Agenda # 10 **Adjournment:**

Linda Knowlton made a motion to adjourn at 9:09pm, Elaine Buchardt seconded the motion.

VOTE 4-0-0/ MOTION CARRIED

Respectfully Submitted,

Jay K. Linddy

RECEIVED FOR RECORD
12-20-10 @ 8:20 Am
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Regular Monthly Meeting – Wednesday, January 5, 2011 7pm
Town Office Building 17 School Road Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Opportunity to Add/Delete agenda items:**
4. **Approval of Board of Selectmen meeting minutes:** Special meeting December 15, 2010.
5. **Tax Refunds:** $ Robin Palumbo $ 11.98
6. **Treasurer monthly report:** December 2010.
7. **Planning & Zoning Commission:** Proposal to amend the current land use fees.
8. **Town Meeting January 20, 2011:**
   1. To choose a Moderator for said meeting.
   2. To determine whether to continue to provide a tax abatement for New Samaritan Housing Corporation, Inc. (Hop River Homes) fixing taxes for said non-profit housing.
   3. To determine whether the Town will accept the STEAP grant of $ 250,000.00 originally allocated for a new senior center reallocated for a new recreation field.
   4. To determine whether the Town will accept the STEAP grant of $ 200,000.00 for a new recreational field.
   5. To present and act on recommendations of Ordinance Review Committee for amendment / repeal of Ordinances.
   6. Adjournment
9. **Senior Center Repairs:** Replacement of stairs and ramp at Senior Center.
10. **Resolution / D.O.T.:** Authorizes the First Selectman to negotiate and execute all necessary Agreement-Contract documents on behalf of the Town of Andover. (Federal grant 5310 funds for elderly/disabled transportation).
11. **Proposal for Reappraisal and Revaluation of all real properties for the October 2011 Grand List:** The following companies submitted bids, Vision $ 60,000.00 and Municipal Valuation $ 56,500.00.
12. **Tax Abatement for firemen:**
13. **2011-2012 Budget:** Dates for budget workshop
14. **Liaison Reports:**
15. **Next Board of Selectmen meeting:** Town Meeting January 20, 2010, Regular Board Meeting February 2, 2011
16. **Public Speak:**
17. **Request for Executive Session:** Personnel
18. **Adjourn:**

RECEIVED FOR RECORD
1-3-11 @ 3:45pm
Carol A. Lee
TOWN CLERK

Andover Board of Selectmen
Regular board monthly meeting – Wednesday January 5, 2011 7pm
Town Office Building, Community Room 17 School Road, Andover, CT.

Meeting Minutes

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 7:00PM With the Pledge of Allegiance.

Members present: Robert F.Burbank, Jay K. Linddy, Elaine Buchardt, Linda Knowlton.

Public present: David Knowlton, Bob Wanagel, Virginia Wanagel and Georgette M. Conrad. And reporter from the River East News.

Members not present: David Ziff

AGENDA # 2: **Public Speak**

None

AGENDA # 3: **Opportunity to Add/Delete agenda items**

Jay Linddy made a motion to Add 5-A Tax Collectors monthly tax report for December 2010. Linda Knowlton seconded the motion

VOTE 4 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to Delete agenda item # 10 Resolution / D.O.T.. Linda Knowlton seconded the motion

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 4: **Approve Selectmen December 15, 2010 Special meeting minutes**

Jay Linddy made a motion to approve the December 15, 2010 special meeting. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 5: **Tax Refunds**

Jay Linddy made a motion to approve tax refund for Robin Palumbo for $11.98. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 5-A **Tax Collector December 2010 report**

The Board of Selectmen received the Tax Collector report for December 20, 2010.

AGENDA # 6: **Treasurer monthly report**

The Board of Selectmen received the Treasurer report for December 20, 2010.

AGENDA # 7: **Planning & Zoning Commission**

Motion made by Elaine Buchardt that the changes recommended by the Planning & Zoning Commission should confirm with surrounding towns. Linda Knowlton seconded the motion.

VOTE 3 – 1 – 0 MOTION CARRIED

Jay Linddy voted no

Jay request a member from the Planning & Zoning Commission be at our February meeting.

AGENDA # 8: **Town Meeting January 20, 2011**

Jay Linddy made a motion to approve the Agenda for the January 20, 2011Special Town Meeting. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 9: **Senior Center Repairs**

Revisit

AGENDA # 10: **Resolution / D.O.T.**

Motion to delete Resolution / D.O.T. from the agenda was made under agenda item # 3 opportunity to Add/Delete.

AGENDA # 11: **Proposal for Reappraisal and Revaluation**

Jay Linddy made a motion to approve Vision as the contractor for reappraisal and revaluation. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 12: **Tax Abatement for Firemen**

Board of Selectmen review the Tax Abatement for the Firemen

AGENDA # 13: **2011-2012 Budget**

Tuesday January 11, 2011 7:30pm Budget workshop.

AGENDA # 14: **Liaison Reports**

AGENDA # 15: **Next Board of Selectmen Meeting**

Special Town Meeting January 20, 2011 and Regular Meeting February 2, 2011.

AGENDA # 16: **Public Speak**

Georgette Conrad, Robert Wanagel Had comments for the Board of Selectmen

AGENDA # 17 **Request for Executive Session: Personnel**

Jay Linddy made a Motion to go into Executive Session for Personnel at 8:12pm. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

The Board of Selectmen came out of Executive Session at 8:25pm

AGENDA # 18: **Adjournment**

Linda Knowlton made a motion to adjourn at 8:28pm Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

236

Andover Board of Selectmen
January 5, 2011 monthly meeting

SIGN IN SHEET

please print name

DAVID KNOWLTON
BOB WANAGEL
Georgette M CONRAD
VIRGINIA WANAGEL

RECEIVED FOR RECORD
01-06-11 @ 10:26 AM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Special Meeting – Tuesday, January 11, 2011 7:30pm
Town Office Building Community Room, 17 School Road

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Approve Selectmen January 5, 2011 regular monthly meeting minutes:**
4. **2011-2012 Budget:**
5. **Next Board of Selectmen meeting:** Town Meeting January 20, 2010, Regular Board Meeting February 2, 2011
6. **Public Speak:**
7. **Adjourn:**

RECEIVED FOR RECORD
01-06-11 @ 10:26 Am
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Special meeting – Tuesday January 11, 2011 7:30pm
Town Office Building, Community Room 17 School Road, Andover, CT.

Meeting Minutes

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 7:41PM With the Pledge of Allegiance.

Members present: Robert F.Burbank, Jay K. Linddy, Elaine Buchardt. Linda Knowlton enter the meeting at 7:51pm.

Public present: Judy Knox, Michael Palazzi, Cathy Palazzi,

Members not present: David Ziff

AGENDA # 2: **Public Speak**

None

AGENDA # 3: **Approve Selectmen January 5 , 2011 meeting minutes**

Jay Linddy made a motion to approve the January 5, 2011 minutes. Elaine Buchardt seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

Linda Knowlton (enter meeting at 7:51pm) didn't vote on approval of minutes.

AGENDA # 4: **2011-2012 Budget**

Elaine Buchardt made a motion to recommend the Board of Finance approved line item 0143 **as budget last year**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance approved line item 0143 **as budget last year**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance approved line item 0145 **as budget last year**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance **increase** line item 0815 **by $ 400.00**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance approved line item 0105 **as budget last year**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance approved line item 0137 **as budget last year**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance approved line item 0149 **as budget last year**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance approved line item 0151 **as budget last year**. Linda Knowlton seconded the motion.

VOTE 3 – 0 – 1 MOTION CARRIED (Jay Linddy abstain)

Elaine Buchardt made a motion to recommend the Board of Finance approved line item 0153 **as budget last year**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance approved line item 0203 **as budget last year**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance approved line item 0205 **as budget last year**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance **reduce** line item 0303 **by $1,500.00**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance **increase** line item 0313 **by $1,500.00**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance approved line item 0309 **as budget last year**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 5: **Next Board of Selectmen Meeting**

Special Town Meeting January 20, 2011 & Regular Meeting February 2, 2011.

AGENDA # 7: **Public Speak**

Georgette Conrad, Robert Wanagel Had comments for the board.

AGENDA # 18: **Adjournment**

Linda Knowlton made a motion to adjourn at 8:48pm Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

RECEIVED FOR RECORD
1-13-11 @ 12:14pm
Carol N Lee
TOWN CLERK

240

Andover Board of Selectmen

Regular Monthly Meeting – Wednesday, February 2, 2011 7pm

Town Office Building 17 School Road Andover CT. Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Opportunity to Add/Delete agenda items:**
4. **Approval of Board of Selectmen meeting minutes:** Special meeting January 11, 2011
5. **Treasurer monthly report:** December 2010.
6. **Proposed Bill No. LCO No. 104:** Introduced by REP. Sawer, 55th Dist.
7. **Lease of Town property:**
8. **Forest Service Agreement:**
9. **MIRMA invoice:**
10. **2011-2012 Budget:**
11. **Liaison Reports:**
12. **Next Board of Selectmen meeting:** Regular Board Meeting March 2, 2011
13. **Public Speak:**
14. **Request for Executive Session:** negations
15. **Adjourn:**

RECEIVED FOR RECORD
01-31-11 @ 7:00 PM
Margaret H. Burch
Asst. TOWN CLERK

Andover Board of Selectmen
Regular meeting – Wednesday February 2, 2011 7:00pm
Town Office Building, Community Room 17 School Road, Andover, CT.

Meeting Minutes

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 7:00PM With the Pledge of Allegiance.

Members present: Robert F.Burbank, Jay K. Linddy, Elaine Buchardt. Linda Knowlton **Members not present:** David Ziff

Public present: Sylvia Dake, Jim Dake, Dianne Grenier, David Knowlton

AGENDA # 2: **Public Speak:**

None

AGENDA # 3: **Opportunity Add/Delete items:**

Jay Linddy made a motion to add to the agenda 8.1 purchase of a Defibrillator for the Town Office Building. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to add to the agenda 8.2 Nondiscrimination Resolution and CT. State Library grant for the Town Clerk. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to add to the agenda 8.3, Recommend to the Board of Finance to approve Stephen Hopkins proposed 3 year auditor contract. . Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 4: **Approve Selectmen January 11 , 2011 meeting minutes.**

Jay Linddy made a motion to approve the January 11, 2011 Special meeting. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 5 **Treasurers monthly report:** none

AGENDA # 6 **Proposed Bill No. LCO No. 104, Introduced by Rep. Sawyer.**

Jay Linddy made a motion that Andover Board of Selectmen not support propose bill no. LCO No. 104, introduced by Rep. Sawyer for Transportation and Tuition costs of students whose health condition requires them to attend another school. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA #7: **Proposed Lease on Town property:**

Jay Linddy made a motion to have a lease prepared for the old commuter parking lot on Route 6 near Route 316 with Chic-N-Scoop LLC. Elaine Buchardt seconded the motion.

VOTE 3 – 0 – 1 MOTION CARRIED Linda Knowlton abstained

AGENDA # 8: **Forest services agreement:**

Jay Linddy made a motion to approve the proposed Dubois Forestry and Land Management Professionals, LLC agreement with the Town of Andover. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 8.1 **Purchase of a Defibrillator:**

Jay Linddy made a motion to purchase a 2 Defibrillator up to $ 2,700.00 for the Town Office Building. The request for funding will be sent to the Board of Finance. Elaine Buchardt seconded the motion.$ 2,700.00.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 8.2 **Resolution for CT State Library Grant:**

Jay Linddy made a motion to authorized First Selectman to sign a Resolution for CT. State Library grant for the Town Clerk. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 8.3 **Proposed Auditor 3 year Contract**

Jay Linddy made a motion to add to the agenda 8.3, Recommend to the Board of Finance to approve Stephen Hopkins proposed 3 year auditor contract. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 9 **Authorize MIRMA payment:**

Jay Linddy made a motion to authorize payment to MIRMA. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 10: **2011-2012 Budget**

Jay Linddy made a motion to table the working on the 2011-2012 budget until February 10, 2011 at 6:30pm. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 11: **Liaison:**

Jay Linddy Board of Education, Sylvia Dake CERT, Elaine Buchardt CIP

AGENDA # 12: **Next Board of Selectmen Meeting:**

Budget workshop February 10, 2011 6:30pm & Regular Meeting March 2, 2011.

AGENDA # 13: **Public Speak:**

None

AGENDA # 14: **Executive session: Cancelled**

AGENDA # 15: **Adjournment:**

Linda Knowlton made a motion to adjourn at 8:10pm Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

RECEIVED FOR RECORD
2-3-2011 @ 2:20pm
Carol N Lee
TOWN CLERK

ATTACHMENT

RESOLUTION

BE IT RESOLVED by the Board of Selectmen of the Town of Andover; that the Town of Andover, hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes 4a-60(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

Resolution adopted this 2ND day of FEBRUARY, 2011

Robert F. Burbank

First Selectman

Jay K. Linddy

Selectman

Elaine Buchardt

Selectman

David Ziff

Selectman

Linda Knowlton

Selectman

ATTACHMENT

TOWN OF ANDOVER

RESOLUTION

RESOLVED: That Robert F. Burbank, First Selectman of the Town of Andover is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

Resolution adopted this 2ND day of FEBRUARY, 2011.

Robert F. Burbank
First Selectman

Jay K. Linddy
Selectman

Elaine Buchardt
Selectman

David Ziff
Selectman

Linda Knowlton
Selectman

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Andover Board of Selectmen

Special Meeting – Thursday, February 10, 2011 6:30pm
Town Office Building 17 School Road Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
4. **Approval of Board of Selectmen meeting minutes:** Regular meeting February 2, 2011.
5. **Energy Efficiency Grants:** To empower the First Selectman to apply for Energy Efficiency Grants.
6. **Old Fire House evaluation:** Request architect to give estimate to design a plan to have the Old Firehouse up graded to comply with present building code.
7. **2011-2012 Budget:**
8. **Liaison Reports:**
9. **Next Board of Selectmen meeting:** Regular Board Meeting March 2, 2011.
10. **Public Speak:**
11. **Adjourn:**

RECEIVED FOR RECORD
02-08-11 @ 2:40PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Special Meeting – Thursday February 10, 2011 6:30pm
Town Office Building, Community Room 17 School Road, Andover, CT.

Meeting Minutes

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 6:30PM With the Pledge of Allegiance.

Members present: Robert F.Burbank, Jay K. Linddy, Elaine Buchardt. Linda Knowlton **Members not present:** David Ziff

Public present: Joan Foran , Sylvia Dake, Jim Dake.

AGENDA # 2: **Public Speak:**

None

AGENDA # 4: **Approve Selectmen February 4 , 2011 meeting minutes.**

Jay Linddy made a motion to approve the February 4, 2011 Regular Meeting. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 5 **Energy Efficiency Grant:**

Jay Linddy made a motion to empower the First Selectmen to apply for Energy Efficiency Grants. Elaine Buchardt seconded the motion .

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 6 **Old Fire House evaluation:**

Jay Linddy made a motion to recommend to the Board of Finance to appropriate up to $ 10,000.00 for evaluation of the Old Fire House. Elaine Buchardt seconded the motion. Elaine Buchardt said Municipal Agent said Senior do not want to fix old fire house. They want a new one.

VOTE 3 – 0 – 1 MOTION CARRIED

Robert Burbank abstained

AGENDA # 7: **2011-2012 Budget**

Jay Linddy made a motion to **increase** line item # 135 by $ 3,650.00 for the 2011-2012 budget Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to **add** line item # 111-609 $ 1,000.00 Equipment and Line item 111-805 by $ 5,000.00 for tax refund for the 2011-2012 budget Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to **add** line item # 113-438 $ 200.00 & Line item 113-612 $ 50.00 2011-2012 budget Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to **add** $ 228.00 Line item 119-800 2011-2012 budget Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change** on line item # 127-540 but Add line item 801-500 $400.00, Line Item 801-610 $ 300.00 & 801-810 $ 300.00 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 147-365 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 301 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 305 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 309 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 311 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 403 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 501 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 601 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 603 Linda Knowlton seconded the motion.

VOTE 3 – 0 – 1 MOTION CARRIED

Jay Linddy abstained

Elaine Buchardt made a motion for **No change on** line item # 701 Linda Knowlton seconded the motion.

VOTE 3 – 0 – 1 MOTION CARRIED

Jay Linddy abstained

Elaine Buchardt made a motion for **No change on** line item # 703 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 807 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 809 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **Increase** $400.00 line item # 815 break down line Item 815-438.00 $ 300.00 and Line item 815-200 $ 200.00 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 817 Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion for **No change on** line item # 819 Linda Knowlton seconded the motion.

AGENDA # 8: **Liaison Reports:**

AGENDA # 9: **Next Board of Selectmen meeting:**

Regular board meeting March 2, 2011

AGENDA # 10: **Public Speak:**

None

AGENDA # 11: **Adjourn:**

Linda Knowlton made a motion to adjourn at 8:38pm. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

RECEIVED FOR RECORD
02-14-11 @ 5:33 pm
Margaret H. Busch

Andover Board of Selectmen

Special Meeting – Tuesday, February 22, 2011 2:00pm
Town Office Building 17 School Road Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
4. **Approval of Board of Selectmen meeting minutes:** Regular meeting February 15, 2011.
6. **Correct wording of February 10, 2011 Special Meeting Motion on Agenda Item # 6,Old Fire House evaluation:** To recommend to the Board of Finance to appropriate $ 10,000.00 to hire an Architect to give an estimate to design a plan to have the Old Firehouse up graded to comply with present building code.
7. **2011-2012 Budget:**
8. **Liaison Reports:**
9. **Next Board of Selectmen meeting:** Regular Board Meeting March 2, 2011.
10. **Public Speak:**
11. **Adjourn:**

RECEIVED FOR RECORD
02-17-11 @ 2:00 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Special meeting – Tuesday February 22, 2011 2:00pm
Town Office Building, Community Room 17 School Road, Andover, CT.

Meeting Minutes

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 2:00pm With the Pledge of Allegiance.

Members present: Robert F.Burbank, Jay K. Linddy, Elaine Buchardt. Linda Knowlton..

Public present: none

Members not present: David Ziff

AGENDA # 2: **Public Speak**

None

AGENDA # 4: **Approve Selectmen February 15 , 2011 meeting minutes**

Jay Linddy made a motion to table the February 15, 2011 minutes. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 6: **Correct wording of February 10, 2011 Special Meeting Motion on Agenda item # 6, Old Fire House evaluation:**

Jay Linddy made a motion to recommend to the Board of Finance to appropriate $ 10,000 to hire an Architect to give an estimate to design a plan to have the Old Firehouse up graded to comply with present building code. Linda Knowlton seconded the motion, Jay felt at the February 10, 2011 meeting he worded the motion wrong and wanted to correct the wording.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 7 **2011-2012 Budget**

Elaine Buchardt made a motion to recommend the Board of Finance line item Civil Preparedness 135-100 salary **$ 1,000.00** ($500.00 from Budget and Matching $ 500.00 from Homeland security grant.) Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance line item Actuarial Services 105-325 **by $ 2,500.00**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Elaine Buchardt made a motion to recommend the Board of Finance **increase** line item 135-100 Municipal Agent **by $ 2000.00**. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to recommend to the Board of Selectmen the propose Capital improvement budget. Linda Knowlton seconded the motion.See attached sheet.

VOTE 4 – 0 – 0 MOTION CARRIED

Bob Burbnak made a motion to **increase the bookkeepers hours by 102 per year (2hrs more a week)** Elaine Buchardt seconded the motion.

VOTE 2 –2 – 0 MOTION FAILED

Linda Knowlton & Jay Linddy vote NO

Elaine left meeting at 3:30pm

Jay Linddy made a motion to recommend the Board of Finance **increase** line item 301-435 **by $ 2,000.00**. Linda Knowlton seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to recommend the Board of Finance **increase** line item 301-602 **by $ 3,000.00**. Linda Knowlton seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to recommend the Board of Finance **increase** line item 301-603 **by $ 500.00**. Linda Knowlton seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to recommend the Board of Finance **increase** line item 113-438 **by $ 200.00**. Linda Knowlton seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to recommend the Board of Finance **increase** line item 301-612 **by $50.00**. Linda Knowlton seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to recommend the Board of Finance **increase** line item 129-350 **by $ 182.00**. Linda Knowlton seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to recommend the Board of Finance **increase** line item 129-432. **by $ 250.00**. Linda Knowlton seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to recommend the Board of Finance **increase** line item 129-434**by $ 1,000.00**. Linda Knowlton seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to recommend the Board of Finance **increase** line item 129-335 **by $ 335.00** Linda Knowlton seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to recommend the Board of Finance **increase** line item 129-652 **by $ 100.00** Linda Knowlton seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to recommend the Board of Finance **increase** line item 129-350 **by $ 1,000.00**. Linda Knowlton seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

AGENDA # 8: **Liaison Reports:**

AGENDA # 9: **Next Board of Selectmen Meeting:**

Regular Board of Selectmen Meeting March 2, 2011

AGENDA # 10: **Public Speak:**

none

AGENDA # 11: **Adjournment:**

Linda Knowlton made a motion to adjourn at 3:50pm Jay Linddy seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

RECEIVED FOR RECORD
03-07-11 @ 4:24 PM
Margaret L. Busch
Asst. TOWN CLERK

	A	B	C	D	E	F	G	H	I
1	**TOWN OF AND[illegible]R, CONNECTICUT**								
2	Capital Improvement Plan with suggestions through 2016/2017								
3	For the years 2010-11 through 2016-17								
4									
5	**DEPARTMENT AND DESCRIPTION**	**FY 2010/2011**	**FY2011/2012**	**FY 2012/2013**	**FY2013/2014**	**FY2014/2015**	**FY2015/2016**	**FY2016/2017**	**Proposed Funding**
6	**Public Works**								
7	Future Road Work *	175,000	175,000	175,000	175,000	175,000	175,000	175,000	State Road Funds and taxatio
8	Heavy Duty Truck Replacement*			80,000					Town Owned Equip. Fund
9	Small Dump TrucK Replacement	35000							Taxation
10	Backhow/Loader	17,000							Town Owned Equip. fund-Lea
11									
12									
13	**Disposal Area**								
14									
15									
16	**Fire Department**								
17	Roof Replacement*	40,000							
18	Air Tanks replacement		13,110						taxation
19	Boots		4,600	4,600					Taxation
20	Forestry Truck Replacement					55,000			Taxation
21	Engine Tank Refurbishment			123,000					TBD
22	Vehicle Exhaust Removal System						100,000		taxation
23	Replacement FF Turnout Gear		11,557	12,000	12,000	12,000	12,000	12,000	taxation
24	Air Packs		22,500						taxation
25									
26	**Library**								
27									
28	Parking Lot Paving		56,000						LOCIP
29	Resurfacing of building exterior								TBD
30	Enlarged Parking Area/STAIRWAY,SIDEWALK		42,500						LOCIP
31	SEPTIC TANK REPLACEMENT		4,000						LOCIP
32	Window Replacement								TBD
33									
34	**Animal Control**								
35									
36									
37	**Town Building/Acquisitions**								
38	Furnace - Town Office Building *								
39	Public Works Facility Roof*			50,000					Taxation
40	Senior Center		25,000						TBD
41	Old Town Hall Roof*	7,000							LOCIP
42									taxation
43									
44									

ATTACHMENT

Andover Board of Selectmen

Regular Meeting – Wednesday, March 2, 2011 7:00pm
Town Office Building 17 School Road Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Approval of Board of Selectmen meeting minutes:** Special meeting February 15,& 22, 2011.
4. **Opportunity to Add or Delete Agenda items.**
5. **Tax refunds:** Sarah Buchardt $ 147.38, David Hewett $ 40.57, Honda Lease Trust $ 38.06, Robert Tworkowski $ 26.17 and Richard $ 19.00. and request 21 Chester Brooks Lane $ 2,121.06.
6. **Tax Collector: February monthly report:**
7. **Inland Wetlands Commission:** Appoint Bethany Busch as a Alternate
8. **Municipal Agent Compensation:** Town Attorney opinion
9. **Treasures February monthly report:**
10. **Defibrillator:**
11. **Planning & Zoning Request:** proposed new fees.
12. **Route 6 Regional Economic Development Council:**
13. **2011-2012 Budget:**
14. **Liaison Reports:**
15. **Next Board of Selectmen meeting:** Regular Board Meeting April 6, 2011.
16. **Public Speak:**
17. **Adjourn:**

RECEIVED FOR RECORD
03-01-11 @ 10:48 AM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Regular meeting – Wednesday March 2, 2011 7:00pm
Town Office Building, Community Room 17 School Road, Andover, CT.

Meeting Minutes

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 7:00PM With the Pledge of Allegiance.

Members present: Robert F.Burbank, Jay K. Linddy, Elaine Buchardt. Linda Knowlton **Members not present:** David Ziff

Public present: Wallace Barton Jr., Ronald Mike Jr., Julia A. Harverl, Dianne Grenier, and David Knowlton.

AGENDA # 2: **Public Speak:**

None

AGENDA # 3: **Approval of Board of Selectmen minutes:**

Jay Linddy made a motion to table approving the minutes. Linda Knowlton seconded the Motion

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 4: **Opportunity Add/Delete items:**

Jay Linddy made a motion to add to the agenda item 9.a Town Annual report. Linda Knowlton seconded the Motion

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 5: **Tax Refunds:**

Jay Linddy made a motion to approve Tax refunds for the following: Sarah Buchardt $ 147.38, David Hewett $ 40.57, Honda Lease Trust $ 38.06, Robert Tworkowski $ 26.17, Richard Wilson $ 19.00 and DCFS Trust $ 488.24.Elaine Buchardt seconded the motion.

VOTE 3 – 0 – 1 MOTION CARRIED

Elaine Buchardt abstained

Jay Linddy made a motion to approve Tax refund for the James & Sharyn Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 6 **Tax Collector:**

The Andover Board of Selectmen member received the report.

AGENDA # 7: **Inland Wetsland Commission:**

Jay Linddy made a motion to appoint Bethany Busch as a Alternate member to the Inland Wetsland Commission. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 8 **Municipal Agent Compensation:** Board of Selectmen agree with the Town Attorney opinion.

AGENDA #9: **Treasures February Report:**
None

AGENDA # 9-a: **Addition to Agenda – Town Annual report**
Board members will read over the report and next meeting go over the changes they find. Special Thanks to Mickey Busch and Marie Burbank for putting the report together..

AGENDA # 10 **Defibrillator:**
The Board of Finance approve the request for 1 defibrillator for the Town Office Building.

AGENDA # 11 **Planning & Zoning request for new fees:**
Jay Linddy made a motion to change the Subdivision Base fee for Administrative costs to $00.00 + $ 100 per lot for the first three (3) lots and $ 150.00 per lot for each lot over three (3) lots (+ $ 60.00 State Fee) Linda Knowlton seconded the motion.

VOTE 3 – 1 – 0 MOTION CARRIED
Elaine Buchardt vote NO

Jay Linddy made a motion to change fees for for engineering/Legal/Outside Consultant Review not specifically defined see attached definition consultant. Linda Knowlton seconded the motion.

VOTE 3 – 1 – 0 MOTION CARRIED
Elaine Buchardt vote NO

Jay Linddy made a motion to change fees for Special Permit – w/out site development to $ 350.. (+ $ 60.00 State Fee). Linda Knowlton seconded the motion.

VOTE 1 – 3 – 0 MOTION Failed
Elaine Buchardt, Jay Linddy. Linda Knowlton vote NO

Jay Linddy made a motion to change fees for Special Permit – w / site development to $ 250(+ $ 60.00 State Fee). Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to change fees for Special Permit – w/ site development to $ 500.. (+ $ 60.00 State Fee). Linda Knowlton seconded the motion.

VOTE 1 – 3 – 0 MOTION Failed
Elaine Buchardt, Jay Linddy. Linda Knowlton vote NO

Jay Linddy made a motion to change fees for Special Permit – w/ site development to $ 400.. (+ $ 60.00 State Fee). Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to change fees for Site Plan – currently not specifically defined and falls under Special Permit to $ 150.00 (+ $ 60.00 State Fee). Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to change fees for Site Plan – currently not specifically defined and falls under Special Permit to $ 350.00 (+ $ 60.00 State Fee). Linda Knowlton seconded the motion.

VOTE 1 – 3 – 0 MOTION Failed

Elaine Buchardt, Jay Linddy. Linda Knowlton vote NO

Jay Linddy made a motion to change fees for Site Plan – currently not specifically defined and falls under Special Permit to $ 250.00 (+ $ 60.00 State Fee). Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to change house inspections to $ 35.00 inspection. Linda Knowlton seconded the motion.

VOTE 1 – 3 – 0 MOTION Failed

Elaine Buchardt, Jay Linddy. Linda Knowlton vote NO

Jay Linddy made a motion to change house inspections to $ 25.00 inspection. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to change Temporary Zoning Compliances to $ 100.00. Linda Knowlton seconded the motion.

VOTE 2 –2 – 0 MOTION Failed

Bob Burbank and Jay Linddy voted No

Jay Linddy made a motion to change release letter from Land Records to $ 50.00. Linda Knowlton seconded the motion.

VOTE 3 – 1 – 0 MOTION CARRIED

Elaine Buchardt vote NO

Jay Linddy made a motion to change Zone Change to $ 500.00 (+ $ 60.00 State Fee). Linda Knowlton seconded the motion.

VOTE 0 – 4 – 0 MOTION Failed

No action was taken on regulation Amendments from $ 50.00 to $ 500.00

Jay Linddy made a motion to change fees to $ 25.00 for Sign Permits. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

See 3 page proposed changes for more information on motions

AGENDA # 12 **Route 6 Regional Economic Development Council:**

Elaine Buchardt review the board members of the EDC council meeting.

AGENDA # 13: **2011-2012 Budget**

Went over budget items

AGENDA # 14: **Liaison Reports:**

Elaine Buchardt : Sr. Transportation , C.I.P. policy & E.D.C. during vender directory, Jay Linddy School Budget hearing March 9 7:00pm & snow removal from school roofs.

AGENDA # 15: **Next Board of Selectmen Meeting:**

Budget workshop February 10, 2011 6:30pm & Regular Meeting March 2, 2011.

AGENDA # 13: **Public Speak:**

David Knowlton, Julia Haverl

AGENDA # 14: **Executive session: Cancelled**

AGENDA # 15: **Adjournment:**

Linda Knowlton made a motion to adjourn at 9:17pm Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

RECEIVED FOR RECORD
03-07-11 @ 2:25PM
Margaret H. Busch
Asst. TOWN CLERK

260

Andover Board of Selectmen

Regular Meeting – Wednesday, April 6, 2011 7:00pm

Town Office Building 17 School Road Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Approval of Board of Selectmen meeting minutes:** Regular meeting March 2, 2011.
4. **Opportunity to Add or Delete Agenda items.**
5. **Tax refunds:** Deborah Kelly $ 218.37, William Mager, Donald $ 78.72, Donald or Ann Rey $ 29.42 & Paul Taff $ 13.69.
6. **Tax Collector:** March 2011 **monthly report:**
7. **Board of Finance Public Budget Hearing:** Wednesday April 27, 2011 7:00pm
8. **Annual Town Budget Meeting:** May 4, 2011
9. **Treasures March 2011 monthly report:**
10. **Senior Center:** Proposal installing heating & cooling system.
11. **Fire House roof replacement:** Bid specification.
12. **Land Lease Route 6 & Route 316:** Chic-N-Scoop, LLC.
13. **Request for refund of previous tax payment:** Andover Board of Assessment Appeals denied appeal on March 29, 2008.
14. **Resident Trooper contract renewal:** July 1, 2011 to June 30, 2013, increase of $ 9,615.71 for July 1, 2011 – June 30, 2012.
15. **Small Town Economic Assistance program:** Select a Grant Administrator for soccer field.
17. **Pump out permit: regulations, and inspection septic systems**
18. **2011-2012 Budget:**
19. **Liaison Reports:**
20. **Next Board of Selectmen meeting:** Regular Board Meeting April 6, 2011.
21. **Public Speak:**
22. **Adjourn:**

RECEIVED FOR RECORD
04-04-11 @ 2:23PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Regular Meeting – Wednesday April 6, 2011 7:00pm
Town Office Building - 17 School Road – Andover, CT.

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 7:00pm with the Pledge of Allegiance.

Members present: Robert Burbank, Jay K. Linddy, Elaine Buchardt, Linda Knowlton. **Member not present:** David Ziff.

Public present: Wallace Barton Jr.,Julia A. Haverl, Dianne Grenier,Dick Wilber, Kathleen McLean, Georgette Conrad, Naida Arcenas, Art Wood, Virginia Wanagel, Robert Wanagel, Dennis Foran.

AGENDA # 2: **Public Speak:** Art Wood

AGENDA # 3: **Approval of Board of Selectmen minutes:** Jay Linddy made a motion to approve the minutes from the regular March 2 meeting. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 4 **Opportunity to Add or Delete agenda items.** None

AGENDA # 5 **Tax refunds:** Jay Linddy made a motion to approve Tax refunds for the following: Deborah Kelly $ 218.37, William Mager $ 78.72.Donald or Ann Rey $ 29.42, Paul Taff $ 13.69 and Felicia Kaufman $ 6.81. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 6 **Tax Collector monthly report:** Jay Linddy made a motion to approve the March 2011 monthly Tax Collector report. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 7 **Board of Finance public budget hearing:** The Board of Finance set the date of Wednesday April 27, 2011 7:00pm.

AGENDA # 8 **Annual Town Budget Meeting:** Jay K. Linddy made a motion to approve the May 4,2011 Annual Town Budget Meeting 7:00pm. Linda Knowlton seconded the motion.

VOTE 3 – 1 – 0 MOTION CARRIED – Jay Linddy voted NO

AGENDA # 9 **Treasures monthly report:** Jay Linddy made a motion to approve the March 2011 monthly Treasures monthly report. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 10 **Senior Center:** Review proposal installing heating & cooling system.

AGENDA # 11 **Fire House roof replacement:** (Bid specifications) Board of Fire Commission will open bids on Friday April 15, 2011. Jay Linddy made a motion to have a Special Board of Selectmen meeting On Monday April 18, 2011 at 2:00 Community Room. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 12 **Land Lease Route 6 & Route 316:** Review lease for chic-N-Scoop, LLC. Approve by Board of Selectmen last month and approve by Town Attorney.

AGENDA # 13 **Request for refund of previous tax payment:** Board of Selectmen review Town Attorney opinion, No action was taken.

AGENDA # 14 **Resident Trooper contract renewal:** Jay Linddy made a motion to authorize First Selectman Robert F. Burbank to sign the contract with the State of Connecticut for Resident Trooper contract. Elaine Buchardt. Seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 15 **Small Town Economic Assistance Program:** Jay Linddy made a motion to appoint Community Consulting as grant administrator for the new soccer fields. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 17 **Pump out permit:** Mr. Wood and Mrs. Arcenas address Board of Selectmen about regulations, licensing and inspection of septic systems. Board of Selectmen will read the Q & A from the Chatham Health District. Board will look into setting a sub-committee or having Eastern Health District address the Board of Selectmen.

AGENDA # 18 **2011-2012 Budget:** none

AGENDA # 19 **Liaison Report:**

AGENDA # 20 **Next Board of Selectmen meeting:** Special Meeting Monday April 18,2011 2:00pm. And Special Meeting Tuesday May 10, 2011. (Regualar Monthly meeting Wednesday May ,4 2011) was cancelled because of Town Meeting.)

AGENDA # 21 **Public Speak:** Georgette Conrad, Julia Haverl, Dennis Foran, Diane Grenier, and Virginia Wanagel had comments for the Board of Selectmen.

AGENDA # 22 **Adjourn:** Linda Knowlton made a motion to adjourn at 8:49pm Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Respectfully Submitted,
Jay K. Linddy

Attachments: Agenda Item # 12: Land Lease Agenda item # 13 Town Attorney opinion on request for refund .

RECEIVED FOR RECORD
04-07-11 @ 4:00 PM
Margaret H. Busch

ATTACHMENT 262 A

RESOLUTION

RESOLVED: That **Robert F. Burbank**, the **FIRST SELECTMAN** be and herewith authorized to execute a contract on behalf of the Town of **Andover** with the Connecticut Department of Public Safety, Division of State Police for the services of **1** Resident State Trooper(s) for the period of July 1, 2011 to June 30, 2013.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Town of **Andover** this **6th** day of **April**, A.D. 2011.

Robert F. Burbank
First Selectman

Jay K. Linddy
Vice-First Selectman

Elaine Buchardt
Selectman

David Ziff
Selectman

Linda Knowlton
Selectman

TIBRARY

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O'Brien and Johnson

ATTACHMENT

Attorneys at Law

120 Bolivia Street, Willimantic, Connecticut 06226 Tel (860) 423-2860 Fax (860) 423-1533

Attorney Dennis O'Brien
[illegible]s@OBrienJohnsonLaw.com

Attorney Susan Johnson
susan@OBrienJohnsonLaw.com

April 6, 2011

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

Re: **Dennis M. Foran Request for Tax Payment Refund**

Dear Bob:

You have referred to me for my opinion as town counsel a March 15, 2011 letter received by the Town of Andover Board of Selectmen from resident Dennis M. Foran. Mr. Foran is asking for a refund of $292.24 in personal property taxes he apparently paid under protest in 2008, per the October 2007 Grand List.

In response to your request, I have reviewed, among many other items, a detailed letter from Mr. Foran's attorney addressed to the board of selectmen on August 12, 2008, and an equally lengthy September 30, 2008 reply letter from the town assessor.

In his recent interdepartmental memorandum to the board of selectmen, the town assessor wrote that:

> In regards to the letter from Mr. Dennis Foran dated March 15, 2011, he is referring to his assessment on the 2007 Grand List. As indicated in his letter, Mr. Foran filed an appeal with the BAA and received their judgment [denying his appeal] on April 4, 2008. If he was aggrieved by the actions of the BAA, pursuant to CGS 12-117a he was required to file an appeal in superior court on or before June 4, 2008. Since he failed to file an appeal in superior court by the requested deadline, this is considered a waiver of his right to appeal further. Since he waived his right to appeal his 2007 Grand list assessment to superior court, the matter is now closed.

For all practical purposes, the assessor is correct. Property tax assessment and collection must be done in strict conformity to state law. State law gives the authority to make such determinations to the assessor and to the board of assessment appeals if an appeal is made to the board, as Mr. Foran did in his case. Per state law only the superior court was empowered to overturn the determinations of the assessor and board of assessment appeals, and Mr. Foran did not appeal to the court.

ATTACHMENT

Under the law of our state, boards of selectmen have very limited authority with respect to property tax assessment. These limited powers do not provide selectmen with authority to override the administrative decisions of the assessor and board of assessment appeals in this case. The authority of the selectmen to intervene as Mr. Foran has requested does not come into play until a case like this has been appealed to the superior court per C.G.S. section 12-117a.

Had Mr. Foran appealed to the court, the selectmen, having the power per Connecticut General Statutes section 7-12 to adjust and settle and pay all claims against the town, would have had the authority if they saw fit to vote to adjust and settle Mr. Foran's appeal by paying all or part of what he is now asking for almost three years later. Since, however, Mr. Foran did not appeal, which is understandable in a case involving less than $300.00, his claim expired on or about June 4, 2008, and he no longer has a viable claim against the town, which perhaps could have been adjusted and settled by the selectmen per section 7-12.

For all of the foregoing reasons it is my opinion that the board of selectmen lacks the authority to grant the request made by Mr. Dennis M. Foran in his March 15, 2011 letter. In fact, to do so could be a violation of C.G.S. section 7-348 which bars town officials from spending town funds in excess of appropriations, except under special circumstances apparently not present here.

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

Very truly yours,

Dennis O'Brien
Town Attorney

LAND LEASE

THIS AGREEMENT is made and executed this 4 day of APRIL, 2011, by and between the Town of Andover, Connecticut, a State of Connecticut municipal corporation, hereinafter referred to as "LESSOR", and Chic-N-Scoop, LLC, of Andover, Connecticut, hereinafter referred to as LESSEE".

WHEREAS, Lessor is the owner of a certain piece or parcel of land in Andover, Connecticut, consisting of .24 acres, more or less, more specifically described on the Town of Andover Assessor's Map, attached hereto as Exhibit A, Map 33 Block 27 Lot 22 near the intersection of Route 6 and Route 316; and

WHEREAS, Lessee desires to lease the aforesaid parcel, hereinafter referred to as "PREMISES", from Lessor for an initial term of one year in accordance with the terms and conditions hereinafter set forth; and

WHEREAS, Lessor agrees to lease the Premises to the Lessee in accordance with the terms and conditions hereinafter set forth.

NOW THEREFORE, the parties hereto intending to be legally bound hereby, in consideration of the above covenants and conditions and those hereinafter stated, mutually covenant and agree as follows:

1. Premises: Lessor hereby leases said Premises to Lessee and Lessee rents from Lessor, for the purpose of operating a mobile food truck on the vacant parcel of property.

2. Terms: The term of this Agreement shall be for an initial term of one year, starting on the first day of April, 2011, and terminating on the last day of March 2012.

Upon the expiration of the initial one year term of this Lease, provided Lessee notifies Lessor at least sixty (60) days prior to the expiration of said initial term of its intent to extend the initial term of this Lease, this Lease shall be extended for one additional term of one year, with all other terms of this Lease to be so extended also.

3. Rent: Lessee shall pay Lessor without demand the sum of $250 Dollars per month in advance commencing on the first day of April 2011, and monthly thereafter on the same day of each consecutive month during the original term hereof or any extension thereof. Lessee agrees to pay such rent to Lessor at Andover Town Hall, or at such other place as Lessor may from time to time request.

ATTACHMENT

4. Utilities: If the Lessee desires to have electrical service on the site it shall be permitted to do so by the Lessor and the Lessee shall arrange for the installation of such service at its sole cost and expense and will comply with all pertinent building codes and regulations. Materials installed on the premises will become the property of the Lessor upon termination of this lease. The cost of monthly electrical service to the site shall be paid by the Lessee and the Lessee hereby holds harmless and indemnifies the Lessor for the monthly cost of the utility service.

5. Improvements: Lessee shall not have the right to make and construct improvements at the Premises without the written permission and consent of the Lessor. Any such improvements made at the Premises shall upon the expiration or earlier termination of this Agreement become the property of the Lessee, unless otherwise agreed between the parties in writing.

6. Maintenance of Premises: Lessee hereby covenants and agrees that it will use due care on the Premises and that it will be responsible to pay for any and all need of repairs thereof. The Lessee shall maintain the Premises in good condition and repair, reasonable wear and tear excepted.

7. Repair of Damage: In the event that the Premises is either partially or totally destroyed or damaged by fire or other casualty, the repair shall be the full responsibility of the Lessee.

8. Insurance: Lessee is responsible for insuring the Premises and all other improvements located thereon against, fire, theft and any and all other casualty and loss. Lessee is also responsible for insuring all of the contents and belongings in the Premises against fire, theft and any and all other casualty and loss incurred by Lessee or any of its employees, agents, invitees, occupants, customers or any other persons at or on the Premises, and hereby holds the Lessor harmless for same. Security of the Premises is completely and solely the responsibility of Lessee, and the Lessor will not be held liable due to theft or vandalism of the Premises property. The Lessor shall be designated as an additional insured on all policies.

9. Indemnification by Lessee: Lessee hereby covenants and agrees that he will indemnify, defend and hold the Lessor harmless from any and all claims, demands, suits, causes of action, losses, damages, expenses and/or any and all litigation arising out of

occurrences, in or at the Premises or as occasioned or suffered by the Lessee or any of its employees, agents, invitees, customers, occupants, or other persons in attendance in or at the Premises, and also for any damages awarded for such claims, demands, causes of action, losses, damages and expenses or for costs or attorney's fees, due to the error, act or omission of the Lessee.

10. Laws, Regulations and Codes: Lessee shall at all times during the term of this Agreement comply with all local, state and federal laws, building, fire and sanitation regulations and codes as they affect Lessee's enjoyment of the Premises.

11. Waste and Nuisance: Lessee hereby covenants and agrees not to commit waste on or at the Premises or allow it to be committed nor permit maintenance of a nuisance or any other noxious matter there.

12. Surrender of Premises: Unless otherwise agreed between the parties or unless as otherwise provided for by the terms of this Agreement, Lessee hereby covenants and agrees to surrender the premises at the end of the term arranged for under this Agreement or any extension hereof, and to remove within Thirty (30) days of said expiration all Lessee's personal property occupying the Premises, so that it is restored to the same or similar condition it was in before Lessee first occupied it, other than improvements performed by Lessee constituting fixtures, with exception for reasonable wear and tear or damage by unavoidable casualty not able to be repaired in time. Any and all property not removed from the Premises within Thirty (30) days at the end of the term of this Agreement or any extension hereof, will be considered to have reverted to the status of building improvements belonging to the Lessor or to have abandoned as to any and all rights or claims of Less, and will be at Lessor's sole right of disposal.

13. Assignment and Subordination: Lessee during the term hereof, shall not have the right to sell, assign, sublease, mortgage or encumber any part or all of the Premises, without the prior written consent of the Lessor, which may be unreasonably withheld at the sole discretion of the Lessor.

14. Events of Default and Remedies:

A. Events of Default: Each of the following events shall constitute an event of default under this Agreement:

ATTACHMENT

(1) If Lessee shall fail to pay any monthly installment of rent or any other charges or payments provided for in this Agreement on the date the same is due;

(2) If Lessee shall default in the performance of or compliance with any of the terms, covenants, agreements, conditions or provisions of this Agreement and said default shall continue for a period thirty (30) days after written notice thereof by Lessor to Lessee;

B. Remedies: In addition to all the remedies provided to Lessor in this Agreement, Lessor shall have the following rights upon or after the occurrence of an event of default by Lessee:

(1) To terminate this Agreement and retain all payments previously made hereunder by Lessee as liquidated damages.

15. Time of the Essence: Time is of the essence with respect to any time period for the performance of any conduct or act by either party set forth in this Agreement.

16. Waiver: No delay, omission or failure to exercise any right of Lessor under this Agreement shall be construed as a waiver of any such right or as impairing any such right. Any waiver by Lessor of a single breach or default shall not be construed as or constitute a waiver of any prior to subsequent breach or default. All remedies provided for above or by law, or otherwise afforded to Lessor, are cumulative and not alternative.

17. Binding Effect: This Agreement shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors and assigns.

18. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut.

19. Integration: This Agreement contains and constitutes the final expression of the intent of the parties hereto and is the complete and exclusive statement of the terms and conditions agreed upon by the parties hereto. No modifications or amendment of this Agreement will be valid unless stated in writing and executed by the parties hereto, and

ATTACHMENT

no parol or intrinsic evidence shall be admissible to explain or contradict the terms hereof.

20. Severability: If any provision of this Agreement is held invalid by any court of competent jurisdiction, said provision shall be deleted from this Agreement, but such invalidity shall not affect the other provisions that can be given legal effect without the invalid provision.

21. Counterparts: This Agreement may be executed simultaneously in one or more copies or counterparts, each of which shall be deemed an original, but all of which together shall constitute and be one and the same Agreement.

22. No Recording: The parties covenant and agree that this Agreement shall not be recorded at the Office of the Town Clerk, Andover, Connecticut but will remain on file with the town and is a publically accessible document.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day, month and year first above written.

LESSOR:

Robert F. Burbank, First Selectman
Town of Andover
Duly Authorized

LESSEE:

David Knowlton, Managing Member
For Chic-N-Scoop, LLC
Duly Authorized

270

Andover Board of Selectmen

Special Meeting – Monday April 18, 2011 2:00pm

Town Office Building 17 School Road Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Approval of Board of Selectmen meeting minutes:** Regular meeting April 6 2011.
4. **Tax refunds:** Beacher McNeal $ 68.69
5. **Receive bids from Andover Fire Commission for Roof project:** Board of Selectmen to review bids and take action if needed.
6. **Next Board of Selectmen meeting:** Special Meeting Tuesday May 10, 2011 (replace regular board meeting on May 4, 2011 Town Annual Budget meeting being held on May 4)).
7. **Public Speak:**
8. **Adjourn:**

RECEIVED FOR RECORD
04-07-11 @ 4:00 pm
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Special Meeting – Monday April 18, 2011 2:00pm
Town Office Building - 17 School Road – Andover, CT.

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 2:00pm with the Pledge of Allegiance.

Members present: Robert Burbank, Jay K. Linddy, Elaine Buchardt, Linda Knowlton. **Member not present:** David Ziff.

Public present: Wallace Barton Jr.,Julia A. Haverl.

AGENDA # 2: **Public Speak:** Wallace Barton Jr.

AGENDA # 3: **Approval of Board of Selectmen minutes:** Jay Linddy made a motion to approve the minutes from the regular April 6, 2011 meeting. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 4 **Tax refunds:** Jay Linddy made a motion to approve Tax refunds for the following: Beacher McNeal. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 5 **Andover Fire Commission Roof Project bids:** it was unanimous recommendation of the Andover Fire Commissioners to recommend to the Board of Selectmen that Dzen Commercial Roofing Inc. be award the contract for $ 40,735.00 plus $ 55.00 sheet for plywood replacement as needed. Discussion by Selectmen that of all bids received only three met the bid request of the Board of Selectmen that included the EPDM flat roof section. Immaculate Concepts the lowest bidder that met all the required qualifications. Linda Knowlton made a motion to award the contract to Immaculate Concepts, 265 Beaummont Highway, Lebanon, CT. for the sum of $ 37,857.00 plus $ 55.00 per sheet for plywood replacement as needed. Elaine Buchardt seconded the motion.

VOTE 3 – 0 – 1 MOTION CARRIED Jay Linddy abstained

AGENDA # 6 **Next Board of Selectmen meeting:** Special Meeting Tuesday May 10, 2011. (Regualar Monthly meeting Wednesday May ,4 2011) was cancelled because of Town Meeting.)

AGENDA # 7 **Public Speak:** none

AGENDA # 8 **Adjourn:** Linda Knowlton made a motion to adjourn at 2:49pm Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Attachments: Agenda Item # 5: Roof proposal contract bids: Immaculate Concepts, J. Thomas Roofing, & Dzen Commercial. Andover Fire Commission recommendation of the bids

Received for Record
04-18-11 @ 6:20PM

ATTACHMENT Item #5

Immaculate Concepts

IC

Owner: Shane Kuzel
265 Beaummont Hwy
Lebanon, CT 06249

Lic # 0552066
Office: 860.423.0071
Cell: 860.917.9460

Customer: Andover Fire Department (Chairman Wallace Barton)

Address: 11 School Road Andover CT. 06232

Office 860.742.9829 Cell 860.230.4283

Firehouse Roof Proposal/Contract Bid

Bid proposal for said Andover Fire Department building located on 11 School Rd. Andover, CT as detailed on pages 2,3 and 4 of this bid.

This bid includes the removal and re-installation of vents on flat roof and installation of a one piece solid rubber EPDM .60 mil membrane roofing (Aprox. 17' X 26')

All areas requiring replacement of rotted plywood will be approved by proper purchase order, approved by town official and signed off by the First Selectman. Price for labor and materials of 1/2" four ply will be $55.00 per sheet.

Bid proposal is valid for 45 days

Workmanship Guaranteed for 10 years

*See pages 2,3 and 4 for itemized requirments an prospectus

Thirty-seven thousand eight hundred and seventy-five dollars $37,875

Shane M Kuzel
Approved by Owner Shane Kuzel

4/13/11
Date

Immaculate Concepts

Owner: Shane Kuzel
265 Beaummont Hwy
Lebanon, CT 06249

IC

Lic # 0552066
Office: 860.423.0071
Cell: 860.917.9460

Customer: Andover Fire Department

Requirements for Contractors:

All shingles will be removed from sheathing.

All rotten plywood found will be removed and replaced with ½" CDX 4 ply plywood. This additional cost will be priced per sheet in bid, Authorization of this additional work must be authorized by the Fire Commission.

Install GAF Weatherwatch or equivalent in all valleys and on the first three feet of plywood around the building.

Install 30 lb. felt paper or better equivalent.

Place Cobra Ridgevent on all places that are applicable.

Replace all vent pipe boots

Install Brown Aluminum Drip Edge.

Re-seal all step flashing and chimney flashing appropriately.

Shingles will be GAF Lifetime architectural shingles or equivalent. The final selection of color to be determined by the Board of Fire Commissioners.

Shingles are to be hurricane nailed (six nails to a shingle).

Labor to be guaranteed a minimum of ten (10) years.

Work to begin within 45 days of awarding the contract.

Debris and Damage

Any items on building or shrubbery damaged will be responsibility of the contractor to repair or replace.

All debris shall be picked up and cleared from the doorways and walkways at the end of each work day.

All trash and excess materials shall be removed from the job by the contractor as soon as the work is completed.

Shane M Kuzel — 4/13/11

Approved by Owner Shane Kuzel — Date

ATTACHMENT Item #5

Immaculate Concepts

Owner: Shane Kuzel
265 Beaummont Hwy
Lebanon, CT 06249

IC

Lic # 0552066
Office: 860.423.0071
Cell: 860.917.9460

Customer: Andover Fire Department

Legal Waiver

The contractor shall sign a legal waiver.

The roofing contractor shall defend and hold harmless the Town of Andover and all Town Departments from any and all claims, suits, losses, damages, costs, fines, expenses, and causes of action (including attorney fees) and any judgments which may be entered against them arising out of or caused by, directly or indirectly including any judgments which may be entered against them, arising out of or caused by directly or indirectly, in whole or in part by an act, error or omission of the contractors or sub contractor or their employees, The obligation of the contractor to defend and hold harmless the Town of Andover and its department as described above shall survive and continue after final payments, acceptance of work and termination of the roofing contract.

Codes and Permits

All work shall be done in compliance with the State of Connecticut and Town of Andover codes.

All permits will be provided by the contractor.

Payments

Payment shall be as follows:

One thirds (1/2) of payment at the start of the job.

On completion of one half (1/2) of the roof another payment of one third (1/3) shall be made.

On completion of the job and final inspection by the Building Inspector and the Fire Commission final payment will be paid.

Approved by Owner Shane Kuzel

4/13/11
Date

Immaculate Concepts

Owner: Shane Kuzel
265 Beaummont Hwy
Lebanon, CT 06249

IC

Lic # 0552066
Office: 860.423.0071
Cell: 860.917.9460

Customer: Andover Fire Department

Contractor Equipment and Materials

All equipment and materials will be stored in a neat manner and out of the way so as not to hamper the operation of the Fire Department.

The responsibility of the Security and Safety of all stored equipment and materials is that of the contractor.

License and Insurance

All contractors will have a current State of Connecticut general contractor registration number to provide with their proposal.

Contractor shall have been registered for at least ten (10) years.

All contractors shall provide a general liability insurance with a minimum amount of three hundred thousand dollars ($300,000) with an umbrella liability insurance of the minimum amount of one million dollars ($1,000,000).

Proof of insurance shall be provided upon awarding of the project by the Board of Fire Commission and before deposit is paid.

Proposal Procedure

All proposals must be on a company letterhead with a copy of the contractor's agreement and signed by an authorized officer.

Proposals must be submitted to the Town Clerk at the Town Office Building located at 17 School Road, Andover, Connecticut. Proposal envelopes to be marked Fire House Roof Proposal.

Approved by Owner Shane Kuzel — Date 4/13/11

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ATTACHMENT
Item #5

J. THOMAS ROOFING

PROPOSAL/CONTRACT

OFFICE
(860) 465.91

OWNER
JAMES BURROWS

State Lic: # 611961

DATE: 4/4/11	PHONE # 742.9829	WORK/CELL 742.7305 X1	FAX
NAME ANDOVER FIRE COMMISSION		JOB SITE	
STREET 11 SCHOOL RD		STREET	
CITY ANDOVER	STATE CT. ZIP 06232	CITY	STATE CT. ZIP

OFFICE USE ONLY

ER:	SLOPE	SHINGLE GRAVEL	TILE LAYERS
SA:	@ 10 %		
SC:			
FA: N/A			
HR:			
VA: N/A			
EM:	WH		
FW: 30 LB			
KV:	DV:		
1½ 2	3	4	
VS:	EC:		
RV:	EC:		
SOLAR: NO	YES		
SKYLIGHTS	REUSE	NEW	
MISC.:			
MISC.:			
MISC.:			
MISC.:			
MISC.:			
MISC.:			

SHINGLE REROOF

1. TEAR OFF SHINGLE ROOF DOWN TO THE DECK.
2. REPAIR ROTTED WOOD WITH ½ INCH CDX PLYWOOD AS NECESSA (SEE BELOW)
3. INSTALL NEW BROWN DRIP EDGE TO ROOF PERIMETER.
4. INSTALL NEW ICE & WATER SHIELD TO FIRST THREE FEET OF EA & VALLEY'S.
5. INSTALL NEW 30LB. FELT TO DECKING.
6. INSTALL STARTER SHINGLE TO ROOF PERIMETER.
7. INSTALL NEW BOOTS & NECESSARY FLASHINGS.
8. RESEAL ALL STEP FLASHING & CHIMNEY FLASHING.
9. INSTALL NEW LIFETIME GAF ARCHITECTURAL SHINGLES W/ 6 NA PER SHINGLE.
10. INSTALL 220 FT. OF COBRA ROOF VENT TO RIDGE.
11. CLEAN UP AND HAUL AWAY DEBRIS.
12. MAGNET WILL BE RUN AS PART OF CLEANUP.

FLAT ROOF

1. REMOVE OLD ROOF DOWN TO THE DECK.
2. INSTALL NEW EPDM RUBBER ROOF TO FLAT AREA.
3. PERMITS INCLUDED.

ADDITIONAL

J.Thomas guarantees against defective workmanship and leaks for a period of 10 years

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation fro above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. J.THOMAS will carry workman's compensation and liability insurance in accordance with state requirements. J. THOMAS will not be responsible for any damage to the interior of the home cat by a defective roof, nor for damage to a/c lines, electrical wires, or other items which may be installed too close to decking. J.THOMAS HOMES is not responsi for stucco or paint work unless otherwise specified in the contract.

*Any rotted wood or hidden problems that need repairs before work can be completed will be charg

ATTACHMENT Item #5

Any rotted wood or hidden problems that need repairs before work can be completed will be charged : $50.00 per sheet.

meowner agrees if payments are not made as specified in this contract, he/she will be responsible for any and all collection charges, attorney's fees and all court sts, plus additional late charge fees of $25.00 per day minimum. All contracts are subject for review by the home office and may be terminated at any time prior to rt date. No warranties will be issued until payment is made in full, including any and all extra charges for woodwork or alterations unless specifically detailed on e of contract.

HIRTY EIGHT THOUSAND NINE HUNDRED SEVENTY FIVE DOLLARS. $ 38,975.00

AYMENTS TO BE MADE AS FOLLOWS: **1/3 DEPOSIT $12,990 .00**

/3 @ 50% COMPLETION $ 12,990.00 BALANCE UPON INSPECTION $ 12,995.00

ACCEPTANCE OF PROPOSAL

e above prices, specifications and conditions are satisfactory, and are hereby accepted. You are authorized to do the work as specified. Payment will be made outlined above.

TE_____ SIGNATURE:_____ SALESMAN: JAMES BURROWS

ATTACHMENT Item #5

DZEN COMMERCIAL ROOFING, LLC

INDUSTRIAL — COMMERCIAL

74 Ranney Street East Hartford, CT 06108
Tel. (860) 528-4660 Fax (860) 528-4961
www.dzenroofing.com

PROPOSAL

DATE: January 7, 2011

PROJECT: Andover Fire Department
11 School Road
Andover, CT

LOW SLOPE ROOF

TO: Andover Fire Commission
c/o Andover Town Clerk
17 School Rd.
Andover, CT 06232
Attn: Wallace E. Barton Jr.

SUBMITTED BY: _____
Joseph Costanzo Jr. for Dzen Commercial Roofing LLC

1. Remove existing membrane and dispose.
2. Mechanically fasten a 1" iso. over existing iso.
3. Install a .060 fully adhered EPDM roof.
4. Flash all roof penetrations per manufacturer's specifications.
5. Install new .032 metal edge system.
6. Workmanship guaranteed five (5) years by Dzen Commercial Roofing LLC.

Cost: $6,930.00

This quote is valid for sixty (60) days

DZEN COMMERCIAL ROOFING, LLC

INDUSTRIAL — COMMERCIAL

74 Ranney Street East Hartford, CT 06108
Tel. (860) 528-4660 Fax (860) 528-4961
www.dzenroofing.com

PROPOSAL

DATE: April 13, 2011

PROJECT: Andover Fire Department
11 School Road
Andover, CT

SHINGLE ROOF

TO: Andover Fire Commission
c/o Andover Town Clerk
17 School Rd.
Andover, CT 06232

Attn: Wallace E. Barton Jr.

SUBMITTED BY: _____
Joseph Costanzo Jr. for Dzen Commercial Roofing LLC

1. Remove existing one layer of asphalt shingles and dispose.
2. Replace any rotten or delaminated ½" CDX plywood with new at an additional rate of $55.00 per 4' X 8' sheet.
3. Install ice & water membrane 3' at bottom edge of roof and 3' in valleys.
4. Install 30 lb. felt on remainder of roof deck.
5. Install aluminum drip edge metal around perimeter of roof.
6. Install GAF/Elk lifetime architectural roof shingles.
7. Install ridge vent at all peaks.
8. Install aluminum vent stack flashings.
9. Clean all gutters of debris.
10. Remove all roof debris.
11. Cost includes dumpster and permits.
12. Workmanship guaranteed five (5) years by Dzen Commercial Roofing LLC.

Cost: $33,805.00

This quote is valid for sixty (60) days

ATTACHMENT Item #5

Andover Fire Commission
11 School Road
Andover, Connecticut 06232

R. Burbank
1st Selectman
Town Of Andover

April 18, 2011

On Friday April 15, 2011 the Andover Fire Commission held a special meeting an opened the bids that were received for the roof replacement at the Andover Fire Station. Seven bids were received from the following companies; Immaculate Concepts, Plourde Enterprise, J. Thomas Roofing, Beaulieu Company, Roofs by Welch Inc., Statewide Renovations LLC and Dzen Commercial Roofing Inc.. Bid prices ranged from $31,967.00 to $38,975.00 and the cost per sheet of plywood ranged from $50.00 to $96.00 for replacement of rotted plywood.

After reviewing the bids, it was the unanimous recommendation of the 4 Fire Commissioners present at the meeting, to recommend to the Board of Selectmen that Dzen Commercial Roofing LLC of 74 Ranney Street, East Hartford by awarded the contract. For the price of $33,805 and $55.00 per sheet of plywood.

Wallace E. Barton jr.
Chairman

ATTACHMENT Item #5

Andover Fire Commission
11 School Road
Andover, Connecticut 06232

April 18, 2011

Additional information on the Fire Station Roof Replacement bids:
Of the seven companies that bid, three bid on the flat membrane roof section of the building:

Immaculate Concepts $37,857.00 + $55.00 per sheet for plywood replacement as needed

J. Thomas Roofing $38,975.00 + $50.00 per sheet plywood replacement as needed

Dzen Commercial Roofing $33,805.00 for shingled roof and a bid of $6,930.00 for the flat roof for a total of $40,735.00 + $55.00 per sheet of plywood needing replacement.

The other four bidders did not submit bids on the flat membrane roof section.

Andover Board of Selectmen

Special Meeting –Tuesday, May 10, 2011 7:00pm
Town Office Building 17 School Road Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Approval of Board of Selectmen meeting minutes:** Special meeting April 18, 2011.
4. **Tax refunds:** Chase Auto Finance Corp. $ 72.31,Marchelle Houston $2,042.40, Peter or Lisa Marshall $ 1,055.70, Frances or Timothy Murphy $ 11.81, Kathleen O'Connor, $ 41.29, Andrew Page $ 35.33, Gary Perrett $ 1,170.93, Charlene or Richard Scott $ 1,159.89 & Alan or Maryann Roy $ 1,914.75.
5. **Tax Collector:** April 2011 **monthly report:**
6. **Request of a NO Parking Sign:** Gilead Road, between # 60 & 64.
7. **Old Town Hall:** Roof
8. **Andover Fire House building:** Roof bids
9. **Town Garage: Request for use of Town Garage.**
10. **Resolution:** Economic Development Strategy and Master Plan Study.
11. **64 Long Hill Road:** 59 acres
12. **Treasures Monthly report:** April 2011 report.
13. **The Legend of Captain Simon Smith:**
14. **Liaison Reports:**
15. **Next Board of Selectmen meeting:** Regular Board Meeting June 1, 2011.
16. **Public Speak:**
17. **Adjourn:**

RECEIVED FOR RECORD
05-09-11 @ 1:50 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Meeting Minutes from 10 May 2011
Town Office Building Community Room
17 School Road
Andover, CT 06232

Type of Meeting: Special Meeting

Agenda Item #1: Call to Order Pledge of Allegiance:

Robert Burbank, First Selectman, called the meeting to order at 7:01 p.m. with the Pledge of Allegiance.

Members:

Present: Robert Burbank, Elaine Buchardt and Linda Knowlton

Absent: David Ziff, Jay Linddy

Other Attendees:

Dianne Grenier
Julia Haverl
Dave Knowlton
Georgette Conrad
Carol DeMackay

Art Wood,Naida Arcenas left before the meeting started

Agenda Item #2: Public Speak:

No comments

Agenda Item #3: Approval of Board of Selectmen Meeting Minutes:

E. Buchardt made a motion to accept the minutes of the Special meeting dated April 18th, 2011.
L. Kowlton seconded the motion.

Discussion followed.

Vote: 3-0-0 / Motion Carried

Agenda Item #4: Tax Refunds:

E. Buchardt made a motion to refund Roy, Alan or Maryann 1,914.75,Chase Auto Finance Corp 72.31, Marchelle,Houston 2,042.40, Murphy, Frances or Timothy 11.81, O'Connor, Kathleen 41.29, Page, Andrew 35.33, Perrett, Gary 1,170.93 and Scott, Charlene or Richard 1,159.89 as requested by the tax collector.
L. Knowlton seconded.

Vote: 3-0-0 / Motion Carried

Agenda Item #5: Tax Collector Monthly report:

R. Burbank submitted a copy of the tax collectors collection report as of 5/3/2011. Through May 3, 2011 we collected $7,221,832.05.

Agenda Item #6: Request for NO Parking sign:
E. Buchardt made a motion to put a No parking sign on Gilead Rd between #60 and #64 as requested by the property owners to avoid a dangerous situation.
Seconded by L. Knowlton.

Discussion followed.

Vote: 3-0-0 / Motion Carried

Agenda Item #7: Old Town Hall

E. Buchardt made a motion the First Selectman obtain 3 bids for a new plywood and asphalt roof to be put on the Old Town Hall.

Discussion followed.
It was mentioned that the approved roofer who was going to put on a new metal roof with the approved CIP funds for the job suggested that the wood was too rotten to attached the metal roof to and he recommended plywood and asphalt shingles.

Vote: 3-0-0 / Motion Carried

Agenda Item #8: Andover Fire House building: roof bids

The roofing company Immaculate Concepts informed the First Selectman they could not do the roof job due to injury to one of the workers.

E. Buchardt made the motion we choose J. Thomas Roofing to do the job.
L. Knowlton seconded.

Discussion followed.

Vote: 3-0-0 / Motion Carried

Agenda Item #9: Town Garage: request for use of Town Garage:

B. Burbank said there was someone requesting the use of one of our runs for animals and the Town Garage for rescue dogs. The email request was not complete and there wasn't enough information to make any kind of decision. Tabled for another BOS meeting when more information available.

Agenda Item #10: Resolution:
E. Buchardt made a motion that The First Selectman sign the resolution presented to us by the Route 6 Regional EDC(Resolution attached).
L. Knowlton seconded.

Discussion followed

Vote: 3-0-0 / Motion Carried

Agenda Item #11 64 Long Hill Rd: 59 acres

A letter was sent to the First Selectman from a real estate agent stating that the owner of 64 Long Hill Rd was looking to sell the 59 acres and asked if the town might be interested in buying any of the property and/or granting access from a town road to the back of the property.

No motion was made since there was not enough information concerning price and sub-division plans even discuss. Most of this is a Planning and Zoning issue.

Agenda Item #12: Treasurers monthly report:

R. Burbank submitted a copy of the budget report dated 05/10/2011 and stated that the Town had expended 79.75% of the 2010-2011 Budget.

Agenda Item #13: The Legend of Captain Simon Smith:

All three of the selectman at tonight's meeting went to the Friday night show and thoroughly enjoyed it.

Agenda Item #14: Liaison Reports:

E. Buchardt talked about the EDC Andover Showcase being postponed – no longer May 21st. She talked about the traffic study being present by CRCOG to the Route 6 Regional EDC there will be a workshop set up in the near future to present to town residents. She also mentioned the website committee is trying to set up a meeting to discuss how to officially roll out the website, who will be updating and maintaining the website and present all this to the Board of Selectman.

B. Burbank discussed the glitches in trying to get everyone on board to build and place the bridge over Route 316, but still believes it will be in place by the end of June.

Agenda Item #15: Next Board of Selectmen meeting:
Next regular BOS meeting will be June 1st, 2001.

Agenda Item #16: Public Comment:

Julia Haverl, Dave Knowlton and Diane Grenier all spoke.

Agenda Item #17: Adjournment:

E. Buchardt made a motion to adjourn the meeting.
L. Knolton seconded the motion.

Vote: 3-0-0 / Motion Carried

The meeting was adjourned at 8:10p.m.

Minutes respectfully submitted by:
Elaine Buchardt
May 12th, 2011

RECEIVED FOR RECORD
5-16-2011 @ 9:23am
Carol N. Lee
TOWN CLERK

ATTACHMENT

RESOLUTION OF THE TOWNS OF
ANDOVER, BOLTON, COLUMBIA, AND COVENTRY, CT
REGARDING THE ENDORSEMENT OF
THE ROUTE 6 HOP RIVER CORRIDOR
ECONOMIC DEVELOPMENT STRATEGY AND MASTER PLAN STUDY

WHEREAS,

The Route 6 Hop River Corridor Economic Development Strategy and Master Plan Study accomplishes the specific goals of the Route 6 Economic Development Council by:

- Creating a unified vision for the Route 6 Corridor;
- Making recommendations for appropriate economic development within the Route 6 Corridor;
- Making recommendations for coordinated zoning within the Route 6 Corridor;
- Preserving the historic, scenic, and environmental resources of the corridor in a manner that identifies those resources as potential positive elements; and
- Balancing the investment potential and costs among the four towns;

As agreed in the four town Memorandum of Understanding adopted in 2005; and

WHEREAS,

The Route 6 Economic Development Council is advisory to the Member Towns and adopted *The Route 6 Hop River Corridor Economic Development Strategy and Master Plan Study* on October 25, 2010;

Now, therefore, be it RESOLVED,

That the Board of Selectmen/Town Council endorses *The Route 6 Hop River Corridor Economic Development Strategy and Master Plan Study* and the work of the Route 6 Economic Development Council to promote economic development in the Route 6 Corridor.

IN WITNESS WHEREOF, the Towns of Andover, Bolton, Columbia, and Coventry, CT execute this resolution as of the dates set forth below.

Dated at Andover, Connecticut, on May 10, 2011.

Robert F. Burbank

Robert F. Burbank, First Selectman
Duly Authorized

Dated at Bolton, Connecticut, on _____, 2011.

_____

Robert R. Morra, First Selectman
Duly Authorized

Dated at Columbia, Connecticut, on _____, 2011.

_____

Carmen L. Vance, First Selectman
Duly Authorized

Dated at Coventry, Connecticut, on _____, 2011.

_____

Elizabeth A. Woolf, Council Chair
Duly Authorized

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288B

Andover Board of Selectmen

Special Meeting –Thursday, May 19, 2011 12:00pm
Town Office Building 17 School Road Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Approval of Board of Selectmen meeting minutes:** Special meeting May 10, 2011.
4. **Tax refunds:** Claire Kokidko $ 36.80, Diane Miller $ 9.22
5. **Resolution:** With the Department of Environmental, Robert F. Burbank the First Selectman of the Town of Andover, CT is duly authorized to enter into and sign said contracts on behalf of the Town of Andover, CT..
6. **Next Board of Selectmen meeting:** Regular Board Meeting June 1, 2011.
7. **Public Speak:**
- **Adjourn:**

RECEIVED FOR RECORD
5-17-11 @ 2:55pm
Carol A Lee
TOWN CLERK

Andover Board of Selectmen
Special Meeting – Thursday May 19, 2011 12:00pm

Meeting Minutes

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 12:01PM With the Pledge of Allegiance.

Members present: Robert F.Burbank, Jay K. Linddy, Elaine Buchardt.
Members not present: David Ziff, Linda Knowlton

Public present: NONE

AGENDA # 2: **Public Speak: NONE**

AGENDA # 3: **Approval of Board of Selectmen minutes:**

Jay Linddy made a motion to ace[t the minutes of the Special Meeting of May 10, 2011. Elaine Buchardt seconded the Motion

VOTE 2 – 0 – 1 MOTION CARRIED Jay Linddy (Abstained)

AGENDA # 4: **Tax Refunds:**

Jay Linddy made a motion to approve Tax refunds for the following: Claire Kokidko $ 36.80 and Diane Miller $ 9.22. Elaine Buchardt seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

AGENDA # 5 **Resolution: Contracts with the Department of Environmental Protection.**

Jay Linddy made a motion for a resolution , Robert F. Burbank the First Selectman of the Town of Andover, CT. is duly authorized to enter into and sign said contracts on behalf of the town of Andover. Robert F. Burbank currently holds the office of First Selectman and has held that office since June 24, 2006. The First Selectman is further authorized to provide such additional information and execute such other documents as may be required by the local, state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto. This Resolution shall remain in effect through June 30, 2011. Elaine Buchardt seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

AGENDA # 6: **Next Board of Selectmen Meeting:**

Regular Board Meeting June 1, 2011.

AGENDA # 7: **Public Speak: NONE**

AGENDA # 8: **Adjournment:** Jay K. Linddy made a motion to adjourn at 12:10pm Elaine Buchardt seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

Attachment: Agenda Item # 5 Signed Resolution

RECEIVED FOR RECORD
05-19-11 @ 12:30 PM
Margaret H. Busch
Asst. TOWN CLERK

ATTACHMENT

"CERTIFIED RESOLUTION"

BE IT RESOLVED, that it is in the best interests of the Town of Andover to enter into contracts with the Department of Environmental Protection

In furtherance of this resolution, Robert F. Burbank the First Selectman of the Town of Andover, CT is duly authorized to enter into and sign said contracts on behalf of the Town of Andover. Robert F. Burbank currently holds the office of First Selectman and has held that office since June 24, 2006. The First Selectman is further authorized to provide such additional information and execute such other documents as may be required by the local, state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto. This Resolution shall remain in effect through June 30, 2011.

Dated this 19 of MAY, 2011.

Robert F. Burbank

Elaine B. Buchardt

Elaine Buchardt

_____

Linda Knowlton

Jay K. Linddy

_____

David Ziff

Andover Board of Selectmen

Regular Meeting June 1, , 2011 7:00pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Approval of Board of Selectmen meeting minutes:** Special meeting May 19, 2011.
4. **Opportunity to Add or Delete Agenda Items:**
5. **TOP DOG Award:** Presentation
6. **FEMA Reimbursement:** PW #41 is $ 15,196.72
7. **Tax refunds:** Core Logic Real Estate Tax.
8. **Tax Collector:** June 2011 **monthly report:**
9. **Treasures Monthly report:** April 2011 report.
10. **Office of Treasurer: Purchases for this fiscal year must occur prior to June 30, 2011 and the treasurer's office must be notified in writing or by Purchase order by June 30, 2011.**
11. **RHAM 2011-2012 Levy payment schedule:**
12. **May 2011 Elections:**
13. **Andover Web Site:**
14. **Andover School Community Service Day 2011:** Beautification of Town Hall & School property.
15. **Selectmen attendance:**
16. **Town Annual report:**
17. **Sub Committee:** for a potential septic ordinance in the lake district.
18. **Security camera system for town hall:**
19. **Radar : Resident Trooper request.**
20. **Liaison Reports:**
21. **Next Board of Selectmen meeting:** Regular Board Meeting July 6, 2011.
22. **Executive Session:** Union contract negotiation
23. **Public Speak:**
24. **Adjourn:**

RECEIVED FOR RECORD
5-31-11 @ 11:35am
Carol A. Lee
TOWN CLERK

Andover Board of Selectmen
Regular Meeting – Wednesday June 1, 2011 7:00pm
Town Office Building - 17 School Road – Andover, CT.

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 7:00pm with the Pledge of Allegiance.

Members present: Robert Burbank, Jay K. Linddy, Elaine Buchardt, Linda Knowlton. **Member not present:** David Ziff.

Public present: Georgette M. Conrad, Dianne Grenier, Virginia Wanagel, Bob Wanagel, Art Wood, Donna Jones, Stan Jones, Jeanne L. Person

AGENDA # 2: **Public Speak:** Dianne Grenier, Robert Wanagel

AGENDA # 3: **Approval of Board of Selectmen minutes:** Jay Linddy made a motion to approve the minutes from the Special Meeting May 19, 2011 meeting. Elaine Buchardt seconded the motion.

VOTE 3 – 0 – 1 MOTION CARRIED

Linda Knowlton Abstained

AGENDA # 4 **Opportunity to Add or Delete Agenda items:** Jay Linddy made a motion to move Agenda Item # 23 to Agenda Item # 20-A. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Jay Linddy made a motion to add Community Awards to Agenda # 16-A. Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 5 **TOP DOG Award:** Andover First Selectman Robert F. Burbank made the presentation for the Andover Town Clerk's TOP DOG Award. Blitzen Duval with 57 votes is Andover 2011 Top Dog. Runner-up 2011 DEPUTY DOG is Quincy Busch with 52 votes. The contest raised $ 200.00 to benefit the Andover Social Services Fund.

AGENDA # 6 **FEMA Reimbursement:** :First Selectman Robert Burbank apply for a FEMA Grant in February and was informed Town of Andover will received $ 15,196.12. This grant was to help cover the cost of a 2 day snow fall in February 2011.

AGENDA # 7 **Tax Refund:**

Jay Linddy made a motion to refund Tax over payments to Core Logic Real Estate Tax for $ 1,627.02 (Socolosky) and $ 1,137.81 (Bishop). Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 8 **Tax Collector Monthly report:** The May 2011 report was received by the Board of Selectmen.

AGENDA # 9 **Treasurer Monthly report:** The May 2011 report was received by the Board of Selectmen.

AGENDA # 10 **Office of Treasurer:** Memo was sent out to all departments.

AGENDA # 11 **RHAM 2011-2012 Levy payment schedule:** The Board of Selectmen reviewed the payment schedule.

AGENDA # 12 **May 2011 Elections:** Jay Linddy made a motion to purchase 25 signs saying VOTE TODAY. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 13 **Andover Web Site:** The Board asked Jay Kamins questions about the Web Site. It was agree that the Board of Selectmen will meet with the Web Site Committee with in 30 days. A special Thanks to Jay Kamins for the great job that was done.

AGENDA # 14 **Andover School Community Service Day 2011:** Special thanks to the 6th grade class for the Beautification of the Town Hall & School property.

AGENDA # 15 **Selectmen attendance:** Motion was made by Jay Linddy to withhold Selectman David Ziff's payment of $ 580.00 for the Selectmen stipend that covers expense incurred in the line of service. Due to Mr. Ziff's employment he is out of Town. Linda Knowlton seconded the Motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 16 **Town Annual Report:** Jay Linddy made a motion to approve the 2009-2010 Tow of Andover Annual Report to print 200 coies, and have it on the Town Web Site. The cover shall have a picture of the Veteran's Memorial on Rt. 316 $ Rt. 6

AGENDA # 17 **Sub Committee:** A sub-committee will be appointed at the next Monthly Board meeting. This Board will be looking into a potential septic ordinance for the lake district.

AGENDA # 18 **Security camera system for Town Hall.** Town Safety Committee made a request that the Board of Selectmen purchase a security camera system for the Town Hall. Jay Linddy made a motion to request the Board of Finance to approve the purchase of a security camera system for the Town Hall. The low bid $ 2,350.00. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 19 **Radar,** Resident Trooper made a request that the Board of Selectmen purchase a Radar system. Jay Linddy made a motion to request the Board of Finance to approve the purchase of a Radar system for the Resident Trooper. The low bid $ 2,322.00. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

AGENDA # 20 **Liaison Reports:** Elaine Buchardt (EDC), Jay Linddy (Recreation & B.O.E)

AGENDA # 21 **Next Board of Selectmen meeting:** Regular meeting July 6, 2011.

AGENDA # 23 **Public Speak:** none

AGENDA # 22 **Executive Session: Union contract negotiation:** Jay Linddy made a motion to go into executive session at 8:44pm to discuss union contract negotiation. Linda Knowlton seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Andover Board of Selectmen came out of Executive Session at 8:59pm. NO ACTION was taken.

AGENDA # 23 **Public Speak:** none

AGENDA # 24 **Adjourn:** Linda Knowlton made a motion to adjourn at 9:01pm Elaine Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION CARRIED

Attachments: Security: Agenda Item # 18 Tecnology proposal **and Agenda Item # 19** Stalker proposal

RECEIVED FOR RECORD
6-2-11 @ 2:15 pm
Carol A Lo
TOWN CLERK

RECEIVED 295
MAY 24 2011
ANDOVER BUILDING DEPT

ATTACHMENT

Security Technology
125 Long Hill Road, Andover, CT 06232; p: 860.930.9699

QUOTE: 52411

5/24/11

TOWN OF ANDOVER
17 SCHOOL ROAD
ANDOVER, CT. 06232

PROJECT: INSTALLATION OF CAMERA SYSTEM FOR TOWN HALL.

EQUIPMENT PROVIDED:

(1) 16 CHANNEL MODEL DHU600 DVR W/ 500 GB. STORAGE,DVD BURNER.
REMOTE VIEW SOFTWARE INCLUDED.
(1) 16 CHANNEL CAMERA POWER SUPPLY.
(2) HONEYWELL MODEL HD 50 HI RES COLOR DOME CAMERA 530 TVL.
WITH 3.8 MM FIXED LEN.
(2) HONEYWELL MODEL HD 51 HI RES COLOR DOME CAMERAS 550 TVL
WITH 4-9MM VARIFOCAL LEN.
(1) 20 INCH FLAT SCREEN LCD MONITOR.
(2) WALL BRACKETS FOR MODEL HD51 CAMERAS.
SIAMESE CABLING W/18-2 POWER WITH BNC CONNECTORS.
AND ANY MISC MATERIALS NEEDED TO COMPLETE PROJECT.

SCOPE OF WORK:

RUN CABLING FROM EACH CAMERA LOCATION, BACK TO MAIN DVR LOCATION.
INSTALL CAMERA POWER SUPPLY AND DVR W/20 INCH LCD MONITOR.
INSTALL CAMERAS IN FOLLOWING LOCATIONS.
FRONT AND REAR ENTRANCES, UPSTAIRS HALLWAY, AND OFFICE DOWNSTAIRS.
TERMINATE ALL CABLE CONNECTIONS.
SETUP AND PROGRAM SYSTEM.
PRICE INCLUDES ALL EQUIPMENT AND LABOR. **$ 2,350.00**

296

STALKER radar applied concepts, inc.

ATTACHMENT Quotation

2609 Technology Dr.
Plano, TX 75074
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800- STALKER
Presented by Jan Achilles Ext: 191

Acct Rep: Daniel Rinker
214-755-6324

Date: 05/13/11

Revised:

Quote #: 69337 **Effective From:** 05/13/11 **Valid Through:** 08/11/11

Customer Bill-To Address *P23557*

Town of Andover
17 School Road

Andover, CT 06232

ATTN:

Accounts Payable
860-742-0235

Customer Ship-To Address

Town of Andover
17 School Road

Andover, CT 06232

ATTN:
Resident State Trooper
Robert O'Connor
860-742-0235

Line	Qty	Part Number	Description	Price	Ext Price
1	1	200-0808-00	DUAL-SL Counting Unit	$2,195.00	**$2,195.00**
2	1	200-0802-50	Dual Display, Lumex		**$0.00**
3	2	200-0326-35	Dual Ka-band Antenna		**$0.00**
4	1	200-0807-00	DUAL IR Remote		**$0.00**
5	1	200-0769-00	25 MPH KA Tuning Fork		**$0.00**
6	1	200-0770-00	40 MPH KA Tuning Fork		**$0.00**
7	1	200-0743-00	Universal Dash Lip Mount	$50.00	**$50.00**
8	1	200-0740-00	Rear Child Safety Loop Antenna Mount	$60.00	**$60.00**
9	1	200-0648-00	Display Sun Shield		**$0.00**
10	1	155-2055-02	Antenna Cable, 2 Ft		**$0.00**
11	1	155-2055-16	Antenna Cable, 16 Ft		**$0.00**
12	1	155-2283-50	CAN/VSS Cable Adapter to DB9 w/Locking Connector		**$0.00**
13	1	200-0820-00	Dual Manual Kit		**$0.00**
14	1	200-0324-00	Shipping Container		**$0.00**
15	1	060-1000-36	36 Month Warranty		**$0.00**

Pmnt Terms: Customer sale, Domestic

Lead Time is 30 days ARO.

Product		2,305.00	Sub-Total:		2,305.00
Discount	0.00%	0.00	Sales Tax	0.00%	0.00
Trade-in:			Freight:		17.50
			Total:		**2,322.50**

Quote: Stalker Dual 2Ka Antenna Radar
On CT State Contract #10PSX0048
Custom mounts=$95 ea. With radar purchase, the price is netted...minus cost of standard Velcro mounts.

Andover Board of Selectmen

Special Meeting –Tuesday, June 21, 2011 10:00am Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**

2. **Public Speak:**

3. **Approval of Board of Selectmen meeting minutes:** Regular Meeting June 1, 2011.

4. **Tax Collector request for personal property & Motor Vehicle suspend List:**

5. **Resolution:** Authorized First Selectman Robert F. Burbank to execute on behalf of the Town of Andover a Grant Agreement, Persona Service Agreement and or Grants Contract with the State of Connecticut for financial assistance to Long Hill Road Recreation Complex which is located with the territorial limits of the Town of Andover.

Tentative Agreements between Town on Andover and Municipal Employees Union "Independent" (MEUI) Local 506, AFL-CIO-, CLC: Representing the Andover Assessor, Assistant to the Assessor and Tax Collector. Take action on Tentative Agreements.

7. **Next Board of Selectmen meeting:** Regular Board Meeting July 6, 2011.

8. **Public Speak:**

9. **Adjourn:**

RECEIVED FOR RECORD
06-20-11 @ 8:25 AM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Special Meeting – Tuesday June 21, 2011 10:00am
Town Office Building, Community Room 17 School Road, Andover, CT.

Meeting Minutes

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 10:00am With the Pledge of Allegiance.

Members present: Robert F.Burbank, Jay K. Linddy, Elaine Buchardt.
Members not present: David Ziff, Linda Knowlton

Public present: None

AGENDA # 2: **Public Speak:**

None

AGENDA # 3: **Approval of Board of Selectmen minutes:**

Jay Linddy made a motion to approve the minutes of the Regular Meeting of June 1, 2011. Elaine Buchardt seconded the Motion

VOTE 3 – 0 – 0 MOTION CARRIED

AGENDA # 4: **Tax Collector request for suspend list :**

Jay Linddy made a motion to suspend the following list of Personal Property & Motor Vehicle as requested by the Tax Collector (see attachment). Elaine Buchardt seconded the Motion. **See attachment.**

VOTE 3 – 0 – 0 MOTION CARRIED

AGENDA # 5: **Resolution:**

Jay Linddy made a motion to authorized First Selectmen Robert F. Burbank to execute on behalf of the Town of Andover a Grant Agreement, Persona Service Agreement and or Grants contract with the State of Connecticut for financial assistance to Long Hill Road Recreation Complex which is located with territorial limits of the Town of Andover. Elaine Buchardt seconded the motion. **See attachment.**

VOTE 3 – 0 – 0 MOTION CARRIED

AGENDA # 6 **Tentative Agreements between Town of Andover and Municipal Employees Union "Independent" (MEUI) Local 506, AFL-CIO-, CLC:**

Jay Linddy made a motion to approval the agreement between Town of Andover and Municipal Employees Union "Independent" (MEUI) Local 506, AFL-CIO,CLC. Elaine Buchardt seconded the motion. **See attachment.**

VOTE 3 – 0 – 0 MOTION CARRIED

AGENDA # 7: **Next Board of Selectmen Meeting:**
Regular Board Meeting July 6, 2011

AGENDA # 8: **Public Speak:**
None

AGENDA # 9: **Adjournment:**
Jay Linddy made a motion to adjourn at 10:09am Elaine Buchardt seconded the motion.

VOTE 3 – 0 – 0 MOTION CARRIED

RECEIVED FOR RECORD
06-21-11@ 11:08AM
Margaret H. Busch
Asst. TOWN CLERK

10 Suspend Motor Vehicle (KM 10/14/11

ATTACHMENT

308

Process Suspense Report
OFFICE OF THE TAX COLLECTOR Date: 06/14/2011 Time: 10:45:35
Condition (s): Year: , Type: 88 - MV/MVS, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town Amt	Dist Amt	Sewer Amt	Total
2005-03-0051814		KING VERNON C	LC	UNABLE TO LOCATE	06/14/2011	369.22	0.00	0.00	369.22
2005-03-0051939		KYYZAK JENNIFER J OR	LC	UNABLE TO LOCATE	06/14/2011	457.60	0.00	0.00	457.60
2005-03-0052331		MCCORRISON MARK D	LC	UNABLE TO LOCATE	06/14/2011	164.79	0.00	0.00	164.79
MOTOR VEHICLE TAX		# Of Acct: 3				991.61	0.00	0.00	991.61
2005-04-0080410		MCCORRISON MARK D	LC	UNABLE TO LOCATE	06/14/2011	137.28	0.00	0.00	137.28
2005-04-0080411		MCCORRISON MARK D	LC	UNABLE TO LOCATE	06/14/2011	191.96	0.00	0.00	191.96
MOTOR VEHICLE SUPP TAX		# Of Acct: 2				329.24	0.00	0.00	329.24
[redacted] 2005		TOTAL : 5				1,320.85	0.00	0.00	[redacted]
2006-03-0051690		INGENITO MATTIO	LC	UNABLE TO LOCATE	06/14/2011	69.96	0.00	0.00	69.96
2006-03-0051691		INGENITO MATTIO	LC	UNABLE TO LOCATE	06/14/2011	105.20	0.00	0.00	105.20
2006-03-0052059		LEGASSIE SHAYLA M	LC	UNABLE TO LOCATE	06/14/2011	28.14	0.00	0.00	28.14
2006-03-0052337		MCCORRISON MARK D	LC	UNABLE TO LOCATE	06/14/2011	84.16	0.00	0.00	84.16
2006-03-0052338		MCCORRISON MARK D	LC	UNABLE TO LOCATE	06/14/2011	132.55	0.00	0.00	132.55
2006-03-0053312		SMITH DONALD W JR	LC	UNABLE TO LOCATE	06/14/2011	404.49	0.00	0.00	404.49
2006-03-0053413		STEWART JAMES B OR	LC	UNABLE TO LOCATE	06/14/2011	47.34	0.00	0.00	47.34
2006-03-0053414		STEWART WENDY J	LC	UNABLE TO LOCATE	06/14/2011	44.18	0.00	0.00	44.18
MOTOR VEHICLE TAX		# Of Acct: 8				916.02	0.00	0.00	916.02
2006-04-0080460		NEUBELT MELISSA A	LC	UNABLE TO LOCATE	06/14/2011	409.89	0.00	0.00	409.89
MOTOR VEHICLE SUPP TAX		# Of Acct: 1				409.89	0.00	0.00	409.89
[redacted] 2006		TOTAL : 9				1,325.91	0.00	0.00	[redacted]
2007-03-0052069		LEGASSIE SHAYLA M	LC	UNABLE TO LOCATE	06/14/2011	28.43	0.00	0.00	28.43
2007-03-0052346		MCCORRISON MARK D	LC	UNABLE TO LOCATE	06/14/2011	86.11	0.00	0.00	86.11
2007-03-0052347		MCCORRISON MARK D	LC	UNABLE TO LOCATE	06/14/2011	124.20	0.00	0.00	124.20
2007-03-0052609		NEUBELT MELISSA A	LC	UNABLE TO LOCATE	06/14/2011	382.26	0.00	0.00	382.26
2007-03-0053309		SMITH DONALD W JR	LC	UNABLE TO LOCATE	06/14/2011	370.94	0.00	0.00	370.94
MOTOR VEHICLE TAX		# Of Acct: 5				991.94	0.00	0.00	991.94
[redacted] 2007		TOTAL : 5				991.94	0.00	0.00	[redacted]
2008-03-0050400		BOUCHARD CHRISTOPHER L	LC	UNABLE TO LOCATE	06/14/2011	30.91	0.00	0.00	30.91
2008-03-0050401		BOUCHARD CHRISTOPHER L	LC	UNABLE TO LOCATE	06/14/2011	121.72	0.00	0.00	121.72
2008-03-0050609		CAROUCCI MELANIE R	LC	UNABLE TO LOCATE	06/14/2011	39.74	0.00	0.00	39.74
2008-03-0052602		NEUBELT MELISSA A	LC	UNABLE TO LOCATE	06/14/2011	328.99	0.00	0.00	328.99
MOTOR VEHICLE TAX		# Of Acct: 4				521.36	0.00	0.00	521.36
[redacted] 2008		TOTAL : 4				521.36	0.00	0.00	[redacted]
2009-03-0053502		THARP JIMMY W OR	LC	UNABLE TO LOCATE	06/14/2011	125.03	0.00	0.00	125.03
MOTOR VEHICLE TAX		# Of Acct: 1				125.03	0.00	0.00	125.03
[redacted] 2009		TOTAL : 1				125.03	0.00	0.00	[redacted]
[redacted] Total: 24						4,285.09	0.00	0.00	[redacted]

24 accounts for Motor Vehicle Tax

To Suspend. Personal Property

6/14/11

ATTACHMENT

Process Suspense Report
OFFICE OF THE TAX COLLECTOR Date: 06/14/2011 Time: 10:45:43
Condition (s): Year: , Type: 02 - PP, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town Amt	Dist Amt	Sewer Amt	Total
2006-02-0040139		WASTE MANAGEMENT OF CT INC.	OB	OUT OF BUSINESS	06/14/2011	97.57	0.00	0.00	97.57
PERSONAL PROPERTY TAX		# Of Acct: 1							
[redacted]		TOTAL : 1				97.57	0.00	0.00	97.57
						97.57	0.00	0.00	[redacted]
2007-02-0040026		ATH COMPUTER SERVICES LLC	OB	OUT OF BUSINESS	06/14/2011	208.76	0.00	0.00	208.76
2007-02-0040059		CONN LAWN SPRINKLER SERVICE	OB	OUT OF BUSINESS	06/14/2011	900.44	0.00	0.00	900.44
2007-02-0040107		JIM N'I LLC	OS	OUT OF STATE	06/14/2011	302.97	0.00	0.00	302.97
PERSONAL PROPERTY TAX		# Of Acct: 3							
[redacted]		TOTAL : 3				1,412.17	0.00	0.00	1,412.17
						1,412.17	0.00	0.00	[redacted]
2008-02-0040152		PICKET FENCE PROPERTIES LLC	OS	OUT OF STATE	06/14/2011	86.94	0.00	0.00	86.94
PERSONAL PROPERTY TAX		# Of Acct: 1							
[redacted]		TOTAL : 1				86.94	0.00	0.00	86.94
						86.94	0.00	0.00	[redacted]
2009-02-0040022		ANDOVER SEPTIC TANK CO INC - Brian Palmer	OB	OUT OF BUSINESS	06/14/2011	3,405.28	0.00	0.00	3,405.28
2009-02-0040159		PALMER EXCAVATION LLC - Brian Palmer	OB	OUT OF BUSINESS	06/14/2011	3,356.72	0.00	0.00	3,356.72
2009-02-0040201		TEAL LANDSCAPING & DESIGN LLC	BK	BANKRUPT	06/14/2011	1,079.72	0.00	0.00	1,079.72
PERSONAL PROPERTY TAX		# Of Acct: 3							
[redacted]		TOTAL : 3				7,841.72	0.00	0.00	7,841.72
						7,841.72	0.00	0.00	[redacted]
[redacted]						9,438.40	0.00	0.00	9,438.40

8 accounts for personal property Tax

The town most likely will not collect from Brian Palmer, per Atty Cohen + State marshal Poloski

302 **ATTACHMENT**

TOWN OF ANDOVER RESOLUTION

BE IT RESOLVED; that Robert F. Burbank, First Selectman of the Town of Andover, CT be and hereby is authorized to execute on behalf of the Town of Andover a Grant Agreement, Personal Service Agreement and or Grants Contract with the State of Connecticut for financial assistance to Long Hill Road Recreation Complex which is located within the territorial limits of the Town of Andover. Project scope as written DEPA00028200501 and DEPA00028200433 bud reference 2011-18.

IN ADDITION, Robert F. Burbank is hereby authorized to enter into such agreements, contracts and execute all documents necessary to said grant with the State of Connecticut.

Dated at Andover, CT this ____ day of _____, 2011.

Robert F. Burbank
First Selectman

Jay K. Linddy
Vice 1st Selectman

Elaine Buchardt
Selectman

David Ziff
Selectman

Linda Knowlton
Selectman

TOWN OF ANDOVER RESOLUTION

BE IT RESOLVED; that Robert F. Burbank, First Selectman of the Town of Andover, CT be and hereby is authorized to execute on behalf of the Town of Andover a Grant Agreement, Personal Service Agreement and or Grants Contract with the State of Connecticut for financial assistance to Long Hill Road Recreation Complex which is located within the territorial limits of the Town of Andover. Project scope as written DEPA00028200501 and DEPA00028200433 bud reference 2011-18.

IN ADDITION, Robert F. Burbank is hereby authorized to enter into such agreements, contracts and execute all documents necessary to said grant with the State of Connecticut.

Dated at Andover, CT this 21 day of JUNE, 2011. RFB

Robert F. Burbank
First Selectman

Jay K. Linddy
Vice 1st Selectman

Elaine Buchardt
Selectman

David Ziff
Selectman

Linda Knowlton
Selectman

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ATTACHMENT

TENTATIVE AGREEMENTS

Between

TOWN OF ANDOVER

AND

MUNICIPAL EMPLOYEES UNION "INDEPENDENT" (MEUI)

LOCAL 506, SEIU, AFL-CIO, CLC

REPRESENTING THE ANDOVER ASSESSOR, ASSISTANT TO THE ASSESSOR AND TAX COLLECTOR

July 1, 2011 – June 30, 2014

For the Town:

Robert J Burbank

For the Union:

Date:

6-

Date:

1. **Article 1, Recognition, Section 1.0: add Tax Collector**

   "The Town recognizes … for the following Town employees, Assessor, Assistant to the Assessor and **Tax Collector**. Reference is hereby made to decision No. 4267 of the Connecticut State Board of Labor Relations **or by agreement of the parties.**

2. **Include Personnel Policy language to all references in the Agreement:**

   Article V, HOLIDAYS, Section 5.0

   Article VI, VACATIONS, Section 6.0

   Article VII, LEAVE PROVISIONS, Section7.0: Sick Leave and Section 7.1: Special Leave With Pay

   Article IX, INSURANCE AND PENSION, Section 9.0

3. **Revise Assessor's hours of work: ARTICLE IV, Section 4.0 (B) shall read:**

   "Except as otherwise provided, the Assessor is a part-time position with hours on an "as needed" basis and recognizing that certain times of the year are **historically** busier than others. **The Assessor shall be in the office for an average of five (5) hours per week but is also required to work as many additional hours as required to complete the grand list, field work, audits, pricing motor vehicles, real estate appraisals, tax appeals, research, revaluations, recommend office budget, attend town meetings, taxpayer conferences/phone calls, attending county and state meetings, training, and recertification coursework required by the state in order to maintain CCMA certification, and other work as outlined in the job description."**

(C) Except as otherwise provided, the regular hours of employment for the Tax Collector shall be thirty-four (34) hours per week upon the following schedule: Monday 8:15 a.m. to 7:00 p.m., Tuesday through Thursday 8:15 a.m. to 4:00 p.m., and Friday off, with lunch on the fly (in office).

Change (C) and (D) To (D) and (E)

4. **Include Tax Collector position in all additional applicable Articles:**

Article V, HOLIDAYS, Section 5.0

Article VI, VACATIONS, Section 6.0

Article VII, LEAVE PROVISIONS, Section7.0: Sick Leave

APPENDIX B, WAGE/BENEFIT CHART

5. **ARTICLE VIII, WAG ES AND BENEFITS, Section 8.0**

Effective **7/1/2011 ...**

6. **ARTICLE IX, INSURANCE AND PENSION, Section 9.0:**

The insurance cost share shall remain at ten percent (10%) for the three (3) years of the Agreement as outlined in APPENDIX B, WAGE/BENEFIT CHART below.

7. **APPENDIX B, WAGE/BENEFIT CHART**

Update annual salaries for the Assessor, Assistant to the Assessor and Tax Collector.

Each employee shall receive **the following general wage increases: effective July 1, 2011 no wage increase, effective July 1, 2012 a one percent (1%) wage increased effective July 1, 2013 a two percent (2%) wage increase.**

Each employee's insurance premium share or contribution shall be **ten percent (10%) beginning July 1, 2011 through June 30, 2014.**

Andover Board of Selectmen

Regular Meeting –Wednesday, July 6, 2011 7:00pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Approval of Board of Selectmen meeting minutes:** Special meeting June 21, 2011.
4. **Opportunity to Add or Delete Agenda Items:**
5. **Tax refunds:** Core Logic Real Estate Tax
6. **Tax Collector:** June 2011 **monthly report:**
7. **Treasures Monthly report:** April 2011 report.
8. **Andover Fire Department:** Request to place 1952 Forestry Truck for sale..
9. **Town Web Site:**.
10. **Sub Committee:** **For a potential septic ordinance in the lake district**
11. **Public Works request:** used dump truck
12. **Appoint Liaisons:**
13. **Boards and Commission Appointments:**
14. **Appointments**
14. **Liaison Reports:**
15. **Next Board of Selectmen meeting:** Regular Board Meeting July 6, 2011.
16. **Executive Session:** Union contract negotiation
17. **Public Speak:**
18. **Adjourn:**

RECEIVED FOR RECORD
6-30-11 @ 2:23pm
Carol A. Doe
TOWN CLERK

Town of Andover
Board of Selectmen
Wednesday July 6, 2011

Minutes

The meeting was called to order at 7:00 p.m. by First Selectman Bob Burbank.

Members present: First Selectman Bob Burbank, Jay Linddy, Elaine Buchardt, Julia Haverl, and Cathleen Desrosiers.

Public Comments: Bob Pittsinger addressed the BOS regarding pedestrian markings on the crossways for the roads on the Rail Trail. He stated that the following roads need to be addressed: Lake Road, Burnap Brook Rd., Parker Bridge Rd., Shoddy Mill Rd., and Wales Rd. He has contacted Representative Pam Sawyer and she is researching a correction.

Bob Wanagel welcomed new BOS members and new faces in the audience.

A motion was made to approve the minutes of 6/21/11. Moved by Jay L., seconded by Elaine B. Motion approved. Julie H. & Cathleen D. abstained.

A motion was made to add to the agenda 7a & 7b, correction 14A, and move agenda item 17-Public Speak between Agenda #15 & 16, due to Executive Session. Moved by Jay L, seconded by Elaine B. Motions passed unanimously.

A motion was made to approve a tax refund in the amount of $206.80to Core Logic Real Estate. Moved by Jay L., seconded by Elaine B. Motion passed, Abstain-Cathleen D.

It was noted that the AES payroll is not represented in the ending balance of the April 2011 Treasures Monthly Report.

Direct Energy - Jay L. introduced Rick Linden, 430 Lake Road, Andover, CT to represent the 3 proposals that Direct Energy has available. First, a reduced rate, to be determined, for Andover residents; second, can provide a free service of energy comparisons for schools; third performance contracting, which is an extenisve review of all town buildings to come up with a list of cost savings. It was noted that the savings would pay for the cost of upgrading the systems.

Volunteer Recognition - The Recreation Committee will head up the recognition of volunteers on boards, commissions, and sports and present to the BOS in two months.

Andover Fire Department - A motion was made to put up for sale, by bid, the 1952 Forestry Truck, with all monies to go to the Fire Commission for the purpose of outfitting a 1989 Service Truck. Moved by Jay L., second Elaine B. An amendment was made to include to the motion

that the BOS has the right to accept and/or refuse all bids on behalf of the Forestry Truck. Moved by Jay L., seconded by Elaine B. Motion passed unanimously.

Web Site - Guidelines and rules are still in progress. Elaine B. will speak with Deb Toupence and report back in August.

Sub Committee Septic Ordinance - Art Wood, President of ALMA, informed the board of a review that has shown septic leakage in Andover Lake. He asked the for a proposal of a septic ordinance for Andover to repair and clean the lake. First Selectman Bob B. recommended to Art Wood that he establish a committee, review the Chatham Health District ordinances, speak with John Valente-Inland/Wetland Commission, Holly Hood-Sanitarian, Rob Mill - Eastern Health District and make recommendations to the BOS. A motion was made to appoint Art Wood, Rick Linden, and Nadia Arcenis to a sub committee to research/review a septic ordinance for the Andover Lake District. Moved by Julia H., seconded by Elaine B. Motion passed unanimously.

Public Works - A motion was made to approve up to $10,000 for a 1996 Dump Truck from the Town of Coventry, which must be reviewed by two independent parties prior to the purchase, and request from the Board of Finance. Moved by Jay L., seconded by Elaine B. Motion passed. Haverl - Abstain.

The following BOS liaisons were appointed: see attached.

A motion was made to appoint members to the respective boards and commissions as follows. Moved by Julia H., seconded by Elaine B. Motion passed unanimously.

CIP - Elaine B., Henry Duprey, John Golemba, David Knowlton.

Conservation Commission - Bethany Busch, Maryann Gile, Michael Palazzi, Scott Warren.

Senior Transportation Committee - John England, Barbara Foran, George Knox, Catherine Palazzi, Susan Schmidt, Michael Wallace.

Commission on Aging - Barbara Foran, Judy Know, Catherine Palazzi, Sue Schmidt, Robert Wanagel.

EDC - James Dake, John Golemba, Jeanne Person, Patrick Dougherty.

Ethics Commission - Retired committee.

Inland Wetland Commission - John England, Michael Landolphi, James McCann, Richard Osborne, Bethany Busch, Alternate Katelynn King.

Memorial Day Committee - Karin Denley, Dennis Foran, John McCall, Nelson Warner, Alternate Virginia Wanagel.

Norton Fund Commission - Heidi Hall Donnelly, Dianne Grenier, Elizabeth Houle, Heidi Xenophontos, Kara Sakelarakis.

Ordinance Review Committee - Marie Burbank, Margaret Busch, Leigh Ann Hutchinson, Carol Lee, Joan Wells.

Recreation Commission - Robert Davis, Kimberly Hawes, Carol Lee, Jay Linddy, Tim Fogerty.

Website Committee - Jay Kamins, Theodore Sakelarakis, Scott Sauyet, Debra Toupence, Heidi Donnelly.

Safety Committee - Jay Linddy, Edwin Kasacek, Robert Burbank, Carol Lee, Katherine Luntta, Andrew Maneggia, Thomas Moynihan, John Roache, Emma Sousa.

Andover Library Board of Trustees - Cathleen Desrosiers, Linda Fish, Mimi Boxwell, Jean Gasper Minalga, Julie Victoria.

NCRHD - Catherine Palazzi.

Advisory Council Cable TV - Elaine Buchardt.

Community Voice Public Access TV - Marie Burbank

Town Historian - Scott Yeomans.

Andover Beautification Committee - Diane Dagon, Barbara Foran, Joan Foram, Dianne Grenier, Edward Shapiro.

A motion was made to table the appointment of a committee to dedicate the new sign for the Andover Veterans Monument Park until August meeting. Moved by Julia H., seconded by Elaine B. Motion passed unanimously.

Julia H. and Jay L. nominated themselves for First Vice Chairperson on the BOS.
Elaine B. clarified that this position is only responsible for conducting meetings in the absence of the First Selectman. A vote was conducted and Jay L. was appointed the position. Bob, Jay, Elaine voted for Jay L. Julia, Cathleen voted for Julia.

Liaison Reports - EDC-Elaine B. reported that the directory has been completed and will be posted Rivereast this weekend.
AES-Jay L. reported that the gym is being repainted & July meeting was cancelled.
Recreation Commission - Jay L. reported that Andover Fun Day was a success.

First Selectman Bob B. Reported that the LOCIP funds for the Library and Senior Center projects have been approved. A Senior Transportation Grant was received in the amount of $6,200. The

New ADA toilets have already been installed. Cathleen D. reported that the Library has received a grant for the Hartford Foundation in the amount of $23,646, and that she has contact Holly Hood - Sanitarian to start with the replacement of the septic tank.

Public Speak - Georgette C. inquired about the time frame and funds for the paving of Lake Road. Dianne G. stated that the BOS asked for a Veterans Park committee list which was given to the BOS. Also, she stated that in 2009 the land was deeded to the Town of Andover and then the park was named by the BOS. The sign will be installed on July 22, 2011 and the well is already installed.

The BOS meetings will be broadcasted starting in September.

Covered Bridge is still being held up due to permits.

Construction on drain for Lake Road are due to start in two weeks.

A motion was made to go into Executive Session for Union Contract negotiation. Moved by Jay L., seconded by Elaine B. Motion passed unanimously. Executive session began at 9:20 p.m. The BOS ended Executive Session at 9:36 p.m. no action was taken.

A motion was made to adjourn the meeting at 9:50 p.m. Moved by Elaine B., seconded by Julia H. Motion passed unanimously.

Respectfully submitted,

Cathleen Desrosiers
Acting Clerk

RECEIVED FOR RECORD
7-11-11 @ 8:15 am
Carol M Lee
TOWN CLERK

AGENDA ITEM # 12 APPOINT LIAISONS

Chapter V. The First Selectman

Section 501. General

A. The First Selectman or his designee (who must be a Selectman) shall be an ex officio member of all other Town Commissions. Boards, And agencies.

CONSERVATION COMMISSION	Julie
SENIOR TRANSPORTATION COMMITTEE	Elaine
ECONOMIC DEVELOPMENT COMMISSION	Elaine
INLAND WETSLAND COMMISSION	
RECREATION COMMISSION	Jay
~~**SENIOR TRANSPORTATION COMMISSION**~~	
MEMORIAL DAY COMMITTEE	Cathy
BOARD OF EDUCATION	Jay
RHAM BOARD OF EDUCATION	Bob • Jay
Library	Cathy
Fire Comm	Bob
PZC	~~Jay~~ Julie
Web site	Julie
Comm. of Aging	Elaine
ZBA	Cathy

Andover Board of Selectmen

Regular Monthly Meeting

July 6, 2011 7:00pm Community Room

Sign in Sheet - Please Print Name

W. Barton
Dianne Grenier
Georgette Conrad
Art Wood
B Gittinger
Bob Wanagel
Virginia Wanagel
Courtney Parent
Rick Linda

B
Bob WANAGEL
VIRGINIA WANAGEL
Leigh Ann Hufcheson

314

Andover Board of Selectmen

Special Meeting – Tuesday, July 19, 2011 1:30pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**

2. **Public Speak:**

3. **Resolution:** To authorized Robert Burbank, First Selectman of the Town of Andover to sign the agreement Encroachment Concurrence No.1009203(11) between The State of Connecticut, Department of Transportation and The Town of Andover. (pedestrian bridge over State Route 316.)

4. **Public Speak:**

5. **Adjourn:**

RECEIVED FOR RECORD
7-18-11 @ 1:25 pm
Carol A. Lee
TOWN CLERK

Andover Board of Selectmen
Special Meeting – Tuesday July 19, 2011 1:30pm
Town Office Building, Community Room 17 School Road, Andover, CT.

Meeting Minutes

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the special meeting to order at 1:30pm
With the Pledge of Allegiance.

Members present: Robert F.Burbank, Jay K. Linddy, Elaine M. Buchardt, and Julia A. Haverl. **Members not present:** Cathleen A. Desrosiers,

Public present: Marie Burbank

AGENDA # 2: **Public Speak:** None

GENDA # 3: **Resolution:** Julia Haverl made a motion to authorized Robert Burbank, First Selectman of the Town of Andover to sign the agreement Encroachment Concurrence No. 1009203(11) between The State of Connecticut, Department of Transportation and the Town of Andover. (pedestrian bridge over state Route 316). Elaine M. Buchardt seconded the motion.

VOTE 4 – 0 – 0 Motion Passed

Next board of Selectmen meeting: Regular Meeting August 3

AGENDA # 4: **Public Speak:** None

GENDA # 5: **Adjournment:**

Julia Haverl made a motion to adjourn at 1:45pm Elaine M. Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION Passed

RECEIVED FOR RECORD
7-19-11 @ 2:05pm
Carol A Lee
TOWN CLERK

316

ATTACHMENT #1

RESOLUTION

BE IT RESOLVED, that Robert F. Burbank, First Selectman of the Town of Andover is authorized to sign the agreement to construct and maintain a pedestrian bridge within highway right of way Route 316 as described in encroachment permit number 1009203(11).

Dated this 19 day of July, 2011

Robert F. Burbank
First Selectman

Julia Haverl
Selectman

Elaine Buchardt
Selectman

Jay K. Linddy
Vice-First Selectman

Cathleen Desrosiers
Selectman

ATTACHMENT #2

Andover Board of Selectmen
Special Monthly Meeting
July 19, 2011 1:30pm

Sign In Sheet - Please Print Name

Marie Burbank	MARIE BURBANK

318

Andover Board of Selectmen

Regular Meeting – Wednesday, August 3, 2011 7:00pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Approval of Board of Selectmen meeting minutes :** July 6, (Regular Meeting), July 19, (Special Meeting).
4. **Opportunity to Add or Delete Agenda items:**
5. **Tax refunds:**
6. **Tax Collector Monthly report:**
7. **Treasurers Monthly report:**
8. **Channel 3 Kids Camp:** News letter
9. **Economic Development Commission:** Tolland County Community & Visitors Guide. And Town of Andover Business Directory.
10. **Website Committee:** Resignation of Ted Sakelarakis.
11. **Conservation Commission:** CART program.
11. **Andover Fire Department Forestry Truck:** 1952 ¾ Ton M-37
12. **1996 Dump truck:** Board of Finance.
13. **Resolution:** The Department of Emergency Management & Homeland Security, The Capitol Region Council of Governments and The Region 3 Regional Emergency Planning Team.
14. **Liaison Reports:**
15. **Next Board of Selectmen Meeting:** Regular meeting Wednesday September 7, 2011.
16. **Public Speak:**
17. **Executive Session:** Local 1303-368 Town Highway Department Union contract negotiation.
18. **Town Highway Department:** Union Contract.
19. **Adjourn:**

RECEIVED FOR RECORD
08-01-11 @ 6:53 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectman

Regular Meeting-Wednesday, August 3, 2011 7:00 p.m. Community Room

Members Present: Julia Haverl, Elaine Buchardt, Bob Burbank, Jay lindy, Cathy Desrosiers

1. **Call to order/Pledge of allegiance**

   Bob Burbank, First Selectman, called the meeting to order at 7:00 p.m.

2. **Public Speak**

3. Approval of Board of Selectmen meeting minute: July 6 (Regular Meeting) July 19 (Special Meeting).

Jay Linddy made a motion to add to last month's minutes: Cathy Palazzi as municipal agent and Bob Wenegal on commission on aging. Elaine Buchardt seconded.

Julia Haverl suggested the words "ethics commission" be deleted and add that'no nominations were made' to the minutes from last month.

Scott Sauyet should be listed as removed from the website committee.

Julia Haverl made a motion to table appointment to dedicate the Andover Veteran's Monument Park on 11/11/11 until the August meeting.

Veterans Day celebration committee to dedicate Monument Park for 11/11/11.

Accept minutes as corrected. 4 in favor, 1 opposed (Jay Linddy). Motion passed.

Jay Linddy made a motion to approve the special meeting minutes on July 19th.

Elaine Buchardt seconded. 4 approved, Cathy Desrosiers abstained. Motion passed

4. **Opportunity to Add or Delete Agenda Items**

Julia Haverl moved to add to the agenda discussion of committee for 11/11/11 as item 10a.

Elaine Buchardt seconded. Motion passed unanimously.

5. **Tax Refunds**

Bob Burbank reported no tax refunds.

6. Tax collector monthly report

7. Treasurers monthly meeting

8. Channel 3 Kids camp- information available to public upon request.

9. Economic development commission

Members contact information corrected.

10. Website committee:

Ted Sakelarakis resigned. Board accepts his resignation

Julia Haverl made a motion to have a special meeting on August 24th with the website committee to determine what remains to be done with the website.

Cathy Desrosiers seconded. Motion passed unanimously.

10a. Suggestion to appoint committee for 11/11/11. Board agreed to establish a Veterans Day committee that would honor veterans beyond 11/11/11.

Cathy Desrosiers moved to adopt a permanent committee for Veterans Day.

Elaine Buchardt seconded.

Discussion followed.

Motion passed unanimously.

Julia Haverl made a motion that the first appointees consists of the five people from a list Diane Grenier submitted.

Discussion follows.

Julia Haverl made a motion to authorize Diane Grenier to proceed with plans for a celebration in observance of the Veterans on 11/11/11 at 11 am.

Amended motion to 11/11/11 omitting the time of 11 a.m.

Cathy Desrosiers seconded. Motion passes unanimously.

11. Conservation Commission

The Conservation Commission is taking over the CART program to revive it.

12. Andover Fire Department Forestry Truck: 1953 ¾ Ton M-37

Jay Linddy made motion to accept the bid of $5,240. At the request of the fire department the money will be set aside and put toward a refurbished forestry truck.

Julia Haverl seconded.

Discussion

Motion passed unanimously.

13. 1996 Dump truck – BOF approved

Andover can get the truck for $9,500 when the Coventry council approves the sale- they meet next week.

Evaluation was done to be sure it was worth the cost.

14. Resolution

Jay Linddy made a motion that the resolution for the Department of Emergency Management & Homeland Security, The Capitol Region Council of Government, and the Region 3 Regional Emergency Planning Team – be adopted.

Julia Haverl seconded.

Discussion follows.

Motion passed unanimously.

15 Liaison Reports:

Cathy Desrosiers- Library project underway. They wrote a grant for wall and stairs and received $23,640 to be used toward the wall. Andover earmarked $102,000 for projects at the library. Bids on projects saved money with paving and septic and money was saved on the wall because of the grant.

Ice Cream & a musical performance by Likeminds at the Gazebo on August 19th. Sponsored by the Friends of Library.

Julia Haverl: Planning & Zoning information coming – started working with website, will report more next month.

16. Next Board of Selectman meeting:

The next regularly scheduled meeting is September 7th

Direct energy marketing agreement was sent to the town attorney. A meeting is scheduled for September 8, 2011.

Jay Linddy made a motion to meet with Celtic energy on Thursday, September 8th 2011 at 7 pm.

Motion passed unanimously.

Item in budget for Board of Selectman Clerk/Administrative Assistant $500.

16. Public Speak

Dennis Foran commented on funds for Board of Selectman clerk. Cathy Desrosiers referenced the Board of Finance budget.

Transfer of funds between departments- will make recommendations to treasurers

17. Executive Session: Local 1303-368 Town Highway department union contract negotiation.

Jay Linddy made a motion to go into executive session at 8:26 p.m.

The board came out of executive session at 8:45 p.m. No action was taken.

Elaine Buchardt seconded. Motion passed unanimously.

18. Town highway department: Union Contract

Jay Linddy made a motion to approve the union contact as presented. Julia Haverl seconded.

Motion passed unanimously.

19. Adjourn

Elaine Buchardt made a motion to adjourn at 8:48 p.m.

Julia Haverl seconded. Unanimous.

Respectfully submitted,

Kara Sakelarakis

RECEIVED FOR RECORD
8-8-11 @ 8:15am
Carol Hoss
TOWN CLERK

July 29, 2011 • NEWS BULLETIN

LEGALS

TOWN OF ANDOVER
For Sale

1952 - 3/4 ton M-37 Truck - 32,715 miles - needs gas tank being sold as is. All bids must be received in the Town Clerk's Office by 8-3-11 at 1:50 p.m. bids will be opened 8-3-11 at 2 p.m. 860-742-0188 1TB 7/22

Agenda Item #12 Attachment #1

BILL OF SALE
H-31 REV. 10-2001

STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES
BRANCH OPERATIONS DIVISION
On The Web At http://dmvct.org

INSTRUCTIONS:
1. Seller of motor vehicle or vessel must complete, sign and give this form to the purchaser.
2. Purchaser must present the completed form to the Motor Vehicle Department with other forms required for proper registration.

SALE OF *(Check one)*	[X] **MOTOR VEHICLE**	[ ] **VESSEL**	[ ] **OTHER** *(Specify)*	******VEHICLE SOLD AS IS******	
SELLER	NAME: Town of Andover				
	ADDRESS *(Number and Street)*: 17 School Road	*(City or Town)*: Andover	*(State)*: CT	*(Zip Code)*: 06232	
SELLING PRICE	$ 5,240.00	The owner (seller) of this motor vehicle or vessel described below hereby transfers to the purchaser the described motor vehicle or vessel in consideration of the amount (selling price) entered at left, receipt hereby acknowledged.			
PURCHASER INFORMATION	NAME: James F. or Carolann Nettleton				
	ADDRESS *(Number and Street)*: 102 Barberry Lane	*(City or Town)*: Meriden	*(State)*: CT	*(Zip Code)*: 06451	
DESCRIPTION OF MOTOR VEHICLE	MAKE: Dodge	YEAR: 52	COLOR(S): Red	MODEL NAME OR NUMBER: M-37	BODY STYLE (4-Dr. Sedan, etc.): 2 door
	ODOMETER READING: 32,715	VEHICLE IDENTIFICATION NUMBER (VIN): Serial # 80040712	Stock # G2741-8358322		
DESCRIPTION OF VESSEL	YEAR BUILT:	HULL I.D. NUMBER *(Required if built 1973 or later)*:	MAKE:		
	COLOR *(Primary - Secondary)*:	MODEL:	LENGTH:	STATE WHERE LAST NUMBERED:	PREVIOUS NUMBER:
CERTIFICATION AND SIGNATURE	I declare under penalty of false statement that the information furnished above is true and complete to the best of my knowledge and belief.	SIGNATURE OF SELLER: X Robert F Barbarel 1 ST Selectman	DATE: 8-4-2011		

324

August 4, 2011

We, James F. and Carolann Nettleton of 102 Barberry Lane, Meriden, CT 06451 took possession of a 1952 Dodge M-37 Stock # G2741-8358322 Serial # 80040712 from the Town of Andover, CT on August 4, 2011 at 11:22 AM and are assuming any and all liability associated with this vehicle.

James F. Nettleton

Carolann Nettleton

Subscribed and Sworn to before me, a Notary Public, in and for the County of Tolland and State of Connecticut, this 4th day of August, 2011.

Margaret H. Busch

Notary Public

My Commission Expires 03-31-14

MARGARET H. BUSCH NOTARY PUBLIC CONNECTICUT

Agenda Item #14
Attachment #3

TOWN OF ANDOVER

RESOLUTION

RESOLVED, that the Town of Andover may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Robert F. Burbank, First Selectman of the Town of Andover, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Andover and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

IN WITNESS WHEREOF: The undersigned have executed this resolution this 3rd day of August 2011.

Robert F. Burbank
First Selectman

Julia Haverl
Selectman

Elaine Buchardt
Selectman

Jay K. Linddy
Vice First Selectman

Cathleen Desrosiers
Selectman

AUTHORIZING RESOLUTION OF THE

TOWN OF ANDOVER, CONNECTICUT

CERTIFICATION:

I, Carol H. Lee, Town Clerk of the Town of Andover, do herby certify that the following is a true and correct copy of a resolution adopted by the Andover Board of Selectman at its duly called and held meeting on August 3, 2011, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Andover may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Robert F. Burbank, First Selectman of the Town of Andover, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Andover and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Robert F. Burbank now holds the office of the First Selectman and he has held that office since June 24, 2006.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 8th day of August, 2011.

Carol H. Lee

Carol H. Lee

Town Clerk

328

Andover Board of Selectmen

Special Meeting – Wednesday, August 24, 2011 7:00pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Approval of Board of Selectmen meeting minutes :** August 3, 2011, (Regular Meeting),
4. **Website Committee:**
5. **Resolution:** Connecticut State Library for a Historic Documents Preservation Grant..
6. **Next Board of Selectmen Meeting:** Regular meeting Wednesday September 7, 2011. Special Meeting September 8, 2011 and Special Meeting September 13, 2011
7. **Public Speak:**
8. **Adjourn:**

MEETING Cancelled 8/16/11 3:48 PM Joe

RECEIVED FOR RECORD
08-16-11 @ 10:01 AM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Regular Meeting – Wednesday, September 7, 2011 7:00pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Approval of Board of Selectmen Meeting minutes :** August 3, (Regular Meeting).
4. **Opportunity to Add or Delete Agenda items:**
5. **Tax Collector Monthly report:**
5. **Tax refunds:**
7. **Treasurers Monthly report:**
8. **Resolution:** Connecticut State Library for a Historic Documents Preservation Grant:
9. **Storm Irene:**
10. **Website Committee:**
11. **Direct Energy Contract:**
12. **Silver Lining:**
13. **Andover Fire Commission:** Requesting additional expenditure of $ 1,910.00,
14. **Charter Review:**
15 **Regional School District No. 8**
16 **September 8, 2011 Special Board of Selectmen meeting:** Energy Savings Performance
17 **September 13, 2011 Special Board of Selectmen meeting:** Energy Savings Performance
18. **Annual Report 2009-2010**
19. **Liaison Reports:**
20. **Next Board of Selectmen Meeting:** Special Meeting September 8, 2011 and Special Meeting September 13, 2011.
21. **Public Speak:**

Adjourn:

RECEIVED FOR RECORD
9-6-11 @ 2:45pm
Cathleen
TOWN CLERK

Board of Selectmen

Regular Meeting September 7, 2011

Community Room 7 p.m.

Members Present: Bob Burbank, Jay Linddy, Cathy Desrosiers, Elaine Burchardt
Absent: Julie Haverl

1. The Meeting was called to order by Bob Burbank at 7 p.m. Pledge of Allegiance
2. Public Speak:
   Mike Donnelly- Commented on Town Social Services
   Bob Wanagel Commented
   Cathy Palazzi – Thanked Bob Burbank and Jay Linddy for Hurricane Response – Thanked CERT team – Sylvia Dake and RHAM CERT team, Diane Greiner and Board.

3. Approval of Board of Selectmen Meeting minutes: Regular Meeting August 3.

   Jay Linddy made a motion to approve minutes from the August 3 regular meeting. Seconded by Cathy Derosiers. The motion passed unanimously.

4. Opportunity to Add or Delete agenda: None.

5. Tax Collector Monthly report: Jay Linddy made a motion to receive monthly report. Cathy Desrosiers seconded. The motion passed unanimously.

6 Tax Refunds

7. Treasurer's Monthly Report: We are on track with expenses.

8. Resolution: CT State Library for a Historic Documents Preservation Grant:
   Jay Linddy made a motion to approve resolution for CT state library for a historic documents preservation grant. Elaine Buchardt seconded.
   Motion passed unanimously.

9. Storm Irene - Bob Burbank spoke on response to storm – suggested message system where residents can voluntarily add their number to a list for water/MREs and to be alerted in case of evacuations etc. Burbank explained about crews and CL&P. Some had problems with generators etc. no communication to help. Thanked volunteers.
   Jay Linddy- thanked Fire Department, CERT Team, RHAM video club, Dianne Grenier, etc. many people worked together. No thanks to Comcast who left seniors without phone. No thanks to CL&P.

10. Website Committee: The board will meet with Jay Kamins at 3 p.m. on Monday, September 26 in the Community Room.

11. Direct Energy Contract: Allows residents to purchase electricity – surrounding towns are already in the program which is likely cheaper than CL&P. With the consensus of the Board of Finance savings will be earmarked to social services fuel fund. (Other surrounding towns are already in program). Contract is from November 2011 through July 2012.

    See Attached.

    Jay Linddy made a motion on agreement with Direct Energy LLC.
    Elaine Buchardt seconded. The motion passed unanimously.

12. Silver Lining

13. Andover Fire Commission: requesting additional expenditure of $1,910.00
    Jay Linddy made a motion to appropriate $1,910 to fire commission
    we sold truck for 1989 serv. Truck Elaine Buchardt seconded.
    Motion passes unanimously.

14. Charter Review

Cathy Desrosiers made a motion to hold a public hearing regarding the charter review on October 6 at 7 p.m. in the community room.

Elaine Buchardt seconded. The motion passed unanimously

15. Regional School District No. 8

16. September 8, 2011 Special Board of Selectmen Meeting:
    Energy Savings Performance

17. September 13, 2011 Special Board of Selectman meeting:
    Energy Savings Performance

18. Annual Report 2009-2010
    Thanks was given to those who put the report together.

19. Liaison Reports:
    Library work is on schedule.
    FoodShare will be at the congregational church every other Wednesday from 9-9:30 a.m. beginning on September 14.

20. Next Board of Selectmen Meeting: Special Meeting September 8, 2011 and special meeting September 13, 2011

21. Public Speak: Georgette Conrad - asked about FoodShare in Andover instead of Hebron. Also mentioned that the Charter Review must be approved by 15% not just voted on by 15%.

    Catherine Migaldi-Lewis commented on Charter Review.
    Joan Foran- Thanked all for Hurricane relief efforts. Commented on transfers.
    Dianne Griener- Commented on the Annual Report. She also asked if donations can be made directly to CERT team. Answer is yes.
    Silver lining- calendar in river east

22. Adjourn
    Jay Linddy made a motion to adjourn. Elaine Buchardt seconded.
    Motion passed unanimously.

RECEIVED FOR RECORD
9-12-11 @ 8:15 am
Carol H Lee
TOWN CLERK

ATTACHMENT

Andover Board of Selectmen
Regular Monthly Meeting
September 7, 2011 7:00pm

Sign In Sheet - Please Print Name

W Barton	W. Barton
Rev Michael P. Donnelly	Rev. Michael P. Donnelly
Roxanne L. Hosking	Roxanne L. Hosking
Joan Foran	Joan Foran
Marie Burbank	MARIE BURBANK
Catherine Palazzi	Catherine Palazzi
Dianne Grenier	Dianne Grenier
Bob W.	BOB WANAGEL
Virginia W.	VIRGINIA WANAGEL
C Lewis	CATHERINE LEWIS
My Lin	Rick Linden
Georgette M Conrad	Georgette M. Conrad
Don Keener	

ATTACHMENT

RESOLUTION

BE IT RESOLVED; That Robert F. Burbank, First Selectman of the Town of Andover is empowered to execute and deliver in the name and on the behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

Resolution adopted this 7th day of September, 2011

Robert F. Burbank

First Selectman

Julia Haverl

Selectman

Elaine Buchardt

Selectman

Jay K. Linddy

Vice First Selectman

Cathleen Desrosiers

Selectman

ATTACHMENT

Direct Energy - Affinity Program

MARKETING AGREEMENT

This Marketing Agreement (the "Agreement") is entered into as of _____ , 20__ (the "Effective Date"), by and between **Direct Energy Services** LLC, a Delaware limited liability company ("Direct Energy"), and the **Town of Andover, CT, a** _____(the "Joint Marketer"). Direct Energy and the Joint Marketer are at times referred to individually as "Party" or collectively as the "Parties."

RECITALS:

WHEREAS, Direct Energy is certified by the Illinois Commerce Commission ("ICC") to provide retail electric and retail natural gas supply services ("Retail Supply Services") to Joint Marketer members, residents, small businesses and other consumers ("Consumers") who are eligible to participate in the Local Utility's customer choice program;

WHEREAS, Direct Energy also offers Consumers products and services related to the provision of Retail Supply Services;

WHEREAS, Direct Energy intends, from time-to-time at its discretion, to offer Consumers fixed and/or variable price plans for Retail Supply Services, and related products and services (collectively with Retail Supply Services, the ("Energy Services"), and to enter into individual transactions directly with Consumers for such Energy Services;

WHEREAS, the Joint Marketer seeks to facilitate retail choice by Consumers of Energy Services;

WHEREAS, upon execution of this Agreement the Joint Marketer will be authorized to recommend publicly Direct Energy and the Energy Services it offers; and

WHEREAS, Direct Energy and the Joint Marketer desire to cooperate with each other to market the Energy Services to the Joint Marketer's Consumers and within the Local Utility's utility service territory.

NOW, THEREFORE, the Parties, for good and valuable consideration, the receipt and sufficiency of which is acknowledged, agree as follows:

ATTACHMENT

SCHEDULE I

to MARKETING AGREEMENT

ENERGY SERVICES PRICE

Today's Date: _____,20_

Pursuant to the Marketing Agreement that the **Town of Andover, CT** ("Joint Marketer") entered with **Direct Energy Services, LLC** ("Direct Energy") on _____, 20 __("Agreement"), the Joint Marketer hereby elects to recommend to its Consumers the following Direct Energy offer(s) of Energy Services, as contemplated by Section 2.1 (a) of the Agreement. Any capitalized terms not defined herein shall have the same meaning ascribed to them in the Agreement.

o retail electric supply services, the Energy Services Price for which is provided in Attachment A to this Schedule I.

D retail natural gas supply services, the Energy Service Price for which is provided in Attachment B to this Schedule I.

n other products and/or services, the explanation and Energy Services Price for which are provided in Attachment C to this Schedule I.

Agreed to this_____ day of_____,20_

THE TOWN OF ANDOVER, CT

Name: _____

Title: _____

DIRECT ENERGY SERVICES, LLC

By:

Name:

Title:

ATTACHMENT

Sched 1-1

ATTACHMENT A

Energy Services Price Schedule and Joint Marketer Contribution for Retail Electric Supply Services

This Pricing Schedule (this "Schedule") is being entered into this ____ day of _____ , 20_ _ by and between **DIRECT ENERGY SERVICES, LLC** ("Direct Energy"), and **THE TOWN OF ANDOVER, CT** ("Joint Marketer") pursuant to that certain Marketing Agreement and its Schedule I, dated _____, 20_ (the "Agreement"). Any capitalized terms not defined herein shall have the same meaning ascribed to them in the Agreement.

1. **Energy Services Pricing for Retail Electric Supply Services**

For any and all Offer Periods which occur from November 2011 through the July 2012 billing cycle, the Energy Services Price for Retail Electric Supply Service shall be $0.0819 per kWh, plus all applicable taxes and fees, unless the Consumer qualifies for a Senior Citizen Discount, in which case the rate for Energy Services Price for Retail Electric Supply Service shall be $0.0809 per kWh, plus all applicable taxes and fees. If the Consumer chooses the Renewable Wind Energy product offered by Direct Energy, the Energy Services Price for Retail Electric Supply Service shall be $0.0879 per kWh, plus all applicable taxes and fees.

2. **Joint Marketer Contribution**

On _____, 20 __, Direct Energy shall review its database(s) listing Direct Energy Customers acquired pursuant to this Agreement. For each such Customer listed as being on-flow with Direct Energy as of that date, Direct Energy shall make a one-time payment to the Joint Marketer of $ 0.002 per kWh of usage by Customers in the Program, with the understanding that the specific use of the funds paid under this Section go toward the specific town fund. Direct Energy shall pay to the Joint Marketer the one-time Joint Marketer Contribution, if any, no later than _____, 20 __.

Agreed to this _____ day of _____, 20__ .

HE TOWN OF ANDOVER, CT **DIRECT ENERGY SERVICES, LLC**

By: _____ By:

Name: Name:

338

ATTACHMENT

Title: _____ Title: .

AttA-1

ATTACHMENT B

Energy Services Price Schedule and Joint Marketer Contribution for Retail Natural Gas Supply Services

This Pricing Schedule (this "Schedule") is being entered into this ____ day of _____ , 20_ by and between **DIRECT ENERGY SERVICES, LLC** ("Company"), and **THE TOWN OF ANDOVER, CT** ("Joint Marketer") pursuant to that certain Marketing Agreement and its Schedule I, dated_____ , 20 _(the "Agreement"). Any capitalized terms not defined herein shall have the same meaning ascribed to them in the Agreement.

1. **Energy Services Pricing for Retail Natural Gas Supply Services**

For any and all Offer Periods which occur from _____ through the _____billing cycle, the Energy Services Price for Retail Natural Gas Supply Service shall be $_____ per [ccf or mcf], plus all applicable taxes and fees, unless the Consumer qualifies for a Senior Citizen Discount, in which case the rate for Energy Services Price for Retail Natural Gas Supply Service shall be $ _____ per [ccf or mcf], plus all applicable taxes and fees.

2. **Joint Marketer Contribution**

_____ , 20__ , Direct Energy shall review its database(s) listing Direct Energy Customers acquired pursuant to this Agreement. For each such Customer listed as being on-flow with Direct Energy as of that date, Direct Energy shall make a one-time payment of _____ [flat rate] to the Joint Marketer, with the understanding that the Joint Marketer and Direct Energy will mutually agree on the specific use of the funds paid under this Section toward a specific village project; provided, however, that, for Direct Energy to be obligated to pay the Joint Marketer the Joint Marketer Contribution, the Joint Marketer must by _____ ,

ATTACHMENT

20 advise Direct Energy in writing of its recommendation of the specific purpose for which the Joint Marketer Contributions will be used. Direct Energy shall pay to the Joint Marketer the Joint Marketer Contribution, if any, no later than _____, 20__ .

Agreed to this _____ day of_____, 20 __.

THE TOWN OF ANDOVER, CT	**DIRECT ENERGY SERVICES, LLC**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____

AttB-1

ATTACHMENT C

Energy Services Price Schedule and Joint Marketer Contribution for Other Products and/or Services

This Pricing Schedule (this "Schedule") is being entered into this _____ day of _____, 20_ by and between **DIRECT ENERGY SERVICES, LLC** ("Company"), and **THE TOWN OF ANDOVER, CT** ("Joint Marketer") pursuant to that certain Marketing Agreement and its Schedule I, dated _____, 20__(the "Agreement"). Any capitalized terms not defined herein shall have the same meaning ascribed to them in the Agreement.

1. **Description of Products and/or Services**

2. **Energy Services Pricing for Other Products and/or Services**

ATTACHMENT

3. Joint Marketer Contribution

Agreed to this day of ,20.

THE TOWN OF ANDOVER, CT	DIRECT ENERGY SERVICES, LLC
By:	By: _
Name:	Name:
Title:	Title

Andover Board of Selectmen

Special Meeting

Thursday, September 8, 2011 7:00pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Energy Savings**
4. **Next Board of Selectmen Meeting:** Special Meeting September 13, 2011.
5. **Public Speak:**
6. **Adjourn:**

RECEIVED FOR RECORD
9-6-11 @ 2:45pm
TOWN CLERK

Andover Board of Selectmen

Special Meeting Minutes

Thursday, September 8, 2011

AGENDA

Meeting Minutes

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the special meeting to order at 7:00pm with the Pledge of Allegiance.

Members present: Robert F.Burbank, Jay K. Linddy, Elaine M. Buchardt, Cathleen A. Desrosiers, and Julia A. Haverl. Jay Linddy left meeting at 7:25pm (another Meeting to go to).

Others: Christopher F. Halpin

AGENDA # 2: **Public Speak:** None

AGENDA # 3: **Energy Savings:** Presentation was made by Christopher Halpin, president of Celtic Energy

AGENDA # 4: **Next board of Selectmen meeting:** Special Meeting September 13, 2011.

AGENDA # 5: **Public Speak:** None

AGENDA # 5: **Adjournment:**

Julia Haverl made a motion to adjourn at 8:13pm Elaine M. Buchardt seconded the motion.

VOTE 4 – 0 – 0 MOTION Passed

RECEIVED FOR RECORD
9-12-11 @ 5:40pm
Carol A. Doe
TOWN CLERK

Andover Board of Selectmen

Special Meeting

Tuesday, September 13, 2011 7:00pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Energy Savings**
4. **Next Board of Selectmen Meeting:** Regular Board Meeting October 5, 2011.
5. **Public Speak:**
6. **Adjourn:**

RECEIVED FOR RECORD
9-6-11 @ 2:45pm
TOWN CLERK

Andover Board of Selectmen

Special Meeting Minutes

Thursday, September 13, 2011

AGENDA

Meeting Minutes

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the special meeting to order at 7:00pm with the Pledge of Allegiance.

Members present: Robert F.Burbank, Elaine M. Buchardt, Cathleen A. Desrosiers, and Julia A. Haverl. **Not present:** Jay K. Linddy

Others: Rick Linden, Andy Merola (C.C.M.)

AGENDA # 2: **Public Speak:** None

AGENDA # 3: **Energy savings:** Mr. Andy Merola presented C.C.M. as a resources for the Town of Andover to review all municipal buildings and energy upgrades to create upgrades to create savings.. Julia A. Harvel made a motion to accept a free energy audit of town building. Elaine M. Buchardt seconded the motion

VOTE 4 – 0 – 0 MOTION Passed

AGENDA # 4: **Next board of Selectmen meeting:** September 26, 2011.(Special Meeting)

AGENDA # 5: **Public Speak:** None

AGENDA # 6: **Adjournment:**

Elaine M. Buchardt made a motion to adjourn at 8:25pm. Julia A. Haverl seconded the motion.

VOTE 4 – 0 – 0 MOTION Passed

RECEIVED FOR RECORD
09-29-11 @ 1:29 pm
Margaret H. Bursch
Asst. TOWN CLERK

Andover Board of Selectmen

Special Meeting

Monday, September 26, 2011 3:00pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**

2. **Public Speak:**

3. **Web Committee:** Review new web site

4 DOT RESOLUTION RFB 9/22/11

5 ~~4.~~ **Next Board of Selectmen Meeting:** Regular Board Meeting, October 5, 2011.

6 ~~5.~~ **Public Speak:**

7 ~~6.~~ **Adjourn:**

RECEIVED FOR RECORD
9-12-11 @ 8:15 am
Carol N Lee
TOWN CLERK

Andover Board of Selectmen

Special Meeting Minutes

Thursday, September 26, 2011

AGENDA

Meeting Minutes

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the special meeting to order at 3:05pm with the Pledge of Allegiance.

Members present: Robert F.Burbank, Jay K. Linddy, Elaine M. Buchardt. **Not present:** Cathleen A. Desrosiers, and Julia A. Haverl. **Others:** Carol MacKay, Sue Schmidt, Debra Toupence, Dianne Grenier, Jay Kamis, Geeta Schranher (River East Newspapers) and Jim Dake. Town Clerk Carol Lee enter meeting at 3:25pm. (left meeting 3:35pm)

AGENDA # 2: **Public Speak:** None

AGENDA # 3: **Web Committee:** Members of the Web Committee Debra Toupence (Chair) and Web Master Jay Kamis did a presentation of the Town new Web site. Some concerns: F.O.I., Minutes, and Agendas. Carol Lee will spend time with Jay Kamis on loading Minutes and Agenda to Web Site. Calendar of events who will be in charge of entering information. What groups may use the Web Site, Board of Selectmen will work with Web Master. If something is wrong on site call 1st Selectman or Web Master Jay Kamis to correct it. November 2 will be the date to have it on line as the Towns official Web Site.

AGENDA # 4: **Next board of Selectmen meeting:** October 5, 2011.(Special Meeting)

AGENDA # 5: **Public Speak:** None

AGENDA # 6: **Adjournment:**

Elaine M. Buchardt made a motion to adjourn at 4:45pm. Jay K. Linddy seconded the motion.

VOTE 3 – 0 – 0 MOTION Passed

RECEIVED FOR RECORD
09-27-11 @ 9:35 Am
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Regular Meeting – Wednesday, October 5, 2011 7:00pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Welcome Austin & Tracy Giroux: Community Voice Channel Producers.**
3. **Public Speak:**
4. **Approval of Board of Selectmen Meeting minutes :** September 7, (Regular Meeting) September 8 (Special Meeting), September 13, (Special Meeting), September 26 (Special Meeting).
5. **Opportunity to Add or Delete Agenda items:**
6. **Tax Collector Monthly report:**
7. **Tax refunds:**
8. **Treasurers Monthly report:**
9. **2012 Board of Selectmen Meeting Dates:** State Statue 1-225(b) required to file 2012 meeting dates for all Boards or Commissions.
10. **2010-2011 Budget Transfers:**
11. **Website Committee:**
12. **Sale of old plow Truck:** 1994 Ford LIV 800D
13. **Resolution:** Department of Transportation grant program for elderly and disabled demand-responsive transportation.
14. **C.I.P.:**
15. **Rail for Trail Bridge:** Route 316
16. **Charter Review:** Selectmen recommendations-revised Charter./ October 6, 2011 public hearing.
17. **Regional School District No. 8:** October 13, 2011 (health insurance), September 26, 2011 upcoming Education Association Negotiations..
18. **Town owned property:** List of property (land) owned by town.
19. **North Central Regional Mental Health Board:** Municipal Agent Catherine Palazzi quarterly report.
20. **United States Postal Office:** Letter dated September 15, consolidation of town service.
21. **Town State Grants:** Revenue loss
22. **Liaison Reports:**

Next Board of Selectmen Meeting: November 2, 2011. (Regular Meeting).

24. **Public Speak:**
25. **Adjourn:**

RECEIVED FOR RECORD
10-01-11 @ 10:14 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Regular Meeting-Wednesday, October 5, 2011 7 p.m. Community Room

Members Present: Bob Burbank, First Selectman; Jay Linddy, Cathy Desrosiers, Elaine Buchardt, & Julia Haverl

1. Bob Burbank called the meeting to order at 7:04.
   Pledge of Allegiance
2. Welcome Austin & Tracy Giroux: Community Voice Channel Producers.
3. Public Speak: Wally Barton: Commented on Lake Road corner rut. Bob Burbank said it will be fixed.
4. Approval of Minutes: Jay Linddy made a motion to approve the minutes from the September 7th regular meeting. Elaine Buchardt seconded.
   Discussion: Spelling correction, add time of adjournment and signature.
   Julia Haverl abstained. Motion passed.

Jay Linddy made a motion to accept the minutes from the September 8th special meeting. Elaine Buchardt seconded. Julia Haverl abstained. Motion passed.
Jay Linddy made a motion to approve the minutes from the September 13 special meeting. Julia Haverl seconded. Elaine Buchardt abstained. Motion passed.

Jay Linddy made a motion to approve the September 26th special meeting. Seconded by Elaine Buchardt. Discussion: spelling correction and acknowledgment of who took the minutes and the date of submission should be added.
Julia Haverl and Cathy Desrosiers abstained. Motion passed.
Jay Linddy made a motion to add item 9a. Clean Energy Grant and 9b. Correspondence-Board of Finance. Elaine Buchardt seconded. Motion passed unanimously

Jay Linddy made a motion to accept tax refunds. Julia Haverl seconded. Discussion followed. Motion passed unanimously.

8. Treasurers Monthly Report

9. 2012 Board of Selectmen Meeting Dates: State Statue 1-225(b) required to file 2012 meeting dates for all board meetings.

Julia Haverl moved to keep meetings on the first Wednesday of the month with the exception of July 4th because of the holiday (July meeting to be held the following Wednesday, the 11th) Motion passed unanimously.

9a. Clean Energy Grant

Jay Linddy made a motion to approve clean energy resolution. Julia Haverl seconded. Discussion followed. Motion passed unanimously.

Jay Linddy made a motion to set up a subcommittee regarding clean energy and wants to see someone join from the Board of Selectmen, the school and the community. Julia Haverl seconded. Discussion followed. Motion changed to include up to five members of a subcommittee of energy task force. Motion passed unanimously.

Julia Haverl volunteered to join the committee.

Jay Linddy made a motion to appoint Rick Linden as community member, Julia Haverl as Board of Selectmen member and Andrew Maneggia from the school. Cathy Desrosiers seconded. Discussion followed. The motion passed unanimously.

9b. The Board of Finance requested all budgets for 2012-2013 by January 6.

10. 2010-2011 Budget Transfers: Jay Linddy made a motion to recommend to Board of Finance. Elaine Buchardt seconded. Motion passed unanimously.

Jay Linddy made a motion to approve department transfers as recommended by town treasurer and first selectman. Elaine Buchardt seconded. Motion passed unanimously.

11. Website Committee: FOI statute is the main concern. The Town Clerk will upload the minutes. The Website is anticipated to be up and running by November 2.

12. Sale of Old Plow Truck: Julia Haverl made a motion to advertise the truck for sale. Jay Linddy seconded. Discussion followed. Motion passed unanimously.

13. Resolution: Department of Transportation grant program for elderly and disabled demand-responsive transportation. Jay Linddy made a motion to approve the resolution giving the Board of Selectmen, and the Town of Andover's First Selectman Bob Burbank, the authority to negotiate contracts with DOT.

Julia Haverl seconded. Discussion followed. Motion passed unanimously

14. C.I.P.

15. Rail for Trail Bridge: Rt. 316.

16. Charter Review: Selectmen recommendations-revised Charter/October 6, 2011 public hearing.

17. Regional School District No. 8: October 13, 2011 (health insurance) September 26, 2011 upcoming Education Association Negotiations. Jay Linddy and Bob Burbank were disappointed that Hebron didn't send anyone from the Board of Selectmen or Board of Finance and Marlborough only sent one member from the Board of Selectmen and no one was represented from the Board of Finance. The RHAM Board of Education didn't even have a quorum. They hope the RHAM Board of Education and other towns take this seriously.

18. Town Owned Property: list of property (land) owned by town.

19. North Central Regional Mental Health Board: Municipal Agent Catherine Palazzi quarterly report is available for information purposes.

20. United States Postal Office: Letter dated September 15, consolidation of town service.

21. Town State Grants: Revenue Loss

22. Liaison Reports: Library project completed without a hitch. Thanks to those involved. The town should be proud. Money was saved by obtaining grants.

Vernon area cable advisory committee public liaison to Comcast cable meet four times a year- the next meeting is coming up in November. Complaints and issues regarding the power outage due to the hurricane can be made on their website. This committee assures the voices of the public will be heard by Comcast.

EBC October 16 showcase from 12-3 p.m. at the town office building. Many town services will be there and there will be local entertainment.

Board of Education: Andover Elementary School has a sister school in China. The Principal, Assistant Principal, and some teachers and students will be here staying with local families.

23. Next Board of Selectmen Meeting: November 2, 2011 (Regular Meeting)

24. Public Speak: Georgette Conrad – lost phone service during the storm, she does not have Comcast but called the company and they did reduce her bill.

Robert Wanagel commented on lost power during the storm.

25. Adjourn: Jay Linddy made a motion to adjourn at 9:03 p.m. Seconded by Julia Haverl.

Respectfully submitted,

Kara Sakelarakis
Board Clerk

RECEIVED FOR RECORD
10-11-11 @ 8:15 am
Carol N Lee
TOWN CLERK

20-Sep-11									
To: The Board of Selectman									
From: Robert F. Burbank									
Re: Department Transfers									
Out of Department									
	From	To							
1-100-01-0101-115	$376.59								
1-100-01-0113-120		$376.59							
1-100-11-1101-704	$233.55								
1-100-01-0117-616		$233.55							
1-100-11-1101-718	$500.00								
1-100-03-0311-370		$500.00							
1-100-11-1101-704	$1,308.85								
1-100-03-0313-420		$1,215.00							
1-100-03-0313-422		$93.85							
1-100-04-0403-130	$3,781.19								
1-100-04-0403-375		$3,781.19							
1-100-11-1101-718	$2,530.92								
1-100-09-0901-590		$2,530.92							
1-100-08-0807-100	$60.00								
1-100-08-0815-800		$60.00							
1-100-11-1101-704	$3,753.62								
1-100-08-0803-100		$475.62							
1-100-08-0803-310		$3,278.00		Approved By:	BOS MEETING 10/5/2011				
Total	$12,544.72	$12,544.72		Board of Selectman					
				Robert F. Burbank	Robert F. Burbank				

ITEM #10

ATTACHMENT

350A

ATTACHMENT

350 B

19-Sep-11								
To: The Board of Selectman								
From: Robert Burbank								
First Selectman								
Re: Department Transfers								
	From	To						
1-100-01-0101-330	$208.07							
1-100-01-0101-580		$208.07						
1-100-01-0103-121	$493.48							
1-100-01-0103-122		$44.63						
1-100-01-0103-609		$448.85						
1-100-01-0105-320	$1,100.00							
1-100-01-0105-322	$1,250.00							
1-100-01-0105-325		$2,350.00						
1-100-01-0109-438	$139.30							
1-100-01-0109-120		$139.30						
1-100-01-0111-330	$762.00							
1-100-01-0111-100		$191.13						
1-100-01-0111-109		$26.45						
1-100-01-0111-901		$515.00						
1-100-01-0111-438	$111.01							
1-100-01-0111-580		$48.02						
1-100-01-0111-610		$92.41						
1-100-01-0117-610	$565.39							
1-100-01-0117-120		$36.43						
1-100-01-0117-330		$78.75						
1-100-01-0117-612		$439.75						
1-100-01-0117-865		$10.46						

1-100-01-0121-438	$3,818.58							
1-100-01-0121-610		$3,818.58						
1-100-01-0123-432	$65.03							
1-100-01-0123-530		$65.03						
1-100-01-0125-330	$229.59							
1-100-01-0125-610		$229.59						
1-100-01-0129-439	$1,502.54							
1-100-01-0129-350		$392.00						
1-100-01-0129-365		$166.20						
1-100-01-0129-432		$567.06						
1-100-01-0129-434		$377.28						
1-100-01-0129-531	$643.19							
1-100-01-0129-530		$643.19						
1-100-01-0129-603	$1,494.21							
1-100-01-0129-550		$364.59						
1-100-01-0129-601		$1,129.62						
1-100-01-0135-335	$25.30							
1-100-01-0135-535		$25.30						
1-100-01-0141-280	$2,743.28							
1-100-01-0141-230		$2,743.28						
1-100-01-0143-603	$280.34							
1-100-01-0143-435		$280.34						
1-100-01-0149-603	$188.69							
1-100-01-0149-530		$13.07						
1-100-01-0149-601		$175.62						
1-100-01-0149-432	$136.00							
1-100-01-0149-605		$136.00						
1-100-03-0301-602	$5,420.77							
1-100-03-0301-390		$425.00						

ATTACHMENT

350 C

ATTACHMENT

Selectmen

350 D

1-100-03-0301-431		$120.00						
1-100-03-0301-435		$3,712.02						
1-100-03-0301-603		$802.23						
1-100-03-0301-640		$261.52						
1-100-03-0301-734		$100.00						
1-100-03-0303-644	$4,982.19							
1-100-03-0303-365		$3,141.00						
1-100-03-0303-646		$1,841.19						
1-100-05-0501-100	$4.30							
1-100-05-0501-530		$4.30						
1-100-06-0603-436	$829.83							
1-100-06-0603-493		$540.47						
1-100-06-0603-870		$289.36						
1-100-07-0701-481	$674.39							
1-100-07-0701-493		$26.00						
1-100-07-0701-601		$606.67						
1-100-07-0701-810		$41.72						
1-100-07-0703-482	$156.50							
1-100-07-0703-485	$52.78							
1-100-07-0703-488		$93.00						
1-100-07-0703-810		$116.28						
1-100-08-0807-100	$555.27							
1-100-08-0807-455		$552.00						
1-100-08-0807-610		$3.27						
1-100-08-0809-350	$400.00			Approved By:				
1-100-08-0809-580	$47.78							
1-100-08-0809-100		$447.78		Board of Selectman				
Total	$28,879.81	$28,879.81		Robert F. Burbank				

ITEM #10

10/5/2011 BOS Meeting

Robert F Burbank

ATTACHMENT

Town of Andover
17 School Road
Andover, Conn. 06232
(860)742-7305 Fax (860) 742-7535

RESOLUTION

BE IT RESOLVED that the Board of Selectmen of the Town of Andover authorizes the First Selectman, Robert F. Burbank, to negotiate and execute all necessary Agreement/Contract documents on behalf of the Town of Andover with the Department of Transportation of the State of Connecticut, and to affix the corporate seal.

Robert F. Burbank
First Selectman

Jay K. Linddy
Selectman

Elaine M. Buchardt
Selectman

Julia A. Haverl
Selectman

Cathleen A. Desrosiers
Selectman

Resolution adopted this 5th day of October, 2011.

LEGAL NOTICE

ANDOVER BOARD OF SELECTMEN

PUBLIC HEARING

THURSDAY, OCTOBER 6, 2011

COMMUNITY ROOM TOWN OFFICE BUILDING

7:00 P.M.

The Andover Board of Selectmen will conduct a Public Hearing to receive public input on issues pertaining to the revision of the Andover Town Charter. Anyone who is unable to attend the Public Hearing may send their suggestions to Robert F. Burbank, First Selectman – 17 School Road – Andover, CT 06232 or by e-mail to [redacted].

Dated at Andover, CT this 27th day of September, 2011.

Robert F. Burbank – First Selectman

RECEIVED FOR RECORD
09-27-11 @ 10:45 AM
Margaret H. Busch
Asst. TOWN CLERK

NEWS BULLETIN • September 30, 2011

Andover • Andover • Andover Andover

LEGAL NOTICE
ANDOVER BOARD OF SELECTMEN
PUBLIC HEARING
THURSDAY, OCTOBER 6, 2011
COMMUNITY ROOM
TOWN OFFICE BUILDING
7:00 P.M.

The Andover Board of Selectmen will conduct a Public Hearing to receive public input on issues pertaining to the revision of the Andover Town Charter. Anyone who is unable to attend the Public Hearing may send their suggestions to Robert F. Burbank, First Selectman – 17 School Road – Andover, CT 06232 or by e-mail to andoverselectman1@comcast.net.

Dated at Andover, CT this 27th day of September, 2011.

1TB 9/30

Robert F. Burbank – First Selectman

354

Andover Board of Selectmen

Public Hearing / Special Meeting

Thursday, October 6, 2011 7:00pm

Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**

2. **Public Speak:**

3. **Public Hearing**: Andover Board of Selectmen will conduct a Public Hearing to receive public input on issues pertaining to the revision of the Andover Town Charter.

4. **Board of Selectmen**: Discussion/Action Charter revision:

5. **Next Board of Selectmen Meeting:** November 2, 2011. (Regular Meeting).

6. **Public Speak:**

7. **Adjourn:**

RECEIVED FOR RECORD
10-04-11 @ 2:30 PM
Margaret A. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Public Hearing-Thursday, October 6, 2011 7 p.m. Community Room

Members Present: Bob Burbank, First Selectman; Jay Linddy, Cathy Desrosiers, Elaine Buchardt

Bob Burbank called the meeting to order at 7:05.

Pledge of Allegiance

Opened public comments for changes to the town Charter based on the revision presented to the BOS from the Charter Review Committee.

Wally Barton Jr. :Document doesn't easily compare to the old one. Wants new and old one side by side .

CIP authority "gutted". It is now an advisory committee.

Section 804 states that if the budget is not passed by June 15th and the mill rate is set by the BOS. He wants it to state that the mill rate cannot be set any higher than the previous year.

Georgette Conrad:

Opposed to changing the municipal elections to November from May. Town would lose it's uniqueness.

Errors in Charter as follows:

Section 206 should reference 105A, not 105B.

Statement omitted in section 403 that states the meeting should be open to the public.

Section 404 references 105H which is the wrong reference.

Section 405 should reference 809 for emergency spending.

Section 409B (removal for cause) omitted that it can be open to the public unless the person being discussed asks for an executive session.

Section410 references 411 – there isn't one.

Section 603 deals with vacancies on town boards, then section 1010 refers to resignations and points back to 603 for timing. These sections are too far apart.

Section 802 should say "elected boards" need to come before the Board of Finance.

Section 802 B and C ask for a column on the BOF report to reflect prior year spending. That is a column that is not currently given on the spreadsheet presented for the public hearing.

Section 803 readability is difficult. If mill rate to be set before referendum approval, don't make it higher than it currently is.

Section 806 D is not being complied with. It states that fund transfers for the purpose of balancing the budget can only be made in the last three months of the fiscal year. Currently fund transfers are happening after the close of the fiscal year. The charter needs to be changed to go with the accounting practices being followed.

Section 1012 has a hard date of May 2011 – shouldn't be in the charter.

Elaine Buchardt:

Section 803 C reads incorrectly involving time lines. If there is no quorum for annual town budget meeting, then a new meeting needs to be convened the next day. If the budget referendum results in a "no" vote, then a new town meeting needs to be set up to present the same, or a revised budget the same day of the following week. (It currently reads backwards).

Leann Hutchinson: Section 203 C1 shows terms of BOS still at 4 years and not staggered. She wishes the term to be 2 years and staggered – overlapping like other towns.

Section 402 A No distinction made between minor and major ordinances. Wishes major ordinances to still be decided by Town Meeting and not BOS

Catherine Lewis: Presented a series of questions pertaining to the town attorney's legal rights to rewrite what the Charter Review Committee presented to him.

She believes the attorneys revision should be thrown out and the new charter the CRC wrote be presented to the BOS and town.

She says the town attorney would not give the committee definitions of minor vs. major ordinances.

Marie Burbank:

Said both major and minor ordinances were discussed among the CRC.

Public hearing closed and special meeting for the Board of Selectmen opened at 8:07.

The changing of the municipal elections to November might warrant a separate question from the revised Charter vote to let the town decide if they want that or not.

After much discussion of the information provided to the BOS from the public hearing, it was decided we needed to see all the minutes from the CRC to know what changes they had intended. The BOS would like to make sure the revised Charter which was presented by the town attorney to the CRC and then further revised and presented to the BOS contains all the changes intended. The BOS would like to have a combined meeting with the CRC to discuss this.

Jay and Bob to get the CRC minutes to all BOS members for review. The combined meeting was set up for Wednesday Oct. 19th at 7:00PM at the town hall community room.

Meeting adjourned 9:02 PM.

Draft of minutes written and submitted respectfully by Elaine Buchardt

RECEIVED FOR RECORD
10-11-11 @ 10:32 AM
Margaret H. Busch
Asst. TOWN CLERK

358

Andover Board of Selectmen,

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

Respectfully,

Kara Sakelarakis

Kara Sakelarakis

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

Andover Board of Selectmen
Andover Charter Revision Commission
Special Joint Meeting

Wednesday, October 19, 2011 7:00pm
Andover Elementary School Library

Agenda

1. **Call to Order/Pledge of Allegiance:**

2. **Public Speak:**

3. **Discuss input from the Board of Selectmen October 6, 2011 public hearing and go over all changes Charter Revision Commission presented to the Board of Selectmen**

4. **Adjourn:**

RECEIVED FOR RECORD
10-11-11 @ 12:35 pm
Carol A. Lee
TOWN CLERK

Andover Board of Selectmen / Charter Revision Commission
Special Joint Meeting – Wednesday October 19, 2011 7:00pm
Andover Elementary School Library - 35 School Road – Andover, CT.

MINUTES

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the Joint meeting to order at 7:08pm with the Pledge of Allegiance.

Members present: **Andover Board of Selectmen:** Robert F. Burbank, Jay K. Linddy, Elaine M. Buchardt, Cathleen A. Desrosiers and Julia A. Haverl. **Charter Revision Commission Member**: Marie R. Burbank, Gary Gile, Donald L. Keener, Carol Lee, Catherine Magaldi-Lewis. **Not Present:** Peneiope Auer and Donald F Denley.

Public present: Georgette M. Conrad, Dianne Grenier, Virginia Wanagel, Bob Wanagel, Joan Foran, Carol Barton, W. Barton, G. Schrayter.

AGENDA # 2: **Public Speak:** Gerogette M. Conrad (Charter Revision), Curt Dowling (Town Manager), Joan Foran (Charter Revision), W. Barton. Public speak ended at 7:25pm.

AGENDA # 3: **Discuss input from the Board of Selectmen October 6, 2011 Public hearing and go over all changes Charter Revision Commission presented to the Board of Selectmen.**

The Following attachments were distributed:

Attachment A: Revised Charter 10/19/11 (Town Atty. revised version)
Attachment B: Minutes from Charter Public Hearing October 6, 2011
Attachment C: Questions from Catherine Magaldi Lewis, Andover Charter Commission
Attachment D. Constitution of the State of Connecticut (Catherine Magaldi Lewis)

Both boards discussed the proposed changes, heard the public input and addressed the State Statute time line.

AGENDA # 4 **Adjourn:** Jay K. Linddy made a motion to adjourn at 8:10pm Cathleen A. Desrosiers seconded the motion.

5 – 0 – 0 Motion Passed

Respectfully Submitted,
Jay K. Linddy
October 20, 2011

Attachments A, B , C, D, and E (Sign in sheet from October 19, 2011 Joint Meeting)

RECEIVED FOR RECORD
10-20-2011 @ 3:45pm
Carol A Lee
TOWN CLERK

Dennis revised Version 10-19-11 with BOS recommendations

ANDOVER TOWN CHARTER
Revised, 2011

Chapter I. INCORPORATION AND GENERAL POWERS

Section 101. Incorporation

All residents living in the Town of Andover shall continue to be a body politic and corporate under the name of "The Town of Andover." The Town may hold and exercise all powers and privileges heretofore exercised by said Town and not inconsistent with the provisions of this Charter, the additional powers and privileges herein conferred and all powers and privileges conferred upon Towns under the general laws of the State of Connecticut.

Section 102. Rights and Obligations

Nothing in this Charter shall be interpreted to affect the rights of the Town to collect any assessment, charge, debt or lien. The Town shall continue to be liable for its debts and obligations.

Section 103. General Grant of Power

In addition to all powers granted to Towns under the Constitution and General Statutes of the State of Connecticut, the Town shall have all powers specifically granted by this Charter and all of the powers fairly implied in or incidental to the powers expressly granted, all powers conferred by the General Statutes, as amended, and by special acts of the General Assembly, not inconsistent with this Charter, and all other powers incident to the management of the property, government and affairs of the Town, including the power to enter into contracts. The enumeration of particular powers in this and any chapter of this Charter shall not be construed as limiting this general grant of power, but shall be considered as an addition thereto.

Section 104. Effect of the Charter

This Charter shall be the law of the Town in the administration of local affairs. Special acts, ordinances, bylaws, rules, regulations and resolutions inconsistent with this Charter shall have no further force and effect after the effective date of this Charter.

Section 105. Definitions

The following words and phrases used in this Charter shall have the following meanings:

Attachment A
Selectmen/Charter Meeting
October 19, 2011

A. "Town Agency" shall mean all of the elected and appointed Town boards, agencies, commissions, authorities and committees of the Town, including the local Board of Education;

B. "Supplemental appropriation" shall mean an appropriation that is in addition to the total amount of the budget at any given point in time. It is not a transfer within or between departments;

C. "Department" shall mean a unit of administration for budgetary purposes. There need not be a director of a department;

D. "Town Officer" means a member of a Town Agency as defined in "A." above and those officers and employees enumerated in Section 702.;

E. "Connecticut General Statutes" or "General Statutes" shall mean the General Statutes of the State of Connecticut revision of 1958 as the same may be revised from time to time;

F. "Selectmen" (plural) shall mean the Board of Selectmen;

G. Masculine gender shall include the feminine;

H. Singular shall include the plural and the plural shall include the singular unless the context otherwise requires.

I. "Related" shall mean people who share one or more of the following relationship(s): spouse, son, daughter, father, mother, sister, brother, grandchild, grandparent, brother-in-law, sister-in-law, father-in-law, mother-in-law, first cousin, and people who reside in the same dwelling unit.

Chapter II. ELECTIONS

Section 201. General

Nomination and election of federal and state officials and of such Town officers, boards, agencies and commissions as are provided for in this Charter, shall be conducted, and the Registrars of Voters shall prepare lists of electors qualified to vote therein, in the manner prescribed by law.

Section 202. State and Federal Officers

Nominations and elections of state and federal officers, Justices of the Peace

and Registrars of Voters shall be conducted as prescribed in the Connecticut General Statutes.

A. At the regular federal election to be held in November 2012 and every four (4) years thereafter, there shall be elected two (2) Registrars of Voters, one of which shall be for the Republican party and the other of which shall be for the Democratic party. An additional Registrar(s) shall be elected by each other political party that qualifies as a major party under Connecticut General Statutes. The terms of office for the said Registrars shall commence on the Wednesday after the first Monday in January following their election.

B. Justices of the Peace shall be selected in the manner prescribed for in the General Statutes and by Town Ordinance.

Section 203. Town Officers - General Election

A. Beginning in 2013, the biennial municipal election, which has been held on the first Monday in May through 2011, shall instead be held on the Tuesday after the first Monday in November. Accordingly, per Connecticut General Statutes section 9-164, et seq., the term of any Town officer elected per this Section of this Charter to a term ending on June 30, 2013, shall be extended to January 1, 2014, and the term of any Town officer elected per this Section or Section 1013 of this Charter to a four year term in 2011, shall be extended to January 1, 2016.

B. At the biennial town election to be held on the Tuesday after the first Monday in November, 2015, and every four (4) years thereafter, there shall be elected a Town Clerk, whose term of office shall commence on the first day of January following the Town election. The Town Clerk is required to be certified or must begin CTCA Certification classes within 6 months of taking office. The term of the Town Clerk elected in 2011, shall be extended to January 1, 2016.

C. At the biennial town election to be held on the Tuesday after the first Monday in November, 2013, and every two (2) years thereafter, there shall be elected members to the following boards, commissions and agencies for the terms specified herein. Except as otherwise provided in this Charter, such boards, commissions and agencies shall have powers and duties as are provided in the Connecticut General Statutes. Electors may vote for, and a political party may nominate, as many candidates as there are available seats to be filled on the following boards and commissions, specifically including the Board of Assessment Appeals and the Board of Education, provided however, that the minority party representation requirements of Conn. Gen. Stat. § 9-204b shall apply:

1. Board of Selectmen: A First Selectman and four (4) members for a term of four (4) years. A political party may nominate one candidate for the office of First Selectman, the winner of which shall be one of the five members of the Board of Selectmen. The votes cast for any unsuccessful candidate for First Selectman shall be counted as votes for such person as a member of the Board of Selectmen. Thereafter, there shall be elected, in the same manner, five (5) members so that the Board of Selectmen shall consist of five (5) members serving four (4) year terms.

2. Board of Finance: At the regular municipal election to be held in November 2013, there shall be elected three (3) members for a term of four (4) years. At the regular municipal election to be held in November 2015, there shall be elected four (4) members for a term of four (4) years. Thereafter, there shall be elected three (3) and then four (4) members so that the Board of Finance shall consist of seven (7) members serving four (4) year overlapping terms.

3. Board of Assessment Appeals, consisting of three (3) members. which shall serve four (4) year terms, to be elected at the regular municipal election to be held in November of 2015;

4. Planning and Zoning Commission: At the regular municipal election to be held in November 2013, there shall be elected two (2) members for a term of four (4) years. At the regular municipal election to be held in November 2015, there shall be elected three (3) members for a term of four (4) years. Thereafter, there shall be elected two (2 and then three (3) members so that the Planning and Zoning Commission shall consist of five (5) members serving four (4) year overlapping terms.

5. Planning and Zoning Commission Alternates: At the regular municipal lection to be held in November, 2013, there shall be elected one (1) alternate member for a term of four (4) years. At the regular municipal election to be held in November, 2015, there shall be elected two (2) alternates to the Planning and Zoning Commission for a term of four (4) years. Thereafter, there shall be elected one (1) and then two (2) members so that there shall be three alternates to the Planning and Zoning Commission serving four (4) year overlapping terms.

6. Zoning Board of Appeals: At the regular municipal election to be held in November 2013, there shall be elected two (2) members for a term of four (4) years. At the regular municipal election to be held in

November 2015, there shall be elected three (3) members for a term of four (4) years. Thereafter, there shall be elected two (2) and then three (3) members so that the Zoning Board of Appeals shall consist of five (5) members serving four (4) year overlapping terms.

7. Zoning Board of Appeals Alternates: At the regular municipal election to be held in November 2013, there shall be elected one (1) member for a term of four (4) years. At the regular municipal election to be held in November 2015, there shall be elected two (2) alternates to the Zoning Board of Appeals for a term of four (4) years. Thereafter, there shall be elected one (1) and then two (2) alternate members so that there shall be three alternates to the Zoning Board of Appeals serving four (4) year overlapping terms.

8. Local Board of Education. The terms of office of the officials of the Local Board of Education serving at the time the Charter Revision of 2011 is adopted shall continue until such time as would have ordinarily expired.
At the regular municipal election to be held in November 2013, there shall be elected three (3) members for a term of four (4) years.
At the regular municipal election to be held in November 2015, there shall be elected four (4) members for a term of four (4) years. Thereafter, there shall be elected three (3) and then four (4) members so that the Local Board of Education shall consist of seven (7) members serving four (4) year overlapping terms. No more than four (4) of these seven (7) members shall be from any one party.

9. Fire Commission: At the regular municipal election to be held in November 2013, there shall be elected two (2) members for a term of four (4) years. At the regular municipal election to be held in November 2015, there shall be elected three (3) members for a term of four (4) years and two (2) members for a term of two (2) years. Thereafter, there shall be elected two (2) and then three (3) members so that the Fire Commission shall consist of five (5) members serving four(4) year overlapping terms.

10. Regional District #8 Board of Education: At the regular municipal election to be held November 2015, there shall be elected so many members to the Regional District #8 Board of Education for a term of four (4) years as have been allotted to the Town of Andover. Thereafter, there shall be elected so many members to the Regional District #8 Board of Education for a term of four (4) years as have been allotted to the Town of Andover.

D. All terms of office, except as otherwise provided in this Charter, shall commence on the first Monday in January pursuant to state statute following Town election. Elected Town officers shall hold office until their successors have been chosen and qualified.

E. Elected Officials shall receive salary/compensation per annual budget.

Section 204. The Regional Board of Education

Members of the Regional Board of Education shall be elected in the same manner as other Town officers. Said members shall serve four (4) year terms. The Town shall elect members of the Regional District #8 Board of Education in the manner provided for by Sections 10-46 (a) and (c) of the General Statutes as amended from time to time.

Section 205. Eligibility

No person shall be eligible for election to any Town office who is not at the time of his election, an elector of said Town, and any person ceasing to be an elector of said Town shall thereupon cease to hold elective office in the Town.

Section 206. Minority Party Representation

With the exception of the Local and Regional Board(s) of Education, minority party representation on all Town Agencies, as defined in Section ~~105B~~ 105A of this Charter, shall be determined in accordance with Section 9-167a of the General Statutes. Minority party representation on the Regional Board of Education shall be determined pursuant to Section 10-46 (c) of the General Statutes. Minority party representation on the Local Board of Education shall be determined per the provisions of section 203.C.8 of this Charter,

Section 207. Breaking a Tie

When any municipal election results in a tie vote, with the consent of the tied candidates, the tie may be broken by the single toss of a coin by a third party agreeable to tied candidates. Otherwise, when any municipal election, primary election or referendum results in a tie, an adjourned election shall be conducted in accordance with Section 9-332 of the General Statutes, to determine who shall be elected, or whether a referendum question shall be accepted or rejected.

Section 208. Vacancies - Elective Office

A. Any vacancy, from whatever cause arising in any elective office, board, agency, commission or similar body of the Town shall be filled in accordance with this section within 60 days following the date of notice to the Town Clerk. Any such appointment shall be made by vote of the affected board, agency, etc., and, subject to Section 208B of this charter, shall be for the unexpired portion of this term.

B. In filling vacancies, the Town Clerk shall notify the major political parties and the general public of vacancies. All recommendations for appointment shall be made within 35 days after notification of the vacancy to the Board of Selectmen. The affected agency shall appoint a person to fill any vacancy. If the affected board fails to act within 60 days, the Board of Selectmen may then fill the vacancy.

Section 209. Voting Districts / Voting Hours for Referendum(s)

Voting Districts - One (1) voting district exists on the effective date of this Charter. The Board of Selectmen may create additional voting districts as the needs of the Town may require, subject to the approval of the Town Meeting. The voting hours for all Referendum(s) shall be from 6:00 AM to 8:00 PM on the dates specified pursuant to this Charter.

Chapter III THE TOWN MEETING

Section 301. General

The Town Meeting is the legislative body of the Town with authority for final approval of actions of the Town hereinafter enumerated. All persons eligible to vote in Town Meetings as prescribed in the General Statutes shall be eligible to vote. Said voters may also vote in special referenda.

Section 302. Town Meeting Procedure

A. All Town Meetings shall be called, pursuant to Section 7-3 of the General Statutes by resolution of the Board of Selectmen, which resolution shall fix the date, time, place and agenda of the meetings. Notice of any Town Meeting shall be given at least five (5) days in advance by publication in a newspaper having a general circulation in the Town; by posting a notice in a public meeting place and at the Town Office Public Notice Bulletin Board. Town Meetings shall be called to order by the First Selectman, or Vice Chairman or if both are not available by a designated alternate, with the first order of business to be the election of a moderator. All other business of the Town Meeting shall thereafter be conducted pursuant to Section 306 of

this Charter. The Town Clerk shall serve as the clerk of all Town Meetings, but in the absence of the Town Clerk, the moderator shall appoint a clerk of the meeting.

B. All actions taken at Town Meetings shall be by a majority vote of those present and voting providing that a quorum is present equal to at least twenty five (25) of the electors of the Town as determined from the latest official list of the Registrars of Voters. The Registrars of Voters or designated alternate shall, through the use of a checklist, ascertain and certify the eligibility of those attending the meeting to vote. Immediately upon calling the meeting to order, the First Selectman or designated alternate shall ascertain if a quorum is in attendance. If a quorum is present the meeting shall proceed with the election of a moderator. If a quorum is not present, the First Selectman shall recess the meeting to the next day. If a quorum is present at the recessed meeting, the meeting shall proceed. If a quorum is not present at the subsequent Town Meeting, all matters on the call of the Town Meeting shall revert to the Board of Selectmen who shall have final authority, except for action on the budget, which shall be done in accordance with Section 803 of this Charter. All Town Meeting votes on the budget shall be by paper ballot. All Town Meeting votes on matters other than the budget shall be by paper ballot if voted by more than twenty percent (20%) of those present and voting.

Section 303. Annual Town Budget Meeting

The Annual Town Budget Meeting for the consideration of the budget shall be held on the last Wednesday of April. Adoption of the budget shall be pursuant to Section 803 of this Charter. A notice setting forth the time, date, location and agenda of said first Annual Town Budget Meeting and subsequent alternate date shall be mailed to eligible voters at least five days before the meeting. Said notice shall include the date, time and location of the referendum vote on the budget to be held if the budget is adopted by the Annual Town Budget Meeting.

Section 304. Special Town Meetings

Providing that all other procedures and/or prerequisites, financial and otherwise, as delineated in this Charter have been met, Special Town Meetings may be called by the Board of Selectmen for consideration of the following items;

A. The issuance of bonds and all other forms of financing, the terms of which are in excess of one (1) year;

B. Any supplemental appropriation which exceeds the one half of one percent (0.5%) limit set forth in Section 805B, excluding any bonds or notes issued subject to 810D of this Charter.

C. The acquisition or disposition of the fee title to real estate by the Town;

D. The creation, consolidation, modification or abolition of any permanent board, commission, department or agency not otherwise provided for in this Charter, provided, however, any newly created board, department, agency or commission shall come under the provisions contained in this Charter;

E. Any appropriation from the capital and nonrecurring expense fund, not included in the annual budget, which exceeds one quarter of one percent (0.25%) of the budget as specified in section 805B;

F. The application for or participation in any federal, state or private grant program, excluding the local and regional Board of Education, which participation shall require the Town to contribute more than $25,000 in cash or n-kind participation to enter into any such grant programs;

G. The discontinuance or abandonment of Town roads

H. Such other matters or proposals as the Selectmen, in their discretion, shall deem of sufficient importance to be submitted to a Special Town Meeting, including recommendations by the Selectmen for the adoption, modification or repeal of any ordinance.

I. The approval, repeal or modification of any town Ordinance when petitioned pursuant to the provision(s) of Section 305 of this Charter as amended, providing said Ordinance(s) are not inconsistent with any other provisions of this Charter, or with the CT General Statutes.

J. Notice of all Special Town Meetings shall be sent to all eligible voters via US Mail at least five days before the meeting. The Notice will include the date, time, location, and agenda.

Section 305. Petitioned Town Meetings

A. Two percent (2%) of the electors of the Town, as determined by the latest official registry lists of the Registrar of Voters, may at any time, on a form provided by the Town Clerk, petition over their signature for a Petitioned Town Meeting concerning such matters provided for in Section 304C (except to the extent that acquisition by purchase is contemplated by

the petition), Section 304D, Section 304H and Section 304J of this Charter. Any such proposal shall be examined by the Town Attorney before being submitted to a Petitioned Town Meeting. He shall be authorized to correct the proposal for repetitions, illegalities and unconstitutional provisions, but may not materially change its meaning or effect. This section shall not derogate the right of the electors to petition for a Special Town Meeting as otherwise provided in Connecticut General Statutes.

B. The Town Clerk shall, within seven (7) days of the receipt of the petitions, report to the Selectmen whether the petitions include sufficient valid signatures. If sufficient valid signatures are not found, the Clerk shall so notify the Selectmen who shall declare the petition invalid. If sufficient signatures are found, the Clerk shall notify the Selectmen who shall then call a Petitioned Town Meeting within thirty (30) days. The same procedures and requirements shall govern Petitioned Town Meetings as govern Special Town Meetings.

Section 306. Town Meeting Moderators

Town Meeting Moderators. A panel of up to six electors may be appointed to be town meeting moderators by the Board of Selectmen. No more than three may be members of the same political party. All must have or pursue a working knowledge of Robert's Rules of Order. After their appointment moderators should meet and review Town Meeting procedures, using this Charter and Robert's Rules as a guide. Not less than five days before a town meeting, mindful of potential conflicts of interest and the need to ensure relatively equal participation by all moderators, the Board of Selectmen shall select a moderator and an alternate to preside over the meeting

Chapter- IV. BOARD OF SELECTMEN

Section 401. Number of Selectmen

There shall be a Board of Selectmen consisting of five (5) members. The members shall receive such compensation as is approved in the Town budget, to include reimbursement of reasonable expenses incurred in the performance of official duties. No more than three (3) members of such Board shall be members of the same political party.

Section 402. General Powers and Duties

The Board of Selectmen shall have the powers and duties conferred upon it by the Constitution and general laws of the State. It shall have such additional powers as shall enable it:

A. To enact, amend or repeal Ordinances providing they are not inconsistent with this Charter, and not inconsistent with the General Statutes of the State of Connecticut.

B. To recommend to the Town Meeting the creation, consolidation, modification or abolition of agencies, commissions, boards and authorities not otherwise provided for in this Charter. The Board of Selectmen may create any agency, commission, committee, board, authority or department for a nonrenewable term not to exceed twenty-four (24) months;

C. in adopting ordinances, to incorporate any nationally recognized code, rules or regulations that have been printed in book form, or any portion thereof, by reference thereto in such ordinance; provided upon adoption of any such ordinance wherein such code, rules or regulations or portions thereof have been incorporated by reference, there shall be filed two copies of such code, rules or regulations in the office of the Town Clerk for inspection and copying by the public at reasonable hours in lieu of publication in any newspaper;

D. to fix the charges, if any, to be made for services rendered by the Town;

E. to compile and publish the Annual Town Report and make it available to the public;

F. to accept roads on behalf of the Town, provided that any road so accepted

(1) complies with planning and zoning regulations,

(2) is certified by the Town Engineer as having been constructed in accordance with Town standards and

(3) includes the provision of proper deeds, approved by the Town Attorney, to the Board of Selectmen. Once acceptance is given, the Town Clerk shall be provided with a copy of the resolution accepting any road(s)and the deed(s) for inclusion with the land records of the Town;

G. to make such appointments to local and regional agencies as are provided by law subject to the limits of this Charter and any Town ordinances.

H. to make and implement any resolutions regarding matters not inconsistent with State or federal law or not reserved by Charter Section 304 to the authority of the Town Meeting.

Section 403. Procedure

At its first meeting following each biennial Town Election, the Board of Selectmen shall fix a time and place of its regular meeting and provide a method for the calling of special meetings. At this meeting, the Board, by a majority vote of the entire membership, shall select a Vice-Chairman, who shall act in the absence or temporary disability of the Chairman First Selectman. In the event a vote for the Vice-Chairman is not taken at the first meeting, such Vice-Chairman must be chosen at the next meeting at which a quorum of the entire Board is present. The Board of Selectmen shall, by resolution, determine its own rules of procedure, except that each Selectman shall be able to make a motion or offer a proposal which shall be considered by the Board of Selectmen without the necessity of a seconding motion. The votes of each member shall be recorded at the session at which they occur and reported in the minutes of such meeting. The majority of the entire Board of Selectmen shall constitute a quorum. Only a majority of the entire Board of Selectmen may enact an ordinance.

Section 404. Public Hearing on and Publication of Ordinances

At least one public hearing, notice of which shall be given at least five (5) business days in advance by publication in at least (1) newspaper having a general circulation in the Town and by posting a notice in a public place, shall be held by the Board of Selectmen before any ordinance~~, not covered by Section 105H,~~ shall be passed by it. Any actions, ordinances or regulations not enacted in accordance with the provisions of this section or within the provisions of this Charter will be deemed null and void.

Every ordinance, after passage, shall be given a serial number and be recorded by the Town Clerk in a book to be kept for that purpose which shall be properly indexed, and available for inspection and copying by the public Within ten (10) days after final passage, the text of each ordinance shall be published in summary form in a newspaper having circulation within the Town. Nothing herein shall prohibit the periodic codification or re-codification of existing Town ordinances.

Every ordinance, unless it shall specify a later date, shall become effective on the twenty first (21st) day after such publication following its final passage except if overruled as provided in Section 304I of this Charter.

Section 405. Public Emergencies

Whenever a public emergency creates an imminent threat to the lives or property of the people of the Town or property of the Town, the First

Selectman may declare a public emergency and shall have the power to mobilize, organize, and direct the forces of the Town and to call upon the Federal Government, the State of Connecticut and other political subdivisions. The First Selectman may summon or employ other persons to do whatever he may deem necessary to meet the emergency. Spending necessary to meet said public emergency may be authorized by the Board of Selectmen.

Section 406. Emergency Ordinances

An ordinance adopted by the Board of Selectmen as a public emergency measure must state the facts constituting such public emergency and shall become effective immediately. It shall be published in a newspaper having a general circulation in the Town and by posting a notice in a public place as soon as possible thereafter. No public hearing or notice of public hearing shall be required for a public emergency ordinance.

Every such emergency ordinance, unless repealed at an earlier time, including any amendment thereto, shall automatically be repealed at the end of the sixty first (61) day following passage of said ordinance, except that if the emergency continues, the Board of Selectmen may continue said ordinance for one additional period not to exceed sixty (60) days

Section 407. Coordination

The Board of Selectmen shall coordinate the activities and operations of the Town government and may convene joint meetings of Town agencies, and require reports or information to be submitted by the agencies as the Board of Selectmen may deem necessary.

Section 408. Oath of Officers

The Selectmen shall, forthwith, after the election or appointment of any Town officers of whom an oath is required by law, cause them to be sworn to a faithful discharge of their respective duties by the Town Clerk or in his or her absence, an Assistant Town Clerk. Notice of election or appointment shall be in written form indicating if the oath is needed, as well as the time and location of the next regularly scheduled meeting of the appropriate group.

Section 409. Removal for Cause

Any member of an appointed Town board may be removed by the Board of Selectmen by an affirmative vote of four (4) members of said Board as provided herein:

A. The Board of Selectmen shall adopt a resolution proposing to remove such member. The Board of Selectmen shall forthwith serve said member with a written statement, by certified mail, stating why the person should be removed from office.

B. The member to be removed shall be given, within fifteen (15) days of such written notice, an opportunity for a hearing before the Board of Selectmen, at which said member may appear with counsel. Any member requesting a hearing shall not be removed until such hearing has been held.

C. The final decision with respect to such removal shall be made not later than fifteen (15) days following the close of said hearing. The decision of the Board of Selectmen in removing a member shall be final.

Section 410. Removal for Failure to Serve

Any appointed member of a Town Board or Town Agency who, without good cause and timely notification to the Chairman or the Vice Chairman of the Board or agency of the reasons for non-attendance, either fails to attend at least two-thirds of the regular meetings of such board or agency during any twelve consecutive months or fails to attend six consecutive regular meetings of the board or agency shall be deemed to have resigned his or her office. It shall be the duty of the Chairman of the board or agency (or, in his or her absence or disability or where the Chairman's attendance is the concern, the Vice Chairman), to promptly inform the Board of Selectmen of the vacancy; provided however, that the failure to inform the Board of Selectmen of the vacancy as required by this Section ~~411~~ 410 shall not affect such Town Board or Town Agency member's deemed resignation. Any such vacancy shall be filled pursuant to Section 208 or 603, as appropriate, of this Charter.

Chapter V. THE FIRST SELECTMAN

Section 501. General.

A. The First Selectman shall be the Chief Executive and Chief Administrative Officer of the Town. The First Selectman shall be a voting and participating member of the Board of Selectmen and shall preside at all

meetings of said Board. He shall have the power to supervise, direct and control the operation of all departments and agencies under his jurisdiction. The First Selectman or his designee (who must be a Selectman) shall be an ex officio member of all other town commissions, boards and agencies.

Section 502. Duties.

Except as otherwise provided by this Charter, the First Selectman shall have all the powers, duties and responsibilities conferred by law. In addition, he shall have all of the powers necessary or incidental to the discharge of his duties as set forth in this Charter.

A. The First Selectman is responsible to the Board of Selectmen and the people of the Town for the administration of all Town matters;

B. The First Selectman is also responsible for

1. coordinating the administration of the departments, offices and agencies of the Town, except the Board of Education and its employees, and except as may otherwise be provided by this Charter;

2. carrying out the ordinances, resolutions, policies, and other actions of the Board of Selectmen and of the Town Meeting;

3. making a continuous review of the current and future needs of the Town, and in connection therewith, he may require reports and information to be submitted by any agency of the Town;

4. periodically reviewing all insurance coverage carried by the Town, including the local Board of Education, and shall recommend to the Board of Selectmen adjustments and improvements in such coverage;

5.keeping the Board of Selectmen informed of state and federal grant programs for which the Town may be eligible and applying for and implementing same;

6. with the exception of real estate, motor vehicles and the like, purchasing or leasing or causing to be purchased or leased, subject to such rules and regulations as may be adopted by the Board of Selectmen, all supplies, materials, equipment and other commodities required by any office, board, agency or commission, including the local Board of Education, to the extent said board shall authorize;

7. recommending to the Board of Selectmen such measures deemed necessary or expedient and keeping the Board of Selectmen fully advised as to the financial condition of the Town;

8. exercising such other powers and duties as may be authorized by ordinance and resolution of the Board of Selectmen, not inconsistent with this Charter.

The First Selectman, with the approval of the Board of Selectmen, in lieu of any appointment to any office under his/her jurisdiction, may enter into contracts for the performance of services, or perform duties of any office under his/her jurisdiction.

Chapter VI. APPOINTED OFFICERS, BOARDS, COMMISSIONS, COMMITTEES AND AGENCIES

Section 601. General.

The members of boards, commissions, committees, authorities, and agencies specified in this chapter, hereinafter referred to as "Town Boards", shall be appointed by the Board of Selectmen by a majority vote of the entire Board, except as otherwise specifically provided in Section 606J. Said Town Boards shall have such powers and duties as prescribed for such by the General Statutes, except as otherwise specifically provided by this Charter.

Section 602. Eligibility.

Unless otherwise provided for in this Charter or by the Connecticut General Statutes,

A. All members of Town Boards shall be electors of the Town and shall have such other qualifications as the Board of Selectmen may provide. Members of Town Boards shall serve without compensation.

Section 603. Vacancies.

A. Any vacancy arising on any Town Board shall be filled within 60 days following the date of notice to the Town Clerk or determination by the Board of Selectmen of such a vacancy. Any such appointment shall be made by vote of the affected board, agency etc. and shall be for the unexpired portion of the term.

B. In filling vacancies, the Town Clerk shall notify the major political parties and the general public of such vacancies. All recommendations for appointment shall be made within 35 days after notification of the vacancy to the Board of Selectmen. The affected agency shall appoint a person to fill any vacancy. In the event the affected board fails to act within 60 days, the Board of Selectmen may then fill the vacancy.

Section 604. Minority Party Representation.

Minority party representation for all Appointed Officers, Boards, Commissions, Committees and Agencies shall be determined in accordance with the provisions of Section 9-167a of the Connecticut General Statutes.

Section 605. Terms of Office.

Except as otherwise specifically provided for in this Charter, the terms of all appointed Town Board members shall be for two years, and shall commence on the first Monday in July of 2013 and biennially thereafter. All Town Board members shall be eligible for reappointment and shall continue in office until successor has been appointed and has qualified.

Section 606. Appointed Town Boards.

There shall be the following appointed Town Boards each consisting of five (5) members serving two year terms:

A. Conservation Commission

B. Recreation Commission

C. Economic Development Commission

D. Memorial Day Committee

E. Norton Fund Commission

F. Library Board of Directors

G. Inland Wetlands Commission

H. Ordinance Review Committee

I. Ethics Commission

I. A Capital Improvement Plan Committee consisting of eight (8) members. The Committee shall be composed of designees chosen by a majority vote of their respective Boards as follows:

1 member of the Board of Education
1 member of the Board of Fire Commissioners
1 member of the Board of Finance
1 member of the Board of Selectmen
1 member of the Library Board

The terms of the designees shall be determined by their respective Boards, providing they do not exceed the length of term specified in Section 605 (as amended) of this Charter. The remaining 3 members shall be members at large who shall not be members of the above boards and be appointed as prescribed in Sections 601 and 605.

J. Such other Town Boards as may from time to time be established by ordinance, whose function, composition and terms of members shall be prescribed in the establishing ordinance.

Section 607. Alternates.

The Board of Selectmen may appoint alternates to appointed boards if necessary.

Section 608. Rules of Procedure.

Each appointed Town Board, shall, by resolution, determine its own rules of procedure, provided that all regular and special meetings shall be held in accordance with the applicable provisions of the General Statutes. Such rules of procedure shall be filed with the Town Clerk and Board of Selectmen within thirty (30) days of their adoption. Amendments to rules of procedures must be filed with the Town Clerk within seven (7) days of their adoption. In the absence of rules, or the failure of a Town Board to file procedures or amendments with the Town Clerk, the Board shall be deemed to have adopted (the) "Robert's Rules of Order."

Chapter VII. ADMINISTRATIVE OFFICERS

Section 701. General.

With the exception of the Town Attorney, Fire Marshal and Town Clerk, an elected position, the Board of Selectmen shall appoint, and as necessary

remove the Administrative Officers provided for in Section 702 by the methods and manners contained herein. Appointments are made through an interview process determined by the Board of Selectmen.

All officers shall receive such compensation as determined by the Board of Selectmen, subject to inclusion in the annual budget. The terms of all such officers, except as otherwise provided in the Charter, shall be set by the Board of Selectmen. Unless otherwise restricted by the Selectmen or other provisions of this Charter, officers need not be residents of the Town. All else being equal, priority shall be given to Andover residents when appointments are made.

Removal of any such appointed Administrative Officer may be made for just cause only upon the vote of a majority of the entire Board of Selectmen.

Section 702. Administrative Positions.

There shall be the following Administrative/Officer positions:

A. Town Assessor

B. Building Official

C. A Municipal Agent for the Aging

D. Director of Health or Regional Health District

E. Animal Control Officer.

F. Tree Warden

G. Sanitarian

H. Wetlands Enforcement Officer

I. Zoning Enforcement Officer – Removal of the ZEO may not be made without the advice and consent of a majority of the members of the Planning and Zoning Commission in a meeting warned and held for such purpose.

J. Treasurer

K. A Town Attorney - The town attorney shall be an attorney-at-law, or a firm of attorneys-at-law, admitted to practice in this State. He shall appear for and protect the rights of the Town in all actions, suits or proceedings

brought by or against it or any officers, employees or agencies acting in the course of duty in all matters affecting the Town. He shall, upon written request of the First Selectman or Board of Selectmen, provide a written opinion to any official of the Town on any question of law involving their respective powers and duties. He shall, upon request of the First Selectman or the Board of Selectmen, prepare or approve forms or contracts or other instruments to which the Town is a party. He shall have the power, with the approval of the Board of Selectmen, to compromise and/or settle all claims by or against the Town. Upon request of the Board of Selectmen, he shall attend Town Meetings. Nothing in this section shall prevent the Selectmen, the Board of Education, the Planning and Zoning Commission, or the Zoning Board of Appeals from retaining Special Counsel when the needs of the Town so require. The Board of Selectmen shall review the work of the Town Attorney.

L. Town Engineer

M. Police Service - The Town may utilize the services of the resident state trooper program.

N. Public Works Maintenance Team Leader

O. Tax Collector

P. Librarian

Q. Fire Marshall, appointed by the Fire Commission per C.G.S. section 29-297

R. Administrative assistant to the First Selectman

S. Town Clerk

Section 703. Additional Officers and Employees.

The Board of Selectmen may appoint such additional officers as the needs of the Town require, subject to appropriations.

Chapter VIII. FINANCE AND TAXATION

Section 801. Fiscal Year.

The fiscal year of the Town shall begin on July 1 and end on June 30 of the

following calendar year.

Section 802. Duties on the Budget.

A. Duties of Agency and Department Heads, First Selectman and Board of Selectmen. At least one-hundred fifty (150 days) before the end of the fiscal year, the head of each Town department, office or agency of the Town, supported by Town funds, except the Regional Board Education, shall file with the First Selectman a detailed estimate of expenditures and revenues for the next fiscal year. The Selectmen shall review all such submissions forthwith and present them along with their recommendations to the Board of Finance. No later than 30 days after receiving such information, the Board of Selectmen shall present their budget to the Board of Finance for final adjustment if need be and approval.

B. Duties of the Board of Finance. The Board of Finance shall review the budget estimates with the heads of all Town supported departments, offices, and agencies. Upon completion of the review and not later than seventy-five days (75) days prior to the end of the fiscal year, the Board of Finance shall hold a public hearing on the proposed budget as provided for in Section 802C of this Charter. In preparing the proposed budget, the Board of Finance may add to, delete from, or eliminate requests made by the various departments, offices, and agencies except that the Board may not increase or decrease individual line items of the budget requests of the local Board of Education, though the Board may reduce or increase the bottom line of the Board of Education budget. The Board of Finance shall include in the budget the estimated budget request of the Regional School District No.8.

The proposed budget shall include:

1. A budget message describing the important features of the proposed Town budget indicating major changes from the current Fiscal Year's, expenditures and revenues, together with the reasons for such changes and containing a summary of the budget contents.

2. Revenues, presenting in parallel columns, the itemized revenues collected in the last completed Fiscal Year, the current year budget estimates, estimated revenues to be collected during the current Fiscal Year and estimated revenues to be collected in the ensuing Fiscal Year.

3. Expenditures, presenting in parallel columns, the actual itemized expenditures for each department, office, board, agency or commission supported wholly or in part by Town funds, including the

local Board of Education and Regional School District No. 8., for the last completed fiscal year, the original current budget allocations, the estimated expenditures to be incurred during the current fiscal year, the request of each agency, office and department and recommendations of the amounts to be appropriated for the ensuing fiscal year. Nothing shall prohibit the inclusion of additional information as may be deemed necessary.

4. A recommendation for those capital projects to be undertaken during the ensuing Fiscal Year and the method of financing those projects.

5. The Board of Finance shall also include in the budget recommendation a program, with due regard to the municipal plan of development, of proposed capital projects for the five years following the next ensuing Fiscal Year, together with an estimate of the cost and the method of financing such projects.

C. Additional Duties of the Board of Finance

The Board of Finance shall hold at least one (1) public hearing on the budget at which any taxpayer or elector may have the opportunity to be heard regarding the proposed budget. The Board of Finance may review the budget requests with the head of each department, board, agency and commission including the local Board of Education. Subsequent to such hearing and review, the Board of Finance shall prepare a final budget that incorporates any recommended changes to be presented to the Annual Town Budget Meeting, which shall be in the same format and contain the Same information as is provided for in Section 802B(2&3) above.

Section 803. The Annual Town Budget Meeting and Referendum.

A. The Annual Town Budget Meeting shall be held on the last Wednesday in April. The proposed budget shall be the only substantive matter presented to this Annual Town Budget Meeting for adoption pursuant to the provisions of this section. It is the intent of this Charter that the provisions of the General Statutes governing town meetings as contained in Section 7-7 shall not apply to the adoption of this budget.

B. If a quorum, as defined in Section 302 of this Charter is present, then the meeting may proceed to adopt or reject the budget. Prior to taking a vote to adopt or reject the budget, the Town Meeting may make amendments to the proposed budget, provided, however, that the Town Meeting shall only have the power to reduce or modify, but not increase the budget or any portion thereof. The Town Meeting may not alter any specific

items contained in the budget proposed by the local Board of Education. If the budget is rejected, the Board of Finance shall review the rejected budget and present the same or revised budget to a subsequent Town Meeting held on the same day of the next following week. If the budget is approved, it shall be put to a referendum on the second following Tuesday. Voting by absentee ballot at the referendum is allowed.

C. If a quorum is not present, the meeting shall be recessed to the ~~same day of the following week~~. next day. If a quorum is not present at the second Town Meeting on the budget, the budget shall automatically be put to a referendum on the first Tuesday following the next Monday. If a majority of those voting at the referendum shall vote "yes", then the budget shall stand approved. If a majority of those voting at the referendum shall vote "no", then the proposed budget shall be returned to the Board of Finance which shall review the rejected budget and shall present the same or a revised budget to a Town Meeting to be held on the ~~next day~~ same day of the following week.

D. If a quorum is present at the succeeding Town Meeting on the rejected budget, the Town Meeting may proceed. If a quorum is not present, the budget shall be put to a referendum on the Tuesday following the next Monday. This same adoption cycle shall be followed if the budget is rejected at Town Meeting or referendum until a budget is finally adopted.

E. After the final adoption of the budget at referendum, and with consideration of external budgeting factors including state appropriation(s) and/or the Region Eight budget, the Board of Finance shall meet as soon as possible to set the mill rate for the upcoming fiscal year.

Section 804. Expenditures before the Adoption of the Budget

If a budget has not been adopted by the fifteenth day of June in any year, after consultation with the Board of Selectmen, the Board of Finance may authorize expenditures per section 7-405 of the General Statutes, and the Board of Selectmen may establish a mill rate and provide for the raising of necessary revenues pursuant to section 12-123 of the General Statutes. Mill rate shall not exceed expenditures authorized by the Board of Finance.

Section 805. Supplemental Appropriations.

A. Duties of the Board of Selectmen. In the event that a department, board, agency or commission, excluding the local Board of Education, shall require a supplemental appropriation, such requests shall be made in writing to the

Board of Selectmen. The Board of Selectmen shall forward, with any comments or recommendations that it might have, said request to the Board of Finance with its recommendations. Any request from the local Board of Education shall be presented directly to the Board of Finance.

B. Duties of the Board of Finance. Within thirty (30) days of receipt of a request for a supplemental appropriation, the Board of Finance may hold a public hearing on the request after which it shall either approve or deny the request. The Board of Finance shall be empowered to make supplemental appropriations up to and including an amount that cumulatively is equal to one-half of one percent (0.5%) of the current year budget, excluding the amount appropriated to the Regional School district. All subsequent supplemental appropriations approved by the Board of Finance which exceed the cumulative one-half of one percent (0.5%) of the current year budget, excluding the amount appropriated for the Regional School District, shall be submitted to a Special Town Meeting pursuant to the provisions of Section 304B of this Charter, and if approved, a referendum pursuant to Section 803 of this Charter.

C. Source of Funding. Funding for supplemental appropriations may be provided from the following sources:

1. Transfer from any available fund balance;

2. By borrowing, provided that any amount so borrowed shall be repaid from the budget of the next ensuing Fiscal Year.

3. Proceeds of federal or state grants, gifts, bequests and the like.

4. Supplemental Taxation in the current Fiscal Year.

Section 806. Expenditures and Accounting.

A. No purchase shall be made by any agency except through First Selectman or a person designated by the First Selectman. This section shall not apply to the local Board of Education.

B. No voucher, claim or charge against the Town shall be paid until the same has been examined by the First Selectman and approved for correctness and validity by the department head or other person involved in said purchase. Checks shall be signed by the First Selectman for payment of approved claims. In the absence or inability to act of the First Selectman, the Vice First Selectman shall act for the First Selectman.

C. 1. When an agency, excluding the local Board of Education, shall desire to transfer funds within its appropriation from the funds set apart for one purpose to another, such agency shall file a request with the First Selectman. The First Selectman shall examine the matter and shall have the power to approve requests up to a cumulative amount of $3,000.00 for any one department, office or agency in any fiscal year.

2. All requests which exceed the cumulative limit of $3,000.00 shall be reviewed by the First Selectman and then the Board of Selectmen who shall have the power to approve or deny such requests, up to a cumulative total of ten (10) percent of the agency's total budget for the fiscal year.

D. The First Selectman through the Board of Selectmen, may request, but only within the last three (3) months of the fiscal year, that the Board of Finance transfer any unencumbered appropriation, balance or portion thereof, from one department, office or agency to another. The Board of Selectmen shall provide to the Board of Finance a statement certifying that the balance to be transferred is not needed by the department, office or agency from which such transfer is being made. This section shall not affect the local Board of Education which shall have the power to make its own transfers provided that such transfers are reported to the Board of Finance when so made.

E. Any officer or employee who knowingly violates the provisions of this Charter shall be subject to removal as provided in this Charter. The Town Attorney shall be directed to seek restitution, where permissible by state law and when authorized either by a majority of the Board of Selectmen, or validated by the findings of a court of competent jurisdiction, against the individual(s), board(s) or commission(s) or appointed officer(s) who have violated the pertinent provisions of this Charter.

Section 807. Purchasing.

The Board of Selectmen, in consultation with the Capital Improvement Plan Committee and the Board of Finance, shall establish and maintain written purchasing procedures and policies which include, but are not limited to, time lines and procedures for submission of Capital equipment purchase requests to the Board of Finance. All Town departments, boards, and agencies shall adhere to these procedures and policies, as modified. The CIP Committee will be consulted by the Board of Selectmen and Board of Finance before any Capital Equipment purchase or lease may be finalized.

Section 808. Reserve Fund for Capital and Non-Recurring Expenditures.

There shall continue to be a reserve Fund for Capital and Non-Recurring Expenditures as the same existed on the effective date of this Charter.

Section 809. Emergency Appropriations.

For the purpose of meeting an imminent public emergency threatening the lives, health or property of the Town, its businesses, or citizens, emergency appropriations may be made by vote of the Board of Selectmen. In the absence of sufficient general fund resources to meet such appropriations, additional means of financing may be provided in such manner as is consistent with the provisions of the General Statutes, as may be determined by the Board of Selectmen in consultation with the Board of Finance.

Section 810. Borrowing.

A. The Town shall have the power to incur indebtedness by issuing its notes or bonds as provided by the General Statutes and subject to the provisions of this Charter.

B. The Board of Selectmen may, by resolution, recommend to the Board of Finance that the Town issue its bonds or notes for such specific purposes as the Selectmen shall deem to be in the best interests of the Town.

C. The issuance of bonds and notes totaling up to, but not exceeding, ten (10) percent of the current year's tax levy for any single purpose in any one fiscal year may, after public hearing and approval of the Board of Finance, be authorized by vote of the Town Meeting pursuant to Chapter III of this Charter.

D. Any resolution approved by the Board of Finance authorizing the issuance of bonds or notes in excess of ten (10) percent of the current year's tax levy shall be submitted for approval or rejection to a referendum vote at a regular or special election. The resolution shall stand approved if so voted by a majority of those voting thereon.

Section 811. Annual Audit.

The Board of Finance shall annually designate an independent certified public accountant or firm of independent certified accountants to audit the books and accounts of the Town in accordance with the provisions of Title 7, Chapter III, Municipal Auditing Act, Section 7-391 through Section 7-397 of

the Connecticut State General Statutes. Said Audit Report shall be forwarded to the Board of Selectmen for Inclusion in the Annual Report.

Section 812. Tax Bills.

It shall be the duty of the Tax Collector to mail to each taxpayer a tax bill in accordance with the provisions of the General Statutes. He shall collect such taxes in accordance with the provisions of the General Statutes, except that such taxes, together with interest, penalties and lien fees thereon, shall be turned over to the Town Treasurer within ten (10) business days of collection. Taxes shall be due and payable in such installments as shall be fixed by ordinance. The Tax Collector shall prepare and submit such reports to the First Selectman, Board of Selectmen, and Board of Finance as may be prescribed.

Chapter IX. TOWN EMPLOYEES

Section 901. General.

The employment and dismissal of Town Personnel under the jurisdiction of the Board of Selectmen will be subject to the approval of the Board of Selectmen. The Board of Selectmen shall approve rules, regulations qualifications, procedures or, changes thereto, for the hiring, dismissal and administration of Town Personnel under their jurisdiction. This shall not affect the following: elected officials and persons appointed to fill vacancies in offices; members of boards and commissions; employees of the Board of Education; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study, or investigation; and those under contract.

Disciplinary decisions, dismissal of any employee under their jurisdiction will be subject to the approval of the Board of Selectmen. An employee may appeal a disciplinary action to the Board of Selectmen who will conduct thorough research including taking testimony. A request may be made by employees to the Board of Selectmen to review objectionable material in their personnel file to determine whether such material is inaccurate, untruthful or misleading.

Section 902. Job Description.

The First Selectman, subject to the approval of the Board of Selectmen, shall

prepare a statement of the duties and responsibilities of each position covered by personnel rules and regulations and of the minimum qualifications for appointment to such position.

Section 903. Personnel Rules.

There shall be a set of personnel rules which shall provide, among other things, for probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absences, removals and such other rules as may be necessary to provide adequate and systematic procedures for the administration of the personnel affairs of the Town. Such rules and any amendments thereto shall become effective upon being approved by resolution of the Board of Selectmen and filed with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all Town employees.

Section 904. Salaries.

The First Selectman shall submit a proposed pay plan for those employees covered under Section 901 of this Charter to the Board of Selectmen, which pay plan shall take effect upon adoption by resolution of the Board of Selectmen. Said pay plan shall be reviewed annually and amendments may be adopted by the Board of Selectmen from time to time upon recommendation of the First Selectman. For purpose of Chapter 113 of the General Statutes, as amended, the First Selectman shall have sole authority to recognize the exclusive bargaining agent for any unit of Town employees and shall act as the bargaining agent for the Town. Such contracts shall become effective upon approval by the Board of Selectmen.

Section 905. Retirement.

The Town may provide a system of retirement benefits for regular full-time employees. The Town may operate its own retirement plan, may enter into a contract with any financial institution authorized to do business in this state, may elect to participate in the Connecticut Municipal Employees Retirement Plan, may elect to participate in the old age and survivor insurance system under the Federal Social Security Act or may choose any combination thereof.

Section 906. Official Bonds.

All officers and employees as may be required to do so by the Board of Selectmen or as prescribed by the Connecticut General Statutes shall, before entering on their respective official duties, execute to the Town, in the form

prescribed by the Board of Selectmen and approved by the Town Attorney, and filed with the Town Clerk, a surety company bond in a penal sum to be fixed by the Board of Selectmen, conditioned upon the honest and/or the faithful performance of such duties. Nothing herein shall be construed to prevent the Board of Selectmen, if it deems it to be in the best interests of the Town, from prescribing a name schedule bond, a schedule position bond or blanket bond, or from prescribing which departments, officers, agencies, boards or commissions shall be covered by a specific type of the aforementioned bonds. Premiums for such bonds shall be paid by the Town. Any officer or employee who is not covered under a surety bond shall be covered under the Fidelity Section of the Municipal Insurance Policy, Commercial Crime Declarations which cover premises, theft, robbery, forgery, and employee dishonesty. The liability limit of the policy shall have a $50,000 minimum per person, per occurrence.

Chapter X. TRANSITION AND MISCELLANEOUS PROVISIONS

Section 1001. Transfer of Powers.

All commissions, boards, agencies, departments or offices abolished by this Charter, whether elective or appointive, shall continue in the performance of their duties until provisions have been made for the discontinuance of such commissions, boards, agencies, departments or offices and the performance of their duties by other commissions, boards, agencies, departments or offices created under this Charter.

Section 1002. Present Employees to Retain Positions.

All employees of the Town on the effective date of this Charter whose positions are not abolished by the provisions of this Charter, shall retain such positions pending action by the Board of Selectmen or the appropriate officer charged by this Charter with powers of appointment and removal. Any provisions of law in force at the time that this Charter shall take effect, and not inconsistent with the provisions of this Charter, in relation to personnel, appointments, ranks, grades, tenure of office, promotions, removals, pension and retirement rights, civil rights or any other rights or privileges of employees of the Town or any office, department or agency thereof, shall continue to be in effect, until or unless amended or repealed in accordance with the provisions of this Charter. Any employees of the Town as defined in Chapter IX of this Charter on its effective date shall be retained without preliminary or performance tests and shall thereafter be subject in all respects to the provisions of the Charter.

Section 1003. Conflicts of Interest.

Any elected or appointed officer, any member of any board, authority, committee or commission, or any employee of the Town who has financial interest, direct or indirect, or is a member, associate or employee of an organization which has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board, authority, committee or commission, shall disclose that interest to the Board of Selectmen for recording upon their official records and any such person shall be thereby disqualified from participation in the awarding, assignment or discussion of any contract, transaction, or decision. Any elected or appointed officer, any member of any board, authority or commission, or anyone in a position to hire or approve a hiring decision, shall not participate in the discussion or voting or decision to hire in any such matter for which the applicant is related, as defined in Section 105I of this Charter, as amended. Violation of these provision(s) shall be grounds for the removal of any such person pursuant to the provisions of Section 410 as amended, and any such contract, transaction or decision shall be voidable by the Board of Selectmen following a public hearing or by the decision of a court of competent jurisdiction.

Section 1004. Transfer of Records and Property.

All records, property and equipment whatsoever of any commission, board, authority, department or office part thereof, all powers and duties which are assigned to any other commission, board, department or office by this Charter, shall he transferred and delivered intact forthwith to the commission, board, agency, department or office to which such powers and duties are so assigned. If part of the powers and duties of any commission, board, authority, department or office are by this Charter assigned to another commission, board, authority, department or office, all records, property and equipment relating exclusively thereto shall be transferred and delivered intact forthwith to the commission, board, authority, department or office to which such powers and duties are assigned.

Section 1005. Continuation of Appropriations and Town Funds.

All appropriations approved and in force, and all funds, including special or reserve funds in the name of the Town, at the time of the adoption of this Charter, shall remain in full force and effect unless and until the same shall be amended, transferred or abolished by the Board of Selectmen under the provision of this Charter.

Section 1006. Legal Proceedings.

No action or proceedings, civil or criminal, pending on the effective date of this Charter brought by or against the Town or any commission, board, authority, department or office thereof, shall be affected or abated by the adoption of this revised Charter or by anything herein contained; but all such actions or proceedings may be continued notwithstanding that functions, powers and duties of any commission, board, authority, department or office which shall have been a party thereto may, by or under this Charter, be assigned or transferred to another commission, board, authority, department or the officer to which such functions, powers and duties have been assigned or transferred by or under this Charter as revised.

Section 1007. Existing Laws and Ordinances.

As of the effective date of this revised Charter, all general laws and special acts applying to the Town, all ordinances and bylaws of the Town, and all rules and regulations of commissions, boards, authorities, departments and agencies of the Town shall continue in force, except insofar as they are inconsistent with the provisions of this revised Charter or are repealed.

Section 1008. Review and Amendment of Charter.

The Board of Selectmen shall review, or cause to be reviewed, the several provisions of this Charter from time to time as it deems such review to be in the best interest of the Town, but at least every (5) years, said review to be filed with the Town Clerk who shall publish notice of receipt of said report. Amendments to this Charter shall be in accordance with chapter 99 of the General Statutes. A resident or taxpayer may file a written notice with the Town Clerk in cases where he feels that provisions of this Charter are not being followed. The Town Clerk shall forward such written complaint to the appropriate official, Board or Commission. Response will be required of the Board or Commission within 90 days as to why, after their review, such provision is or is not being followed. A file of such complaints and responses shall be forwarded to complainants and will be maintained by the Town Clerk for review by the Board of Selectmen and the next officially formed Charter Revision Commission.

Section 1009. Savings Clause.

If any part of this revised Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Charter nor the context in which said section or part thereof held invalid may appear, except to the extent that a part may be inseparably connected in meaning and effect with the part to which such ruling shall directly apply.

Section 1010. Resignations.

Any elected or appointed member of any board, agency, commission or similar body who wishes to resign from office, shall do so in writing to the Town Clerk with a copy forwarded to the First Selectmen and the Chairman of said agency or similar body. Said resignation shall become effective upon acceptance by a vote of the Board of Selectmen. Resignation by the Town Clerk shall be filed with the First Selectmen. Vacancies shall be filled in accordance with Sections 208 and 603 as appropriate.

Section 1011. Effective Date.

This Charter shall become effective upon the approval of a majority of the electors voting at an election on _____,20__in accordance with the provisions of Chapter 99 of the General Statutes, as amended, provided, however, no provision of this revised Charter shall be implemented until July 1, 2012. The Charter Revision(s) of 2011 shall be effective on _____, 20__.

Section 1012.Transition - Appointed Boards, Agencies, Commissions and Committees

Except as otherwise provided in this Charter, appointed officials, including the Town Treasurer and Tax Collector, serving a specific term on the effective date of this Charter, shall continue to serve until the expiration of said terms. The Board of Selectmen that is elected in the municipal election of May 2011 shall make such appointments as are necessary to ensure a full slate of appointed Town Board members continues in office.

Section 1013 – Transition after Adoption of the 2011 Charter Revision

Except as otherwise provided in this revised Charter, appointed or elected officials serving a specific term on the effective date of this Charter shall continue to serve until the expiration of the term unless the office is abolished. As terms expire or are vacated, the Selectmen and other appointing authorities may, as necessary, make appointments for a short term in order to achieve the regular rotation of appointments, and all elected officials shall continue until their successors shall qualify and take office.

Andover Board of Selectmen

Public Hearing-Thursday, October 6, 2011 7 p.m. Community Room

Members Present: Bob Burbank, First Selectman; Jay Linddy, Cathy Desrosiers, Elaine Buchardt

Bob Burbank called the meeting to order at 7:05.

Pledge of Allegiance

Opened public comments for changes to the town Charter based on the revision presented to the BOS from the Charter Review Committee.

Wally Barton Jr. :Document doesn't easily compare to the old one. Wants new and old one side by side .

CIP authority "gutted". It is now an advisory committee.

Section 804 states that if the budget is not passed by June 15th and the mill rate is set by the BOS. He wants it to state that the mill rate cannot be set any higher than the previous year.

Georgette Conrad:

Opposed to changing the municipal elections to November from May. Town would lose it's uniqueness.

Errors in Charter as follows:

Section 206 should reference 105A, not 105B.

Statement omitted in section 403 that states the meeting should be open to the public.

Section 404 references 105H which is the wrong reference.

Section 405 should reference 809 for emergency spending.

Section 409B (removal for cause) omitted that it can be open to the public unless the person being discussed asks for an executive session.

Section410 references 411 – there isn't one.

Section 603 deals with vacancies on town boards, then section 1010 refers to resignations and points back to 603 for timing. These sections are too far apart.

Section 802 should say "elected boards" need to come before the Board of Finance.

Section 802 B and C ask for a column on the BOF report to reflect prior year spending. That is a column that is not currently given on the spreadsheet presented for the public hearing.

Section 803 readability is difficult. If mill rate to be set before referendum approval, don't make it higher than it currently is.

Section 806 D is not being complied with. It states that fund transfers for the purpose of balancing the budget can only be made in the last three months of the fiscal year. Currently fund transfers are happening after the close of the fiscal year. The charter needs to be changed to go with the accounting practices being followed.

Section 1012 has a hard date of May 2011 – shouldn't be in the charter.

Elaine Buchardt:

Section 803 C reads incorrectly involving time lines. If there is no quorum for annual town budget meeting, then a new meeting needs to be convened the next day. If the budget referendum results in a "no" vote, then a new town meeting needs to be set up to present the same, or a revised budget the same day of the following week. (It currently reads backwards).

Leann Hutchinson: Section 203 C1 shows terms of BOS still at 4 years and not staggered. She wishes the term to be 2 years and staggered – overlapping like other towns.

Section 402 A No distinction made between minor and major ordinances. Wishes major ordinances to still be decided by Town Meeting and not BOS

Catherine Lewis: Presented a series of questions pertaining to the town attorney's legal rights to rewrite what the Charter Review Committee presented to him.

She believes the attorneys revision should be thrown out and the new charter the CRC wrote be presented to the BOS and town.

She says the town attorney would not give the committee definitions of minor vs. major ordinances.

Marie Burbank:

Said both major and minor ordinances were discussed among the CRC.

Public hearing closed and special meeting for the Board of Selectmen opened at 8:07.

The changing of the municipal elections to November might warrant a separate question from the revised Charter vote to let the town decide if they want that or not.

After much discussion of the information provided to the BOS from the public hearing, it was decided we needed to see all the minutes from the CRC to know what changes they had intended. The BOS would like to make sure the revised Charter which was presented by the town attorney to the CRC and then further revised and presented to the BOS contains all the changes intended. The BOS would like to have a combined meeting with the CRC to discuss this.

Jay and Bob to get the CRC minutes to all BOS members for review. The combined meeting was set up for Wednesday Oct. 19th at 7:00PM at the town hall community room.

Meeting adjourned 9:02 PM.

Draft of minutes written and submitted respectfully by Elaine Buchardt

Attachment B
Selectmen/Charter Meeting
October 19, 2011

October 6, 2011

Questions for the Andover, CT Board of Selectman
From Catherine Magaldi Lewis, Andover Charter Commission

1. Who does the Town Attorney represent?
2. Who was the Town Attorney representing when asked by the Charter Commission to review the commission's new charter?
3. Is the Town Attorney legally allowed to dismiss questions put to him by the Andover Charter Commission?
4. Is the Town Attorney legally allowed to ignore the requests of the Andover Charter Commission, who are acting on behalf of the citizens of the Town of Andover?
5. Specifically, can the Town Attorney choose to act on his own and not execute the job he was asked to do by the Charter Commission?
6. May the Town Attorney choose of his own volition to write his own version of the Andover Town Charter, which is the charter for and of the people of Andover?
7. May the Town Attorney, of his own volition, legally elect to write the charter for the Town of Andover without the request of the voters of Andover or the Andover Charter Commission?
8. Lastly, may the Town Attorney present his own version of an Andover Town Charter at the Public Meeting of the Andover Charter Commission without the knowledge, request, or desire of the Charter Commission?

In addition, I agree with Mr. and Mrs. Foran comment stating; "due process was denied the Charter Review Commission when the Town Attorney did not review their work in a timely manner and presented his own version in the manner he did."

I believe that the following excerpts from the Fourteenth Amendment as well as articles from the National Law Review and Cornell law University illustrate that the charter from the Town Attorney be disregarded and the charter written by the Andover Charter Commission be put in place for review.

The Fourteenth Amendment in 1868 ratified the Due Process Clause to describe a legal obligation of all states. These words have as their central promise an assurance that *all levels of American government must operate within the law ("legality") and provide fair procedures.*

The Supreme Court found that the Due Process Clause "incorporated" most of the important elements of the Bill of Rights and made them applicable to states . If a Bill of Rights guarantee is "incorporated" in the "due process" requirement of the Fourteenth Amendment, state and federal obligations are exactly the same.

The promise of legality and fair procedure
Citizens may also be entitled to have the government observe or offer fair procedures, whether or not those procedures have been provided for in the law on the basis of which it is acting. **Action denying the process that is "due" would be unconstitutional.**

Due process is best defined in one word--fairness. Throughout the U.S.'s history, its constitutions, statutes and case law have provided standards for fair treatment of citizens by federal, state and local governments. These standards are known as due process. When a person is treated unfairly by the government, including the courts, he is said to have been deprived of or denied due process"

Catherine Magaldi Lewis

Attachment C
Selectmen/Charter Meeting
October 19, 2011

CONSTITUTION OF THE STATE OF CONNECTICUT

PREAMBLE.

The People of Connecticut acknowledging with gratitude, the good providence of God, in having permitted them to enjoy a free government; do, in order more effectually to define, secure, and perpetuate the liberties, rights and privileges which they have derived from their ancestors; hereby, after a careful consideration and revision, ordain and establish the following constitution and form of civil government.

ARTICLE FIRST DECLARATION OF RIGHTS

That the great and essential principles of liberty and free government may be recognized and established,

WE DECLARE:

SEC. 1. All men when they form a social compact, are equal in rights; and no man or set of men are entitled to exclusive public emoluments or privileges from the community.

SEC. 2. All political power is inherent in the people, and all free governments are founded on their authority, and instituted for their benefit; and they have at all times an undeniable and indefeasible right to alter their form of government in such manner as they may think expedient.

SEC. 3. The exercise and enjoyment of religious profession and worship, without discrimination, shall forever be free to all persons in the state; provided, that the right hereby declared and established, shall not be so construed as to excuse acts of licentiousness, or to justify practices inconsistent with the peace and safety of the state.

SEC. 4. Every citizen may freely speak, write and publish his sentiments on all subjects, being responsible for the abuse of that liberty.

SEC. 5. No law shall ever be passed to curtail or restrain the liberty of speech or of the press.

SEC. 6. In all prosecutions or indictments for libels, the truth may be given in evidence, and the jury shall have the right to determine the law and the facts, under the direction of the court.

SEC. 7. The people shall be secure in their persons, houses, papers and possessions from unreasonable searches or seizures; and no warrant to search any place, or to seize any person or things, shall issue without describing them as nearly as may be, nor without probable cause supported by oath or affirmation.

SEC. 8. In all criminal prosecutions, the accused shall have a right to be heard by himself and by counsel; to be informed of the nature and cause of the accusation; to be confronted by the witnesses against him; to have compulsory process to obtain witnesses in his behalf; to be released on bail upon sufficient security, except in capital offenses, where the proof is evident or the presumption great; and in all prosecutions by indictment or information, to a speedy, public trial by an impartial jury. No person shall be compelled to give evidence against himself, nor be deprived of life, liberty or property without due process of law, nor shall excessive bail be required nor excessive fines imposed. No person shall be held to answer for any crime, punishable by death or life imprisonment, unless on a presentment or an indictment of a grand jury, except in the armed forces, or in the militia when in actual service in time of war or public danger.

(Sec. 8 amended in 1982. See Art. XVII of Amendments to the Constitution of the State of Connecticut.)

SEC. 9. No person shall be arrested, detained or punished, except in cases clearly warranted by law.

Attachment D

Selectmen/Charter Meeting

October 19, 2011

SEC. 10. All courts shall be open, and every person, for an injury done to him in his person, property or reputation, shall have remedy by due course of law, and right and justice administered without sale, denial or delay.

SEC. 11. The property of no person shall be taken for public use, without just compensation therefor.

SEC. 12. The privileges of the writ of habeas corpus shall not be suspended, unless, when in case of rebellion or invasion, the public safety may require it; nor in any case, but by the legislature.

SEC. 13. No person shall be attainted of treason or felony, by the legislature.

SEC. 14. The citizens have a right, in a peaceable manner, to assemble for their common good, and to apply to those invested with the powers of government, for redress of grievances, or other proper purposes, by petition, address or remonstrance.

SEC. 15. Every citizen has a right to bear arms in defense of himself and the state.

SEC. 16. The military shall, in all cases, and at all times, be in strict subordination to the civil power.

SEC. 17. No soldier shall, in time of peace, be quartered in any house, without the consent of the owner; nor in time of war, but in a manner to be prescribed by law.

SEC. 18. No hereditary emoluments, privileges or honors, shall ever be granted, or conferred in this state.

SEC. 19. The right of trial by jury shall remain inviolate.

(Sec. 19 amended in 1972. See Art. IV of Amendments to the Constitution of the State of Connecticut.)

SEC. 20. No person shall be denied the equal protection of the law nor be subjected to segregation or discrimination in the exercise or enjoyment of his civil or political rights because of religion, race, color, ancestry or national origin.

Attachment D
Selectmen/Charter Meeting
October 19, 2011

Andover Board of Selectmen
Special Joint Meeting
October 19, 2011 7:00pm
Andover Elementary School Library

Board of Selectmen/Charter Review Commission

Sign In Sheet - Please Print Name

Joan Foran	Joan Foran
Carol Barton	Carol Barton
W. Barton	W. Barton
Dianne Grenier ✓	Dianne Grenier
Don Keener	Don Keener
Georgette M Conrad ✓	Georgette M. CONRAD ✓
Carol Lee	Carol Lee
Robert Wanagel	ROBERT WANAGEL
Curtis W. Dowling	GINNY WANAGEL
Gary Gile	GARY GILE
Greta Schraepfer	GRETA Schraepfer

Attachment E
Selectmen/Charter Meeting
October 19, 2011

400

Andover Board of Selectmen

Special Meeting – Wednesday, October 19, 2011

TIME: Following Joint Meeting of the Board of Selectmen and Charter Review Commission

Agenda

1. **Call to Order**
2. **Charter recommendations**
3. **Adjourn:**

RECEIVED FOR RECORD
10-17-11 @ 5:36 PM
Margaret H. Busch
TOWN CLERK

Andover Board of Selectmen
Special Meeting – Wednesday October 19, 2011 7:00pm
Andover Elementary School Library - 35 School Road – Andover, CT.

MINUTES

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the Joint meeting to order at 8:12pm with the Pledge of Allegiance.

Members present: Andover Board of Selectmen: Robert F. Burbank, Jay K. Linddy, Elaine M. Buchardt, Cathleen A. Desrosiers and Julia A. Haverl. **Public present:** Marie R. Burbank, Gary Gile, Donald L. Keener, Carol Lee, Catherine Magaldi-Lewis. Georgette M. Conrad, Dianne Grenier, Virginia Wanagel, Bob Wanagel, Joan Foran, Carol Barton, W. Barton, G. Schrayter.

AGENDA # 3: **Charter recommendations:**

Julie A. Haverl made a motion to send all recommended changes in Attachment A to the Charter Review Commission. Cathleen A. Desrosiers seconded the motion.

5 – 0 – 0 Motion Passed

Elaine M. Buchardt made a motion to change the wording on Transfer policy in section 806 that End of years transfers be extended 3 months after the budget year ends. Julie A. Haverl seconded the motion

5 – 0 – 0 Motion Passed

AGENDA # 4 **Adjourn:** Elaine M. Buchardt made a motion to adjourn at 8:41pm Julia Haverl seconded the motion.

5 – 0 – 0 Motion Passed

Respectfully Submitted,
Jay K. Linddy
October 20, 2011

Attachment A: Board of Selectmen Charter Review Recommendations: 10/19/11
Attachment B: Sign in sheet from October 19, 2011 Joint Meeting.

RECEIVED FOR RECORD
10-20-2011 @ 3:45 pm
Carol A Lee
TOWN CLERK

Board of Selectmen Charter Review Recommendations 10-19-2011

Section 206 – Should reference 105A not 105B

Section 402 – Define major and minor ordinances

Section 403 – Add the following statement; 'Meeting should be open to the public'

Section 404 – 105H is the wrong reference

Section 405 – Should reference 809 Emergency Spending

Section 409B – Should state that it is open to the public unless the person being discussed asks executive session

Section 410 – References Section 411 – there is no 411

Section 603 – deals with Town Board vacancies and Section 1010 deals with resignations and references 603 for timing. Sections are too far apart.

Section 802B and C – ask for a column on the BOF report that is not currently given on Public Hearing spreadsheet.

Section 806D – Transfer policy limited to the last 3-months

Attachment A
Special Selectmen Meeting
October 19, 2011

Andover Board of Selectmen
Special Joint Meeting
October 19, 2011 7:00pm
Andover Elementary School Library

Board of Selectmen/Charter Review Commission

Sign In Sheet - Please Print Name

Joan Foran	Joan Foran
Carol Barton	Carol Barton
W. Barton	W. Barton
Dianne Grenier ✓	Dianne Grenier
Don Keener	Don Keener Don Keener
Georgette M Conrad ✓	Georgette M. CONRAD ✓
Carol Lee	Carol Lee
Robert Wanagel	ROBERT WANAGEL
Curtis W. Dowling	GINNY WANAGEL
Gary Gile	GARY GILE
Greta Schraepfer	Greta Schraepfer

Attachment B
Special Selectmen Meeting
October 19, 2011

404

Andover Board of Selectmen

Regular Meeting – Wednesday, November 2, 2011 7:00pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Opportunity to Add or Delete Agenda items:**
4. **Approval of Board of Selectmen Meeting minutes :** September 7, (Regular Meeting) September 8 (Special Meeting), September 13, (Special Meeting), September 26 (Special Meeting).
5. **Tax Collector Monthly report:** October 2011
6. **Tax refunds:** Lease and Rental Management $ 50.76, Brennan Moulthrope $ 34.08, Alan Roth $ 41.86.
7. **Treasurers Monthly report:** October 2011
8. **Charter Review:**
9. **Central Regional Tourism District:**
10. **Annual reports for fiscal year 2010-2011:**
11. **C.I.P.:** Process and Policy, Purchase requisitions
12. **Rail for Trail Bridge:** Route 316
13. **Website Committee:**
14. **Energy Savings Committee:** appoint William D. Hammon
15. **Eastern Highlands Health District:**
16. **Liaison Reports:**
17. **Next Board of Selectmen Meeting:** December 7, 2011. (Regular Meeting).
18. **Public Speak:**
19. **Adjourn:**

RECEIVED FOR RECORD
10-31-11 @ 6:57PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Regular Monthly Meeting – Wednesday November 2, 2011

MINUTES

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 7:04pm with the Pledge of Allegiance.

Members present: **Andover Board of Selectmen:** Robert F. Burbank, Jay K. Linddy, Elaine M. Buchardt, Cathleen A. Desrosiers. Member not present: Julia A. Haverl.

Public present: Georgette M. Conrad, Dianne Grenier, Virginia Wanagel, Bob Wanagel, W. Barton, G. Schrayter, Art Wood, Rich Linden and Debra Toupence.

AGENDA # 2: **Public Speak:** Gerogette M. Conrad (Message Board in front of Town Office), Dianne Grenier (Veteran's Day Observance Ceremony). Public speak ended at 7:11pm.

AGENDA # 3: **Opportunity to Add or Delete Agenda Items.**

Jay K. Linddy made a Motion to add to the Agenda 8-B Tax Abatement for New Samaritan Housing Corporation, Inc.(Hop River Homes) Elaine M. Buchardt seconded the Motion.

4-0-0 Motion Passed

Jay K. Linddy made a Motion to add to the Agenda 8-C Potential Septic Ordinance in Lake area. (Committee members asking for direction). Elaine M. Buchardt seconded the Motion.

4-0-0 Motion Passed

AGENDA # 4: **Approval of Board of Selectmen meeting minutes:**

Jay K. Linddy made a Motion to approve the minutes of the regular meeting of October 5, 2011 as presented. Cathleen A. Desrosiers seconded the motion.

4-0-0 Motion Passed

Jay K. Linddy made a Motion to approve the minutes of the Special joint meeting of October 19, 2011 (with Charter Review Commission) as presented. Cathleen A. Desrosiers seconded the motion.

4-0-0 Motion Passed

AGENDA # 5: **Tax Collector monthly report:** None

AGENDA # 6: **Tax refunds:**

Jay K. Linddy made a Motion to approve tax refunds for Lease and Rental Management $ 50.76, Brennan Moulthrope $ 34.08 and Alan Roth $ 41.86. Cathleen A. Desrosiers seconded the motion.

4-0-0 Motion Passed

AGENDA # 7: **Treasurers Monthly report:** None

AGENDA # 8: **Charter Review:**

Due to lack of quorum Charter Review Commission cancelled its meeting.
Jay K. Linddy made a Motion to requested Charter Review Commission to have a Joint Meeting with the Board of Selectmen on November 14, 2011 at 7:00pm in community room. The Town attorney must be present. Cathleen A. Desrosiers seconded the motion.

4-0-0 Motion Passed

AGENDA # 8-B: **Tax Abatement for New Samaritan Housing Corporation**

First Selectman, Robert F. Burbank, will notify New Samaritan Housing Corporation that they must present a proposal for tax abatement this year.

AGENDA # 8-C: **Potential Septic Ordinance Committee:** Members from the Septic Ordinance committee will present to the Board of Selectmen recommendations for a ordinance at the December meeting.

AGENDA # 9: **Central Regional Tourism District:** The Central Regional Tourism District is looking for a the Board of Selectmen to appoint someone to represent Andover. Elaine M. Buchardt will ask for a member of the Economic Development Commission at its next meeting and report back to Selectmen

AGENDA # 10: **Annual reports for fiscal year 2010-2011:**

First Selectman, Robert F. Burbank, sent a letter to all Boards, Commissions and Departments that the annual reports are due for the fiscal year 2010-2011. Also send any pictures. Please send to 1st selectman@comcast.net

AGENDA # 11: **C.I.P.**

Process,Policy and Purchase requisitions were distributed. Elaine M. Buchardt asked that all CIP requests be sent to the Board of Selectmen by December 5, 2011 for the 2012/2013 budget fiscal year.

AGENDA # 12: **Rails for Trails Bridge:**

All three sections of the covered bridge are connected together. Bridge should be completed the first week in December 2011 and a dedication will be held spring 2012.

AGENDA # 13: **Website Committee:**

Committee will make a presentation at the December 7, 2011 Board of Selectmen meeting.

AGENDA # 14: **Energy Savings Committee:**

Jay K. Linddy made a Motion to appoint William D. Hammon to the Energy Savings Committee. Elaine M. Buchardt seconded the Motion.

4-0-0 Motion Passed

TRANSCRIPTA

AGENDA # 15: **Eastern Highlands Health District:** An advertisement for a volunteer for the Eastern Highlands Health District Board of Directors will be placed. The Democrat and Republican party will be notified of the open position.

AGENDA # 16: **Liaison reports:** Elaine M. Buchardt: Route 6 Economic Development Committee will meet on November 17 in Community Room. Jay K. Linddy Halloween Fun Night was held Sunday November 6, was great!.

AGENDA # 17: **Next Board of Selectmen meeting:** Special meeting November 14, 2011 Joint meeting with Charter Review and Regular Board meeting December 7, 2011.

AGENDA # 18: **Public Speak:** Rick Linden: DIRECT Energy Sub-Committee will meet in December 2011. Virginia Wanagel: Route 87 & Route 6 Traffic Light. Bob Wanagel: Brush from storm on side of Boston Hill Road. Dianne Grenier: Board of Selectmen invited to Veteran's Day Observance Ceremony. Jay K. Linddy: Our thoughts and prayers go out to the Haverl family during this difficult time. Public speak ended at 8:09pm.

AGENDA # 19: **Adjourn:**

Jay K. Linddy made a Motion to adjourn at 8:11pm Cathleen A. Desrosiers seconded the motion.

4-0-0 Motion Passed

Respectfully Submitted,
Jay K. Linddy
November 3, 2011

Attachment # A (Sign in sheet for meeting)
Attachment # B (Program for Veteran's Day Observance Ceremony)

RECEIVED FOR RECORD
11-7-11 @ 9:22 am
Carol N Lee
TOWN CLERK

ATTACHMENT

Andover Board of Selectmen
Regular Monthly Meeting
November 2, 2011 7:00pm

Sign In Sheet - Please Print Name

Wallace Barton	Wallace Barton
Robert Wanagel	Robert Wanagel
Georgette M Conrad	Georgette M Conrad
Dianne Grenier	Dianne Grenier
Dlaupence	Debra Toupence
Art Wood	Art Wood
Gecta Schrayter	[illegible]
Rich Linden	[illegible]

God Bless America

Songwriter: Irving Berlin

God bless America, land that I love
Stand beside her and guide her
Through the night with a light from above

From the mountains to the prairies
To the oceans white with foam

God bless America, my home, sweet home

God bless America, land that I love
Stand beside her and guide her
Through the night with a light from above

From the mountains to the prairies
To the oceans white with foam

God bless America my home, sweet home
God bless America my home, sweet home

Program generously printed by Gulemo Inc. of Willimantic
Publisher of the *Andover Hometown News*

Veteran's Day Observance Ceremony

Andover Connecticut

November 11, 2011 11:00am

ATTACHMENT 409

ATTACHMENT 410

Andover First Congregational Church Carillon

Welcome comments
Gerry Wright - U.S. Army - Retired

Raising of the flag
Mike Palazzi - Navy Veteran

Opening Prayer
Rev. Mike Donnelly

Pledge of Allegiance
Lead by - Mike D'Amicol - Army National Guard

National Anthem
Clare Carrara - RHAM High School Senior

Veteran's Day History
Ylo Anson - U.S. Army Retired

The Nathan Hale Ancient Fifes & Drums from Coventry, CT

Andover Congregational Church Choir
This Is My Song (Lloyd Stone & Georgia Harkness).

Speaker -
Robert Burbank - Andover First Selectman and Veteran

Medley - Songs of the 5 Branch of Military Service
Mrs. Sara Cathell-Williams - AES Music Teacher

Lay wreath at Memorial
Joel Palmer - Jr. Assistant Scout Master Troop 124
Alexis Kurtz - Girl Scout Ambassador Troop 65107

Children place flags at base of Memorial
Flags provided by Cub Scout Troop 124

God Bless America
Lead by Mrs. Sara Cathell-Williams .

Speaker -
State Senator Edith Prague

Speaker -
State Representative Pam Sawyer

3-Gun Salute - Musket volley
Richard Swartwout - Veteran

Taps - Frank Tamburro

Benediction
Rev. Ruth Nye

Moment of silence

Bag Pipes - *Amazing Grace*
Tim Fogarty

Closing comments
Gerry Wright - U.S. Army - Retired

Reception in Congregational Church basement - Rt. 6
By Congregational Church and Friends of the Library

Tribute Table to Andover Veterans at Church reception

Andover Historical Museum open following ceremony

ANDOVER BOARD OF SELECTMEN

MONDAY, NOVEMBER 14, 2011

SPECIAL JOINT MEETING

With

CHARTER REVISION COMMISSION

COMMUNITY ROOM

7:OO P.M.

AGENDA

1. Call to order
2. Discussion of Proposed Revision of Charter
3. Act on Proposed revisions
4. Receive Proposed Revised Charter
5. Adjourn

RECEIVED FOR RECORD
11-10-11 @ 2:03 PM
Margaret H. Busch
Asst. TOWN CLERK

412

Andover Board of Selectmen

Special joint meeting – Andover Board of Selectmen & Charter Revision Commission

Monday November 14, 2011, Town Office Community room

MINUTES

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 7:03pm with the Pledge of Allegiance.

Members Board of Selectmen present: Robert F. Burbank, Jay K. Linddy, Elaine M. Buchardt, Cathleen A. Desrosiers. Julia A. Haverl. **Members Charter Revision Commission:** Carol Lee (Chair), Penelope Auer, Marie R. Burbank and Donald L. Keener. **Town Attorney:** Dennis O'Brien.

Public present: Catherine A. Palazzi and Leigh Ann Hutchinson.

AGENDA # 2: **Discussion of proposed revision of Charter:**

Town Attorney Dennis O'Brien went over the Charter Revision procedures with Board of Selectmen and Charter Revision Commission members. Attorney O'Brien discuss the Time line that the Board of Selectmen must follow.

AGENDA # 3: **Act on proposed revisions:**

Both the Board of Selectmen and Charter Revision commission discuss the proposed changes in the Charter.

AGENDA # 4: **Receive proposed revised Charter:** Selectman Linddy thanked the Charter Revision Commission for their hard work on the revision. Motion made by Jay K. Linddy to receive final Charter draft and have a special Board of Selectmen Meeting on November 29, 2011 at 7:30pm. Cathleen A. Desrosiers seconded the motion.

5-0-0 Motion Passed

AGENDA # 5: **Adjourn:**

Julia A. Haverl made a Motion to adjourn at 7:45pm Elaine M. Buchardt seconded the motion.

5-0-0 Motion Passed

Respectfully Submitted,
Jay K. Linddy
November 15, 2011

Attachment # A (Sign in sheet for meeting)

RECEIVED FOR RECORD
11-15-11 @ 3:55pm
Carol N Lee
TOWN CLERK

ATTACHMENT

TOWN OF ANDOVER CHARTER REVISION PROCEDURES

1. Per Connecticut General Statutes section 7-188(b), charter revision may be initiated by resolution voted by two-thirds of the entire membership of the Board of Selectmen, in our case a minimum of four "yes" votes.

2. Next, C.G.S. section 7-190 (a) requires that a charter revision commission must be appointed within 30 days after enactment of the section 7-188 (b) Board of Selectmen resolution initiating charter revision. The Selectmen may appoint from 5 to 15 members, not more than one third of whom may hold other public office in the municipality. "Other public office" does not include membership on ad hoc advisory boards, commissions or committees. No more than a bare majority of the members of the charter revision commission may be registered with any one political party.

3. At the same time the Selectmen appoint the members of the commission, by resolution passed by a simple majority vote, the Selectmen may make recommendations to the commission about any issues it wants the commission to consider, and the Selectmen must also specify the date on which the commission is to submit its "draft report" to the town clerk for presentation to the Selectmen. This submission date must be no later than 16 months from the date of appointment of the commission. The commission is free to address any Charter issues in its draft report, even if an issue is not recommended to it in the Selectmen resolution. Any issues raised by the Selectmen resolution must be commented on by the commission in its draft report. C.G.S. section 7-190(b). The draft report may include "the proposed charter [or] charter amendments." C.G.S. section 7-191(b).

4. Once the commission has been initiated and appointed, recommendations, if any, have been made by the Selectmen, and a deadline for the commission's draft report has been established, until it receives the draft report, the Selectmen's only legal responsibility is to await the submission of the draft report by the commission before the deadline the Board of Selectmen has established.

5. Meanwhile, during its tenure, the commission must hold at least two public hearings, one before it begins any substantive work on the charter, and one after its draft report to the Selectmen is completed but not yet submitted to the Selectmen. The commission may amend its draft report after it is presented to the public hearing and before it goes to the Selectmen by way of the town clerk. C.G.S. section 7-191(a).

6. After the Selectmen receive the commission's draft report, they "must hold at least one public hearing on the draft report and shall hold its last hearing not later than forty-five days after the submission of such draft report" to the town clerk. Not later than 15 days after its last hearing, the Selectmen may make written recommendations to the commission for changes in the draft report. C.G.S. section 7-191(b). If the Selectmen make no recommendations for changes in the draft report within the 15 day period, the draft report shall become the final report of the commission, which is then automatically disbanded. C.G.S. sections 7-191(b); 7-190(c).

ATTACHMENT

7. If the Selectmen make written recommendations for changes in the draft report to the commission, the commission shall confer with the Selectmen and may then accept some or all of the Selectmen's recommendations and amend the draft report, or it may reject some or all of the Selectmen's recommendations. In any case, the commission shall make its final report to the Selectmen within 30 days after receiving the Selectmen's recommendations. C.G.S. section 7-191 (c). Upon submission of the final report to the Selectmen, the commission is disbanded. C.G.S. section 7-190 (c).

8. No later than 15 days after accepting the commission's final report by making no recommendations, or by receiving the final report after consideration by the commission of its recommendations, the Selectmen, by a majority vote of its entire membership, three votes, shall either approve or reject the provisions of the final report, in whole or in part. If the Selectmen vote to reject the report in part or in its entirety, and a petition signed by ten per cent of the electors of the town is submitted to the Selectmen within 45 days of the Selectmen's vote and certified by the town clerk, the portions of the commission's report which were rejected by the Selectmen along with those that were accepted must be published in a newspaper generally circulated in the town. If the report is totally rejected by the Selectmen and no such petition is filed, the charter revision process is over. If any part of the commission's final report has been approved, either by vote of the Selectmen or by the electors via a sufficient petition, publication must ensue within 30 days thereafter, and the process must continue. C.G.S. section 7-191(d).

9. Per C.G.S. section 7-191(e), the Selectmen must determine by a majority vote of its entire membership, whether to submit the proposed charter revisions resulting from the foregoing process to the electors for approval at either a regular or special election held no later than 15 months after approval of the final report by the Selectmen or the certification of a sufficient petition filed by the electors per C.G.S. section 7-191 (d). A regular election is the annual November election at which the President of the United States or Governor is elected, or the spring election of the local officials of the town.

10. The Selectmen shall prepare the proposed charter amendments for the ballot in the form of one or several questions. In order to be approved, any such question need only receive a simple majority of votes in a regular election. If the Selectmen decide to place the charter revision question(s) on the ballot in a special election, in order to be approved a question must receive a bare majority which number equals at least 15 per cent of the number of electors of the town. C.G.S. section 7-191(f).

11. If approved by the electors in a regular or special election, the charter amendments shall become effective 30 days after approval, unless a different effective date is specified by the Selectmen in the question(s) the board places on the ballot. C.G.S. section 7-191(f).

12. Finally, three certified copies of any charter amendments approved by the electors must be filed with the Office of the Secretary of State by the town clerk not later than 30 days after such approval. C.G.S.section 7-191(g).

Andover Board of Selectmen

Special Meeting – Tuesday, November 29, 2011 7:30pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Charter Revision:** Discussion / Action
3. **Next Board of Selectmen Meeting:** December 7, 2011 (Regular Meeting).
4. **Adjourn:**

RECEIVED FOR RECORD
11-22-11 @ 11:10a
Carol A Lee
TOWN CLERK

Andover Board of Selectmen

Special Meeting – Tuesday November 29, 2011

MINUTES

AGENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 7:32pm with the Pledge of Allegiance.

Members present: Andover Board of Selectmen: Robert F. Burbank, Jay K. Linddy, Elaine M. Buchardt, Cathleen A. Desrosiers and Julia A. Haverl.

Public present: Georgette M. Conrad, Virginia Wanagel, Bob Wanagel, Carol Lee, Catherine Palazzi, Leigh Ann Hutchinson, Dennis Foran and Joan Foran. Michael Palazzi and Town Attorney Dennis O'Brien.

AGENDA # 2: **Charter Revision:** Town Attorney, Dennis O'Brien explained remaining duties and time line on the Charter to the Board of Selectmen. Julia Haverl made a **Motion** to accept Charter as presented by Charter Revision Commission. Elaine Buchardt seconded.

VOTE 5-0-0 Motion Passed

Julia Haverl made a **Motion** to have the change of Municipal Elections from May to November be addressed as a separate question, exact wording will be prepared by the Town Attorney for approval of the Board of Selectmen. Cathleen Desrosiers seconded.

Julia Haverl made a **Motion** to have the question on ordinance making powers addressed in Section 402 of the Charter addressed as a separate question, exact wording will be prepared by the Town Attorney for approval of the Board of Selectmen. Cathleen Desrosiers seconded.

VOTE: 5-0-0 Motion Passed

Julia Haverl made a **Motion** to present the Charter to the Electors in three parts. Elaine Buchardt asked that each question be addressed in separate motions. Julia Haverl withdrew her motion.

VOTE: 5-0-0 Motion Passed

Julia Haverl made a **Motion** to send the questions on the Charter to a Special Election. Cathleen Desrosiers seconded.

VOTE: 3-2-0 Motion Passed

C. Desrosiers, J. Haverl and J. Linddy yes. E. Buchardt and R. Burbank no.

Town Attorney Dennis O'Brien advised that pursuant to CGS the proposed Charter must be published in it's entirety within 30 days. He will make the discussed revisions and forward the revised version to the Board of Selectmen for publication.

AGENDA # 3: **Next Board of Selectmen meeting:**

December 7, 2011 (regular meeting)

AGENDA # 4: **Adjourn:**

Julia A. Haverl made a **Motion** to adjourn at 8:39pm Cathleen A. Desrosiers seconded the motion.

Motion: 5-0-0 Motion Passed

Respectfully Submitted,
Jay K. Linddy
December 1, 2011

Attachment # A Sign in sheet for meeting
Attachment # B State election November 3, 1998 (Votes Cast on Local Questions).
Attachment # C Charter Vote

RECEIVED FOR RECORD
12-01-11 @ 11:55 Am
Margaret H. Busch
Asst. TOWN CLERK

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Andover Board of Selectmen

Regular Meeting – Wednesday, December 7, 2011 7:00pm Community Room

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Opportunity to Add or Delete Agenda items:**
4. **Approval of Board of Selectmen Meeting minutes :** November 2, 2011 (Regular Meeting) November 14, 2011 (Special Joint Board Meeting with Charter Commission) and Special Meeting November 29.
5. **Tax Collector Monthly report:** November 2011
6. **Tax refunds:** Craig Albert, & 78.16, Financial Ser Veh Trust $ 497.82, Nissan Infiniti LT $ 364.60, Nissan Infiniti LT, Craig & Jennifer Towensend $ 269.93 and Tracey Pryo $27.60.
7. **Treasurers Monthly report:** November 2011
8. **Charter Review:**
9. **Annual reports for fiscal year 2010-2011:**
10. **C.I.P.:**
11. **Andover Fire Department:** Request the Board of Selectmen and Recreation Commission for the use of the Veteran Memorial ball fields (Long Hill Rd.) for their 75th anniversary. In the Spring of 2013.
12. **Website Committee:**
13. **1984 Ford L8000 dump truck:** Results of bid opening.
14. **Forest Services Agreement:** Dubois Forestry Management Professionals LLC, selective thinning of Shoddy Mill Road.
15. **Eastern Highlands Health District:**
16. **2012-2013 budget:**
17. **2nd District redistricted.**
17. **Tax abatement for New Samaritan Housing Corporation, Inc. (Hop River Homes).**
18. **Liaison Reports:**
18. **Next Board of Selectmen Meeting:** January 4,, 2012. (Regular Meeting).
20. **Public Speak:**
21. **Adjourn:**

RECEIVED FOR RECORD
12-01-11 @ 10:10 Am
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Regularl Meeting – Wednesday December 7, 2011

MINUTES

GENDA # 1: **Call to order/Pledge of Allegiance**

First Selectman Robert F. Burbank, called the meeting to order at 7:14pm with the Pledge of Allegiance.

Members present: Andover Board of Selectmen: Robert F. Burbank, Jay K. Linddy, Elaine M. Buchardt, Cathleen A. Desrosiers and Julia A. Haverl.

Public present: Georgette M. Conrad, Virginia Wanagel, Bob Wanagel, Deb Toupencr, Dianne Grenier, Ron Mike and Rick Linden **(ATTACHMENT A)**

AGENDA # 2: **Public Speak:** None

AGENDA # 3: **Opportunity to Add or Delete Items:** None

Jay K. Linddy made a **Motion** to move Agenda Item # 11 Andover Fire Department to Agenda Item # 4-A and Agenda item # 12 Website Committee to Agenda Item # 4-B. Elaine M Buchardt seconded the motion.

Vote 5-0-0- Motion Passed

AGENDA # 4: **Approval of Board of Selectmen Meeting minutes:**

Jay K. Linddy made a Motion to approve the minutes of the regular meeting November 2, 2011. Elaine M. Buchardt seconded the motion.

Vote 4-0-1- Motion Passed **Julia A. Haverl (Abstain)**

Jay K. Linddy made a Motion to approve the minutes of the Special meeting November14, 2011. Elaine M. Buchardt seconded the motion.

Vote 5-0-0- Motion Passed

Jay K. Linddy made a Motion to approve the minutes of the Special meeting November29, 2011. Elaine M. Buchardt seconded the motion.

AGENDA # 4 A: **Andover Fire Department:** Jay K. Linddy made a Motion to reserve the Ball Fields on Long Hill Road for the Andover Fire Department for their 75th Anniversary parade and events on June 22, 2013. The fields will be reserved for them fror June 19th to June 23rd for preparation, Elaine M. Buchardt seconded the motion.

Vote 5-0-0- Motion Passed

First Selectman Burbank will check with town insurance carrier to see what is necessary for coverage.

AGENDA # 4 B: **Andover Website Committee:** Deb Toupence walked the Board of Selectmen through the website. The official name is Andoverct.org

Julia A. Haverl made a motion all events open to the community will be posted on the calendar of events. Cathleen A. Desrosiers seconded the motion.

Vote 5-0-0- Motion Passed

AGENDA # 4 B: **Andover Website Committee:** Julia A. Haverl made a motion to officially accepts the website for the Town of Andover. Cathleen A. Desrosiers seconded the motion. Jay Kamis will be the webmaster and will work with the First Selectmam Burbank on any concerns.

Vote 5-0-0- Motion Passed

An article will be placed in the First Selectman's corner the Rivereast informing the residents that the website is now official. The Website committee will meet with the Board of Selectmen at the January 4, 2012 meeting. Selectmen should take time to review the new websites and bring any concerns to the meeting.

AGENDA # 5: **Tax Collector Monthly report:** Unaviable

AGENDA # 6: **Tax refunds:** Jay K. Linddy made a Motion to approve tax refunds for: ARI Fleet LT 84.65, ARI Fleet LT $ 292.84, Financial Ser Veh Trust $ 497.82, Nissan Infiniti LT $ 364.60, Nissan Infiniti LT $ 396.06, Craig & Jennifer Towensend $ 269.93, Donna Spangler $ 36.32 and Tracey Pryo $27.60. Cathleen A. Desrosiers seconded the motion.

Vote 5-0-0- Motion Passed

AGENDA # 7: **Treasurers Monthly report:** Board of Selectmen reviewed monthly report for November 2011.

AGENDA # 8: **Charter Review::** The Town attorney is cleaning up the Charter for publication in the RiverEast . The Board will discuss referendum date at the January 4, 2012 meeting (Notification prior to publication of the charter).

AGENDA # 9: **Annual reports for fiscal year 2011-2012:** Please send Annual reports to First Selectman Burbank A.S.A.P. Send to andover1stselectman@comcast.net

AGENDA # 10: **C.I.P.:** The Board receive Andover Fire Department C.I.P. requests for 2012-2013 budget. Julia A. Haverl made a motion to send the Andover Fire Department request to the C.I.P. Committee. Jay K. Linddy seconded the Motion.

Vote 5-0-0- Motion Passed

AGENDA # 13: **1984 Ford L800 dump truck:** Jay K. Linddy made a motion to award the sell of 1984 Ford L800 dump truck for $ 1,0051.00 to Steven Camerota. Cathleen A. Desrosiers seconded the motion. **(ATTACHMENT B)**

AGENDA # 14: **Forest Service Agreement:** Jay K. Linddy made a motion to authorize First Selectman Burbank to go into an agreement with Dubois Forestry Management for selective thinning on Town property located at the Transfer Station. Julia A. Haverl seconded the Motion. **(ATTACHMENT C)**

Vote 5-0-0- Motion Passed

AGENDA # 15: **Eastern Highlands Health District:** Appoint a member to the Board of Directors at the February Board of Selectmen regular meeting.

AGENDA # 16: **2012-2013 budget:** Julia Haverl made a motion to give 2% increase to Town Hall, Library, Registrar of Voters and Board of Selectmen (Employees who are not have a union contract in place).

Vote 2-1-2- Motion Passed

Julia Haverl & Elaine M. Buchardt (voted Yes) Cathleen A. Desrosiers (voted No)
Robert Burbank and Jay Linddy (Abstain)

Julia Haverl made a motion to propose a 2% increase to the Board of Finance and the electors of the Town that the position of the Town Clerk and First Selectman receive a raise. Jay K. Linddy seconded the motion

Vote 3-1-1- Motion Passed

Julia Haverl & Elaine M. Buchardt Jay K. Linddy (voted Yes) Cathleen A. Desrosiers (voted No)
Robert Burbank (Abstain)

The Board will meet and work on the proposed 2012-2013buget at the January 4th meeting

AGENDA # 17: **2nd District redistricted:** The Board of Selectmen review the newly redistricted second district.

AGENDA # 18: **Tax abatement for New Samaritan Housing Corporation, Inc.** The Board request New Samaritan Housing Corporation come to the February board meeting with a propose tax abatement.

AGENDA # 19: **Liaison Reports:** Julia Haverl requested First Selectman to do a story on supporting a town wide direct energy purchase and post on Town website. Cathy Desrosiers requested that the STEEP Grant for the soccer fields be place on the February 2012 meeting. Jay Linddy Holiday Sing-A-Long December 18 6:00pm.

AGENDA # 20: **Next Board of Selectmen meeting:** January 4, 2012

AGENDA # 21: **Public Speak:** Bob Wanagel: Senior Christmas party was well attended and everyone had a great time. Diane Grenier inquired about the covered bridge.

AGENDA # 4: **Adjourn:**

Julia A. Haverl made a **Motion** to adjourn at 9:43pm Cathleen A. Desrosiers seconded the motion.

Motion: 5-0-0 Motion Passed

Respectfully Submitted, Jay Linddy

Attachment # A: Sign in sheet **Attachment # B:** Camerota Bid on Dump Truck
Attachment # C: Dubois Forest services agreement

RECEIVED FOR RECORD
12-08-11 @ 3:36 PM
Margaret H. Busch
Asst. TOWN CLERK

ATTACHMENT

Andover Board of Selectmen
Regular Meeting
December 7, 2011 7:00pm

Sign In Sheet - Please Print Name

Bob Toupence	
Georgette M Conrad	Georgette M CONRAD
Dianne Grenier	Dianne Grenier
Robert Wanagel	BOB WANAGEL
Virginia Wanagel	VIRGINIA WANAGEL
[illegible]	Ron Mata
[illegible]	Rich Linden

ATTACHMENT

D·U·B·O·I·S
FORESTRY AND LAND MANAGEMENT PROFESSIONALS, LLC

FOREST SERVICES AGREEMENT

"Party of First Part": Town of Andover
17 School Road
Andover, CT 06232

"Party of Second Part": DuBois Forestry and Land
Management Professionals, LLC
P.O. Box 143
Brooklyn, CT 06234

"Party of First Part", hereinafter referred to as "Landowner" and "Party of Second Part", hereinafter referred to as "Forester", for the consideration of One ($1.00) Dollar and other valuable consideration, the payment and receipt of which is acknowledged, the parties agree as follows:

1. "Forester" will perform the following services on property of "Landowner" located off of Shoddy Mill Road in the town of Andover, Connecticut:

a. At the direction of "Landowner", mark and tally for sale and removal in a ***selective thinning*** sawtimber and firewood trees with defect, deformity, disease, and die-back, in an effort to concentrate the growth potential of the site onto the healthier, more valuable trees in the overstory and in the understory;

b. On behalf of "Landowner", market tallied forest products to interested and licensed forest products purchasers through the competitive bidding process;

c. Prepare for execution a ***Forest Products Agreement***, drawn between "Landowner" and the forest products purchaser, detailing the terms of the forest products sale, the payment schedule, and methods of operation;

d. Inspect the removal of forest products to determine whether the job is being performed according to the terms of the ***Forest Products Agreement***.

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ATTACHMENT

2. "Forester" shall be entitled to the following compensation for services rendered:

a. "Forester" shall be entitled to his fee of twenty (20%) percent of the gross revenues generated from the sale of sawtimber trees, which sum shall be paid directly to "Forester" by forest products purchaser when "Landowner" receives their payment from the sale of sawtimber;

b. "Forester" shall be entitled to his fee of $5 per cord to mark and tally, sell and supervise the removal of fuelwood products, which sum shall be paid by the forest products purchaser directly to "Forester" when "Landowner" receives their payment from the sale of fuelwood;

c. The tree removal operation contemplated by this agreement may require an application with the Inland Wetlands Commission in the town of Andover. Any application fees required by the town shall be paid by the "Landowner", and "Forester" shall be entitled to his fee of $250.00 to prepare and file the necessary paperwork on behalf of "Landowner", which sums shall be paid to "Forester" by "Landowner" at the preparation of the Inland Wetlands Application.

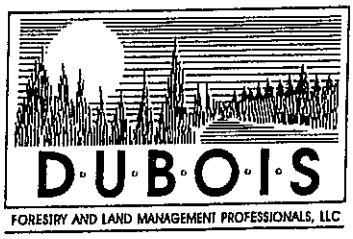
3. This contract and the services rendered by "Forester" shall terminate in twelve (12) months from the signing of this Forest Services Agreement.

4. This contract shall be binding upon the heirs, executors, successors, and assigns of the parties hereto.

Robert F. Burbank Town of Andover Landowner	Date	Donald A. DuBois DuBois Forestry Forester	4/6/11 Date

ATTACHMENT

10 November 2011



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

Dear Mr. Burbank:

Thank you for taking the time to meet with me to inspect the wooded land owned by the Town of Andover off of Shoddy Mill Road. This is a very beautiful property that was professionally managed by me I believe some thirty years ago, although my memory does not serve me well, after having managed more than 200,000 acres of wooded land throughout southern New England over the past 30 years!!

Your forests are again in need of professional forestry attention. I recommend that you remove just those trees with defect, deformity, disease, and die-back, in an effort to concentrate the growth potential of the site onto the more valuable, healthier trees in the overstory and understory.

Along the Burnap Brook area there is a nice stand of eastern hemlock. Sadly, this forest type is showing sings of die-back and decline due to the hemlock woolly adelgid (HWA). We will need to monitor this situation closely, and remove any mature hemlock at risk of loss due to this insect pest.

Storm damage due to Hurricane Irene and the October snow storm was light. Trees damaged in this way should also come out. The advanced regeneration is in excellent condition, and ready for release. Our goal should be to concentrate the growth potential of the site onto the healthier, more valuable red oak, sugar maple, hickory, and birch in the overstory, while releasing for future growth the mixed hardwood understory.

This is a selective thinning which I believe will yield approximately 80,000 board feet of sawtimber, and perhaps 200 cords of firewood. I would like to identify a forest products purchaser willing to remove both the sawtimber and firewood trees in one operation, under one contract, but normally it is done in two phases.

Please find enclosed two copies of my Forest Services Agreement, governing the work which I have proposed for your property. When you are ready to proceed, please sign and date both copies of the enclosed Forest Services Agreement where indicated, keep one copy for your records, and return the other copy to me in the enclosed envelope.

Sincerely yours,

Donald A. DuBois
Owner--Forester

P.O. Box 143 • Brooklyn, CT 06234 • (860) 774-8654

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ATTACHMENT

CAMEROTA TRUCK PARTS
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Allison Transmission.

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Cell: (860) 558-8928
www.camerota.com

Steven Camerota

245 Shaker Road
P.O. Box 1134
Enfield, CT 06083-1134

Transmissions - Rear Differentials - Steering - Used Diesel Engines - Used Truck Parts

Bid for 1984 Ford
L8000 Dump

Bid Price $1051.00

Pick up at town
- Garage & Disposed of
At 245 Shaker Rd
Enfield ct

Steven Camerota

860-558-8928

Rec'd
12/5/2011
12:20 PM