marie Smith, Board Clerk
April 23, 2015

RECEIVED FOR RECORD
4-27-2015 @ 10:45am
Carol N. Doe
TOWN CLERK

NEWS BULLETIN • April 10, 2015

Andover • Andover • Andover • Andover

**LEGAL NOTICE
TOWN OF ANDOVER
PUBLIC BUDGET HEARING
WEDNESDAY, April 22, 2015
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, 2015 to June 30, 2016 Budget in the Town Office Building Community Room - 17 School Road - Andover, CT on Wednesday, April 22, 2015 at 7:00 p.m.

Dated at Andover, CT this 6th day of April, 2015

1TB 4/10

Andover Board of Finance

LEGAL NOTICE**TOWN OF ANDOVER****PUBLIC BUDGET HEARING****WEDNESDAY, April 22, 2015****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, 2015 to June 30, 2016 Budget in the Town Office Building Community Room – 17 School Road – Andover, CT on Wednesday, April 22, 2015 at 7:00 p.m.

Dated at Andover, CT this 6th day of April, 2015

Andover Board of Finance

RECEIVED FOR RECORD

4-6-2015 @ 12:30 pm

TOWN CLERK

**Town of Andover
Board of Finance**

Public Hearing

**Wednesday April 22, 2015
7:00 p.m. – Community Room**

Agenda

- 1. Call to order**
- 2. Pledge of Allegiance**
- 3. Presentation of the proposed 2015-2016 Town of Andover Budget**
- 4. Public Comments**
- 5. Adjournment**

Respectfully submitted,

Georgette M. Conrad
BOF – Chairperson

RECEIVED FOR RECORD
4-20-2015 @ 9:57am
Carol N. [Signature]
TOWN CLERK

Andover Board of Finance
Public Hearing Meeting Minutes Draft – Wednesday, April 22, 2015

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, Jeff Murray, Dennis Foran **Absent:** Nathaniel Houle, Dennis Foran **Town Officials Present:** Robert Burbank, First Selectman **Other Attendees:** W. Barton, Carol Barton, Catherine Palazzi, Jean Gasper, Lisa A. Dunnack, Cathy Desrosiers, Emily Timreck, Darin Meny, Millie Missell, Sandra Nichols, Elaine Buchardt, Elisabeth Houle, Eric Shevchenko, George Knox, Jeff Maguire, Ken Marcia, Kay Marcia, Julia Haverl, Mimi Boxwell, Curtis Dowling, Andy Maneggia, AES Superintendent, Whitney Covell

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

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Presentation of the proposed 2015 – 2016 Town of Andover Budget: Georgette Conrad thanked everyone for coming to the hearing and presented the proposed budget and highlighted changes including: total proposed spending of \$10,832,231, a proposed mill rate of 30.72 which is the same as the current budget year's mill rate, Board of Selectmen vote to give a 2% raises to non-union employees and elected officials, the Resident State Trooper's budget increase, RHAM's budget increase, and the following BOF approved capital requests: \$13,000 for Thermal Imaging Cameras for the Fire Department, \$45,000 for Library gutters and soffits, \$7,000 for new furnace for Public Works building, \$12,000 for refurbishing the Public Works pick-up truck, \$8,000 for a new wide format printer, and \$33,145 for the third year of a 5 year annual lease to purchase dump truck. Georgette Conrad added that overall, the Capital Expenditures decreased and in addition the cost of the gutters for the Library will be offset by LoCIP funds. The non-tax revenue for the 2015 - 2016 year is estimated to be \$2,629,832.00 representing a slight increase over the current year's estimate. The BOF then addressed questions, comments, and concerns from the community as follows:

Cathy Desrosiers, representing the Library, talked about the repairs and replacement of the windows, gutters, and soffits and highlighted improvements to the library over the years including the basement room for children and parking lot expansion. Two contractors were present to explain and answer questions about details of the copper vs. aluminum gutter material, and explained that aluminum may be less expensive in the initial expenditure but copper will last longer and would most likely be less expensive in the long term. Cathy Desrosiers also explained to the community that LoCIP funds will be used for this.

Ken Marcia inquired about the Special Education Outplacement item in the Andover Elementary School budget and Andy Maneggia explained the decrease. Ken Marcia also asked for clarification on the debt retirement of \$90,000 which was explained by the BOF that the debt is paying off the elementary school addition and will be paid off in 2021.

Jeff Maguire asked what the total debt is but no one had the total amount at the meeting but it is available in town records. Jeff Maguire also inquired about the Employee Benefits line item and requested a breakdown of the total expenditures of that item by departments. Jeff Maguire had further questions about the BOF's working spreadsheet document and the BOF answered all questions.

Curt Dowling asked for a breakdown of the Treasurer's budget item for both the town and the elementary school.

Cathy Desrosiers asked how many hours the town Treasurer works and if it is a salary position. Cathy Desrosiers also spoke about an additional full time town employee for Public Works and expressed concern over the condition of the town roads. BOF explained that a new employee would cost the town approximately \$100,000 and the BOF did not think it prudent to add that expense to the tax payers for the 2015 - 2016 budget year and that better management of the time of the present employees would be helpful as would outsourcing public works projects.

Ken Marcia asked for clarification on the exempt or non-exempt status of the Assistant Treasurer.

Jean Gasper asked about Town Aid Roads and was interested in what was being spent on town roads. BOF explained that those figures are in the Public Works budget and Robert Burbank added that approximately \$95,000 has been spent to date and explained the estimated costs of paving Cone Road (\$100,000) and Wind Rush Road (\$180,000) and Wind Rush being more due to resurfacing of the pavement that is there now.

Wally Barton requested clarification of the Resident Trooper's budget and asked if there would be a town meeting to address and vote when and if the town is required to pay the full amount for the trooper should the state pass legislation to do this. Robert Burbank explained that there would be a town meeting and also explained the details of the budget for the Resident Trooper.

Curt Dowling asked about revenues for the Transfer Station and the difference in the amounts for previous budget years and the current estimated revenue proposed amount for the 2015 - 2016 amount. BOF explained that amounts received are sometimes not posted until the BOF has prepared the proposed budget and that actual revenue amounts are to be updated when the revenue is received. BOF will get actual amounts for previous budget years. There was a discussion about what the revenue is from for the Transfer Station and sale of scrap metal, and charges to drop off appliances and other bulking items were discussed.

Cathy Desrosiers asked about the Local Option Abatement item in the proposed budget and requested the actual amounts received in revenue be available to view in the BOF's spreadsheet and also about the grant and Times Farm Road bridge repair. Robert Burbank explained about the STEAP grant funds for the repair of Times Farm Road bridge.

Curt Dowling asked about the bridge on Lake and Bausola Road and said the structure is in bad condition and if there might be a grant for this. Robert Burbank will look into this.

Georgette Conrad said the spreadsheet will be updated for the Town meeting on May 7th and then asked if the community wanted a mill rate increase? No one did.

Eric Shevchenko commented on the cut down trees being left on the sides of roads by the power companies and to get the companies to clean up the debris.

Agenda Item 4: Public Comments: No further public comments.

Agenda Item 9: – Adjournment: Ted Sakelarakis motioned to adjourn at 8:35 pm. David Gostanian, seconded.

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

The next scheduled BOF meeting is a regular monthly meeting on **Wednesday, May 27, 2015**, at 7:00 pm at the Town Office Building.

Respectfully Submitted on April 24, 2015 by
Marie Smith, BOF Clerk

RECEIVED FOR RECORD
4-27-2015 @ 10:00am
Carol M. De
TOWN CLERK

ATTACHMENT

847

Andover
Board of Finance
Public Hearing
April 22, 2015
2015-16 Budget Message

The Board of Finance is proposing a 2015-2016 budget which spends \$10,832,231.08, representing an increase of \$180,380.63 or 1.7 % over last fiscal year 2014-2015.

This would equate to a mil rate of 30.72 keeping the current mil rate

The Board of Finance along with the Board of Selectmen, have worked very hard to be careful with your tax dollars. We have managed to lower the mil rate for the last two budget years from 30.80 to 30.77 and then to 30.72, while meeting all obligations and not cutting services. We are pleased that we were able to forego a mil rate increase this year in spite of the slight increase in spending.

There were small increases in a number of budgets, some of which were contracted raises and the Board of Selectmen voted to give a 2% raise to non-union employees and elected officials, as well. The Resident Trooper's budget increased substantially because of the increase in the salary that was issued after our budget passed last May.

RHAM's budget has a substantial increase this year and we are not certain what the final numbers will be until after their budget referendum, in May. As of today, it is an increase of 3.68%

The Board of Finance approved these capital requests:

- \$13,000 - Thermal Imaging Cameras for the Fire Department.
- \$45,000 - Replace Library gutters and soffits.
- \$ 7,000 - New Furnace for Public Works Building
- \$12,000 - Refurbish the Public Works pick-up truck
- \$ 8,000 - New Wide Format Printer.
- \$33,145 - for the 3rd year of a 5 year annual lease to purchase a dump truck.

Overall- the total Capital Expenditures decreased by -\$3,806.00.

In addition, the cost of the gutters for the Library will be offset by LOCIP funds.

This offset along with a 1% increase in the Grand List, resulted in the mil rate remaining unchanged.

The non- tax revenue this year is estimated to be \$2,629,832.00 representing an increase of \$37,199, or 0.014% over last year's estimate.

Annual inflation for the 12 months ending in February 2015 was a deflationary -0.03%, according to the Bureau of Labor and Statistics (BLS).

Respectfully submitted,

Georgette Conrad – Chairperson
Board of Finance
4/22/15

Andover Board of Finance
 2015-2016
 Town Meeting - May 7, 2015
 (as of 4-22-15)

ATTACHMENT

	2013-2014		2014-2015		2014-2015		2015-2016		2015-2016		2015-2016		2015-2016		2015-2016		
	Approved Budget	Approved Budget	Expended	As of 04/20/15	Expended	As of 04/20/15	Proposed Budget	Proposed Budget	Change from 2014-2015								
First Selectmen	\$55,130.00	\$56,751.54	\$41,428.23	73.00%	\$41,428.23	73.00%	\$57,830.57	\$1,079.03	\$1,079.03	1.90%	\$1,079.03	1.90%	\$1,079.03	1.90%	\$1,079.03	1.90%	2/10/2015
Clerk - BOF & CIP	\$1,682.00	\$2,430.96	\$209.76	8.63%	\$209.76	8.63%	\$1,764.58	-\$666.38	-\$666.38	-27.41%	-\$666.38	-27.41%	-\$666.38	-27.41%	-\$666.38	-27.41%	3/3/2015
Auditor	\$18,000.00	\$18,750.00	\$14,925.00	79.60%	\$14,925.00	79.60%	\$18,750.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	2/10/2015
Town Attorney	\$17,000.00	\$17,000.00	\$3,171.50	18.66%	\$3,171.50	18.66%	\$10,000.00	-\$7,000.00	-\$7,000.00	-41.18%	-\$7,000.00	-41.18%	-\$7,000.00	-41.18%	-\$7,000.00	-41.18%	2/10/2015
Treasurer	\$45,241.78	\$46,536.04	\$32,985.53	70.88%	\$32,985.53	70.88%	\$47,424.77	\$888.73	\$888.73	1.91%	\$888.73	1.91%	\$888.73	1.91%	\$888.73	1.91%	2/10/2015
Tax Collector	\$49,516.56	\$52,512.58	\$39,693.76	75.59%	\$39,693.76	75.59%	\$53,759.56	\$1,246.98	\$1,246.98	2.37%	\$1,246.98	2.37%	\$1,246.98	2.37%	\$1,246.98	2.37%	3/3/2015
Assessor	\$69,134.34	\$71,347.90	\$55,578.56	77.90%	\$55,578.56	77.90%	\$78,934.55	\$7,586.65	\$7,586.65	10.63%	\$7,586.65	10.63%	\$7,586.65	10.63%	\$7,586.65	10.63%	3/3/2015
Board of Assessment Appeals	\$900.00	\$918.00	\$450.00	49.02%	\$450.00	49.02%	\$930.36	\$12.36	\$12.36	1.35%	\$12.36	1.35%	\$12.36	1.35%	\$12.36	1.35%	2/17/2015
Town Clerk	\$78,161.49	\$80,014.64	\$57,760.64	72.19%	\$57,760.64	72.19%	\$81,287.14	\$1,272.50	\$1,272.50	1.59%	\$1,272.50	1.59%	\$1,272.50	1.59%	\$1,272.50	1.59%	2/10/2015
Probate Court	\$2,265.00	\$2,265.00	\$2,369.00	104.59%	\$2,369.00	104.59%	\$2,417.00	\$152.00	\$152.00	6.71%	\$152.00	6.71%	\$152.00	6.71%	\$152.00	6.71%	2/10/2015
Elections	\$18,700.00	\$20,212.00	\$7,609.87	37.65%	\$7,609.87	37.65%	\$19,376.24	-\$835.76	-\$835.76	-4.13%	-\$835.76	-4.13%	-\$835.76	-4.13%	-\$835.76	-4.13%	3/3/2015
Old Town Hall	\$1,645.00	\$4,670.00	\$447.35	9.58%	\$447.35	9.58%	\$4,670.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	2/10/2015
Registrars	\$6,504.66	\$6,326.50	\$2,938.91	46.45%	\$2,938.91	46.45%	\$6,467.03	\$140.53	\$140.53	2.22%	\$140.53	2.22%	\$140.53	2.22%	\$140.53	2.22%	3/10/2015
ADS	\$4,000.00	\$4,000.00	\$2,651.77	66.29%	\$2,651.77	66.29%	\$4,000.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	2/10/2015
Town Office Building	\$67,951.68	\$74,106.00	\$50,341.59	67.93%	\$50,341.59	67.93%	\$71,486.00	-\$2,620.00	-\$2,620.00	-3.54%	-\$2,620.00	-3.54%	-\$2,620.00	-3.54%	-\$2,620.00	-3.54%	3/3/2015
Admin. Asst. & Clerk	\$7,100.00	\$7,295.00	\$5,752.96	78.86%	\$5,752.96	78.86%	\$7,428.90	\$133.90	\$133.90	1.84%	\$133.90	1.84%	\$133.90	1.84%	\$133.90	1.84%	2/10/2015
Dog Damage	\$200.00	\$200.00	\$0.00	0.00%	\$0.00	0.00%	\$200.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	2/10/2015
Civil Preparedness	\$3,150.00	\$3,150.00	\$1,275.72	40.50%	\$1,275.72	40.50%	\$2,650.00	-\$500.00	-\$500.00	-15.87%	-\$500.00	-15.87%	-\$500.00	-15.87%	-\$500.00	-15.87%	2/10/2015
Insurance	\$128,000.00	\$128,000.00	\$96,013.00	75.01%	\$96,013.00	75.01%	\$128,000.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	2/10/2015
Employee Benefits	\$310,251.67	\$302,743.52	\$239,312.40	79.05%	\$239,312.40	79.05%	\$315,384.54	\$12,641.02	\$12,641.02	4.18%	\$12,641.02	4.18%	\$12,641.02	4.18%	\$12,641.02	4.18%	3/5/2015
Senior Transportation	\$11,303.00	\$16,300.00	\$9,837.16	60.35%	\$9,837.16	60.35%	\$17,500.00	\$1,200.00	\$1,200.00	7.36%	\$1,200.00	7.36%	\$1,200.00	7.36%	\$1,200.00	7.36%	3/3/2015
Municipal Agent/Senior Citizens	\$9,007.00	\$9,068.20	\$3,832.31	42.26%	\$3,832.31	42.26%	\$9,110.22	\$42.02	\$42.02	0.46%	\$42.02	0.46%	\$42.02	0.46%	\$42.02	0.46%	2/10/2015
Custodian/Cleaning Service	\$9,054.50	\$9,054.50	\$7,492.00	82.74%	\$7,492.00	82.74%	\$9,054.50	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	2/10/2015
Old Fire House	\$8,725.00	\$9,725.00	\$6,860.40	70.54%	\$6,860.40	70.54%	\$9,725.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	2/10/2015
Dog Fund	\$6,898.00	\$7,144.44	\$5,217.04	73.02%	\$5,217.04	73.02%	\$7,279.33	\$134.89	\$134.89	1.89%	\$134.89	1.89%	\$134.89	1.89%	\$134.89	1.89%	2/10/2015
Historical	\$200.00	\$200.00	\$0.00	0.00%	\$0.00	0.00%	\$200.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	2/10/2015
Ethics Commission	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	2/10/2015
NL Health Officer	\$15,170.80	\$15,787.40	\$15,787.00	100.00%	\$15,787.00	100.00%	\$16,400.00	\$612.60	\$612.60	3.88%	\$612.60	3.88%	\$612.60	3.88%	\$612.60	3.88%	2/10/2015
Visiting Nurses	\$1,250.00	\$1,250.00	\$0.00	0.00%	\$0.00	0.00%	\$1,250.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	2/10/2015
North Central Mental Health	\$231.00	\$231.00	\$231.00	100.00%	\$231.00	100.00%	\$231.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	2/10/2015
AHM Youth Services	\$36,565.52	\$35,006.44	\$35,006.44	100.00%	\$35,006.44	100.00%	\$34,684.93	-\$321.51	-\$321.51	-0.92%	-\$321.51	-0.92%	-\$321.51	-0.92%	-\$321.51	-0.92%	2/10/2015
P.W. Dept	\$231,921.70	\$238,787.53	\$205,830.46	86.20%	\$205,830.46	86.20%	\$248,099.68	\$9,312.15	\$9,312.15	3.90%	\$9,312.15	3.90%	\$9,312.15	3.90%	\$9,312.15	3.90%	3/25/2015

EXPENDITURES

REVENUE

2013-2014 Projected Rev. 2014-2015 Projected Rev.

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

2014-2015 Collected 2015-2016 Projected Rev.

As of 2/28/15

	\$0.00	\$0.00
	\$11,234.87	\$20,000.00
	\$433.77	\$434.00
	\$0.00	\$0.00
	\$0.00	\$0.00
	\$1,187,090.00	\$2,379,549.00
	\$0.00	\$0.00
	\$2,877.31	\$2,500.00
	\$0.00	\$0.00
	\$2,083.71	\$2,464.00
	\$6,705.11	\$8,900.00
	\$967.59	\$1,200.00
	\$14,230.32	\$15,990.00
	\$980.00	\$1,200.00
	\$20,165.27	\$20,165.00
	\$127,539.81	\$95,000.00
	\$0.00	\$0.00
	\$1,774.50	\$4,000.00
	\$14,302.05	\$20,000.00
	\$912.00	\$1,000.00
	\$6,700.00	\$0.00
	\$29,182.38	\$30,000.00
	\$3,421.00	\$5,000.00
	\$6,037.44	\$6,900.00
	\$0.00	\$16,290.00
	\$0.00	
	\$140.00	\$140.00
	\$1,436,777.13	\$2,629,832.00

ATTACHMENT

ATTACHMENT

2015-2016
Proposed Budget
\$10,892,231.34
\$2,629,832.00
\$8,202,399.34
\$22,250.00
\$12,000.00
\$3,500.00
\$37,750.00
\$8,240,149.34
-\$45,000.00
\$0.00
\$8,195,149.34

\$8,195,149.34
\$266,739.70
30.72

2015-2016
Budget

\$190,165.00
\$28,185.00
\$1,200.00
\$14,000.00
\$9,694.00
\$243,244.00

	2013-2014	2014-2015
Approved Budget	Approved Budget	Approved Budget
Budgeted Expenditures	\$10,679,153.38	\$10,651,850.45
Less Anticipated Revenue	\$2,557,587.00	\$2,592,633.00
Net Operating Budget	\$8,121,566.38	\$8,059,217.45
Fireman's Tax Abatement	\$22,000.00	\$23,750.00
Sr Housing Tax Abatement	\$12,000.00	\$12,000.00
Local Option Sr. Tax Abatement (exemption)	\$11,000.00	\$11,000.00
Total Tax Abatements	\$45,000.00	\$46,750.00
Net Operating Budget Plus Tax Abatements	\$8,166,566.38	\$8,105,967.45
Less LoCIP "Offset" applied	-\$89,000.00	\$0.00
Less "Offset" applied	-\$35,000.00	\$0.00
Total Budget to be Funded by Taxation	\$8,042,566.38	\$8,105,967.45

Budget Net of Revenue, Plus Exemptions and Less Fund Balance	Offset	\$8,042,566.38	\$8,105,967.45
1 Mil	\$261,414.45	\$263,844.70	
Anticipated Mil Rate	30.77	30.72	

2013-2014 2014-2015
Budget Budget

GRANTS

	2013-2014	2014-2015
Town Clerk Grant		
Town Aid Roads	\$95,000.00	\$120,000.00
Library Grant		
LOCIP		\$28,000.00
Veteran's Tax Relief	\$1,200.00	\$1,139.69
Circuit Breaker / Prop Tax Credit	\$13,000.00	\$14,147.77
Senior Transportation		\$5,000.00
	\$109,200.00	\$168,287.46

**Town of Andover Board of Finance
Special Meeting
Tuesday, April 28, 2015
7:00 p.m. – Town Office Community Center**

Agenda

1. Call to order:
2. Pledge of Allegiance:
3. Budget changes and Budget Message review.
4. Public Comment:
5. Adjournment:

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
4-27-2015 @ 9:12am
Carol H Lee
TOWN CLERK

Andover Board of Finance

Special Meeting Minutes Draft – Tuesday, April 28, 2015

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: Nathaniel Houle, Jeff Murray, David Gostanian, Marie Smith
Town Officials Present: Robert Burbank, First Selectman
Other Attendees: Catherine Palazzi

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: Budget changes and Budget Message review:

Motion made by Ted Sakelarakis to approve revenue changes as listed on the 4/28/15 Budget Spread sheet, as follows:

Fund Balance Interest	from	\$ 2,500.00	to	\$ 3,000.00
Telephone Access	from	\$ 0.00	to	\$ 6,000.00
Town Clerk Fees	from	\$30,000.00	to	\$35,000.00
Town Clerk PA-05228...	from	\$ 5,000.00	to	\$ 0.00
Transfer Station	from	\$ 6,900.00	to	\$ 700.00

Motion seconded by Linda Fish.

Discussion: Board chair explained that the Transfer Station Revenue had erroneously included credits applied to the Willimantic Waste bill for "Single Stream" and "Light Iron".

Board chair had updated the 2013-2014 collected as requested at the Public Hearing and Updated the 2014-2015 collected as of 2/28/15 as of 4/23/15, giving the BOF improved data for Projected Revenue.

The total difference for Projected Revenue is \$300.00

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

Agenda Item 4: Public Comment: Catherine Palazzi complemented the BOF on their hard work and thanked them for it.

Agenda Item 5: – Adjournment: Ted Sakelarakis motioned to adjourn at 7:30 pm. Linda Fish seconded.

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

The next scheduled BOF regular meeting is May 27, 2015 at 7:00 pm at the Town Office Building.

Respectfully Submitted,
 Georgette Conrad – chairman
 Submitted 4/29/15

RECEIVED FOR RECORD
 4-30-2015 @ 8:15 am
 Carol H. Lee
 TOWN CLERK

**Town of Andover Board of Finance
Regular Meeting
Wednesday May 27, 2015
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: 3/25/15, 4/7/15, 4/21/15, 4/22/15, and 4/28/15
6. Library reimbursement of \$2,343.95 for frozen pipe repair.
7. Selectmen's Report:
8. Liaison Reports:
9. Old Business:
 - a.) Bi-Annual taxation (Carried for future reference)
10. Public Comments:
11. Adjournment:

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
5-19-15 @ 8:40 am
Carol Ado
TOWN CLERK

**Town of Andover Board of Finance
Regular Meeting
Wednesday May 27, 2015
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: 3/25/15, 4/7/15, 4/21/15, 4/22/15, and 4/28/15**
- 6. Library reimbursement of \$2,343.95 for frozen pipe repair.**
- 7. Set the mill rate:**
- 8. Selectmen's Report:**
- 9. Liaison Reports:**
- 10. Old Business:**
 - a.) Bi-Annual taxation (Carried for future reference)**
- 11 Public Comments:**
- 12. Adjournment:**

Respectfully Submitted,

Georgette Conrad
Chairperson

RECEIVED FOR RECORD
5-26-15 @ 10:17 am
Cover Blue
TOWN CLERK

Andover Board of Finance

Regular Monthly Meeting Minutes Draft – Wednesday, May 27, 2015

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, Dav. Gostanian **Absent:** Nathaniel Houle, Jeff Murray **Town Officials Present:** None **Other Attendees:** Sandra Nichols, Dan Warren

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: Dan Warren spoke to the BOF about the town acquiring 12 Center Street.

Agenda Item 4: Additions/Deletions to agenda: None

Agenda Item 5: Approval of Minutes: 3/25/15, 4/7/15, 4/21/15, 4/22/15, and 4/28/15

David Gostanian motioned to approve the 3/25/15, 4/7/15, 4/21/15, 4/22/15, and 4/28/15 BOF minutes with any appropriate changes. Ted Sakelarakis seconded. Discussion: BOF members review all minutes and there were no changes. No further discussion.

Vote: 5 – 0 – 0 / motion passed, minutes approved.

Agenda Item 6: Library reimbursement of \$2,343.95 for frozen pipe repair: Library had spent money from their budget for repairs associated with frozen pipes and requested reimbursement of the expenses in the amount of \$2,343.95. David Gostanian motioned to approve the reimbursement of \$2,343.95 to the library for repairs. Ted Sakelarakis seconded. No further discussion.

Vote: 4 – 0 – 1 / motion passed, with one abstention by Linda Fish.

Agenda Item 7: Set the Mill Rate: Georgette Conrad motioned to set the mill rate at 30.72. Ted Sakelarakis seconded. There was a brief discussion about the actual amount budgeted for RHAM for the 2015 - 2016 budget year. No further discussion.

Vote: 5 – 0 – 0 / motion passed.

Agenda Item 8: Selectmen's Report: None

Agenda Item 9: Liaison Reports: Linda Fish reported that the library is doing fine and no updates on gutter repairs. David Gostanian reported that the RHAM budget passed. Dennis Foran reported that the Fire Commission has no updates.

Agenda Item 10: Old Business:

10a: Bi-Annual taxation (Carried for future reference) BOF members discussed some of what this would entail including research to be completed, formation of a committee to do this, cost savings and other benefits along with careful planning so the community would be prepared for paying taxes twice a year instead of quarterly as is done now. No action taken at this time.

Agenda Item 11: Public Comments: None

Agenda Item 12: – Adjournment: David Gostanian motioned to adjourn at 7:25 pm. Ted Sakelarakis seconded. No further discussion.

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

The next scheduled BOF meeting is a regular monthly meeting on Wednesday, June 24, 2015, at 7:00 pm at the Town Office Building.

Respectfully Submitted,
Marie Smith, Board Clerk
May 29, 2015

RECEIVED FOR RECORD
6-1-2015 @ 9:30 am
Coral H. Lee

TOWN CLERK

**Town of Andover Board of Finance
Regular Meeting
Wednesday June 24, 2015
7:00 p.m. - Community Room**

Agenda

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Additions/deletions:**
- 5. Approval of Minutes of May27, 2015:**
- 6. Selectmen's Report:**
- 7. Liaison Reports:**
- 8. Public Comments:**
- 9. Adjournment:**

Respectfully Submitted

Georgette Conrad
Chairman

RECEIVED FOR RECORD
6-17-15 @ 12:38 PM
Margaret H. Busch
Asst. TOWN CLERK

**Town of Andover Board of Finance
Regular Meeting
Wednesday June 24, 2015
7:00 p.m. - Community Room**

Agenda

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Additions/deletions:**
- 5. Approval of Minutes of May27, 2015:**
- 6. Selectmen's Report:**
- 7. 12 Center Street Property**
- 8. Liaison Reports:**
- 9. Public Comments:**
- 10. Adjournment:**

Respectfully Submitted

Georgette Conrad
Chairman

RECEIVED FOR RECORD
6-22-15 @ 9:17 AM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Finance

Regular Monthly Meeting Minutes Draft – Wednesday, June 24, 2015

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, Jeff Murray **Absent:** Dennis Foran, Nathaniel Houle **Town Officials Present:** Robert Burbank, First Selectman **Other Attendees:** Catherine Palazzi, Sandra Nichols, Dianne Grenier, Dan Warren, Julia Haverl

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: None

Agenda Item 4: Additions/Deletions to agenda: None

Agenda Item 5: Approval of Minutes of May 27, 2015: David Gostanian motioned to approve the May 27, 2015 BOF regular monthly meeting minutes. Ted Sakelarakis seconded. No Discussion.

Vote: 5 – 0 – 0 / motion passed.

Agenda Item 6: Selectmen's Report: Robert Burbank provided Fund Balances and Expenses through 6-22-15 for the BOF to review and explained expenses over budget on items such as snow removal which is over expended by approximately \$21,000. Robert Burbank also discussed that some of that cost would be reimbursed by qualifying for FEMA assistance for one of the snow storms. Robert Burbank also reported that the Bookkeeper has retired and the Treasurer is resigning and discussed the use of a part time consultant to do the functions of the Bookkeeper and Treasurer. A discussion with BOF followed and included the part time consultant, use of Quick Books vs the current Phoenix system, state reporting compliance and security with Quick Books, LOCIP fund amounts present and future, Impending bridge repairs, past LOCIP funded projects and other topics as well. Discussion concluded with the projected current fiscal year end fund balance which will likely be over budget.

Agenda Item 7: 12 Center Street Property: Dan Warren presented information to the BOF providing details of the request for the town's acquisition and redevelopment of 12 Center Street. BOF had many concerns and questions on the following: estimated costs of acquisition and redevelopment, town liability and details of demolition plan and funding, use of volunteers, current condition of 12 Center Street, location of property in the Economic Development Commission's Master Plan involving the Route 6 corridor and a possible town center, the loss of tax revenue. Also discussed is that the property is in the National Register of Historic Places district and that something special can be developed to add to the Veteran's Park /Covered Bridge area. Other items discussed included grant funding, trail access and plans for redevelopment to include trail access and other ideas like a community center or pavilion. or access to the town hall building or a parking lot, what the cost to taxpayers might be, along with concerns with using supplemental funds from the current fiscal year, and/or use of Open Space funds, and finally noted that there will be a town meeting on this on Tuesday, June 30, 2015 and a referendum vote on Tuesday, July 14, 2015

Jeff Murray motioned to approve up to \$110,000 for the purchase, demolition, and lot improvements of said structure at 12 Center Street. David Gostanian seconded. No further discussion.

Vote: 5 – 0 – 0 / motion passed.

After a brief discussion Jeff Murray motioned to approve up to \$45,000 of the \$110,000 appropriations of funds to be taken from Open Space funds for the acquisition of 12 Center Street. David Gostanian seconded. No further discussion.

Vote: 5 – 0 – 0 / motion passed.

Agenda Item 8: Liaison Reports: Linda Fish reported that the AHM budget is doing fine and that AHM has an anonymous call line to alert them of parties in the community to be checked on (party patrol). Linda Fish also

reported that AHM is giving scholarships, is presenting "Hello Dolly" on July 23 - July 26th, and that Steve Fish is now a member of the AHM board. Lastly, Linda Fish reported that the Library is doing fine. David Gostanian reported that the upcoming special meeting in July of the RHAM BOE is to discuss Capital Improvements and that he is now on the RHAM BOE and has completed his service for the Andover BOF. David Gostanian also commented that the Andover Seniors did a great thing for the RHAM Senior Prom attendees who were transported to and from Farmington and all involved had a great time.

Agenda Item 9: Public Comments: Catherine Palazzi thanked David Gostanian for doing a great job on the Andover BOF and also commented on the bus for RHAM Senior Prom attendees that it was a great idea, was safe for the kids, and wants to do this next year. Dan Warren thanked the BOF for their consideration and looks forward to serving on the BOF starting July 1, 2015. Julia Haverl also thanked the BOF. Georgette Conrad thanked David Gostanian for his service on the BOF and also thanked this writer for the past few years for clerking the BOF meetings as this will be my final BOF meeting as BOF clerk. No further comments.

Agenda Item 10: - Adjournment: Jeff Murray motioned to adjourn at 9:00 pm. Ted Sakelarakis seconded.
Vote: 5 - 0 - 0 / motion passed, meeting adjourned.

The next scheduled BOF meeting is a regular monthly meeting on Wednesday, July 22, 2015 at 7:00 pm at the Town Office Building Community room.

Respectfully Submitted,
Marie Smith, Board Clerk
June 26, 2015

RECEIVED FOR RECORD
06-29-15 @ 9:06 AM
Margaret H. Busch
Asst. TOWN CLERK

**Town of Andover Board of Finance
Regular Meeting
Wednesday July 22, 2015
7:00 p.m. - Community Room**

Agenda

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Additions/deletions:**
- 5. Approval of Minutes of June 24, 2015:**
- 6. Introduction of New Board Member:**
- 7. Election of Chairman & Vice Chairman:**
- 8. Selectmen's Report:**
- 9. Liaison Reports:**
- 10. Public Comments:**
- 11. Adjournment:**

Respectfully Submitted

Georgette Conrad
Chairman

RECEIVED FOR RECORD
7-20-2015 @ 9:00am
Conrad
TOWN CLERK

Andover Board of Finance**Regular Monthly Meeting Minutes Draft – Wednesday, July 22, 2015**

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, Dan Warren **Absent:** Jeff Murray, Nathaniel Houle **Town Officials Present:** Jeff Maguire, Vice First Selectman
Other Attendees: Marie Smith

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: Add item 7a. appointment of Liaisons and add to Item 8 the Vice Selectmen's Report updating the Treasures Office.

Agenda Item 5: Approval of Minutes of June 24, 2015: Ted Sakelarakis motioned to approve the June 24, 2015 BOF regular monthly meeting minutes. Linda Fish seconded. No Discussion.

Vote: 3 – 0 – 2 / motion passed. Dan Warren and Dennis Foran abstained

Agenda Item 6: Introduction of New Board Member: Georgette welcomed Dan Warren as a new member of the Board of Finance.

Agenda Item 7: Election of Chairman & Vice Chairman: Ted Sakelarakis motion to nominate Georgette Conrad as Chairman of the Board of Finance and Dennis Foran motions to nominate Dan Warren as the Chairman of the Board of Finance and Linda Fish Seconded.

Georgette Conrad calls for the vote:

Vote for Dan Warren 3/1/1 Georgette Conrad abstained, motion passed

Vote for Georgette Conrad 1/0/1 Georgette Conrad abstained

Dan Warren is now the Chairman of the Board of Finance

Georgette Conrad motions to nominate Ted Sakelarakis as the Vice Chairman of the Board of Finance. Linda Fish seconded

Vote: 5/0/0 Motion passed

Item 7.a Appointment of Liaisons: Dan Warren is appointed as the liaison to CIP, Dennis Foran as liaison to the Fire Department, Linda Fish as liaison to AHM, Ted Sakelarakis as liaison to the Board of Education Andover and Georgette Conrad as liaison to the Board of Education RHAM.

Agenda Item 8: Vice Selectmen's Report: Jeff Maguire reports that his is covering approximately 5 hours/ week for payroll and other check disbursements. He also believes that the two positions required would cost the Town of Andover approximately 75K per year. The need to evaluate the two positions is essential which is what he is doing and then will report his recommendations to Robert Burbank who will have to make his decision. There also was a general discussion on the computer system in place and the one that may replace the existing system. The town finances were discussed and Jeff Maguire would like to see the Board of Finance receive more information to evaluate the town expenditures. Georgette Conrad commented that it is good to have a new perspective on the situation in that office.

Agenda Item 9: Liaison Reports: Linda Fish reports that AHM ended in black and the party patrol was a success with no incidences occurring. There is a golf tournament August 17th, a dinner on August 31st and a concert on October 17th. There was no Library meeting held. Georgette Conrad states that there is a meeting of the three towns on July 29th to discuss dividing up the cost that AHM services uses for those who attend RHAM and the First Selectman and the Board of Finance Chairman are asked to attend.

Agenda Item 10: Public Comments: None

Agenda Item 11 Adjournment: Ted Sakelarakis Motioned to adjourn at 8:15 PM and Linda Fish seconded.

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

The next scheduled BOF meeting is a regular monthly meeting on Wednesday, August 26, 2015 at 7:00 pm at the Town Office Building Community room.

Respectfully Submitted,
Sandra Nichols, Board Clerk
July 23, 2015

RECEIVED FOR RECORD
7-27-2015 @ 9:00am
Sandra Nichols
TOWN CLERK

Town of Andover Board of Finance
Regular Meeting
Wednesday, August 26, 2015
7:00 p.m. - Community Room

Agenda

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions/deletions:
5. Approval of Minutes of July 22, 2015:
6. Neglected Cemetery Grant Application:
7. Fund Balance Reserve Policy
8. Accounting and Purchasing Procedures and Policies:
9. Board of Education
10. Selectmen's Report:
11. Liaison Reports:
12. Public Comments:
13. Adjournment:

Respectfully Submitted

Daniel Warren
Chairman

RECEIVED FOR RECORD
8-20-15 @ 3:30 PM
Carol N. Lee
TOWN CLERK

**Andover Board of Finance
Regular Monthly Meeting Minutes
Wednesday, August 26, 2015**

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

BOF Members: Present:

Dan Warren, Board Chair, Georgette Conrad, Dennis Foran, Jeff Murray

Absent: Nathaniel Houle Linda Fish , Ted Sakelarakis

Town Officials Present:

Jeff Maguire, Vice First Selectman

Staff Present:

Sandra Nichols, Board Clerk

Other Attendees:

Joan Foran, Eric Shevchenko

Agenda Item 1: Call to Order: Dan Warren, 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: Add item 9a an update on AHM distribution.

Agenda Item 5: Approval of Minutes of July 22, 2015:

Dennis Foran motioned to approve the July 22, 2015 BOF regular monthly meeting minutes. Georgette Conrad Seconded with the change in Item 8 that the two positions are a Treasurer and a Bookkeeper.

Vote: 4- 0 - 0 / motion passed.

Agenda Item 6: Neglected Cemetery Grant Fund:

Georgette motioned to authorize the First Selectman to apply for the Neglected Cemetery Grant. Jeff Murray seconded.

Vote: 4-0-0/motion passed.

Nathaniel Houle arrives at 7:20 PM

Item 7: Fund Balance Reserve Policy:

Dan Warren asks the BOF if they have any guidance for the unappropriated funds that he believes should be put into proper funds. The Chairman believes that the Town needs to be more proactive about allocating excess revenues into funds other than the

General Fund. **Dennis Foran** states that he has not had a chance to look into how funds are expended from the Capital and Nonrecurring fund in detail. **Dan Warren** states that he has not looked into this himself. The Chairman also states that Town needs sufficient funds for Capital Planning and that the BOS would be involved with what the BOF would like to do with the funds. **Dennis Foran and Dan Warren** converse on the policy plan. The Chairman states that the point is to have a well funded fund and Dennis would like to know more information about the plan and a summary of the funds. The Chairman then asks **Georgette Conrad** if there is a summary of the funds and how they are used. To this Georgette Conrad replies that there is not a summary. The Chairman then asks **Dennis Foran** if he would do a study on this and he replies that he will "give it a shot". **Georgette Conrad** discusses with the Chairman the Andover BOE's request last year, to withhold up to 1% of the budget surplus, in accordance with a State Statute, in a fund for school maintenance and improvements. The BOF had approved the concept of doing this. The superintendent would come to the BOF each year with an amount request. The concept was approved and does not believe it needs to be revisited. The Chairman stated he believed it would be a good idea for the concept to be memorialized in a policy for use by future boards. The Chairman they states that the policy will only address excess revenues, not annual appropriations, to insure that there are funds for Capital projects that would come out of this fund. **Georgette Conrad** asks if this would be done by a fund transfer and if so are there any prohibitions on this funding method? The Chairman states that there are none. **Nathaniel Houle** questions the target of of 17% with an additional 5% in reserve. In all approximately 3 million dollars, roughly 25%. **Nathaniel Houle** would like to know if the Town has any opinion from the Town attorney or auditor on the liability of carrying three million dollars on the book and questions the Chairman on the 25%. The Chairman replies that he is only suggesting 17% for the General Fund and that the Town has no outside input at this time. **Georgette Conrad** questions if the monies should be put into a designated fund since she had questioned the State Office of Policy and Management (OPM) in the past and this does not protect the town in a restricted fund in the event of arbitration. The Chairman replies that he will pass this information along to the Board of Selectmen and there is no objection from the Board of Finance.

Agenda Item 8: Accounting and Purchasing Procedures and Policies:

The Chairman is going to get an update from the Town Office as far as how far the Town has proceeded with the procedures and Policies. **Georgette Conrad** states that Penny Auer, the First Selectman's assistant should be able to provide the Chairman with this information. The Chairman also believes that the CIP process should be reviewed since it is not mandated in the Charter. **Nathaniel Houle** believes that section 5 regarding bid waivers should be removed. The Chairman states that he will pass this on to the Board of Selectman to remove that section. **Jeff Murray** believes that due diligence must be shown and if purchases are to be made via sole sourcing.

**Andover Board of Finance
Regular Monthly Meeting Minutes
Wednesday, August 26, 2015**

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

BOF Members: Present:

Dan Warren, Board Chair, Georgette Conrad, Dennis Foran, Jeff Murray

Absent: Nathaniel Houle Linda Fish , Ted Sakelarakis

Town Officials Present:

Jeff Maguire, Vice First Selectman

Staff Present:

Sandra Nichols, Board Clerk

Other Attendees:

Joan Foran, Eric Shevchenko

Agenda Item 1: Call to Order: Dan Warren, 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: Add item 9a an update on AHM distribution.

Agenda Item 5: Approval of Minutes of July 22, 2015:

Dennis Foran motioned to approve the July 22, 2015 BOF regular monthly meeting minutes. Georgette Conrad Seconded with the change in Item 8 that the two positions are a Treasurer and a Bookkeeper.

Vote: 4- 0 - 0 / motion passed.

Agenda Item 6: Neglected Cemetery Grant Fund:

Georgette motioned to authorize the First Selectman to apply for the Neglected Cemetery Grant. Jeff Murray seconded.

Vote: 4-0-0/motion passed.

Nathaniel Houle arrives at 7:20 PM

Item 7: Fund Balance Reserve Policy:

Dan Warren asks the BOF if they have any guidance for the unappropriated funds that he believes should be put into proper funds. The Chairman believes that the Town needs to be more proactive about allocating excess revenues into funds other than the

**Andover Board of Finance
Regular Monthly Meeting Motions
Wednesday, August 26, 2015**

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

Agenda Item 5: Approval of Minutes of July 22, 2015: Dennis Foran motioned to approve the July 22, 2015 BOF regular monthly meeting minutes. Georgette Conrad Seconded with the change in Item 8 that the two positions are a Treasurer and a Bookkeeper.

Vote: 4-0-0 / motion passed.

Agenda Item 6: Neglected Cemetery Grant Fund: Georgette motioned to authorize the First Selectman to apply for the Neglected Cemetery Grant. Jeff Murray seconded.

Vote: 4-0-0/motion passed.

Agenda Item 12: Adjournment: Dennis Foran Motioned to adjourn at 8:20 PM . Georgette Conrad seconded.

Vote: 5-0-0 / motion passed, meeting adjourned.

RECEIVED FOR RECORD
8-31-15 @ 6:00 PM
K. [Signature]
ASS. TOWN CLERK

Ted Sakelarakis
171 Boston Hill Rd
Andover, Connecticut, 06232

September 15, 2015

Dan Warren
Chairman
Andover Board of Finance

Dan,

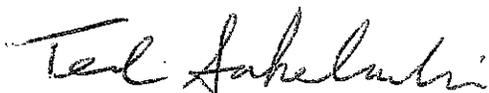
I have been proud to serve the citizens of Andover for the last several years as a member and vice-chair of the Andover Board of Finance, so it is with great gratitude, and much regret, that I must resign from this position due to my impending move to Tennessee.

I am proud to have been a member of a board that has served our citizens well in meeting our obligations, moving the town in a positive direction, while being sensitive to our taxpayers. I have always strived to be a good steward of taxpayers' money. I am happy to leave that legacy.

While I will miss serving my friends, neighbors, and citizens of Andover, I intend to explore other service opportunities in my new community.

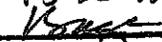
I wish this board further success in serving with distinction the citizens of Andover.

Sincerely,



Ted Sakelarakis

cc: Carol Lee, Andover Town Clerk

RECEIVED FOR RECORD
9-15-15 @ 11:50AM

ASST. TOWN CLERK

**Town of Andover Board of Finance
Regular Meeting
Wednesday, September 23, 2015
7:00 p.m. - Community Room
Agenda**

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions/deletions:
5. Approval of Minutes of August 26, 2015:
6. Selectman's Report:
7. Old Business
 - a. Fund Balance Reserve Policy
 - b. Accounting and Purchasing Procedures and Policies
8. Board of Finance Vacancy
9. Board of Education Transfers
10. Supplemental Appropriations
11. AHM Consortium Agreement/Distribution Formula
12. Liaison Reports:
13. Public Comments:
14. Adjournment:

Respectfully submitted: Dan Warren, Chairman

RECEIVED FOR RECORD
9-21-2015 @ 8:15 am
Carol Ann

TOWN CLERK

871

**Andover Board of Finance
Regular Monthly Meeting Minutes
Wednesday, September 23, 2015**

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

BOF Members: Present:

Dan Warren, Board Chair, Linda Fish, Dennis Foran, Jeff Murray

Absent: Nathaniel Houle, Georgette Conrad

Town Officials Present:

Robert Burbank, First Selectman

Jeff Maguire, Vice First Selectman

Staff Present:

Sandra Nichols, Board Clerk

Other Attendees:

Eric Shevchenko, CIP Representative

Dr. Sally Doyan, Superintendent of Schools

Agenda Item 1: Call to Order: Dan Warren, Board Chair, called the meeting to order at 7:03 PM

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Public Comment: None

Dan Warren, Chairman makes a brief introduction of the newly appointed CIP Representative, **Eric Schevchenko**.

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

Agenda Item 5: Approval of Minutes of August 26, 2015:

Dennis Foran motioned to approve the August 26, 2015 BOF regular monthly meeting minutes. **Dan Warren** Seconded with the change in Item 7 Nathaniel Houles first comment, delete the duplicate "of".

Vote: 3- 0 - 1/ motion passed. Linda Fish Abstained

Agenda Item 6: Selectman's Report:

Robert Burbank needs to discuss a few items with the auditor in regards to the overage regarding snow removal. The First Selectman will let the BOF Chairman know by the next meeting what funds the money will be placed or distributed from. The FEMA request for money was approved, approximately \$20K that will be discussed with the BOF as far as to what account(s) to put it into. Dan Warren and Robert Burbank then discussed the POCD funding and the First Selectman explained that \$12K was

872 appropriated that was not used and an additional \$10K was requested there was an addition request for the money through an appropriation the was submitted to the BOS and Robert Burbank assured Dan Warren that he would give this this information to the BOF.

Item 7: Old Business

a. Fund Balance Reserve Policy:

Dan Warren states that he has a meeting with the auditor and the Town Attorney.

Robert Burbank recommends that the BOF Chairman not lock into a policy since things change from year to year.

No action taken

b. Accounting and Purchasing Procedures and Policies:

No action taken

Agenda Item 8: Board of Finance Vacancy:

Ted Sakelarakis resigned and there is a post in the RiverEast for this vacancy on the BOF.

Agenda Item 9: Board of Education Transfers:

Dennis Foran made a motion to approve by the request of the superintendent to transfer (\$42,950) to the school budget 2014/2015 a 1% increase from the previous year.

Linda Fish Seconded

Motion Passed/Unanimous

Agenda Item 10: Supplemental Appropriations:

BOE is looking for more additional funds for school repairs. The First Selectman states that this does not have to be in the form of an appropriation. Dr. Sally Doyan, Superintendent of Schools states that a visibility study should be complete in a couple of months. She also informs the board that there have been two roofing estimates submitted with two very different quotes and scopes of work. The architectural firm DRA will now look at the roof and give the town a professional objective opinion. Time is of the essence since the roof leaked last year.

Agenda Item 11: AHM Consortium Agreement/ Distribution Formula:

Discussion on how the RHAM and AHM budget is calculated and the towns seeking to make the formula more equitable. No changes have been made to date.

Dan Warren will attend a meeting on September 28 to discuss this agreement.

Agenda Item 12: Liaisons Report:

Linda Fish did not attend the Library meeting however states that the gutter work on the Library has begun.

Dennis Foran reports that the Fire Dept. Has closed out the books for 2014/2015. There are more repairs that are required on the vehicles and the ambulance is still not in service. Dennis Foran and Robert Burbank have a short discussion involving mutual aid. Dennis has a final comment on his concern about the fire department insurance coverage.

873

Agenda Item 13: Public Comments:

Dr. Sally Doyan, Superintendent of Schools requests that the BOF come to the next BOE meeting to discuss the AHM changes.

Agenda Item 14: Adjournment:

Dennis Foran Motioned to adjourn at 8:00 PM . **Dan Warren** seconded.

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

The next scheduled BOF meeting is a regular monthly meeting on Wednesday, October 28, 2015 at 7:00 pm at the Town Office Building Community room.

Respectfully Submitted,
Sandra Nichols, Board Clerk
September 28, 2015

RECEIVED FOR RECORD
9-28-16 @ 6:40 PM
[Signature]
ASST. TOWN CLERK

**Town of Andover Board of Finance
Special Meeting
Saturday, October 10, 2015
10:00 a.m. - Community Room
Agenda**

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Library Supplemental Appropriation**
- 4. Adjournment:**

Respectfully submitted: Dan Warren, Chairman

RECEIVED FOR RECORD
10-8-15 @ 12:30pm
Carol N. Lee
TOWN CLERK

Town of Andover Board of Finance
Special Meeting
Saturday, October 10, 2015
10:00 a.m. - Community Room
Minutes

1. Call to order:

Dan Warren, Chairman called the meeting to order at 10:02AM

2. Pledge of Allegiance:

3. BOF Members Present: Dan Warren, Chairman, Georgette Conrad, Dennis Foran, Nathaniel Houle.

4. BOF Members Absent: Linda Fish, Jeff Murray.

5. Other Attendees: Cathy Desrosiers, Library/BOS Board Member

6. Staff Present: Sandra Nichols, Board Clerk

7. Library Supplemental Appropriation

Discussion on the repairs that are required at the library and the necessity to have this done since the weather is a factor and it is critical to repair the structure of the library and the contractor is prepared to complete the work. Time is of the essence. The Library Board negotiated with the contractor CENAXO on the pricing that is the amount of money that the Town of Andover will receive from the Hartford Foundation.

Attachment #1 Contract from CENAXO

Dennis Foran makes a motion: Insomuch as authorization is required by the BOF by charter ordinance or statute, the library is authorized to accept and have deposited in monetary donations into the municipal library fund account and to have withdrawal amounts not to exceed the total of \$15,000 for the repair and improvement work currently in progress.

Dan Warren Seconded

Motion Passed/ Unanimous

8. Adjournment:

Nathaniel Houle Motions to Adjourn at 10:12

Dan Warren Seconded

Motion Passed/ Unanimous

Respectfully submitted: Sandra Nichols, Board Clerk 10/ 13/2015

RECEIVED FOR RECORD
10-13-15 @ 1:30 PM
Candace
TOWN CLERK

CHANGE BULLETIN

Job Name: Andover Library

Issue Date: 10/06/15

Bulletin No. #1

Consultant/Contractor/Owner Contact: Cathleen Desrosiers

Consultant's Project No: NA

Consultant/Contractor/Owner: NA

Distribution:

Via: E-mail

Approval Deadline Date For Remobilization: 10/07/15

- Supplemental Instructions (SI): The Work shall be carried out in accordance with the following supplemental instructions without Change in Contract Sum or Contract Time. Prior to proceeding indicate your acceptance of these instructions for minor change to the Work as consistent with the Contract Documents and return a copy to the Architect and/or GC / CM.

- Construction Change Directive (CCD): In order to expedite the work and avoid or minimize delays in the work which may affect the Contract Sum or Contract Time, you are requested to proceed with the referenced work promptly. Submit final costs for Work involved and change in Contract Time (if any) for inclusion in a subsequent Change Order.
 Not valid unless initialed by the Architect or Owner or GC / CM.

Initial _____

- Change Order (CO): The contract value will change per the scope listed in the description as listed below:

The original contract value was	\$ 44,750.00
Net change by previously issues Change Orders	\$0
The contract value prior to this Change Order was	\$ 44,750.00
The contract value will be changed by this Change Order in the amount of	\$ 15,000.00
The new contract value including this Change Order will be	\$ 59,750.00
The Contract Time will be increased by	15 days.

Initial X _____

Description:

Preform comprehensive replacement/repair on the eaves/soffit (tongue and groove).
 Prepare all wood surfaces at eaves and soffit and paint according to the original scope.

Add: \$15,000.00 (labor, material, and access)

Consultant: Consultant Company Name
 Consultant Contact Person
 Address: Consultant Company Street
 Consultant City, State, Zip

Owner/GC: Andover Public Library
 Cathleen Desrosiers
 Address: 355 Route 6
 Andover, CT 06232

Signature by the Cenaxo, LLC indicates the Cenaxo's receipt and acceptance of this Change Bulletin and agreement with proposed Adjustment in Contract Sum and Contract Time, if indicated. If not adjustments will follow.

Signed: NA

Date: NA

Signed:

Date:

Cenaxo, LLC
 78 Granby Street
 Bloomfield, CT 06002

When signed by the Owner and Consultant and received by Cenaxo, LLC, this document becomes effective immediately, and Cenaxo, LLC shall proceed with the change(s) described above.

Signed: *Michael Gnazzo* Date:

**Town of Andover Board of Finance
Regular Meeting
Wednesday, October 28, 2015
7:00 p.m. - Community Room
Agenda**

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Additions/deletions:**
- 5. Approval of Minutes of September 23 and October 10, 2015:**
- 6. Selectman's Report:**
- 7. Old Business**
- 8. Board of Finance Vacancy**
- 9. 2016 Meeting and Workshop Schedule – Appropriation Solicitations**
- 10. 64 Long Hill Road Easement**
- 11. Liaison Reports:**
- 12. Public Comments:**
- 13. Adjournment:**

Respectfully submitted:
Dan Warren, Chairman

RECEIVED FOR RECORD
10-27-15@ 10:00am
Carol A. Lee
TOWN CLERK

**Andover Board of Finance
Regular Monthly Meeting Minutes
Wednesday, October 28, 2015**

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

BOF Members: Present:

Dan Warren, Board Chair, Linda Fish, Dennis Foran, Jeff Murray, Georgette Conrad

Absent: Nathaniel Houle,

Town Officials Present:

Robert Burbank, First Selectman

Staff Present:

Sandra Nichols, Board Clerk

Other Attendees:

Eric Shevchenko, CIP Representative

Dianne Grenier

Josh Clark

Chris Wierzbicki

Agenda Item 1: Call to Order: Dan Warren, Board Chair, called the meeting to order at 7:05 PM

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Public Comment: None

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

Agenda Item 5: Approval of September 23, 2015 and Special Meeting Minutes October 10, 2015:

Dan Warren motioned to approve the September 23, 2015 BOF regular monthly meeting minutes with the following changes: Agenda item 9 Dennis submitted the following: motion to reallocate \$42,950 of the 2014-2015 AES Board of Education surplus to the School improvement fund, in accordance with Connecticut General Statute 10-248a. Unexpended education funds account: there is a conversation about rescinding this motion, Georgette Conrad will look up the verbiage in prior minutes and ,it will be submitted as a new motion if necessary. Agenda item 13. Doyen name was corrected. **Georgette Conrad** Seconded.

Vote: 4- 0 - 1/ motion passed. Georgette Conrad Abstained

Dennis Foran motioned to approve the Special Meeting Minutes October 10, 2015 with the changes submitted to his motion: change library to Andover Library, donations to donation, withdrawl to withdrawn in amounts not to exceed a total of \$15,000 **Dan Warren** Seconded

Motion Passed 4/0/1 Jeff Murray abstained

Agenda Item 6: Selectman's Report:

Robert Burbank states that in the Town Budget Summary the balance in the Town-General fund is \$278,320.67. Mr. Burbank also informed the Board that the OPM had a 15 Million dollar cut in Municipal Aid and it is up to the Town to make up for it and to watch the budget closely. Small minority business loan accounts are mentioned and the need to supplement the \$50,000 loan, this will not however effect the budget.

The Town is required to set aside 25% of funding for Small Minority Businesses. 879
Dan Warren asks where the cuts would be due to the decrease in Municipal Aid?
Mr. Burbank replies that he has not yet received an answer however it could affect some areas more than others.

Item 7: Old Business

Dan Warren met with an auditor that he sent the fund balance policy and he had some comments however all decisions need to be made at Town Meetings.

Agenda Item 8: Board of Finance Vacancy:

Jeff Murray motioned that Adrian Mandeville be nominated to the BOF

Georgette Conrad Seconded

Motion Passed/Unanimous

Dennis Foran announced his resignation from the BOF to the Board Members present. **Dan Warren** states that the Board has 60days to fill this position and it will have to be advertised.

Agenda Item 9: 2016 Meeting and Workshop Schedule-Appropriation Solicitations:

Dan Warren motions to approve the schedule/workshops with any changes that may be needed.

Jeff Murray Seconded

Motion Passed/Unanimous

Attachment #1

Agenda Item 10: 64 Long Hill Road Easement:

Dan Warren states that he sent an e-mail to the BOS requesting that the easement language be made public prior to any action. The applicants for the easement have a brief conversation with **Dan Warren** about the language in the Attorney letter (they have on Cell Phone) and are willing to read it out loud. **Dan Warren** replies that he only wants to see it in writing and he is only making sure that the BOF is aware in case they are involved in the future.

Agenda Item 11: Liaison Report:

Georgette Conrad has not attended a RHAM meeting however is up to date on what is going on at the meetings. The unassigned funds from the RHAM 2013-2014 budget, \$70,343.53, is to be used for sidewalk/parking lot repairs. It was authorized at the District Meeting on 10/26/2015. They are also applying for a grant and want to create a task force to recommend repairs and make a plan.

Linda Fish says that AHM had their benefit fund raiser and their budget is doing well. The library gutter repairs are still in the works.

Agenda Item 12: Public Comment:

Dianne Grenier thanks Dennis Foran for his service on the Board of Finance.

Agenda Item 13: Adjournment:

Dennis Foran Motioned to adjourn at 7:55 PM. **Georgette Conrad** seconded.

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

The next scheduled BOF meeting is a regular monthly meeting on Wednesday, November 18, 2015 at 7:00 pm at the Old Fire House.

Respectfully Submitted,
Sandra Nichols, Board Clerk
November 02, 2015

RECEIVED FOR RECORD
11-2-15 @ 5:26 PM
[Signature]
ASST. TOWN CLERK

2016 Board of Finance Meeting Schedule

Wednesday meetings at 7PM

- January 27, 2016
- February 24, 2016
- March 30, 2016*
- April 27, 2016
- May 25, 2016
- June 22, 2016
- July 27, 2016
- August 24, 2016
- September 28, 2016
- October 26, 2016
- November 30, 2016*
- December 28, 2016

5th Wednesday of the Month

BOF Special Budget Meetings 2016

1. Special Meeting-Budget Workshop
March 7, 2016 – 7pm
2. Special Meeting-Budget Workshop
March 21, 2016 – 7pm
3. Public Hearing-Annual Budget
April 20, 2016 – 7pm

Budget Workshop Assignments

- 2/24/16 – Regular Mtg: Town Clerk, Library, Fire Commission, ROV, Elections
- 3/7/16 – Special Mtg: CIP, Fire Marshall, P&Z, ZBA, BAA, BOF
- 3/21/16 – Special Mtg: BOS
- 3/30/16 – Regular Mtg: AES, RHAM, Revenues

TO: Daniel H. Warren, Chairman
Andover Board of Finance
Town of Andover, 17 School Road
Andover, CT 06232

FROM: Dennis M. Foran
143 Hebron Road
Andover, CT 06232
860-742-8585 dmf0443@snet.net

DATE: October 29, 2015

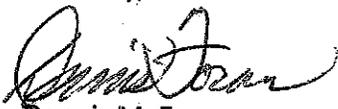
Dear Dan,

As stated at last evening's Board of Finance meeting, effective today, I am resigning from my current position as a Board member to which I was recently elected in May with term ending on 6/30/2019. This will create a vacancy on the Board, with a balance of nearly a full term, the filling of which by a qualified new member who will take a constructive, active, and responsible role, can be enabled and expedited.

I know that I leave much unfinished work in the fulfillment of my own goals for which I've strived during the last four-plus years towards effecting seriously needed changes in how the Board functions and operates. I believe, despite the welcome and refreshing changes you've initiated so far since becoming Chairman, and in the changes in membership not only of the Board of Finance but of other town boards and commissions as well brought about after the recent election, comprehensive improvements and even reforms in overall governance and financial oversight are still badly needed in Andover and there is much work to do to continue making headway towards those ends. This is especially the case for the Board of Selectmen as well as the Board of Finance and until these are much better implemented by both of these key boards, Andover will fail to fully utilize available outside resources at its disposal and the value of its own assets for the benefit of all of its citizens, and to more fully meet its statutory, fiduciary, and legal obligations as a municipality.

I do intend to remain present and active as a citizen towards those overall goals and ends as my time and energy will allow, and will certainly remain willing to assist you and coordinate with any members who will be coming on board and assuming or taking over the finishing of any uncompleted assigned work. I wish you and the other members the very best in our common purpose of creating and keeping Andover as a beautiful place to live where its citizens and residents can grow, thrive, and enjoy their lives.

Sincerely,



Dennis M. Foran

CC: Carol Lee, Town of Andover Clerk

RECEIVED FOR RECORD
10-29-15 @ 3:37 PM
Carol Lee
TOWN CLERK

**Town of Andover Board of Finance
Regular Meeting
Wednesday, November 18, 2015
7:00 p.m. - Community Room
Agenda**

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Additions/deletions:**
- 5. Approval of Minutes of October 28, 2015:**
- 6. Selectman's Report:**
- 7. Old Business**
- 8. Board of Finance Vacancy**
- 9. Liaison Reports:**
- 10. Public Comments:**
- 11. Adjournment:**

Respectfully submitted:
Dan Warren, Chairman

RECEIVED FOR RECORD
11-16-2015 @ 11:00am
Carol N. Star
TOWN CLERK

**Town of Andover Board of Finance
Regular Meeting
Wednesday, November 18, 2015
7:00 p.m. – *Old Fire House* 15 Center Street
NOTE LOCATION CHANGE
Agenda**

1. Call to order:
2. Pledge of Allegiance:
3. Public Comment:
4. Additions/deletions:
5. Approval of Minutes of October 28, 2015:
6. Selectman's Report:
7. Board of Finance Vacancy
8. Old Business
 - 8a. 64 Long Hill Road Easement
9. Liaison Reports:
10. Public Comment:
11. Adjournment:

Respectfully submitted:
Dan Warren, Chairman

RECEIVED FOR RECORD
11-17-15 @ 12:00 PM
Carol N. Deo
TOWN CLERK

837

**Andover Board of Finance
Regular Monthly Meeting Minutes
Wednesday, November 18, 2015**

Community Room, Old Fire House, 15 Center Street, Andover, CT 06232

BOF Members: Present:

Dan Warren, Board Chair, Linda Fish, Adrian Mandeville, Jeff Murray

Absent: Nathaniel Houle, Georgette Conrad

Town Officials Present:

None

Staff Present:

Sandra Nichols, Board Clerk

Other Attendees:

Eric Shevchenko, CIP Representative

Agenda Item 1: Call to Order: Dan Warren, Board Chair, called the meeting to order at 7:05 PM

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Public Comment: None

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

Agenda Item 5: Approval of Minutes of October 28, 2015:

Jeff Murray motioned to approve the October, 2015 BOF regular monthly meeting minutes with grammatical changes indicated by Linda Fish. Adrian Mandeville seconded.

Vote: 5-0-0/ motion passed.

Agenda Item 6: Selectman's Report:

First Selectman is not present but Dan Warren calls out exceedances of road improvement budget line item. Adrian Mandeville suggests we should seek clarification from First Selectman.

Item 7: Board of Finance Vacancy:

Dan Warren motioned to appoint Eric Shevchenko to fill the Board of Finance vacancy. Adri Mandeville seconded.

Vote: 5-0-0/motion passed.

Item 8: Old Business

a. 64 Long Hill Road Easement:

Dan Warren states that he believes that the Board of Finance should have the opportunity to review and comment on the easement agreement as it is no different than the AHM Consortium and Emergency Response Mutual Aid agreements, all are legally binding documents that obligate the Town and therefore could have financial implications. Introduces a draft letter from the Board of Finance to the Board of Selectmen. The matter is discussed. **Adrian Mandeville** motioned the letter be sent to the Board of Selectmen from the Board of Finance with the added suggestion that the Town explore selling the property subject to the easement to the potential grantees. **Jeff Murray** seconded.

Vote: 5-0-0/motion passed.

Agenda Item 9: Liason Reports:

Linda Fish:

AHM:

- 1) Fall concert and auction raised \$14,000
- 2) AHM Budget is comprised of approximately 65% grants and fundraising, 35% from Town and school budgets
- 3) AHM owns their own building
- 4) State-wide less than 10% of youth services bureaus are incorporated non-profits like AHM. All others are municipal departments dependent on local and state funding and very few maintain an endowment like AHM does.

Library:

- 1) Library is operating within budget
- 2) Capital project (gutter and soffit replacement) is complete

Dan Warren/Eric Shevchenko:

CIP:

- 1) CIP meeting held on November 9 to assign liason responsibilities and discuss mission
- 2) Eric working on developing road and bridges maintenance database/program
- 3) Discussion regarding the formation of a Trails Committee

Adrian Mandeville:

Fire Commission:

- 1) Will interface with Wally Bartion

Agenda Item 13: Public Comments:

None.

Agenda Item 14: Adjournment:

Adrian Mandeville Motioned to adjourn at 8:30 PM. **Jeff Murray** seconded.

Vote: 5 - 0 - 0 / motion passed, meeting adjourned.

The next scheduled BOF meeting is a regular monthly meeting on Wednesday,
December 23, 2015 at 7:00 pm at the Town Office Building Community room.

Respectfully Submitted,
Daniel Warren, Board Chairman
November 23, 2015

RECEIVED FOR RECORD

11-24-15 @ 3:22 PM

[Signature]
ASST. TOWN CLERK

**Town of Andover Board of Finance
Regular Meeting
Wednesday, December 23, 2015
7:00 p.m. – Town Office Building Community Room
17 School Road
Agenda**

- 1. Call to order:**
- 2. Pledge of Allegiance:**
- 3. Public Comment:**
- 4. Additions/deletions:**
- 5. Approval of Minutes of November 18, 2015:**
- 6. Selectman's Report:**
- 7. Transfers and Supplemental Appropriations**
- 8. Old Business**
 - 8a. Road Improvement Expenditures**
- 9. Liaison Reports:**
- 10. Public Comment:**
- 11. Adjournment:**

Respectfully submitted:
Dan Warren, Chairman

RECEIVED FOR RECORD
12-22-2015 @ 2:00 PM
Carol N. Lee
TOWN CLERK

801

**Andover Board of Finance
Regular Monthly Meeting Minutes
Wednesday, December 23, 2015**

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

BOF Members: Present:

Dan Warren, Board Chair, Linda Fish, Jeff Murray, Nathaniel Houle, Adrian Mandeville,
Eric Shevchenko

Absent: Georgette Conrad

Town Officials Present:

Robert Burbank, First Selectman

Staff Present:

Sandra Nichols, Board Clerk

Other Attendees:

None

Agenda Item 1: Call to Order: Dan Warren, 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 November 18, 2015 Minutes

Dan Warren motioned to approve the November 18, 2015 BOF regular monthly meeting minutes.

Jeff Murray Seconded

Motion Passed/Unanimous

Agenda Item 6: Selectman's Report:

Robert Burbank new assistant treasurer started last week, Maureen. Bob Burbank will get all the information to Dan Warren next week.

Dan Warren asks Mr. Burbank about the budget

Bob Burbank responds that he does not have a final report on it yet and there are items still on the "chopping block". This should be complete in the beginning of the New Year.

Agenda Item 7: Transfers and Supplemental Appropriations

Bob Burbank, the major transfers are due to the snow removal/sanding budget. This is the largest transfer. The Resident State Trooper is also a contract that the Town normally pays 70% and the State pays 30%. This year we will pay 85% and will need an additional appropriation of approximately \$28K. The contract for the Resident State Trooper will be approximately \$150K.

Dan Warren notes that this has a lot to do with the "fringe benefits". He then

892 asks Bob Burbank if there is any action that needs to be taken on these transfers?
Bob Burbank replies that action needs to be taken on them strictly for budgetary reasons, it shows that the money is there.

Dan Warren and Bob Burbank discuss what is stated in the Charter.

Adrian Mandeville Motions to approve the Transfers

Linda Fish Seconded

Discussion among the Board Members and Mr. Burbank on the Budget and the Transfers.

Motion Passed/Unanimous

Dan Warren opens a discussion about the \$28K needed for the Resident State Trooper. The BOS approved the second appropriation and the BOF can chose to approve it and hold a Public Hearing and then send it to Referendum. The BOF can also chose not to approve the additional appropriation.

Bob Burbank informs the Board that they do have the option to cancel the contract. They do however have to give the State 60 days notice.

Nathaniel Houle asks Bob Burbank if he receives a report of what the Resident State Trooper does?

Bob Burbank replies that he does and the information is available on the Town Website.

Discussion among the Board members and Mr. Burbank on the Resident State Trooper.

Adrian Mandeville Motions that the BOF does not approve the supplemental appropriation.

Eric Shevchenko Seconded

Discussion:

Dan Warren says that realistically we will have a referendum and it will come up at the Budget in April.

Bob Burbank replies that you, the Board, has to recommend the Budget and it has to go before a Town Meeting.

Linda Fish comments that if we do this now it costs the Town more money and will only be brought up again later. This should be discussed when the budget is discussed.

Motion Passed 5/0/1 Nathaniel Houle Abstained

Dan Warren Motions that the BOF requests that the BOS evaluate funding the additional amount required for the Resident State Trooper through departmental transfers instead of supplemental Appropriation Process for the current fiscal year.

Adrian Mandeville Seconded

Motion Passed 5/0/1 Nathaniel Houle Abstained

8a. Road Improvement Expenditures

Dan Warren asks about the road expenditures

Bob Burbank explains that there are two funds: one from taxation and one is the fund that the State gives the Town money for (180K). He explains that the Board does not see the expenditures that are utilized with State funds. He continues to explain that generally in the past we expend the tax dollars because we cannot roll it over so we use in its entirety.

Adrian Mandeville asks how can the Town budget for roads if we don't know what we are spending?

Bob Burbank replies that we can't put State money in the same line item as Town money for the roads. We are over expended 235K and had approximately 380K in the roads budget.

Dan Warren asks how many funds are there that the town has that this is being done without the BOF knowing?

Inaudible due to back ground noise

Agenda Item 9: Liaison Report:

Linda Fish reports that she attended the AHM Meeting and they are working on the Trail system for the kids behind EMH. The budget is fine and the Library is going fine they are now trying to get bids for the windows.

Dan Warren reports on CIP who received 3 request for capital expenditures from the Fire Commission. One was the replacement of an underground storage tank for which they have received one quote. Senior Transportation would like to purchase a van. The Public Works Department would like to purchase a new vehicle.

CIP will meet in Jan/Feb

Inaudible discussion

Agenda Item 10: Public Comment:

None

Agenda Item 11: Adjournment:

Dan Warren Motions to adjourn at 8PM

Adrian Mandeville Seconded

Motion Passed/Unanimous

The next scheduled BOF meeting is a regular monthly meeting on Wednesday, January 27, 2016 at 7:00 pm at the Town Office Community Room.

Respectfully Submitted,
Sandra Nichols, Board Clerk
December 28, 2015

RECEIVED FOR RECORD
12-28-15 @ 10:00 am
Carol H. Lee
TOWN CLERK

