

Andover Board of Selectmen

Regular Meeting – Wednesday, January 4, 2012 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 : December 7, 2011 (Regular Meeting).
5. Tax Collector Monthly report: December 2011.
6. Tax refunds: Jeffery Miner (\$23.32) .
7. Treasurers Monthly report: December 2011
8. Website Committee:
9. 2012-2013 budget:
10. Liaison Reports:
11. Next Board of Selectmen Meeting: February 1 2012. (Regular Meeting).
- Public Speak:
13. Adjourn:

RECEIVED FOR RECORD
 12-29-11 @ 11:35pm
 Carol N. Lee
 TOWN CLERK

Andover Board of Selectmen

Regular Meeting – Wednesday January 4, 2012

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: Andover Board of Selectmen: Robert F. Burbank, Jay K. Linddy, Elaine M. Buchardt, Cathleen A. Desrosiers and Julia A. Haverl.

Public present: Virginia Wanagel, Bob Wanagel, Stuart Popper and Don Lussier.
(ATTACHMENT A)

AGENDA # 2:

Public Speak: Stuart Popper commended the First Selectman and the Board of Selectmen for continuing support for the covered bridge. Don Lussier is excited that the bridge is almost completed and it will be the center of the Town. He expressed concern about the upkeep of the trail from Andover to Willimantic.

AGENDA # 3:

Opportunity to Add or Delete Items: None

Jay K. Linddy made a **Motion** to **add** to the agenda the following **8-A** Ordinance 89-04, & 89-03, **8-B** Regional School District No. 8 meeting on January 9, 2012 for a presentation on joining a health insurance collaborative. **8-C** Budget workshop scheduled dates for 2012-2013 budget workshops meeting. **8-D** Draft Blight Ordinance. **8-E** Regional School District No. 8 contract with RHAM Education Association. **8-F** Economic Development Commission appoint member to the Central Regional Tourism District. **8-G** Andover Post Office, and **8-H** Set referendum date for Charter. 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 December 7, 2011 with one correction (under public present) the name Deb Toupenrc to be changed to Deb Toupencc. Elaine M. Buchardt seconded the motion.

Vote 5-0-0- Motion Passed

Julia Haverl and Elaine Buchardt expressed concern over the absence of a Board Clerk. Bob will continue to ask other Board Clerks and advertised the position.

AGENDA # 5:

Tax Collector Monthly report: Board of Selectmen reviewed monthly report for December 2011.

AGENDA # 6:

Tax refunds: Jay K. Linddy made a Motion to approve tax refunds for Jeffrey Miner \$ 23.32. Cathleen A. Desrosiers seconded the motion.

Vote 5-0-0- Motion Passed

AGENDA # 7:

Treasurers Monthly report: Board of Selectmen reviewed monthly report for December 2011.

AGENDA # 8: Web Site Committee No one showed up from the Web Site Committee. They will be placed on the February meeting.

Selectman Haverl would like to receive the meeting package a week earlier, it was agreed on that the package will be available the Thursday before the meeting at the Town Hall, anything received after that will be added to the next month's meeting.

AGENDA # 8-A Ordinance 89-04 and 89-03 The Board reviewed ordinance 89-204 and 89-03 concerning increases for elected and appointed positions.

AGENDA # 8-B RHAM will have a presentation on January 9, 2012 on joining a health Insurance collaborative with EAST-Conn.

AGENDA # 8-C Board of Finance budget workshop: A schedule of the budget workshops with the Board of Finance for the 2012/2013 budget was passed out.

AGENDA # 8-D Draft Bight Ordinance: Please review and it will be placed on the March 2012 Board of Selectmen meeting.

AGENDA # 8-E Regional School District #8 contract with The RHAM Education Association. Superintendent Siminski reviewed the contract with the Board of Selectmen.

AGENDA # 8-F Economic Development Commission: Board of Selectmen will review request to appoint a member to the Central Regional Tourism District and appoint Elaine M Buchardt as a EDC member at the February meeting

AGENDA # 8-G Andover Post Office: The Board of Selectman want a meeting with federal and state legislators and a post office representative to discuss the future of the Andover Post Office.

AGENDA # 8-H Set referendum date for Charter. Because of the presidential primary the Bob Burbank and Julia Haverl will check with the Registrar of Voters if March 13, 2012 is ok for Charter referendum.

AGENDA # 9: 2012-2013 Budget:

	Line Item 0101	Selectmen	
	0101-100	First Selectman Wage	increase \$ 918.00
	0101-105	Other Selectmen wage	increase \$ 82.00
	0101-330	Conf. seminars	decrease \$ 100.00
	0101-580	Mileage	increase \$ 100.00
	0101-115	Board Clerk	increase \$ 500.00
0101	Selectmen	Total increase	\$ 1,500.00

Line Item 0103 Board of Clerk

0103-123 Charter Review Board Clerk decrease \$ 550.00

0103 Board of Clerk Total decrease \$ 550.00

0105 Auditor/Actuary NO CHANGE

0107 Town Attorney NO CHANGE

Line Item 0109 Treasurer/Financial

0109-100 Salary- Treasurer increase \$ 314.43

0109-120 Wages/Treasurer Clerk increase \$ 521.06

0109 Treasurer/Financial Total increase \$ 835.49

Line Item 0111 Tax Collector

0111-109 DMV Fees increase \$ 300.00

0111-330 Conf. & Seminars decrease \$ 450.00

0111-580 Mileage increase \$ 50.00

0111-610 Office Supplies increase \$ 95.00

0111 Tax Collector Total decrease \$ 5.00

0115 Board of Assess Appeal NO CHANGE

0119 Probate Court NO CHANGE

Line Item 0123 Old Town Hall

0123-430 Alarm System increase \$ 50.00

0123-530 Telephone increase \$ 85.00

0123 Old Town Hall Total increase \$ 135.00

0127

ADS

NO CHANGE

Line Item 0129 Town Office Building

0129-315	Payroll Service	increase	\$ 150.00
0129-350	Water Testing	increase	\$ 150.00
0129-365	Elevator Service Contract	increase	\$ 175.00
0129-432	Building Maint.	decrease	\$ 250.00
0129-434	Furnace Maint.	increase	\$ 25.00
0129-444	Copier Rental	decrease	\$ 300.00
0129-490	Alarm System	increase	\$ 50.00
0129-530	Telephone	increase	\$ 1,000.00
0129-531	Postage	increase	\$ 700.00
0129-601	Electricity	increase	\$ 1,200.00
0129-609	Equipment	increase	\$ 500.00

0129 Town Office Building Total increase \$ 3,400.00

AGENDA # 9: 2012-2013 Budget: Julia Haverl made a motion to approve the following Budget Items and send to Board of Finance. Cathleen A. Desrosiers seconded the motion.

VOTE: 5-0-0 Motion Passed

AGENDA # 10: Liaison Reports: Julia Haverl about the covered bridge. Elaine M. Buchardt (senior transportation committee) looking for a van or car donated, non-handicapped, for medical runs and (Economic Development Commission) CRCOG presentation of a vision of Route 6 and Long Hill Rd. Bob Burbank about the Rail for Trails and covered bridge. Cathy Desrosiers (Library Board) concern about guardrails in parking lot, there is no reflective tape on them. Also parking lot lighting is a concern. Cathy expressed concern about the brush on the side of the roads. Should it be picked up by the Andover Road crew and dispose.

AGENDA # 11: Next Board of Selectmen meeting: January 18, 2012 Special Meeting Budget workshop, January 19, 2012 Special Meeting Budget work shop, and February 1, 2012 regular monthly

AGENDA # 12: Public Speak: None

AGENDA # 13: Adjourn:
Julia A. Haverl made a Motion to adjourn at 9:17pm Cathleen A. Desrosiers seconded the motion.

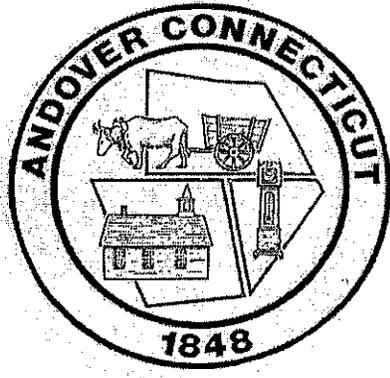
VOTE: 5-0-0 Motion Passed

RECEIVED FOR RECORD
01-09-12 @ 12:13PM
Margaret St. Busch
Asst. TOWN CLERK

Respectfully Submitted, Jay Linddy

Attachment # A: Sign in sheet

ATTACHMENT



Andover Board of Selectmen
 Regular Meeting
 January 4, 2012 7:00pm

Sign In Sheet - Please Print Name

Don Lussier

Bob Wanager

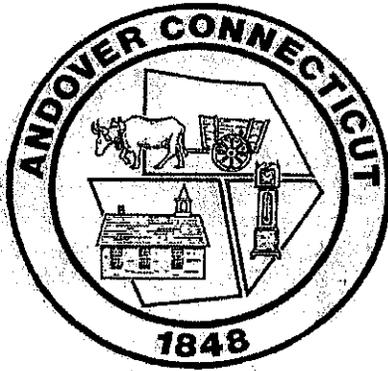
BOB WANAGER

Virginia Wanager

Bob Siminski

BOB SIMINSKI

STUART POPPER



Board of Selectmen
Special Meeting – Budget Work Shop
Wednesday January 18, 2012 7:00pm
AGENDA

- 1.0 Call to Order/Pledge of Allegiance
- 2.0 Comments from the Public
- 3.0 Approval of Minutes
 - 3.1 Regular Meeting of January 4, 2012
- 4.0 2012-2013 Budget
- 5.0 Upcoming Meetings
 - 5.1 Special Meeting 2010-2013 Budget - January 19, 2012 7pm
 - 5.2 Board of Finance / Board of Selectmen – January 23, 2012
7:00pm for 2012-2013 Budget
 - 5.3 Board of Finance / Board of Selectmen – January 25, 2012
7:00pm for 2012-2013 Budget
 - 5.4 Regular Meeting Board of Selectmen – February 1, 2012
- 6.0 Adjournment:

RECEIVED FOR RECORD
01-09-12 @ 12:13 PM
Margaret H. Busch
Asst. TOWN CLERK

Minutes Special Board of Selectmen Meeting - January 18, 2012

The meeting was called to order by First Selectman Robert Burbank at 7:00 pm. In attendance were Elaine Buchardt, Robert Burbank, Cathleen Desrosiers, Julia Haverl and Jay Linddy.

The meeting opened with a clarification of the amount included in Line Item 0101 Selectmen for a board clerk as requested by J. Haverl. Bob Burbank explained that \$900 was in the budget from the previous year to which was added \$500 from line 0103-123, Charter Review Clerk, from last years budget. This makes a total of \$1,400 for the BOS clerk.

The board started their review on page 5 of the budget printed on 12/28/11 continuing where we left off on January 4, 2012.

0131-100 J. Linddy moved that we request \$ 6,500 for this line item for a part time Administrative Assistant (10 hours per week). Seconded by C. Desrosiers, passed by unanimous vote.

0131-360 J. Linddy moved to increase this line for the town website by \$100 from \$500 to \$600. Seconded by E. Buchardt, passed by unanimous vote. C. Desrosiers recommended that the Website be established as a separate line in the Town Office Building part of the budget in the future now that we have an official website. This also met with unanimous approval.

0135-535 C. Desrosiers moved to increase this line, Mobile Phone Civil Preparedness, by \$800. Seconded by J. Linddy. First Selectman Burbank explained during discussion that the \$800 increase was, with exception of \$24 not a new expenditure. It was moved from the Resident Trooper line 0403-535 on page 10 and the Public Works line 0301-535 on page 8.

Line 0403-535 was reduced from \$1200 to 624 to gain \$576. Line 0301-535 was reduced from \$600 to 400 to gain \$200. Add \$576 and \$200 to equal \$776, add \$24 (new money) to equal the \$800 change approved by unanimous vote on this motion. The total figure for Civil Preparedness is now \$3,150.

0137-500 C. Desrosiers moved to approve no change in this line, insurance. E. Buchardt seconded, passed unanimously.

0139, 0141, and 0145 Action on these line items Contingency, Employee Benefits, and Senior Citizens was postponed to future meeting.

0147-365 C. Desrosiers moved and J. Linddy seconded that we approve this line item with no change from last years budget. Passed unanimously.

0149-601,603,605 J. Linddy moved and E. Buchardt seconded that we increase this line item by \$800. The increase is made up of three amounts, 601, \$200 additional for electricity, 603, \$500 additional for fuel oil and 605, \$100 additional for propane. Motion passed unanimously.

0151-100 E. Buchardt moved and C. Desrosiers seconded a motion to apply the 2% salary increase to this line bringing the total expenditure to \$6,898 for the Dog Fund. The motion passed with 4 yes votes and 1 abstention.

0153 C. Desrosiers moved and E. Buchardt seconded that this line item, Historical, be approved with no change. Passed unanimously.

0201-841 Health Director - Jay Linddy moved, seconded by C. Desrosiers to increase this line item by \$428.39 per contractual agreement for a total amount of \$14,910. Motion passed unanimously.

0203 Visiting Nurses - J. Linddy moved seconded by E. Buchardt that this line item be approved at \$1,250 with no change. Passes unanimously.

0205 - North Central Mental Health J. Linddy moved, E. Buchardt seconded, that this line item be approved with no change. Passed unanimously.

0207 - AHM Youth Services J. Linddy moved and E. Buchardt seconded, that a reduced amount in this line item be approved. The requested amount is down \$1431.93 due to Andover having fewer kids in the program. The total amount is \$39,085.36 versus \$40,517.29 last year.

0301 - Public Works. J. Linddy moved and E. Buchardt seconded to approve this line item with the following changes:

390 - tree removal + \$500 to \$6000 total

431 - tire maintenance + \$150 to \$600 total

435 - vehicle maintenance. + \$2,000 to \$17,000 total

535 - Mobile Phone Public Works --\$200 to \$400 total

Passed unanimously.

0303 Snow Removal, 0305 Lighting, 0309 Town Garage and 0311 Town Engineer J. Linddy moved and E. Buchardt seconded to approve these line items with no change. Passed unanimously.

0313-422 Beautification J. Linddy moved and E. Buchardt seconded to approve a \$200 increase in this line item. Passed unanimously.

0501-100. Salary Social Worker J. Linddy moved and E. Buchardt seconded to approve a 2% increase in this line item consistent with other non-elected personnel. Total line item becomes \$3,752. Passed unanimously.

0601 Memorial Day Committee C. Desrosiers moved and E. Buchardt seconded to approve this line item with no change based on a very complete itemization of expenses provided by the committee. Passed unanimously.

0603 Recreation Commission C. Desrosiers moved and E. Buchardt seconded to accept a total amount of \$6,455 with no change from the previous year. No breakdown of expenses was provided. Passed unanimously.

0701 Transfer Station C. Desrosiers moved and E. Buchardt seconded to accept this line item with a reduction from \$163,174 to \$156,195. J. Linddy explained that the reduction was due to increased participation of townspeople in single stream recycling. He noted that if more people participate in this method of recycling we could reduce the expense of the Transfer Station each year for several years.

0703 - Recycling C. Desrosiers moved to approve this line item at \$2,200 with no change.
Seconded by J. Haverl. Passed unanimously.

0801 - Economic Development Comm. C. Desrosiers moved to accept this line item with no change. E. Buchardt seconded. Passed unanimously.

0807 - 120 Building Department Clerk C. Desrosiers moved to add \$ 545.50 to this line item in keeping with our 2% increase for non-elected personnel. E. Buchardt seconded, passed unanimously.

0809 - 100 Wetlands Wages E. Buchardt moved and J. Haverl seconded to add a 2% increase to this line item. The amount to be added is \$175.83. Passed unanimously.

J. Linddy moved to send two capital improvement requests to the CIP Committee for review. Public Works is asking for a new dump/plow truck estimated at \$170,000 and the First Selectman requested money to replace the wood framing under a proposed new roof on the Old Town Hall estimated at 10,500. J. Haverl seconded, passed unanimously.

J. Linddy moved to adjourn at 9:00 p.m. E. Buchardt seconded, passed unanimously.

Respectfully submitted,

Julia A. Haverl
Acting Secretary for this Meeting

RECEIVED FOR RECORD
1-23-2012 @ 8:30am
Carol N. Lee
TOWN CLERK

Minutes Special Board of Selectmen Meeting - January 18, 2012, Approved and corrected at the February 1, 2012 regular meeting.

The meeting was called to order by First Selectman Robert Burbank at 7:00 pm. In attendance were Elaine Buchardt, Robert Burbank, Cathleen Desrosiers, Julia Haverl and Jay Linddy.

The minutes of the January 4, 2012 regular meeting were read and approved unanimously with no changes.

The meeting opened with a clarification of the amount included in Line Item 0101 Selectmen for a board clerk as requested by J. Haverl. Bob Burbank explained that \$900 was in the budget from the previous year to which was added \$500 from line 0103-123, Charter Review Clerk, from last years budget. This makes a total of \$1,400 for the BOS clerk.

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0133 Dog Damage was approved at \$200.00, no change from last year.

0135-535 C. Desrosiers moved to increase this line, Mobile Phone Civil Preparedness by \$800. Seconded by J. Linddy. First Selectman Burbank explained during discussion that the \$800 increase was, with exception of \$24 not a new expenditure. It was moved from the Resident Trooper line 0403-535 on page 10 and the Public Works line 0301-535 on page 8. Line 0403-535 was reduced from \$1200 to 624 to gain \$576. Line 0301-535 was reduced from \$600 to 400 to gain \$200. Add \$576 and \$200 to equal \$776, add \$24 (new money) to equal the \$800 change approved by unanimous vote on this motion. The total figure for Civil Preparedness is now \$3,150.

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049-434 J. Linddy moved this line item be increased by \$25, furnace maintenance, to reflect the actual cost. C. Desrosiers seconded, motion passed unanimously.

0151-100 E. Buchardt moved and C. Desrosiers seconded a motion to apply the 2% salary increase to this line bringing the total expenditure to \$6,898 for the Dog Fund. The motion passed with 4 yes votes and 1 abstention.

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J. Linddy moved to adjourn at 9:00 p.m. E. Buchardt seconded, passed unanimously.

Respectfully submitted,

RECEIVED FOR RECORD
2-6-2012 @ 8:17am
Coral N. Lee
TOWN CLERK

436D

2012

BOARD OR COMMITTEE NAME Board of Selectmen

TIME OF MEETING 7:00 PM

DAY OF WEEK MEETING HELD ^{wednesday} WEDNESDAY

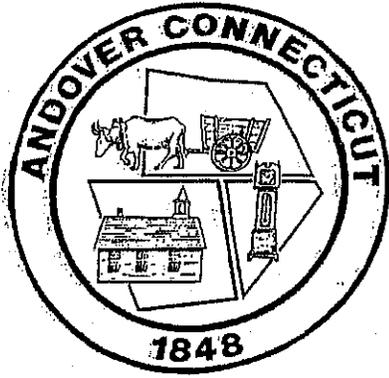
LOCATION OF MEETING Town Hall Community Room 12 School RD

PLEASE INSERT YOUR DATES IN THE MONTHS LISTED BELOW:

JANUARY	4	JULY	11
FEBRUARY	1	AUGUST	1
MARCH	7	SEPTEMBER	5
APRIL	4	OCTOBER	3
MAY	2	NOVEMBER	7
JUNE	6	DECEMBER	5

RECEIVED 10/11/2011 AT 10:30 AM

ATTEST Margaret H. Busch ^{Asst.} TOWN CLERK



Board of Selectmen
Special Meeting – Budget Work Shop
Thursday January 19, 2012 7:00pm
AGENDA

*Special Meeting
Board of Selectmen
Cancelled
THURSDAY
JAN. 19, 2012
for 2 weeks*

- 1.0 Call to Order/Pledge of Allegiance
- 2.0 Comments from the Public
- 3.0 Approval of Minutes
 - 3.1 Special Meeting : January 18, 2012
- 4.0 2012-2013 Budget
- 5.0 Upcoming Meetings
 - 5.1 Board of Finance / Board of Selectmen – January 23, 2012
7:00pm for 2012-2013 Budget
 - 5.2 Board of Finance / Board of Selectmen – January 25, 2012
7:00pm for 2012-2013 Budget
 - 5.3 Regular Meeting Board of Selectmen – February 1, 2012
- 6.0 Adjournment:

RECEIVED FOR RECORD
01-09-12 @ 12:13 PM
Margaret H. Busch
Asst. TOWN CLERK



TOWN OF ANDOVER

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

Memorandum

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

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

*Meeting
Cancelled
by BOF*

RECEIVED FOR RECORD

01-09-12 @ 12:13 PM

Margaret H. Busch

Asst. TOWN CLERK

Andover Board of Selectmen

Regular Meeting – Wednesday, February 1, 2012 7:00pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

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:** January 18, 2011 (Regular Meeting).
 5. **Tax Collector Monthly report:** December 2011.
 6. **Tax refunds:**
 7. **Treasurers Monthly report:** December 2011
 8. **Charter Revision:**
 - 8.1 Approve questions for the Town Charter Referendum ballot.
 - 8.2 Adopt resolutions for the Town Charter Referendum.
 - 8.3 Set Date for Charter Referendum (Tuesday March 6, or March 13, 2012).
 9. **Website Committee:**
 10. **Economic Development:**
 - 10.1 Appoint Patrick Dougherty as a member to Central Regional Tourism District.
 - 10.2 Appoint Elaine M. Buchardt as a Member (Term expires 6-30-13).
 11. **2012-2013 budget:**
 12. **Board of Finance:** Budget Workshop meeting dates.
 13. **RHAM FY 13 BUDGET:** 2012-2013 levy calculation
 14. **Draft Bight Ordinance:** Will be voted on at March Meeting
 15. **Eastern Health District:** Appoint Linda Knowlton to the Eastern Heath District Board.
 16. **Liaison Reports:**
 17. **Next Board of Selectmen Meeting:** March 7, 2012. (Regular Meeting).
 18. **Public Speak:**
-
19. **Adjourn:**

RECEIVED FOR RECORD
01-26-12 @ 9:55 AM
Margaret H. Busch
Asst. TOWN CLERK

Minutes of the February 1, 2012 Board of Selectmen Meeting

The meeting was called to order at 6:59 p.m. By First Selectman R. Burbank and the pledge of allegiance was said.

Several members of the public were in attendance, no one spoke at this public speak session.

J. Linddy moved to add the following items to the agenda under #4:

As item 4A Tax Abatement for ECHO, New Samaritan Corp. and as #4B Formation of a Veterans Day Committee. J.Haverl seconded, motion passed unanimously.

Minutes of the January 18, 2012 Special Board of Selectmen were read corrected and approved by unanimous vote.

Maria Tulman asked that the New Samaritan Corp. be approved for a five year period as it has been historically since the early eighties. She explained that last year it was approved for only one year due to oversight. She read minutes from last years meeting and from 2007 the last time it was approved for five years at the request of C. Desrosiers in order to compare the wording. J. Linddy moved the tha the board approve the \$12,000 tax abatement for the New Samaritan Senior Housing aka ECHO beginning this year for a period of five years. E. Buchardt seconded, passed unanimously. C.Desrosiers asked to see the documentation for the groups name change at a future meeting.

The selectmen reviewed the Tax Collectors report.

J. linndy moved to approve the stated tax refunds. C. Desrosiers seconded, passed unanimously.

Charter Revision - J. Linddy moved that the Charter Revision Referendum vote be held on March 13, 2012. Seconded by J. Haverl. The motion passed 4 yea and 1 no vote.

J. Linddy moved that we adopt the resolutions for the Town Charter Referendum. Seconded by E. Buchardt, passed unanimously.

J.Haverl moved to adopt the 3 questions, as presented. C.Desrosiers seconded. Discussion followed focusing on the wording of the questions. The motion passed with 3 yes votes, 1 nay and one abstention. It was determined that if we used paper ballots there was enough time for the first selectman to speak with the town attorney about simplifying the wording. It needs to be clear that the charter changes can be approved without approving the date for changing our local elections, or the increased authority of the selectmen to enact ordinances.

The town website was discussed next. It was not operating for a few days because the host server was not operating. The calendar section has not been completed. J. Haverl was asked to contact Deb Toupenca about getting it up and running for now. Discussion centered on the need to have a town office employee responsible for keeping it going.

J. Linddy moved to appoint P. Dougherty as an Andover representative to Central Regional Tourism District. E. Bouchardt seconded, passed unanimously.

J. Linddy moved to appoint E. Buchardt to the Economic Development commission. C. Desrosiers seconded, passed unanimously.

B. Burbank noted two additional increases to the portion of the budget already reviewed by the board. They are line item 0119 Probate Court an increase of \$ 42.00 for a total of \$2,265 and 0301-730 Radios-Public Works an increase of \$2,000 for a line total of \$2,750 and a total for Public Works of \$228,815.

The First Selectman also stated that we will contribute 1/2 of one percent less for the RHAM budget since we have less students.

The selectman agreed to meet on Monday, February 6, 2012 at noon to complete the budget request for 2012-2013.

Draft Blight Ordinances will be discussed at the March 7, 2012.

J. Linddy moved to appoint Linda Knowlton to the Eastern Health District Board. C. Desrosiers seconded, passed unanimously.

There were no liason reports.

During Public Speak Dianne Grenier expressed regret that the volunteers who recorded the selectmens meetings have resigned.

Cathy Palazzi spoke about the savings in time and money using paper ballots for the charter referendum.

Georgette Conrad asked for clarification of the questions to be placed on the charter referendum.

As the last order of business B. Burbank distributed copies of a memorandum from the office of the Assessor with the 2011 Grand List Totals. It equated to 6.9% decrease over the 2010 Grand List. Discussion followed. C. Desrosiers stated that last years mil rate was 27.6 mils and due to the decrease, an increase of two mils, at 1 mil = to 261k, would be necessary in next years budget to just to just equal the expenditures of last year. The decrease in the Grand List is due to revaluation in 2011.

J. Linddy moved to adjourn at 8:46, seconded by E. Buchardt, passed unanimously.

Respectfully submitted,

Julia A. Haverl, acting Sec'y

RECEIVED FOR RECORD
2-6-2012 @ 8:15am
Carol H. Lee
TOWN CLERK

Andover Board of Selectmen
Regular Meeting
February 1, 2012 7:00pm
Town Office Building/Community Room

Sign In Sheet - Please Print Name

Georgette M Conrad

Georgette M Conrad

Mike Palazzi

MIKE PALAZZI

Catherine Palazzi

Catherine Palazzi

Dianne Grenier

Dianne Grenier

Robert Wanagel

ROBERT WANAGEL

Virginia Wanagel

VIRGINIA WANAGEL

Kathy Stearns

KATHY STEARNS

Kara Sakelarakis

Kara Sakelarakis

Maura Tutman

Georgette Conrad

Georgette CONRAD

Andover Board of Selectmen

Special Meeting – Monday, February 6, 2012 12:00pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

Agenda

1. Call to Order/Pledge of Allegiance:
2. Public Speak:
3. Charter Revision: Approve questions for the Town Charter Referendum ballot.
4. 2012-2013 budget:
5. Adjourn:

RECEIVED FOR RECORD
2-7-2012 @ 8:15am
Carol N. Lee
TOWN CLERK

Minutes for Special Board of Selectman Meeting – February 6th, 2012

The meeting was called to order at 12:00 PM by First Selectman Robert Burbank

Attending: Robert Burbank, Jay Linddy, Julia Haverl and Elaine Buchardt

Absent: Cathy Desrosiers

Review of the 3 questions to be on the Charter Review referendum on March 14th, 2012 as revised by the town attorney per request of the Board of Selectman to make them easier to understand.

Motion made by J. Haverl to accept the questions as revised. E. Buchardt second.

All voted yes. (questions attached to minutes).

Budget changes:

0113-438 Software –Assessor: add +400 to make total \$11,600 0113 Assessor total \$68,549.13

Motion to accept made by J. Linddy, J. Haverl second. All in favor.

0121 Elections: add \$700 for total of \$18,500

Motion to accept made by J. Linddy, J. Haverl second. All in favor.

0125 Registrars: add \$96.18 for total of 5404.66.

Motion to accept made by J. Linddy, J. Haverl second. All in favor.

0141 Employee Benefits: add \$9,718 for total of \$259,846.

Motion to accept made by J. Haverl, E. Buchardt second. All in favor.

0143 Andover Senior Transportation: Subtract \$6 total of \$9203.

Motion to accept made by J. Linddy, E. Buchardt second. All in favor.

0145 Senior Citizens: several changes made within category, but bottom line unchanged.

Motion to accept made by J. Haverl, E. Buchardt second. All in favor.

0403-130 Resident State Trooper Overtime reduced \$25,000 for total of \$5,000.

0403-535 Resident State Trooper mobile phone reduced \$576.

0403 Resident State trooper reduced to total of \$116,897.89.

Motion to accept made by J. Haverl, E. Buchardt second. All in favor.

0405 Fire Marshall: no change.

Motion to accept made by J. Haverl, J.Linddy second. All in favor.

0805 Zoning Board of Appeals: add \$28.42 to salaries for total of \$1449.28

Motion to accept made by J.Linddy, E. Buchardt second. All in favor.

0815 Conservation Commission: Break out separate lines for conferences \$200, training \$500, equipment \$300 for total on line 0815 of \$1000.

Motion to accept made by J. Linddy, J. Haverl second. All in favor.

0817 Zoning Agent: add \$212.16 for salary, total of \$11170.16 bottom line.

Motion to accept made by J. Haverl, J.Linddy second. All in favor.

0819 CRCOG,GHA,CCM,COST: No change.

Motion to accept made by J. Haverl, J.Linddy second. All in favor.

1001 Library: BOS looked over the Library budget and realized there was more than 2% increase in salary for librarian. Julie Victoria from the library board explained they were adding 2 hours a week to the librarian salary which is currently 26 hours per week.

Motion made to add 2 hours a week to librarians pay by J. Haverl, E. Buchardt second. Motion rejected with J. Haverl voting yes and E. Buchardt, R. Burbank and J. Linddy voting no.

1001 Library: adjusted to include 2% salary increase for librarian's current hours. Bottom line total to be \$104,750.

Motion to accept made by J. Haverl, E. Buchardt second. All in favor.

1101 Capital Expenditures: Bottom line to be \$155,500.

Motion made for \$12,000 for Old Town Hall roof replacement made by J. Linddy, E. Buchardt second. All in Favor.

Motion made for \$8,500 for new plow made by J. Haverl, E. Buchardt second. All in favor

Motion made for \$130,000 to refurbish ET-215 fire truck by J. Linddy, J. Haverl second. All in favor.

Motion made for \$5,000 for fire fighter boots made by J. Haverl, J. Linddy second. All in favor.

Motion to adjourn made at 2:28 PM by J. Haverl, E. Buchardt second. All in favor.

Minutes respectfully submitted by Elaine Buchardt

RECEIVED FOR RECORD
2-9-12 @ 3:43pm
Carol N. Lee
TOWN CLERK

**TOWN OF ANDOVER
BOARD OF SELECTMEN**

**RESOLUTIONS TO APPROVE BALLOT QUESTIONS AND REFERENCES
REGARDING THE PROPOSED CHANGES TO THE TOWN CHARTER FOR
SUBMISSION TO THE ELECTORS OF THE TOWN OF ANDOVER**

**A. RESOLUTION TO APPROVE BALLOT QUESTIONS REGARDING THE
PROPOSED CHANGES TO THE TOWN CHARTER FOR SUBMISSION TO
THE ELECTORS OF THE TOWN OF ANDOVER.**

WHEREAS, on November 29, 2011, the Board of Selectmen, pursuant to Chapter 99 of the Connecticut General Statutes, unanimously approved in their entirety for submission to the electors of the Town of Andover, the proposed Charter amendments set forth in the Final Report of the Charter Revision Commission dated (Carol, Fill in the Correct Date), 2011, and submitted to the Board of Selectmen on (Carol, Fill in the Correct Date, 2011; and

WHEREAS, the Board of Selectmen has directed that such proposed Charter amendments be duly submitted to the electors of the Town of Andover for approval or rejection by said electors at an election to be held on _____, 2012; and

WHEREAS, on November 29, 2011, the Board of Selectmen, pursuant to Connecticut General Statutes section 7-191(d), assigned to the Town Attorney of the Town of Andover the responsibility to draft proposed specific language for three ballot questions for review and action by the Board of Selectmen at a regularly scheduled meeting of the Board of Selectmen: and

WHEREAS, the Board of Selectmen is committed to the goal of presenting the results of the Charter Revision process to the electors of the Town in an election to be held on _____, 2012, in as fair and equitable and informative a manner as possible:

NOW, THEREFORE BE IT RESOLVED THAT:

The following three questions be placed on the _____ 2012 ballot:

1. Shall the Charter of the Town of Andover be revised to provide that beginning in 2013, the biennial municipal election, which has been held on the first Monday in May of odd-numbered years, instead be held on the Tuesday after the first Monday in November of those same years, as recommended by the Charter Revision Commission?

2. As recommended by the Charter Revision Commission, shall the Charter of the Town of Andover be revised to provide that the Board of Selectmen, currently authorized to enact, amend or repeal "minor" ordinances, be enabled to enact any ordinance, subject to the authority of the voters to petition any such enactment, amendment or repeal by the Selectmen to referendum, and vote to override it?

3. Shall the additional changes to the Charter of the Town of Andover recommended by the Charter Revision Commission be adopted, including, among many other things, amendments to the budget approval process requiring that the Annual Budget Town Meeting be held on the last Wednesday in April rather than in May, and authorizing increased input on the budget from the First Selectman and Board of Selectmen to the Board of Finance before the Annual Town Budget Meeting, plus the general streamlining and plainer language of the revised Charter?

B. RESOLUTION TO ASSIGN PROPOSED CHANGES TO SPECIFIC BALLOT QUESTIONS

WHEREAS, pursuant to Connecticut General Statutes section 7-191(f) the Board of Selectmen has approved one or several questions for the ballot; and

WHEREAS, if approved by a majority of electors, the said questions shall amend the Charter of the Town of Andover:

NOW, THEREFORE BE IT RESOLVED THAT:

The Board of Selectmen determines that the following questions encompass the referenced proposed changes as recommended by the Charter Revision Committee and approved by the Board of Selectmen:

1. Shall the Charter of the Town of Andover be revised to provide that beginning in 2013, the biennial municipal election, which has been held on the first Monday in May of odd-numbered years, instead be held on the Tuesday after the first Monday in November of those same years, as recommended by the Charter Revision Commission?

This first Ballot Question addresses Charter sections §203, §1012, and §1013.

2. As recommended by the Charter Revision Commission, shall the Charter of the Town of Andover be revised to provide that the Board of Selectmen, currently authorized to enact, amend or repeal "minor" ordinances, be enabled to enact any ordinance, subject to the authority of the voters to petition any such enactment, amendment or repeal by the Selectmen to referendum, and vote to override it?

This second Ballot Question encompasses Charter sections §105H, §402A, §404, §304I, and §305.

3. Shall the additional changes to the Charter of the Town of Andover recommended by the Charter Revision Commission be adopted, including, among many other things, amendments to the budget approval process requiring that the Annual Budget Town Meeting be held on the last Wednesday in April rather than in May, and authorizing increased input on the budget from the First Selectman and Board of Selectmen to the Board of Finance before the Annual Town Budget Meeting, plus the general streamlining and plainer language of the revised Charter?

This third Ballot Question addresses Charter sections §303, §308, §802, §803, and a great many other sections throughout the Charter, which have been generally streamlined and rewritten in plainer, more user friendly language.

ATTACHMENT

TOWN OF ANDOVER
BOARD OF SELECTMEN
Charter Revision Ballot Questions
February 5, 2012 Revision

BE IT RESOLVED THAT:

The following three questions be placed on the March 13, 2012 ballot:

1. Shall the Charter be revised so that the biennial municipal election, now held in May, will instead be held in November, as recommended by the Charter Revision Commission?
2. Shall the Charter be revised to authorize the Board of Selectmen to enact, amend or repeal any ordinance, subject to the right of the voters to petition any such action to referendum, as recommended by the Charter Revision Commission?
3. Shall the additional revisions of the Charter recommended by the Charter Revision Commission be adopted, including streamlining and plainer language of the Charter?

James V. L. B.
Robert J. Burbank
Elaine M. Burkhardt
Debra L. Haver

Andover Board of Selectmen

Regular Meeting – Wednesday, March 7, 2012 7:00pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

Agenda

1. Call to Order/Pledge of Allegiance:
2. Public Speak:
3. Opportunity to Add or Delete Agenda items:
4. Proclamation: Declaring 2012 as "THE YEAR OF THE GIRL"
5. Approval of Board of Selectmen Meeting minutes: February 6, 2012 (Regular Meeting).
6. Tax Collector Monthly report: February 2012.
7. Tax Refunds: Marilyn Hall \$ 15.40, Hurst Farm Inc. \$ 27.60, Shari Hurst, \$49.68 and Shari Hurst \$ 19.32.
8. Treasurers Monthly report: February 2012
9. 2012-2013 budget:
10. Draft Bight Ordinance:
11. Route 316 Bridge: Update
12. Contract approval: Supreme Forest Products/
logging Transfer Station
13. Appointments:
14. Resignation of Assistant to the Assessor:
15. Long Hill Road Recreational Complex: Grant update
16. Andover School 2012-2013 Academic Calendar:
17. Liaison Reports:
18. Next Board of Selectmen Meeting: April 4, 2012. (Regular Meeting).
19. Public Speak:
20. Adjourn:

RECEIVED FOR RECORD
3-6-2012 @ 8:15am
Carol A. [Signature]
TOWN CLERK

Andover Board of Selectmen
Regular Meeting – Wednesday March 7, 2012

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: Andover Board of Selectmen: Robert F. Burbank, Jay K. Linddy, Elaine M. Buchardt, Cathleen A. Desrosiers and Julia A. Haverl.
Public present: Virginia Wanagel, Bob Wanagel, Catherine Palazzi, Michael Palazzi, Susan England, Tina Wilsey, Emily Wilsey, John Hadfield, Eric Anderson, Georgette Conrad and Dianne Grenier. (ATTACHMENT A)
- AGENDA # 2:** **Public Speak: None**
- AGENDA # 3:** **Opportunity to Add or Delete Items: None**
- AGENDA # 4:** **Proclamation:** First Selectman Robert Burbank read a Town Proclamation declaring "2012 as the Year of the Girl" celebrating 100 years of service.
- AGENDA # 5:** **Approval of Board of Selectmen Meeting minutes:**
 Jay K. Linddy made a Motion to approve the minutes of the Special meeting February 6, 2012. Elaine M. Buchardt seconded the motion.
Vote 5-0-0- Motion Passed
 Julia Haverl and Elaine Buchardt expressed concern over the absence of a Board Clerk. Bob will continue to ask other Board Clerks and advertise the position.
- AGENDA # 6:** **Tax Collector Monthly report:** Board of Selectmen reviewed monthly report for January 2012..
- AGENDA # 7:** **Tax refunds:** Jay K. Linddy made a Motion to approve tax refunds for Marilyn Hall \$ 15.40, Hurst Farm Inc. \$ 27.60, Shari Hurst \$ 49.68 and Shari Hurst \$ 19.32
 Cathleen A. Desrosiers seconded the motion.
Vote 5-0-0- Motion Passed
- AGENDA # 8:** **Treasurers Monthly report:** Board of Selectmen reviewed monthly report for February 2012.
- AGENDA # 9:** **2012-2013 Budget:** Motion made by Jay K Linddy to approve a \$ 500.00 budget line for Access community Action Agency for Energy Assistance. Elaine M. Buchardt seconded the motion.
Vote 5-0-0- Motion Passed

AGENDA # 10

Blight Ordinance: The Planning and Zoning Commission presented the Draft of a Bight Ordinance to the Board of Selectmen. Planning and Zoning members Sue England, Eric Anderson and Michael Palazzi answered questions of the Board of Selectmen. This will be put on the April 4 Board of Selectmen agenda.

AGENDA # 11

Route 316 Bridge: Looks like the last week in March the bridge will be installed.

AGENDA # 12

Contract approval: Motion made by Jay K. Linddy to approve the contract with Supreme Forest Products for logging at the Transfer Station. Elaine M. Buchardt seconded the motion.

Vote 5-0-0- Motion Passed**AGENDA # 13**

Appointments: Review Town Charter appointments Chapter VI.

AGENDA # 14

Resignation - Assistant to the Assessor: Motion was made by Jay K. Linddy to accept the resignation of Emma Sousa (Assistant to the Assessor) with deep regrets. Elaine M. Buchardt seconded the motion.

Vote 5-0-0- Motion Passed

Sub-Committee: Motion made by Jay Linddy to appoint a sub-committee to interview for the position, members on the committee Robert Burbank, Kathy Luntta, John Chaponis, and Jay Linddy. This committee will report to the Board with a recommendation of 4 to 6 candidates. Elaine M. Buchardt seconded the motion.

Vote 5-0-0- Motion Passed**AGENDA # 15**

Long Hill Road Recreation Complex: Robert Burbank gave an update on the Long Hill Road Recreation Complex grant.

AGENDA # 16

Andover School 2012 – 2013 Academic Calendar:: The Board of Selectmen review the Andover School 2012-2013 school year calendar..

AGENDA # 17:

Liaison Reports: Julia A. Haverl (P & Z) , Elaine M. Buchardt (Sr. Transportation, E.D.C.) Cathleen A. Desrosiers (Library) Jay Linddy (School).

AGENDA # 18:

Next Board of Selectmen meeting: April 4, 2012 Regular Meeting .

AGENDA # 19:

Public Speak: Georgette Conrad, Assistant to the Assessor what a great job Emma did! What about Tax Collector and Assistant Assessor as combined. Bob Wanagel and Eric Andersen spoke.

AGENDA # 13:**Adjourn:**

Julia A. Haverl made a **Motion** to adjourn at 9:08pm Cathleen A. Desrosiers seconded the motion.

VOTE: 5-0-0 Motion Passed

Respectfully Submitted, Jay Linddy

Attachment # A: Sign in sheet

RECEIVED FOR RECORD
03-27-12 @ 9:54 AM
Margaret H. Busch
Asst. TOWN CLERK

ATTACHMENT

Andover Board of Selectmen
Regular Meeting
March 7, 2012 7:00pm
Town Office Building/Community Room

Sign In Sheet - Please Print Name

Catherine Palazzi

Catherine Palazzi

Michael Palazzi

Michael Palazzi

Susan England

SUSAN ENGLAND

Bob Wanager

ROBERT WANAGER ✓

Vincent Wanager

GARY WANAGER ✓

Tina + Emily Wilsey

Tina + Emily Wilsey

John Handfield

John HANDFIELD

Eric Anderson

Eric Anderson

Georgette Conrad

Georgette Conrad

Dianne Grenier

Dianne Grenier

ATTACHMENT TA

March 1, 2012

Robert Burbank
First Selectman
17 School Road
Andover, CT 06232

Dear Mr. Burbank:

Please accept this as my formal resignation from my position of Assistant to the Assessor with the Town of Andover.

My last day of employment will be March 15, 2012.

I would like to thank you for having given me the opportunity to have served your municipality in this capacity. Certainly, I leave with some regrets and always have fond memories of the years spent working here.

Respectfully,


Emma Sousa

ANDOVER BOARD OF SELECTMEN**SPECIAL MEETING****THURSDAY, MARCH 29, 2012****2:00 P.M.****COMMUNITY ROOM****AGENDA**

1. Call to Order
2. Adopt following resolution;

BE IT RESOLVED BY THE Board of Selectmen of the Town of Andover
That Robert F. Burbank, First Selectman be empowered 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.

3. Adjournment

RECEIVED FOR RECORD
3-28-2012 @ 12:05pm
Carol N. Dea
TOWN CLERK

Andover Board of Selectmen**Special Meeting – Thursday March 29, 2012 2:00pm****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: Andover Board of Selectmen: Robert F. Burbank, Jay K. Linddy, Elaine M. Buchardt, and Julia A. Haverl. Members absent: Cathleen A. Desrosiers

Public present: None (ATTACHMENT A)

AGENDA # 2: Resolution: Jay K. Linddy made a motion to pass the following resolution. Be it resolved by the Board of Selectmen of the Town of Andover that Robert F. Burbank, First Selectmen of the Town of Andover be empowered 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. Second the motion. Elaine M. Buchardt second the motion. **(Attachment # B)**

VOTE: 4-0-0 Motion Passed

AGENDA # 3: Adjourn:

Julia A. Haverl made a **Motion** to adjourn at 2:09pm Elaine M. Buchardt seconded the motion.

VOTE: 4-0-0 Motion Passed

Respectfully Submitted, Jay Linddy

Attachment # A: Sign in sheet

Attachment # B: Resolution

RECEIVED FOR RECORD
03-29-12 @ 2:40 PM
Margaret H. Busch
Asst. TOWN CLERK

ATTACHMENT

Andover Board of Selectmen

Special Meeting

March 29, 2012 2:00pm

Town Office Building/CommunityRoom/Selectman Office

Sign In Sheet - Please Print Name

Jan K Lindy

Jan K Lindy

Julia A. Haverl

Julia A. Haverl

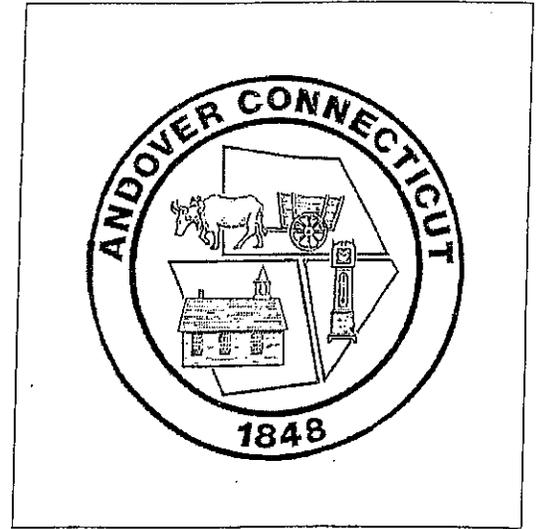
Robert Durbin

ROBERT DURBIN

Elaine M. Buchardt

Elaine M. Buchardt

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



I, Carol H. Lee, Town Clerk of the Town of Andover, CT a municipality organized under the laws of the State of Connecticut, hereby certifies that the following is a full and true copy of the resolution adopted at a meeting of the Board of Selectmen of said municipality duly held on the 29th day of March, 2012.

BE IT RESOLVED BY THE Board of Selectmen of the Town of Andover That Robert F. Burbank, First Selectman be empowered 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.

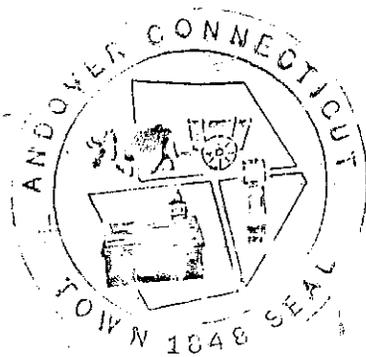
Also, I do further certify that the above resolution has not been in any way altered, amended or repealed and is still in full force and effect as of this 29th day of March, 2012.

Carol H. Lee

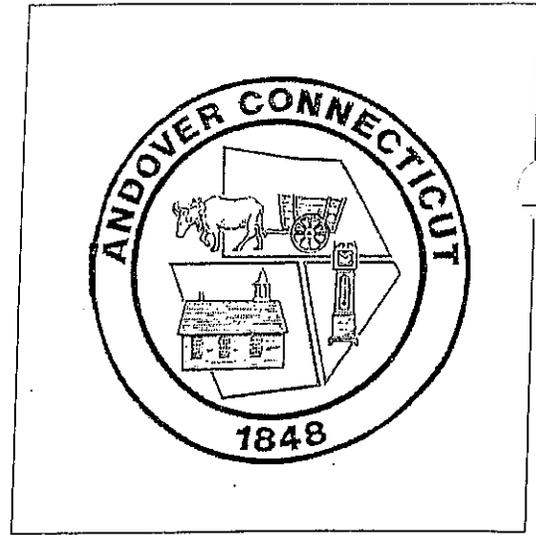
Carol H. Lee

Town Clerk

Town of Andover, CT



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



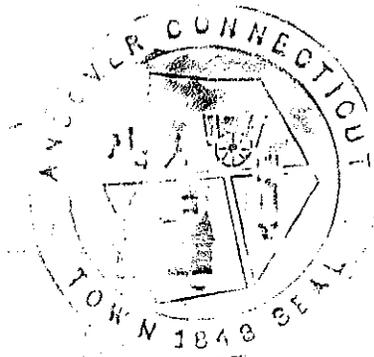
MAINTENANCE OF EFFORT CERTIFICATION

The Town of Andover hereby certifies that State of Connecticut 15b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program funds are in addition to current municipal levels of spending on transportation programs for Seniors and Persons with Disabilities.

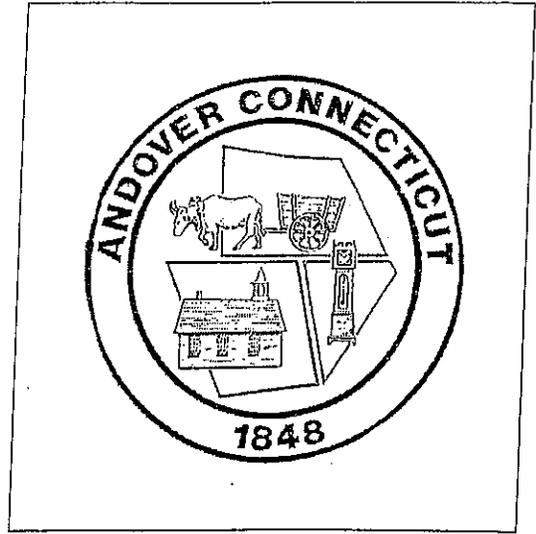
A handwritten signature in cursive script, reading "Robert F. Burbank".

Robert F. Burbank

First Selectman



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

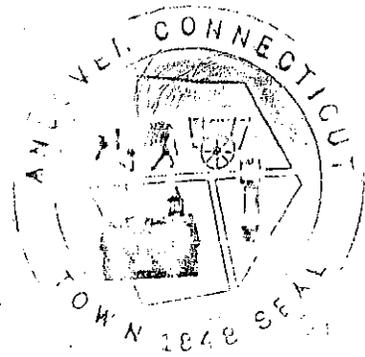


GRANT ASSIGNMENT CERTIFICATION

The Town of Andover is participating in a consolidated application for State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program through the Town of Andover. The Town of Andover hereby assigns its grant apportionment from the State program to the Town of Andover, who will coordinate the operation of service.

Robert F. Burbank

First Selectman



Andover Board of Selectmen

Regular Meeting – Wednesday, April 4, 2012 7:00pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

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:** March 7, 2012 (Regular Meeting)
.March 29, 2012 (Special Meeting)
5. **Tax Collector Monthly report:** March 2012.
6. **Treasurers Monthly report:** March 2012
7. **2012-2013 budget:**
 - 7.1 **Board of Finance 2012-2013 Proposed budget.**
 - 7.2 **Annual Budget Meeting proposed date May 3, 2012**
8. **Andover Veterans Monument Park:**
9. **Route 316 Bridge: Update**
 - 9.1 **Dedication date**
10. **Resolution Historic Documents Preservation Grant:** 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.
14. **Assistant to the Assessor:** Sub-Committee report
15. **Draft Blight Ordinance:** Review set Town Public Hearing.
16. **Long Hill recreational fields:**
17. **Liaison Reports:**
18. **Next Board of Selectmen Meeting:** May 2, 2012. (Regular Meeting).
19. **Public Speak:**
20. **Adjourn:**

RECEIVED FOR RECORD
4-3-2012 @ 12:15pm
Carol H. Lee
TOWN CLERK

Andover Board of Selectmen

Regular Meeting – Wednesday April 4, 2012

Town Office Building,

MINUTES

AGENDA # 1:

Call to order/Pledge of Allegiance:

First Selectman Robert F. Burbank, called the meeting to order at 7:01pm 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: Virginia Wanagel, Bob Wanagel, Catherine Palazzi, Michael Palazzi, Dianne Grenier, Wallace Barton Jr. and Gerry Wright. (Attachment A)

AGENDA # 2:

Public Speak: Wallace Barton Jr. (Charter Revision).

AGENDA # 3:

Opportunity to Add or Delete Items: Jay Linddy made a motion to add to the agenda Item # 11, Tax abatement for Hop River Homes. 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 March 7, 2012. 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 March 29, 2012. Elaine M. Buchardt seconded the motion.

Vote 4-0-1- Motion Passed Cathleen A. Desrosiers abstained

Cathleen A. Desrosiers expressed concern over the absence of a Board Clerk. Bob will continue to ask other Board Clerks and advertise the position.

AGENDA # 5:

Tax Collector Monthly report: Board of Selectmen reviewed monthly report for February and March 2012.. No request for Tax refunds.

AGENDA # 6:

Treasurers Monthly report: Board of Selectmen reviewed monthly report for March 2012. Board members request a breakdown on the concentration account

AGENDA # 7.1:

2012-2013 Budget: The Board of Selectmen review the 2012-2013 Board of Finance proposed budget.

AGENDA # 7.2:

Annual Budget Meeting proposed date. Motion made by Jay K Linddy select May 3, 2012 7:00pm for the Annual Budget Meeting. Elaine M. Buchardt seconded the motion.

Vote 5-0-0- Motion Passed

AGENDA # 8

Andover Veterans Monument Park: Dianne Grenier and Gerry Wright request permission to start a drive to purchase a canon for the Veterans Monument Park. The purchase will be funded by donations. The Board of Selectmen will review this request at the next Board of Selectmen meeting.

AGENDA # 9.1

Route 316 Bridge: Many thanks to the Andover Fire Department for all the volunteers. Thanks for RHAM Video Club for filming the installation of the bridge, and 7 – 11 for donating sandwiches, hotdogs, soda, water, cookies and fruit for the workers.

AGENDA # 9.2

Dedication date: Saturday May 12, 2012 the Andover Covered Bridge will be dedicated.

AGENDA # 10

Resolution Historic Documents Preservation Grant: Motion made by Jay K. Linddy to adopt the attached resolution for a Historic Documents and Preservation Grant. Cathleen A. Desrosiers seconded the motion. **(Attachment B)**

Vote 5-0-0- Motion Passed**AGENDA # 11.**

Tax abatement for Hop River Homes: Motion made by Jay K. Linddy to have Public Hearing on Thursday, April 26, 2012 7pm followed by a Special Meeting on the Tax abatement for Hop River Homes. Cathleen A. Desrosiers seconded the motion.

Vote 5-0-0- Motion Passed**AGENDA # 14**

Assistant to the Assessor: Subcommittee reports: We received 36 applications for the position of Assistant to the Assessor.

AGENDA # 15

Draft Blight Ordinance: Motion made by Jay K. Linddy to have Public Hearing on Thursday, April 26, 2012 7pm followed by a Special Meeting on the Blight Ordinance as recommended by the Andover Planning and Zoning Board. Cathleen A. Desrosiers seconded the motion.

Vote 5-0-0- Motion Passed**AGENDA # 16**

Long Hill Road Recreation Complex: Robert Burbank gave an update on the Long Hill Road Recreation Complex grant.

AGENDA # 17:

Liaison Reports: Julia A. Haverl (P & Z), Elaine M. Buchardt (Sr. Transportation, Cathleen A. Desrosiers (Library) Jay Linddy (School).

AGENDA # 18:

Next Board of Selectmen meeting: May 2, 2012 Regular Meeting .

AGENDA # 19:

Public Speak: Diane Greiner (review staff)

AGENDA # 20:

Adjourn:

Julia A. Haverl made a Motion to adjourn at 9:08pm Cathleen A. Desrosiers seconded the motion.

VOTE: 5-0-0 Motion Passed

Respectfully Submitted, Jay Linddy

Attachment # A: Sign in sheet, Attachment # B: Historic Documents Preservation Grant

Andover Board of Selectmen
Regular Meeting – Wednesday April 4, 2012
Town Office Building,

MINUTES as amended 4/16/12

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

First Selectman Robert F. Burbank, called the meeting to order at 7:01pm 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: Virginia Wanagel, Bob Wanagel, Catherine Palazzi, Michael Palazzi, Dianne Grenier, Wallace Barton Jr. and Gerry Wright.

AGENDA # 2: Public Speak: Wallace Barton Jr. (Charter Revision).

AGENDA # 3: Opportunity to Add or Delete Items: Jay Linddy made a motion to add to the agenda Item # 11, Tax abatement for Hop River Homes. 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 March 7, 2012. 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 March 29, 2012. Elaine M. Buchardt seconded the motion.

Vote 4-0-1- Motion Passed Cathleen A. Desrosiers abstained

Cathleen A. Desrosiers expressed concern over the absence of a Board Clerk. Bob will continue to ask other Board Clerks and advertise the position.

AGENDA # 5: Tax Collector Monthly report: Board of Selectmen reviewed monthly report for February and March 2012.. No request for Tax refunds.

AGENDA # 6: Treasurers Monthly report: Board of Selectmen reviewed monthly report for March 2012. Board members request a breakdown on the concentration account

AGENDA # 7.1: 2012-2013 Budget: The Board of Selectmen review the 2012-2013 Board of Finance proposed budget.

AGENDA # 7.2: Annual Budget Meeting proposed date. Motion made by Jay K Linddy select May 3, 2012 7:00pm for the Annual Budget Meeting. Elaine M. Buchardt seconded the motion.

Vote 5-0-0- Motion Passed

AGENDA # 8

Andover Veterans Monument Park: Dianne Grenier and Gerry Wright request permission to start a drive to purchase a canon for the Veterans Monument Park. The purchase will be funded by donations. The Board of Selectmen will review this request at the next Board of Selectmen meeting.

AGENDA # 9.1

Route 316 Bridge: Many thanks to the Andover Fire Department for all the volunteers. Thanks for RHAM Video Club for filming the installation of the bridge, and 7 – 11 for donating sandwiches, hotdogs, soda, water, cookies and fruit for the workers.

AGENDA # 9.2

Dedication date: Saturday May 12, 2012 the Andover Covered Bridge will be dedicated. Jay K. Linddy made a motion authorize up to \$ 1,000.00 for the dedication of the Andover Covered Bridge. Julia A. Haverl seconded the motion.

Vote 4-1-0- Motion Passed Elaine M. Buchardt voted no

AGENDA # 10

Resolution Historic Documents Preservation Grant: Motion made by Jay K. Linddy to adopt the attached resolution for a Historic Documents and Preservation Grant. Cathleen A. Desrosiers seconded the motion. **(Attachment A)**

Vote 5-0-0- Motion Passed

AGENDA # 11.

Tax abatement for Hop River Homes: Motion made by Jay K. Linddy to have Public Hearing on Thursday, April 26, 2012 7pm followed by a Special Meeting on the Tax abatement for Hop River Homes. Cathleen A. Desrosiers seconded the motion.

Vote 5-0-0- Motion Passed

AGENDA # 14

Assistant to the Assessor: Subcommittee reports: We received 36 applications for the position of Assistant to the Assessor.

AGENDA # 15

Draft Blight Ordinance: Motion made by Jay K. Linddy to have Public Hearing on Thursday, April 26, 2012 7pm followed by a Special Meeting on the Blight Ordinance as recommended by the Andover Planning and Zoning Board. Cathleen A. Desrosiers seconded the motion.

Vote 5-0-0- Motion Passed

AGENDA # 16

Long Hill Road Recreation Complex: Robert Burbank gave an update on the Long Hill Road Recreation Complex grant.

AGENDA # 17:

Liaison Reports: Julia A. Haverl (P & Z) , Elaine M. Buchardt (Sr. Transportation, Cathleen A. Desrosiers (Library) Jay Linddy (School).

AGENDA # 18:

Next Board of Selectmen meeting: May 2, 2012 Regular Meeting .

AGENDA # 19:

Public Speak: Diane Greiner (review staff)

AGENDA # 20:

Adjourn: Julia A. Haverl made a Motion to adjourn at 9:08pm Cathleen A. Desrosiers seconded the motion.

VOTE: 5-0-0 Motion Passed

RECEIVED FOR RECORD

04-16-12 @ 3:22 PM

Margaret H. Busch
Asst. TOWN CLERK

Respectfully Submitted, Jay Linddy

Attachment # A: Historic Documents Preservation Grant

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 4th day of April, 2012

Robert F. Burbank

Robert F. Burbank
First Selectman

Julia C. Haverl

Julia Haverl
Selectman

Elaine B. Buchardt

Elaine Buchardt
Selectman

Jay K. Linddy

Jay K. Linddy
Vice First Selectman

Cathleen Desrosiers

Cathleen Desrosiers
Selectman

Andover Board of Selectmen

Regular Meeting – Wednesday May 2, 2012
 Town Office Building (Community Room) 17 School Road, Andover, CT.

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: April 4, 2012 (regular meeting).
5. Tax Collector monthly report: April 2012.
6. Treasurer's monthly report;
 - 6.1 Report for April 2012
 - 6.2 Monthly fund balances
7. Tax Refunds: Joseph Lagasse \$ 17.25, Rising Star Plumbing \$ 45.24
8. 2012-2013 Budget
 - 8.1 Board of Finance proposed budget
 - 8.2 Annual Budget hearing May 3, 2012 7pm
9. Top Dog Contest:
10. Charter Revision review:
11. Public Hearing & Special Meeting: Thursday, April 26
 - 11.1 Proposed Blight Ordinance & Abatement for Hop River Homes
12. Covered Bridge:
 - 12.1 Update
 - 12.2 Dedication: Saturday May 12 10:00am
 - 12.3 Creation of Covered Bridge and Trail Committee:
13. Resolution with Locton Companies, LLC:
14. Andover Veterans Monument Park:
15. Liaison Reports:
16. Public Speak:
17. Next Board of Selectmen: June 6, 2012 (Regular monthly meeting).
18. Executive Session: Personnel
19. Appointment of Assistant Assessor:
20. Adjourn:

RECEIVED FOR RECORD
 05-01-12 @ 1:00 PM
Margaret H. Busch
 Asst. TOWN CLERK

ANDOVER BOARD OF SELECTMEN
Regular Meeting - Wednesday May 2, 2012

Minutes

AGENDA # 1

CALL TO ORDER / PLEDGE OF ALLEGIANCE: First Selectman Robert Burbank, called the meeting to order at 7:01pm with the Pledge of Allegiance.

Members present: Robert F. Burbank, Jay K. Linddy, Elaine M. Buchardt, and Julia A.Haverl. **Absent:** Cathleen A. Desrosiers,

Public present: Catherine Palazzi, Michael Palazzi, Morgan Steele, Carol Barton, Wallace Barton Jr., Virginia Wanagel, Robert Wanagel Georgette M. Conrad, Dianne Grenier, Carrie Compton, George Elliott, Dennis Foran, Catherine Magald Lewis, Chronicle (John) and River East (Geeta)

(Attachment A)

AGENDA # 2

COMMENTS FROM THE PUBLIC: Morgan Steelle (Blight Ordinance) Carrie Compton (Blight Ordinance) and George Elliott (Blight Ordinance) Robert Wanagel (Memorial Day Parade).

AGENDA # 3

OPPORTUNITY TO ADD OR DELETE AGENDA ITEMS: Jay Linddy made a motion to move Agenda Item 11.1 to 4.1. Julia A.Haverl seconded the motion.

VOTE 4- 0 - -0 Motion passed

AGENDA # 4

APPROVAL OF MINUTES: Jay Linddy made a motion to approve the minutes of the regular monthly meeting on April 4,. Elaine M Buchardt seconded the motion.

VOTE 4 - 0 - -0 Motion passed

AGENDA # 4.1
{AGENDA # 11}

11.1 Proposed Blight Ordinance: Jay Linddy made a motion to have Board of Selectmen Liaison Julia Haverl ask the Planning and Zoning Commission to look into abandoned house regulations. Elaine M Buchardt seconded the motion.

VOTE 4 - 0 - -0 Motion passed

AGENDA # 5

Tax Collector's monthly report: Unavailable

AGENDA # 6

Treasurer's monthly report:

6.1 **April 2012 monthly report:** Board reviewed April 2012 report.

6.2 **Monthly fund balances:** Board reviewed monthly fund balance

AGENDA # 7

Tax Refunds: Jay Linddy made a motion to approve tax refunds for Joseph Lagasse \$ 17.25 and Rising Star Plumbing \$ 45.24,. Elaine M Buchardt seconded the motion.

VOTE 4 - 0 - -0 Motion passed

AGENDA # 8**2012-2013 Budget**

- 8.1 **Board of Finance proposed budget:** Board reviewed the Budget.
 8.2 **Annual Budget Hearing May 3, 2012 7pm:**

AGENDA # 9

Top Dog Contest: The Andover Town Clerks Office will hold the 2nd Annual Top Dog Contest. Proceeds will benefit the Andover Food Pantry. Vote for your favorite Dog! For more information call Carol or Mickey in the Town Clerk's Office.

AGENDA # 10

Charter Revision review: Board of Selectmen request the statute be change on elected and board members.

AGENDA # 12**Coverd bridge**

- 12.1 **Update:** Echo Bridge Co. working on D.O.T. punch list.
 12.2 **Dedication:** Dedication of the Covered Bridge will be held on May 12, 2012 10:00am
 12.3 **Creation of Covered Bridge and Trail Committee:** Any Board or Commission having concerns on the Cover Bridge or Trail can speak at any Selectmen meeting during Public Speak or talk to the First Selectman.

AGENDA # 13

Resolution with Locton Companies, LLC. Motion made by Jay Linddy to empower Robert F. Burbank, First Selectman of the Town of Andover to execute and deliver in the name and on behalf of this municipality in conjunction with the Town of Hebron and Town of Marlborough, a contract with Northeast Series of Locton Companies, LLC for insurance advisory services. Elaine M Buchardt seconded the motion. **(Attachment B)**

VOTE 4 - 0 - -0 Motion passed

AGENDA # 14

Andover Veterans Monument Park: Motion made by Jay Linddy to Grant permission to a group of volunteers to raise money for the purchase of a cannon (non-working) to be put on the Veterans Monument Park. Elaine M Buchardt seconded the motion.

VOTE 4 - 0 - -0 Motion passed

AGENDA # 15

Liaison Reports: Elaine M Buchardt (Aging Commission & Economic Development Commission),.

AGENDA # 16

Public Speak: Catherine Magaldi Lewis (abandoned houses), Dennis Foran (RHAM Budget & surplus), Virginia Wanagel (abandoned properties) Robert Wanagel (Old Fire House) and Catherine Palazzi (thanking Liaison Elaine M Buchardt).

AGENDA # 17

Next Board of Selectmen: June 6, 2012 (regular monthly meeting).

AGENDA # 18

Executive Session: Motion made by Jay Linddy to go into Executive Session at 8:22pm for the reason of Personnel. Elaine M Buchardt seconded the motion.

VOTE 4 - 0 - -0 Motion passed

Board of Selectmen came out of Executive Session at 8:41pm, **NO ACTION WAS TAKEN.**

AGENDA # 19

Appointment of Assistant Assessor: Motion made by Jay Linddy to appoint Roberta Brooks Dougherty as Assistant to the Assessor.. Robert Burbank seconded the motion.

VOTE 4 - 0 - -0 Motion passed

AGENDA # 20

Adjorn: Motion made by Julia A. Haverl to adjorn at 8:46pm_Elaine M Buchardt seconded the motion.

VOTE 4 - 0 - -0 Motion passed

Respectfully Submitted

Jay K. Linddy

Attachment # A Sign in sheet

Attachment # B Resolution

RECEIVED FOR RECORD

05-03-12 @ 10:58 AM

Margaret H. Busch

Asst. TOWN CLERK

ATTACHMENT A

Andover Board of Selectmen

Regular Meeting

May 2, 2012 7:00pm

Town Office Building/Community Room

Sign In Sheet - Please Print Name

Catherine Galazzi

Catherine Talazzi

Michael Galazzi

Michael Palazzi

Morgan B Steele

Carol Barton

Carol Barton

Mike Palazzi

MIKE PALAZZI

Wally Barton

Wally Barton

Virginia Wanagel

VIRGINIA WANAGEL

Robert Wanagel

ROBERT WANAGEL

Georgette M Conrad

Georgette M Conrad

Dianne Grenier

Dianne Grenier

Carrie Compton

Carrie Compton

George Elliott

George Elliott

Dennis Foran

CATHERINE GALAZZI LOUIS

TOWN OF ANDOVER

RESOLUTION

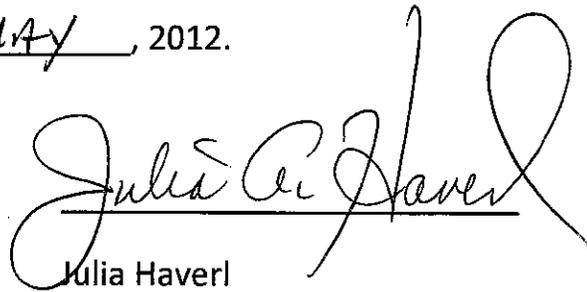
RESOLVED: That Robert F. Burbank, First Selectman of the Town of Andover is empowered to execute and deliver in the name and on behalf of this municipality in conjunction with the Town of Hebron and the Town of Marlborough, a contract with the Northeast Series of Lockton Companies, LLC for insurance advisory services.

Resolution adopted this 2nd day of MAY, 2012.



Robert F. Burbank

First Selectman



Julia Haverl

Selectman



Elaine Buchardt

Selectman



Jay K. Linddy

Vice-First Selectman

Cathleen Desrosiers

Selectman

Andover Board of Selectmen

Regular Meeting – Wednesday June 6, 2012

Town Office Building (Community Room) 17 School Road, Andover, CT.

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: May 2, 2012 (regular meeting).
5. Top Dog Contest:
6. Treasurer's monthly report;
 - 6.1 Report for May 2012
 - 6.2 Monthly fund balances
7. Tax Refunds: Daniel Adams \$ 1,173.69, David & Sandra Chevrett \$ 1,254.42, Michele Deluco \$ 1,132.88, Patrick Dougherty \$ 22.00, Claire Kokidko \$ 36.80, Gloria Krol \$ 15.00, Christine Vanty \$1,412.43, and Diane Miller \$ 9.22.
8. 2012-2013 Budget: Budget Mill rate.
9. Memorial Day Parade:
- 10 Covered Bridge Dedication:
- 11 Andover Food Pantry: Volunteer awards
- 12 C.L.P. tree trimming:
- 13 ~~Appointments~~ Board Clerk
- 14 Preliminary Energy Review Report: for Town Building: Town Hall, Andover Elementary School, Senior Center, Fire Department and Town Garage.
- 15 Pavement Preservation of Route 6
- 16 Annual Inspection Report: Times Farm Road over Hop River.
- 17 Emergency Management Coordinator resignation:
- 18 Land Lease agreement:
- 19 Liaison Reports:
- 20 Public Speak:
- 21 Next Board of Selectmen: July 11, 2012 (Regular monthly meeting).
- 22 Executive Session: Legal matter
- 23 Adjourn:

RECEIVED FOR RECORD
06-04-12 @ 11:23 AM
Margaret H. Busch
Asst. TOWN CLERK

**Andover Board of Selectmen
Meeting Minutes from 6 June 2012
Town Office Building Community Room
17 School Road
Andover, CT 06232**

Type of Meeting: Regular Monthly Meeting

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

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

Members:

Present: Robert Burbank, Jay Linddy, Cathy Desrosiers and Elaine Buchardt.

Absent: Julia Haverl

Other Attendees:

Georgette Conrad, Virginia Wanagel, Bob Wanagel, Bob Pittsinger, Mary Duval, Rich Linden, Marie Burbank

Agenda Item #2: Comments from the Public:

Bob Wanagel discussed the Memorial Day Parade and said he missed the big flag we had at the bridge dedication and where were all the big fire trucks? He wanted there to be small flags all around the town and have them left up for a few days after Memorial Day. He didn't think there were enough pictures of the event in the local papers.

Agenda Item #3: Opportunity Add/Delete agenda items:

None Requested

Agenda Item #4: Approval of Board of Selectmen Minutes: Regular meeting May 2nd, 2012:

J. Linddy made a motion to approve the minutes from the Regular Meeting of May 2nd, 2012.

E. Buchardt seconded the motion.

Discussion followed.

Vote: 3-0-1 / Motion Carried (C. Desrosiers abstained)

Agenda Item #5: Top Dog Contest:

Top Dog winner went to Aiden Gibeault for his dog Jack. He will receive license tag #1. The money collected from the voters (\$150) will go to the Andover food pantry. Second place went to Bethany Busch for her dog Quincy. Tied for third place were John Hillman for his dog Cookie and Maria Tullman for her dog Phang. Fourth place went to Lynn Mancino for her dog Gabe.

Agenda Item #6: Treasurer's Monthly Report:

- 6.1 Report for May 2012
- 6.2 Monthly fund balances

R. Burbank advised the Board that the Treasurers report had been supplied for their information.

Agenda Item #7: Tax Refunds: Daniel Adams \$1,173.69, David and Sandra Chevrett \$1,254.42, Michele Deluco \$1,132.88, Patrick Dougherty \$22.00, Claire Kokidko \$36.80, Gloria Krol \$15.00, Christina Vanty \$1,412.43 and Diane Miller \$9.22.

J. Linddy made a motion to approve the tax refunds as recommended by the Tax Collector. E. Buchardt seconded.

Discussion followed.

Vote: 4-0-0 / Motion Carried

Agenda Item #8: 2012-2013 Budget Mill Rate:

Mill Rate has been set to 30.8 at the Board of Finance May 23rd meeting.

Agenda Item #9: Memorial Day Parade

Pamphlet from Memorial Day parade presented to the Board of Selectmen.

Agenda Item #10: Covered Bridge Dedication:

R. Burbank thanked all the volunteers who helped on the Covered Bridge Dedication Ceremony on May 12th, 2012. Approx. 250 people attended and several hot dogs and hamburgers were served.

Agenda Item #11: Andover Food Pantry:

Several volunteers who help with the Andover Food Pantry were recognized at an awards ceremony at the Andover Congregational Church with special recognition given to Joan Soucy who runs the operation and acquires most of the food at an incredible savings. The Andover Congregational Church was also recognized for their time and donation of 2 rooms for the pantry. Over 100 Holiday meals were delivered in 2011.

Agenda Item #12: CL&P tree trimming:

R. Burbank advised that CL&P will be trimming trees in the area in August.

Agenda Item #13: Appointment: Board Clerks

Board of Selectmen presented with Kathleen White as Board Clerk for Land Use, ZBA and Planning and zoning.

J. Linddy made a motion to hire Kathleen White for Board Clerk for Land Use, ZBA and Planning and Zoning. C. Desrosiers seconded.

Vote: 4-0-0 / Motion Carried

Board of Selectmen presented with Marie Smith as Board of Selectmen Clerk.

J. Linddy made a motion to recommend Marie Smith for Board Clerk for Board of Selectmen. C. Desrosiers seconded.

Vote: 4-0-0 / Motion Carried

Agenda Item #14: Preliminary Energy Review Report:for town buildings: Town Hall, Andover Elementary School, Senior Center, Fire Dept and Town Garage:

Preliminary Energy Audit done by Siemens at the request of CCM was presented to the Board of Selectmen. The library was not included in the audit and should be. There were not enough changes recommended to warrant an energy performance contract. It was suggested we add Energy Management Systems to the buildings as a CIP project. C. Desrosiers also requested that solar energy be looked into.

Rich Linden from the Energy Committee will be attending regional energy meetings to see if we can take advantage of joining a regional group performance contract.

Agenda Item #15: Pavement Preservation of Route 6:

The state will be doing pavement improvements along Route 6 starting in June. They will be working from Bolton Notch and a little beyond Bunker Hill Rd in Andover.

R. Burbank mentioned Andover will be paving around Lake Rd this year and there are some sections of Hendee Rd on the schedule.

Agenda Item #16: Annual Inspection Report:

The bridge at Times Farm Rd was inspected and came in with a status of "poor". R. Burbank will be meeting with the DOT and people involved in the original replacement of the bridge plan at 9AM on June 12th in his office. This replacement project had been dropped due to budget constraints. The last evaluation suggested a cost of \$500,000 up to over \$1,000,000. It was a federal grant we were working on which was an 80% government and 20% town grant. C. Desrosiers mentioned that there are people in town that work on bridges. We might want to get them involved. CME was the original company contracted for this project.

Agenda Item #17: Emergency Management Coordinator Resignation:

Sylvia Dake is resigning as Emergency Management Coordinator. The Board of Selectmen formally thank Sylvia for all her work and planning which has helped form and train our Community Emergency Response Team and help in the disasters of 2011. Sylvia has also helped with several grants available for emergency response.

Agenda Item #18: Land Lease Agreement:

R. Burbank informed Board of Selectmen that the Chicken Scoop LLC managed by David Knowlton has not paid for the last 5 months of their lease with the town and are \$1250 in arrears. He had sent a registered letter to Dave Knowlton reminding him of the lease and requesting full payment on the lease and received no response from that letter.

C. Desrosiers made a motion that R. Burbank send another registered letter requiring receipt signature to the Chicken Scoop LLC with David Knowlton as managing member requesting that \$1250 be paid to the town of Andover for the remainder of the unpaid lease. If we do not have a response within 30 days, legal action will be taken.

J. Lindy seconded.

Vote: 4-0-0 / Motion Carried

Agenda Item #19: Liaison Reports:

Route 6 Regional EDC: E. Buchardt reported there will be a presentation of the final report from the Transportation Study performed by CHA for CRCOG which includes plans for major changes to Bolton Notch, Coventry around South St, Andover Center and Columbia Rt 6, Rt 66 intersection on June 12th at 7PM at the Andover Community Room. There is a lot of Economic Development consideration in this plan as well as traffic improvements.

Senior Transportation Committee: John England has retired as driver for the senior vans. We are hiring a new driver who should be qualified to drive in the next several weeks. The BOS

formally thanked the van drivers for their help with shuttling people at the Bridge Dedication Ceremony.

The van drivers will also be assisting with transportation during the emergency response simulations to take place in Andover and Bolton the last weekend of July.

Rec. Commission: J. Lindy reported there will be a concert in the gazebo on June 23rd and Andover Fun night will be June 30th. There is a another concert coming up July 26th.

Andover Board of Education: J. Lindy reported that the RHAM graduation is June 20th and the Andover Elementary graduation is June 21st.

Library: C. Desrosiers reported the Andover Library would be having a concert in August at the gazebo.

Agenda Item #20: Public Speak:

Bob Wanagel reiterated that Joan Soucy deserves special recognition for all her work with the Andover Food Pantry.

R. Burbank mentioned that the well pump at the senior center had been sunk deeper today since it had stopped working at the depth it was at.

Agenda Item #21: Next Board of Selectmen Meeting: July 11,2012 (regular monthly meeting)

Agenda Item #22:Executive Session: Legal Matter:

J. Lindy made motion to go into executive session at 8:35PM.

C. Desrosiers seconded.

Vote: 4-0-0 / Motion Carried

Out of executive session 8:50PM

Agenda Item #23: Adjournment:

C. Desrosiers made a motion to adjourn the meeting at 8:51PM.

E. Buchardt seconded the motion.

Vote: 4-0-0 / Motion Carried

The meeting was adjourned at 8:51 p.m.

Minutes respectfully submitted by:

Elaine Buchardt

June 11th, 2012

RECEIVED FOR RECORD
6-11-12 @ 4:35pm
Carol H. ...
TOWN CLERK

Andover Board of Selectmen

Agenda

Tuesday June 19, 2012 1:00pm

Town Office Building (Community Room) 17 School Road, Andover, CT.

Special Meeting

1. **Call to Order/Pledge of Allegiance:**
2. **Approval of Board of Selectmen meeting minutes:** June 6, 2012 (regular meeting).
3. **Tax Refunds:** Francis Cardarelli \$ 642.24, Brain & Grace Wells \$ 603.88 and Wells Fargo \$ 940.47.
4. **Personal & Motor Vehicle suspend list:** requested by the Tax Collector
5. **Social Services Director:** Resignation effective June 25, 2012
6. **Adjourn:**

RECEIVED FOR RECORD

06-14-12 @ 2:45 PM

Margaret H. Busch

Asst. TOWN CLERK

**Andover Board of Selectmen
Minutes from June 19, 2012 Special Meeting
Town Office Building Community Room**

Agenda Item # 1

Call to Order/Pledge of Allegiance: Robert F. Burbank, First Selectman, called the meeting to order at 1:00pm with the Pledge of Allegiance.

Members Present: Robert F. Burbank, Jay K. Linddy, Elaine Buchardt, and Julia Haverl.

Absent: Cathy Desrosiers.

Other Attendees: None

Agenda Item # 2

Approval of Board of Selectmen Minutes: Jay Linddy made a Motion to approve the Minutes from the Regular Meeting June 6, 2012, Elaine Buchardt seconded the Motion.

VOTE: 2-0-1 Motion Carried

Julia Haverl abstained

Agenda Item # 3

Tax Refunds: Julia Haverl made a Motion to approve Tax Refunds for: Francis Cardarell \$ 642.24, Brain & Grace Wells \$ 603.88 and Wells Fargo \$ 940.47. Elaine Buchardt seconded the Motion.

VOTE: 4-0-0 Motion Carried

Agenda Item # 4

Personal & Motor Vehicle suspend list: Jay Linddy made a Motion to approve the suspend list for Personal & Motor Vehicle as requested by the Tax Collector. Julia Haverl seconded the Motion.

VOTE: 4-0-0 Motion Carried

Agenda item # 5

Social Services Director: Julia Haverl made a motion to accept Kara Sakelarakris resignation as Social Services Director with regret. Elaine Buchardt seconded the Motion.

VOTE: 4-0-0 Motion Carried

Agenda item # 6

Adjourn: Elaine Buchardt made a Motion to adjourn the meeting at 1:40pm. Julia Haverl seconded the Motion.

VOTE: 4-0-0 Motion Carried

Minutes respectfully submitted by:

Jay K. Linddy June 19, 2012

RECEIVED FOR RECORD
06-19-12 @ 1:58 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Regular Meeting – Wednesday July 11, 2012 7pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

Agenda

1. Call to Order/Pledge of Allegiance:
2. Public Speak:
3. Opportunity to Add or Delete Agenda items:
4. CT Department of Transportation: Times Farm Road Bridge Inspection
5. Approval of Board of Selectmen Special Meeting minutes: June 19, 2012.
6. Treasurer's monthly report;
 - 6.1 Report for June 2012
 - 6.2 Monthly Fund Balances
7. Tax Refunds:
8. Tax Collector's:
 - 9.1 Tax Collection report: June 1, 2012 – June 30, 2012
 - 9.2 Tax Collection report: July 1, 2011 – Jun3 30, 2012
9. Andover Energy Committee:
10. Andover Municipal Agent for the Elderly:
 - 11.1 Resignation Municipal Agent: Effective July 12, 2012
 - 11.2 News Bulletin: July 6, 2012 by Geeta Schrayner "Palazzi Stepping Down as Municipal Agent".
11. FEMA Reimbursement: Tropical Storm Irene
12. Long Hill Road Recreation Complex: Grant
13. Central Corridor Rail Coalition: Resolution reinstate passenger service
14. First Selectman Administrative Assistant: Job description
15. Andover Gazebo Concerts:
 - 15.1 River East: By Jay Linddy "Silverado Performing at Gazebo" Thursday July 26.
 - 15.2 Reminder News: July 5, 2012 by Melanie Savge "Concert makes good use of Town Gazebo"
16. Attachments:
 - 17.1 The Andover Hometown News: Volume 13, Issue 4, July 2012
 - 17.2 The Reminder News: July 5, 2012 Issue.
 - 17.3 Silver Lining: July & August 2012 Issue
18. Liaison Reports:
19. Public Speak:
20. Next Board of Selectmen: August 1, 2012 (Regular monthly meeting).
21. Adjourn:

RECEIVED FOR RECORD

07-09-12 @ 3:37 PM

Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Minutes from July 11, 2012 – Regular Monthly Meeting
 Community Room – Town Office Building
 17 School Road, Andover, CT 06232

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

Robert Burbank, First Selectman, called the meeting to order at 7:04 pm with the Pledge of Allegiance.

Members Present: Robert F. Burbank, Jay K. Linddy, Elaine Buchardt, Julia Haverl, Cathy Desrosiers

Members Absent: None

Other Attendees: Diane Grenier, Rev. Michael P. Donnelly, Ed Walz, Joeseeph Scalisa

Agenda Item #2: Comments from the Public:

Mike Donnelly made suggestions for the duties of the Municipal Agent/Social Services Director position.

Agenda Item #3: Opportunity to Add or Delete Agenda Items:

Julia Haverl motioned to add item 9.1 to the agenda to discuss the air conditioning in the town community room.

Jay Linddy seconded.

Vote: 5-0-0 Motion Passed.

Agenda Item #4: CT Department of Transportation: Times Farm Road Bridge Inspection

Robert Burbank reported that the bridge has been rated as poor and could be rated as critical at some point soon which means its life expectancy is a few years and the bridge could be closed down. Funding to update the bridge is 80% reimbursable by a Federal program. The town will need to provide the remaining 20%. The current estimated cost to update the bridge is \$580,000 of which \$116,000 would be funded by the town. A discussion about how to fund this followed with options for funding coming from what is left in LOCIP or possibly a STEAP grant from the state. The town has to expend the money first and then get reimbursed. The town and balance is capable of fronting the monies for this project. There is need to apply for the STEAP grant in a timely manner or lose the opportunity. Robert Burbank asked the board for permission to move forward with this project and allow him to apply for the STEAP funding to be used to get the required work on this bridge completed.

Board members had questions about the bridge design, construction, cost estimates and funding. Those questions were addressed by Joseph Scalisa from the DOT and Ed Walz from CJM (Close, Jensen and Miller, P.C.), the firm that manages bridge work. All questions were answered to the board's satisfaction. Robert Burbank noted that he will let the Board of Finance know about the expenditure as this has to be an item added into the budget.

Jay Linddy motioned that the BOS approve Robert Burbank's request to apply for a STEAP grant for \$175,000 for continuation of the bridge work.

Cathy Desrosiers seconded.

Discussion followed and clarified that this grant would be for the bridge and all the services that it needs done including the design and construction phases.

Vote: 5-0-0 Motion Passed.

Julia Haverl motioned to authorize Robert Burbank to write a letter, with assistance from Joseph Scalisa and Ed Walz, to CME to proceed with the final bridge design.

Cathy Desrosiers seconded.

Vote: 5-0-0 Motion Passed.

Agenda Item #5: Approval of Board of Selectman Minutes for the Special meeting on June 19, 2012

Julia Haverl motioned to approve the minutes from the 6-19-12 BOS special meeting.

Flaine Buchardt seconded.

Vote: 4-0-1 Motion Passed. Cathy Desrosiers abstained.

Agenda Item #6: Treasurer's Monthly Report:**6.1 Report for June, 2012****6.2 Monthly Fund Balances**

Board of Selectmen reviewed the report and monthly fund balances.
Robert Burbank indicated that the town is in good shape.

Agenda Item #7: Tax Refunds: None**Agenda Item #8: Tax Collector's:****8.1 Tax Collection Report: June 1, 2012 – June 30, 2012****8.2 Tax Collection Report: July 1, 2011 – June 30, 2012**

Board of Selectmen reviewed the reports.

Agenda Item #9: Andover Energy Committee:

Julia Haverl reviewed the committee's endorsement of the idea of Andover joining together with other small towns in the region for pursuit of cost savings.

9.1 – Air conditioning in the town community room

Julia Haverl explained how she was in the community room for an activity and the room was too hot. Jay Lindy explained that the air conditioning had been shut down because the unit needed to defrost. The frost occurred when another activity in the community room had turned the temperature down to 66 degrees and it was left that way for too long and the pipes froze and condensation ruined a bathroom ceiling. Discussion followed about having better control over the temperature, settings, and use of the thermostat. Julia Haverl will write a card with instructions on how to properly operate the thermostat.

Agenda Item #10: Andover Municipal Agent for the Elderly:**10.1 Resignation Municipal Agent – Effective July 12, 2012**

Jay Lindy motioned to accept Cathy Palazzi's resignation as Municipal Agent with regret.

Julia Haverl seconded. Discussion followed about Cathy Palazzi's impact and what a great job she did for the seniors.

Vote: 5-0-0 Motion Passed.

Robert Burbank added that the town's Social Service Director had recently resigned and that many towns combine the two positions and recommended that the two positions be combined into one part-time job with a salary of approximately \$4,600 a year.

Julia Haverl motioned to combine the positions of the Senior Municipal Agent and the Social Services Director.

Jay Lindy seconded.

Discussion: Jay Lindy noted that previously under the town's by laws the Municipal Agent could not be paid. This has since changed and the Municipal Agent can now be paid. This is why the two positions were not combined before but they can be combined now.

Vote: 5-0-0 Motion Passed.

Julia Haverl motioned to recommend that the First Selectman work with Cathy Palazzi and get a written job description and estimate the hours of the job per week.

Jay Lindy seconded.

Vote: 5-0-0 Motion passed.

10.2 News Bulletin: July 6, 2012 by Geeta Schrayter "Palazzi Stepping Down as Municipal Agent".**Agenda Item #11: FEMA Reimbursement: Tropical Storm Irene**

Robert Burbank reported that Andover will be receiving \$14,000 from FEMA for storm Irene expenses.

Agenda Item #12: Long Hill Road Recreation Complex: Grant

Robert Burbank and Jay Lindy provided an update and will be meeting with the architect, Richard Lawrence.

Agenda Item #13: Central Corridor Rail Coalition: Resolution reinstate passenger service

Robert Burbank was contacted by Blake Lamothe, Chairman of the Palmer Redevelopment Authority and the Central Corridor Rail Coalition. Mr. Lamothe is requesting the town's support to reinstate passenger rail service along the central corridor line. Discussion followed and it was decided that more information was needed before any action could be considered.

Agenda Item #14: First Selectman Administrative Assistant: Job description

Job descriptions advertisements for the Social Services Director and Administrative Assistant positions were reviewed by the board. There was a discussion about the Administrative Assistant doing the agenda's for the BOS meetings and handling agenda changes. Ad for Administrative Assistant is acceptable as is, but the Social Services Director ad is on hold.

Elaine Buchardt motioned to accept the advertisement for the Administrative Assistant position as is.
Julia Haverl seconded.

Vote: 5-0-0 Motion Passed.

Agenda Item #15: Andover Gazebo Concerts:

15.1 River East: By Jay Linddy "Silverado Performing at Gazebo" Thursday, July 26, 2012.

15.2 Reminder News: July 5, 2012 by Melanie Savage "Concert makes good use of Town Gazebo".

Agenda Item #16: Attachments:

16.1 The Andover Hometown News: Volume 13, Issue 4, July 2012

16.2 The Reminder News: July 5, 2012 Issue

16.3 Silver Lining: July & August 2012 Issue

Agenda Item #17: Liaison Reports:

Elaine Buchardt, liaison for the EDC, reported that she will be meeting Monday and will get a packet for each Selectmen. The XCOG presented a Route 6 traffic study to the EDC and now will present it to the town for approval to move forward.

As liaison for the Aging Commission, Elaine Buchardt commented on Cathy Palazzi's resignation and reiterated the need for job descriptions for both the Municipal Agent/Social Services Director position.

Julia Haverl, liaison for Planning and Zoning, reported that at the last meeting members developed a prioritized plan that includes coordinating with the Route 6 group on revisions to zoning regulations and developing regulations for cluster housing.

Agenda Item #18: Comments from the Public: None**Agenda Item #19: Next Board of Selectmen Meeting: Wednesday, August 1, 2012 (Regular monthly meeting)****Agenda Item #20: Adjournment:**

Elaine Buchardt motioned to adjourn the meeting at 9:04 pm.

Julia Haverl seconded.

Vote: 5-0-0 Motion Passed.

Minutes respectfully submitted by:

Marie Smith, Board Clerk

July 12, 2012

RECEIVED FOR RECORD
7-18-2012 @ 8:15am
Carol A. Lee
TOWN CLERK

Andover Board of Selectmen

Special Meeting – Monday July 23, 2012 10am

Town Office Building (First Selectman Office) 17 School Road, Andover, CT.

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Resolution:** Resolved: That Robert, First Selectman of the Town of Andover is empowered to execute and deliver in the name and on behalf of this municipality the submittal of a grant application to the Office of Policy and Management in the amount of, One hundred seventy five thousand dollars (\$175,000.00) for the "Rebuilding of Times Farm Road Bridge".
3. **Next Board of Selectmen: August 1, 2012** (Regular monthly meeting).
- 4.. **Adjourn:**

Jay Lindy
Vice First Selectman

RECEIVED FOR RECORD
7-20-2012 @ 11:00 am
Carol N. Lee
TOWN CLERK

ANDOVER BOARD OF SELECTMEN
First Selectman Office – Town Office Building
Special Meeting - Monday July 23, 2012

Minutes

AGENDA # 1

CALL TO ORDER / PLEDGE OF ALLEGIANCE: Vice First Selectman Jay K. Linddy, called the meeting to order at 10:02am with the Pledge of Allegiance.

Members present: Jay K. Linddy, Elaine M. Buchardt, Julia A. Haverl. and Cathleen A. Desrosiers. **Absent:** Robert F. Burbank

Public present: Marie Burbank (Attachment A)

AGENDA # 2

Resolution: Motion made by Elaine M. Buchardt for a 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 the submittal of a grant application to the Office of Policy and Management in the amount of, One hundred seventy five thousand dollars (\$ 175,000.00); for the "Rebuilding of Times Farm Road Bridge". Seconded by Cathleen A. Desrosiers. (Attachment B)

VOTE 4-0-0 MOTION PASSED

AGENDA # 3

Adjourn: Motion made by Cathleen A. Desrosiers to adjourn at 10:08am. Elaine M Buchardt seconded the motion.

VOTE 4-0-0 MOTION PASSED

Respectfully Submitted

Jay K. Linddy

Attachment # A Sign in sheet
 Attachment # B Resolution

RECEIVED FOR RECORD
 7-23-2012 @ 10:33am
 Carol N. Lee
 TOWN CLERK

TOWN OF ANDOVER

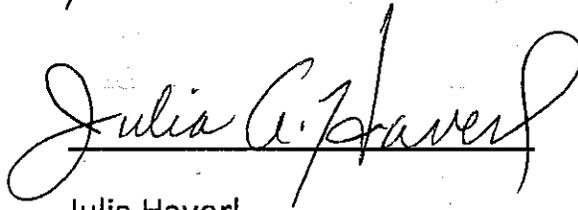
RESOLUTION

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 the submittal of a grant application to the Office of Policy and Management in the amount of, One hundred seventy five thousand dollars (\$175,000.00) for the "Rebuilding of Times Farm Road Bridge"

Resolution adopted this 23 day of July, 2012.

Robert F. Burbank

First Selectman



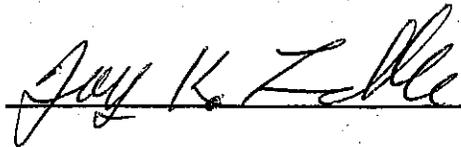
Julia Haverl

Selectman



Elaine Buchardt

Selectman



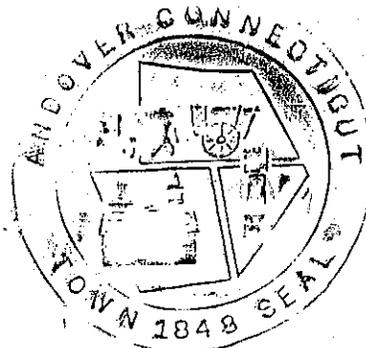
Jay K. Linddy

Vice-First Selectman



Cathleen Desrosiers

Selectman



CERTIFICATION

I, Carol H. Lee, Town Clerk of the Town of Andover, duly elected and qualified according to law and having custody of the Seal of the Town of Andover, hereby certify that the following is a true and correct copy of a resolution duly adopted at a regular meeting of the Board of Selectmen of the Town of Andover held on July 23, 2012 and that said Resolution has not been amended, rescinded or revoked and remains in full force and effect.

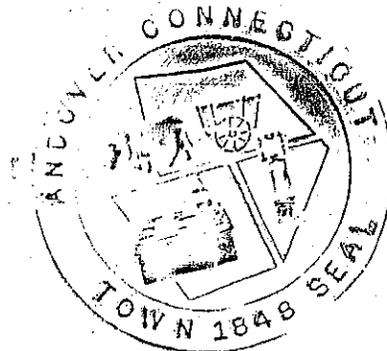
RESOLVED: That Robert F. Burbank, First Selectman of the Town of Andover is empowered to execute and deliver in the name and on behalf of this municipality the submittal of a grant application to the Office of Policy and Management in the amount of, One hundred seventy five thousand dollars (\$175,000.00) for the "Rebuilding of Times Farm Road Bridge"

In Witness Whereof, I have hereunto set my hand and affixed the Seal of the Town of Andover this 23rd day of July, 2012.

Carol H. Lee

Carol H. Lee

Town Clerk



Andover Board of Selectmen

Regular Meeting – Wednesday August 1, 2012 7pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

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 minutes:
 - 4.1 Regular Meeting: July 11, 2012.
 - 4.2 Special Meeting: July 23, 2012
5. Treasurer's monthly report;
 - 5.1 Report for June 2012
 - 5.2 Monthly Fund Balances
6. Tax Refunds: none
7. Tax Collector's:
 - 7.1 Tax Collection report: June 1, 2012 – June 30, 2012 (month end)
 - 7.2 Tax Collection report: July 1, 2011 – Jun3 30, 2012 (YTD)
8. Route 6 Hop River Corridor: Transportation Study
9. Andover Municipal Agent / Social Services: Municipal Agent for the Elderly Handbook
10. Andover Energy Committee:
11. Basins and drains: Along Lake road upstream from Andover Lake.
12. Long Hill Road Recreation Complex: Grant:
13. Andover Covered Bridge: DEEP report on use of bridge
14. Times Farm Road Bridge: Update
15. Republican Deputy Registrar of Voters: Republican Registrar of Voters Cathy Palazzi appointed Lisa Kurtz as the Republican Deputy Registrar of Voters effected July 30, 2012.
16. EPPI Statewide Hurricane Exercise 2012: July 30 & July 31, 2012.
17. Andover Gazebo Concerts: "Silverado" August 16, 2012 7pm
18. Liaison Reports:
19. Public Speak:
20. Next Board of Selectmen: September 5, 2012 (Regular monthly meeting).
21. Adjourn:

RECEIVED FOR RECORD
7-31-2012 @ 8:15am
Carol A. La
TOWN CLERK

Andover Board of Selectmen
Minutes from Wednesday, August 1, 2012 – Regular Monthly Meeting
Community Room – Town Office Building
17 School Road, Andover, CT 06232

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

Vice First Selectman, Jay K. Linddy, called the meeting to order at 7:00 pm with the Pledge of Allegiance.

Members Present: Jay K. Linddy, Elaine Buchardt, Cathy Desrosiers

Members Absent: First Selectman, Robert F. Burbank, Julia Haverl

Other Attendees: Georgette M. Conrad, Mary T. Duval, Dianne Grenier, Drew Hyatt, Rick Linden, Cathy Palazzi, Mike Palazzi, Robert Wanagel, Virginia Wanagel, Art Wood

Jay K. Linddy welcomed everyone to the meeting and reported that Robert F. Burbank will be back next month and that Julia Haverl is on vacation.

Agenda Item #2: Comments from the Public: None.

Agenda Item #3: Opportunity to Add or Delete Agenda Items: None.

Agenda Item #4: Approval of Board of Selectman Minutes:

4.1 Regular Monthly Meeting: July 11, 2012

Cathy Desrosiers motioned to approve the minutes from the 7-11-12 BOS regular monthly meeting.

Elaine Buchardt seconded. No discussion.

Vote: 3-0-0 / Motion Passed.

4.2 Special Meeting on July 23, 2012

Cathy Desrosiers motioned to approve the minutes from the 7-23-12 BOS special meeting.

Elaine Buchardt seconded. No discussion.

Vote: 3-0-0 / Motion Passed.

Agenda Item #5: Treasurer's Monthly Report:

5.1 Report for June 2012

Cathy Desrosiers motioned to receive the treasurer's report.

Elaine Buchardt seconded. No discussion.

Vote: 3-0-0 / Motion Passed.

5.2 Monthly Fund Balances

Cathy Desrosiers motioned to receive the fund balance report.

Elaine Buchardt seconded.

Discussion: Cathy Desrosiers asked if the Revaluation of \$15,000 was put in this year and Jay Linddy answered that it was.

Vote: 3-0-0 / Motion Passed.

Agenda Item #6: Tax Refunds: None.

Agenda Item #7: Tax Collector's Reports:

7.1 Tax Collection Report: June 1, 2012 – June 30, 2012 (month end)

7.2 Tax Collection Report: July 1, 2011 – June 30, 2012 (YTD)

Cathy Desrosiers motioned to receive the two reports from the Tax Collector.

Elaine Buchardt seconded. No discussion.

Vote 3-0-0 Motion Passed.

Board of Selectmen reviewed the reports. Collection rate is approximately 99.3%.

Agenda Item #8 : Route 6 Hop River Corridor: Transportation Study

Basilia Huang, representing the Capitol Region Council of Governments (CRCOG), and Jeff Parker, from the engineering company, Clough Harbour & Associates LLP (CHA), gave a presentation on the transportation study of the Route 6 Hop River Corridor. The purpose of the study conducted by CRCOG and the Connecticut DOT, was to address items including safety, access management and future development along Route 6 in five different areas including Bolton Notch and Bolton Crossroads, Coventry Ridge, Historic Andover, and Lighthouse Corners in Columbia.

The goals of the study's recommendations addressed areas including speed, safety, mobility, and accessibility, while preserving the character of the areas. The study also provided opportunities for future development in the historic portion of Andover. The study includes a plan for a small-scale village type development with pedestrians crossings and access to the trails. Other ideas presented included adding medians, and signage improvements. Jeff Parker explained the various projects have been broken down into phases of small, medium, and large projects ranging from 5 - 10 years to complete with costs between \$2 to \$6 million depending on the project. Small scaled projects for Andover would include modifications to Route 6 while the development of Andover Village would be large scaled because it would involve redevelopment projects such as relocating the Town Garage.

The next step of this study is for a final report to be published in the Fall, 2012 and to obtain town endorsements.

For additional information please see this website:

http://www.crcog.org/transportation/current_stud/Route6.html

There were many questions about the plan including the time frame, damage to the Hop River, and affordability. Other items discussed concerned the library, Hop River and the reconstruction of the Hop River Bridge, relocating and replacing the existing Town Garage, and some environmental concerns. Many Ideas such as regional services for the Town Garage were discussed. It was noted that this is a four town regional plan and with approximately 17,000 – 18,000 vehicles traveling through Andover on Route 6 per day, the town needs to be a part of the plan. The discussion ended with some ideas for projects that can be started such as signage improvements. Concluding comments on the plan emphasized that it is a valuable plan to get ideas started for development along Route 6.

Jay K. Linddy asked attendees if there were any questions. Mike Palazzi expressed his concern about the intersection of Route 6 with Hendeer Road and if any upgrades, such as a traffic light, were planned for that area. Jeff Parker replied that there were not significant accidents at that intersection to warrant the traffic light at this time.

Jay K. Linddy thanked Basilia Huang and Jeff Parker for the presentation.

Elaine Buchardt motioned to endorsed the transportation study report presented.

Cathy Desrosiers seconded.

Vote 2-1-0 Motion Passed.

Agenda Item #9: Andover Municipal Agent / Social Services:

Jay K. Linddy presented a "Municipal Agent For The Elderly" handbook developed by the Connecticut Association of Municipal Agents for the Elderly and the Department of Social Services, Aging Services Division. The 2007 handbook will provide guidelines for creating the new position in Andover that will join the two existing positions of the Municipal Agent and the Social Services Director. The BOS will have a special meeting for this new position in the future.

Agenda Item #10: Andover Energy Committee:

Jay K. Linddy presented a letter from Jay K. Linddy to John Elsesser, Town Manager, from Coventry. The letter, dated 7-20-12, is authorizing John Elsesser to include Andover in the group of towns that are renewing their contract with Direct Energy effective August 1, 2012. Jay K. Linddy has requested to be added to this group for the lower rate of 6 cents. Rick Linden had previously met with Jay K. Linddy about the Direct Energy contract and was available for questions. Jay K. Linddy is waiting for a resolution and will follow up on this matter.

Agenda Item #11: Basins and drains along Lake Road upstream from Andover Lake:

Jay K. Linddy presented a letter to him from Art Wood, ALMA President. The letter, dated 7-25-12, concerns the basins and drains along Lake Road upstream from Andover Lake. The concern is about possible contaminants being flushed into the lake. Jay K. Linddy did meet with Art Wood, John Valente, and a Health Department representative. There was discussion about this that Andover Lake is the town's biggest asset and everyone agrees it must be kept free from contaminants. The next phase is to have a public hearing to let the town know. Jay K. Linddy recommended sweeping around the lake twice a year and cleaning out the basins

will be helpful. There were further questions from the BOS and Art Wood addressed those. The biggest concern was about septic tanks and the mandatory pumping of those tanks. Art Wood explained that the plan is to map out where the septic systems are located. Jay K. Linddy and the Health Department are concerned and involved and will meet on this in the future. Art Wood also explained that many lakes have state mandated sewers and Andover might have to do this and it would be costly. Art Wood continued to explain that towns around us are being mandated to do this. Andover is trying to get the septic tanks around the lake pumped. Jay K. Linddy thanked Art Wood and Art Wood expressed his appreciation to the BOS for their cooperation.

Agenda Item #12: Long Hill Road Recreation Complex: Grant:

Jay K. Linddy provided an update and the architect, Richard Lawrence, continues work on this.

Agenda Item #13: Andover Covered Bridge: DEEP report on use of bridge:

Jay K Linddy provided a report dated 7-17-12 from the DEEP with data on bridge traffic during the days from 6-12-12 to 7-17-12. DEEP is working on the trails.

Agenda Item #14: Times Farm Road Bridge Update:

Jay K. Linddy provided an update on this project including bridge pictures showing the poor superstructure condition, inadequate railing system, and other problems with the bridge. Jay K. Linddy informed the BOS that this information was presented to the BOF at their previous meeting to let them know of the contracts involved with this project and to keep track of the monies paid out and coming in for this project. Jay K. Linddy summarized that the original contract was signed in 2003 and an updated contract signed in January, 2006 and that the 80% funding is still there. A resolution made at the BOS special meeting on 7-23-12 for the STEAP grant in the amount of \$175,000 will cover the remaining 20%. The grant application is in and within three to four weeks the town should have the result of the grant. Jay K. Linddy explained that the repairs to the bridge have to be started whether the grant money comes in or not and the town has an obligation to get this done.

Agenda Item #15: Republican Deputy Registrar of Voters:

Jay K. Linddy presented a letter from Cathy Palazzi, Republican Registrar of Voters, to Carol Lee, Andover Town Clerk, informing Carol Lee that she appointed Lisa Kurtz as the Republican Deputy Registrar of Voters effected July 30, 2012. Congratulations to Lisa Kurtz and Cathy Palazzi.

Agenda Item #16: EPPI Statewide Hurricane Exercise 2012: July 30 & July 31, 2012:

Jay K. Linddy provided a Participant Handbook from the State of Connecticut for the statewide exercise for Emergency Preparedness and Planning Initiative that took place at the end of July. Jay K. Linddy reported on the two day drill with the state and ended the report with the information that we now have a plan with CL&P and they will send two crews to Andover along with a crew for cutting trees and getting priority roads cleared. Elaine Buchardt asked if someone from CERC was involved in the drill but there was no one from CERC as the previous CERC person has resigned as CERC director. Cathy Desrosiers asked about designated buildings. Jay K. Linddy replied that the plan includes the town community room, the school and RHAM.

Agenda Item #17: Andover Gazebo Concerts:

"Silverado" will be performing at the Gazebo on Thursday, August 16, 2012 at 7:00 pm.

The Library is sponsoring a concert on Friday, August 24, 2012 at 6:30 pm featuring the band, "Grass Routes".

Agenda Item #18: Liaison Reports:

Elaine Buchardt, Route 6 Regional Economic Development Commission (REDC) liaison, reported that the REDC will do another Andover showcase in October. They will be getting the word out and hope to add a Farmer's Market to it as well and also allow people to sell things.

Cathy Desrosiers, Library liaison, reported that the library is working on an electrical proposal for the parking lot and looking at solar energy for the library and added that the library will be applying for grants for this.

No further liaison reports.

Jay K. Linddy announced that on Saturday, September, 22, 2012, there will be a fundraiser for the Andover food pantry. The event will include a softball game between Channel 3 and the Church.

Agenda Item #19: Comments from the Public:

Bob Wanagel wished the First Selectman, Bob Burbank, good luck with his recovery and also announced that there will be a lobster fest on August 27th.

Cathy Palazzi said that she received a letter saying that she will be honored on the ball field along with others for doing the job that she has done. The previous trip to the New Britain Rockcats game was a success and everyone had a great time. Cathy Palazzi also reminded the community about the primary coming up on Tuesday, August 14, 2012.

Agenda Item #20: Next Board of Selectmen Meeting: Wednesday, September 5, 2012 (Regular monthly meeting)

Agenda Item #21: Adjournment:

Cathy Desrosiers motioned to adjourn the meeting at 8:30 pm.

Elaine Buchardt seconded.

Vote: 3-0-0 / Motion Passed.

Minutes respectfully submitted by:

Marie Smith, Board Clerk

August 3, 2012

RECEIVED FOR RECORD
8-6-12 @ 4:27 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Regular Meeting – Wednesday September 5, 2012 7pm
Town Office Building (Community Room?) 17 School Road, Andover, CT.

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 minutes:
 - 4.1 Regular Meeting: August 1, 2012.
5. Treasurer's monthly report;
 - 5.1 Monthly Report
 - 5.2 Monthly Fund Balances
6. Tax Refunds: none
7. Tax Collector's:
 - 7.1 Tax Collection report: July 1, 2012 – July 31, 2012
8. Emergency Management Coordinator fill vacancy:
 - 8.1 Coordinator: Paul Bancroft
 - 8.2 Assistant Coordinator: Catherine Crem'e
9. Andover Municipal Agent / Social Services search:
10. Andover Energy Committee: Direct Energy Services agreement
11. Andover Fire Commission: Refurbish bids for ET- 215 (award contract)
12. D.E.E.P. Grant: Awarded a Volunteer Fire Assistance grant for \$ 1,852.00.
13. CIRMA: Equity Distribution check in the amount of \$ 3,807.00
14. Posting of Political Signs on School & Town Properly:
 - 14.1 Andover School District Policy # 1311.2
 - 14.2 Andover Planning and Zoning regulations 21.2.1
15. Appointing 5 Fire Inspectors to the Fire Marshal's Office: Request by the Fire Marshal.
16. Liaison Reports:
17. Public Speak:
18. Next Board of Selectmen: October 3, 2012 (Regular monthly meeting).
19. Adjourn

RECEIVED FOR RECORD
8-30-2012 @ 8:30am
Carol A. Lee
TOWN CLERK

Andover Board of Selectmen
Minutes from Wednesday, September 5, 2012 – Regular Monthly Meeting
 Community Room – Town Office Building
 17 School Road, Andover, CT 06232

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

Vice First Selectman, Jay K. Linddy, called the meeting to order at 7:00 pm with the Pledge of Allegiance.

Members Present: Jay K. Linddy, Vice First Selectman, Elaine Buchardt, Cathy Desrosiers

Members Absent: Robert F. Burbank, First Selectman, Julia Haverl

Other Attendees: Wally Barton, Georgette Conrad, Dennis Foran, Diane Grenier, Rick Linden, Catherine Palazzi, Michael Palazzi, John Roache, Scott Yeomans

Agenda Item #2: Comments from the Public:

Georgette Conrad, Lakeside Drive, asked if the town would put up signs around the lake where dogs are walked to remind owners to pick up after their dogs.

Agenda Item #3: Opportunity to Add or Delete Agenda Items:

Elaine Buchardt motioned to add the following items 7.1 – 7.5 to the agenda:

- 7.1 Monument Electrical Repairs
- 7.2 Social Services Client Intake Form
- 7.3 Inspection report on Old Andover Town Hall
- 7.4 2012-2013 Andover Elementary School PTA Calendar
- 7.5 Negotiation with RHAM Education Administration

Cathy Desrosiers seconded. No Discussion.

Vote: 3-0-0 / Motion Passed.

Agenda Item #4: Approval of Board of Selectman Minutes:

4.1 Regular Monthly Meeting on Wednesday, August 1, 2012

Cathy Desrosiers motioned to approve the minutes from the 08-01-12 BOS regular monthly meeting.

Elaine Buchardt seconded. No Discussion.

Vote: 3-0-0 / Motion Passed.

Agenda Item #5: Treasurer's Monthly Report:

5.1 Monthly Report

5.2 Monthly Fund Balances

Board of Selectmen received and reviewed the monthly report and monthly fund balances.

Cathy Desrosiers asked if the Revaluation of \$15,000 will be put in this year to make the revaluation amount approximately \$25,000. Jay K. Linddy replied that it will.

Agenda Item #6: Tax Refunds: Leslie Anderson: \$200.00, David Arseneault: \$13.06, Richard Botti: \$7.09, Robert & Ann Boxall: \$5.42, James & Elizabeth Fisher: \$125.08, William Holden: \$245.94, Honda Lease Trust: \$123.04, Carolyn Fox: \$103.18, Donald Frick: \$31.54, Sam & Mary Koller: \$51.19, Deborah Marocchini: \$52.58, Aidan Morin: \$20.26, Matthew Parvenski: \$62.28, Isabel & Stephen Paul: \$43.02, Pamela & Dawn Quint: \$33.48, and Edward & Carolyn Sheehan: \$26.98.

Cathy Desrosiers motioned to approve the above 16 tax refunds totaling \$1,144.14 as recommended by the Tax Collector.

Elaine Buchardt seconded. No Discussion.

Vote: 3-0-0 / Motion Passed.

Agenda Item #7.0: Tax Collector's Report: July 1, 2012 – July 31, 2012

Board of Selectmen received and reviewed the report.

Agenda Item #7.1 Monument Electrical Repairs

Jay K. Linddy reported that the junction box on route 6 near the Andover Monument was hit resulting in electrical repair work to be done to fix it. Jay K. Linddy had requested three bids and has a bid for \$625.00 from Ackert Electric for this repair. Ackert Electric has been authorized to start the repairs.

Agenda Item #7.2 Social Services Client Intake Form

Jay K. Linddy presented a Confidential Client Intake Form to be used by Andover. Social Services will need this for clients requesting services. This form is similar to those used by other towns. BOS received and reviewed this form.

Agenda Item #7.3 Inspection Report on Old Andover Town Hall

Jay K. Linddy presented an inspection report done by Eastern Connecticut Home Inspection Services, LLC dated August 11, 2012 and requested that the BOS review the report. The renovations needed to keep this building alive will be discussed at the next BOS regular meeting. Scott Yeomans was present and answered questions from the BOS. Jay K. Linddy said this item will be on next month's agenda for further review.

Agenda Items #7.4 2012-2013 Andover Elementary School PTA Calendar

Board of Selectmen received and reviewed the Andover Elementary School PTA Calendar for 2012 - 2013.

Agenda Item #7.5 Negotiation with RHAM Education Administration

Jay K. Linddy reported that the BOS and the BOF are invited to meet with the Regional School District No. 8 Board of Education to discuss upcoming negotiations with the RHAM Education Association. The meeting is scheduled for Monday, September 17, 2012 at 6:00 pm in the RHAM High School chorus room.

Agenda Item #8: Emergency Management Coordinator Fill Vacancy:**8.1 Coordinator: Paul Bancroft****8.2 Assistant Coordinator: Catherine Crem'e**

Cathy Desrosiers motioned to appoint Paul Bancroft as the Emergency Management Coordinator and appoint Catherine Crem'e as the Emergency Management Assistant Coordinator. Elaine Buchardt seconded. A brief discussion followed asking if there were any other applicants? Jay K. Linddy replied that there were no other applicants.

Vote: 3-0-0 / Motion Passed.

Agenda Item #9: Andover Municipal Agent/Social Services search:

Jay K. Linddy reported that First Selectman, Robert F. Burbank, has all applications for the part time position of Senior/Social Services Director and will review them next week.

Agenda Item #10: Andover Energy Committee: Direct Energy Services Agreement

Jay K. Linddy presented a contract between Andover and Direct Energy Services, LLC. Contract was signed by First Selectman, Robert F. Burbank, on August 20, 2012. This contract is for a \$0.0670 per kWh rate and will be available for all citizens and companies in Andover. This contract is for multiple towns and does not apply to municipal buildings. This rate will be publicized and available through July, 2013.

Agenda Item #11: Andover Fire Commissions: Refurbish bids for ET-215 (award contract)

Jay K. Linddy presented information on three bids for the refurbishment of Engine Tank 215. The bids came from Greenwood Emergency Vehicles (\$128,469.00), New England Fire Equipment Apparatus Corporation (\$128,711.38), and Gowans-Knight Co., Inc. (\$114,950.80). There is \$130,000 appropriated for the refurbishment.

Elaine Buchardt motioned to approve the request from the Fire Commission for bidder Gowans-Knight Co., Inc. for \$114,950.80 and for the balance of \$15,049.20 to be held available for use in this project in case any additional repairs are found when the truck is being rebuilt. If additional funds above the \$114,950.80 are needed, the Fire Commission would have to return to the BOS for these additional funds and if the amount exceeds the appropriated \$130,000, the Fire Commission would need to process this request through the BOS, CIP, and the BOF.

Cathy Desrosiers seconded. No further Discussion.

Vote: 3-0-0 / Motion Passed.

It was noted that once the refurbishing begins, the engine will be out of service for approximately three to four months. The refurbishment is scheduled to begin in November, 2012.

Agenda Item #12: D.E.E.P. Grant: Awarded a Volunteer Fire Assistance Grant for \$1,852.00

Jay K. Linddy reported that the fire department received this grant from the Connecticut State Department of Energy & Environmental Protection, (D.E.E.P.) in the amount of \$1,852.00 that may be used for training, and other items listed in the award letter dated August, 2, 2012.

Agenda Item #13: CIRMA: Equity Distribution check in the amount of \$3,807.00

Jay K. Linddy reported that on July 23, 2012, the town received a Member's Equity Distribution check in the amount of \$3,807.00 from the Connecticut Interlocal Risk Management Agency (CIRMA). The money will go in to the general fund.

Agenda Item #14: Posting of Political Signs on School & Town Property**14.1 Andover School District Policy # 1311.2****14.2 Andover Planning and Zoning Regulations 21.2.1**

Jay K. Linddy received a letter from Mike Palazzi concerning the posting of political signs on the town and school property. The issue came up at the last primary day and rules were looked into. A discussion about this followed concerning school and town property and posting signs around the gazebo. The state statues explain the rules for political sign placement. It is noted that the problem was resolved and no additional rules are required.

Agenda Item #15: Appointing 5 Fire Inspectors to the Fire Marshal's Office: Request by the Fire Marshal.

Jay K. Linddy presented a letter to the BOS from the Fire Marshal, John Roache, requesting five Fire Inspectors. The discussion that followed noted the concern of insurance premiums going up as the inspectors need to be insured and the BOS would support appointing two inspectors.

Cathy Desrosiers motioned to authorize John Roache, Fire Marshal, to appoint two previously certified fire inspectors. Elaine Buchardt seconded. No further Discussion.

Vote: 3-0-0 / Motion Passed.

Agenda Item #16: Liaison Reports:

Elaine Buchardt, Regional Economic Development Commission (REDC) liaison, reported that October 16, 2012 is the next Andover Showcase event and is seeking participants.

Jay K. Linddy, Andover Elementary School liaison, reported that the school is open and everything is good.

Cathy Desrosiers, Andover Library liaison, reported that the library is working on electrical items for inside and outside the library. Bids are out. They will be writing a grant and are moving forward. It is noted that the library had a great concert this past August. Also, the food bank will be doing a Pig Roast fundraiser on September 22nd.

No further liaison reports.

Agenda Item #17: Comments from the Public:

Ron Mike, Fire Department Chief, reminded the community of the Fire Department's Annual Steak Dinner coming up on Saturday, September 15, 2012 from 5:00 – 7:00 pm.

Georgette Conrad said the Young At Hearts will be providing gift baskets to raffle at the September 22nd food bank fundraiser and they are looking for donations for the raffle. Joan Foran is in charge of this event.

Agenda Item #18: Next Board of Selectmen Meeting: October 3, 2012 (Regular monthly meeting)**Agenda Item #19: Adjournment:**

Elaine Buchardt motioned to adjourn the meeting at 7:46 pm.

Cathy Desrosiers seconded. No Discussion.

Vote: 3-0-0 / Motion Passed.

Minutes respectfully submitted by:

Marie Smith, Board Clerk

September 7, 2012

RECEIVED FOR RECORD

09-24-12 @ 8:53 AM

Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Regular Meeting – Wednesday October 3, 2012 7pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

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 minutes:
 - 4.1 Regular Meeting: September 5, 2012
5. Treasurer's monthly report;
 - 5.1 Monthly Financial Report:
 - 5.2 Monthly Fund Balances
6. Tax Refunds:
7. Tax Collector's:
 - 7.1 Tax Collection report: September 2012 monthly report
8. Andover Energy:
 - 8.1 Performance contracting: Presentation by Celtic Energy
 - 8.2 Municipal Energy Workshop: Rick Linden will report on workshop held September 25, in Stafford Springs.
 - 8.3 Direct Choice Program: Letter to Andover residents about program.
9. Andover Municipal Agent / Social Services search:
10. 2013 Board of Selectmen meeting dates: State Statute 1-225(b) to file 2013 meeting dates.
 - 10.1 CT State Statute 1-225(b) and 2013 Calendar
11. Andover School District: Board of Education returned to the Town of Andover unexpended funds of \$ 148,144.64 from the 2011– 2012 budget.
12. Safety Committee:
 - 12.1 Appoint Committee Members
 - 12.2 October 16, 2012 Meeting Agenda
13. Old Andover Town Hall: Inspection report on building, prepared for the Andover Historical Society by Eastern Connecticut Home Inspection Service, LLC
14. Halloween Family Fun Night: October 27, 2012 6pm, Andover School Gym.
15. Andover / Columbia Food Party: Successful fund raiser
16. Long Hill Road Recreation Complex:
17. Transfer of Funds 2011 – 2012
18. Softball Museum
 - 18.1 Rivereast New Bulletin: Days Numbered for Softball Museum by Greeta Schrayter
 - 18.2 Letter of Understanding: Ed Turn & Peter Managgea Sr & Scott Yeomans
19. Liaison Reports:
20. Public Speak:
21. Next Board of Selectmen: November 7, 2012 (Regular monthly meeting).
22. Adjourn

RECEIVED FOR RECORD

10-1-2012 @ 8:15am

Carol N. Doe
TOWN CLERK

Andover Board of Selectmen
Minutes from Wednesday, October 3, 2012 – Regular Monthly Meeting
 Community Room – Town Office Building
 17 School Road, Andover, CT 06232

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

Robert F. Burbank, First Selectman, called the meeting to order at 7:00 pm with the Pledge of Allegiance and thanked everyone for all the get well wishes and cards that he received.

Members Present: Robert F. Burbank, Jay K. Linddy, Elaine Buchardt, Cathy Desrosiers, Julia Haverl

Members Absent: All members present.

Other Attendees: David Tine, Scott Yeomans, Rick Linden, Georgette M. Conrad, Irv Stanley, Carol Mackay, Dennis Foran

Agenda Item #2: Public Speak: None

Agenda Item #3: Opportunity to Add or Delete Agenda Items: None

Agenda Item #4: Approval of Board of Selectman Minutes:

4.1 Regular Monthly Meeting on Wednesday, September 5, 2012:

Jay K. Linddy motioned to approve the minutes from the 09-05-12 BOS regular monthly meeting.

Elaine Buchardt seconded. No Discussion.

Vote: 4-0-1 / Motion Passed with 1 abstention by Robert F. Burbank.

Agenda Item #5: Treasurer's Monthly Report:

5.1 Monthly Financial Report :

5.2 Monthly Fund Balances:

Jay K. Linddy motioned to receive the treasurer's reports. Elaine Buchardt seconded. No Discussion.

Vote: 5-0-0 / Motion passed.

Agenda Item #6: Tax Refunds:

Joseph Aguiar: \$8.10, Wesley Clark: \$30.41, Nadine George: \$19.67, Grace & David Gostanian: \$19.80, Elisabeth Houle: \$12.69, Alicia Lee: \$53.13, Allana Lee: \$64.68, Andrea Lee: \$38.81, Carol & Kenneth Lee: \$258.26, Beacher McNeal: \$12.32, Carlos Novo: \$421.80, Michael Roman: \$101.95, Evelyn & Robert Russell: \$137.21, Daniel Ross: \$338.82, David St. Laurent: \$22.24, Craig & Jennifer Townsend: \$274.30, Celeste Willard: \$8.65, Kenneth Verville: \$85.62, VT INC Trustee Wolt: \$55.19, Christian & Ver Zimmermann: \$51.20.

Jay K. Linddy motioned to approve the above 20 tax refunds totaling \$2,014.85 as recommended by the Tax Collector.

Elaine Buchardt seconded. No Discussion.

Vote: 5-0-0 / Motion passed.

Agenda Item #7: Tax Collector's Report:

7.1 Tax Collection Report: July 1, 2012 – September 30, 2012

Jay K. Linddy motioned to receive the report from the Tax Collector. Elaine Buchardt seconded. No Discussion.

Vote: 5-0-0 / Motion passed.

Agenda Item #8: Andover Energy:

8.1 Performance contracting: Presentation by Celtic Energy

David Tine, from Celtic Energy, an independent energy efficiency consulting firm, spoke to the community about performance contracting and briefly explained the advantages of the process. A handout with more details about performance contracting was provided. Bigger towns are doing this. The combined effort of the smaller towns is the key to making performance contracting work for all involved. Other towns involved at this time include Lebanon, and Regional District 11, which includes Chaplan, Hampton, and Scotland. David Tine asked the BOS for a resolution to continue to investigate the use of a multiple town contract to improve efficiency of utilities. The BOS had many questions for David Tine and for Rick Linden and discussed what the other surrounding towns such as Hebron, Bolton, Regional District 8, and Coventry are doing. David Tine answered questions as well as provided further information as to how Andover would be involved in terms of cost, commitment, and savings. It is noted that Regional District 11 has passed a resolution. The discussion concluded without a resolution. Robert F. Burbank, Jay K. Linddy, and Rick Linden will meet again to discuss the cost, financing, grants, state commitment, and other details of the performance contracting process and Andover's involvement.

8.2 Municipal Energy Workshop: Rick Linden will report on workshop held September, 25, in Stafford Springs.

The Small Business and Municipal Energy Workshop provided information about energy and money savings through participation in energy-efficiency program.

8.3 Direct Choice Program: Letter to Andover residents about program.

Jay K. Linddy provided information about this program with the company, Direct Energy. The program allows Andover residents to receive a discounted electric rate. The discounted rate is .067, and for residents ages 65 and over, the rate is .066. This program is available through August, 2013. The town will get a small percentage back and this will go into an energy assistance fund. Town residents should have received a letter from Direct Energy with information on this program. The information for signing up is also available from the town.

Agenda Item #9: Andover Municipal Agent / Social Services search:

Jay K. Linddy reported that 3 candidates for this position had been interviewed by Robert F. Burbank, Jay K. Linddy, Kathy Luntta, and Cathy Palazzi. The interviewing committee chose Kimberly Jackson, a Hebron resident, who has experience in this field. The BOS discussed the responsibilities of this new position and there are many details to work out. For example, would the person hired in this position be responsible for the popular senior luncheons. Some programs that were started by Cathy Palazzi may not be part of social services but could continue on with the help of volunteers. Robert F. Burbank explained some of the duties of the municipal agent and also the social services director positions.

Jay K. Linddy motioned to appoint Kimberly Jackson for the Municipal Agent/Social Services Director position. Elaine Buchardt seconded. No further discussion.

Vote: 5-0-0 / Motion passed.

Agenda Item #10: 2013 Board of Selectmen meeting dates: State Statute 1-225(b) to file 2013 meeting dates.**10.1 CT State Statute 1-225(b) and 2013 Calendar**

Jay K. Linddy presented the BOS regular monthly meeting dates for the 2013 calendar year as listed here:

January 2, 2013, February 6, 2013, March 6, 2013, April 3, 2013, May 1, 2013, June 5, 2013, July 10, 2013, August 7, 2013, September 4, 2013, October 2, 2013, November 6, 2013, and December 4, 2013. All meetings will be held at the Andover Town Office Building at 7:00 pm.

Jay K. Linddy motioned to approve the above dates for the BOS regular monthly meetings for the 2013 calendar year. Cathy Desrosiers seconded. No Discussion.

Vote: 5-0-0 / Motion passed.

Agenda Item #11: Andover School District: Board of Education returned to the Town of Andover unexpended funds of \$148,144.64 from the 2011-2012 budget.

Jay K. Linddy reported that Andover Elementary School is giving \$148,144.64 savings from the 2011 – 2012 budget back to the town. Mr. Linddy further explained that the surplus was due to decreases in various items including salaries and electricity.

Agenda Item #12: Safety Committee:**12.1 Appoint Committee Members:****12.2 October 16, 2012 Meeting Agenda**

Dave Griffin, AES Principal, Ed Kasecek, Highway Foreman, Carol Lee, Town Clerk, Jay K. Linddy, Vice First Selectman, Kathy Luntta, Administrative Assistant, Andrew Maneggia, Superintendent, Andover Elementary School (AES), Kristy Merrifield, Tax Collector, Tom Monahan, AES Custodian, and Karen Zito, AES Nurse.

Jay K. Linddy motioned to appoint the above 9 members to the Safety Committee. Julia Haverl seconded.

A brief discussion followed about the Safety Committee's purpose. The Safety Committee is required by OSHA and meets 4 times a year to discuss safety issues and potential safety issues in the town. As First Selectman, Robert F. Burbank is involved with the committee as well. The BOS will receive minutes from the Safety Committee meetings. The first meeting is scheduled for Tuesday, October 16, 2012 at 10 am. The agenda for this meeting was given to the BOS.

Vote: 5-0-0 / Motion passed.

Agenda Item #13: Old Andover Town Hall: Inspection report on building, prepared for the Andover Historical Society by Eastern Connecticut Home Inspection Service, LLC

At the previous BOS meeting, Jay K. Linddy provided a report on the Old Andover Town Hall. The report contains the required repairs for the old town hall building. Fixing the leaking roof is first on the list and the electrical panel second. Jay K. Linddy has 3 bids on the roof work and stated it is critical to get work on the roof started. Funding for the repairs will be from CIP.

Agenda Item #14: Halloween Family Fun Night: Saturday, October 27, 2012, 6:00 pm, Andover School Gym

Jay K Linddy provided the BOS with the program for the upcoming Andover Halloween Fund Night, a frightfully fun and safe event for the all kids in Andover.

Agenda Item #15: Andover / Columbia Food Pantry: Successful Fund Raiser

Robert F. Burbank reported that this event made over \$6,000 for the food pantry and thanked Joan Soucy for all of her work and also thanked all the volunteers who helped make this a successful event. In addition to the money, a bus full of food was collected. The food pantry is housed at the Andover Church and Robert F. Burbank thanked the church for the many great services it provides.

Agenda Item #16: Long Hill Road Recreation Complex:

Jay K. Linddy reported that this is still in the beginning stages and will be meeting with the engineer, Richard Lawrence, in the near future. Richard Lawrence is assisting Andover with the plans. Jay K. Linddy also said that the design work is desired to be done this year and actual construction work would begin in Spring, 2013. Once the design is in place it will go to the town for approval.

Agenda Item #17: Transfer of Funds 2011-2012

The four transfers are all from the Legal Ads-Advertising Account and are transferring to the following:
Alarm Systems, Telephone – Town Hall, Fuel Oil – Old Town Hall (\$496.92) Vehicle Maintenance – Dial-A-Ride (\$452.08)
Mowing-Ground Care (\$392.33) Programs-Recreation Commission (\$12.45) Total of the four transfers: \$1,353.78
Jay K. Linddy motioned to approve the above four transfers. Julia Haverl seconded. No Discussion.

Vote: 5-0-0 / Motion passed.

Agenda Item #18: Softball Museum:

18.1 Rivereast News Bulletin: Days Number for Softball Museum by Greeta Schrayter

18.2 Letter of Understanding: Ed Turn and Peter Maneggia and Scott Yeomans

Jay K. Linddy reported that he received a request to discuss this problem. DEEP owns the property and the building that houses the softball memorabilia. DEEP plans to build a parking lot where the building is now. There is no date set as to when this work will begin. Robert F. Burbank is in continuous contact with DEEP but has not been able to get a commitment date from them. BOS will have to approve any appeasement to DEEP for access to the parking lot and there may be a negotiation with the DEEP to house the softball related items. The historical society has some room in the current museum building but not for all of it. What is needed is a building to store the softball memorabilia which consists of trophies, photos and other items. The items belong to the Maneggia family and they would like to keep the collection together. No resolution has come forward at this time and the BOS will address this again in the future.

Agenda Item #19: Liaison Reports:

Elaine Buchardt reported that the Economic Development Commission (EDC) is having the Andover Showcase event on Saturday, October 13, 2012 from 11:00 am – 2:00 pm at the town hall. The fire station is also having an open house on that same day from 10:00 am till 1:00 pm. Elaine Buchardt also reported that the CIP has sent our requests for the CIP budget for next year.

Cathy Desrosiers reported that the library will be presenting a \$12,000 electrical lighting package and is writing a grant for that amount.

No further liaison reports.

Agenda Item #20: Public Speak:

Georgette M. Conrad commented that the Municipal Agent provides services for the seniors and the Social Director services clients of all ages as well as the seniors. She also explained that the Friday luncheons are separate and not run by the Young At Heart Club.

Julia Haverl thanked Jay K. Linddy for getting board meeting packages together and also thanked this writer for the minutes.

Cathy Desrosiers reported getting phone calls about the roads and the over grown brush areas. Robert F. Burbank has authorized work to be done on the brush removal.

Agenda Item #21: Next Board of Selectmen Meeting: November 7, 2012 (Regular monthly meeting)

Agenda Item #22: Adjournment:

Haverl motioned to adjourn the meeting at 8:30pm. Elaine Buchardt seconded. No Discussion.

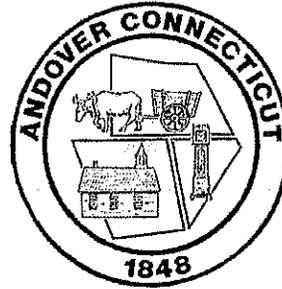
Vote: 5-0-0 / Motion Passed.

Minutes respectfully submitted by:
Marie Smith, Board Clerk

RECEIVED FOR RECORD
10-9-2012 @ 8:15am
Carol H. Lee
TOWN CLERK

Town of Andover

Office of the Vice First Selectman
 17 School Road, Andover, CT 06232
 Phone: (860) 742-4035 ext 214



To: Andover Town Clerk
From: Board of Selectmen
Date: October 3, 2012
Re: Meeting Schedule for 2013

The following dates for the regular monthly meeting of the Andover Board of Selectmen for the year 2013. The meetings will be scheduled to begin at 7:00pm in the Andover Community Center 17 School Road.. Special meetings will be scheduled as needed.

January 2, 2013	February 5, 2013	March 6, 2013
April 5, 2013	May 1, 2013	June 5, 2013
July 10, 2013	August 7, 2013	September 4, 2013
October 2, 2013	November 6, 2013	December 4, 2013

Attached is a copy of the Board of Selectmen October 3, 2012 minutes.

Respectfully submitted by
 Jay K. Linddy

Andover Board of Selectmen

Regular Meeting – Wednesday November 7, 2012 7pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

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 minutes:
 - 4.1 ~~Regular Meeting: October 3, 2012~~
5. Treasurer's monthly report:
 - 5.1 Monthly Fund Balances:
 - 5.2 Monthly Financial Report:
6. Tax Refunds:
7. Tax Collector's:
 - 7.1 Tax Collection report: October 2012 monthly report
 - 7.2 Tax Collection report: 7/01/12 to 10/31/12
8. Web Site Committee: Update on Web Site.
9. Andover Municipal Agent / Social Services appointment:
- Safety Committee:
 - 10.1 Safety Committee Minutes: October 18, 2012 meeting
 - 10.2 Fire & Emergency Evacuation Plan:
11. Old Andover Town Hall: Project (new roof) review bid.
12. Recreation Holiday Craft Fair: December 1, 2012 9am to 2pm, Andover Town Office Community Room. Proceeds to benefit the Andover Recreation Scholarship Fund.
13. Long Hill Road Recreation Complex: Qualified engineering firms
14. C. I. P. request for 2012 – 2013
15. Storm Sandy:
 - 15.1 Utilities continue work, Frustration sets in: Chronicle article by Jonathan Stankiewicz.
 - 15.2 FEMA: Meeting with First Selectman Burbank and FEMA
16. November 6 Elections:
17. Finance Board request for 2012-2013 Budgets: All Town budgets due by Jan 11, 2013.
18. Administrative Assistant Position: Update from the Committee.
19. Liaison Reports:
21. Public Speak:
- Next Board of Selectmen: November 7, 2012 (Regular monthly meeting).
2. Adjourn

*Meeting cancelled
due to snow storm*

RECEIVED FOR RECORD
11-05-12 @ 3:11 PM
Margaret H. Busch
Asst. TOWN CLERK

PAGES 508A THROUGH 508ZZZ CONTAIN ITEMS NOT PREVIOUSLY INCLUDED IN THE MINUTES BOOKS.



TOWN OF ANDOVER

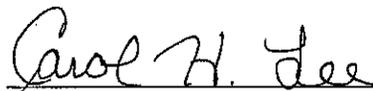
17 School Road
Andover, CT 06232
Phone (860) 742-7305
Fax (860) 742-7535

CERTIFICATION

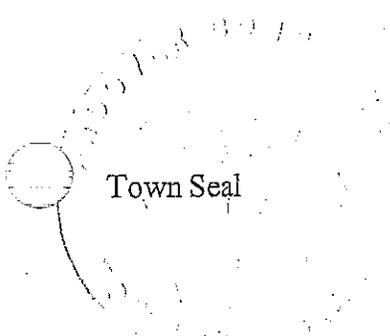
I, Carol Lee, Town Clerk of the Town of Andover, duly elected and qualified according to law and having custody of the seal of the Town of Andover, hereby certify that the following is a true and correct copy of a resolution duly adopted at a regular meeting of the Board of Selectmen of the Town of Andover held on June 1, 2005 and that said resolution has not been amended, rescinded or revoked and remains in full force and effect.

RESOLVED: That Charlene H. Barnett, 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 one Resident State Trooper for the period of July 1, 2005 to June 30, 2007.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Town of Andover this 2nd day of June, A..D.



Town Clerk



508-B



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC SAFETY

1111 Country Club Road
P.O. Box 2794
Middletown, CT 06457-9294

May 4, 2005

Charlene M. Barnett, First Selectman
Town of Andover
Town Office Building
17 School Road
Andover, CT 06232

Dear Ms. Barnett:

Attached is the contract renewal between the Town and the Connecticut Department of Public Safety, Division of State Police for Resident Trooper services. This contract is for the continuation of services for the period July 1, 2005 to June 30, 2007. Please sign, date, and have the Town Seal affixed to the last page of this contract.

To satisfy the legal requirements of the Attorney General's Office, we request that a Town Resolution be passed empowering you to sign the contract on behalf of the Town. The Town Clerk must then certify this resolution on behalf of the Town. A Sample Certification Letter is enclosed.

Please note that the Town Clerk must date the Certification Letter on or after the date the contract is signed by you. Please send us an original and three copies of the Certification Letter, each affixed with the Town Seal.

All signed paperwork should be returned to me at the Department of Public Safety, Bureau of Management Support, Middletown, CT 06457. The Town's copy of the signed contract will be returned to you after execution and approval of all involved State agencies.

If you have any questions or should you need assistance, please feel free to contact me at 860-685-8022.

Sincerely,

A handwritten signature in cursive script that reads "Mike Wambolt".

Mike Wambolt
Chief Fiscal Administrative Officer

Enclosures

CONTRACT BETWEEN THE STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY, DIVISION OF STATE POLICE
AND THE

TOWN OF: Andover , Connecticut

TOWN ADDRESS: Office of the First Selectman
17 School Road
P.O. Box 328
Andover, CT 06232

TOWN FEIN #: 06-6009786 AGREEMENT #: 2000/645

CONTRACT PERIOD: July 1, 2005 TO June 30, 2007

In consideration of the Town of Andover (hereinafter "Town") paying all costs pursuant to Connecticut General Statutes Section 29-5 and other good and valuable consideration, the Department of Public Safety, Division of State Police hereby agrees to provide the Town of Andover with the services of one resident state trooper(s) during the above-referenced contract period.

This Contract is subject to the following additional terms and conditions:

I. Law Enforcement Operations and Activities

The Town shall delegate to the Division of State Police the authority to supervise and direct the law enforcement operations of appointed constables and police in the Town. All town police officers/constables shall be subject to the applicable provisions of the current Administration and Operations Manual of the Department of Public Safety. The applicable manual sections shall be provided to the chief executive officer and each town police officer/constable of the resident trooper town.

A. Investigative Methods

The use of investigative methods (execution of arrest or search warrants, pursuits, etc.) and reporting procedures in the Town shall be consistent with the policies and procedures of the Department of Public Safety.

Serious crimes, serious injury crimes and most incidents that involve in-depth follow-up investigation, evidence seizure, search warrants and out of town investigative work shall be conducted by the

resident trooper, personnel assigned to the troop, respective major crime unit or any investigative unit deemed appropriate by the shift supervisor. The shift supervisor may make exceptions to this policy. A serious or in-depth case may be assigned to a town police officer/constable by a shift supervisor after taking into consideration the nature of the case, requirements of the investigation, the shift resources, response time, and the experience and training of the town police officer/constable.

Every effort will be made to allow a town police officer/constable to remain involved in self-initiated serious criminal investigations.

B. Records and Reports

All investigative records shall be maintained by the Department of Public Safety. All investigative reporting shall be prepared on forms approved for use by the Department of Public Safety, Division of State Police and in the proper Division of State Police format.

C. Chain of Command

Resident troopers, who hereinafter, shall include Resident State Police Sergeants, where applicable, shall supervise the law enforcement activities of all town police officers/constables. The chief executive officer (hereinafter "CEO") of a resident trooper town shall have direct access to the troop commander, the resident trooper supervisor and resident troopers for regular and on-going communications regarding law enforcement problems in the community.

The intent of this contract is to provide positive direction for the working relationship between town police officers/constables and the state police personnel. All significant conflicts shall be referred to the Connecticut State Police duty supervisor. Matters remaining unresolved shall be brought to the attention of the commanding officer.

D. Scheduling

Scheduling, including starting/ending times, vacation/other personal leave time, of town police officers/constables shall generally be performed by the resident trooper, taking into consideration the needs of the town, good police practices, consultation or requests by the Town CEO, and any rights of the town police officer/constable as specified in existing labor contract agreements.

E. Overtime/Special Events

1. The Town shall reimburse the Department of Public Safety for costs associated with resident trooper overtime expenditures consistent with the Department's Administrative and Operations Manual Section 12.7. The Town CEO and Troop Commanding Officer shall meet to resolve any disputes regarding state police overtime costs.
2. The Town CEO, in consultation with the resident trooper, shall be responsible for scheduling special duty jobs (i.e. road construction and fairs) for town police officers/constables.

F. Span of Control

Span of Control issues regarding supervision of town police officers/constables shall be based on recognized police practices in consultation with the town's CEO.

G. Telecommunications

The Town shall follow all Department procedures regarding use, access and maintenance of department supplied telecommunications equipment and technology.

H. Use of Police Canines by Town Police Officers/Constables

The use of police canines by town police officers/constables shall be consistent with the policies and procedures of the Department of Public Safety. Towns electing to use alternative programs for training and recertification for police canines shall assume all costs associated with such programs. In the event a town police canine is employed in a manner inconsistent or contrary to the policies and procedures of the Department of Public Safety, the Town assumes all liability for any injuries or damages caused thereby.

II. Administrative Responsibility

The Town shall retain administrative responsibility for its personnel, including but not limited to, ensuring compliance with POST requirements regarding hiring, lateral entry appointments, and in-service training responsibilities.

A. Administrative Investigations/Discipline

Allegations of misconduct on the part of the town police officer/constable shall be investigated by the resident trooper or other designated Connecticut State Police investigator.

All internal administrative investigations shall be conducted consistent with existing labor contract agreements. Imposition of discipline, if any, shall be the responsibility of the Town.

B. Evaluations

The Town recognizes that evaluations are: 1) an effective supervisor's tool; and 2) that they identify superior or substandard work performance.

Consistent with existing labor agreements, the resident trooper and the Department of Public Safety shall provide recommendations for any interim or annual evaluation of the work performance of the town police officer/constable.

The Town, in conjunction with the State Police, shall implement an evaluation system of the work performance for all of the town's police officers/constables.

The Town shall make the final disposition on all work performance evaluations.

III. Costs and Schedule of Payments

The Town shall pay costs, including overtime costs, in accordance with Connecticut General Statutes Section 29-5, as it may from time to time be amended.

IV. Risk of Loss and Indemnification

The Town assumes the risk of loss for any and all activity involving constables, municipal police or other municipal personnel providing police services and will hold harmless the State of Connecticut from any cause or action arising out of the activity of such constables, police or other municipal personnel, or if applicable, the activity of any town police canine. For the period covered by this Contract, the Town will insure itself and its personnel with a \$1,000,000.00 combined single limit police professional liability or law enforcement liability insurance policy, or its equivalent, naming the State of Connecticut as an additional insured with respect to any liability for acts of constables, municipal police or other municipal personnel, or if applicable, the activity of any town police canine and submit a certificate of insurance (or self-insurance) to the Department of Public Safety prior to the effective date of this Contract.

It is understood and agreed by the parties that each resident state trooper exercising his or her police power or performing services pursuant to this Contract is an employee of the State of Connecticut and not of the Town and that, except to the extent limited by law, the State of Connecticut, and not the Town, is responsible for such resident trooper's actions.

V. Notices

Any written notices required under this Contract shall be delivered as follows:

If to the Town:

Office of the First Selectman
17 School Road
P.O. Box 328
Andover, CT 06232

If to the Department of Public Safety:

Leonard C. Boyle, Commissioner
Department of Public Safety
1111 Country Club Road
Middletown, CT 06457-9294

VI. Non-Discrimination

The Contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with the regulations adopted by the commission; (3) the contractor agrees to provide each labor union or representative of workers with which such contractor has a

collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or workers' representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulations or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (5) the contractor agrees to provide the Commission on Humans Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56. If the contract is a public works contract, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

A. For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations; "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of this section, "commission" means the commission on human rights and opportunities.

For purposes of this section, "public works contract" means any agreement between any individual, firm or corporation and the state or any political subdivision of the state other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the state, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

B. Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

C. The contractor shall develop and maintain adequate documentation in a manner prescribed by the commission, of its good faith efforts.

D. The contractor shall include the provisions of this section in every subcontract or purchase order entered into in order to fulfill any obligations of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase orders as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

VII. Non-Discrimination (Sexual Orientation).

Pursuant to Connecticut General Statutes section 4a-60a:

A. The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the contractor agrees to provide each labor union or representative or workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56; (4) the contractor agrees

to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.

B. The contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontractor or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

VIII. Governor's Executive Orders

This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas Meskill promulgated June 16, 1971, and, as such, this Agreement may be canceled, terminated, or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a Party to this Contract. The Parties to this Contract, as part consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The Parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. The contractor, agrees, as part consideration hereof, that this Contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

This Contract is also subject to the provisions of Executive Order No. Seventeen of Governor Thomas Meskill promulgated February 15, 1973, and, as such, this Contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this Contract. The Parties to this Contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated

herein by reference and made a part hereof. The Parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

Governor
Jodi Rell

This Contract is also subject to the provisions of Executive Order No. Sixteen of ~~Governor John Rowland~~ concerning Workplace Violence promulgated August 4, 1999, and, as such, this Contract may be canceled, terminated or suspended by the contracting agency for violation of or noncompliance with said Executive Order No. Sixteen. The Parties to this Contract, as part of the consideration hereof, agree that Executive Order No. Sixteen is incorporated herein by reference and made a part hereof.

IX. Termination

This Contract shall remain in full force and effect for the entire term of the Contract period stated above unless sooner terminated by either the Town or the Department of Public Safety by providing thirty (30) days prior written notice of its intent to terminate the Contract.

Town of Andover

State of Connecticut
Department of Public Safety

By Charles H. Barnett
Its First Selectman
Duly Authorized

By _____
Its Commissioner

Date: June 2, 2005

Date: _____

Approved as to Form:

Associate Attorney General
Office of the Attorney General

Date: _____

This contract is also subject to:

Executive Order - Governor John Rowland State of Connecticut

By His Excellency

~~John G. Rowland~~ Jodi Bell

Governor

Executive Order No. Sixteen

WHEREAS, the State of Connecticut recognizes that workplace violence is a growing problem that must be addressed; and

WHEREAS, the State is committed to providing its employees a reasonably safe and healthy working environment, free from intimidation, harassment, threats, and /or violent acts; and

WHEREAS, violence or the threat of violence by or against any employee of the State of Connecticut or member of the public in the workplace is unacceptable and will subject the perpetrator to serious disciplinary action up to and including discharge and criminal penalties.

NOW, THEREFORE, I, John G. Rowland, Governor of the State of Connecticut, acting by virtue of the authority vested in me by the Constitution and by the statutes of this state, do hereby ORDER and DIRECT:

1. That all state agency personnel, contractors, subcontractors, and vendors comply with the following Violence in the Workplace Prevention Policy:

The State of Connecticut adopts a statewide zero tolerance policy for workplace violence.

Therefore, except as may be required as a condition of employment

No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.

No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.

No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

Violation of the above reasonable work rules shall subject the employee to disciplinary action up to and including discharge.

2. That each agency must prominently post this policy and that all managers and supervisors must clearly communicate this policy to all state employees

3. That all managers and supervisors are expected to enforce this policy fairly and uniformly.

4. That any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace immediately report the incident or statement to their supervisor, manager,

or human resources office.

5. That any employee who believes that there is a serious threat to their safety or the safety of others that requires immediate attention notify proper law enforcement authorities and his or her manager or supervisor

6. That any manager or supervisor receiving such a report shall immediately contact their human resources office to evaluate, investigate and take appropriate action.

7. That all parties must cooperate fully when questioned regarding violations of this policy.

8. That all parties be advised that any weapon or dangerous instrument at the worksite will be confiscated and that there is no reasonable expectation of privacy with respect to such items in the workplace.

9. That this order applies to all state employees in the executive branch.

10. That each agency will monitor the effective implementation of this policy.

11. That this order shall take effect immediately.

Dated in Hartford, Connecticut, this fourth day of August, 1999.

15.3.2
CALEA 3.1.1

Resident State Trooper Program

a. **Suitability of the program must be determined**

Before entering into an agreement with a town to provide resident troopers for that town, the following requirements must be considered:

(1) **Feasibility studies shall be conducted**

Feasibility studies shall be conducted before the department enters into a contract agreement when a town official requests a resident trooper.

CALEA 3.1.2

(2) **Resident trooper appointments**

The commissioner may provide program services by assigning one or more troopers, regardless of rank, as resident troopers, who will retain all rights and privileges granted under current labor contract agreements.

(3) **Jurisdictional issues**

Primary responsibility for delivery of police services in a resident trooper town resides with the Division of State Police as long as a resident trooper is assigned to the town.

b. **Chain of command**

It is essential that each person involved in a resident trooper program understands their duties.

(1) **Resident troopers will use the following command structure:**

- (a) District commander;
- (b) Troop commander;
- (c) Resident trooper supervisor;
- (d) Resident trooper;
- (e) Town police officer.

(2) **Resident troopers shall supervise all town police officers**

(3) The chief executive officer (CEO) of a resident trooper town shall have direct access to the troop commander, the resident trooper supervisor and resident troopers.

c. **Communications must be effective**

The successful delivery of contract services depends largely on establishing effective communications at several levels between town officials and department commanders, supervisors and troopers.

(1) The troop commander and the town CEO shall meet at least once within each calendar quarter of the year to discuss problems and ensure the effective operation of the resident trooper program.

(2) The troop commander will ensure that effective communications are maintained between the troop commander and resident troopers.

ATTACHMENT A

- (3) Whenever a new resident trooper is assigned to the town or a new town CEO assumes office, a meeting will be held to establish reporting requirements and agree upon a schedule of regular contact.
- (4) Whenever a troop commander, town CEO or resident trooper is replaced, a meeting of all parties shall be scheduled by the troop commander as soon as possible after the change occurs.
- (5) At the time of renewal of a resident trooper contract, the town CEO and troop commander shall meet to evaluate their resident trooper program.
 - (a) Any evaluation should include clearly agreed upon arrangements concerning ownership, use and maintenance of equipment and facilities.
 - (b) Agreements shall include responsibilities related to equipment and facilities if the contract is terminated.
- (6) As part of an annual evaluation of resident troopers, the troop commander will meet with town CEO for input regarding resident trooper performance and to review all community service and community improvement projects.
- (7) There shall be regular and on-going communication between the resident trooper and town police officers regarding law enforcement problems in the community.
- (8) The town CEO will be supplied with all information related to the resident trooper program, including a copy of this manual section.
- (9) Resident troopers shall maintain contact with the troop and must be available for calls for service directed from the troop, as required.

d. **Resident trooper program supervision**

- (1) **Resident trooper supervisors**
 - (a) A sergeant whose primary responsibility is to supervise all troop resident troopers shall be assigned as the resident trooper supervisor by a troop commander who provides four or more resident troopers.
 - (b) Troops with less than four resident troopers shall assign a sergeant, whose duties will include the supervision of the resident troopers along with other assigned duties.
- (2) **Scheduling**

Scheduling shall consider the needs of a town, good law enforcement practices and the rights of all employees as specified by labor contract agreements.

 - (a) After consulting with the town CEO, the troop commander shall devise a work schedule for resident troopers.

- (b) Resident troopers shall wear the department uniform of the day during regular working hours unless given specific permission by the troop commander to work in civilian clothing.
- (c) Extended or major crime investigations will be turned over to the district major crime squad or troop CI unit, but the resident trooper shall be used as a resource during any their investigations within the town.
- (d) Except during an emergency, troop commanders shall not permit assignment of a resident trooper to duties outside the contract town and, further, the town CEO shall be notified whenever the resident trooper is called out-of-town for other duties.
- (e) Resident troopers on duty shall not normally leave the boundaries of the town without permission from the troop commander.
- (f) Troops will not furnish special coverage for resident trooper absences due to regular day leave, vacation, sick leave of less than 5 days duration or for specialized training. Patrol coverage for the town shall be provided by the troop.
- (g) When no resident trooper is working and it is necessary to assign a patrol trooper to an incident in a resident trooper town, any investigation of the incident shall be conducted by that patrol trooper.
- (h) Resident troopers shall engage in community service and community improvement projects which meet the needs of both the town and the department. Crime prevention, safety education, drug and alcohol abuse prevention and similar programs intended to enhance the quality of life in the town will be addressed.

CALEA 61.4.1a

e. **Town police officers**

Town police officers represent a substantial personnel resource to the town and the department.

(1) **Training**

- (a) If a town police officer is to be used effectively, state mandated training through Police Officer Certification and Training (POST) program standards must be maintained.
- (b) Compliance with POST requirements is the responsibility of the town CEO.

(2) **Use of town police officers**

- (a) Based upon operational needs, the nature and extent of the duties of town police officers will be established by the troop commander, after conferring with the town CEO.

ATTACHMENT A

- (b) Telephone requests for all police services will be routed to the troop.
 - (c) Reports, forms and procedures shall reflect established department policies and procedures and will use department incident numbers.
 - (d) The resident trooper is responsible for the timely submission, accuracy and completeness of all town police officer reports.
 - (e) Town police officers shall conform to applicable A&O Manual and other department directives.
 1. An A&O Manual copy shall be retained at the Resident trooper's office which shall be available for use by each town police officer.
 2. Orders and directives issued by the town shall not conflict with the department A&O Manual, general orders, or special orders.
 3. Any appearance of conflict shall be brought to the attention of the town CEO and the troop commander immediately by the resident trooper for resolution.
 - (f) State Police rules regarding firearms and radio use shall be monitored to keep town police officers in good standing with the department.
- (3) **Insurance coverage**
- (a) In-service training undertaken pursuant to Section 7-294 e. C.G.S., shall be performed only while a town police officer is on-duty and insured by a town insurance policy.
 - (b) Troop commanders will contact all town CEOs to inform them that the department will not provide in-service training for a town police officer unless the town maintains adequate insurance coverage.
- (4) **Town police officer patrol schedules**
- (a) Patrol scheduling of police officers will normally be performed by the senior resident trooper, taking into consideration the needs of the town, good police practices, requests by the town CEO, and any rights of the town police officer as specified in existing labor contract agreements.
 - (b) The town CEO will schedule town police officers to work special duty jobs, i.e., road construction jobs, fairs, and similar functions.
 - (c) Town police officers shall use radio call numbers assigned by the troop with the letter "C" as were previously used for constables.

(5) **Hiring town police officers**

Resident troopers involved in the hiring of town police officers shall be guided by regulations developed by the Connecticut Police Officer Standards and Training Council (POST) (See also POST Regulation 7-294e-16);

(a) **Lateral entry appointees to police officer positions**

Whenever a town appoints a candidate from another law enforcement agency to a full time or part time position in their resident trooper program, upon selection of the candidate, the town must satisfy the following requirements:

1. Submit the POST form, "Requirements For Lateral Entry Appointment of Connecticut Certified Officers" to the POST Certification, Assessment And Audit Division which requests acceptance of the training and experience of a candidate accepting a conditional offer of employment by the resident trooper town;
2. Lateral entry candidates must submit to:
 - [a] A background investigation (Sec. 4.1.2);
 - [b] Filing of fingerprints to SPBI and the FBI for criminal record checks; and
 - [c] Polygraphic examination of standardized questions provided by the POST Council to the agency administering the examination.
3. Each lateral entry candidate shall be provided with a personnel file which contains:
 - [a] All training records transmitted from the previous employer for the current three year police training and certification time period.
 - [b] Copies of submitted applicant materials;
4. The candidate must be certified in the use of the issued firearm.
5. **In addition, concerning lateral entry appointee records:**
 - [a] Announcements to hire town police officers must be drafted in accordance with guidelines established by the town human resource or personnel unit.
 - [b] Each application received will be forwarded to the town senior resident trooper for a review and submission of written recommendations.

ATTACHMENT A

6. **Oral interviews shall be conducted according to town procedures.** It is recommended that an oral board should consist of least three persons such as a state police trooper or sergeant; the mayor or first selectman or a designee; and a resident trooper.
 7. Background investigations for each candidate shall be conducted by the resident trooper pursuant to A&O Manual Sec. 4.1.2.
 8. A final list of eligible candidates shall be presented to the mayor or first selectman for consideration.
- (b) **Non-police candidate appointments of town police officers**
Whenever a candidate is conditionally hired to attend training for initial certification as a police officer, the following procedures shall be used:
1. Each candidate must file an application with the town to fill the position advertised.
 2. The candidate must satisfy all hiring guidelines established by POST which include but are not limited to:
 - [a] Filing a written application;
 - [b] Submitting fingerprints to SPBI and to the FBI for criminal history record checks;
 - [c] Passing a written examination and oral interview;
 - [d] Passing a psychological examination;
 - [e] Passing a department background investigation;
 - [f] Passing polygraphic examination;
 - [g] Passing agility and flexibility tests;
 - [h] Passing controlled substance screening tests; and
 - [i] Passing a medical examination. (See Sec. 7-294d (b) CGS)
 3. Applicant processing can be accomplished by the resident trooper or a private screening service hired by the town according to POST standards. (See POST Certification Division form entitled, "Entry Requirements For Appointment") Both forms are available from the Police Officer Standards and Training Council, Connecticut Police Academy, 285 Preston Avenue, Meriden, CT 06450-4891.

(6) **Town police training records**

- (a) Training records shall be maintained for each town police officer by the resident trooper.
- (b) POST rules and regulations shall be followed to maintain certification in good standing, with POST representatives reviewing training and experience records of each police officer every three years for recertification purposes.

(7) **Town police officer personnel files**

- (a) Each town police officer's personnel file shall be maintained in a locked and secure place and shall be accessible only to the town resident trooper, mayor or first selectman.

- (b) Police officer personnel files shall contain data in the following sections:

1. **Section 1**

A face sheet containing personal data including family information and emergency notification data and the expiration dates concerned with mandated training.

2. **Section 2**

Copies of all reports and records concerned with training and education.

3. **Section 3**

Letters of commendation, performance evaluations, observation reports and/or any complaints or internal investigation reports filed or retained pursuant to labor contract agreements.

4. **Section 4**

Personal uniform and equipment inventory forms, or forms signed regarding notice of rules or regulations, and other notices. Also miscellaneous items required or appropriate according to state or local statutes, town ordinances and rules, or as permitted or required by applicable labor contract agreements.

(c) **Management of Section 2 of town police personnel files**

- 1. Upon completion of a review by POST officials for the previous three years of training and experience, that section shall be stapled together and remain within Section 2.
- 2. Training records for the next three years will then be collected in loose form for the next scheduled review.

CERTIFICATION

I, (TOWN CLERK'S NAME), Town Clerk of the Town of (TOWN NAME), duly elected and qualified according to law and having custody of the seal of the Town of (TOWN NAME), hereby certify that the following is a true and correct copy of a resolution duly adopted at a (REGULAR/SPECIAL) meeting of the Board of Selectmen of the Town of (TOWN NAME) held on (MONTH, DAY, YEAR) and that said resolution has not been amended, rescinded or revoked and remains in full force and effect.

RESOLVED: That (NAME), the (FIRST SELECTMAN, TOWN MANAGER, OR MAYOR) be and herewith authorized to execute a contract on behalf of the Town of (TOWN NAME) with the Connecticut Department of Public Safety, Division of State Police for the services of (HOW MANY) Resident State Trooper(s) for the period of July 1, 2003 to June 30, 2005.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Town of (TOWN NAME) this (DATE) day of (MONTH), A.D. 2003.

Name
Town Clerk

AFFIX TOWN SEAL HERE

**AUTHORIZING RESOLUTION OF THE
Andover Board of Selectmen**

CERTIFICATION:

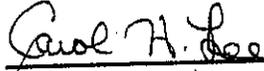
I, Carol H. Lee, the Town Clerk of the Town of Andover, do hereby certify that the following is a true and correct copy of a resolution adopted by the Andover Board of Selectmen at its duly called and held meeting on February 4, 2009, at which a quorum was present and acting throughout, and that the 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, as 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 First Selectman and that he has held that office since June 24, 2006.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 2nd day of March, 2009.



Carol H. Lee
Town Clerk



AUTHORIZING RESOLUTION OF THE
TOWN OF ANDOVER
BOARD OF SELECTMEN

CERTIFICATION:

I, Carol H. Lee, Town Clerk of the Town of Andover, Connecticut, do hereby certify that the following is a true and correct copy of a resolution adopted by the Andover Board of Selectmen at its duly called and held meeting on February 4, 2009 meeting, at which a quorum was present and acting throughout, and the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

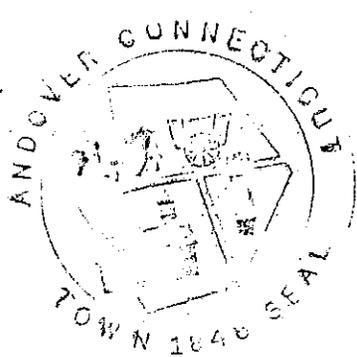
RESOLVED that the Town of Andover may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate and further resolve that Robert F. Burbank, as First Selectman of the Town of Andover, is 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 First Selectman and that he has held this office since June 24, 2006.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 25th day of August, 2010.

Carol H. Lee

Carol H. Lee
Town Clerk



RESOLUTION

STATE OF CONNECTICUT

COUNTY OF TOLLAND

SS: Andover

March 28, 2011

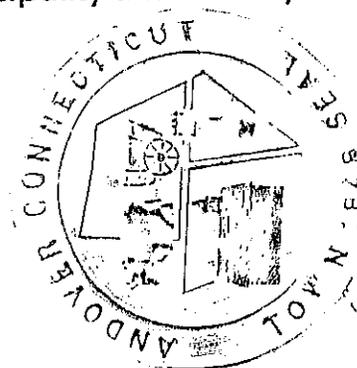
BE IT RESOLVED BY THE Board of Selectmen for the Town of Andover. That I, Carol H. Lee, Town Clerk of the Town of Andover, a municipality organized under the laws of the State of Connecticut, hereby certifies that the following is a full and true copy of the resolution adopted at a meeting of the Board of Selectmen of said municipality, duly held on the 26th day of March, 2007:

Resolution authorizing 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 for the Elderly and Disabled Demand Responsive Transportation Expanded Program and to affix the corporate seal.

Also, I do further certify that the above resolution has not been in anyway altered, amended or repealed, and is now in full force and effect. **IN WITNESS WHEREOF**, I have set my hand and affixed the municipal seal of said municipality this 28th day of March, 2011.

TOWN OF ANDOVER, CT
OFFICE OF THE TOWN CLERK

Carol H. Lee



I, Carol H. Lee, Town Clerk of the Town of Andover, Certify that the resolution noted above is still in full force and effect as of this 28th day of March, 2011.

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.

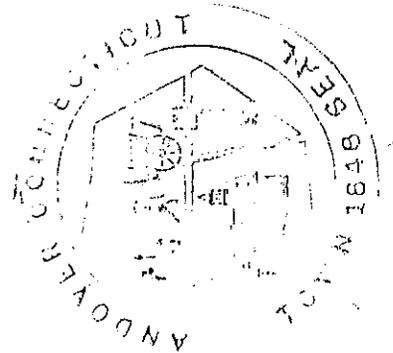
Robert F. Burbank
Robert F. Burbank
First Selectman

Jay K. Linddy
Jay K. Linddy
Vice-First Selectman

Elaine M. Buchardt
Elaine Buchardt
Selectman

David Ziff
Selectman

Linda Knowlton
Selectman



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

The *Route 6 Hop River Corridor Economic Development Strategy and Master Plan Study* accomplishes the
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;
- four town Memorandum of Understanding adopted in 2005; and

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

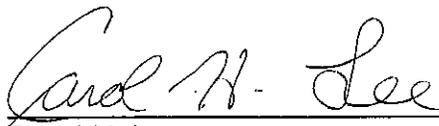
Therefore, be it RESOLVED,
The Board of Selectmen/Town Council endorses *The Route 6 Hop River Corridor Economic Development
Master Plan Study* and the work of the Route 6 Economic Development Council to promote
development in the Route 6 Corridor.

CERTIFICATION

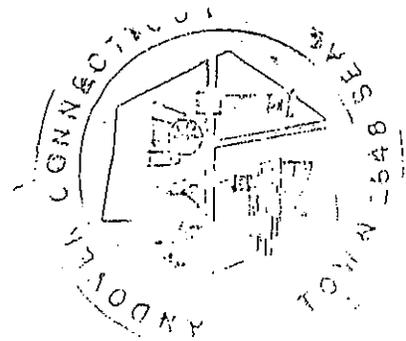
I, Carol H. Lee, Town Clerk of the Town of Andover, duly elected and qualified according to law and having custody of the seal of the Town of Andover, hereby certify that the following is a true and correct copy of a resolution duly adopted at a regular meeting of the Board of Selectmen of the Town of Andover held on April 6, 2011 and that said resolution has not been amended, rescinded or revoked and remains in full force and effect.

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 27 day of June, A.D. 2011.



Carol H. Lee
Town Clerk



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

Andover Board of Selectmen

509

Regular Meeting – Wednesday December 5, 2012 7pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

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 minutes:
 - 4.1 Regular Meeting: October 3, 2012
5. Treasurer's monthly report;
 - 5.1 Monthly Fund Balances:
 - 5.2 Monthly Financial Report:
6. Tax Refunds: Chevrette, David & Sandra \$ 1,254.42, Hurst, Shari \$ 64.06, Hurst Farm \$ 18.79, Hurst, James \$ 9.66, Hall, Lisa & Mark \$ 5.16, Hall, Wesley \$ 37.61, EcEntire, Lucas \$ 41.18 Knowlton, David \$97.64, Rupar Lynn \$134.90, Fitzpatrick, Tracy \$ 214.68.
7. Tax Collector's:
 - 7.1 Tax Collection report: October 2012, monthly report
 - 7.2 Tax Collection report: November 2012, monthly report
 - 7.3 Tax Collection report: 7/01/12 to 11/31/12
- Web Site Committee: Update on Web Site.
9. Andover Municipal Agent / Social Services search:
10. Safety Committee:
 - 10.1 Safety Committee Minutes: October 18, 2012 meeting
 - 10.2 Fire & Emergency Evacuation Plan:
11. Old Andover Town Hall: Project (new roof).
12. Recreation Holiday Craft Fair:.
13. Long Hill Road Recreation Complex:
14. C. I. P. request for 2013 – 2014: Andover Fire Department and Town Public Works.
15. Finance Board request for 2012-2013 Budgets: All Town budgets due by Jan 11, 2013.
16. Administrative Assistant Position:
17. Andover School District: Special Education excess cast grant
18. Andover Holiday Sing-a-Long: Sunday December 23, 2012 6PM
19. Liaison Reports:
20. Public Speak:
- 21.. Next Board of Selectmen: November 7, 2012 (Regular monthly meeting).
- Adjourn

RECEIVED FOR RECORD

11-29-12 @ 1:01 PM

Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Minutes from Wednesday, December 5, 2012 – Regular Monthly Meeting
 Community Room – Town Office Building
 17 School Road, Andover, CT 06232

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

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

BOS Members:

Present: Robert F. Burbank, First Selectman, Jay K. Linddy, Vice First Selectman, Elaine Buchardt,
 Julia Haverl, Cathy Desrosiers

Absent: All present.

Other Attendees: Diane Grenier, Deb Toupenca, Tom Toupenca, Dennis Foran, Jay Kamins

Agenda Item #2: Public Speak: None

Agenda Item #3: Opportunity to Add or Delete Agenda Items:

Jay K. Linddy added agenda item #8.5: Shared Economic Development Services Proposal.

Jay K. Linddy also added a correction to the tax refunds listed on the agenda. Victor McEntire is listed on the refunds listed in the package but not on the agenda. Also, Lucas McEntire's name is misspelled on the agenda.

Jay K. Linddy motioned to add the above two items to the agenda.

Elaine Buchardt seconded. No discussion.

Vote: 3-0-0 / Motion passed.

Please note that the vote is 3-0-0 as two of the selectmen had not yet arrived.

Agenda Item #4: Approval of Board of Selectman Minutes:

4.1 Regular monthly meeting on Wednesday, October 3, 2012

Jay K. Linddy motioned to approve the minutes from the 10-03-12 BOS regular monthly meeting.

Elaine Buchardt seconded. No discussion.

Vote: 4-0-0 / Motion passed.

Please note that the vote is 4-0-0 as one of the selectmen had not yet arrived.

Agenda Item #5: Treasurer's Monthly Report:

5.1 Monthly Fund Balance as of 10-31-12

5.2 Monthly Financial Report dated 11-26-12

Jay K. Linddy motioned to receive the two Treasurer's reports.

Julia Haverl seconded. No discussion.

Vote: 4-0-0 / Motion passed.

Please note that the vote is 4-0-0 as one of the selectmen had not yet arrived.

Agenda Item #6: Tax Refunds:

Chevette, David & Sandra: \$1,254.42, Hurst, Shari: \$64.06, Hurst Farm: \$18.79, Hurst, James: \$9.66, Hall, Lisa & Mark: \$5.16, Hall, Wesley: \$37.61, McEntire Lucas: \$41.18, Knowlton, David: \$97.64, Rugar, Lynn: \$134.90, Fitzpatrick, Tracy: \$214.68, McEntire, Victor: \$18.85, McEntire Lucas: \$41.18.

Jay K. Linddy motioned to approve the above 12 tax refunds totaling \$1,938.13 as recommended by the Tax Collector.

Elaine Buchardt seconded. No discussion.

Vote: 4-0-0 / Motion passed.

Please note that the vote is 4-0-0 as one of the selectmen had not yet arrived.

Agenda Item #7: Tax Collector's Reports:

7.1 Tax Collection Report: October 2012, monthly report

7.2 Tax Collection Report: November 2012, monthly report

7.3 Tax Collection Report: 07-01-12 to 11-30-12

It is noted that there are three reports this month because the November 7, 2012 BOS regular monthly meeting was canceled.

Jay K. Linddy motioned to receive the reports from the Tax Collector. Elaine Buchardt seconded. No discussion.

Vote 4-0-0 Motion passed.

Please note that the vote is 4-0-0 as one of the selectmen had not yet arrived.

Agenda Item #8: Web Site Committee:

Elaine Buchardt explained to the BOS that the web site committee has not been meeting. There is \$500 in the web site budget to cover expenses including paying for the domain name. Jay Kamins has been paying the hosting fees with his own money. The town has a credit card to use and the town will be paying for this from now on.

Jay K. Linddy motioned to reimburse Jay Kamins for the amounts of \$75.00 and \$86.00 for town web site related expenses. Julia Haverl seconded. No discussion.

Vote 4-0-0 Motion passed.

Please note that the vote is 4-0-0 as one of the selectmen had not yet arrived.

The next item discussed was having a quarterly stipend to pay for web site expenses.

Jay K. Linddy motioned to allocate \$100 quarterly, or \$400 annually for web site administrative fees for the 2012- 2013 budget. Elaine Buchardt seconded. Discussion: Robert F. Burbank said that amount sounds reasonable and will help with having regular web updates and for training those who need training on updating the site with information. Robert F. Burbank requested an invoice from Jay Kamins for the amount to be reimbursed. Robert F. Burbank also talked about having a procedure in place for adding information to the web site as well as a policy for what content goes on the web. Web site funds are a part of the BOS's budget. The BOS will work on the details.

Vote 5-0-0 Motion passed.

Agenda Item #8.5: Shared Economic Development Services Proposal

Joyce Stille, Administrator for Town of Bolton, provided information for the Shared Economic Development Services Proposal. Elaine Buchardt briefly explained the background behind this. There are ideas and visions for development changes for traffic safety, new business, and so on along route 6. Towns together can do more than one town on its own. Elaine Buchardt further explained that a need to hire someone to start moving on the plans was identified. There is a grant to write to request a part time staff person to do this planning and also to do a leakage study. The goal of the leakage study is to determine how much money is leaking out of the town for services provided elsewhere that could be provided by the town. This is a regional proposal to get these ideas, plans, and visions going. Elaine Buchardt also mentioned proposing a grant to cover three gateway signs to put along route 6. Joyce Stille explained that the grant is state funded and is only for regional type efforts. Robert F. Burbank added that this will be a major assistance to Andover and is a good way to start. The plan can identify sections of areas to add business and suggest what businesses to go after. Plans in place now are out of date and it is time to take a fresh approach. Andover will enable a first step by passing a resolution. Joyce Stille answered remaining questions to the satisfaction of the BOS.

Jay K. Linddy motioned for the following resolution of endorsement:

Resolved: That the Board of Selectman as the legislative body of the Town of Andover hereby endorses the Regional Performance Incentive Program proposal referenced in Section 5 of Public Act 11-61 (An Act Concerning Responsible Growth) for the following project to be submitted by the Towns of Bolton, Coventry, Andover and Columbia:

Shared Economic Development Services Proposal for Route 6
Regional Economic Development Council Consisting of the Towns of
Bolton, Coventry, Andover and Columbia.

Julia Haverl seconded.

Discussion: After adoption by the BOS, the resolution needs to be certified. Cathy Desrosiers agreed that having a vision will help the lack of businesses which has crippled our town's growth in taxes and by putting a plan in place gets things started and can be chipped away at over time.

Vote 5-0-0 Motion passed.

A second resolution was discussed for hiring a planner to do a long range plan as required by the state. If Andover and Bolton combine it will offset the cost of the planner.

Jay K. Linddy motioned for the following resolution of endorsement:

Resolved: That the Board of Selectman as the legislative body of the Town of Andover hereby endorses the Regional Performance Incentive Program proposal referenced in Section 5 of Public Act 11-61 (An Act Concerning Responsible Growth) for the following project to be submitted by the Towns of Andover and Bolton:

The joint preparation of individual Plans of Conservation and
Development for the Towns of Andover and Bolton pursuant to
CGS, Section 8-23

Julia Haverl seconded. No Discussion.

Vote 5-0-0 Motion passed.

Agenda Item #9: Andover Municipal Agent /Social Services search:

Jay K. Linddy reported that the person hired for this position decided not to take and the ad for the position has been run again. Interviews will be done in the next week or two.

Agenda Item #10: Safety Committee:

10.1 Safety Committee Minutes: October 18, 2012 meeting

10.2 Fire & Emergency Evacuation Plan:

Jay K. Linddy updated the BOS on the Safety Committee's meeting held on December 4, 2012 and provided minutes from that committee's previous meeting on October 18, 2012. Items reported on included the following: state regulation requires Fire & Emergency Evacuation Plan maps in every room of town buildings, the Safety officer made arrangements with Fire Chief to show town personnel procedure for using a fire extinguisher, there were no injuries in the past 12 months in public buildings, the extermination of mice in the town hall building, and getting a defibrillator.

Agenda Item #11: Old Andover Town Hall: Project (new roof)

Robert F. Burbank updated the BOS on the roof project. Replacing the roof is in progress along with some chimney work. Also under this agenda item is it noted that paving of the landing to the old fire house building has been started.

Agenda Item #12: Recreation Holiday Craft Fair:

Jay K. Linddy reported that the event took place on Saturday, December 1, 2012 and explained that the recreation department took over the fair that originally was run by the school PTA. The event raised \$210.00 from table fees. These funds will be used for the Andover Recreation Scholarship Fund. The scholarship fund will be awarded to college students who have participated in Andover recreation programs and may be used towards books and other college related expenses.

Agenda Item #13: Long Hill Road Recreation Complex:

Robert F. Burbank reported that request for proposals have gone out and the committee will be determining the award of the contract. The committee will make recommendations to the town and then have a public hearing to explain the details of the projects. Some ideas for the recreation complex include a jogging track, a small pavilion for hosting events, and other ideas that could generate income from the property. Robert F. Burbank said that things are moving forward now and that the committee is working with the grant administrator to follow all the rules.

Agenda Item #14: C.I.P. Request for 2013 – 2014: Andover Fire Department and Town Public Works

Jay K. Linddy provided a letter from Wallace Barton, Chairman of the Fire Department with four items for approval from the BOS and to be presented to the C.I.P. Committee. The four request are for (1) 10 portable radios - \$7,124.00, (2) 16 Scott Air paks - \$75,760.00, (3) Repair and Seal Apparatus floor - \$40,000.00 and (4) Vehicle Exhaust System - \$61,240.00. Elaine Buchardt, C.I.P. Chair, said they will meet with the fire commission. Also, Public Works is looking to replace their truck at a cost of \$150,000. Julia Haverl motioned to forward these requests to C.I.P.

Jay K. Linddy seconded. Discussion: Jay K. Linddy said that the tax payers are not looking for any increase in the mill rate and that the town has to decide on what is really needed.

Vote 5-0-0 Motion passed.

Agenda Item #15: Finance Board request for 2013-2014 Budgets: All Town budgets are due by January 11, 2013.

Item is for information only and the BOS will get working on the BOS budget in early January, 2013.

Agenda Item #16: Administrative Assistant Position:

Jay K. Linddy reported that three people were interview for this position and the hiring committee recommends Penny Sousa Auer. This candidate lives in Andover and has a background as an administrative assistant along with experience with computers and web design. She was also on the Charter Review Committee.

Jay K. Linddy motioned to hire Penny Auer for the Administrative Assistant Position.

Elaine Buchardt seconded. No discussion.

Vote 5-0-0 Motion passed.

Agenda Item #17: Andover School District: Special Education Excess Cost Grant

Jay K. Linddy explained that the Andover Elementary School Board of Education has returned \$39,000 to the town. The funds were part of \$89,591.70 budgeted for special education but not all that was budgeted was spent. The \$39,000 is money that has been taxed and has to be returned to the town budget. The balance of approximately \$50,000 left in the special ed account is for any

increases in special ed expenses and will remain allocated for that purpose for the next six months. The \$39,000 goes in to the town's general fund. There was discussion if these funds could be used for the Norton fund. Jay K. Linddy explained that the Norton Fund is a charitable fund and not tax dollars. It is noted that the Norton fund received seven donation checks this past week because of an article in the paper.

Line Buchardt motioned to accept the \$39,000 from the AES BOE budget that comes monies not spent out of the Special Education Excess Cost Grant budget item.

Jay K. Linddy seconded. No further discussion.

Vote 5-0-0 Motion passed.

Agenda Item #18: Andover Holiday Sing-a-long on Sunday, December 23, 2012, 6PM

This town event will be outside at the gazebo with bonfires, singing, hayrides and more.

Agenda Item #19: Liaison Reports:

No liaison reports.

Agenda Item #20: Public Speak:

Diane Grenier spoke to the BOS about the light issue at Monument Park. Ms. Grenier said that since the electric box was replaced there has been a problem with the circuit breaker popping when it rains or snows.

Jay K. Linddy explained that the electric box was hit by a car and cost the town \$600 to repair. When the BOS works on their budget they will allocate money to maintain the lighting. For now, someone needs to flip the circuit breaker to get the light back on.

Dennis Foran thanked the BOS for the information on C.I.P. Mr. Foran also stated that on Sunday afternoon he heard small arms firing nearby his home and it carried on for about an hour. Robert F. Burbank suggested that next time he hears them to call 911 and have the state trooper follow up.

Cathy Desrosiers commented on the news item she heard that Connecticut is one of four states in the union that is considering increasing school hours by 300 hours per year.

Agenda Item #21: Next Board of Selectmen Meeting: Wednesday, January 2, 2013 (Regular monthly meeting) at 7:00 pm

Agenda Item #22: Adjourn: Jay K. Linddy motioned to adjourn the meeting at 8:45 pm. Cathy Desrosiers seconded. No discussion.

Vote: 5-0-0 / Motion passed.

Minutes respectfully submitted by:

Marie Smith, Board Clerk

December 7, 2012

RECEIVED FOR RECORD
12-10-12 @ 11:58 AM
Margaret H. Bush
Asst. TOWN CLERK

ATTACHMENT Item 8.5

TOWN OF ANDOVER

BOARD OF SELECTMEN

Resolution of Endorsement

Resolved: That the Board of Selectmen as the legislative body of the Town of Andover hereby endorses the Regional Performance Incentive Program proposal referenced in Section 5 of Public Act 11-61 (An Act Concerning Responsible Growth) for the following project to be submitted by the Towns of Andover, Bolton, Coventry and Columbia:

Shared Economic Development Services Proposal for the Route 6 Regional Economic Development Council Consisting of the Towns of Andover, Bolton, Coventry and Columbia.

Signed this 5 day of December 2012.

Robert F. Burbank

Robert F. Burbank
First Selectman

Julia Haverl
Selectman

Elaine Buchardt

Elaine Buchardt
Selectman

Jay K. Lindy

Jay K. Lindy
Vice-First Selectman

Cathleen Desrosiers

Cathleen Desrosiers
Selectman

TOWN OF ANDOVER

BOARD OF SELECTMEN

Resolution of Endorsement

Resolved: That the Board of Selectmen as the legislative body of the Town of Andover hereby endorses the Regional Performance Incentive Program proposal referenced in Section 5 of Public Act 11-61 (An Act Concerning Responsible Growth) for the following project to be submitted by the Towns of Andover and Bolton:

The joint preparation of individual Plans of Conservation and Development for the Towns of Andover and Bolton pursuant to CGS, Section 8-23

Signed this 2nd day of December, 2012.



Robert F. Burbank

First Selectman

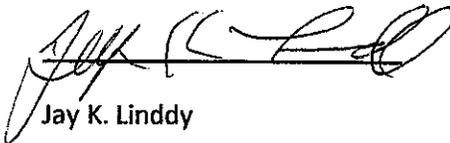
Julia Haverl

Selectman



Elaine Buchardt

Selectman



Jay K. Linddy

Vice-First Selectman



Cathleen Desrosiers

Selectman

Town of Andover

Office of the Vice First Selectman
17 School Road, Andover, CT 06232
Phone: (860) 742-4035 ext 214



To: Andover Town Clerk
From: Board of Selectmen
Date: October 3, 2012
Re: Meeting Schedule for 2013

*Revised by Jay Linddy
for Feb & April dates*
RECEIVED FOR RECORD
12-13-12 @ 3:30 PM
Margaret H. Busch
Asst. TOWN CLERK

The following dates for the regular monthly meeting of the Andover Board of Selectmen for the year 2013. The meetings will be scheduled to begin at 7:00pm in the Andover Community Center 17 School Road.. Special meetings will be scheduled as needed.

January 2, 2013	February 5, 2013 <i>Feb 6, 2013</i>	March 6, 2013
April 9, 2013 <i>Apr 9</i>	May 1, 2013	June 5, 2013
July 10, 2013	August 7, 2013	September 4, 2013
October 2, 2013	November 6, 2013	December 4, 2013

Attached is a copy of the Board of Selectmen October 3, 2012 minutes.

Respectfully submitted by
Jay K. Linddy

RECEIVED FOR RECORD
10-09-12 @ 8:15 am with
TOWN CLERK *mine*