

# Andover Board of Selectmen

Regular Meeting – Wednesday January 2, 2013 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: December 5, 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:
8. Andover Municipal Agent / Social Services search:
9. Safety Committee:
  - 9.1 Safety Committee Minutes: December 4, 2012 meeting
  - 9.2 Fire & Emergency Evacuation Plan:
10. Old Andover Town Hall: (new roof).
11. Old Fire House:
12. Long Hill Road Recreation Complex: Update
13. C. I. P. request for 2013 – 2014: Andover Fire Department and Town Public Works.
14. 2013-2014 Budget:
15. Times Farm Bridge Invoice. CME Associates 80% grant 20% town
16. Andover Holiday Sing-a-Long: Sunday December 23, 2012 6PM
17. Liaison Reports:
18. Public Speak:
19. Next Board of Selectmen: February 6, 2013 (Regular monthly meeting).
20. Adjourn

RECEIVED FOR RECORD  
12-31-2012 @ 1:05pm  
*Caree N. Dea*  
TOWN CLERK

**Andover Board of Selectmen**  
**Minutes from Wednesday, January 2, 2013 – 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

**Absent:** Julia Haverl, Cathy Desrosiers

**Other Attendees:** Robert Wanagel, Georgette Conrad, Virginia Wanagel, Dianne Grenier

**Agenda Item #2: Public Speak:** Robert Wanagel wished all a Happy New Year.

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

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

**4.1 Regular Meeting: December 5, 2012**

Jay K. Linddy motioned to approve the minutes from the 12-05-12 BOS regular meeting. Elaine Buchardt seconded. No Discussion.

**Vote: 3-0-0 / Motion Passed.**

**Agenda Item #5: Treasurer's Monthly Report:**

**5.1 Monthly Fund Balances:**

**5.2 Monthly Financial Report dated 12-31-12:**

Board of Selectman received the Treasurer's Reports.

**Agenda Item #6: Tax Refunds:**

Collazo, Diane: \$9.52; EMKAY Trust: \$200.75; GMAC: \$421.64; Johnson, William: \$53.99; McPeck, Heather: \$63.87; Shea, Tim & Laura: \$39.04; Wells Fargo Home Mortgage: \$3,366.44; Wells Fargo Home Mortgage: \$765.38.

Jay K. Linddy motioned to approve the above eight tax refunds totaling \$4,920.63 as recommended by the Tax Collector.

Elaine Buchardt seconded. No Discussion.

**Vote: 3-0-0 / Motion Passed.**

**Agenda Item #7: Tax Collector's Reports:**

**7.1 Tax Collection Report:** Board of Selectmen received the reports.

**Agenda Item #8: Andover Municipal Agent/Social Services search:**

Jay K. Linddy reported that the person hired for this position has decided not to take it. The ad may run again.

**Agenda Item #9: Safety Committee:**

**9.1 Safety Committee Minutes:** December 4, 2012 meeting. BOS reviewed the minutes.

**9.2 Fire & Emergency Evacuation Plan:** Jay K. Linddy reported that a drill was completed.

**Agenda Item #10: Old Andover Town Hall:** (new roof)

Robert F. Burbank reported that the roof and chimney work has been completed.

**Agenda Item #11: Old Fire House:**

Jay K. Linddy reported that the paving of the landing at the old fire house has been completed and the seniors are very happy.

Robert F. Burbank mentioned that water was pooling and that may mean ice would form and said a drain may be needed. Jay K.

Linddy reported that the Safety Committee recommended a fix for this be done immediately.

**Agenda Item #12: Long Hill Recreation Complex:** Update

Robert F. Burbank reported that on January 10, 2013 there will be an on site walk with the Wetlands Committee and the Engineering Company.

**Agenda Item #13: C.I.P. Request for 2013 – 2014: Andover Fire Department and Town Public Works**

Elaine Buchardt reported that the C.I.P met with the Fire Commission on December 20, 2012 but nothing was voted on because they did not have a quorum. Voting will take place at the next meeting.

**Agenda Item #14: 2013 – 2014 Budget:**

Robert F. Burbank reported that he has been working on the budget and needs additional information from Public Works. Robert F. Burbank also discussed funds being taken from budgeted fuel oil expenses since the town now has locked in rates. Jay K. Linddy reminded the BOS that 2% more will be taken from paychecks for Social Security and that Health Insurance expenses will be increasing by a minimum of 20% for Andover and RHAM.

**Agenda Item #15: Times Farm Bridge Invoice.** CME Associates 80% grant 20% town

Jay K. Linddy motioned to pay, as agreed on in the signed contract, \$8,802.30 to CME Associates, Inc., for invoice dated November 30, 2012. Elaine Buchardt seconded. Discussion: Some monies will be returned from the state.

**Vote: 3-0-0 / Motion Passed.**

**Agenda Item #16: Andover Holiday Sing-a-Long:** Sunday, December 23, 2012 6PM

Jay K. Linddy reported that the Sing-a-Long was a success and everyone had a good time. Santa enjoyed having the wireless mike to better hear the children and their wishes. Jay K. Linddy mentioned that Santa was looking about 40 lbs under weight.

**Agenda Item #17: Liaison Reports:**

Elaine Buchardt reported that the Senior Transportation Committee is very happy with the new paving at old fire house. No further liaison reports.

**Agenda Item #18: Public Speak:**

Virginia Wanagel said there was a very strong fuel like smell at the old fire house today. Robert F. Burbank will check on this and also will check with the furnace cleaning people. Robert Wanagel commented that there was a truck outside and thinks the smell may have been exhaust fumes from the truck. Georgette Conrad also commented on the old fire house cleaning inside the building and that the vacuum cleaner wasn't working very well. Robert F. Burbank will check out the vacuum at the old firehouse as the scheduled cleaning. Jay K. Linddy congratulated the UCONN Girl's Basketball Team.

**Agenda Item #19: Next Board of Selectmen Meeting: February 6, 2013:** (Regular monthly meeting)

Robert F. Burbank will get the Board of Selectmen together before the regular meeting to work on the BOS budget.

**Agenda Item #20: Adjourn:** Jay K. Linddy motioned to adjourn the meeting at 7:30 pm. Elaine Buchardt seconded. No discussion.

**Vote: 3-0-0 / Motion Passed.**

Minutes respectfully submitted by:

Marie Smith, Board Clerk

January 4, 2013

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

# Andover Board of Selectmen

Special Meeting – Tuesday January 22, 2013 11am  
Town Office Building (Community Room) 17 School Road, Andover, CT.

## Agenda

1. Call to Order:
2. Long Hill Road Recreation Complex: Appoint CLA Engineers, Inc. as engineer of project.
3. Next Board of Selectmen Meeting: February 6, 2013 (Regular monthly meeting).
4. Adjourn

RECEIVED FOR RECORD

01-17-13 @ 3:10 PM

*Margaret Y. Busch*

*Asst.* TOWN CLERK

**ANDOVER BOARD OF SELECTMEN  
Special Meeting - Tuesday January 22, 2013  
Town Office Building**

**Minutes**

**AGENDA # 1**      **CALL TO ORDER / PLEDGE OF ALLEGIANCE:** First Selectman Robert Burbank, called the meeting to order at 11:00am with the Pledge of Allegiance.

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

**Public present: NONE**

**AGENDA # 2**      **Long Hill Road Recreation Complex:** Motion made by Jay K. Linddy to appoint CLA Engineers, Inc. as engineer of Long Hill Road Recreation Complex. Elaine M Buchardt seconded the motion.

**VOTE    3 – 0 – 0 Motion passed**

**AGENDA # 3**      **Next Board of Selectmen Meeting:** February 6, 2013 (Regular Monthly Meeting.)

**AGENDA # 4**      **Adjourn:** Motion made by Jay K. Linddy to adjourn at 11:06am, Elaine M Buchardt seconded the motion.

**VOTE    3 – 0 – 0 Motion passed**

**Selectwoman Haverl arrived at 11:08am**

Respectfully Submitted  
Jay K. Linddy

RECEIVED FOR RECORD  
01-22-13 @ 2:52 PM  
*Margaret H. Busch*  
Act. TOWN CLERK

# ATTACHMENT

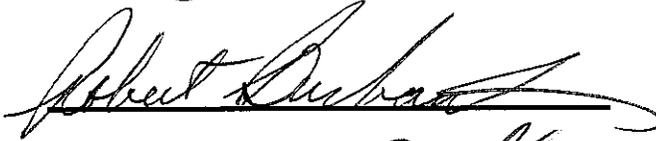
## Andover Board of Selectmen

### Special Meeting

Tuesday January 22, 11:00am

Town Office Building / Community Room

### Sign In Sheet - Please Print Name



Robert F. Burbank



Jay K. Lindy



Elaine Buchardt

\_\_\_\_\_

Julia Haverl

\_\_\_\_\_

Cathy Desrosiers

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Andover Board of Selectmen

Special Meeting – Monday January 28, 2013 4pm  
Town Office Building (Community Room) 17 School Road, Andover, CT.

## Agenda

1. Call to Order/Pledge of Allegiance:
2. Public Speak:
3. 2013-2014 Budget work shop
4. Next Board of Selectmen: February 6, 2013 (Regular monthly meeting).
5. Adjourn

RECEIVED FOR RECORD  
1-24-2013 @ 3:45PM  
*Carolee Lee*  
TOWN CLERK

**Andover Board of Selectmen  
Meeting Minutes from 28 January 2013  
Town Office Building Community Room  
17 School Road  
Andover, CT 06232**

**Type of Meeting:** Special Meeting

Robert Burbank, First Selectman, called the meeting to order at 4:05 p.m.

**Members:**

Present: Robert Burbank, Elaine Buchardt and Jay Linddy

Absent: Cathy Desrosiers and Julia Haverl

**Other Attendees:**

None

**Budget 2013-2014:**

J.Linddy made a motion to give a 2% raise to all full time non-union town employees.  
E. Buchardt seconded.

**Vote: 3-0-0 / Motion Carried**

All no change motions made by J. Linddy and seconded by E. Buchardt.  
No changes to Board of Selectmen Line item 101  
No changes to Town Attorney Line item 107.  
No changes to Probate Court Line item 119.  
No change to Dog Damage Line item 133.  
No change to Civil Preparedness Line item 135.  
No change to Insurance Line item 137.  
No change to Custodian Line item 147.  
No change to Dog Fund Line item 151.  
No change to Historical Line item 153.  
No change to Ethics Commission Line Item 155.  
No change to NL-Health Officer Line 201.  
No change to NL-Visiting Nurse Line 203.  
No change to NL-North Central Mental Health Line 205.  
No change to Snow Removal Line item 303.  
No change to Lighting Line item 305.  
No change to Town Aid Roads Line item 307.  
No change to Town Engineer Line item 311.  
No change to Memorial Day Committee Line item 601.

No change to Recreation Commission Line item 603.  
 No change to Recycling Line item 703.  
 No change to Economic Development Commission Line Item 801.  
 No change to Zoning Agent Line item 817.  
 No change to CRCOG,GHA,CCM,COST Line item 819.  
 No change to Debt Retirement Line item 1201.  
 No change to Interest Expense Line item 1203.

**Vote: 3-0-0 / Motions Carried**

All changes to following line items motioned by J. Linddy and seconded by E. Buchardt

105-325 Actuarial Services increased \$500 to \$3000.  
 Total line 105 Auditor/Actuary \$18000.

109-120 Wages/Treasurer Clerk increase 2% of \$531.49 to \$27105.79  
 Total line 109 Treasurer/Financial \$45709.48

111-100 Salary Tax Collector increase of 776.33 to \$39602.83  
 111-438 Equipment Maintenance Tax increase of \$1200 to \$7000.  
 111-805 Tax Refunds decrease \$6000 to 0.  
 Total line 111 Tax Collector is \$49516.56

113-120 Salary Assistant Assessor increase \$581.22 to \$29845.90  
 113-100 Salary Assessor no change. Assessor not taking a raise.  
 Total line 113 Assessor \$69134.34

117-120 Assistant Salary – Town Clerk increase \$397.25 to \$20259.53

123-530 Telephone –Old Town Hall increase \$25 to \$500.  
 123-601 Electricity-Old Town Hall decrease \$25 to \$495.  
 Total line 123 Old Town Hall remains at \$1645.

**Vote: 3-0-0 / Motions Carried**

The remaining changes were motioned by B. Burbank and seconded by E. Buchardt.

127-540 Legal Ads decrease by \$1000.  
 Total line 127 Ads is \$4000.

129-315 Payroll Service-Town increase \$200 to \$4850.  
 129-537 Internet Cable Office increase \$100 to \$1450.  
 Total line 129 Town Office Building is \$67951.68

131-360 Website increase \$500 to \$600.  
 Total line 131 NL-Admin Assistant and Clerk \$7100.

149-530 Telephone - Old Fire House increase \$100 to \$600.

149-601 Electricity –Old Fire House decrease \$200 to \$2000.  
 149-603 Fuel Oil-Old Fire House increase \$100 to \$3600.  
 Total line 149 Old Fire House Line no change.

207-844 AHM Youth Services decrease \$2519.84 to \$36565.52.  
 Total line 207 AHM Youth Services \$36565.52.

301-100 Salary – Public Works increase \$2956.70 to \$150791.70  
 301-602 Diesel decrease \$2000 to \$28000.  
 301-603 Gasoline increase \$2000 to \$5000.  
 301-732 Signs increase \$150 to \$1900.  
 Total line 301 P.W.Dept. \$231,921.70

309-215 Medical Drug decrease \$150 to \$350.  
 309-434 Furnace increase \$100 to \$700.  
 309-490 Alarm increase \$50 to \$250.  
 Total line 309- Town Garage no change.

313-420 Mowing increase \$400  
 Total line 313 Ground Care \$8700.

403-375 Contract State Fee-Law increase \$3107.47.  
 Total line 403 Resident Trooper \$119429.36

Add line item to 501 Welfare to reflect Access for fuel assistance.  
 Put \$200 in that new line item.  
 Total line 501 WELFARE \$3952.

701-438 Maintenance decrease \$200 to \$5200.  
 701-601 Electricity increase \$200 to \$1600.  
 701-998 Tipping Fees decrease \$2000 to \$55000.  
 Total line 701 Transfer is \$154195.

807-120 Clerks Wages-Building increase 576.41 to \$28396.71  
 Total line 807 Building Department is \$46201.701

**Vote: 3-0-0 / Motions Carried**

The following items are not to go through the BOS: They go directly to BOF.

115-BD Assessment Appeals  
 117- Town Clerk (with the exception of assistant town clerk salary)  
 121-Elections  
 125-Registrars  
 401-Fire Department  
 405-Fire Marshall  
 803-P&Z Commission  
 805-Zoning Board of Appeals

The following items are to be discussed at the next BOS meeting on Feb. 6<sup>th</sup>, 2013:

- 141 Employee Benefits.
- 143 Andover Senior Transportation.
- 145 Senior Citizens
- 815-Conservation Commission
- 901 Education
- 1001 Library
- 1101 Capital Expenditures
- 1305 Fund Transfers.

Next meeting is regular BOS meeting Feb 6<sup>th</sup>, 2013 Andover Town Hall

The meeting was adjourned at 5:20 p.m.

**Minutes respectfully submitted by:**  
**Elaine Buchardt**  
**January 30<sup>th</sup>, 2013**

RECEIVED FOR RECORD  
1-30-13 @ 3:40pm  
Carol N. See  
TOWN CLERK

# Andover Board of Selectmen

Regular Meeting – February 6, 2013 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: January 2, 2013 (Regular Meeting), January 22, 2013 (Special-Meeting) and January 28, 2013 (Special Budget Meeting)
5. Treasurer's monthly report;
  - 5.1 Monthly Fund Balances:
  - 5.2 Monthly Financial Report:
6. Tax Refunds: NONE
7. Tax Collector's:
  - 7.1 Tax Collection report:
8. Andover Library:
  - 8.1 Mimi Boxwell: Addressing the lighting issues at the Library.
  - 8.2 C.L.P: Small Business Energy Advantage program.
9. Long Hill Road Recreation Complex: Update
10. C. I. P. request for 2013 – 2014: Andover Fire Department and Town Public Works.
  - 10.1 Minutes January 3, 2012
  - 10.2 Minutes January 22, 2012
11. 2013-2014 Budget:
12. STEAP \$ 175,000. Grant: Times Farm Bridge.
13. Election Emergency Plan:
  - 13.1 Legislation and Elections Administration Division: Emergency Plan Regulations
  - 13.2 Andover Board of Education: Election Emergency Plan
  - 13.3 Resolution: Be it Hereby Resolve: The attached copy of the Emergency Contingency Plan Regulations for Elections is hereby adopted for the Town of Andover by the Andover Board of Selectmen this 6<sup>th</sup> day of February, 2013
14. Andover Municipal Agent / Social Services search:
15. Safety Committee: Joint meeting with Andover Elementary School
16. Liaison Reports:
17. Public Speak:
18. Next Board of Selectmen: March 6, 2013 (Regular monthly meeting).
19. Adjourn

RECEIVED FOR RECORD  
2-4-2013 @ 8:15 am

*Carol M. Jen*  
TOWN CLERK

## Andover Board of Selectmen

Minutes from Wednesday, February 6, 2013 – 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, Cathy Desrosiers, Julia Haverl, Elaine Buchardt

**Absent:** All members present.

**Other Attendees:** W. Barton, Frank Chaves, Mimi Boxwell, John Moro, Georgette M. Conrad, Ron Mike

### Agenda Item #2: Public Speak: None.

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

Jay Linddy motioned to add item #8a - Board of Fire Commission Request. Cathy Desrosiers seconded. No discussion.

**Vote: 4-0-0 / Motion Passed.** (Elaine Buchardt had not yet arrived at the meeting.)

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

#### **4.1 Regular Meeting: January 2, 2013**

Jay Linddy motioned to approve the minutes from the 1-2-13 BOS regular meeting. Robert F. Burbank seconded. No discussion.

**Vote: 2-0-2 / Motion Passed with 2 abstentions by Cathy Desrosiers and Julia Haverl.**

#### **4.2 Special Meeting: January 22, 2013**

Jay Linddy motioned to approve the minutes from the 1-22-13 BOS special meeting. Cathy Desrosiers seconded. No discussion.

**Vote: 3-0-1 / Motion Passed with 1 abstention by Cathy Desrosiers.**

**Special Budget Meeting: January 28, 2013 - Approval of minutes tabled to next BOS regular meeting.**

### Agenda Item #5: Treasurer's Monthly Report:

#### **5.1 Monthly Fund Balances dated 12-31-12**

#### **5.2 Monthly Financial Report dated 1-14-13**

Jay Linddy motioned to receive the Treasurer's reports. Julia Haverl seconded. No Discussion.

**Vote: 4-0-0 / Motion passed**

### Agenda Item #6: Tax Refunds: None.

### Agenda Item #7: Tax Collector's Reports:

**7.1 Tax Collection Report:** No report received.

### Agenda Item #8: Andover Library:

**8.1: Mimi Boxwell:** Addressing the lighting issues at the Library.

**8.2: CL&P:** Small Business Energy Advantage program.

Mimi Boxwell addressed the BOS and provided background information about lighting issues at the town library which included certain areas of the building on the outside that are dark and unsafe. Mimi Boxwell introduced John Moro to the BOS. John Moro, of Echo Company, did a no cost energy audit at the library and explained that the audit showed that the library was a potential candidate for the Small Business Energy Advantage program from CL&P. Additional details presented included that CON SERV, Inc, a CL&P contractor, did an additional audit and provided a two page proposal with details for work to be done at the library to make the lighting brighter and more efficient. It was further explained that the contractor would come in and do the work and bill CL&P and the total cost to the library would be \$2,494.14. CL&P would provide a no cost loan for 3 years. In conclusion, a conservative projected savings/payback period for reduced energy use is \$1,264 in 2 years. John Moro added that the program has been in existence for many years and dozens of local communities are in this program, that no capital is required from the town, and the loan is provided with a 1 year warranty. Jay Linddy added that the school took advantage of the program a few years back and it was paid for in a year and recommended doing this. Robert F. Burbank also agreed that it is a great program, but stated that there was not enough detail in the contract and would need more information before signing. BOS needs to have the full report including what the fixtures will look like, which lights will be replaced and what they will be replaced with. Mimi Boxwell said a detailed

report will be provided and asked to be on the next BOS meeting's agenda. In conclusion, Mimi Boxwell noted that the contract's deadline date is March 9, 2013. The next BOS regular meeting is on March 6, 2013.

**8a: Board of Fire Commission Request:**

Jay Linddy motioned to approved the request from the Fire commission for additional items. Julia Haverl seconded.

Discussion: Wally Barton, Fire Commission, Chair, explained that during the refurbishment of Engine Tank 215, the company, Gowans-Knight, found issues that were not evident when the cost of the refurbishment was originally estimated and recommended other items to be taken care of. The Fire Commission voted to request additional funds to cover all items with the exception of item #3 to paint the interior compartments for the cost of \$4,880.00. The additional cost of \$6,138.00 brings the total cost of refurbishing the vehicle to a total of \$125,612.80, which is below the original allocation of \$130,492.80. The truck is painted and is starting to be put back together and the company should not find more things wrong. The BOS asked many questions and Wally Barton answered them to the satisfaction of the BOS. Jay Linddy moved the question.

**Vote 5-0-0 / Motion passed.**

Robert F. Burbank signed the contract for the Fire Commission.

Jay Linddy reminded the community that on June 22, 2013, the Fire Department is having their 75<sup>th</sup> Anniversary Parade.

**Agenda Item #9: Long Hill Road Recreation Complex: Update.**

Robert F. Burbank explained that the engineer looked at the property on Long Hill and found extensive wet lands.

There was much discussion about the property at Long Hill and that the town initially voted for the complex to be there.

Robert F. Burbank explained that there was a volunteer soccer study and review committee that initially did all the work, made recommendations, and wrote the original proposal for the STEAP grant. It was explained that a soil analysis had not initially been done as there was no money to bring in an engineer to look at that property. Robert F. Burbank and Cathy Desrosiers explained the history involving the senior center and that originally there were two grants, one for the Long Hill field and one for the Senior Center. The initial estimate for the ball field was for \$500,000 and the state awarded \$250,000 which wasn't enough to move the project forward. The request for \$500,000 for a senior center was shaved down to \$200,000 which was not enough. An attempt to upgrade the existing senior center was made, but the state would not approve it because many things were not within code. It would cost approximately \$1,000,000 to build and so the senior center could not be done.

Robert F. Burbank continued to explain that the STEAP grant funded the analysis of the Long Hill property and asked if taxpayers would want to build a tiny recreation field there or a larger complex somewhere else which includes a walking track.

Robert F. Burbank said that the plan has to go back to the town and the process has to be done again.

Cathy Desrosiers expressed concern over the time period that this is taking and that the BOS needs to be prepared to answer why the BOS has been sitting on this for 2 years. Robert F. Burbank explained that there were delays due to the state holding things up when they went from DEP to DEEP. Robert F. Burbank said that the engineer will do soil testing elsewhere and present a new proposal to the town and that the money is locked in and available from the state STEAP grant. Robert F. Burbank said the engineer is going to recommend the best proposal that would be best for the town to get the most from the dollars. There was more discussion about properties that could be looked at but Robert F. Burbank said that for now just the 70 acres behind the school will be looked at and explained that there is a walking path behind the school and not a lot of wet lands. The engineer will survey that property and, weather permitting, should have the initial information within the next 30 days. Julia Haverl asked if there was a drawing or map of the plans and Robert F. Burbank referred to the original proposal that is on file and can be reviewed. Cathy Desrosiers concluded the discussion by saying that the last thing we want is for the public to be disappointed and encouraged all to keep an eye on the goal and keep moving forward.

**Agenda Item #10: C.I.P. Request for 2013 – 2014: Andover Fire Department and Town Public Works:**

**10.1: Minutes: January 3, 2013:**

**10.2: Minutes: January 22, 2013:**

Elaine Bucharth presented 3 capital requests for the 2013 – 2014 budget year and they are as follows:

- 10 new portable radios for the fire department for \$7,124
- Replace 16 Scott Air Packs for \$75,760
- Replace 1987 large angled plow truck with lease to own for \$37,000 a year for five years, which includes warranty.

Total for these items is: \$119,884.00

Julia Haverl motioned that the BOS approve the above 3 CIP requests, approved by the CIP Commission, for the 2013 – 2014 budget year. Jay Linddy seconded. Concern over the 5 year lease was discussed and that the \$37,000 has to be approved each year.

CIP budget comes before BOS and the BOF annually so that amount is to be approved each year.

The BOF will make this clear to the town at the public hearing.

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

**Agenda Item #11: 2013 - 2014 Budget:**

Robert F. Burbank reported that 90 percent of the budgets are done and needs more information on some of the budgets. The BOS will have a special budget meeting on Monday, 2-11-13, at 9:00 am.

**Agenda Item #12: STEAP \$175,000 Grant:** Times Farm Bridge.

Robert F. Burbank provided background on the project leading up to the awarding of the STEAP grant. Jay Linddy motioned to accept the STEAP grant of \$175,000 for the Times Farm Bridge project. Cathy Desrosiers seconded. No further discussion.  
**Vote 5-0-0 / Motion passed.**

**Agenda Item #13: Election Emergency Plan:**

- 13.1: Legislation and Elections Administration Division:** Emergency Plan Regulations
- 13.2: Andover Board of Education:** Election Emergency Plan
- 13.3: Resolution:** Be it Hereby Resolve: The attached copy of the Emergency Contingency Plan Regulations for Elections is hereby adopted for the Town of Andover by the Andover Board of Selectmen this 6<sup>th</sup> day of February, 2013.

Jay Linddy explained that the Secretary of State requires a resolution for this item by March 28, 2013. After much discussion about the need for an emergency contingency plan for elections it was decided that since Cathy Palazzi was unable to present the plan to the BOS this evening, that this item is tabled until the next BOS regular meeting on March 6, 2013. Jay Linddy rescinded the blue copy of the resolution.

**Agenda Item #14: Andover Municipal Agent / Social Services search:**

Robert F. Burbank explained that the two previous people hired for this position had not worked out and after searching and interviewing other candidates the hiring committee has a recommendation. Robert F. Burbank motioned to employ Laurel Andrews for the Municipal Agent/Social Services position. Elaine Buchardt seconded. Discussion: Cathy Desrosiers said it was hard to vote not having met these people. Robert F. Burbank explained that is why there is a committee to hire. Other BOS members requested the resumes for all the applicants. Cathy Desrosiers requested that all BOS members review the resumes and vote on this at the next special meeting on Monday, 2-11-13. It was suggested by Julia Haverl that the BOS should be in an Executive Session for hiring personnel.  
**Motion tabled till the BOS meeting on Monday, 2-11-13.**

**Agenda Item #15: Safety Committee:** Joint meeting with Andover Elementary School

Jay Linddy reported that the Safety Committee met with the school, fire chief and state trooper and went over plans. Jay Linddy further explained that the plans needing further review included designated areas for children and parents in an emergency situation at the school. Julia Haverl asked who was at this meeting. Jay Linddy reported that the principal, superintendent, custodian, school nurse, Fire Chief, Ron Mike, and Robert F. Burbank were present. There was a brief discussion about who is on the Safety Committee and their functions. Jay Linddy added that another lock down drill was recently done at the school and that training is done with all town employees and we are prepared.

**Agenda Item #16: Liaison Reports:**

Senior Transportation Committee: Elaine Buchardt reported that they hired a new driver.  
Planning and Zoning: Julia Haverl reported all is going well.  
No further liaison reports.

**Agenda Item #17: Public Speak:**

Frank Chaves stated that he was very upset about this evening's meeting and said "it was like a comedy show here." He had come to the meeting to support Cathy Palazzi, who was not present.

**Agenda Item #18: Next Board of Selectmen Meeting: March 6, 2013 (Regular monthly meeting)**  
**There will be a BOS special meeting on Monday, 2-11-13 at 9:00 am.**

**Agenda Item #19: Adjournment:** Julia Haverl motioned to adjourn the meeting at 9:00 pm.

Elaine Buchardt seconded. No Discussion.  
**Vote: 5-0-0 / Motion Passed.**

Minutes respectfully submitted by:  
Marie Smith, Board Clerk  
February 8, 2013

RECEIVED FOR RECORD  
2-19-2013 @ 8:15am  
*Carol Haverl*  
TOWN CLERK

# Andover Board of Selectmen

*now*  
Special Meeting – February 11, 2013 9am  
Town Office Building (Community Room) 17 School Road, Andover, CT.

## Agenda

1. Call to Order/Pledge of Allegiance:
2. Public Speak:
3. 2013-2014 Budget:
4. Executive Session: Personnel
5. Andover Municipal Agent / Social search:
6. Next Board of Selectmen: March 6, 2013 (Regular monthly meeting).
7. Adjourn

RECEIVED FOR RECORD  
2-7-13 @ 9:45am  
*Carol N. Lee*  
TOWN CLERK

**ANDOVER BOARD OF SELECTMAN**  
**Special Meeting February 11, 2013 9:00am**  
**Town Office Building (Community Hall)**

**Minutes**

**Present:** First Selectman Robert F. Burbank, Vice First Selectman Jay K. Linddy, Selectmen Elaine Buchardt.

**Absence :** Julia Haverl and Cathleen Desrosiers.

**Public:** None

1. **Call to Order/Pledge of Allegiance:** First Selectman Robert F. Burbank Called the meeting to order at 9:02am, followed by the Pledge of Allegiance.

2. **Public Speak:** None

3. **2013-2014 Budget:** A Motion was made to make the following line item changes by Jay K. Linddy and Seconded by Elaine Buchardt.

Vehicle Maintenance	0143-435	Increase	\$ 1,000.00
Fuel Dial a Ride	0143-603	increase	\$ 1,000.00
Internet Cable	0145-537	decrease	\$ 500.00
Senior Trips	0145-875	increase	\$ 500.00
Employees Benefits	0141-	increase	\$ 50,405.67
N.C. Mental Health	0205-843	increase	\$ 20.00
Capital Out Lay C.I.P.	1101-	Decrease	\$ 29,116.00
Debt Service/School	1201-960	Decrease	\$ 3,765.00

**VOTE: 3 - 0 - 0 (PASSED)**

4. **Executive Session (Personnel):** A Motion was made to go into Executive Session by Elaine Buchardt at 10:50am Seconded by Robert F. Burbank for personnel matter.

**VOTE: 3 - 0 - 0 (PASSED)**

The Board of Selectmen came out of Executive Session at 11:00am with no action taken.

5.

Andover Municipal Agent / Social Worker Director: The interviewing committee recommended Laurel Andrews for the position. Kathy Luntta explained the hiring committee's duties and said that there were seven candidates and all applications resumes were in the books handed out at Board of Selectmen meeting. There were three candidates interviewed. The Board of Selectmen reviewed applications /resumes of all candidates. And agreed with the hiring committee's choice of Laurel Andrews. A motion was made by Elaine Buchardt and scconded by Robert F Burbank to offer the position to Laurel Andrews as was recommended by the hiring committee.

6. VOTE: 3 - 0 - 0 (PASSED)

7.

Adournment: A motion to adjourn the meeting at 12:03pm was made by Elaine Buchardt and seconded by Jay K. Linddy.

VOTE: 3 - 0 - 0 (PASSED)

Respectfully Submitted,

Jay K. Linddy

Page 2 of 2

RECEIVED FOR RECORD  
02-19-13 @ 2:39 PM  
Margaret H. Busch  
Asst. TOWN CLERK

# Andover Board of Selectmen

Special Meeting – February 14, 2013 9:30am

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

## Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Resolution:** Resolved, that Robert F. Burbank, First Selectman, be, and hereby is, authorized to sign the agreement entitled "STEAP Grant Agreement between the State of Connecticut and the Town of Andover for the Rehabilitation of the Times Farm Road Bridge (Bridge No. 04581)."
- 4.. **Adjourn**

RECEIVED FOR RECORD  
2-12-2013 @ 4:15 PM  
*Carol Miller*  
TOWN CLERK

ANDOVER BOARD OF SELECTMAN  
Special Meeting February 14, 2013 9:30am  
Town Office Building (First Selectman Office)

Minutes

**Present:** First Selectman Robert F. Burbank, Vice First Selectman Jay K. Linddy,  
Selectmen Elaine Buchardt, Julia Haverl and Cathleen Desrosiers.

**Public:** None

1. **Call to Order/Pledge of Allegiance:** First Selectman Robert F. Burbank  
Called the meeting to order at 9:30am, followed by the Pledge of  
Allegiance.
2. **Public Speak:** None
3. **Resolution:** Jay K. Linddy made a Motion for a Resolution: Resolved,  
that Robert F. Burbank, First Selectman, be and hereby is authorized  
to sign the agreement entitled "STEAP Grant Agreement between the  
State of Connecticut and the Town of Andover for the Rehabilitation of  
the Times Farm Road Bridge (Bridge No. 04581)." Motion was  
seconded by. Julia Haverl.  
**VOTE: 5 - 0 - 0 (PASSED)**
4. **Adournment:** A motion to adjourn the meeting at 9:39am was made  
by Elaine Buchardt and seconded by Julia Haverl.  
**VOTE: 5 - 0 - 0 (PASSED)**

Respectfully Submitted,

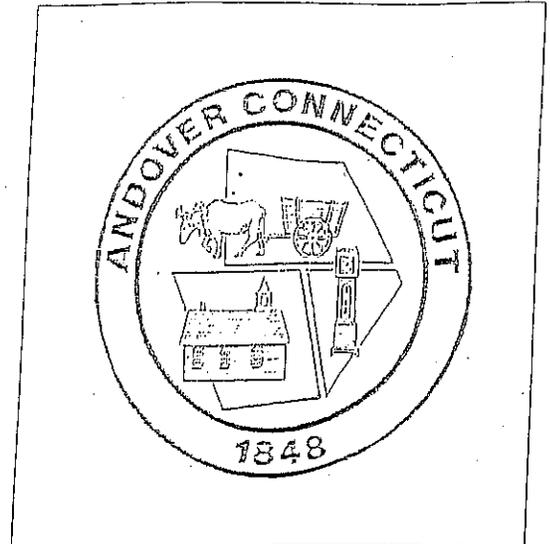
Jay K. Linddy

RECEIVED FOR RECORD  
02-19-13 @ 2:38 PM  
Margaret H. Busch  
TOWN CLERK

# ATTACHMENT

537

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

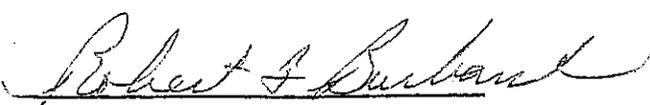
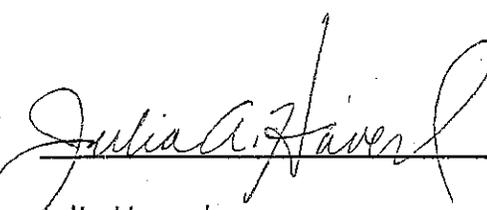


State Project No. 1-105

## RESOLUTION

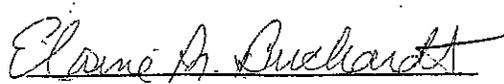
Resolved, that Robert F. Burbank, First Selectman, be, and hereby is, authorized to sign the agreement entitled "STEAP Grant Agreement between the State of Connecticut and the Town of Andover for the Rehabilitation of the Times Farm Road Bridge (Bridge No. 04581)."

ADOPTED BY THE BOARD OF SELECTMEN OF THE TOWN OF ANDOVER, CONNECTICUT, THIS 14 DAY OF FEB, 2013.

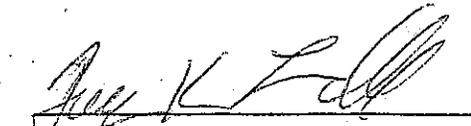
  


Robert F. Burbank  
First Selectman

Julia Haverl  
Selectman



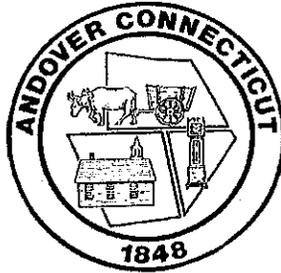
Elaine Buchardt  
Selectman



Jay K. Linddy  
Vice-First Selectman

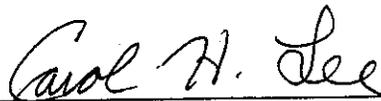


Cathleen Desrosiers  
Selectman



I, Carol H. Lee, Town Clerk of the Town of Andover, do hereby certify that Robert Burbank and Robert F. Burbank are one in the same person, who serves as First Selectman of the Town of Andover, and is authorized and directed to execute and deliver the Agreement entitled "STEAP Grant Agreement for the Rehabilitation of the Times Farm Road Bridge (Bridge #04581) 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 said Agreement, including, but not limited to executing and delivering all agreements and documents contemplated by the Agreement.

IN WITNESS WHEREOF, the undersigned has affixed her signature this 27<sup>th</sup> day of February, 2013.

  
\_\_\_\_\_  
Carol H. Lee  
Town Clerk

# Andover Board of Selectmen

Regular Meeting – March 6, 2013 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: February 6, 2013 (Regular Meeting), February 11, 2013 (Special- Meeting) and February, 2013 (Special Budget Meeting).
5. Treasurer's monthly report;
  - 5.1 Monthly Fund Balances:
  - 5.2 Monthly Financial Report:
6. Tax Refunds: Kathy Enders \$ 48.54
7. Tax Collector's:
  - 7.1 Tax Collection report:
- Andover Library:
  - 8.1 C.L.P: Small Business Energy Advantage program.
9. 101<sup>st</sup> Anniversary of the Girls Scouts: Girls Scout Day Proclamation.
10. State Compliance Audit: For the year ended June 30, 2012.
11. 2013-2014 Budget:
  - 11.1 RHAM proposed 2013-2014 budget
  - 11.2 Town proposed 2013-2014 budget
12. Resolution: Connecticut State Library for a historic Documents Preservation Grant..
13. Election Emergency Plan:
  - 13.1 Legislation and Elections Administration Division: Emergency Plan Regulations
  - 13.2 Andover Board of Education: Election Emergency Plan
  - 13.3 Resolution: Be it Hereby Resolve: The attached copy of the Emergency Contingency Plan Regulations for Elections is hereby adopted for the Town of Andover by the Andover Board of Selectmen this 6<sup>th</sup> day of February, 2013
14. State of Connecticut Elderly and Disable Demand Responsive Municipal Grant Program:
  - 14.1 Resolution
  - 14.2 Maintenance of Effort Certification
  - 14.3 Grant Assignment Certification
15. Liaison Reports:
16. Public Speak:
17. Next Board of Selectmen: April 3, 2013 (Regular monthly meeting).
18. Adjourn

RECEIVED FOR RECORD  
3-4-13 @ 9:46am  
Cassidy-Jones  
TOWN CLERK

## Andover Board of Selectmen

### Draft of Minutes from Wednesday, March 6, 2013 – 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, Cathy Desrosiers, Julia Haverl

**Absent:** All Present

**Other Attendees:** Georgette Conrad, Cathy Palazzi, Michael Palazzi, Diane Grenier, Catherine Magaldi-Lewis, Mimi Boxwell, John Muro

#### Agenda Item #2: Public Speak: None

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

Jay K. Linddy motioned to change agenda item #13 to be agenda item #4.2 and also to change agenda item #14 to agenda item #4.3.

Jay K. Linddy also requested to add the following to the agenda:

Agenda item #7.2: The proposal for the elimination of car taxes SB 843

Agenda item #7.3: Andover Safety Committee request for a Defibrillator

Agenda item #7.4: Administration of STEAP Grant (appointment)

Elaine Buchardt seconded.

The BOS discussed the moving of agenda items and Jay K. Linddy withdrew his motion.

Elaine Buchardt motioned to add the following to the agenda:

Agenda item #7.2: The proposal for the elimination of car taxes SB 843

Agenda item #7.3: Andover Safety Committee request for a Defibrillator

Agenda item #7.4: Administration of STEAP Grant (appointment)

Cathy Desrosiers seconded.

**Vote: 3 – 1 – 0 / Motion Passed. Jay K. Linddy opposed**

Cathy Desrosiers requested a discussion about legal opinions that come before the BOS, be added as Agenda item #7.5.

Elaine Buchardt seconded.

**Vote: 4 – 0 – 0 / Motion Passed.**

Julia Haverl arrived at 7:10 pm

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

**4.1) Meetings:** February 6, 2013, (Regular Meeting), February 11,, 2013 (Special Meeting), and February 14, 2013 (Special Budget Meeting)

**4.1.a) February 6, 2013, Regular Meeting:** Cathy Desrosiers motioned to approve the minutes from the 02-06-13 BOS Regular meeting. Elaine Buchardt seconded. A discussion followed about recording public speak in the minutes. The BOS clarified to this clerk that the minutes should record the motions, actions, and constructive comments. Public speak comments should reflect the name of the person and the topic that the person is speaking about.

Jay K. Linddy motioned to accept the minutes from the 2-6-13 BOS Regular Meeting with changes to Agenda Item #17, Public Speak. The change is to omit what is recorded under agenda item #17 and replace it with name of speaker and speaker's topic. Elaine Buchardt seconded. No further discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

Amendment to 2-6-13 Minutes: Agenda Item #17: The following is stricken from the 2-6-13 BOS Regular Meeting minutes:

*Frank Chaves stated that he was very upset about this evening's meeting and said "it was like a comedy show here."*

*He had come to the meeting to support Cathy Palazzi, who was not present.*

and is replaced with: *Frank Chaves spoke about the Municipal Agent Budget.*

**Vote: 5 – 0 – 0 / Motion Passed to approve the 2-6-13 BOS Regular Meeting minutes as amended.**

#### **4.1.b) February 11, 2013, Special Meeting:**

Elaine Buchardt motioned to approve the minutes from the 2-11-13 BOS Special Meeting. Jay K. Linddy seconded. No discussion.

**Vote: 3 – 0 – 2 / Motion passed with 2 abstentions by Cathy Desrosiers and Julia Haverl**

**4.1.c) February 14, 2013, Special Budget Meeting:**

Elaine Buchardt motioned to approve the minutes from the 2-14-13 BOS Special Budget Meeting. Cathy Desrosiers seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item #5: Treasurer's Monthly Report:****5.1 Monthly Fund Balances dated 1-31-13****5.2 Monthly Financial Report - 2011-2012 Year end report dated 2-25-13**

Jay K. Lindy motioned to receive the Treasurer's reports. Elaine Buchardt seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item #6: Tax Refunds:** Jay K. Lindy motioned to approve the tax refund as recommended by the Tax Collector for Kathy Enders in the amount of: \$48.54. Elaine Buchardt seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item #7: Tax Collector's Reports:**

**7.1 Tax Collection Reports:** The BOS reviewed the month end report for dates covered from 2-1-13 to 2-28-13 and the year end report for dates covered from 7-1-12 to 2-28-13. Jay K. Lindy motioned to accept the reports from the Tax Collector. Elaine Buchardt seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**7.2 The Proposal for the Elimination of Car Taxes SB 843**

Robert F. Burbank reviewed the contents of a letter sent to the Connecticut State Governor about the elimination of the car taxes and the ramifications to the town if this proposal is passed. The letter states that the proposal would be a disaster for the Town of Andover. When the Governor suggested that town's cut their budgets to make up the deficit, Robert F. Burbank said he and other town managers disagreed. Julia Haverl said that the the Governor feels that the car tax is not as fair as the real estate tax. Jay K. Lindy motioned to send a strong message to state representative and senators to not endorse bill number SB 843. Elaine Buchardt seconded. No further discussion.

**Vote: 4 – 0 – 1 / Motion passed with 1 abstention by Julia Haverl**

**7.3 Andover Safety Committee Request for a Defibrillator**

Jay K. Lindy motioned that the BOS find \$1,500.00 that the Safety Committee needs to purchase a defibrillator for the Town Office building. Elaine Buchardt seconded. The BOS discussed this request and noted that this request was initiated in the previous budget year but no action was taken.

**Vote: 5 – 0 – 0 / Motion Passed.**

**7.4 Administration of STEAP Grant (appointment): STEAP grant for Times Farm Road Bridge updates**

Jay K. Lindy motioned that the BOS appoint Community Consulting as the STEAP Grant Administrator. Elaine Buchardt seconded. The BOS discussed the ad that was run and that one bid was received.

**Vote: 5 – 0 – 0 / Motion Passed.**

**7.5 Legal Opinions Referenced in Meeting Minutes:**

Cathy Desrosiers motioned that when legal opinions are sought by town attorney, they are to be referenced in the BOS minutes, and a copy of the opinion would go in the permanent record of legal opinions kept in the Town Clerks' office. Elaine Buchardt seconded. There was a brief discussion that followed and Robert F. Burbank recommended that the wording of the motion be further clarified. Jay K. Lindy motioned to table the motion. Julia Haverl seconded. No further discussion.

**Vote: 5 – 0 – 0 / Motion Passed to table the motion.**

Cathy Desrosiers requested that this topic be on the agenda for next month's meeting.

**Agenda Item #8: Andover Library:**

**CL&P:** Small Business Energy Advantage program.

Jay K. Lindy provided the BOS with copies of library electric bills that were paid from July, 2011 to the present.

Mimi Boxwell spoke again to the BOS about the proposal to upgrade the library lighting at a total cost of \$2,494.14 to be financed by CL&P with a no cost loan. Jay K. Lindy motioned that BOS approve the contract between CL&P and the Town of Andover. Elaine Buchardt seconded. The discussion that followed clarified that no up front money is needed. John Muro explained that the

monthly savings from energy usage approximates the monthly loan amount and after 30 months the loan payment goes away leaving the cost savings from better and more efficient lighting. Jay K. Linddy moved the motion.

**Vote: 5 – 0 – 0 / Motion Passed.**

Robert F. Burbank signed the contract with CL&P. It was suggested that the fixtures being replaced be put up for sale and any net proceeds would go back to the library budget.

**Agenda Item #9: 101<sup>st</sup> Anniversary of the Girl Scouts:** Girl Scouts Day Proclamation.

Marking the 101<sup>st</sup> anniversary of the Girl Scouts of the United States of America, Robert F. Burbank proudly proclaimed March 12, 2013 as Girl Scout Day.

**Agenda Item #10: State Compliance Audit:** For the year ended June 30, 2012.

Robert F. Burbank provided the audit for the BOS to review and said the audit review will be on the agenda for discussion at the next BOS regular meeting.

**Agenda Item #11: 2013 – 2014 Budget:**

**11.1 RHAM proposed 2013-2014 budget**

Jay K. Linddy said this item is on the agenda for the BOS members that were not present when RHAM presented their budget to the Board of Finance (BOF) on 2-27-13. Georgette Conrad, BOF Chair, informed the BOS, that at the RHAM budget presentation, it was discovered that in the RHAM budget proposal, the amount for the Andover levy for the 2012 – 2013 budget year is shown as: \$4,034,250.00, where as the amount for this item shown in the Andover town budget for the 2012 – 2013 budget year is: \$4,043,398.00 and is the actual figure that was budgeted. This discrepancy changes whether Andover's levy for the upcoming year is increasing or decreasing. Georgette Conrad said that the BOF have requested but have not yet received an explanation from RHAM for the difference in the amounts. Jay K. Linddy noted that our student number is going down but the cost per student is going up by approximately 5.5%.

**11.2 Town proposed 2013 – 2014 budget:** No budget items discussed.

**Agenda Item #12: Resolution:** Connecticut State Library for a historic Documents Preservation Grant.

Jay K. Linddy motioned to approve the following resolution: As recommended by the Town Clerk,

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.

Julia Haverl seconded. Discussion: Robert F. Burbank explained that this is a historic grant to allow purchases of supplies used for preservation of historic documents.

**Vote: 4 – 0 – 0 / Motion Passed.** Cathy Desrosiers was not present for this vote.

**Agenda Item #13: Election Emergency Plan:**

**13.1 Legislation and Elections Administration Division:** Emergency Plan Regulations

Jay K. Linddy motioned to approved the resolution as follows: BE IT HEREBY RESOLVED: The attached copy of the Emergency Contingency Plan Regulations for Elections is hereby adopted for the Town of Andover by the Andover Board of Selectmen this 6<sup>th</sup> day of March, 2013. Julia Haverl seconded. Jay K. Linddy noted the date of March 28, 2013 that this has to be completed and said that the BOS cannot approve the plan this evening as it is not accurate. Cathy Palazzi apologized for not providing the BOS with the most updated plan. Cathy Palazzi, Catherine Magaldi-Lewis, and the BOS worked together to clarify the procedures to be used and the personnel to be contacted, along with rewording parts of the plan for clarity. A revised plan will be provided to the BOS for review and approval. Items addressed included polling location and alternate polling location, the procedure to request a state trooper for a voting event, replacement poll workers, moderator being unable to perform, location of spare ballots, use of school showers, requesting and storing cots and blankets, CERT supplies, the emergency incident commander, disorder procedure, and more.

**No vote was taken on this motion.**

**13.2 Andover Board of Education:** Elections Emergency Plan

**13.3 Resolution:** No resolution at this time.

**Agenda Item #14: State of Connecticut Elderly and Disable Demand Responsive Municipal Grant Program:**

**14.1 Resolution**

**14.2 Maintenance of Effort Certification**

**14.3 Grant Assignment Certification**

Jay K. Linddy motioned to approve the Resolution of the State of Connecticut ... (Note from Board Clerk: the resolution will be added as soon as I get a copy of it.) Elaine Buchardt seconded. Julia Haverl read the resolution. No further discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

The BOS members signed this resolution.

**Agenda Item #15: Liaison Reports:** Liaison reports tabled until the next BOS meeting.

**Agenda Item #16: Public Speak:** Georgette Conrad spoke about public speak comments in the minutes and about the car tax elimination. Cathy Palazzi spoke about the elections emergency contingency plan.

**Agenda Item #17: Next Board of Selectmen Meeting: April 3, 2013** (regular monthly meeting)

**Agenda Item #18: Adjournment:** Cathy Desrosiers motioned to adjourn the meeting at 9:20 pm. Elaine Buchardt seconded.

**Vote: 5 – 0 – 0 / Motion Passed.**

Minutes respectfully submitted by:

Marie Smith, Board Clerk

March 8, 2013

RECEIVED FOR RECORD  
3-18-13 @ 10:45 am  
*Carol A. Lee*  
TOWN CLERK

## Andover Board of Selectmen

Minutes from Wednesday, March 6, 2013 – 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, Cathy Desrosiers, Julia Haverl

**Absent:** All Present

**Other Attendees:** Georgette Conrad, Cathy Palazzi, Michael Palazzi, Diane Grenier, Catherine Magaldi-Lewis, Mimi Boxwell, John Muro

### Agenda Item #2: Public Speak: None.

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

Jay K. Linddy motioned to change agenda item #13 to be agenda item #4.2 and also to change agenda item #14 to agenda item #4.3.

Jay K. Linddy also requested to add the following to the agenda:

Agenda item #7.2: The proposal for the elimination of car taxes SB 843

Agenda item #7.3: Andover Safety Committee request for a Defibrillator

Agenda item #7.4: Administration of STEAP Grant (appointment)

Elaine Buchardt seconded.

The BOS discussed the moving of agenda items and Jay K. Linddy withdrew his motion.

Elaine Buchardt motioned to add the following to the agenda:

Agenda item #7.2: The proposal for the elimination of car taxes SB 843

Agenda item #7.3: Andover Safety Committee request for a Defibrillator

Agenda item #7.4: Administration of STEAP Grant (appointment)

Cathy Desrosiers seconded.

**Vote: 3 – 1 – 0 / Motion Passed. Jay K. Linddy opposed**

Cathy Desrosiers requested a discussion about legal opinions that come before the BOS, be added as Agenda item #7.5.

Elaine Buchardt seconded.

**Vote: 4 – 0 – 0 / Motion Passed.**

Julia Haverl arrived at 7:10 pm

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

**4.1) Meetings:** February 6, 2013, (Regular Meeting), February 11,, 2013 (Special Meeting), and February 14, 2013 (Special Budget Meeting)

**4.1.a) February 6, 2013, Regular Meeting:** Cathy Desrosiers motioned to approve the minutes from the 02-06-13 BOS Regular meeting. Elaine Buchardt seconded. A discussion followed about recording public speak in the minutes. The BOS clarified to this clerk that the minutes should record the motions, actions, and constructive comments. Public speak comments should reflect the name of the person and the topic that the person is speaking about.

Jay K. Linddy motioned to accept the minutes from the 2-6-13 BOS Regular Meeting with changes to Agenda Item #17, Public Speak. The change is to omit what is recorded under agenda item #17 and replace it with name of speaker and speaker's topic. Elaine Buchardt seconded. No further discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

Amendment to 2-6-13 Minutes: Agenda Item #17: The following is stricken from the 2-6-13 BOS Regular Meeting minutes:

*Frank Chaves stated that he was very upset about this evening's meeting and said "it was like a comedy show here."*

He had come to the meeting to support Cathy Palazzi, who was not present.  
and is replaced with: Frank Chaves spoke about the Municipal Agent Budget.

**Vote: 5 – 0 – 0 / Motion Passed to approve the 2-6-13 BOS Regular Meeting minutes as amended.**

**4.1.b) February 11, 2013, Special Meeting:**

Elaine Buchardt motioned to approve the minutes from the 2-11-13 BOS Special Meeting. Jay K. Linddy seconded. No discussion.

**Vote: 3 – 0 – 2 / Motion passed with 2 abstentions by Cathy Desrosiers and Julia Haverl**

**4.1.c) February 14, 2013, Special Budget Meeting:**

Elaine Buchardt motioned to approve the minutes from the 2-14-13 BOS Special Budget Meeting. Cathy Desrosiers seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item #5: Treasurer's Monthly Report:**

**5.1 Monthly Fund Balances dated 1-31-13**

**5.2 Monthly Financial Report - 2011-2012 Year end report dated 2-25-13**

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:** Jay K. Linddy motioned to approve the tax refund as recommended by the Tax Collector for Kathy Enders in the amount of: \$48.54. Elaine Buchardt seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item #7: Tax Collector's Reports:**

**Tax Collection Reports:** The BOS reviewed the month end report for dates covered from 2-1-13 to 2-28-13 and the year end report for dates covered from 7-1-12 to 2-28-13. Jay K. Linddy motioned to accept the reports from the Tax Collector. Elaine Buchardt seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**7.2 The Proposal for the Elimination of Car Taxes SB 843**

Robert F. Burbank reviewed the contents of a letter he sent to the Connecticut State Governor about the elimination of the car taxes and the ramifications to the town if this proposal is passed. The letter states that the proposal would be a disaster for the Town of Andover. When the Governor suggested that town's cut their budgets to make up the deficit, Robert F. Burbank said he and other town managers disagreed. Julia Haverl said that the the Governor feels that the car tax is not as fair as the real estate tax. Jay K. Linddy motioned to send a strong message to state representative and senators to not endorse bill number SB 843. Elaine Buchardt seconded. No further discussion.

**Vote: 4 – 0 – 1 / Motion passed with 1 abstention by Julia Haverl**

**7.3 Andover Safety Committee Request for a Defibrillator**

Jay K. Linddy motioned that the BOS find \$1,500.00 that the Safety Committee needs to purchase a defibrillator for the Town Office building. Elaine Buchardt seconded. The BOS discussed this request and noted that this request was initiated in the previous budget year but no action was taken.

**Vote: 5 – 0 – 0 / Motion Passed.**

**7.4 Administration of STEAP Grant (appointment): STEAP grant for Times Farm Road Bridge updates**

Jay K. Linddy motioned that the BOS appoint Community Consulting as the STEAP Grant Administrator. Elaine Buchardt seconded. The BOS discussed the ad that was run and that one bid was received.

**Vote: 5 – 0 – 0 / Motion Passed.**

**7.5 Legal Opinions Referenced in Meeting Minutes:**

Cathy Desrosiers motioned that when legal opinions are sought by town attorney, they are to be referenced in the BOS minutes, and a copy of the opinion would go in the permanent record of legal opinions kept in the Town Clerks' office. Elaine Buchardt seconded. There was a brief discussion that followed and Robert F. Burbank recommended that the wording of the motion be further clarified. Jay K. Linddy motioned to table the motion. Julia Haverl seconded. No further discussion.

**Vote: 5 – 0 – 0 / Motion Passed to table the motion.**

Cathy Desrosiers requested that this topic be on the agenda for next month's meeting.

**Agenda Item #8: Andover Library:****8.1 CL&P: Small Business Energy Advantage program.**

Jay K. Linddy provided the BOS with copies of library electric bills that were paid from July, 2011 to the present. Mimi Boxwell spoke again to the BOS about the proposal to upgrade the library lighting at a total cost of \$2,494.14 to be financed by CL&P with a no cost loan. Jay K. Linddy motioned that BOS approve the contract between CL&P and the Town of Andover. Elaine Buchardt seconded. The discussion that followed clarified that no up front money is needed. John Muro explained that the monthly savings from energy usage approximates the monthly loan amount and after 30 months the loan payment goes away leaving the cost savings from better and more efficient lighting. Jay K. Linddy moved the motion.

**Vote: 5 – 0 – 0 / Motion Passed.**

Robert F. Burbank signed the contract with CL&P. It was suggested that the fixtures being replaced be put up for sale and any net proceeds would go back to the library budget.

**Agenda Item #9: 101<sup>st</sup> Anniversary of the Girl Scouts: Girl Scouts Day Proclamation.**

Marking the 101<sup>st</sup> anniversary of the Girl Scouts of the United States of America, Robert F. Burbank proudly proclaimed March 12, 2013 as Girl Scout Day.

**Agenda Item #10: State Compliance Audit: For the year ended June 30, 2012.**

Robert F. Burbank provided the audit for the BOS to review and said the audit review will be on the agenda for discussion at the next BOS regular meeting.

**Agenda Item #11: 2013 – 2014 Budget:****11.1 RHAM proposed 2013-2014 budget**

Jay K. Linddy said this item is on the agenda for the BOS members that were not present when RHAM presented their budget to the Board of Finance (BOF) on 2-27-13. Georgette Conrad, BOF Chair, informed the BOS, that at the RHAM budget presentation, it was discovered that in the RHAM budget proposal, the amount for the Andover levy for the 2012 – 2013 budget year is shown as: \$4,034,250.00, where as the amount for this item shown in the Andover town budget for the 2012 – 2013 budget year is: \$4,043,398.00 and is the actual figure that was budgeted. This discrepancy changes whether Andover's levy for the upcoming year is increasing or decreasing. Georgette Conrad said that the BOF have requested but have not yet received an explanation from RHAM for the difference in the amounts. Jay K. Linddy noted that our student number is going down but the cost per student is going up by approximately 5.5%.

**11.2 Town proposed 2013 – 2014 budget: No budget items discussed.****Agenda Item #12: Resolution: Connecticut State Library for a historic Documents Preservation Grant.**

Jay K. Linddy motioned to approve the following resolution: As recommended by the Town Clerk, 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. Julia Haverl seconded. Discussion: Robert F. Burbank explained that this is a historic grant to allow purchases of supplies used for preservation of historic documents.

**Vote: 4 – 0 – 0 / Motion Passed.** Cathy Desrosiers was not present for this vote.

**Agenda Item #13: Election Emergency Plan:****13.1 Legislation and Elections Administration Division: Emergency Plan Regulations**

Jay K. Lindy motioned to approved the resolution as follows: BE IT HEREBY RESOLVED: The attached copy of the Emergency Contingency Plan Regulations for Elections is hereby adopted for the Town of Andover by the Andover Board Selectmen this 6<sup>th</sup> day of March, 2013. Julia Haverl seconded. Jay K. Lindy noted the date of March 28, 2013 that this has to be completed and said that the BOS cannot approve the plan this evening as it is not accurate. Cathy Palazzi apologized for not providing the BOS with the most updated plan. Cathy Palazzi, Catherine Magaldi-Lewis, and the BOS worked together to clarify the procedures to be used and the personnel to be contacted, along with rewording parts of the plan for clarity. A revised plan will be provided to the BOS for review and approval. Items addressed included polling location and alternate polling location, the procedure to request a state trooper for a voting event, replacement poll workers, moderator being unable to perform, location of spare ballots, use of school showers, requesting and storing cots and blankets, CERT supplies, the emergency incident commander, disorder procedure, and more.

**No vote was taken on this motion.**

**13.2 Andover Board of Education: Elections Emergency Plan**

**13.3 Resolution:** No resolution at this time.

**Agenda Item #14: State of Connecticut Elderly and Disable Demand Responsive Municipal Grant Program:****14.1 Resolution**

**14.2 Maintenance of Effort Certification:** The Town of Andover hereby certifies that State of Connecticut 13b-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.

**14.3 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 appointment from the State program to the Town of Andover and will coordinate the operation of service.

Jay K. Lindy motioned to approve the 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 agreements/contract documents on behalf of the Town of Andover with the Department of Transportation and the State of Connecticut in conjunction with the State of Connecticut Elderly and Disabled Demand Responsive Municipal Grant and to affix the corporate seal. Signed this 6<sup>th</sup> day of March, 2013. Elaine Buchardt seconded. Julia Haverl read the resolution. No further discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

The BOS members signed this resolution.

**Agenda Item #15: Liaison Reports:** Liaison reports tabled until the next BOS meeting.

**Agenda Item #16: Public Speak:** Georgette Conrad spoke about public speak comments in the minutes and about the car tax elimination. Cathy Palazzi spoke about the elections emergency contingency plan.

**Agenda Item #17: Next Board of Selectmen Meeting:** April 3, 2013 (regular monthly meeting)

**Agenda Item #18: Adjournment:** Cathy Desrosiers motioned to adjourn the meeting at 9:20 pm. Elaine Buchardt seconded.

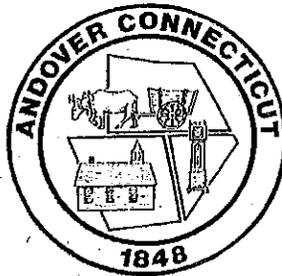
**Vote: 5 – 0 – 0 / Motion Passed.**

Minutes respectfully updated and submitted by:

Marie Smith, Board Clerk

March 13, 2013

RECEIVED FOR RECORD  
3-18-13@ 10:45am  
Carol N. Desrosiers  
TOWN CLERK



I, Carol H. Lee, Town Clerk of the Town of Andover, CT a municipality organized under the laws of the State of Connecticut, hereby certify 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 6<sup>th</sup> day of March, 2013.

#### RESOLUTION

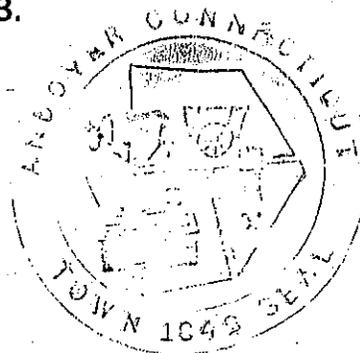
BE IT RESOLVED BY THE Board of Selectmen of the Town of Andover that Robert F. Burbank, First Selectman be empowered to negotiate and execute all necessary agreements/contract documents on behalf of the Town of Andover with the Department of Transportation and the State of Connecticut and to affix the corporate seal.

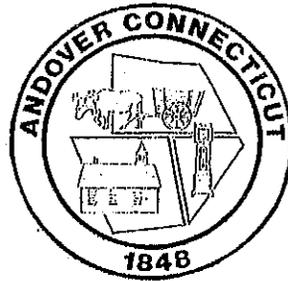
Also, I do further certify that the above resolution has not been in any way altered, amended or repealed and is still in full force and effect as of this 7<sup>th</sup> day of March, 2013.

Signed this 7<sup>th</sup> day of March, 2013.

Carol H. Lee

Carol H. Lee  
Town Clerk





## 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 agreements/contract documents on behalf of the Town of Andover with the Department of Transportation and the State of Connecticut in conjunction with the State of Connecticut Elderly and Disabled Demand Responsive Municipal Grant Program and to affix the corporate seal.

Signed this 6 day of MARCH, 2013.

Robert F. Burbank

Robert F. Burbank  
First Selectman

Julia C. Haverl

Julia Haverl  
Selectman

Elaine A. Buchardt

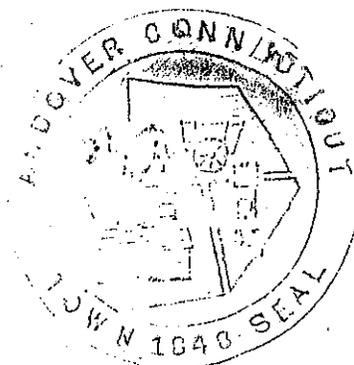
Elaine Buchardt  
Selectman

Jay K. Linddy

Jay K. Linddy  
Vice-First Selectman

Cathleen Desrosiers

Cathleen Desrosiers  
Selectman





**MAINTENANCE OF EFFORT CERTIFICATION**

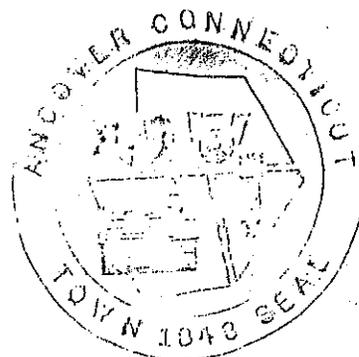
The Town of Andover hereby certifies that State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program funds are in addition to current municipal levels of spending on transportation programs for Seniors and Persons with Disabilities.

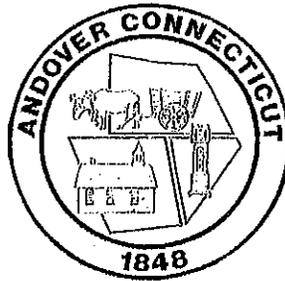
Signed this 6 day of MARCH, 2013

A handwritten signature in cursive script that reads "Robert F. Burbank".

Robert F. Burbank

First Selectman





### GRANT ASSIGNMENT CERTIFICATION

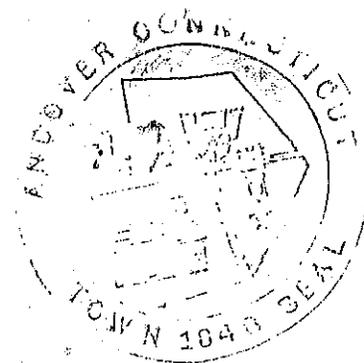
The Town of Andover is participating in a consolidated application for State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program through the Town of Andover. The Town of Andover hereby assigns its grant apportionment from the State program to the Town of Andover who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

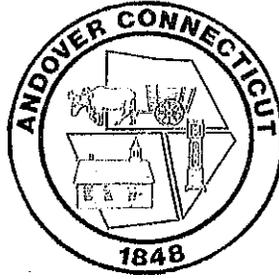
Signed this 6 day of MARCH, 2013.

A handwritten signature in cursive script, reading "Robert F. Burbank", is written over a horizontal line.

Robert F. Burbank

First Selectman





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 6<sup>th</sup> day of MARCH, 2013

Robert F. Burbank

Robert F. Burbank  
First Selectman

Julia A. Haverl

Julia Haverl  
Selectman

Elaine B. Buchardt

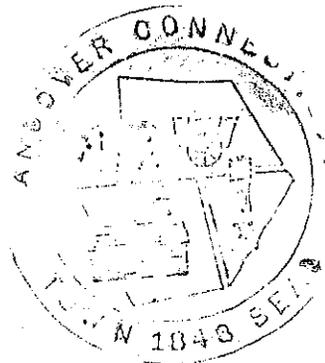
Elaine Buchardt  
Selectman

Jay K. Lindy

Jay K. Lindy  
Vice First Selectman

Cathleen Desrosiers

Cathleen Desrosiers  
Selectman



# Andover Board of Selectmen

**Special Meeting – March 21, 2013 2pm**

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

## Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Election Emergency Plan:**
  - 3.1 **Resolution:** Be it Hereby Resolved: The attached copy of the Emergency Contingency Plan Regulations for Elections is hereby adopted for the Town of Andover by the Andover Board of Selectmen this 21<sup>st</sup> day of March, 2013
- 4.. **Next Board of Selectmen:** April 3, 2013 (Regular monthly meeting).
- 5.. **Adjourn**

RECEIVED FOR RECORD  
3-19-13 @ 3pm  
Carol M. Lee  
TOWN CLERK

**ANDOVER BOARD OF SELECTMEN****Special Meeting March 21, 2013 2:00pm****Town Office Building (Community Hall)****Minutes**

1. **Call to Order/Pledge of Allegiance:** First Selectman Robert F. Burbank called the meeting to order at 2:01pm. Followed by the pledge of allegiance.

**Present:** Robert F. Burbank, Elaine Buchardt, Jay K. Linddy,

And Cathy Desrosiers.

**Public:** None

- 2 **Public Speak:** None

3. 3. **Election Emergency Plan:**

- 3.1 **Resolution:** Motion to approve the following Resolution was made by; Jay K. Linddy and seconded by Elaine Buchardt. Be it Hereby Resolved: The attached copy of the Emergency Contingency Plan Regulations for Elections is hereby adopted for the Town of Andover by the Andover Board of Selectmen this 21<sup>st</sup> day of March, 2013. With noted changes by the Board of Selectmen. (see page 2).

**Discussion:** Jay Linddy: On February 4, 2013 the Registrar requested to be put on the February 6, 2013 meeting agenda, no one showed. On March 6<sup>th</sup> at the regular Board of Selectmen meeting both Registrars presented the draft of the Emergency Election Plan. The plan was not accepted as presented due to the fact that it had to be modified to include the Board of Education use of building requirements involving the security of the school. The First Selectman was not identified as the individual to be in charge in the event of an emergency per state statute and Andover Town Charter. Due to these very important facts being omitted from this final document, I would like to reject the plan in its entirety as a statement to suggest that in the future the Registrars work together as a team to draft such documents. But, due to the time restraints I understand that we must accept the plan today or be forced to adopt the State Plan if we don't have one in place by March 28, 2013.

**Resolution Vote with changes by the Board of Selectmen (see Page 2)**

**VOTE 4 – 0 – 0 MOTION PASSED**

**Noted changes by the Board of Selectmen for the Andover Election Emergency Plan:**

**Alternate Polling Location:** If the Andover Old Firehouse is selected the First Selectman must be notified and grant approval.:

If the Andover Elementary School selected the Chairperson of the Board of Education and Superintendent must be notified and grant approval.

**Disorder In & Around Polling Place:** The Moderator is to call 911 and contact the First Selectman immediately to get appropriate emergency personnel at the location.

Attachments enclosed:

**Attachments 1:** Proposed Andover Emergency Model Plan for Elections (February 28, 2013). 3 pages

**Attachments 2:** Proposed Andover Emergency Plan for Elections (March 12, 2013). 3 pages

**Attachments 3:** Proposed Andover Emergency Plan for Elections (March 20, 2013). 3 pages

**Attachments 4:** Registrar of voters correspondence. Page 2

**Attachments 5:** Copy of Resolution signed March 21, 2013.

- 4.. **Next Board of Selectmen:** April 3, 2013 (Regular monthly meeting).
- 5.. **Adjourn:** A motion to adjourn the meeting at 2:40pm was made by Cathy Desrosiers and seconded by Elaine Buchardt.

**VOTE 4 – 0 – 0 MOTION PASSED**

RECEIVED FOR RECORD  
3-25-2013 @ 2 pm  
Carol N. J...  
TOWN CLERK

RESOLUTION

BE IT HEREBY RESOLVED;

The attached copy of the Emergency Contingency Plan Regulations for Elections is hereby adopted for the Town of Andover by the Andover Board of Selectmen this 21<sup>st</sup> day of MARCH, 2013.

Robert F. Burbank

Robert F. Burbank

First Selectman

\_\_\_\_\_

Julia Haverl

Selectman

Elaine B. Buchardt

Elaine Buchardt

Selectman

Jay K. Lindy

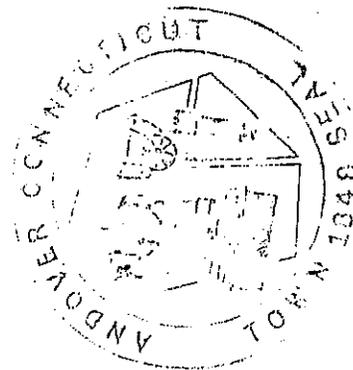
Jay K. Lindy

Vice-First Selectman

Cathleen Desrosiers

Cathleen Desrosiers

Selectman



**Andover Emergency Model Plan for Elections**  
**February 28, 2013**

*The Andover Emergency Plan for Elections is adapted from the model plan of the CT Office of the Secretary of State. Registrars will review the emergency plan with all poll workers and provide moderator(s) with a copy to keep attached to their handbook.*

**Polling Location and Alternate Polling Location**

In the event we are unable to use the Andover Town Hall Community Room, all polling equipment, and materials will move to the Andover Old Fire House. Poll workers will ensure proper set-up. If for any reason the Old Fire House is unavailable, we will use the Andover Elementary School gymnasium. *(It should be noted that any large incident affecting the town office building is likely to affect the school and traffic on School Road, therefore, the school may not be an option.)*

The Registrar must contact Troop K of the State Police to request a State trooper and ensure he/she is present during polling hours.

**Contact Information**

Registrars and moderators must keep phone numbers and addresses of all poll workers, local police, and fire department with a copy given to the town clerk.

**Replacement of Poll Workers**

Moderators and poll workers contact registrars in the event anyone is unable to work or if additional workers are required. The registrars and town clerk maintain a copy of all poll workers and replacement poll workers available for all positions.

*Registrars must contact replacement worker no later than one hour before polls open to confirm availability.*

*If a moderator is unable to perform his/her duties, the registrar will relieve the moderator and inform moderator to leave the premises. Registrar immediately designates a replacement moderator.*

*If a poll worker is unable to perform his/her duties, the moderator will inform him/her to leave the premises, and notify the registrar who then assigns a replacement poll worker.*

**Spare Ballots and Accounting of Ballots**

Registrars will keep spare ballots in their office filed and labeled should additional ballots be required. Ensure a copier is assessable with appropriate size paper.

*On an hourly basis, moderator(s) keep count of the number of ballots used and number available for use.*

**Andover Emergency Model Plan for Elections**  
**February 28, 2013**

**Voting Machine Malfunction**

If the Voting Tabulator or HAVA (Help America Vote Act) machines malfunction, moderator must notify the registrar who will contact the Secretary of State Office. Use paper ballots if necessary, *(also check Moderator Handbook for instructions)*.

**Loss of Power at the Polling Location**

If the polling location loses power, the moderator will notify the Town Clerk or First Selectman. Use back-up batteries for tabulators if available or vote using paper ballots.

**Severe Weather Alert**

Registrars and moderators must be aware of severe weather, and ensure poll workers are able to arrive at and access polling location. If severe weather is expected on voting day, poll workers will be onsite the night before. Poll workers will have use of Andover Elementary School showers. Cots, blankets, etc. should be supplied by the town garage.

**Emergency Procedures for Poll Workers**

- Know location of fire extinguishers, fire alarms, emergency exits.
- Ensure all emergency exits are free of obstruction.
- Gather everyone to the Gazebo across from Town Hall.
- Secure voting materials.
- Verify voters that have been checked, but have not yet voted, (if time and condition permit).
- Obtain spare ballots in case of ballot shortage and make additional copies if needed.
- If available, identify two fully charged cell phones for emergency.

*Should any disorder occur beyond the moderator's control, the moderator must contact the local police immediately.*

**Medical Emergency Procedure**

In the event of a medical emergency, the moderator should immediately dial 911 and send a poll worker to contact the Town Clerk. If necessary, stop the voting processes until an assessment of the situation is made. Do not move the person unless instructed to do so by a medical professional.

**Procedure for Emergencies (Smoke, Fire, Gas Leak, Disaster, Security Threat)**

In the event of an emergency:

- Pull fire alarms, evacuate immediately and **contact 911**.
- Gather people at Gazebo across from Town Hall.
- Warn poll workers and voters not to use telephones, and light switches (to limit possibility of an explosion).

Verify with the *Emergency Incident Commander* if polling location may be used:

- If yes, first notify poll workers then notify voters.
- If no, poll workers and voters (who have not yet voted) will be moved to the Andover Old Fire House with signs posted directing voters to this location.

**Attachment 1-2**

**Model Plan 2/28/13**

**Andover Emergency Model Plan for Elections**  
**February 28, 2013**

***\*In the event of a disaster, or security threat, follow instructions per Emergency Incident Commander.***

**Evacuation Procedure**

A list of emergency numbers and exits must be posted at the polling location. If the location must be evacuated, moderator and poll workers:

- Alert all individuals and direct them to the Gazebo across from Town Hall.
- Get headcount to make certain everyone is evacuated.
- Identify individuals with disabilities and offer assistance if needed.
- Secure voting equipment and materials or if possible, take them with you.
- If the emergency is resolved, the *Emergency Incident Commander* determines if the location can be re-entered.
  - If yes, first notify poll workers then notify voters.
  - If no, inform poll workers and voters (who have not yet voted) of alternate location at Andover Old Fire House and post signs directing voters to this location.

**Emergency Provisions**

Registrars should keep emergency provisions accessible for the polling location. Emergency provisions shall include:

- two flashlights
- first aid kit and manual
- extra batteries and hand sanitizer

*Poll workers should be aware of the location of emergency kit.*

**Report of Execution of the Emergency Contingency Plan**

Following the execution of *any portion* of the Emergency Plan, the *moderator must promptly submit a written report* to registrars that includes:

- The nature of the emergency,
- The procedure used to address it, and
- An assessment of the efficacy of the process.

**Andover Emergency Plan for Elections**  
**March 12, 2013**

*The Andover Emergency Plan for Elections is adapted from the model plan of the CT Office of the Secretary of State. Registrars will review the emergency plan with all poll workers and provide moderator(s) with a copy to keep attached to their handbook.*

**Alternate Polling Location (Sec. 9-174a-5)**

In the event we are unable to use the Andover Town Hall Community Room, all polling equipment, and materials will move to the Andover Elementary School gymnasium. Poll workers will ensure proper set-up.

*However, please note that any large incident affecting the town office building is likely to affect the school and the traffic on School Road, therefore, the school may not be an option. If the Andover Elementary School is not available, the polling place will move to the Old Fire House.*

**Contact Information (Sec. 9-174a-7)**

Registrars and moderators must keep phone numbers and addresses of all poll workers, local police, and fire department. A copy is given to the town clerk for her records.

**Replacement of Poll Workers (Sec. 9-174a-23 & Sec. 9-174a-24)**

The registrars and town clerk maintain a copy of all poll workers and replacement poll workers available for all positions. Moderators and poll workers will contact registrars in the event anyone is unable to work or if additional workers are required.

*Registrars must contact replacement worker no later than one hour before polls open to confirm availability.*

*If a moderator is unable to perform his/her duties, the registrar will relieve the moderator and immediately designate a replacement moderator.*

*If a poll worker is unable to perform his/her duties, the moderator will notify the registrar who will assign a replacement poll worker.*

**Spare Ballots, Accounting of Remaining Ballots & Ballot Shortage (Sec. 9-174a-10, Sec. 9-174a-17, & Sec. 9-174a-18)**

Registrars will keep an adequate supply of spare ballots in a secured locked area, filed and labeled. Registrars also ensure a copier is assessable with appropriate size paper. Registrars should make a few test copies to ensure ballots are printing properly.

*On an hourly basis, moderator(s) keep count of the number of ballots used and number available for use.*

In the event of a ballot shortage, the moderator will immediately request additional ballots from the registrars of voters.

**Attachment 2-1**  
**Proposed Plan 3/12**

**Andover Emergency Plan for Elections**  
**March 12, 2013**

**Voting Tabulator Machine Malfunction (Sec. 9-174a-19)**

If the Voting Tabulator or HAVA (Help America Vote Act) machines malfunction, the moderator must continue the voting process using the hand slot on the side of the machine. Moderator(s) notify the registrar, connect back-up tabulator, and if necessary, use paper ballots.

*The Registrar will contact the Election Department of the Secretary of State to report the problem.*

**Loss of Power at the Polling Location (Sec. 9-174a-27)**

If the polling location loses power, the moderator will notify the First Selectman. Use back-up batteries for tabulators, or vote using paper ballots.

**Severe Weather Alert (Sec. 9-174a-13)**

Registrars and moderators must be aware of severe weather, and ensure poll workers are able to arrive at and access polling location. If severe weather is expected on voting day, poll workers will be onsite the night before if possible. With approval, poll workers may have use of Andover Elementary School showers. Cots, blankets, etc. will be supplied by the First Selectman.

**Medical Emergency Procedure (Sec. 9-174a-28)**

In the event of a medical emergency, the moderator should immediately dial 911 and send a poll worker to contact the First Selectman. If necessary, stop the voting processes until an assessment of the situation is made. Do not move the person unless instructed to do so by a medical professional.

**Procedure for Emergencies, Smoke, Fire, Gas Leak, Disaster, Security Threat (Sec. 9-174a-29 Sec. 9-174a-30 Sec. 9-174a-32 Sec. 9-174a-33)**

In the event of an emergency:

- Pull fire alarms, evacuate immediately, and **contact 911**.
  - Ensure all emergency exits are free of obstruction.
  - Gather people at Gazebo across from Town Hall.
  - Warn poll workers and voters not to use telephones, and light switches (to limit possibility of an explosion).
  - Verify with the *Fire Chief* that polling location may be used:
    - If yes, first notify poll workers then notify voters.
    - If no, poll workers and voters (who have not yet voted) will be moved to the alternate location with signs posted directing voters to this location.
  - The Moderator secures all voting materials.
- Verify voters already checked but not voted, (if time and condition permit).  
 If available, identify two fully charged cell phones for emergency.

*Registrars will train all poll workers in emergency procedures, such as, location of fire extinguishers, fire alarms, and emergency exits.*

**Andover Emergency Plan for Elections**  
*March 12, 2013*

***\*In the event of a disaster, or security threat follow instructions of the Fire Chief.***

**Evacuation Procedure (Sec. 9-174a-26)**

A list of emergency numbers and exits must be posted at the polling location. If the location must be evacuated, moderator and poll workers:

- Alert all individuals and direct them to the Gazebo across from Town Hall.
- Get headcount to make certain everyone is evacuated.
- Identify individuals with disabilities and offer assistance.
- Secure voting equipment and materials or if possible, take them with you.
- If the emergency is resolved, the *Fire Chief* determines if the location can be re-entered.
  - If yes, first notify poll workers then notify voters.
  - If no, inform poll workers and voters (who have not yet voted) of the alternate location and post signs directing voters to this location.

**Emergency Provisions (Sec. 9-174a-11)**

Registrars should keep emergency provisions accessible for the polling location. Emergency provisions shall include:

- two flashlights
- first aid kit and manual
- extra batteries and hand sanitizer

*Poll workers should be aware of the location of emergency kit.*

**Report of Execution of the Emergency Contingency Plan (Sec. 9-174a-15)**

Following the execution of *any portion* of the Emergency Plan, the *moderator must promptly submit a written report* to registrars that includes:

- The nature of the emergency,
- The procedure used to address it, and
- An assessment of the efficacy of the process.

**Andover Emergency Plan for Elections**  
*March 20, 2013*

*The Andover Emergency Plan for Elections is adapted from the model plan of the CT Office of the Secretary of State. Registrars will review the emergency plan with all poll workers and provide moderator(s) with a copy to keep attached to their handbook.*

**Alternate Polling Location (Sec. 9-174a-5)**

Depending on the type of emergency all polling equipment and materials will move to the Andover Old Firehouse or Andover Elementary School gymnasium. Appropriate notification will be given to the Chairman of the BOE and the Superintendent of the AES and with their approval a move to the AES will be conducted and all Poll workers will ensure proper set-up.

**Contact Information (Sec. 9-174a-7)**

Registrars and moderators must keep phone numbers and addresses of all poll workers, local police, and fire department. A copy is given to the town clerk for her records.

**Replacement of Poll Workers (Sec. 9-174a-23 & Sec. 9-174a-24)**

The registrars and town clerk maintain a copy of all poll workers and replacement poll workers available for all positions. Moderators and poll workers will contact registrars in the event anyone is unable to work or if additional workers are required.

*Registrars will contact replacement worker(s) to confirm ability to work the polls.*

*If a moderator is unable to perform his/her duties, the registrar will relieve the moderator and immediately designate a replacement moderator.*

*If a poll worker is unable to perform his/her duties, the moderator will notify the registrar who will assign a replacement poll worker.*

**Spare Ballots, Accounting of Remaining Ballots & Ballot Shortage (Sec. 9-174a-10, Sec. 9-174a-17, & Sec. 9-174a-18)**

Registrars will keep an adequate supply of spare ballots in a secured locked area, filed and labeled. Registrars also ensure a copier is assessable with appropriate size paper. Registrars should make a few test copies to ensure ballots are printing properly.

*On an hourly basis, ballot clerk(s) will report to the moderator(s) the number of ballots used and number still available for use.*

In the event of ballot shortages, the moderator will immediately notify the registrars of voters that additional ballots will be needed.

**Voting Tabulator Machine Malfunction (Sec. 9-174a-19)**

If the Voting Tabulator or HAVA (Help America Vote Act) machines malfunction, the moderator must continue the voting process using the hand slot on the side of the machine. Moderator(s) notify the registrar, connect back-up tabulator, and if necessary, use paper ballots.

*The Registrar will contact the Election Department of the Secretary of State to report the problem.*

**Loss of Power at the Polling Location (Sec. 9-174a-27)**

If the polling location loses power, the moderator will notify the First Selectman. Use back-up batteries for tabulators, or vote using paper ballots.

**Severe Weather Alert (Sec. 9-174a-13)**

Registrars and moderators must be aware of severe weather, and ensure poll workers are able to arrive at and access polling location. If severe weather is expected on voting day, poll workers will be requested to be onsite the night before. The First Selectman or designee should be contacted if any cots, blankets or other materials are needed.

**Medical Emergency Procedure (Sec. 9-174a-28)**

In the event of a medical emergency, the moderator should immediately dial 911 and send a poll worker to contact the First Selectman and notify the Registrars of Voters. Do not move the person unless instructed to do so by a medical professional.

**Procedure for Emergencies, Smoke, Fire, Gas Leak, Disaster, Security Threat (Sec. 9-174a-29 Sec. 9-174a-30 Sec. 9-174a-32 Sec. 9-174a-33)**

In the event of an emergency:

- Pull fire alarms, evacuate immediately, and contact 911.
- Ensure all emergency exits are free of obstruction.
- Gather people at Gazebo across from Town Hall.
- Warn poll workers and voters not to use telephones, and light switches (to limit possibility of an explosion).
- Verify with the *Fire Chief* that polling location may be used:
  - If yes, first notify poll workers then notify voters.
  - If no, poll workers and voters (who have not yet voted) will be moved to the alternate location with signs posted directing voters to this location.
- The Moderator secures all voting materials.
- Verify voters already checked but not voted, (if time and condition permit).
- If available, identify two fully charged cell phones for emergency.

*Registrars will train all poll workers in emergency procedures, such as, location of fire extinguishers, fire alarms, and emergency exits.*

**Andover Emergency Plan for Elections**  
*March 20, 2013*

*In the event of a disaster, or security threat follow instructions of the Fire Chief.*

**Attachment 3-2**  
**Proposed Plan 3/20**

**Evacuation Procedure (Sec. 9-174a-26)**

A list of emergency numbers and exits must be posted at the polling location. If the location must be evacuated, the moderator and poll workers:

- Alert all individuals and direct them to the Gazebo across from Town Hall.
- Get headcount to make certain everyone is evacuated.
- Identify individuals with disabilities and offer assistance.
- Secure voting equipment and materials or if possible, take them with you.
- If the emergency is resolved, the *Fire Chief* determines if the location can be re-entered.
  - If yes, first notify poll workers then notify voters.
  - If no, inform poll workers and voters (who have not yet voted) of the alternate location and post signs directing voters to this location.

**Emergency Provisions (Sec. 9-174a-11)**

Registrars should keep emergency provisions accessible for the polling location. Emergency provisions shall include:

- two flashlights
- first aid kit and manual
- extra batteries and hand sanitizer

*Poll workers should be aware of the location of emergency kit.*

**Report of Execution of the Emergency Contingency Plan (Sec. 9-174a-15)**

Following the execution of *any portion* of the Emergency Plan, the *moderator must promptly submit a written report* to registrars that includes:

- The nature of the emergency,
- The procedure used to address it, and
- An assessment of the efficacy of the process.

**Roberta Brooks Dougherty**

---

**From:** andoverbuilding@comcast.net  
**Sent:** Thursday, March 21, 2013 12:34 PM  
**To:** andoverassistessor@comcast.net  
**Subject:** Fwd: EMERGENCY PLAN

**Kathy Luntta**  
**Administrative Asst.**  
**Andover Building Dept.**  
**phone - 860-742-4036 ext. 3**  
**fax - 860-742-4040**

---

**From:** "Catherine Magaldi-Lewis" <cmagaldilewis@att.net>  
**To:** "Cathy Palazzi" <nanasworld@comcast.net>, "Carol Lee" <andovertownclerk@sbcglobal.net>, "Jay Linddy" <andoverbuilding@comcast.net>  
**Cc:** "Jay Kamins" <jaykamins@gmail.com>  
**Sent:** Wednesday, March 20, 2013 10:12:51 PM  
**Subject:** Re: EMERGENCY PLAN

Cathy,

As I was not part of this meeting, was not told of any meeting, nor advised before you sent the email, I am still requesting that Jay postpone our meeting till I have the chance to review the plan. I think this is only fair since I wrote the plan and should have input into it's final proposal. We are supposed to be working "together." This is not working together. Catherine

*Catherine Magaldi-Lewis*

---

**From:** Cathy Palazzi <nanasworld@comcast.net>  
**To:** Carol Lee <andovertownclerk@sbcglobal.net>; Jay Linddy <andoverbuilding@comcast.net>; cmagaldilewis@att.net  
**Cc:** Jay Kamins <jaykamins@gmail.com>  
**Sent:** Wed, March 20, 2013 9:35:09 PM  
**Subject:** Re: EMERGENCY PLAN

Bob and jay have copies and the mtg is set for thurs at 2:00 pm. They are aware that we cannot be there and since we have met their requirements they should accept it. Thank you to all concerned. Catherine Palazzi

Sent from my Droid Charge on Verizon 4GLTE

-----Original Message-----

**From:** Catherine Magaldi-Lewis <cmagaldilewis@att.net>  
**To:** "Carol Lee" <andovertownclerk@sbcglobal.net>, "Jay Linddy" <andoverbuilding@comcast.net>, <cmagaldilewis@att.net>

Cc: "Jay Kamins" <jaykamins@gmail.com>  
Date: Wednesday, March 20, 2013 5:07:44 PM GMT-7  
Subject: EMERGENCY PLAN

Jay,  
I am requesting that you please do NOT send the current emergency plan updated by Cathy and Bob to the BOS. I would like to review it with you and set up a time that we can present it to the BOS. We have a Tolland County ROV meeting tomorrow at 1pm, therefore, we cannot be at the BOS meeting.

Please allow me the time to review these changes that were made without my input.  
Catherine

Catherine Magaldi-Lewis

---

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2012.0.2240 / Virus Database: 2641/5694 - Release Date: 03/21/13

RESOLUTION

BE IT HEREBY RESOLVED;

The attached copy of the Emergency Contingency Plan Regulations for Elections is hereby adopted for the Town of Andover by the Andover Board of Selectmen this 21<sup>st</sup> day of MARCH, 2013.

Robert F. Burbank

Robert F. Burbank

First Selectman

\_\_\_\_\_

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 – April 3, 2013 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: March 6, 2013 (Draft. 3/8/13 Regular Meeting),
  - 4.2 Regular Meeting: March 6, 2013 (Minutes. 3/13/13 Regular Meeting),
  - 4.3 Special Meeting: March 21, 2013 (Minutes 3/21/13)
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:
- Board of Finance Public Hearing March 27, 2013: Proposed Mill Rate 30.76 for 2013-2014
9. Annual Budget Meeting: Thursday May 2, 2013
10. RHAM Budget Referendum:: Tuesday May 7, 2013
11. 2013-2014 Budget: Town proposed 2013-2014 Budget
12. Town Attorney Legal Opinion:
13. Freedom of Information workshop: Tuesday April 23, 2013 7:00pm
14. Grant: Generator Andover Church Emergency Shelter.
15. Andover Election Emergency Plan:
16. Liaison Reports:
17. Public Speak:
18. Next Board of Selectmen: April 3, 2013 (Regular monthly meeting).
19. Adjourn:

Submitted by:  
 Jay K. Linddy  
 Vice First Selectman

RECEIVED FOR RECORD  
 4-1-13 @ 6:55pm  
 Margaret H. Busch  
 Asst. TOWN CLERK

## Andover Board of Selectmen

Draft of Minutes from Wednesday, April 3, 2013 – 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, Julia Haverl, Elaine Buchardt, Cathy Desrosiers (arrived after agenda item 5); **Absent:** All board members present. **Other**

**Attendees:** Michael Palazzi, Catherine Palazzi, Georgette M. Conrad, Nathaniel Houle, Virginia Wanagel, Robert Wanagel.

**Agenda Item 2: Public Speak:** Catherine Palazzi complimented Georgette M. Conrad, Board of Finance (BOF) Chairperson, and the BOF for doing a great job on the budget for the coming year.

**Agenda Item 3: Opportunity to Add or Delete Agenda Items:** Jay K. Linddy motioned to approve the following additions to the agenda: Item 8.1: Library / Wages; Item 8.2: Driveway Fees; Item 8.3: Farmer's Market; Item 8.4: Regulations for a contractor to work on existing roads in Andover. Julia Haverl seconded. No discussion.

**Vote: 4 – 0 – 0 / Motion Passed.**

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

**4.1) Regular Meeting:** March 6, 2013, (Draft, 3/8/13 Regular Meeting) – Jay K. Linddy explained that two versions of the minutes were sent out by the Board Clerk and that only one should have been sent with any omissions or corrections to be completed when approving the minutes. Jay K. Linddy motioned to accept the draft as minutes from the 3/6/13 BOS regular meeting. Julia Haverl seconded. The discussion that followed asked to clarify the motion and if the motion is to approve the minutes and not the draft and that all the minutes are drafts until approved.

**Vote: 3– 0 - 1 / Motion passed. Jay K. Linddy abstained. Vote was rescinded.**

Discussion continued and the BOS asked what is the difference between the minutes for agenda item 4.1 and the minutes for agenda item 4.2. This writer explained to the BOS that the minutes submitted on 3/8/13 were complete with the exception of the wording of one resolution that was passed. This writer did not have that resolution at the time the minutes with the motions and votes were to be completed. The minutes with the motions and votes were submitted on 3/8/13. The updated minutes, with the only change being the addition of the wording of the passed resolution, were resubmitted on 3/13/13. Jay K. Linddy motioned to approve item 4.1 draft minutes of the BOS regular meeting on 3/6/13 with the addition to agenda item 14, the wording of the resolution. Julia Haverl seconded. Further discussion clarified that these are the official minutes of the meeting. **Vote: 4 – 0 – 0 / Motion Passed.**

**4.2) Regular Meeting:** March 6, 2013, (Minutes, 3/13/13 Regular Meeting): Jay K. Linddy motioned to not have to vote on these minutes. Julia Haverl seconded. No further discussion. **Vote: 4 – 0 – 0 / Motion Passed.**

**4.3) Special Meeting:** March 21, 2013, (Minutes, 3/21/13 Special Meeting): Jay K. Linddy motioned to approve the minutes from the 3/21/13 BOS special meeting. Julia Haverl seconded. No discussion.

**Vote: 4 – 0 – 0 / Motion Passed.**

### Agenda Item 5: Treasurer's Monthly Report:

**5.1) Monthly Fund Balances dated 2/28/13:** Jay K. Linddy motioned to receive the monthly fund balance report. Julia Haverl seconded. No discussion. **Vote: 4 – 0 – 0 / Motion passed**

**5.2) Monthly Financial Report dated 3/26/13:** Jay K. Linddy motioned to approve the monthly financial report. Julia Haverl seconded. Discussion: Julia Haverl requested a report showing amounts from last year's budget compared to this year's budget. Robert F. Burbank will look in to this. **Vote: 4 – 0 – 0 / Motion Passed.**

**Agenda Item 6: Tax Refunds:** Jay K. Linddy motioned to approve the recommended refunds from the Tax Collector for the following: Camp, Ashley: \$8.27; Campo, Justin: \$34.86; Moulthrope: \$29.36; Kelly, Deborah: \$351.00; Rhodes, David & Julie: \$6.90; Tammaro, Angelo: \$267.19; Upton, Barbara: \$53.69; The total for the above tax refunds is: \$751.27. Julia Haverl seconded. No discussion. **Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item 7: Tax Collector's Reports:**

**7.1) Tax Collection Reports:** Jay K. Linddy motioned to receive the two reports, Year To Date report dated 7/1/12 to 3/30/13, and Month End report dated 3/1/13 to 3/10/13, from the Tax Collector. Cathy Desrosiers seconded. Discussion: Julia Haverl had a question on back tax collection which Robert F. Burbank and Jay K. Linddy answered. **Vote: 5 – 0 – 0 / Motion passed.**

**Agenda Item 8: Board of Finance Public Hearing on March 27, 2013:** Proposed Mill Rate 30.76 for 2013 – 2014. Jay K. Linddy reported that the BOF voted on the budget with the proposed mill rate of 30.76. Jay K. Linddy also welcomed Nathaniel Houle as the newest BOF member. Georgette M. Conrad noted that the mill rate for the 2013 – 2014 year is currently at 30.77 due to a motion that was passed at the BOF Public Hearing which added \$300.00 in expenses to the budget. Georgette M. Conrad also said that the mill rate would possibly be lower due to changes to the RHAM budget. No action required.

**8.1) Andover Library:** Jay K. Linddy reported that at the 1/28/13 BOS meeting, the BOS voted to approve a 2% raise for the Librarian as the Librarian met the criteria for the raise, but the Library had already presented their budget to the BOF which did not include the 2% raise. Jay K. Linddy motioned to add the amount for the Librarian's 2% salary increase. Julia Haverl seconded. Discussion: Robert F. Burbank explained that the Library submitted their budget to the BOF before the raise was authorized by the BOS. Robert F. Burbank further explained that since the BOF has already held their Public Hearing they cannot, by law, add in the raise, but the BOS however, by Charter, can add and authorize this because it is under a certain dollar amount. Robert F. Burbank concluded the discussion by stating that the BOS will add the amount of \$600.00 for the 2013 – 2014 budget year for the Library. Robert F. Burbank said this money will be taken from the town's general fund balance as needed. Julia Haverl asked how this was over looked and how it was found. Cathy Desrosiers agreed that it was overlooked but the topic came up at the Library's last meeting on Monday.

**Vote: 5 – 0 – 0 / Motion Passed.**

**8.2) Driveway Permit Fees:** Jay K. Linddy motioned to change the permit fee from \$25.00 to \$50.00. Julia Haverl seconded. Discussion: Robert F. Burbank spoke to the BOS about the fee and the need to change it to make it more current and closer to what other towns use for this. **Vote: 5 – 0 – 0 / Motion passed.**

**8.3) Farmer's Market:** Jay K. Linddy spoke about Andover hosting a Farmer's Market and explained that there are many concerns including vendor insurance, insurance for the town, BOS approval to use town property, and scheduling field use with the Recreation Department. Catherine Palazzi spoke on behalf of the Farmer's Market Committee and assured the BOS that all items of concern are being addressed and that vendors will have their own insurance. Elaine Buchardt also stated that the Economic Development Commission's (EDC) newly formed Farmer's Market Committee will have its initial meeting on on April 15, 2013. Elaine Buchardt continued to say that the EDC has been getting good responses from interested vendors and said that many details will be worked out and be presented to the BOS at the next regular meeting. Elaine Buchardt said that the goal is to start the market on Friday, July 5, 2013, from 3:00 to 6:00 and run this on each Friday through September and that the EDC is proposing to utilize the ball field area behind the back. Other items that came up during the discussion included the need for a line item for the Farmer's Market budget, seed money for signs and other possible start up costs, fund raising opportunities, charging a vendor fee to replace the initial outlay by the town, and an estimated \$500.00 for the budget. Robert F. Burbank suggested that part of the plan's presentation should include seed money request and what the EDC will do with the monies that are received from the Farmer's Market. Jay K. Linddy suggested meeting with the Recreation Department to schedule dates

for field use. There was additional discussion about the time chosen for the market and a concern that people working on Fridays may find it difficult to get to the market before it closes, but that there is much traffic on route 6 during those hours and the goal is to grab people on their way home from work. The discussion included a suggestion to have the event on Saturday's but that would compete with the one in Coventry. Discussion was tabled until the next BOS regular meeting on 5/1/13.

**8.4) Regulations for contractors to work on existing roads in Andover:** Jay K. Linddy motioned to approve the application for the new regulation for contractors that have to dig up town roads. Julia Haverl seconded. Discussion: Robert F. Burbank explained that the town did not have a way to regulate when someone needs to dig up town roads, for example, to get power to someone's house. The Road Foreman researched local towns to find out how they handle this which resulted in the creation of the Town of Andover Application for Approval of Alterations on Town Highway contract. Robert F. Burbank concluded that this is only for some circumstances that require the road to be ripped up and replaced and the details are explained in the contract. There was additional discussion about the contract details.  
**Vote: 5 – 0 – 0 / Motion passed.**

**Agenda Item 9: Annual Budget Meeting:** Thursday, May 2, 2013: Jay K. Linddy motioned to have the annual budget meeting on Thursday, May 2, 2013 at 7:00 pm in the town office building community room. Julia Haverl seconded. Discussion: Robert F. Burbank noted that it is required to have this meeting during the first week of May.  
**Vote: 5 – 0 – 0 / Motion passed.** The BOS members signed the document for the annual budget meeting.

**Agenda Item 10: RHAM Budget Referendum:** Tuesday, May 7, 2013: Robert F. Burbank reported that voting hours for Andover are from 6:00 am till 8:00 pm and hopes to have a good turnout and added that the RHAM budget for the upcoming year does not effect Andover because Andover has less students and therefore a less percentage of the RHAM expenses. No action required.

**Agenda Item 11: 2013 – 2014 Budget:** Town proposed 2013 – 2014 Budget: Jay K. Linddy presented the BOS with copies of the BOF proposed 2013 – 2014 budget. The BOS had questions about the offsets, in the amounts of \$89,000.00 and \$35,000.00 that were applied to the budget. Georgette M. Conrad and Robert F. Burbank explained that the offsets amounts were budgeted for special education expenses for AES but were not expended and remain in the town's general fund. Julia Haverl asked why the Fireman's Tax Abatement went up. Robert F. Burbank replied that there are more firemen. No action required.

**Agenda Item 12: Town Attorney Legal Opinion:** Jay K. Linddy motioned that the legal opinions from the Town Attorney that concern the Town Charter, Town Ordinances, or day to day activities, be filed with the Town Clerk. Matters dealing with litigation, pending litigation, or contract negotiations shall be excluded from this provision. Julia Haverl seconded. The BOS discussed the motion and Cathy Desrosiers further clarified the motion. **Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item 13: Freedom of Information Workshop:** Tuesday, April 23, 2013 at 7:00 pm – Jay K. Linddy announced this upcoming workshop to be held in the town office building's community room. Robert F. Burbank added that this informative workshop is open to all and is sponsored by both the Democratic and Republican Town Committees. Julia Haverl requested that it be advertised on the town's website.

**Agenda Item 14: Grant:** Generator - Andover Church Emergency Shelter. Jay K. Linddy spoke to the BOS about the Andover Church located on route 6 and how the church has helped the people of Andover with fuel and food assistance, hosting Food Share and housing a food pantry. Jay K. Linddy added that the church is looking into a grant that would allow the church to be used as an emergency shelter center and specifically looking into obtaining a generator. The BOS discussed the location of the church being the only place on that side of route 6 to put people and all agreed it was a good idea. Cathy Desrosiers further explained that for the church to move forward on the grant for a generator, the town has to designate the church as an emergency shelter center. Jay K. Linddy motioned to make the

church a designated emergency shelter center for the town of Andover. Cathy Desrosiers seconded. The BOS agreed it makes sense to do this in addition to the other emergency shelter center. **Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item 15: Andover Election Emergency Plan:** Jay K. Linddy reported that the BOS had a Special Meeting on 10/21/13 to review the Election Emergency Plan and stated that the requested additions and other minor changes had not been in the plan that was submitted to the state. Jay K. Linddy continued to say that Catherine Palazzi was able to incorporate the requested additions and changes into the plan. The BOS then approved the plan and it was resubmitted to the state. Robert F. Burbank concluded the discussion by clarifying that the plan has been submitted to and accepted by the state. No action required.

**Agenda Item 16: Liaison Reports:** Julia Haverl, Planning & Zoning (P&Z) liaison, reported topics discussed at a previous P&Z meeting that included grants, open space approval, conservation easements, subdividing land, and a report from Eric Anderson regarding Route 6 and the four town development plan. Julia Haverl further explained that the four towns would be receiving the same regulations for approval and that these regulations allow for "mixed use". Elaine Buchardt, Senior Transportation liaison, reported that they have a new driver, Kelvin Abrahams, and also reported they are seeking a grant for matching funds. No further liaison reports.

**Agenda Item 17: Public Speak:**

Georgette M. Conrad, BOF Chairperson, spoke on behalf of the BOF and thanked the AES BOE Chairperson, Jay K. Linddy, and the BOS for working with the BOF to keep the mill rate the same or lower than last year's.

Robert Wanagel spoke about the town's annual Memorial Day Parade and encouraged the community to be involved in this event. Robert Wanagel also requested a Connecticut flag for the event and invited all BOS members to participate in the parade and concluded that the AES gym will be used in case of rain. Julia Haverl commented that it is an impressive parade. Georgette M. Conrad invited any BOS member to be on the Young at Hearts float in the parade.

Catherine Palazzi spoke about the Farmer's Market and thinks it will be a great thing for Andover also encouraged participation. Julia Haverl suggested getting vendors who are certified and Catherine Palazzi stated that they have ten vendors now who are insured and have their licenses. Catherine Palazzi also spoke about the Election Emergency plan, that the plan was mandated by the state and that it was necessary to cover extenuating circumstances. Catherine Palazzi added that Catherine Magaldi-Lewis was very helpful in writing the plan.

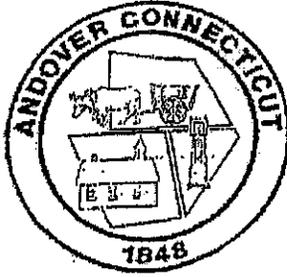
Robert Wanagel spoke about the Freedom of Information workshop and would like advertisements for this workshop to say what the public might gain by attending the workshop.

Cathy Desrosiers thanked Jay K. Linddy and Ron Bisson for being good neighbors because they helped clean up an Andover neighbor's property.

**Agenda Item 18: Next Board of Selectmen Meeting: May 1, 2013 (regular monthly meeting)**

**Agenda Item 19: Adjournment:** Elaine Buchardt motioned to adjourn the meeting at 8:34 pm. Cathy Desrosiers seconded. No discussion. **Vote: 5 – 0 – 0 / Motion Passed.**

Minutes respectfully submitted by:  
Marie Smith, Board Clerk  
May 5, 2013



## Town of Andover, Connecticut

Office of the First Selectmen  
Town Office Building  
17 School Road  
Andover, CT 06232  
Phone 860-742-7305  
Fax 860-742-7535

April 3, 2013

To: All Andover Town Employees, Members of any Board, Agency or Commission.

No reimbursement for purchases will be paid without a PO (Purchase Order) approved and signed by Bob Burbank, the 1st Selectman or his designee in his absence defined in the Charter. All purchases must go thru his office pursuant to the Town Charter dated November 2002:

Chapter VIII,  
Section 806 Expenditures and Accounting  
Chapter V. The First Selectman  
Section 501 General and  
Section 502 (G) Duties

Thank you for your cooperation. PO forms can be obtained through the bookkeeper or Treasurer.

Respectfully

Robert Burbank  
First Selectman  
Town of Andover

# Andover Board of Selectmen

Regular Meeting – May 1, 2013 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:** April 3, 2013 (Regular Meeting),
5. **Treasurer's monthly report;**
  - 5.1 **Monthly Fund Balances:**
  - 5.2 **Monthly Financial Report:**
6. **Tax Refunds:** CAB East LLC \$140.90, CAB EAST LLC \$153.57, Ford Motor Credit \$145.75, GMAC \$178.41, Catherine Jerome \$61.60, Jeffrey Goric \$55.44.
7. **Tax Collector's:**
  - 7.1 **Tax Collection report:** Year to Date 07/01/12 – 04/30/13
  - 7.2 **Tax Collection report:** Month End 04/01/13 – 04/30/13

**Annual Budget Meeting:** Thursday May 2, 2013

  - 8.1 **Proposed referendum date:** May 14, 2013
  - 8.2 **Board of Finance proposed 2013-2014 budget.**
9. **RHAM Budget Referendum::** Tuesday May 7, 2013
10. **Andover Recreation Summer Concerts:** July 20 Undercover, August 3, John Mayock & The Homesteaders.
11. **Freedom of Information Workshop:** April 23, 2013
12. **Grant:** Generator Andover Church Emergency Shelter
13. **Community Room:** Use of Community room.
14. **Andover Fire Department request:** 75<sup>th</sup> Anniversary Parade & use of fields on Long Hill Road
15. **Andover Farmers Market:**
  - 15.1 **Minutes:** April 18<sup>th</sup>, 2013 meeting & Mission Statement
  - 15.2 **Appoint Farmer Market Committee:**
16. **Senior Center:** Northeast Utilities High Efficiency Lighting Upgrades / agreement.
17. **PROACT, Inc. Service Agreement:**
18. **Liaison Reports:**
19. **Public Speak:**
20. **Next Board of Selectmen:** June 5, 2013 (Regular monthly meeting).
21. **Adjourn:**

RECEIVED FOR RECORD  
4-29-13 @ 6:56 PM

Margaret H. Busch  
Asst. TOWN CLERK

## Andover Board of Selectmen

### Draft of Minutes from Wednesday, May 1, 2013 – 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

**Absent:** Julia Haverl, Cathy Desrosiers **Other Attendees:** Wallace Barton, Alex Grimshaw, Virginia Wanagel, Catherine Palazzi, Michael Palazzi, Robert Wanagel, Diane Grenier, Georgette M. Conrad, Ron Mike, Frank S. Williams.

**Agenda Item 2: Public Speak:** Alex Grimshaw spoke about Cone Road and the cost for repairing compared to paving and also spoke about ATV's and dirt bikes being registered and taxed. Bob Wanagel spoke about the Memorial Day Parade and which BOS members plan to participate in the parade and also cars needed for this. Robert F. Burbank noted that if the Memorial Day Committee needs anything for the event, they should notify the BOS as soon as possible.

**Agenda Item 3: Opportunity to Add or Delete Agenda Items:** Jay K. Linddy motioned to add agenda item 14.a for the Andover Fire Commission to update the BOS on the CONSERV report and work being done. Elaine Buchardt seconded.

**Vote: 3 – 0 – 0 / Motion Passed.**

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

**4.1) Regular Meeting: April 3, 2013, (Regular Meeting):** Jay K. Linddy motioned to approve the 04/03/13 BOS regular meeting minutes. Elaine Buchardt seconded. No Discussion.

**Vote: 3 – 0 – 0 / Motion Passed.**

#### Agenda Item 5: Treasurer's Monthly Reports:

**5.1) Monthly Fund Balances dated 03/31/13**

**5.2) Monthly Financial Report dated 04/22/13**

Jay K. Linddy motioned to received the the monthly fund balances report, dated 03/31/13, and the monthly financial report dated 04/22/13, from the treasurer. Elaine Buchardt seconded. Robert F. Burbank noted that as of 04/22/13 the town was at 81% expenditures and is right in line. No further discussion.

**Vote: 3 – 0 – 0 / Motion Passed**

**Agenda Item 6: Tax Refunds:** Jay K. Linddy motioned to approve the following tax refunds: CAB EAST LLC: \$140.90, CAB EAST LLC: \$153.57, Ford Motor Credit: \$145.75, GMAC: \$178.41, Catherine Jerome: \$61.60, Jeffrey Goric: \$55.44. Elaine Buchardt seconded. Robert F. Burbank noted that some refunds were for motor vehicle over payments. No further discussion.

**Vote: 3 – 0 – 0 / Motion Passed.**

#### Agenda Item 7: Tax Collector's Reports:

**7.1) Tax Collection Report: Year to Date: 07/01/12 – 04/30/13**

**7.2) Tax Collection Report: Month End: 04/01/13 – 04/30/13**

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

**Vote: 3 – 0 – 0 / Motion Passed.**

#### Agenda Item 8: Annual Budget Meeting: Thursday, May 2, 2013

**8.1) Proposed referendum date: May 14, 2013**

**8.2) Board of Finance proposed 2013 – 2014 budget.**

Jay K. Linddy motioned that if the budget passes at the annual budget meeting, then we make the referendum date, May 14, 2013. Elaine Buchardt seconded. No discussion.

**Vote: 3 – 0 – 0 / Motion Passed.**

**Agenda Item 9: RHAM Budget Referendum: Tuesday May 7, 2013:** Robert F. Burbank reminded the community of the referendum taking place on Tuesday, 05/07/13.

**Agenda Item 10: Andover Recreation Summer Concerts: July 20: Undercover, August 3: John Mayock & The Homesteaders.** Robert F. Burbank and Jay K. Linddy announced the following two band concerts: Saturday, July 20, 2013 during Undercover, and Saturday, August 3, 2013 with John Mayock & The Homesteaders. Jay K. Linddy commented on the possibility of a third concert as well and informed the community that all concerts will be held at the gazebo beginning at 7:00 pm.

**Agenda Item 11: Freedom of Information Workshop (FOI) : April 23, 2013:** The BOS commented on the workshop and Jay K. Linddy noted that he would like to see more members from the town's boards and commissions attend the workshop as it is important information to help reduce FOI complaints.

**Agenda Item 12: Grant: Generator Andover Church Emergency Shelter:** An updated report on this item was not available and item was tabled until the next BOS regular monthly meeting on 06/05/13.

**Agenda Item 13: Community Room: Use of Community Room:** Robert F. Burbank presented a notice to the community on the use of the Town Office Building Community Room. The reminder notice listed five items to be checked on when finished using the community room. The items listed include returning the tables and chairs to the way they were, closing windows, use of the thermostat, requesting use of the microphones and speaker system, and leaving the room in the condition that it was found. Robert F. Burbank concluded that the Selectman's office needs to be notified two days prior to an event so the equipment can be set up for the event.

**Agenda Item 14: Andover Fire Department Request: 75<sup>th</sup> Anniversary Parade & use of fields on Long Hill Road:** Jay K. Linddy motioned to ok the use of the fields and allow the Andover Fire Department to sell beer on June 22, 2013. Elaine Buchardt seconded. Discussion: The BOS discussed insurance and the permit from the Liquor Commission. Robert F. Burbank explained that the town insurance would not cover selling beer so the fire department obtained insurance for selling beer the day of the event. Ron Mike and the BOS discussed some of the event details including Route 6 shutdown, detour signs being communications with state police, bringing in the road crews to remove detour signs, and other items for the parade. It is noted that the parade is on June 22, 2013 beginning at 10:00 am.

**Vote: 3 – 0 – 0 / Motion Passed.**

**14.a) Andover Fire Commission CONSERV update:** Wallace Barton provided information to the BOS about the survey done by CONSERV at the fire house and the resulting summary that states that by changing all light fixtures at the fire house the estimated cost in savings will be approximately \$2,100 a year. Wallace Barton explained that CL&P will change all the fixtures and bulbs and that the cost of the project is a little over \$10,000 which will be set up with CL&P as an interest free loan which will increase the monthly bill of around \$36 each month over the next 48 months but after that will see the savings from the upgraded light fixtures. Jay K. Linddy commented that the fire house would have to change the fixtures eventually and this is a good thing to do now as was done with the school parking lot. No action required.

**Agenda Item 15: Andover Farmer's Market:**

**15.1) Minutes: April 18, 2013 meeting & Mission Statement**

**15.2) Appoint Farmer Marker Committee:**

Jay K. Linddy motioned to support and approve the Andover Farmer's Market (AFM) and appoint a committee of the following seven members: Catherine Palazzi, Michael Palazzi, Elaine Buchardt, Patrick Dougherty, Jeanne Person, Karen Hunter, and Robert Russell. Robert F. Burbank seconded. Discussion: Robert F. Burbank will have a line item in the budget to accept and spend money for the AFM and for the AFM to be listed as a sub committee of the Selectmen and concluded that a separate charter account line item will be set up for the committee's expenditures. Jay K. Linddy encouraged the committee not to get discouraged over the details that need to be covered.

**Vote: 3 – 0 – 0 / Motion Passed.**

Buchardt said that the Economic Development Commission (EDC) voted to request \$400.00 for start up costs. Jay K. Linddy motioned to accept the request from the EDC and make the money available for start up. Robert F. Burbank seconded. No further discussion.

**Vote: 3 – 0 – 0 / Motion Passed.**

**Agenda Item 16: Senior Center: Northeast Utilities High Efficiency Lighting Upgrades / agreement:**

Robert F. Burbank presented the agreement with CONSERV for the upgrades to be done at the town's Senior Center (old firehouse). Jay K. Lindy motioned to approve the agreement with CONSERV to do all the work at the Senior Center. Elaine Buchardt seconded. Discussion: Robert F. Burbank noted that this is a 36 month pay back and the cost to the town is minimal and after the three years the town will benefit from lower energy costs. No further discussion.

**Vote: 3 - 0 - 0 / Motion Passed.**

**Agenda Item 17: PROACT, Inc. Service Agreement:** Jay K. Lindy reported that the program, PROACT, is backed by the Connecticut Conference of Municipalities (CCM). Jay K. Lindy then motioned to accept the program and sign the agreement for the program for Andover. Elaine Buchardt seconded. Discussion: Robert F. Burbank explained that this is a program for prescription drug discounts at participating pharmacies for those who do not have insurance and in some cases if insurance does not cover a cost. Robert F. Burbank further explained that the program costs the town nothing to join, that all expenses are born by PROACT, that they have negotiated this deal with other local towns including Columbia and Hebron, and will mail cards and informational brochures to all town residents at no cost to the town. Robert F. Burbank also noted that not all pharmacies participate but CVS is involved in this program and hopes that the program can save residents money. Robert F. Burbank concluded that residents can sign up for the program through the direct mailing from PROACT and the town will have informational seminars if needed.

**Vote: 3 - 0 - 0 / Motion Passed.** The BOS signed the service agreement.

**Agenda Item 18: Liaison Reports:** Elaine Buchardt, liaison for Senior Transportation, reported on an unexpected vehicle expense that put them over budget and also reported that they are applying for a grant for a new vehicle. Elaine Buchardt concluded that if they don't receive the grant then it will be recommended to be a CIP request. Robert F. Burbank commented that the repairs for the vehicle was an emergency situation to get people on medical runs. Elaine Buchardt, liaison for the Economic Development Commission, reported on the Andover Farmer's Market that will be starting on a new date, Friday, July 12, 2013, and with a change in hours to run from 3:30 pm - 7:00 pm. No further liaison reports.

**Agenda Item 19: Public Speak:** Michael Palazzi asked about the 7/11 on Route 6. Robert F. Burbank replied that it has been sold and it is going to be a Shell Station which will be opening soon. Ron Mike asked to review and double check the dates requested for the use of the fields and confirmed that the BOS members are invited to participate in the parade. Diane Grenier asked for an estimate of the time when events and their dates will be updated on the town's website. Robert F. Burbank replied that Jay Kamans, who runs the website, has been unavailable but will be coordinating web site updates with his Administrative Assistant sometime soon.

**Agenda Item 20: Next Board of Selectmen Meeting: June 5, 2013 (Regular monthly meeting)**

**Agenda Item 21: Adjournment:** Elaine Buchardt motioned to adjourn the meeting at 7:50 pm. Jay K. Lindy seconded. No discussion.

**Vote: 3 - 0 - 0 / Motion Passed.**

Minutes respectfully submitted by:  
Marie Smith, Board Clerk  
May 3, 2013

RECEIVED FOR RECORD  
5-5-13 @ 11:30 am  
Carol H. Lee  
TOWN CLERK

# Andover Board of Selectmen

Regular Meeting – June 5, 2013 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. **Top Dog Contest:** Winner of the Top Dog Contest: Number One dog is Roxy Jandzinski, Runner up (Deputy Dog) is Daisy Donnelly.
5. **Approval of Board of Selectmen minutes:**
  - A. **Regular Meeting:** May 1, 2013 (Regular Meeting),
6. **Treasurer's monthly report;**
  - A. **Monthly Fund Balances:**
  - B. **Monthly Financial Report:**
7. **Tax Refunds:**
8. **Tax Collector's:**
  - A. **Tax Collection report:** Year to Date 07/01/12 – 05/31/13
  - B. **Tax Collection report:** Month End 05/01/13 – 05/31/13
9. **Andover Recreation Summer Concerts:** June 29, 2013, July 20 Undercover, August 3, John Mayock & The Homesteaders.
10. **CT. Partnership Plan: Health insurance coverage**
11. **Treasurer/First Selectman memo to Budget Heads and Straff:** Year end 2012 – 2013 budget
12. **Grant:** Generator Andover Church Emergency Shelter
13. **Andover Fire Department:** 75<sup>th</sup> Anniversary parade invite.
14. **Memorial Day Parade & Service:**
15. **Connecticut State Police:** Monthly report for April 2013
16. **2013-2014 Mill Rate:** B.O.F. set Mill rate at 30.77
17. **Town Safety Committee:** May 30, 2013 Special Meeting Minutes.
  - A. **Defibrillator:**
18. **Budget Referendum**
19. **Liaison Reports:**
20. **Public Speak:**
21. **Next Board of Selectmen:** July 10, 2013 (Regular monthly meeting).
22. **Adjourn:**

RECEIVED FOR RECORD  
 6-3-13 @ 12:46 PM  
*Margaret H. Busch*  
 TOWN CLERK

## Andover Board of Selectmen

### Draft of Minutes from Wednesday, June 5, 2013 – 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, Cathy Desrosiers, Julia Haverl (arrived during the discussion of agenda item 10). **Absent:** All present.

**Other Attendees:** Alex Grimshaw, Cathy Palazzi, Michael Palazzi, Dianne Grenier, Virginia Wanagel, Robert Wanagel,

**Agenda Item 2: Public Speak:** None

**Agenda Item 3: Opportunity to Add or Delete Agenda Items:** Jay K. Linddy motioned to add agenda item 12 A: Application for Peddlers License. Elaine Buchardt seconded. No discussion.

**Vote: 4 – 0 – 0 / Motion passed.**

**Agenda Item 4: Top Dog Contest:** Winner of the Top Dog Contest: Number One dog is **Roxy Jandzinski**, Runner up (Deputy Dog) is **Daisy Donnelly**. Robert F. Burbank announced the following: "The winner of the Number One Dog Contest is Roxy Jandzinski, our "Top Dog" with 48 votes. Our runner up, the "Deputy Dog", is Daisy Donnelly with 27 votes. We would like to thank our contestants, their wonderful families and everyone who came in to vote. This contest brought in \$77.00 for the Recreation Commission Scholarship Fund."

**Agenda Item 5: Approval of Board of Selectmen Minutes:**

**A. Regular Meeting:** May 1, 2013, (Regular Meeting): Jay K. Linddy motioned to approve the 05/01/13 BOS regular monthly meeting minutes. Elaine Buchardt seconded. No discussion.

**Vote: 3 – 0 – 1 / Motion passed. Cathy Desrosiers abstained.**

**Agenda Item 6: Treasurer's Monthly Reports:**

**A. Monthly Fund Balances as of 04/30/2013**

**B. Monthly Financial Report dated 06/04/2013**

Jay K. Linddy motioned to receive the two reports from the Treasurer. Elaine Buchardt seconded. No discussion.

**Vote: 4 – 0 – 0 / Motion passed.**

**Agenda Item 7: Tax Refunds:** No refunds.

**Agenda Item 8: Tax Collector's Reports:**

**A. Tax Collection Report: Year to Date: 07/01/12 – 05/31/13**

**B. Tax Collection Report: Month End: 05/01/13 – 05/31/13**

Jay K. Linddy motioned to receive the reports from the Tax Collector. Cathy Desrosiers seconded. No discussion.

**Vote: 4 – 0 – 0 / Motion passed.**

**Agenda Item 9: Andover Recreation Summer Concerts: June 29, 2013, July 20<sup>th</sup> – Undercover, August 3<sup>rd</sup> –**

**John Mayock & The Homesteaders:** Jay K. Linddy announced the dates and two of the three bands slated for the three Saturday evening concerts to be held at the town gazebo beginning at 7:00 pm.

**Agenda Item 10: CT. Partnership Plan: Health insurance coverage:** Cathy Desrosiers spoke about the state of CT Partnership Plan that is being rolled out to municipalities in order to offset the escalating cost of insurance. Cathy Desrosiers would like the BOS to authorize a meeting to invite the state to speak with the BOS about this plan. Cathy Desrosiers also said that she has spoke with Andy Manneggia about this. Jay K. Linddy said that he and Andy Manneggia are currently in negotiations with unions now and that they are dealing with a strong union and coverage would have to be identical. Robert F. Burbank talked about the long standing agreement with region 8 and that there is an advisory committee that meets on a monthly basis to discuss

premiums, wellness programs, and other items. Elaine Buchardt suggested that the state might do their presentation at an advisory committee meeting. Robert F. Burbank will bring it up to the committee and put it on the agenda. Robert F. Burbank explained more about the town's existing plan and that they just came through an RFP to all insurance companies and ended up back with Anthem as they reduced their rates. Jay K. Linddy noted that this year and last year, our claims exceeded the premiums paid, had a bad loss ratio, and had many people needing long term care. Jay K. Linddy suggested getting a date and talk to Andy Manneggia about getting a representative from each town. Jay K. Linddy expressed concern with larger cities like Manchester and the increased number of police and fire personnel. Robert F. Burbank said that we do not have the effectiveness as a large group and then concluded that it never hurts to listen to a proposal and ask the questions and to approach this with all the parties involved so we better understand the pros and cons of the state's program. Cathy Desrosiers concluded that it is time to review this plan and will contact Andy Manneggia about the committees to be invited to the state's presentation of their insurance plan and schedule this for some time in September.

**Agenda Item 11: Treasurer/First Selectmen memo to Budget Heads and Staff: Year end 2012 – 2013**

**budget:** Robert F. Burbank provided a copy of the year end 2012 – 2013 memo, dated 5/14/13, to all budget heads and staff, regarding deadline dates for purchases and invoices for the current fiscal year.

**Agenda Item 12: Grant: Generator for Andover Church Emergency Shelter:** Cathy Desrosiers reported that this item was put on hold and added that she will get it on the next meeting's agenda to discuss the church moving forward as an emergency shelter for the town.

**Agenda Item 12 A: Application for Peddler License:** Jay K. Linddy reported that the town clerk did not previously have an application for this license and the form was created to have information about peddlers and their vehicles, and to have them be licensed with the town clerk to sell to Andover residents. Robert F. Burbank added that the form was generated to address the safety concerns of the residents when they call saying that a woman is selling something, the town can verify that yes, a woman in a blue car is selling something. The BOS discussed the contents of the form and Robert F. Burbank mentioned that there may be a nominal fee charged to take care of administrative costs and asked the BOS to review the form and to continue the discussion next month.

**Agenda Item 13: Andover Fire Department: 75<sup>th</sup> Anniversary Parade Invite:** Jay K. Linddy announced a letter to the BOS from Andover Fire Chief, Ron Mike, inviting the BOS members to participate in the upcoming parade. Robert F. Burbank added that everyone is invited to the parade taking place on Saturday, June 22, 2013, starting at 10:30 am and added that any BOS members that want to be in the parade should contact Ron Mike.

**Agenda Item 14: Memorial Day Parade & Service:** Jay K. Linddy provided BOS members with a copy of the May 27, 2013 Memorial Day Program and suggested that for next year, transportation back to the school be available following the service. Elaine Buchardt said she will bring this up with the Senior Transportation Committee.

**Agenda Item 15: Connecticut State Police: Monthly report for April 2013:** Robert F. Burbank provided this report, dated 5/1/2013, regarding police services occurring in Andover. Jay K. Linddy noted that there were 83 traffic citations and 39 written warnings. There was a discussion about there being a lot of speeders and the difficulty the police have locating safe places to pull over speeders.

**Agenda Item 16: 2013 – 2014 Mill Rate: Board of Finance set mill rate at 30.77:** Robert F. Burbank reported that the Board of Finance set the mill rate for the 2013 – 2013 budget year to 30.77 and added that the state legislature did not allow the proposed cuts to pass and many state programs such as PILOT and education transportation cuts, have been restored to the towns.

**Agenda Item 17: Town Safety Committee: May 30, 2013 Special Meeting Minutes.**

**A. Defibrillator:** Jay K. Linddy reported on the Safety Committee's special meeting on 05/30/13 and noted the purchase of a defibrillator for the town office building. There was a brief discussion about the funding of approximately \$2400 for the defibrillator. Robert F. Burbank concluded the discussion saying that funds for this purchase will come out of the general fund.

**Agenda Item 18: Budget Referendum:** Jay K. Linddy spoke about having three town votes: municipal, town budget, and RHAM budget, on three different days is confusing to residents and that he would like to condense the voting days but noted that the town is following the charter and that RHAM is not part of the charter. Jay K. Linddy suggested changing the part of the town charter to address this and try to get the town budget vote to be on the same day as the RHAM budget vote. Robert F. Burbank

further explained that the charter is approved at town meetings and the next town meeting is in the fall. Jay K. Linddy said he would research this and seek advice on how to get this done.

**Agenda Item 19: Liaison Reports:** Cathy Desrosiers, library liaison, reported that the lighting project is 100% complete and that parking lot lighting is improved, and also reported that now the library is having water leakage in the left front corner of the building occurring during heavy rains.

Robert F. Burbank reported that with some monies left from the LOCIP grant, a new fire alarm system was put in the senior center and that the basement walls will be repainted in an attempt to keep the moisture from the downstairs area.

Elaine Buchardt, Andover Farmer's Market (AFM) liaison, provided updates on the event including a seed money fundraiser carrot stick, priced at \$3.00, that can be displayed to support the AFM. Other items reported on included the port a potty for nearby where the market will be set up by the ball fields nearer to Hop River homes, and about how Direct Energy was going to sponsor signs for the event but backed out of it. The signs cost approximately \$135.00. Lastly, Elaine Buchardt reported that the AFM has a major issue with vendors and the insurance coverage. That initially they had 10 vendors that were committed for the 9 weeks for the market but that the state requires all vendors to have a million dollar insurance policy and that it would cost around \$459 dollars for that much coverage for each vendor. There was a discussion about the town covering the vendors with town insurance. Robert F. Burbank mentioned the liability risk on the residents and on town property. The BOS discussed ways to resolve this and will talk to people in nearby towns that have farmer's markets.

**Agenda Item 20: Public Speak:** Mike Palazzi informed the BOS that the street sign for Times Farm Road had been hit and the pole is at a 45 degree angle. Robert F. Burbank will let the road foreman know.

Robert Wanagel spoke about the Memorial Day Parade event and the concerns of the parade committee including transportation along route 316 back to the school. Robert Wanagel also spoke about the senior center's handicapped bathroom and how it is difficult to use a push cart or a walker in the room. Robert Wanagel also mentioned the stained sink, the outside canape drips, and safety concerns with not enough room for all the walkers and handicapped devices that the seniors need. The BOS spent time discussing concerns and needs at the senior center.

Alex Grimshaw spoke about Cone Road and that he was anticipating a response back from the BOS about past expenses for Cone Road. Robert F. Burbank said that all town roads are being evaluated now and they are still being reviewed as to the cost of maintenance and repairs for the roads on the list. Robert F. Burbank stated that he did not know at this time if it would be affordable to asphalt the  $\frac{3}{4}$  of a mile on Cone Road and also said that the monies spent on Cone Road vary year to year but that the amount spent is available. Alex Grimshaw also commented on a street light that was not functioning properly and should be serviced by CL&P.

Cathy Desrosiers spoke about cleaning the sand from the roads, trimming the trees and brush along side the roads, and the possibility of using solar street lights. Jay K. Linddy suggested the possibility of a grant for solar street lights.

Dianne Grenier asked the BOS when will they be making appointments for boards and commissions. The BOS said at the BOS July 10<sup>th</sup> regular monthly meeting.

**Agenda Item 21: Next Board of Selectmen Meeting: July 10, 2013 (Regular monthly meeting)**

**Agenda Item 22: Adjournment:** Elaine Buchardt motioned to adjourn at 8:20 pm. Cathy Desrosiers seconded.

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

Minutes respectfully submitted by:  
Marie Smith, Board Clerk  
June 7, 2013

RECEIVED FOR RECORD -  
6-11-2013 @ 3:00 PM  
Carol M. Lee  
TOWN CLERK

# Andover Board of Selectmen

Regular Meeting – July 10, 2013 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:
  - A. Regular Meeting: June 5, 2013 (Regular Meeting),
5. Treasurer's monthly report;
  - A. Monthly Fund Balances:
  - B. Monthly Financial Report:
6. Tax Refunds: NONE
7. Tax Collector's:
  - A. Tax Collection report: Year to Date 07/01/12 – 06/30/13
8. Recreation Gazebo Concerts: July 20 Undercover, Aug. 3 ,John Mayock & The Homesteaders.
9. CT. Partnership Plan: Health insurance coverage
10. Memorial Day Committee:
  - A. Proposed new Veteran Committee
  - B. Review correspondence received.
11. Andover Senior Transportation: Mission Recap and Yearly comparisons:
12. Grant: Generator Andover Church Emergency Shelter
13. Suspended Motor Vehicle list: .
14. Andover Elementary School: Sixth Grade Step-Up Ceremony
15. Connecticut State Police: Monthly report for May 2013.
16. 2013-2014 Mill Rate: B.O.F. set Mill rate at 30.77
17. Town Safety Committee: Defibrillator
18. Appointments for Boards, Commissions, Sub Committee. July annual appointments
19. Norton Fund Commission:
20. New Recreational Field Committee: Set Public Hearing on proposed recreational Field.
  - A. Committee Members:
  - B. River East News Bulletin: Article from June 14, 2013 by Geeta Schrayter.
  - C. 2008 Report of the Athletic Field Search Committee:
21. Liaison Reports:
22. Public Speak:
23. Next Board of Selectmen: August 10, 2013 (Regular monthly meeting).
24. Executive Session:
25. Adjourn:

RECEIVED FOR RECORD  
 7-9-2013 @ 12:00 PM  
 Carol H. Lee  
 TOWN CLERK

## Andover Board of Selectmen

### Draft of Minutes from Wednesday, July 10, 2013 – 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, Cathy Desrosiers, Elaine Buchardt, Julia Haverl (arrived after agenda item 7); **Absent:** All Present  
**Other Attendees:** Catherine Palazzi, Mike Palazzi, Carol Lee, Catherine Magaldi -Lewis, Virginia Wanagel, Robert Wanagel, Diane Grenier, Dennis Foran, John McCall, Jan McCall

**Agenda Item 2: Public Speak:** Dennis Foran spoke about a letter, dated June 12, 2013, from Robert F. Burbank to the members of the Memorial Day Committee (MDC). Dennis Foran requested that a letter he wrote in reply and any other correspondence on the MDC be put into the minutes of tonight's meeting.

Catherine Magaldi-Lewis, Democratic Register of Voters, requested that the BOS add the discussion of fire proof files to the agenda for tonight's meeting.

Bob Wanagel commented on the dissolving of the MDC and said that Memorial Day is a town wide event for the young and old and a day when the town gets together for the parade and doesn't see why Andover should change what is already in place.

Carol Lee requested to be added to the agenda to discuss a personal matter with the BOS in an Executive Session.

**Agenda Item 3: Opportunity to Add or Delete Agenda Items:** Elaine Buchardt motioned to add an Executive Session for a personnel matter. Cathy Desrosiers seconded. No discussion.

**Vote: 4 – 0 – 0 / Motion Passed.**

**Agenda Item 4: Approval of Board of Selectmen Minutes:**

**A. Regular Meeting:** June 5, 2013, (Regular Meeting): Jay K. Linddy motioned to approve the 06/05/13 BOS regular monthly meeting minutes. Elaine Buchardt seconded. No discussion.

**Vote: 4 – 0 – 0 / Motion Passed.**

**Agenda Item 5: Treasurer's Monthly Reports:**

**A. Monthly Fund Balances as of 4/30/2013**

**B. Monthly Financial Report dated 7/08/2013 for fiscal year 2012 – 2013**

Jay K. Linddy motioned to receive the two reports from the Treasurer. Elaine Buchardt seconded. No discussion.

**Vote: 4 – 0 – 0 / Motion Passed.**

**Agenda Item 6: Tax Refunds: NONE**

**Agenda Item 7: Tax Collector's Reports:**

**A. Tax Collection Report: Year to Date: 07/01/12 – 06/30/13**

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

**Vote: 4 – 0 – 0 / Motion Passed.**

**Agenda Item 8: Recreation Gazebo Concerts:** July 20<sup>th</sup> – Undercover and August 3<sup>rd</sup> – John Mayock & The Homesteaders: Jay K. Linddy announced the dates and bands slated for the two Saturday evening concerts to be held at the town gazebo beginning at 7:00 pm.

**Agenda Item 9: CT Partnership Plan: Health Insurance Coverage:** Robert F. Burbank reported that he made inquiries about the prescription savings plan PROACT, which is backed by the Connecticut Conference of Municipalities (CCM) but has not yet heard back from them about Andover's enrollment in the plan and will follow up on this. Cathy Desrosiers and Jay K. Linddy stated the BOS on the CT Partnership Plan and will continue to look into this option for health insurance coverage. Jay K. Linddy he is working with the Andover Elementary School on this since they have the most members to be insured.

**Agenda Item 10: Memorial Day Committee:**

**A. Proposed New Veterans Committee**

**B. Review Correspondence Received**

Robert F. Burbank clarified his letter to the MDC dated June 12, 2013 and stated that he did not mean to disband the existing MDC but wanted to assure a separate event to honor veteran's on Veteran's Day and was hopeful that the existing MDC would take over the Veteran's Day event. Robert F. Burbank further explained that the existing MDC did not seem interested in doing this. Robert F. Burbank also said that he did not get any responses for a Veteran's Day Committee and wanted one committee to be responsible for both Memorial Day and Veteran's Day. Robert F. Burbank said that the Veteran's Day event does not have to be as elaborate as the Memorial Day Town event but would like to have something done for our Veteran's. There was a discussion about the ceremony done at Veteran's Park on 11/11/11 that was coordinated by Diane Grenier. The BOS continued to discuss the need for a committee for Veteran's Day and also discussed the Memorial Day parade event. Robert F. Burbank reported that he received complaints about commercial trucks that were in that parade. The BOS continued to discuss this topic and comments were made about the history of Veteran's Day and Armistice's Day. It was also noted that the MDC cannot be dissolved as it is in the Charter and it was suggested to leave the MDC as is and then later in the year get a Veteran's Day Committee together. Robert F. Burbank added that there is a \$500 line item budgeted for a Veteran's Day ceremony that could be used for flags, a wreath, plants or a stipend for a speaker. The BOS decided that no action was required and decided to keep the MDC as is. Elaine Buchardt motioned to establish a separate Veteran's Day committee. Cathy Desrosiers seconded. No further discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item 11: Andover Senior Transportation: Mission Recap and Yearly comparisons**

K. Linddy provided the BOS with an extensive recap report with information on the use of this valuable service to Andover Senior citizens. Elaine Buchardt explained that the Senior Transportation Committee wanted the Andover community to understand how much work is done by the committee and that the need for this service is growing and therefore the committee needs more resources and that during the budget time it was a mistake not to ask for an increase in salary for the transportation drivers and wanted to bring this to the BOS's attention. Elaine Buchardt added that there has also been a huge growth doing runs for food share and the food pantry along with an increase in medical runs as the town's people are growing older and are in need of this service as their families are not always around to help out. Elaine Buchardt further explained that the transportation committee had run out of money last year and had to limit medical runs. The discussion continued about consolidating medical runs to certain days, an increase for maintenance on the vehicles and salaries, and the possibility of charging a fee for this service as the vans used are getting older. Lastly, the possibility of a transportation grant was mentioned. Elaine Buchardt reiterated that in the future the BOS needs to be aware of the need for the senior transportation and more funds should be allocated for this service. Cathy Desrosiers recommended that at budget time the Senior Transportation Committee submit the report to the BOS and the BOS will review it and pass on this information to the taxpayers. Robert F. Burbank also stated that if the Senior Transportation Committee runs out of money, their budget will be reviewed and money will be allocated.

**Agenda Item 12: Grant: Generator Andover Church Emergency Shelter:** Cathy Desrosiers reported that at the last church's meeting in June, they decided to move forward on this and will have more to come on this in the future.

**Agenda Item 13: Suspended Motor Vehicle List:** Jay K. Linddy motioned to accept the suspended motor vehicle list for 40 accounts of uncollected motor vehicle taxes in the amount of: \$4,735.75. Cathy Desrosiers seconded: No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item 14: Andover Elementary School: Sixth Grade Step-Up Ceremony:** Jay K. Linddy provided copies of program for the Step-Up ceremony held at the school on June 19, 2013 and thanked the BOS members that attended.

**Agenda Item 15: Connecticut State Police: Monthly report for May, 2013:** Robert F. Burbank provided this report, dated 5/1/2013, regarding police services occurring in Andover.

**Agenda Item 16: 2013 – 2014 Mill Rate:** Board of Finance set Mill rate at 30.77: Jay K. Linddy reported that since the last BOS meeting, the Board of Finance set the mill rate at 30.77.

**Agenda Item 17: Town Safety Committee: Defibrillator:** Jay K. Linddy reported that the Town Office Building now has a defibrillator located on the upper level and will hopefully be able to purchase one in the future for the Town Office Building Community Room. Jay K. Linddy further explained that the defibrillator is easy to use and has an alarm if someone tries to confiscate it. Jay K. Linddy added that there are four of these units at the school, one in the ambulance at the firehouse and that the library should plan to have their own unit in that building as well.

**Agenda Item 18: Appointments for Boards, Commissions, Sub Committee:** July annual appointments Jay K. Linddy provided the information on existing members of the boards, commissions and sub committees and began the appointments but then it was decided to table this item until members could be contacted to see if they wish to be reappointed or not. Jay K. Linddy motioned to table this until current committee members have been contacted. Julia Haverl seconded. The boards, commissions and sub committees that were initially reviewed and need to be contacted include: Beautification, Emergency Management, Senior Transportation, Website, Commission on Aging, Capital Improvement Planning, Conservation, Economic Development, Ethics, Andover Public Library Board of Directors, Memorial Day, Norton Fund, Ordinance Review, Recreation, Safety Committee for Workers Compensation, the Inland Wetlands Commission, and the Farmer's Market. The BOS divided up the task of contacting the members with terms that expired on 6/30/13 and will have the information for next month's meeting.

**Agenda Item 19: Norton Fund Commission:** This agenda item was skipped.

**Agenda Item 20: New Recreational Field Committee:** Set Public Hearing on Proposed Recreational Field  
**A. Committee Members:** Jay K. Linddy provided the names of committee members: Jay K. Linddy, Robert F. Burbank, Frank Utakis, Dale Kukucka, and non-voting members: Peter Huckins, Andy Maneggia and Bob Deluca.

**B. River East News Bulletin:** Article from June 14, 2013 by Geeta Schrayter

Jay K. Linddy provided a copy of this article and provided an update of the BOE meeting with the recreation field committee.

**C. 2008 Report of the Athletic Field Search Committee:** Jay K. Linddy provided this background report from October, 2008 on the locations that were investigated by the search committee. Jay K. Linddy presented a design of the proposed all purpose regulation athletic field. Other items discussed included the wetland areas and funding for a pavilion. The BOS reviewed the design for the proposed location behind the school. Jay K. Linddy requested authorization for a public hearing to get input from the public. The BOS decided to set a date for the public hearing at the next BOS meeting in August. Robert F. Burbank said that there is a little over two years left to expend the grant money awarded for this project. Jay K. Linddy motioned to approve moving forward with the next steps for the new recreation field. Cathy Desrosiers seconded. No further discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

**Agenda Item 21: Liaison Reports:** Cathy Desrosiers reported that the Library wall had been hit by a car and that they are moving forward with the insurance company and bids to get the wall repaired. Cathy Desrosiers also reported that the water leak in the library has been cleaned up and the gutters have been looked at and hopefully the leak will be resolved.

Elaine Buchardt reported that the Farmer's Market has been postponed until next year because there were only three vendors signed up for this year and the committee was looking for at least ten vendors. Elaine Buchardt added that Andover will be doing the market next year and have a dozen vendors interested. Elaine Buchardt also reported that the Economic Development Commission is working on a new business directory and also the showcase event in October.

Julia Haverl reported that Planning & Zoning will have a public hearing and site walk on Monday. There was also a discussion on the regulations for towns along route 6 and places along route 6 that were approved for commercial use.

**Agenda Item 22: Public Speak:** John McCall thanked the BOS for leaving the MDC as it is and spoke about open communications to the MDC on items such as the complaints about the commercial trucks in the parade. John McCall also noted that the Veteran's Day event was never brought to his attention.

Dennis Foran said that he also appreciated the BOS leaving the MDC as is and that the misunderstanding has been straightened out.

Dennis Foran also spoke about his research done on Veteran's Day and offered suggestions for what the town might do on that day to recognize and remember living and disabled veterans.

Catherine Magaldi-Lewis spoke about the MDC, Veteran's Day, and about the fire proof file cabinets for the Registrars. There was discussion with the BOS about the correct procedure for requesting and funding the cabinets and that the process begins with a purchase order request to Robert F. Burbank, and since the cabinets will cost over \$2000, the request will have to go through the BOS and the BOF. Robert F. Burbank explained the difference between purchases and maintenance budgets and the need to add a line item to the Registrars' budget for equipment/supplies and reiterated that he needs a purchase order for the cabinet.

Bob Wanagel thanked the BOS for not dissolving the MDC.

Cathy Palazzi spoke about the Senior Transportation Committee and that all members of that committee and the Commission for Aging would like to be reappointed. Cathy Palazzi also spoke about the Senior Transportation Committee's budget and raises for the drivers and expressed the growing need for the committee's services.

**Agenda Item 23: Next Board of Selectmen Meeting:** August 7, 2013 (Regular monthly meeting)

**Agenda Item 24: Executive Session:** Jay K. Linddy motioned to go into an Executive Session for a personnel matter. Cathy Desrosiers seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

BOS members, Robert F. Burbank, Jay K. Linddy, Cathy Desrosiers, Elaine Buchardt, and Julia Haverl, went into Executive Session at 9:15 pm. Carol Lee was invited to the Executive Session. The BOS came out of Executive Session at 10:15 pm.

**Agenda Item 25: Adjourn:** Cathy Desrosiers motioned to adjourn at 10:15 pm. Elaine Buchardt seconded. No discussion.

**Vote: 5 – 0 – 0 / Motion Passed.**

Minutes respectfully submitted by:  
Marie Smith, Board Clerk,  
July 12, 2013

RECEIVED FOR RECORD  
7-16-13 @ 8:34 AM  
*Margaret W. Busch*  
Asst. TOWN CLERK

**ATTACHMENT****Town of Andover, Connecticut**

Office of the First Selectmen

Town Office Building

17 School Road

Andover, CT 06232

Phone 860-742-7305

Fax 860-742-7535

June 12, 2013

Re: Memorial Day Committee

I wanted first to extend a thank you on behalf of the town of Andover for all your work on the Memorial day celebration in town. The parade is a tradition here in Andover and has been enjoyed by many over the years.

I wanted to advise all of you that I will be recommending to the Board of Selectman that we dissolve the Memorial day committee and replace it with a new Veterans Committee. The new committee will be responsible for celebration of both Memorial Day and the creation of a new tradition that would encompass a ceremony to honor all veterans on Veteran's day.

I would encourage any of you who are interested in serving on the proposed new Veterans Committee to submit your name to me by July 1, 2013 for consideration in the formation of the new committee which will be done at the Board of Selectmen meeting on July 10, 2013.

Thanks again for your service in the past and I look forward to working with you in the future.

Sincerely,

A handwritten signature in cursive script that reads "Robert Burbank".

Robert Burbank.

# Andover Board of Selectmen

Regular Meeting – August. 7, 2013 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:
  - A. Regular Meeting: July 10, 2013 (Regular Meeting),
5. Treasurer's monthly report;
  - A. Monthly Fund Balances:
  - B. Monthly Financial Report:
6. Tax Refunds: John or Linda Lund \$ 113.38
7. Tax Collector's:
  - A. Tax Collection report: 07/01/13 – 07/30/13
8. Appointments for Boards, Commissions, Sub Committee.
  - A. Proposed list of vacancies:
9. CT. Partnership Plan: Health insurance coverage
10. New Recreational Field Committee: Set Public Hearing on proposed recreational Field.
  - A. State of Ct. Office of Policy and Management: Request to change field location
  - B. Map of Field:
11. Recreation Gazebo Concerts: Saturday August 17, 7pm, John Rousey & The Gravedigger
12. Public Works: Bids for new dump truck.
  - A. Legal Notice: Invitation to Bid notice.
  - B. Bids
  - C. Specification: For Lease/Purchase of Dump Truck
13. Registrar of Voter: Memo to Board of Selectman.
14. Liaison Reports:
15. Public Speak:
16. Next Board of Selectmen: September 4, 2013 (Regular monthly meeting).
17. Executive Session: Review personal matter.
18. Adjourn:

RECEIVED FOR RECORD

8-6-13 @ 3:41 PM

Margaret W. Busch  
 TOWN CLERK

**Andover Board of Selectmen**  
**Minutes from Wednesday, August 7, 2013 – 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 7:02 pm with the Pledge of Allegiance.

**BOS Members: Present:**

Robert F. Burbank, First Selectman,  
Jay K. Linddy, Vice First Selectman,  
Cathy Desrosiers  
Julia Haverl

**BOS Members: Absent**

Elaine Buchardt

**Other Attendees:**

Carol Lee left at 7:40  
Virginia Wanagel,  
Robert Wanagel,  
Diane Grenier,

**Agenda Item 2: Public Speak:**

Dianne Grenier asked about transfer of Bridge to DEEP. Robert Burbank reported that we were waiting on DOT to sign off on the bridge.

Carol Lee asked to be added to Executive Session.

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

Julia Haverl motioned to add an item pertaining to the Prescription Drug card program to the Agenda item 9A

Cathy Desrosiers seconded

**Vote: Motion Passed / Unanimous**

**Agenda Item 4: Approval of Board of Selectmen Minutes:**

**Regular Meeting: July 10, 2013, (Regular Meeting):**

There was some discussion about timeliness of the agenda and information in the book. Some board members want to have information prior to the meeting. This topic will be addressed at the next BOS meeting.

Jay Linddy addressed a problem with the minutes.

Item 18 as presented in the July 2013 minutes is incomplete. The names of the people the BOS appointed to the boards on that date were not included in the minutes. Approval of the July 10th minutes was tabled until the September meeting because the minutes are incomplete.

**Agenda Item 5: Treasurer's Monthly Reports:**

- Monthly Fund Balances as of Not available  
 B. Monthly Financial Report dated 7/30/2013 for fiscal year 2013 – 2014

Jay Linddy made motion to accept Monthly Financial Report  
 Julia Haverl seconded. No discussion.  
**Vote: Motion Passed Unanimous**

**Agenda Item 6: Tax Refunds:**

John or Linda Lund \$113.38

Jay Linddy motioned that we approve as recommended by the Tax Collector, John or Linda Lund a \$113.38 overpayment.  
 Cathy Desrosiers seconded. No discussion.  
**Vote: Motion Passed Unanimous**

**Agenda Item 7: Tax Collectors:**

- A. Tax Collection Report: Year to Date: 07/01/12 – 07/31/13

Jay Linddy motioned to receive the reports from the Tax Collector.  
 Julia Haverl seconded. No discussion.

**Vote: Motion Passed Unanimous**

**Agenda Item 8: Appointments for Boards, Commissions, and Sub Committee:****Beautification Committee**

Jay Linddy recommended the following appointments to the Beautification Committee

**Patricia Billings, Lori Easton, Barbara Foran, Valerie Jurovaty, Joan Foran**

Julia Haverl motioned to appoint above people to Beautification Committee.  
 Cathy Desrosiers seconded. No discussion

**Vote: Motion Passed Unanimous**

**Farmer's Market Committee**

Jay Linddy recommended the following appointments to the Farmer's Market Committee

**Elaine Buchardt, Patrick Dougherty, Karen Hunter, Catherine Palazzi, Michael Palazzi, Jeanne Person, Robert Russell**

Cathy Desrosiers motioned to reappoint above people to the Farmers Market Committee.  
 Julia Haverl seconded. No discussion

**Vote: Motion Passed Unanimous**  
**Conservation Commission**

Robert Burbank recommended the following appointments to the **Conservation Commission**

**Maryann Gile, Michael Palazzi, Scott Proctor Warren**

Motion made by Cathy Desrosiers to accept the three members at large as presented  
Julia Haverl seconded. No Discussion

**Vote: Motion Passed Unanimous**

**Emergency Management Coordinator**

Robert Burbank recommended the following appointments as **Emergency Management Coordinator**

**Paul Bancroft as Coordinator**  
**Catherine Crème as Asst. Coordinator.**

Motion made by Julia Haverl to appoint the Emergency management coordinator and assistant  
coordinator as listed above.

Cathy Desrosiers seconded. No Discussion

**Vote: Motion Passed Unanimous**

**Ordinance Review Committee**

Robert Burbank recommended the following appointments to the **Ordinance Review Committee**

**Marie Burbank, Margaret Busch, Leigh Ann Hutchinson, Carol Lee, Joan Wells**

Motion made by Cathy Desrosiers to accept as presented  
Julia Haverl seconded. No Discussion

**Vote: Motion Passed Unanimous**

**Norton Fund**

Cathy Desrosiers announced the appointments would be tabled until September meeting.

**Inland Wetlands**

Cathy Desrosiers announced the appointments would be tabled until September meeting.

**Website Committee**

Question was raised about the website committee. As they have completed their charge, they will not  
be reappointed.

The current Website coordinator is Jay Kamins, assisted by Bobs assistant Penny Auer.

**Agenda Item 9: CT Partnership Plan: Health Insurance Coverage:**

Cathy Desrosiers reported on the CT Partnership plan health insurance.

Jay Linddy reported the school board was in negotiations at the school about health insurance for this year already.

Presentation for this plan should go through the School first and then the town can review for what is applicable to the town employees.

Cathy Desrosiers concluded she would talk to Andy Mannegia at the school to set up a meeting with the CT Partnership plan for inclusion in next year's negotiations

**A. CCM Prescription Card**

Julia discussed CCM program and asked where we stand on implementing it. Bob reported that we had already ordered the materials and the info should be mailed to the residents of the Andover.

Application made 30 days ago and is in the works. We should be included in the plan soon.

**Agenda Item 10: New Recreation Field Committee:****A.1 State of Ct. Office of Policy Management:**

The town received approval to change field location as to the original location was deemed unsuitable due to wetlands issues.

Julia Haverl made a motion to set a date for a Public Hearing on Tuesday 9-10 regarding the proposed ball field field at the location near the elementary school with an alternate date of 9-12.

Cathy Desrosiers seconded motion. No discussion

**Vote: Motion Passed Unanimous**

**Agenda Item 11: Recreation Gazebo Concerts:**

Jay Linddy announced the concert on Saturday August 17<sup>th</sup> 7:00 PM John Rousey and the Gravedigger  
Cathy Desrosiers announced there was also a concert on the 16<sup>th</sup> sponsored by the Library.

**Agenda Item 12:**

**A.1 Legal Notice:** Invitation to bid notice

**B.1 Bids:**

**C. Specification:** For Lease/Purchase of Dump Truck

Bob Burbank reviewed the information in the notebook to replace the 1986 Plow truck and reported there were three bids plus the state contract for the new truck. The State contract bid was lower. However, after reviewing the bids and specs, talking with the Andover town road Forman, visiting the Bolton State garage and talking to the mechanics and users of the state trucks, Bob Burbank recommended we do not go with the lowest bid, but select a Peterbuilt truck vs the International truck as it is much better quality.

Julia Haverl motioned to approve the expenditure of \$163, 671 to purchase the Peterbuilt of Ct. truck and paid over a 5-year plan.

Cathy Desrosiers seconded motion. No discussion

**Vote: Motion Passed Unanimous**

**Agenda Item 13: Registrar of Voter: Memo to Board of Selectman**

Reviewed a memo sent to the BOS.  
No Action taken

**Agenda Item 14: Liaison Reports**

**Library:**

Cathy Desrosiers reported.  
The wall is repaired and the bill has been paid.  
A current issue relates to parking for patrons when there is an event at the library. They are looking into solutions.  
Report on a Generator. Cathy talked to Edith Prague and then Steve Cassano's office to obtain info about funding for a generator.

**Transportation**

Robert Burbank reported.  
The town put new first aid kits in the Vans  
Vehicles are now in good running conditions  
Senior lunches start Sept 13<sup>th</sup>, 2013

**Agenda Item 15: Public Speak**

Dianne Grenier-asked if a stipend is being paid to Jay Kamins for his work on the web. Robert Burbank reported that he was paid in the last budget year for his work on the website.

**Agenda Item 16**

Bob noted that the Next Board of Selectmen Meeting: September 4, 2013 (Regular monthly meeting)

**Agenda Item 17: Executive Session: Review Personal matter**

At 8:40 PM, Cathy Desrosiers made a motion made to go into executive session to discuss personnel matters.

Julia Havel seconded. No discussion.

Board went into Executive session.  
Board came out of Executive session at 9:20 PM  
No Action was taken

**Agenda Item 18: Adjourn**

Julia Haverl motioned to adjourn at 9:22 pm.  
Cathy Desrosiers seconded. No discussion.

**Vote: Unanimous / Motion Passed**

Minutes respectfully submitted by:  
Penny Auer, acting Board Clerk, Aug 7, 2013

RECEIVED FOR RECORD  
8-12-2013 @ 2:15pm  
*Carol A. Lee*  
TOWN CLERK

# ATTACHMENT

## Financial Summary

Total Vehicle Price

\$93470.00 cab & chassis

Total Sale Price

\$163671.00 Truck & equipment

Total Vehicle Price Less Trade Allowance for  
1987 International 1900 Dump Truck with Sander

\$162171.00 minus trade

Net Sales Price

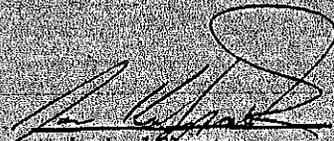
\$162171.00 total

Approved by Seller

Accepted by Purchaser

Sales Rep 7-29-13  
Official Title & Date

Product of Connecticut Inc  
Firm or Business Name

  
Authorized Signature  
Jon Kirkpatrick

  
Authorized Signature & Date  
7-29-13

This proposal is not binding upon the  
Seller without Seller's Authorized  
Signature

  
Glenn LaFrancis General Manager  
Official Title & Date

Part City Truck Equipment

Deduct for no barn door 500.00

Add for 201 stainless steel body unpainted with AR400 floor and continental epoxy black paint 7000.00

Vendor delivery time is in 90-100 days.

Fine for late deliver is \$100.00 per day.

Add wasa plan - 2980.00

**ATTACHMENT**  
**Andover Board of Selectmen**  
**Regular Meeting**

**Wednesday August 7, 2013 7:00pm**  
**Town Office Building / Community Room**

**Sign In Sheet - Please Print Name**

Dianne Grenier

Dianne Grenier

Robert Wanagel

ROBERT WANAGEL

Virginia Wanagel

VIRGINIA WANAGEL

Carol Lee

Carol Lee

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Andover Board of Selectmen

Regular Meeting – September 4, 2013 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:
  - A. Regular Meeting: July 10, 2013
  - B. Regular Meeting: August 7, 2013
5. Treasurer's monthly report;
  - A. Monthly Fund Balances: August 2013
  - B. Monthly Financial Report: August 2013
6. Tax Refunds:
7. Tax Collector's:
  - A. Tax Collection report: 08/01/13 – 08/31/13
  - B. Year to date: 07/01/13-08/31/13
8. Appointments for Boards, Commissions, Sub Committee.
  - A. Norton Fund & Inland Wetlands & Vernon area Cable Advisory Committee
  - B. Fire Commission: Appointment for C.I.P. Curt Dowling replaces Peter Yeomans
9. First Selectman Liaisons appointments:.
10. CT. Partnership Plan: Health insurance coverage:
11. ~~New Recreational Field Committee~~: Public Hearing Tuesday September 10, 2013 7 p.m.
12. ~~Resolution~~: Historic Documents Preservation Grant
13. Agenda: Early access to the Agenda.
14. Add clarification to personnel policies: Benefits listed under these policies are granted to full time employees who are employed or appointed by the Board of Selectmen with a weekly work schedule of 30 (thirty) hours or more. Any exception to this is specifically listed in the personnel policies.
15. Grant: Generator Andover Church Emergency shelter
16. Recreation Commission: Sub Veterans Committee.
- 17.. Hop River 5K: August 11<sup>th</sup>, 2013
18. Liaison Reports:
19. Public Speak:
 

Next Board of Selectmen: October 2, 2013 (Regular monthly meeting).
21. Adjourn:

# Andover Board of Selectmen

Regular Meeting – September 4, 2013 7pm

## Proposed to Add to the Agenda

- 7.A Memo from the Assistant to the First Selectman:  
Web Site Update  
EMAIL recommendations
  
- 7.B State of Connecticut monthly Police services
  
- 7.C Pro Act Discount Prescription Card
  
- 7.4 RHAM FIELDS

**ANDOVER Board of Selectmen**  
**Regular Monthly Meeting**  
**Wednesday September 4, 2013**  
**Community Room - Town Office Building**

**Minutes**

**AGENDA # 1: CALL TO ORDER / PLEDGE OF ALLEGIANCE:** First Selectman Robert F. Burbank called to order at 7:00pm with the Pledge of Allegiance.

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

**Other Attendees:** Dianne Grenier, Robert Wanagel, Virginia Wanagel, Marie Burbank and Geeta Schrayter (reporter for Rivereast News Bulletin) **See "sign in sheet" Attachment # 1**

**AGENDA # 2: PUBLIC SPEAK:** Virginia Wangel (Rt. 5 & Rt. 316 Brush)

**AGENDA # 3: OPPORTUNITY TO ADD OR DELETE ITEMS:** Elaine Buchardt motioned to add

7-1 Memo from the Assistant to the First Selectman (Web Sfite & EMAIL Recommendations

7-2 State of Connecticut monthly Police report. 7-3 Pro Act Discount Prescription Card.

7-4 RHAM Fields Cathy Desrosiers seconded. No discussion.

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

**AGENDA # 4-A APPROVAL OF July 10, 2013 MINUTES:** Cathy Desrosiers motioned to approved the July 10, 2013 Selectmen regular meeting minutes. The Board will name members appointed to board and commissions at September 4, 2013 meeting under Agenda 8 Elaine Buchardt seconded.

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

**AGENDA # 4-B APPROVAL OF Agust 7, 2013 MINUTES:** Cathy Desrosiers motioned to Approved the August 7, 2013 Selectmen regular meeting minutes. Robert F. Burbank seconded.

**Vote: 3 - 0 - 1 Motion Passed Elaine Buchardt (Abstained)**

**AGENDA # 5-A Treasurer's monthly Fund Balances report:** Report not available.

**AGENDA # 5-B Treasurer's monthly Financial report:** Elaine Buchardt motioned to approved Treasurer's monthly Financial report for August 2013. .Cathy Desrosiers seconded

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

**AGENDA # 6 Tax Refunds:** Elaine Buchardt motioned to approved tax refunds to::Halimah Arif \$ 441.55, Theodore Bogucki \$ 1,108.03, Ryan Cadorette \$ 107.55, Minnie or Gerald Crème \$ 75.23, Patrick Dougherly, \$ 90.46, Kenneth Gaylor \$ 40.00, Christopher Graveas \$ 119.29, Neil Kenney \$ 19.91, John Obrien \$ 303.06, Gina Palumbo \$ 100.32, John or Jean Schreiner \$ 81.69, Ruffo Paula Toce \$ 133.59, and John Totri 820.82. Cathy Desrosiers seconded. **See Attachment # 2**

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

**AGENDA # 7-A Tax Collection report:** 8/01/13 – 8/31/13 report not available.

**AGENDA # 7-B Tax Collection report:** Year to Year report not available.

**AGENDA # 7-1 Memo from Assistant to the First Selectman: Web Site Update:** Discussion, No minutes have been posted since January/February 2013. Selectwoman Cathy Desrosiers will draft an interoffice memorandum to be sent to the Town Clerk about the issue informing her updating the minutes was in fact a part of her job. Board members will see a draft of the letter before mailing it to the Town Clerk. **EMAIL recommendations:** Discussion see **Attachment # 3.**

**AGENDA # 7-2 State of Connecticut monthly services:** Board reviewed the monthly report.

**AGENDA # 7-3 Pro Act discount card.** Discount Prescription cards will be mailed out to all Andover residents, this is a free program.

**AGENDA # 7-4 RHAM fields:** Discussion on the 200 volunteers that worked on the athletic fields on the RHAM campus for 2 days..

**AGENDA # 8 Appointments for Boards, Commissions, Sub Committee:**

Elaine Buchardt motioned to appoint the following people to Boards, Commission, Appointed Officials and Sub Committees for the Term of July 1, 2013 to June 30, 2015.

**Ordinance Review Committee:**

Marie R. Burbank	208 Gilead Rd.	Margaret H. Bush	183 Bunker Hill Rd.
Leigh Ann Hutchinson	637 RT. 6	Carol H. Lee	24 Webster Lane
Joan C. Wells	3 West St.		

**Farmer's Market Committee:**

Elaine M. Buchardt	874 East St.	Patrick Ira Dougherty	2 Merritt Valley Rd.
Karen Hunter	37 Shoddy Mill Rd.	Catherine Palazzi	100 Hutchinson Rd.
Michael Catherine Palazzi	100 Hutchinson Rd.	Jeanne Person	20 Pine Ridge Drive
Robert Russell	218 Route 6		

**Andover Public Library Board of Directors:**

Mary Ann Boxwell	17 Chester Brooks Lane	Cathleen A. Desrosiers	232 Bear Swamp Rd
Linda Fish	111 Townsend Rd.	Jean Gasper Minalga	70 Hebron Rd.
Julie A. Victoria	60 Townsend Rd.		

**Inland Wetlands Commission:**

John C. England	27 Bailey Rd.	Michael A. Landolp	93 Shoddy Mill Rd.
James McCann	193 Lake Rd.	Rich Osborne	67 Hebron Rd.

**Inland Wetlands Commission Alternates:**

Katelynn King	86 School Rd.		
---------------	---------------	--	--

**Safety Committee for Workers Compensation:**

David Griffin	35 School Rd.	Edwin Kasacek	12 Long Hill Rd.
Jay K. Lindy	125 Lake Rd.	Kathy Luntta	17 School Rd.
Andrew Maneggia	35 School Rd.	Kristy Merrifield	35 School Rd.
Thomas Moynihan	35 School Rd.	Karen Zito	35 School Rd.

**Economic Development Commission:**

James Dake	200 Bear Swamp Rd.	Patrick Ira Dougherty	2 Merritt Valley Rd.
John Golemba	3 Old Farm Rd.	Jeanne Person	20 Pine Ridge Drive
Elaine M. Buchardt	874 East St.		

**Beautification Committee:**

Patricia Billings	146 Hebron Rd.	Lori Easton	25 Riverside Drive
Barbara Foran	112 Bunker Hill Rd.	Joan Foran	143 Hebron Rd.
Valerie J. Jurovaty	115 Jurovaty Rd.		

**Cable Advisory Board:**

Elaine M. Buchardt	874 East St.
--------------------	--------------

**Community Voice Channel Liason:**

Marie R. Burbank	208 Gilead Rd.
------------------	----------------

**Commission on Aging:**

Barbara Foran	112 Bunker Hill Rd.	Catherine Palazzi	100 Hutchinson Rd.
Judith Knox	236 Boston Hill Rd.	Susan Schmidt	314 Boston Hill Rd.
Robert Wanagel	274 Boston Hill Rd.		

**Norton Fund Commission:**

Heidi Hall Donnelly	27 Hebron Rd.	Dianne F. Grenier	400 Lake Rd.
Sabath P. Houle	225 Bunker Hill	Susan H. Schmidt	314 Boston Hill Rd.
Heidi Xenophontos	34 Old Farms Rd.		

**Capital Improvement Plan Committee:**

Curtis W. Dowling	389 Lake Rd.	Henry Dupre	121 Boston Hill Rd.
Elaine M. Buchardt	874 East St.	John Golemba	3 Old Fars Rd.

**Memorial Day Committee:**

Karin Denley	89 Lakeside Drive	Dennis M. Foran	143 Hebron Rd.
John E. McCall	38 Lake Rd.	Robert Wanagel	274 Boston Hill Rd
Nelson Warner	150 Lake Rd.		

**Memorial Day Committee Alternate:**

Virginia H. Wanagel	274 Boston Hill Rd.
---------------------	---------------------

**Recreation Commission:**

Robert H. Davis Jr.	9 Shadblow Lane	Timothy M. Fogarty	380 Hebron Rd.
Kimberly Hawes	45 School Rd.	Carol Lee	24 Webster Lane
Jay K. Lindy	125 Lake Rd.		

**Senior Transportation Committee:**

John England	27 Bailey Rd.	Barbara Foran	112 Bunker Hill Rd.
George Knox	236 Boston Hill Rd.	Catherine Palazzi	100 Hutchinson Rd.
Susan Schmidt	314 Hill Rd.	Michael Wallace	316 Lake Rd.

**Burning Officials:**

Edwin Kasacek                      16 Long Hill Rd.                      Jay K. Lindy                      125 Lake Rd.

**Emergency Management Coordinator:**

Paul Bancroft                      65 Rt. 87                      Catherine Crème                      8 Woodfern Way

**Town Engineer:**

Gerald Hardisty                      203 Boston Hill Rd.                      CES Engineering                      203 Boston Hill Rd.

**Health Director:**

Eastern Highlands Heath District 4 South Eagleville Rd., Storrs, CT.

**Website Coordinator:**

Jay Kamins                      104 West St.                      Penny Auer, Assistant                      58 Merritt Valley Rd.  
Cathy Desrosiers seconded the motion.

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

**AGENDA # 9 First Selectman Liaisons appointments:** Discussion

**AGENDA # 10 CT. Partnership planhealth insurance coverage:** report not available.

**AGENDA # 11 New Recreational Field Committee:** discussion on the Public Hearing set for 7pm September 10, 2013. Request all Selectmen come to the hearing. **Attachment # 4**

**AGENDA # 12 Historic Documents Preservation Grant Resolution: Motion:** Elaine Buchardt motioned to approve a 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. Cathy Desrosiers seconded the motion.. **Attachment # 5**

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

**AGENDA # 13 Early access to the agenda:** The board had discussion to have agenda sent out by the 3<sup>rd</sup> week of the month.

**AGENDA # 14 Add clarification to personnel policies:** Elaine Buchardt motioned to add to the Town employee personal policy: Benefits listed under these policies are granted to full time employees who are employed or appointed by the Board of Selectmen with a weekly work schedule of 30 (thirty) hours or more. Any exception to this is specifically listed in the personnel policies. Cathy Desrosiers seconded the motion..

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

**AGENDA # 15 Grant:** for a generator installed at Andover Church for an emergency shelter.

Discussion,  
Home Land grant funds ran out, Cathy is now looking at the State Level.

**AGENDA # 16 Veterans Day Committee:** Recreation Commission is putting a committee together for a program on Veterans day. Jay will give a update at next Board meeting.

## PAGE 5 September 4, 2013 Selectmen Minutes

**AGENDA # 17 Hop River 5K:** The 1<sup>st</sup> annual HOP RIVER 5K was held on Sunday, August 11, 2013 on the Trail, 150 runners turn out, Jay's concerns was how bad the trail has been all year. DEEP must get out and work on it.

**AGENDA # 18 Liaison reports:** Elaine Buchardt: C.I.P. is sending request for capital purchases for the 2013-2014 budget year. Elaine Buchardt reported that the Farmers Market Committee wants to change location for the market to the front parking lot near the bridge. The Board of Selectmen will be updated and the Recreation Commission must be notified.

**AGENDA # 19 Public Speak:** Robert Wanagel, The town should purchase a small van for medical runs.. Diane Grenier, Looking for a DEEP update on the parking lot (Side of the Old Town Hall).

**AGENDA # 20 Next Board of Selectmen Meeting:** October 2, 2013

**AGENDA # 21 Adjourn:** Motion made by Cathy Desrosiers to adjourn at 8:28p.m. Elaine Buchardt: seconded.

**VOTE 4-0-0 Motion passed**

Attachment # 1	Agenda # 1	Sign in Sheet
Attachment # 2	Agenda # 6	Tax Refunds
Attachment # 3	Agenda # 7.1	Web Site Update/Email recommendations
Attachment # 4	Agenda # 11	Public Hearing Notice
Attachment # 5	Agenda # 12	Resolution

Respectfully submitted  
Jay K. Linddy

RECEIVED FOR RECORD  
9-9-2013 @ 9:23am  
*Carol N. Lee*  
TOWN CLERK

# ATTACHMENT

## Andover Board of Selectmen

### Regular Meeting

Wednesday September 4, 2013 7:00pm  
Town Office Building / Community Room

### Sign In Sheet - Please Print Name

Diann Grenier

Diann F Grenier

Robert Wanagel

ROBERT WANAGEL

Virginia Wanagel

VIRGINIA WANAGEL

Marie Burbank

MARIE BURBANK

GEETA SCHRAYER

RIVERCAST News Bulletin

Office of the Collector  
Section 12-129 Refund of Excess Payment

To the Board of Selectmen, it is recommended that a refund of property taxes in the amount of \$3,441.50 to the named Taxpayer's in accordance with the provisions of section 12-129, for the month of August 2013.				
TAXPAYER'S NAME	REASON	AMOUNT	DATE PAID	FOR
Arif, Halimah	COC #05564M	\$441.55	07/30/13	
Bogucki, Theodore	Bank Over Paid	\$1,108.03	04/25/13	
Cadorette, Ryan	COC #many	\$107.55	08/12/13	
Crème, Minnie or Gerard	COC #50785M	\$75.23	07/16/13	
Dougherty, Patrick	COC #05602M	\$90.46	08/12/13	
Gaylor, Kenneth	Over Paid	\$40.00	08/12/13	
Gravas, Christopher	COC #05495M	\$119.29	07/02/13	
Kenney, Neil	COC #05555M	\$19.91	07/29/13	
O'Brien, John	Over Paid	\$303.06	02/01/11	
Palumbo, Gina	05447M	\$100.32	07/23/13	
Schreiner, John or Jean	COC #05567M	\$81.69	07/31/13	
Toce Ruffo, Paula	COC #05113M	\$133.59	07/16/13	
Totri, John	Bank Over Paid	\$820.82	03/12/13	
Grand Total		\$3,441.50		
At a regular Board of Selectman meeting held on the 4th day of September, 2013 it was voted to refund property taxes amounting to the above named amount and Taxpayer's.				
Kristy L. Merrifield, CCMC Tax Collector			Robert F. Burbank First Selectman	

### Web Site Update

I met with Jay Kamins to learn how to access and use the Andover website. As time allows I am learning how to work with the website program.

1. Updated the Building Dept website to add new fee schedule and form.
2. Updated the calendar as I get information about upcoming meetings and events.
3. Created a new page for the Tax Assessor with contact information and a link to the Assessor's website. I will work with Roberta to develop their page with more information, forms and links over the next few months.
4. Updated the Registrars site to remove obsolete information. Offered to update the Registrar website if provided with current information.
5. Updating a page to be published soon with all the names of the members of the boards and commissions.
6. Plan to create new pages for posting of minutes for each of the boards and commissions. Currently no minutes have been posted since January or February 2013. BOS office does not receive the official minutes and the Town Clerk no longer posts them.

I am only in the office 10 hours a week, and as my learning curve improves, I am able to do more on the website as time allows, in my role as assistant to the 1<sup>st</sup> Selectman.

### EMAIL recommendation.

Currently due to limitations by Comcast regarding how many email accounts the town can have, many town employees have their own gmail or Hotmail accounts where they receive official town emails. Ie: [andovertownclerk@sbcglobal.net](mailto:andovertownclerk@sbcglobal.net).  
[Assistanttownclerk@gmail.com](mailto:Assistanttownclerk@gmail.com) .

As the employee controls the password for their town emails, the town has no control or access to such emails without the employee or appointed official's permission which could be an issue if that employee leaves abruptly or in an FOI situation where the town is required to produce those emails. The town should explore setting up town controlled emails for all town positions. That may be possible via our [andover.org](http://andover.org) web domain. For Example. [Townclerk@andoverct.org](mailto:Townclerk@andoverct.org), [Taxcollector@andoverct.org](mailto:Taxcollector@andoverct.org), [taxassessor@andover.ct.org](mailto:taxassessor@andover.ct.org) . There may be a small cost for these address and some research needs to be done.

**LEGAL NOTICE**  
**TOWN OF ANDOVER**  
**PUBLIC HEARING**  
**TUESDAY, SEPTEMBER 10, 2013**  
**COMMUNITY ROOM**

A Public Hearing will be held on Tuesday, September 10, 2013 at 7 p.m. in the Community Room of the Town Office Building to address the location of the new recreation multi-use field.

**Attachment 4**  
**Agenda # 11**



**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 \_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
Robert F. Burbank  
First Selectman

\_\_\_\_\_  
Julia Haverl  
Selectman

\_\_\_\_\_  
Elaine Buchardt  
Selectman

\_\_\_\_\_  
Jay K. Linddy  
Vice First Selectman

\_\_\_\_\_  
Cathleen Desrosiers  
Selectman

## ATTACHMENT



## RESOLUTION

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

Resolution adopted this 4 day of SEPTEMBER, 2013

Robert F. Burbank

Robert F. Burbank  
First Selectman

\_\_\_\_\_  
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

**Special Meeting – September 19, 2013 11:30am**  
Town Office Building (Community Room) 17 School Road, Andover, CT.

## Agenda

1. Call to Order/Pledge of Allegiance:
2. Public Speak:
3. Tax refunds:
4. Town Web Site:
- 5.. Next Board of Selectmen meeting: October 2, 2013 (Regular monthly meeting).
- 6.. Adjourn

RECEIVED FOR RECORD

9-17-13 @ 11:23 AM

Margaret H. Busch  
Asst. TOWN CLERK

# ANDOVER BOARD OF SELECTMEN

Special Meeting Thursday September 19, 2013 11:30am  
Town Office Building (Community Hall)

## Minutes

1. **Call to Order/Pledge of Allegiance:** First Selectman Robert F. Burbank called the meeting to order at 11:32am. Followed by the pledge of allegiance.  
**Present:** Robert F. Burbank, Elaine Buchardt, Jay K. Linddy, and Julia Haverl. **Absent:** Cathyleen A. Desrosiers.  
**Other Attendees:** Joan Foran, Dennis Foran, Arlene Saglio, Robert Wanagel and Virginia Wagnagel. **ATTACHMENT # 1 (Sign in sheet)**
2. **Public Speak:** Dennis Foran, (Website), Joan Foran, (Website article in Rivereast Bulletin ), Robert Wagnagel, (Website all seniors don't have computers, the one that do play games.) Dennis Foran, (Website article in Rivereast Bulletin )
3. **Tax refunds:** Julia Haverl motioned to approved tax refunds to::Geoshawa Atkins \$ 61.37, William or Cathleen A. Desrosiers, \$ 27.26, Robert Drake \$ 276.06, Dinielle Fineman \$ 58.15, Kristopher Hills, \$52.58, Honda Lease Trust \$ 113.11, Brian or Dawn Kreidler \$ 15.37, Chuck Ledge \$ 9.78, Mark Lunnta \$ 19.24, Lyon Financial \$ 183.61, Kenneth Stephenson \$ 72.00, Valerie Timreck \$ 22.89, Arthur Turkington \$ 77.68, Scott Yeomans \$ 38.03, and Wells Fargo Home \$ 1,136.70. Elaine Buchardt seconded. **ATTACHMENT # 2 (Tax Refunds)**  
**VOTE: 4 – 0 – 0 MOTION PASSED**
- 4.. **Town Web Site:** : Discussion on Cathyleen A. Desrosiers EMAIL about other towns posting minutes. Board members agree more information on state and F.O.I. requirements, time line on posting minutes.
- 5.. **Next Board of Selectmen:** April 3, 2013 (Regular monthly meeting).
- 6.. **Adjourn:** A motion to adjourn the meeting at 12:34pm was made by Elaine Buchardt.and seconded by Julia Haverl

**VOTE: 4 – 0 – 0 MOTION PASSED**

Respectfully submitted:

Jay K. Linddy

Attachment # 1      Agenda # 1      Sign in sheet  
Attachment # 1      Agenda # 3      Sign in sheet

RECEIVED FOR RECORD

9-23-13 @ 10:30 AM

*Margaret H. Busch*  
TOWN CLERK

Office of the Tax Collector  
Section 12-129 Refund of Excess Payment

To the Board of Selectmen, it is recommended that a refund of property taxes in the amount of \$2,163.83 to the named Taxpayer's in accordance with the provisions of section 12-129, for the month of September 2013.				
TAXPAYER'S NAME	REASON	AMOUNT	DATE PAID	FOR
Atkins, Geoshawa	COC #05591M	\$61.37	08/15/13	
Desrosiers, William or Cathl	COC #05609M	\$27.26	08/26/13	
Drake, Robert	COC #05620M	\$276.06	08/27/13	
Fineman, Danielle	COC #05612M	\$58.15	08/26/13	
Hills, Kristopher	COC #05576M	\$52.58	08/01/13	
Honda Lease Trust	COC #05611M	\$113.11	08/26/13	
Kreidler, Brian or Dawn	COC #05570M	\$15.37	07/31/13	
Leger, Chuck	COC #05490M	\$9.78	04/25/13	
Lunnata, Mark	COC #05610M	\$19.24	08/26/13	
Lyon Financial	COC #05494M	\$183.61	07/15/13	
Stephenson, Kenneth	COC #05583M	\$72.00	08/01/13	
Timreck, Valerie	COC #05621M	\$22.89	08/27/13	
Turkington, Arthur	COC #05335S	\$77.68	03/25/13	
Yeomans, Scott	COC #05624M	\$38.03	08/27/13	
Wells Fargo Home Mortgage	Bank Over Paid	\$1,136.70	04/15/13	Conway
Grand Total		\$2,163.83		
At a regular Board of Selectman meeting held on the 19th day of September, 2013				
it was voted to refund property taxes amounting to the above named amount and Taxpayer's.				
<i>Kristy L. Merrifield</i> Kristy L. Merrifield, CCMC Tax Collector	<i>Robert F. Burbank</i> Robert F. Burbank First Selectman			

**ATTACHMENT**

**613**

**Andover Board of Selectmen**

**Special Meeting**

**Thursday September 19, 2013 11:30am  
Town Office Building / Community Room**

**Sign In Sheet - Please Print Name**

*Juan Foran*  
\_\_\_\_\_  
*Dennis Foran*  
\_\_\_\_\_

*Juan Foran*  
\_\_\_\_\_

*Dennis Foran*  
\_\_\_\_\_

*ARLENE SABELLO*  
\_\_\_\_\_

*ROBERT WANABEL*  
\_\_\_\_\_

*VIRGINIA WANABEL*  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Andover Board of Selectmen**

Regular Meeting – October 1, 2013 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:
  - A. Regular Meeting: September 4, 2013
  - B. Special Meeting: September 19, 2013
5. Treasurer's monthly report;
  - A. Monthly Fund Balances: September 2013
  - B. Monthly Financial Report: September 2013
6. Tax Refunds:
7. Tax Collector's:
  - A. Tax Collection report: 09/01/13 – 09/31/13
  - B. Year to date: 07/01/13-09/31/13
- Planning & Zoning Commission:
  - A. Alternates vacancies: The Planning & Zoning Commission fill two alternates vacancies at September 16 meeting, Gerald E. Hardisty and Scott Person.
  - B. Septic Regulations:
9. Andover Fire Commission:
10. Andover Farmer's Market Committee:
  - A. Resignation: Patrick Ira Dougherty
  - B. Update committee report:
11. C.I.P.
12. PRO ACT Prescription Discount Card: Town wide mailing September 13, 2013.
13. New Recreational Field Committee: Review public hearing September 10, 2013.
14. Schedule of regular meetings for 2014: State Statute 1-225(b) All Board of Commission is required to file the schedule of regular meetings dates for the year of 2014.
15. Liaison Reports:
16. Public Speak:
17. Next Board of Selectmen: November 6, 2013 (Regular monthly meeting)
18. Adjourn:

RECEIVED FOR RECORD  
10-01-13 @ 3:15 PMMargaret H. Buesch  
Asst. TOWN CLERK

## Agenda Item # 3

### Proposed to Add to Agenda:

**5 – C Resolution: 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 Resident State Trooper for the period of July 1, 2013 to June 30, 2015.**

**5 – D Transfers: 2013-2014**

**5 – E Holidays: Holidays to be observed by the State of Connecticut in 2014.**

**5 – F Supplemental appropriation: Andover Fire Commission is requesting \$ 6,462.32 for a increase cost for Air Paks.**

**5-G Town Website: Continual discussion from September 19, 2013 special meeting.**

**ANDOVER Board of Selectmen**  
**Regular Monthly Meeting**  
**Wednesday October 2, 2013 Community Room**

**Minutes**

**AGENDA # 1: CALL TO ORDER / PLEDGE OF ALLEGIANCE:** First Selectman Robert F. Burbank called to order at 7:00pm with the Pledge of Allegiance.

**Board members Present:** Robert F. Burbank, First Selectman, Jay K. Linddy , Vice First Selectman Cathy Desrosiers, Elaine Buchardt and Julia Haverl. **Absent:** none

**Other Attendees:** Wallace Barton Jr., Alex Grimshaw, Michael Palazzi, Catherine Palazzi, Joan Foran, Dianne Grenier, Judy Knox, George Knox, Marie Burbank, Jeanne Person, Robert Wanagel, Virginia Wanagel, Georgette M. Conrad, Michael Wallace and Geeta Schrayter (reporter for Rivereast News Bulletin) (See "sign in sheet" attachment # 1 & 2).

**AGENDA # 2: PUBLIC SPEAK:** Wallace Barton Fire Commission surplus of \$ 238.00 from 2012-2013 budget. Joan Foran presented board members with correspondence regarding the web site and who's responsibility it is to post Board and Commission minutes on the website. "**See Public Speak attachment # 3).**

**AGENDA # 3: OPPORTUNITY TO ADD OR DELETE ITEMS:** Cathy Desrosiers motioned to add

5 - C **Resolution:** Resident Ct. State Police contract.

5 - D **End of the year transfers:** 2012 - 2013

5 - E **State Holidays:** Holidays observed by the State for 2014

5 - F **Supplemental appropriation:** Andover Fire Commission is requesting \$ 5,462.32.

5 - G **Town Website:**

Julia Haverl seconded.

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

**AGENDA # 4-A Approval of September 4, 2013 MINUTES:** Cathy Desrosiers motioned to approve the September 4, 2013 Selectmen regular meeting minutes. Elaine Buchardt seconded.

**Vote: 4 - 0 - 1 Motion Passed (Julia Haverl abstained)**

**AGENDA # 4-B Approval of Spetember 19, 2013 MINUTES:** Elaine Buchardt motioned to approve the September 19, 2013 Selectmen regular meeting minutes. Julia Haverl seconded.

**Vote: 4 - 0 - 1 Motion Passed (Cathy Desrosiers abstained)**

**AGENDA # 5-A Treasurer's monthly Fund Balance report:** Julia Haverl motioned to approve Treasurer's monthly Fund balance report for September 2013.. Elaine Buchardt seconded.

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

**AGENDA # 5 - B Treasurer's monthly Financial report:** Elaine Buchardt motioned to approve Treasurer's September Financial report for August 2013. Julia Haverl seconded

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

## Page 2 October 2, 2013 Board of Selectmen Minutes

**AGENDA # 5 - C: Resolution:** Cathy Desrosiers motioned to adopt the following resolution:  
 Resolved: That Robert F. Burbank, the First Selectman of the Town of Andover 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 for the period of July 1, 2013 to June 30, 2015 Elaine Buchardt seconded. (see resolution attachment # 4)

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

**AGENDA # 5 - D: Transfers 2012-2013:** Elaine Buchardt motioned to approve Transfers for the year 2012-2013 and send them to the Board of Finance for approval. Julia Haverl seconded. (See "transfers" attachment # 5)

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

**AGENDA # 5 - E: Holidays** The Board of Selectmen reviewed the State of Connecticut holidays.

**AGENDA # 5 - F: Supplemental appropriation:** After reviewing a request by the Andover Fire Commission for a supplemental appropriation for air packs a motion was made by Jay Lindy to have the First Selectman call Shipman's and try to negotiate the increase. Once the amount is set a request will be sent to Board of Finance with selectmen's approval.. Julia Haverl seconded.

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

**AGENDA # 5 - G: Town Website:** Discussion on the responsibility of posting minutes on the website: After a lengthy discussion on the subject will be revisited at the next Board of Selectmen meeting. Members should come with recommendations.

**AGENDA # 6 Tax Refunds:** Elaine Buchardt motioned to approved tax refunds to: Lorilynn French \$ 65.91 Julia Haverl seconded . (See "tax refund" attachment # 6)

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

**AGENDA # 7-A Tax Collection report:** Julia Haverl motioned to approved Tax Collector's monthly report for September 01, to September 31, 2013 Elaine Buchardt Seconded.

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

**AGENDA # 7-B Tax Collection report:** Elaine Buchardt motioned to approved Tax Collector's Year to date report for July 1 2013 to September 31 Julia Haverl seconded.

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

**AGENDA # 8 Planning & Zoning Commission Web Site Update:** Discussion

**8 - A Alternates Vacancies:** The Board of Selectmen recognizes the many years that Robert Russell has served on the PZC, and we thank him for his dedication to the Town of Andover.

**8 - B Septic Regulations:** The BOS reviewed and discussed the proposed regulation from Attorney Mark Branse on septic regulations for the Andover Lake area. The First Selectman will check with the Town Attorney to confirm who's responsibility it is to write the regulation.

**AGENDA # 9 Andover Fire Commission:** Discussion was held on Agenda # 5 - F: Supplemental Appropriation.

**AGENDA # 10 Andover Farmer's Market Committee:** Parking lot on Long Hill Road next to the bridge is the new site. (approved by the Andover Recreation Commission).

**AGENDA # 11 C.I.P.:** Julia Haverl motioned to appoint Nathaniel B Houle to the C.I.P. Committee as recommended by the Board of Finance. Elaine Buchardt Seconded..

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

Andover Fire Commission is requesting 16 EPIC Voice Amplifiers and 16 EPIC voice Amplifier Radio interface units for new Scott Air-Paks. Total cost of these units is \$ 16,305.60; Motioned made by Jay K. Linddy to send this request to the C.I.P.. Julia Haverl seconded.

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

Senior Transportation Committee has submitted a CIP request for a wheel chair equipped van. Motioned made by Jay K. Linddy to send this request to the C.I.P. that it is a high priority. Julia Haverl seconded.

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

**AGENDA # 12 PRO ACT Prescription Card:** Mailed out last week, extra cards at Town Hall.

**AGENDA # 13 New Recreational Field:** Jay Linddy discussed the September 10, 2013 Public Hearing. The public brought many concerns & ideas..

**AGENDA # 14 Schedule of regular meetings for 2014:**

Julia Haverl motioned to set 2014 meeting dates of the Board of Selectmen monthly meeting. Cathy Desrosiers seconded the motion. (See Meeting Dates Attachment #7)

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

**AGENDA # 15: Liaison reports:** Julia Haverl reviewed the last Planning and Zoning Commission meeting minutes. Cathy Desrosiers discussed damage to Library roof.and Elaine Buchardt talked about the EDC showcase to be held Saturday, October 5, 2013.

**AGENDA # 16 Public Speak:** Alex Grimshaw spoke about paving Cone Rd..Julia Haverl spoke about tree cutting activities on Long Hill Road.

**AGENDA # 20 Next Board of Selectmen Meeting:** November 6, 2013

**AGENDA # 21 Adjourn:** Motion made by Cathy Desrosiers to adjourn at 8:43p.m. Elaine Buchardt: seconded.

**VOTE 5- 0 - 0 Motion passed**

Respectfully submitted  
Jay K. Linddy

- Attachment # 1 >> Sign in Sheet
- Attachment # 3 >> Public Speak
- Attachment # 5 >> Transfer 2012-13
- Attachment # 7 >> Meeting Dates

- Attachment # 2 >> Sign in Sheet
- Attachment # 4 >> Resolution
- Attachment # 6 >> Tax

RECEIVED FOR RECORD  
10-7-13 @ 1:30 PM  
*Margaret A. Busch*  
TOWN CLERK

Andover Board of Selectmen

Regular Meeting

Wednesday October 2, 2013 7:00pm  
Town Office Building / Community Room

Sign In Sheet - Please Print Name

W. Barton

W. Barton

[Signature]

ALEX GUNSHAW

M. Palazzi

M. Palazzi

Catherine Palazzi

Catherine Palazzi

Jean Foran

Jean Foran

Dianne Grenier

Dianne Grenier

Judy Knox

Judy Knox

George Knox

George Knox

Marie Burbank

MARIE BURBANK

Jeanne Person

JEANNE PERSON

Robert Wanagel

ROBERT WANAGEL

Virginia Wanagel

VIRGINIA WANAGEL

Andover Board of Selectmen

Regular Meeting

Wednesday October 2, 2013 7:00pm  
Town Office Building / Community Room

Sign In Sheet - Please Print Name

*Georgette M Conrad*

*Georgette M Conrad*

*Michael Wallace*

MICHAEL WALLACE

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Chapter V. THE FIRST SELECTMAN

### Section 501. General.

- A. The First Selectman shall be the Chief Executive and Chief Administrative Officer of the Town. The First Selectman shall be a voting and participating member of the Board of Selectmen and shall preside at all meetings of said Board. He shall have the power to supervise, direct and control the operation of all departments and agencies under his jurisdiction. The First Selectman or his designee (who must be a Selectman) shall be an ex officio member of all other town commissions, boards and agencies.

### Section 502. Duties.

Except as otherwise provided by this Charter, the First Selectman shall have all the powers, duties and responsibilities conferred by law. In addition, he shall have all of the powers necessary or incidental to the discharge of his duties as set forth in this Charter.

- A. He shall be responsible to the Board of Selectmen for the administration of all Town matters;
- B. He shall be responsible for coordinating the administration of the departments, offices and agencies of the Town, except the Board of Education and its employees, and except as may otherwise be provided by this Charter;
- C. He shall be responsible for carrying out the ordinances, resolutions, policies, and other actions of the Board of Selectmen and of the Town Meeting;
- D. He shall be responsible for making a continuous review of the current and future needs of the Town, and in connection therewith, he may require reports and information to be submitted by any agency of the Town;
- E. He shall periodically review all insurance coverage carried by the Town, including the local Board of Education, and shall recommend to the Board of Selectmen adjustments and improvements in such coverage;
- F. He shall keep the Board of Selectmen informed of state and federal grant programs for which the Town may be eligible and shall assist the Board in applying for and implementing same;
- G. He shall purchase or lease, or cause to be purchased or leased, subject to such rules and regulations as may be adopted by the Board of Selectmen, all supplies, materials, equipment and other commodities required by any office, board, agency or commission, including the local Board of Education, to the extent said board shall authorize him;
- H. He may recommend to the Board of Selectmen such measures as he shall deem necessary or expedient and shall keep the Board of Selectmen fully advised as to the financial condition of the Town;
- I. He shall exercise such other powers and duties as may be authorized by ordinance and resolution of the Board of Selectmen, not inconsistent with this Charter.

The First Selectman, with the approval of the Board of Selectmen, may appoint to any office under his jurisdiction, may ent

**Attachment # 3**

**Agenda # 2**

**Public Speak**

## Chapter IX. TOWN EMPLOYEES

## Section 901. General.

The employment and dismissal of Town Personnel under the jurisdiction of the Board of Selectmen will be subject to the approval of the Board of Selectmen. The Board of Selectmen shall approve rules, regulations qualifications, procedures or, changes thereto, for the hiring, dismissal and administration of Town Personnel under their jurisdiction. This shall not affect the following: elected officials and persons appointed to fill vacancies in offices; members of boards and commissions; employees of the Board of Education; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study, or investigation; and those under contract.

Disciplinary decisions, dismissal of any employee under their jurisdiction will be subject to the approval of the Board of Selectmen. An employee may appeal a disciplinary action to the Board of Selectmen who will conduct thorough research including taking testimony. A request may be made by employees to the Board of Selectmen to review objectionable material in their personnel file to determine whether such material is inaccurate, untruthful or misleading.

*Historical Note - Section 901*

*The Charter Revision of 2002 created new language for section 901, replacing the original language (following), which is published for historical reference:  
~~The First Selectman shall prepare rules and regulations for personnel administration, subject to the approval of the Board of Selectmen. Such rules and regulations, which shall be reviewed by the Board of Selectmen annually, shall cover all employees of the Town, but shall not affect the following: elected officials and persons appointed to fill vacancies in elective offices; members of boards and commissions; employees of the Board of Education; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study, or investigation; and those under contract.~~*

## Section 902. Job Description.

The First Selectman, subject to the approval of the Board of Selectmen, shall prepare a statement of the duties and responsibilities of each position covered by personnel rules and regulations and of the minimum qualifications for appointment to such position.

## Section 903. Personnel Rules.

There shall be a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absences, removals and such other rules as may be necessary to provide adequate and systematic procedures for the administration of the personnel affairs of the Town. Such rules and any amendments thereto shall become effective upon being approved by resolution of the Board of Selectmen and filed with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all Town employees.

## Section 904. Salaries.

The First Selectman shall submit a proposed pay plan for those employees covered under Section 901 of this Charter to the Board of Selectmen, which pay plan shall take effect upon adoption by resolution of the Board of Selectmen. The pay plan shall be reviewed annually and amendments may be adopted by the Board of Selectmen from time to time upon recommendation of the First Selectman. For purpose of Chapter 113 of the General Statutes, as amended, the First Selectman shall have sole authority to recognize the exclusive bargaining agent for any unit of Town employees and shall act as the bargaining agent for the Town. Such contracts shall become effective upon approval of the Board of Selectmen.

APPOINTMENT OF ASSISTANT TOWN CLERK, AND/OR ASSISTANT REGISTRAR OF VITAL STATISTICS  
File with Elections Services Division, Secretary of the State, 30 Trinity Street, P.O. Box 150470, Hartford CT 06115-0470



By that the following person(s) was/were appointed to the positions indicated:

NOTE: Terms of office MUST be listed and MUST include beginning and ending dates. For indefinite terms, please provide beginning date followed by the word "indefinite."

Assistant Town Clerk - Name	(Term: beginning and ending dates)	(Address of Appointee)	(Signature of Appointee)
Assistant Town Clerk - Name	(Term: beginning and ending dates)	(Address of Appointee)	(Signature of Appointee)
Assistant Town Clerk - Name	(Term: beginning and ending dates)	(Address of Appointee)	(Signature of Appointee)
Reg. Vital Statistics - Name	(Term: beginning and ending dates)	(Address of Appointee)	(Signature of Appointee)
Reg. Vital Statistics - Name	(Term: beginning and ending dates)	(Address of Appointee)	(Signature of Appointee)
Reg. Vital Statistics - Name	(Term: beginning and ending dates)	(Address of Appointee)	(Signature of Appointee)
Reg. Vital Statistics - Name	(Term: beginning and ending dates)	(Address of Appointee)	(Signature of Appointee)

Appointment(s) listed on this form were made by \_\_\_\_\_ on \_\_\_\_\_ pursuant to the \_\_\_\_\_  
Title(s) of Appointing Official(s) Date(s) of Appointment(s)

governing law(s): \_\_\_\_\_  
C.G.S. Section(s), charter section(s), or ordinance section(s)

fill out ALL APPLICABLE SECTIONS that follow:

APPOINTMENTS OF ASSISTANT TOWN CLERKS

(Check, if applicable) Appointment was made under §7-19.

FOR APPOINTMENTS OF ASSISTANT REGISTRARS OF VITAL STATISTICS

(Check, if applicable) Appointment was made under §7-38.

\_\_\_\_\_  
(Date signed)

\_\_\_\_\_  
(Signature Town Clerk OR Registrar of Vital Statistics) (Date Signed)

\*\*\*\*\* PLEASE SEE REVERSE FOR ADDITIONAL INFORMATION \*\*\*\*\*

\*\*\*\*\* PLEASE SEE REVERSE FOR ADDITIONAL INFORMATION \*\*\*\*\*

Assistant Town Clerks

Assistant Town Clerks are appointed under the provisions of the town charter or ordinances, or, if the charter and ordinances do not provide for the appointing of Assistant Town Clerks, the Town Clerk appoints under the provisions of Section 7-19 of the Connecticut General Statutes. The Town Clerk must file notice of ALL APPOINTMENTS of Assistant Town Clerks, whether made under the provisions of the town charter, ordinances, or Section 7-19, with the Office of the Secretary of the State within ten (10) days after the appointments are made.

Sample signatures of appointees and term beginning and ending dates for appointees are required by the Office of the Secretary of the State so that the Office can authenticate documents signed by Assistant Town Clerks.

Sec. 7-19. Assistant town clerks. Notice to Secretary of the State of appointment, vacancy. Each town clerk may, unless otherwise provided by charter or ordinance, appoint assistant town clerks, who, having taken the oath provided for town clerks, shall, in the absence or inability of the town clerk, have all the powers and perform all the duties of the town clerk. Within ten days after a town clerk appoints an assistant town clerk, the town clerk shall file a notice of such appointment with the Secretary of the State, indicating the name and address of the person appointed, the date and method of such appointment and the law under which the appointment was made. Within ten days after the appointment in the office of assistant town clerk, the town clerk shall notify the State of such vacancy.

Attachment # 3  
Agenda # 2  
Public Speak

Andover Website Committee  
September 29, 2008 Meeting Minutes  
Andover School Library

Present: , Ed Bosk, Laurie Bulter, Elaine Buchardt, Joan Foran, Scott Sauyet  
Visitors: Robert Burbank and Jay Linddy (7:14 p.m.)

The meeting was called to order by Scott Sauyet at 7:09 p.m.

Minutes of 30 June 2008 meeting were approved by unanimous consent.

Robert Burbank and Jay Linddy expressed concerns with Public Act 08-3 regarding the posting of minutes and votes of Town Boards and Committees on the Town's website. Both Robert Burbank and Jay Linddy felt the Town did not have sufficient notice and that the website, though a valuable and vital means of communication, may have to be shut down as least for the immediate time being. The Committee discussed the concerns and options to keep the website running. Scott Sauyet said initially the website was not a committee/subcommittee of the Board of Selectmen and was started with a group of volunteers. The Committee is still made up of volunteers and could run the website as a strictly volunteer group independently from Town governance. The Website Committee could provide the town with a most important and much needed service in the same manner as the Friends of the Library. It would no longer be a subcommittee of a public agency. Burbank offered to contact the Town Attorney about member liability regarding this matter.

The consensus of the Committee members was to keep the Andover Website online, and continue its operation with volunteers. The Board of Selectmen, rather than shut down the website, should vote to disband the Andover Website Committee as a subcommittee of the Board of Selectmen.

Robert Burbank and Jay Linddy left the meeting.

The Committee discussed the current website. Laurie said the site needs a new logo for baseball/softball. Scott would be the *administrator contact*. The Committee will continue post meetings, minutes and events on the site. Elaine will work on getting internet connection for the community room so the Committee could hold its meetings in the new addition.

Scott will write a letter to the RiverEast about the website changes and to thank the Andover Tax Collector for initiating online payment of taxes. \$24,278.06 in taxes was collected online.

The Committee will meet in two weeks to continue work on the new site. Tuesday was suggested as a meeting night so Rick could attend.



**TOWN OF SCOTLAND  
BOARD OF SELECTMEN**

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264  
(860) 456-7797 ext 1

**MINUTES  
SEPTEMBER 25, 2013**

**DRAFT**

**I. Call to Order**

First Selectman Daniel Syme called the meeting to order at 7:00 pm. Also present were Board of Selectmen members C. D'Appollonio, J. Savino. Also present, J. Filchik, Director of NECOG; T. Delaney and M. Neborsky, Scotland Recreation Committee P. Hutchins, Grant Administrator. Several citizens present.

**II. Additions to Agenda**

None

**III. Audience for Citizens**

R. Perry questioned why his business was not listed on the Scotland web page? E. Wilson explained that no businesses were listed as of yet. He produced a page from the townhallmaps.com (which we use for Scotland road map). It was explained that we are not responsible for links.

**IV. Approval of Minutes of August 28, 2013**

C. D'Appollonio motioned to accept the minutes of September 11, 2013 as presented. J. Savino seconded, no discussion, **Motion carried.**

J. Savino motioned to accept the minutes of Special meeting of September 17, 2013 as presented. C. D'Appollonio seconded, no discussion. **Motion carried.**

**V. Correspondence**

None.

**VI. Presentation by NECOG Director, J. Filchik**

J. Filchik reviewed and presented the programs and services that the NECOG will provide for the Town of Scotland and programs and services that are available if needed. L. Burdick arrived at 7:10 pm questioning the technical services for the POCD that is now being revised. J. Filchik assured the Selectmen that the NECOG is fully capable of providing the service and also can provide a build out analysis which is a big help for area towns. L. Burdick will setup a meeting with the PZC chairman so they can further discuss what can be used. L. Burdick left 7:21. Discussion followed.

has all the appropriate information. She also questioned who the Clerk of the Works will be. D. Syme stated we have a resident that has volunteered his services and is the person that wrote the specs.

G. Perry also stated that in the Chronicle Scotland was ranked 163 on the Yankee Transparency, but could not say who this was or why. She also questioned why Scotland did not receive DMHS grant. C. D'Appollonio stated that we may not have received this round but it is just the first. The State has listed us high on the list and there is a good chance of being on the second round.

**XII. Adjournment**

J. Savino motioned for adjournment at 8:26 pm

*(Board of Selectmen meeting minutes are recorded and available for review.)*

## VII. Selectman Report

- School Readiness Coordinator has resigned and the Superintendents drafted an agreement with Eastconn to provide counsel. The SRC counsel was not informed of this and voted to go forward but on a 6 month basis and to formulate a job description and advertise for the position. C. D'Appollonio stated that it is the two First Selectmen and the two superintendents are in charge of this grant and program. They appoint a council to oversee the program.
- The Tax Collector has received and compiled all the tax refunds, due to coding errors in the assessors department. Because of the amount, would like a special meeting the beginning of next week for review.

## IX. Old Business

### a) Awarding Basketball Court Bid

T. Delaney, M. Neborsky and P. Hutchins came to the table to discuss the bids. It was determined that the Recreation Committee supported the post-tension concrete system and would recommend to the BOS the bid from RS Site and Sports.

J. Savino motioned to accept the bid for post-tension concrete from RS Site and Sports, C. D'Appollonio seconded. Discussion on setting up a meeting with the Recreation Committee to review with the company the contract and issues of warranty, guarantees and date for completion. No further discussion **Motion carried.**

### b) Old Firehouse Roof Quote

D. Syme stated that the Old Firehouse roof is complete the Building Inspector approved of the work. The contractor had to purchase cap material as it was not provided from the left over SES roof project. The additional cost for the material was \$150. D. Syme stated the contractor went above and beyond by also roofing the mini peak and is not charging any additional labor. J. Savino motioned to approve the bill from TSS Construction, LLC for &5,750 for the repair of the Old Firehouse roof, C. D'Appollonio seconded. **Motion carried.**

D. Syme mentioned that while the Building Inspector was on the roof he noticed the chimney was in need of repair.

### c) Final Approval of Land Purchase

D. Syme stated that the contract calls for formal approval of the Board of Selectman. C. D'Appollonio motioned to approve the purchase of the Racicot Property for &70,000 as voted on by the Legislative body. J. Savino seconded. **Motion carried.**

## X. New Business

None

## XI. Second Audience for Citizens

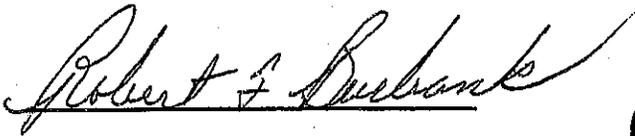
M. Adams has concerns over the bids that were presented. Did we have a schedule of values for contract payments? Will the bid price hold if not done until spring? These are a few of the issues the Recreation needs to review with the company.

G. Perry; does this project meet all of the requirements of the bond? Do they have insurance? D. Syme stated that P. Hutchins is the Grant Administrator and

RESOLUTION

**RESOLVED:** That Robert F. Burbank, the First Selectman of the Town of Andover 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 for the period of July 1, 2013 to June 30, 2015.

**In Witness Whereof,** We have hereunto set our hands and affixed the seal of the Town of Andover this 2<sup>nd</sup> day of October, 2013.



Robert F. Burbank

First Selectman



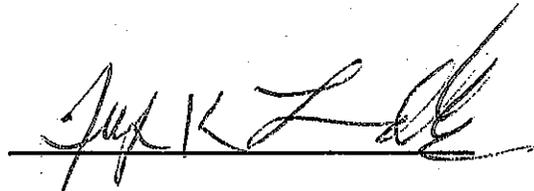
Julia Haverl

Selectman



Elaine Buchardt

Selectman



Jay K. Linddy

Vice-First Selectman



Cathleen Desrosiers

Selectman

	A	B	C	D	E
1	Town of Andover Transfers 2013-2014				
2	September 30, 2013				
3					
4	Account Number & Name	Debit	Credit		
5	1-100-01-0113-100 Assessor Salarie	258.14			
6	1-100-03-0301-130 Overtime Wages -Snow		258.14		
7					
8	1-100-01-0113-120 Assist Assessor Salarie	300.27			
9	1-100-03-0301-130 Overtime Wages-Snow		300.27		
10					
11	1-100-01-0113-612 Books / Subs Assessor	135.00			
12	1-100-01-0113-580 Mileage Assessor		135.00		
13					
14	1-100-01-0125-100 Salary Registrars	105.01			
15	1-100-03-0303-130 Overtime Wages-snow		105.01		
16					
17	1-100-01-0125-330 Conf & Seminars	35.00			
18	1-100-01-0121-438 Elections		35.00		
19					
20	1-100-01-0143-100 Salaries Drivers / Dispatch	1627.16			
21	1-100-03-0303-130 Overtime Wages-Snow		1627.16		
22					
23	1-100-01-0143-435 Vehicle Maint DAR	1214.28			
24	1-100-03-0301-602 Diesel P.W.		1214.28		
25					
26	1-100-01-0143-603 Fuel Dail A Ride	742.37			
27	1-100-13-1305-899 Contingency		742.37		
28					
29	1-100-01-0147-365 Cleaning Service	164.10			
30	1-100-01-0129-432 Building Maint		164.10		
31					
32	1-100-01-0149-530 Old Fire House Telephone	104.95			
33	1-100-01-0149-432 Building Maint Old Fire H.		104.95		
34					
35	1-100-01-0149-603 Fuel Old Fire House	1597.47			
36	1-100-03-0301-602 Diesel P.W.		1597.47		
37					
38	1-100-01-0151-100 Dog Fune	0.16			
39	1-100-03-0303-130 Overtime Wages P.W.		0.16		
40					
41	1-100-03-0307-716 Times Farm Rd	1449.06			
42	1-100-13-1305-899 Contingency		1449.06		
43					
44	Approved By B.O.S.				
45					
46	Approved Signed				



2014

BOARD OR COMMITTEE NAME Board of Selectmen

TIME OF MEETING 7:00

DAY OF WEEK MEETING HELD Wednesdays

LOCATION OF MEETING Town Building, Community Room

PLEASE INSERT YOUR DATES IN THE MONTHS LISTED BELOW:

JANUARY <i>Tues</i> 7	JULY 8
FEBRUARY 5	AUGUST 6
MARCH 5	SEPTEMBER 3
APRIL 2	OCTOBER 1
MAY 7	NOVEMBER 5
JUNE 4	DECEMBER 3

*Tuesday* ← → *Tuesday*

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

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

# Andover Board of Selectmen

Special Meeting – October 17, 2013 9 a.m.

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

## Agenda

1. Call to Order/Pledge of Allegiance:
2. Public Speak:
3. Copier Lease: Execute a contract on behalf of the town of Andover for Lease of a copier
4. Resolution: First Selectman authorized to execute on behalf of the Town of Andover grant agreement with the State of Connecticut for financial assistance to Recreation Complex.
- 5.. Next Board of Selectmen: April 3, 2013. (Regular monthly meeting).
- 6.. Adjourn:

RECEIVED FOR RECORD

10-15-13 @ 3:57 PM

*Margaret H. Busch*

*Asst* TOWN CLERK

**ANDOVER Board of Selectmen**  
**Special Meeting**  
**Thursday October 17, 2013 Community Room**

**Minutes**

**AGENDA # 1: CALL TO ORDER / PLEDGE OF ALLEGIANCE:** First Selectman Robert F. Burbank called to order at 9:03am with the Pledge of Allegiance.

**Board members Present:** Robert F. Burbank, First Selectman, Jay K. Linddy , Vice First Selectman, Elaine Buchardt , Julia Haverl, and Cathy Desrosiers, **Other Attendees:** None (See "sign in sheet" attachment # 1).

**AGENDA # 2: PUBLIC SPEAK:** None

**AGENDA # 3: Copier Lease:** Julia Haverl motioned to authorized First Selectman Robert Burbank to sign a Lease for 5 years for a Knoica Minolta bizhub 423 copier **SEE Lease ATTACHMENT # 2.** Cathy Desrosiers, seconded.

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

**AGENDA # 4-A Resolution:** Cathy Desrosiers motioned to authorized First Selectman Robert F. Burbank to execute on behalf of the Town of Andover a Grant Agreement, Personal Agreement and or Grants Contract with the State of Connecticut for financial assistance to Recreation Complex. **See Resolution Attachment # 3.** Julia Haverl seconded.

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

**AGENDA # 5 Next Board of Selectmen Meeting:** November 6, 2013

**AGENDA # 6 Adjourn:** Motion made by Julia Haverl to adjourn at 9:10a.m. Elaine Buchardt: seconded.

**VOTE 5- 0 - 0 Motion passed**

Respectfully submitted  
 Jay K. Linddy

Agenda # 1 Attachment # 1	Sign in Sheet
Agenda # 3 Attachment # 2	Copier Lease
Agenda # 4 Attachment # 3	Resolution

RECEIVED FOR RECORD

10-17-13 @ 11:29 Am

*Marion H. Burch*  
 Asst. TOWN CLERK

Andover Board of Selectmen

Special Meeting

Thursday October 17, 2013 9:00am  
Town Office Building / Community Room

Sign In Sheet - Please Print Name

*Jack Lindley*  
Cathy Desrosiers

Jack Lindley  
Cathy Desrosiers

*Robert F. Burbank*

Robert F. Burbank

*Elaine D. Buchardt*

Elaine Buchardt

*Julia A. Haverd*

Julia A. Haverd

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

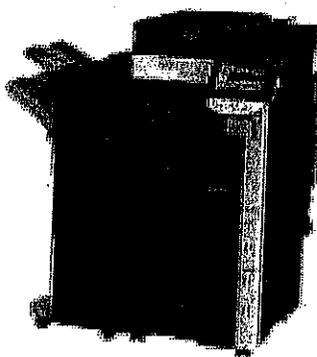
# Town of Andover

## Konica Minolta bizhub 423



KONICA MINOLTA

FEATURES	GENERAL INFORMATION
<p><b>STANDARD FEATURES:</b> 42 ppm output speed, first copy time of 5.3 seconds, monthly duty cycle of up to 60,000 pages, Emperon Print System, Color Scan-to-Email, Color Scan-to-FTP, Scan-to-SMB (Scan-to-Desktop), Scan-to-HDD and Box Function, URL notification, stapling finisher, 2/3 Hole Punch Kit, Auto Document Feeder, 4 x 500 sheet paper supply, 150 Sheet Bypass, Simltri® Polymerized Toner.</p>	<p>Max. Monthly Copy Volume: 120,000</p> <p>Power Requirements: 120V, 60Hz 11.5A</p> <p>Multicopy Speeds: 42 ppm (8.5 x 11)</p> <p>Maximum Size Original: 11" x 17"</p> <p>Copy Sizes: Minimum: 5.5" x 8.5" Maximum: 11" x 17"</p> <p>Zoom Range: 25 - 400%</p>



### ACQUISITION PLANS

NEW EQUIPMENT DESCRIPTION	Purchase Price	60 Month Lease	Delivery & Installation
bizhub 423 Digital Printer/Copier/Scanner includes DF-621 and HD 516	\$3,705.00		Inc.
PC-208 Paper Feed Unit (2 x 500 Sheets)	\$543.00	60 Month FMV Lease	
FS-527 Floor Finisher	\$810.00	Inc. PPT \$143.82	
JS-603 3rd Output Tray for FS-527	\$284.00	60 month FMV Lease	
PK-517 Punch Kit	\$284.00	\$130.89	
FK-726 / MK-726 Fax Kit	\$548.00		
<b>TOTAL</b>	<b>\$6,174.00</b>		

### MAINTENANCE/SUPPLY PLAN

	Monthly Minimum	COST COPY
bizhub 363 Copier System Includes all parts, services and supplies excludes paper	0	0.0062

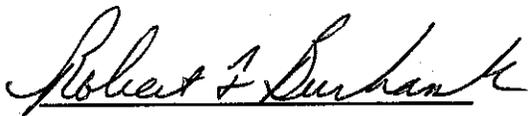
9/30/2013

TOWN OF ANDOVER RESOLUTION

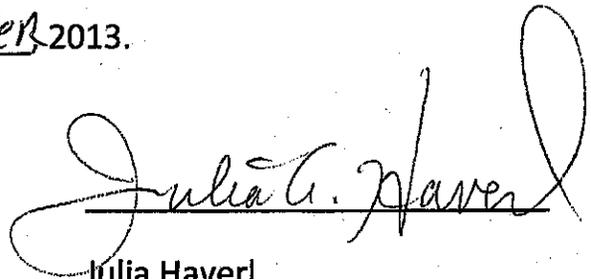
BE IT RESOLVED; that Robert F. Burbank, First Selectman of the Town of Andover, CT be and hereby is authorized to execute on behalf of the Town of Andover a Grant Agreement, Personal Service Agreement and or Grants Contract with the State of Connecticut for financial assistance to Recreation Complex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

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

Dated at Andover, CT this 17<sup>th</sup> day of October, 2013.



Robert F. Burbank  
First Selectman



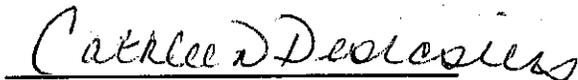
Julia Haverl  
Selectman



Elaine Buchardt  
Selectman



Jay K. Linddy  
Vice 1<sup>st</sup> Selectman



Cathleen Desrosiers  
Selectman

# Andover Board of Selectmen

Regular Meeting – November 6, 2013 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:
  - A. Regular Meeting: October 2, 2013
  - B. Special Meeting: October 17, 2013
5. Treasurer's monthly report;
  - A. Monthly Fund Balances: October 2013
  - B. Monthly Financial Report: October 2013
6. Tax Refunds: Gina or Marc Boyle \$ 11.60, Michael or Jeanne Gagnon \$ 167.38, Honda Lease Trust \$ 97.60, Alicia Lee \$ 86.77, Allana Lee \$ 45.70, Dennis or Sonya McAfee \$ 16.43, Ernest or Debra Plourde \$ 120.86, Nancy Ann Shores \$ 49.39, Kenneth Verville \$ 69.91, Todd St. Louis \$ 69.35, and Nicholas Turek \$ 78.16,
 

Tax Collector's:

  - A. Tax Collection report: 10/01/13 – 10/31/13
  - B. Year to date: 07/01/13-10/31/13
8. School Evacuation Drill: October 8 the first Building Evacuation Drill.
9. Request to change Board of Selectmen meeting date for December.
- 10 Veterans Day Program:
11. Structural analysis of Town Office Building: Appropriation for consulting structural engineer report and repairs to the floors.
12. Town Web Site:
13. Septic tank regulation on the lake:
14. Andover Resident Trooper Monthly Report:
15. Liaison Reports:
16. Public Speak:
17. Next Board of Selectmen: November 6, 2013 (Regular monthly meeting).
18. Adjourn:

RECEIVED FOR RECORD  
10-30-13 @ 8:15 am  
*Carol M. Lee*  
TOWN CLERK

**ANDOVER Board of Selectmen**  
**Regular Monthly Meeting**  
**Wednesday November 6, 2013 Community Room**

**Minutes**

**AGENDA # 1: CALL TO ORDER / PLEDGE OF ALLEGIANCE:** First Selectman Robert F. Burbank called to order at 7:00pm with the Pledge of Allegiance.

Jay K. Linddy requested a moment of silence for Andrew "Drew" Gasper and Henry "Hank" Parkinton

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

**Other Attendees:** See "sign in sheet" attachment # 1 & 2.

**AGENDA # 2: PUBLIC SPEAK:**

Joan Foran presented board members with a copy of the Town Charter, Chapter VII. Administrative Officers and a Petition. ("See Public Speak attachment # 3). The following residents support a lake Septic Tank Ordinance; Naida Arcenas, Drew Hyatt, Richard Capoldo, John Bailey, Paula Bailey Paul Carbonneau, Rick Linden, Georgette M. Conrad, Art Wood, John Benda, Janice Benda, Wendy Kopp, Kay Marcia, Shannon Louden.

**AGENDA # 3: OPPORTUNITY TO ADD OR DELETE ITEMS:** Jay Linddy motioned to move Agenda Item # 13 to Agenda Item # 5.1, Julia Haverl seconded

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

Jay Linddy motioned to add to the Agenda the following Julia Haverl seconded.:

- 8.1 Bazaars and Raffles, adopt the Raffle and Bazaars Act. CGS 7-171
- 8.2 Resolution Farmington Bank.
- 8.3 Standard & Poors Town rating.
- 8.4 Resolution truck lease.

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

**AGENDA # 4-A Approval of October 2, 2013 MINUTES:** Cathy Desrosiers motioned to approve the October 2, 2013 Selectmen regular meeting minutes. Julia Haverl moved to add to October 2, 2013 minutes discussion on Job description of administrative Asst. to the First Selectman and request it to be put on the December agenda. Elaine Buchardt seconded.

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

**AGENDA # 4-B Approval of October 19, 2013 MINUTES:** Elaine Buchardt motioned to approve the September 19, 2013 special meeting minutes. Julia Haverl seconded.

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

**AGENDA # 5-A Treasurer's monthly Fund Balance report:** Julia Haverl motioned to approve Treasurer's monthly Fund balance report for October 2013.. Elaine Buchardt seconded.

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

**AGENDA # 5 - B Treasurer's monthly Financial report:** Elaine Buchardt motioned to approve Treasurer's September Financial report for October 2013. Julia Haverl seconded

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

**AGENDA # 5 - 1: Agenda # 13 moved to 5-1:** Julia Haverl requested to have proposed septic regulations be look at by the Town Attorney and put on the December agenda.

**AGENDA # 6 Tax Refunds:** Elaine Buchardt motioned to approved tax refunds as requested by the Tax Collector (See "tax refund" attachment # 4) Julia Haverl seconded

**Vote: 4 - 0 - 1 Motion Passed** (Jay K. Linddy abstained)

**AGENDA # 7-A Tax Collection monthly report:** None

**AGENDA # 7-B Tax Collection year to date report:** None

**AGENDA # 8 School Evacuation Drill:** Andover Fire Department and Employees of the Andover Town Office helped the Andover Elementary School on a evacuation drill. Jay Linddy thanks both the Town employees and the Fire department for making it a great success.

**ADD ON/AGENDA # 8-1: Bazaars Act. CGS 7-171** Julia Haverl motioned to Adopt the Raffle and Bazaars Act CGS 7-171 Elaine Buchardt seconded.

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

**ADD ON/AGENDA # 8-2: Resolution Farmington Bank:** Julia Haverl motioned to authorize First Selectman Robert F. Burbank to execute a resolution with Farmington Bank (See "Resolution Farmington Bank attachment # 5). Jay K. Linddy seconded. Cathy Desrosiers wanted to be informed earlier.

**Vote: 4 - 0 - 1 Motion Passed** (Cathy Desrosiers abstained)

**ADD ON/AGENDA # 8-3: Standard & Poors Rating:** First Selectman Burbank reviewed the Standard

& Poors rating. We moved two notches to AA+ from AA-. ("See Standard & Poors Ratin attachment # 6).

**ADD ON/AGENDA # 8-4: Resolution Truck Lease:** Julia Haverl motioned to authorized First Selectman Robert F. Burbank to execute a resolution with PACCAR Financial (See "Resolution Truck Lease" attachment # 7). Elaine Buchardt seconded.

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

**AGENDA # 9 Request to change Board of Selectmen meeting date for December:** Julia Haverl motioned to change Board of Selectmen regular meeting to a Special meeting on Thursday December 12, 2013 at 7:00pm. Cathy Desrosiers seconded.

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

**AGENDA # 10 Veterans Day Program:** Jay K. Linddy informed the Board of the November 11, 2013 the program.

**AGENDA # 11 Structural analysis of Town Office Building:** Julia Haverl motioned to approve 2 Invoices for work done to support the town office building structural (1) Cianci Engineering, LLC. \$ 1,177.50 and (2) Russell Billings for \$ 1,800.00 the First Selectman and the Town Treasurer will decide what line items it will be charge to. Elaine Buchardt Seconded... (See "Structural Report" attachment # 8).

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

**AGENDA # 12 Town Web Site:** Julia Haverl requested this be on the December Agenda meeting.

**AGENDA # 13** This agenda item was moved to 5.1.

**AGENDA # 14 Andover Resident Trooper monthly report:** The Board of Selectmen reviewed the Resident Trooper monthly report.

**AGENDA # 15: Liaison reports:** Julia Haverl: P&Z Andover Sportsman club Site walk.. Cathy Desrosiers discussed damage to Library roof.and Elaine Buchardt talked about EDC showcase, C.I.P. and the Farmers Market. Jay K. Linddy Halloween Fun Night and Holiday Sing-A-Long December 22, 2013 6pm.also 2014-2015 budget.

**AGENDA # 16 Public Speak:** Joan Foran regarding posting meeting minutes to the web site and Town Attorney, Virginia Wangel RT. 316 closing, Soccer fields.

**AGENDA # 17 Next Board of Selectmen Meeting:** Board of Selectmen regular meeting ( 12/4/13) has been cancelled. Next Board of Selectmen meeting will be held Thursday December 12, 2013 7:00pm.

**AGENDA # 18 Adjourn:** Motion made by Elaine Buchardt to adjourn at 9:45p.m., Julia Haverl seconded.

**VOTE 5- 0 - 0 Motion passed**

Respectfully submitted  
Jay K. Linddy

Attachment # 1 >> Sign in Sheet	Attachment # 2 >> Sign in Sheet
Attachment # 3 >> Public Speak	Attachment # 4 >> Tax Refunds
Attachment # 5 >> Bank Resolution	Attachment # 6 >> Bond rating
Attachment # 7 >> Truck Resolution	Attachment # 8 >> Structural analysis

RECEIVED FOR RECORD

11-18-2013 @ 11:02am

Carol H. Lee

TOWN CLERK

# Andover Board of Selectmen

## Regular Meeting

Wednesday November 6, 2013 7:00pm  
Town Office Building / Community Room

### Sign In Sheet - Please Print Name

Wallace Barton

✓ Wallace Barton ✓

Paula Bailey

✓ PAULA BAILEY

John Bailey

✓ JOHN BAILEY

Catherine Palazzi

✓ Catherine Palazzi ✓

Paul Carbonneau

✓ Paul Carbonneau

Georgette M Conrad

✓ Georgette M Conrad

Michael Palazzi

✓ Michael Palazzi ✓

Robert Wanagel

✓ BOB WANAGEL ✓

Virginia Wanagel

✓ VIRGINIA WANAGEL ✓

Naida Arcenas

✓ Naida Arcenas

John Foran

✓ JOHN FORAN ✓

Rich Lutz

✓ Rich Lutz

Drew Hyatt

ATTACHMENT # 1

Sign in Sheet

# Andover Board of Selectmen

## Regular Meeting

Wednesday November 6, 2013 7:00pm  
Town Office Building / Community Room

### Sign In Sheet - Please Print Name

Robert Beunk

Art Wood

John Benda

Jamie Benda



Anna Andrews

Wendy Kopp

Kay Marcia

Shannon O. Louden

Joan Foran

✓

✓

✓

Wendy Kopp

Kay Marcia

Shannon O. Louden

Joan Foran

## Section 701. General.

With the exception of 702(O), Town Clerk, which is an elected position, the Board of Selectmen shall appoint, and as necessary remove the Administrative Officers provided for in Section 702 by the methods and manners contained in each subsection. Appointments shall be made through competitive examination. In this Competitive Examination process a screening/interview committee made up of incumbents from other towns of the office to be appointed shall be assigned to determine qualified candidates. The competitive exam process may be modified as necessary by a majority vote of the Board of Selectmen after holding a public hearing and modifications shall be recorded with the office of the Town Clerk.

All officers shall receive such compensation as determined by the Board of Selectmen, unless delineated otherwise in the subsections below, subject to inclusion in the annual budget. The terms of all such officers, except as otherwise provided in the Charter, shall be set by the Board of Selectmen. Unless otherwise restricted by the Selectmen or other provisions of this Charter, officers need not be residents of the Town. However, all else being equal, priority shall be given to Andover residents when appointments are made.

### Historical Note - Section 701

~~The Charter Revision of 2002 created new language for section 701, replacing the original language (following) which is published for historical reference: The Board of Selectmen, by majority vote of the entire Board shall appoint, and may, by two thirds vote of the entire Board, remove the administrative officers provided for in Section 702. Said officers shall have powers and duties as are provided for such by the General Statutes, except as otherwise provided by this Charter.~~

~~All officers shall receive such compensation as determined by the Board of Selectmen, subject to inclusion in the annual budget. The terms of all such officers, except as otherwise provided in the Charter, shall be set by the Board of Selectmen. Unless otherwise provided by the Selectmen, officers need not be residents of the Town.~~

~~The Board of Selectman may combine any of the positions provided for in Section 702, provided that in combining positions, an appointee must be qualified to perform all such assigned functions of the positions being consolidated.~~

## Section 702. Administrative Positions.

There shall be the following Administrative/Officer positions:

- A. A Town Assessor - The Board of Selectmen shall appoint the Assessor who shall have all the powers and duties imposed and conferred by Connecticut General Statutes. Appointment shall be made from among the highest candidates chosen on the basis of competitive examination as provided in Section 701 of this charter, and this office shall have permanent status. The Assessor shall be a town employee subject to all rules and provisions of the Personnel Policies and his/her contract. Removal of the Assessor must be for just cause and confirmed by affirmative vote of four-fifths (80%) of the entire Board of Selectmen.
- B. A Building Official - The Board of Selectmen shall appoint the Building Official who shall have all the powers and duties imposed and conferred by Connecticut General Statutes. Appointment shall be made from among the highest candidates chosen on the basis of competitive examination as provided in Section 701 of this charter, and this office shall have permanent status. The said officer shall be a town employee subject to all

rules and provisions of the Personnel Policies and his/her contract. Removal must be for just cause and confirmed by affirmative vote of four-fifths (80%) of the entire Board of Selectmen.

- C. A Municipal Agent for the Aging - The Board of Selectmen shall appoint a municipal agent for the aging.
- D. Director of Health - The Board of Selectmen shall appoint a Director of Health as mandated by the State of Connecticut. The Director of Health is employed part time subject to all rules and provisions of his/her contract. The said officer shall be compensated by stipend.
- E. An Animal Control Officer - The Board of Selectmen shall appoint an Animal Control Officer. The said officer shall be employed part time.
- F. A Tree Warden - The Board of Selectmen may appoint a tree warden.
- G. A Sanitarian/Wetlands Enforcement Officer - The Board of Selectmen shall appoint a Sanitarian/Wetlands Officer. The said officer is to be employed subject to all rules and provisions of his/her contract.
- H. A Zoning Enforcement Officer - The Board of Selectmen shall by a majority vote of the entire Board appoint, and by a four-fifths (80%) vote of the entire Board be enabled to remove the Zoning Enforcement Officer, providing either action has been secured with the advice and consent of a majority of the members of the Planning and Zoning Commission in a meeting warned and held for such purpose. The Zoning Enforcement Officer shall have the powers and duties as are provided for such in the General Statutes, except as otherwise provided by this Charter.
- I. A Treasurer - The Board of Selectmen shall appoint the Treasurer who shall have all the powers and duties imposed and conferred by Connecticut General Statutes. Appointment shall be made from among the highest candidates chosen on the basis of competitive examination as provided in Section 701 of this charter, and this office shall have permanent status. The Treasurer shall be a town employee subject to all rules and provisions of Personnel policies. Removal of the Treasurer must be for just cause and confirmed by affirmative vote of four-fifths (80%) of the entire Board of Selectmen.
- J. A Town Attorney - The town attorney shall be an attorney-at-law, or a firm of attorneys-at-law, admitted to practice in this State, who shall serve for a two (2) year term of office commencing on the first day of July following the Town election 1999 and thereafter, biennially, in odd numbered years. He shall appear for and protect the rights of the Town in all actions, suits or proceedings brought by or against it or any officers, employees or agencies acting in the course of duty in all matters affecting the Town. He shall, upon written request of the First Selectman or Board of Selectmen, provide a written opinion to any official of the Town on any question of law involving their respective powers and duties. He shall, upon request of the First Selectman or the Board of Selectmen, prepare or approve forms or contracts or other instruments to which the Town is a party. He shall have the power, with the approval of the Board of Selectmen, to compromise and/or settle all claims by or against the Town. Upon request of the Board of Selectmen, he shall attend Town Meetings. Nothing in this section shall prevent the Selectmen, the Board of Education, the Planning and Zoning Commission, or the Zoning Board of Appeals from retaining Special Counsel when the needs of the Town so require. The Board of Selectmen shall on an annual basis conduct a review of the work of the Town Attorney.
- K. A Town Engineer - The Board of Selectmen may appoint a Town Engineer or may retain the services of a professional engineer licensed in the State of

# ATTACHMENT

To Andover Board of Selectmen;

We the undersigned strongly advise the Andover Selectmen not to reappoint Dennis O'Brien as Town Attorney. We believe his reappointment would not be in the best interest of the the Town nor serve the common good of the citizens of Andover.

Print name	Print Address	Signature
Dianne Grenier	400 Lake Rd	Dianne F. Grenier
Jan Binda	157 Lakeside Dr.	Jan Binda
Kathleen M. Carrara	21 Lakeside Dr.	Kathleen M. Carrara
Anna Galvin	110 West St Ext.	Anna Galvin
Nancy Leonard	14 West Street Ext	Nancy Leonard
Mark Luntin	14 West Street Ext	Mark Luntin
Christine Westenberg	373 Lake Rd	Christine Westenberg
Margaret Wright	407 LAKE RD	Margaret Wright
Robert F. Bristol	420 Locke rd	Robert F. Bristol
Edward Thomas	411 Lake Rd	Edward Thomas
BOB PITTSINGER	344 LAKE RD.	Bob Pittsinger
Mary T. Dural	267 Lake Rd.	Mary T. Dural
BETTY KERR	400 LAKE RD.	Betty Kerr
Peter Manegga Jr	71 Bawds Rd	Peter Manegga Jr
Tim S. Anson	138 Boston Ave Rd	Tim S. Anson
JEANNE L. PERSON	20 Pine Ridge	Jeanne Person
Karen Docha	252 Andover Rd	Karen Docha
Pat Chaves	70 Shoddy Mill Rd	Pat Chaves
Frank Chaves	236 Boston Hill Rd	Frank Chaves
George E. Knapp	236 Boston Hill Rd.	George E. Knapp
Judith A. Knapp	236 Boston Hill Rd.	Judith A. Knapp

I, Dianne Grenier, Andover, CT the Circulator of this petition page does hereby attest that I know each such signer, or that the person has satisfactorily identified himself or herself to me.

Dated Oct 18, 2013 Andover, Connecticut

Signature of Circulator Dianne Grenier

# ATTACHMENT

To Andover Board of Selectmen;

We the undersigned strongly advise the Andover Selectmen not to reappoint Dennis O'Brien as Town Attorney. We believe his reappointment would not be in the best interest of the town nor serve the common good of the citizens of Andover.

Print name	Print Address	Signature
Michael Palazzi	1029 HUTCHINSON ROAD	Michael A. Palazzi
Heidi Dannel	29 Holman Rd	Heidi Dannel
Michael Danpelly	27 Hebron Road	Michael Danpelly
Kathryn Carl	302 Lake Rd.	Kathryn Carl
JOHN CARL	302 LAKE RD	John Carl
Y. ANSON	138 BOSTON HILL RD	Y. Anson
Virginia Wagoner	274 Boston Hill Rd	Virginia Wagoner
X Ben	24 WEBSTER AVE	Kenneth Lee
Shirley DeFlavio	49 Skinner Hill	Shirley DeFlavio
Lizella Brooke	141 LeVoy Ave	Lizella Brooke
Joe Schmitt	314 Boston Hill Rd	Joe Schmitt
Melinda Hegener	4 School Rd	Melinda Hegener
Arlene Saggio	11 Hickory Hill Rd	Arlene Saggio
Richard MacRobbie	121 Townsend Rd.	Richard MacRobbie
Mimi Maxwell	17 West Brooks	Mimi Maxwell

Dianne Chenier, Andover CT the Circulator of this petition page do hereby attest that I know each such signer, or that the person has satisfactorily identified himself or herself to me.

Dated Oct 19, 2013 Andover, Connecticut

Signature of Circulator Dianne Chenier

# ATTACHMENT

To Andover Board of Selectmen;

We the undersigned strongly advise the Andover Selectmen not to reappoint Dennis O'Brien as Town Attorney. We believe his reappointment would not be in the best interest of the town nor serve the common good of the citizens of Andover.

Print name	Print Address	Signature
Jean Foran	143 Hebron Rd	Jean Foran
DEBORAH SCANLON	23 SHODDY MILL RD	Deborah Scanlon
JAY KAMINS	104 WEST ST.	Jay Kamins
Kim Kamins	104 West St.	Kimberly Kamins
George Elliott	LL Center St	George Elliott
John HANDFIELD	230 GILEAD	John Handfield
ROBERT HUNT	40 TOWNSEND	Robert C. Hunt Jr.
Emily Timreck	29 Lakeside Drive	Emily Timreck
CAROL MACKAY	71 Long Hill Rd	Carol Mackay
Janice Bazzani	322 Lake Rd	Janice Bazzani
BOB WANAGER	78 Box 4	Robert Wanager
Alex Hunter	115 GARD RD	Alex Hunter
Martha Grimshaw	"	MARTHA GRIMSHAW
Charles E. Wilcox Jr.	11 Rose Lane	Charles E. Wilcox Jr.
Carmie Compton	197 Hebron Rd	Carmie Compton
MARIA R WHITCOMB	108 Gilead Rd	Maria R Whitcomb
rob whitcomb	108 Gilead Rd	Rob Whitcomb
Jim McCann	193 LAKE RD	Jim McCann

I, Jean Foran, 143 Hebron Rd, the Circulator of this petition page do hereby attest that I know each such signer, or that the person has satisfactorily identified himself or herself to me.

Dated Oct 19, 2013 Andover, Connecticut

Signature of Circulator Jean Foran

# ATTACHMENT

To Andover Board of Selectmen;

We the undersigned strongly advise the Andover Selectmen not to reappoint Dennis O'Brien as Town Attorney. We believe his reappointment would not be in the best interest of the the Town nor serve the common good of the citizens of Andover.

Print name	Print Address	Signature
Dennis Foran	143 Hebron Road	Dennis Foran
Pamela J. Quint	10 Birch Drive	Pamela Quint
David D. Quint	10 Birch Drive	D. D. Quint
Nancy Chmielowski	77 Bears Swamp Rd	Nancy Chmielowski
Mary Alden	77 Bears Swamp Rd	Mary Alden
John Cochran	125 Long Hill Rd	John Cochran
Cheryl [unclear]	8 Sohoon Rd	Cheryl [unclear]
Edward D Shapiro	886 East St	Edward D. Shapiro
Sarah Shapiro	886 East St.	Sarah Shapiro
Dorothy Scagliola	15 Oak Farms Rd	Dorothy Scagliola
Gerard Scagliola	15 Oak Farms Rd	Gerard Scagliola
Catherine Magaldi-Benis	32 OAK FARMS	C. Magaldi-Benis
ROBERT M. LEWIS	32 OAK FARMS RD	Robert M. Lewis
Mariam Gile	40 Oak Farms Rd	Mariam Gile
GARY GILE	40 OAK FARMS RD	Gary Gile
Paula King	36 Oak Farms Rd	Paula King
Marcus King	36 Oak Farms Rd	Marcus King
Christine DUNNACK	16 Rockledge Dr	Christine D. Dunnack

I, Joan Foran, 143 Hebron Rd the Circulator of this petition page do hereby attest that I know each such signer, or that the person has satisfactorily identified himself or herself to me.

Dated Oct 19, 2013 Andover, Connecticut

Signature of Circulator Joan Foran

# ATTACHMENT

To Andover Board of Selectmen;

We the undersigned strongly advise the Andover Selectmen not to reappoint Dennis O'Brien as Town Attorney. We believe his reappointment would not be in the best interest of the the Town nor serve the common good of the citizens of Andover.

Print name

Print Address

Signature

Wallace E Barton Jr	463 Lake Rd	Wallace E Barton Jr
CAROL W BARTON	463 Lake Rd	CAROL W BARTON
Stephen F. Willcutt	321 Lake Rd	Stephen F. Willcutt
Jennifer Whitecomb	22 Brown Drive	Jennifer Whitecomb
Carrie Kleinschmidt	22 Brown Drive	Carrie Kleinschmidt
DAVID GOSTANIN	520 LAKE RD	David Gostanin
TED SAKELAKAKIS	171 Boston Hill Rd	Ted Sakelakis
John Galli	268 East St	John Galli
Art W. Day	389 Lake Road	Art W. Day
SHAWN CORALL	45 Boston Hill Rd	Shawn Corall

I Wallace E Barton Jr the Circulator of this petition page do hereby attest that I know each such signer, or that the person has satisfactorily identified himself or herself to me.

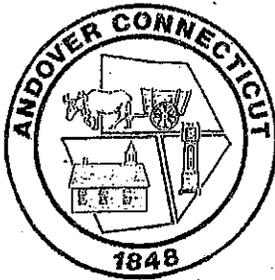
Dated 11/4/2013 Andover, Connecticut

Signature of Circulator Wallace E Barton Jr





## ATTACHMENT



## RESOLUTION

**BE IT RESOLVED** by the Board of Selectmen of the Town of Andover, Connecticut that Robert F. Burbank, First Selectman be authorized to execute within the Master Resolution to Farmington Bank on behalf of the Town of Andover and to complete all information in said Master Resolution.

**BE IT FURTHER RESOLVED** that Robert F. Burbank, Jay K. Linddy, Andrew Maneggia and Charline M. Scott be authorized as authorized signers under the Deposit Account Resolution to act in accordance with all aspects of our banking relationships with Farmington Bank including, without limitation, the opening and closing of deposit accounts without completing a signature card for each new account.

Resolution adopted this 6<sup>th</sup> day of November, 2013.

Robert F. Burbank  
First Selectman

Julia Haverl  
Selectman

Elaine Buchardt  
Selectman

Jay K. Linddy  
Selectman

---

Cathleen Desrosiers  
Selectman

# ATTACHMENT

## Summary:

# Andover, Connecticut; General Obligation

### Credit Profile

#### Andover Twn GO

Unenhanced Rating

AA+(SPUR)/Stable

Upgraded

Many issues are enhanced by bond insurance.

### Rationale

Standard & Poor's Ratings Services raised its rating on Andover, Conn.'s general obligation (GO) bonds two notches to 'AA+' from 'AA-' based on its recently released local GO criteria. The outlook is stable.

A pledge of the town's full faith credit and resources and an agreement to levy ad valorem property taxes without limitation as to rate or amount secure these bonds.

The rating reflects our assessment of the following factors for the town:

- Very strong economy with a projected per capita effective buying income at 136.5% of the U.S. and per capita market value of \$111,878. The town also has access to the broad and diverse economy of Hartford. Andover's unemployment rate was 6.7% in 2012, below the county's 7.2%.
- Very strong budgetary flexibility with reserves of nearly 20% of general fund expenditures in 2012. Reserves have been steadily increasing in the past three years, and management expects the trend to continue.
- Strong budgetary performance with surpluses in both the general fund and total governmental funds of 2.7% and 1.8%, respectively. Although revenues came in slightly below budget in fiscal 2012, expenditures were nearly 6% under budget, contributing to the positive operating results. Property taxes accounted for 68% of total governmental funds revenues in fiscal 2012.
- Very strong liquidity, with total government available cash at 25.2% of total governmental fund expenditures and over 100% of total governmental funds debt service.
- Adequate management conditions with standard financial practices. The town provides monthly budget-to-actual reports to the board of selectmen. Revenue and expenditure assumptions are based on two prior years of data but there is no other formal financial forecasting. The town follows state guidelines for debt management and investments and has a formal fund balance policy of 2.5% of expenditures. The town has consistently been able to exceed this target. Of some concern, in our view, is the 2012 auditor's report that found significant deficiencies in areas of internal control over financial reporting and compliance. Notable deficiencies include the absence of formal policies and a manual on procedures for internal controls, inadequate separation of duties for the town's fire commission and clerk's checking accounts, and the inability to locate the proper tax abatement agreement with an organization that provides low- and moderate-income housing. Management has made the suggested corrections in policies.
- Very strong debt and contingent liabilities profile, with total governmental fund debt service at 1.2% of total governmental fund expenditures and net direct debt at 7.2% of total governmental fund revenue. Overall net debt is a low 1.3% of market value. Debt amortization is rapid, with 100% of debt retired within 10 years. Management has no additional debt plans at this time.

**ATTACHMENT # 6**  
**Bond Rating**

# ATTACHMENT

*Summary: Andover, Connecticut; General Obligation*

- The town participates in the Connecticut Municipal Employees' Retirement System to provide pension benefits for employees. It has contributed 100% of the annual required contribution (ARC) in each of the past three years. The combined ARC pension and other postemployment benefit pay-as you-go costs for fiscal 2012 totaled 1% of expenditures, and we do not anticipate that these costs will increase substantially in the near term.
- We consider the Institutional Framework score for Connecticut municipalities as very strong.

## Outlook

The stable outlook reflects our view of Andover's consistent financial performance and economy. We do not expect to revise the rating in the next two years because we believe the town will maintain strong reserves and continue to participate in the broad and diverse economy of Hartford. Given that capital needs are limited, we expect the debt profile to remain strong. We would consider a higher rating based on the implementation of enhanced management policies.

## Related Criteria And Research

- USPF Criteria: Local Government GO Ratings Methodology And Assumptions, Sept. 12, 2013
- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013

Complete ratings information is available to subscribers of RatingsDirect at [www.globalcreditportal.com](http://www.globalcreditportal.com). All ratings affected by this rating action can be found on Standard & Poor's public Web site at [www.standardandpoors.com](http://www.standardandpoors.com). Use the Ratings search box located in the left column.

## ATTACHMENT

## RESOLUTION

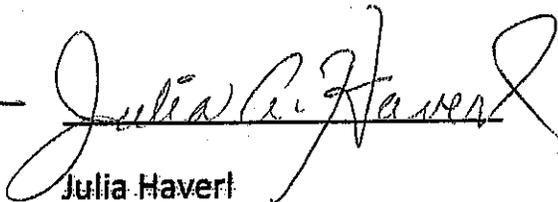
**RESOLVED:** That Robert F. Burbank, the First Selectman of the Town of Andover, Connecticut, be and herewith authorized to execute, on behalf of the Town of Andover, a five year lease for a Peterbilt Model 348 and an Everest side dump body with PACCAR Financial, beginning November, 2013.

**In Witness Whereof,** We have hereunto set our hands and affixed the seal of the Town of Andover this 6th day of November, 2013.



Robert F. Burbank

First Selectman



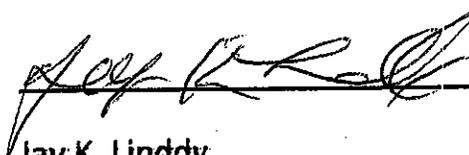
Julia Haverl

Selectman



Elaine Buchardt

Selectman



Jay K. Linddy

Vice-First Selectman



Cathleen Desrosiers

Selectman

**ATTACHMENT # 7  
Truck Resolution**



CIANCI ENGINEERING, LLC

CONSULTING STRUCTURAL ENGINEERS

October 9, 2013

Re: **Andover Town Hall**  
**Andover, CT**  
**13 176 01**

Mr. Ed Kaulback – Building Official      email: ([kaulted@aol.com](mailto:kaulted@aol.com))  
 Town of Andover  
 17 School Road  
 Andover, CT 06232

Mr. Kaulback:

At your request, Mr. Ron Zurell staff engineer, made a visit to the Town Hall offices on October 4, 2013 to meet with you and Mr. Jay Linddy, Vice First Selectman. The purpose for our visit was to observe and field measure the existing fire rated file cabinets and fire safe located in the Selectman's, Assessor's and Town Clerk's offices. It is our understanding that there has been some concern expressed with regard to the load carrying capacity of the existing floor system.

While on site you provided partial copies of the original architectural drawings that also contained the structural information related to the floor system. You also provided us with data sheets for the file cabinets and fire safe that indicates the weights of each unit.

Our structural analysis of the existing floors that are supporting the file cabinets and fire safe is based on information contained on the architectural drawings. We did not cut any holes into the existing floor sheathing or ceilings but, our field measurements do correspond to the depth of the framing indicated on the drawings. The existing floor structure indicated on the drawings consists of 2 x 12 joists spaced at 16" on center with two layers of 5/8" thick floor sheathing. The existing joists span approximately 14'-9" and are supported on concrete masonry block walls and steel beams below.

At all three offices previously mentioned, our calculations indicated that the existing 2 x 12 joists that are supporting the file cabinets and fire safe are overstressed. Therefore, we recommend that a new 2 x 4 bearing wall be installed below so as to divide the existing single span into two spans. The new bearing wall should be placed at approximately mid-span of the joist and have a double top plate that is nailed to the bottom of the 2 x 12 joists below the Selectman's office and the Town Clerks office. At the Assessor's office, a 2 x 6 @16" on center bearing wall is required to be installed below to create a two span condition for the existing joists. We have also determined by calculations, that the 2 x 4 or 2 x 6 wall plate that would be bearing on the existing 4" thick slab on grade would not overstress the concrete slab or soil below, provided there are no voids below the slab. We also recommended that an 8" x 24" x 3/8" thick steel plate be installed under each pair of legs at the fire safe located in the Selectman's office.

We trust that this will meet your needs at this time.

Very truly yours,

Cianci Engineering, LLC

\_\_\_\_\_  
 Ronald Zurell  
 Staff Engineer

cc: Mr. Robert Burbank      email: [andoverselectman1@comcast.net](mailto:andoverselectman1@comcast.net)  
 Mr. Jay Linddy              email: [andoverbuilding@comcast.net](mailto:andoverbuilding@comcast.net)

**ATTACHMENT # 8**  
**Structural Analysis**

This page has been intentionally left blank.

**Andover Board of Selectmen**

Special Meeting – December 12, 2013 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:
  - A. Regular Meeting: November 6, 2013
5. Treasurer's monthly report;
  - A. Monthly Fund Balances: November 2013
  - B. Monthly Financial Report: November 2013
6. Tax Refunds: Wallace Barton 3<sup>rd</sup> \$ 221.62, Stephen Carroll \$ 8.98, Elizabeth Churney \$ 418.26, Henery McDonald \$ 67.08, Donald Reynolds \$ 11.14, Lauri Roman \$ 18.68, Miquelina Quagliano \$ 8.98 and Toyota Motor Credit Corp. \$ 134.34.
7. Tax Collector's:
  - A. Tax Collection report: 11/01/13 – 11/31/13
  - B. Year to date: 07/01/13-11/31/13
8. Board of Finance: Budget workshop dates for Boards and Commissions.
9. Observance of Holidays: 2014
- 10 Veterans Day Program:
11. Old Andover Town Hall: Quote for electrical work.
- 12 Town Web Site:
- 13.. Use of Old Fire House: Class for operating Hand Radios for CERTS.
14. Andover Planning and Zoning: Plan of Conservation and Development
- 15 Andover Transfer Station: Holiday hours
- 17 Andover Sing-A-Long: December 22, 2013
15. Liaison Reports:
16. Public Speak:
17. Next Board of Selectmen:,
18. Adjourn:

**RECEIVED FOR RECORD**

12-9-13 @ 8:30 am

Carol N. Lee

**TOWN CLERK**

**Andover Board of Selectmen**  
**Minutes from Thursday, December 12, 2013 – Special 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 Burchardt

Julia Haverl arrived late around 7:15

**BOS Members: Absent**

Cathy Desrosiers

**Other Attendees:**

Irv Stanley  
Dennis Foran

**Agenda Item 2: Public Speak:**

Dennis Foran spoke about the need to make a Town Attorney appointment  
Also asked about the Petition that was submitted: re town attorney

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

Not applicable as this is a special meeting

**Agenda Item 4: Approval of Board of Selectmen Minutes:**

**Regular Meeting:** November 6, 2013, (Regular Meeting):  
Jay Linddy made motion to accept the November 6<sup>th</sup> Minutes.  
Elaine Burchardt seconded.  
No discussion.  
**Vote: Motion Passed Unanimous**

**Agenda Item 5: Treasurer's Monthly Reports:**

**A. Monthly Fund Balance: November 2013**

Not Available

**B. Monthly Financial Report: November 2013**

Jay Linddy made motion to accept Monthly Financial Report  
Elaine Buchardt seconded.  
No discussion.

**Vote: Motion Passed Unanimous**

**Agenda Item 6: Tax Refunds:**

Wallace Barton 3 <sup>rd</sup>	\$221.62
Stephen Carroll	\$8.98
Elizabeth Churney	\$418.26
Henery McDonald	\$67.08
Donald Reynolds	\$11.14
Lauri Roman	\$18.68
Miquelina Quagliano	\$8.98
Toyota Motor Credit Corp.	\$134.34

Jay Linddy motioned that we approve the tax refunds totaling \$889.08 as recommended by the Tax Collector Kristi Merrifield.  
Elaine Buchardt seconded.  
No discussion.

**Vote: Motion Passed Unanimous**

**Agenda Item 7: Tax Collectors:**

- A. Tax Collection Report: 11/1/13 – 11/31/13  
Not Available
- B. Year to date: 7/1/13 – 11/31/13  
Not Available

**No Action Required**

**Agenda Item 8: Board of Finance**

Budget workshop dates for Boards and Commissions were presented.

Meeting dates and locations attached

No Action Required

**Agenda Item 9: Observance of Holidays: 2014:**

Andover follows the Holiday list per the Connecticut Department of Administrative Services (DAS)  
Dates attached.

**No Action Required**

**Agenda Item 10: Veterans Day Program:**

Jay reported there was a program on Veterans day.  
He suggested there be a Veterans committee to run it next year.

**No Action Required**

**Agenda Item 11: Old Andover Town Hall:**

Irv Stanley Quote discussed the quote for Electrical work at the Old Town Hall.. The electrical work may be urgent or critical to complete, and since the amount is over \$2000 it will need BOS and BOF approval. There are various other issues with the building as outlined in the Inspection Report.

The electrical work is outlined on Item #13 in the report

The Main concern appears to be the line coming in to the building and into the box which is also in need of replacing..

Hot line coming into the building is a concern. After some discussion about where the issue is and if CL&P would have any responsibility for the line to the building, Bob Burbank said he would follow up with CL&P and determine if there was a critical need due to risk of fire or harm to residents at the building. He will also peruse additional quotes for the work.

Irv also noted the desire to clean up the back of the building.

**The item was tabled till January for further information and discussion**

**Agenda Item 12: Town Web Site:**

Bob asked Penny Auer to comment on updates to the website.

She reported there is a new entry under Town Departments that is for Boards, Commissions and Committees. If you select that item there is a a page with a list of all town boards, commissions and committees. By selecting the individual entry, a new page appears that lists all the current members of that group as well as the month and year the term ends.

**No Action Required**

**Agenda Item 13: Use of Old Fire House:**

Bert Bowen would like to use the building for a Class for operating Hand Radios for CERTS. Bob will be sure he schedules so as not to conflict with the seniors.

**No Action Required**

**Agenda Item 14: Andover Planning and Zoning:**

Bob reported that he became aware of possible Grant money available under the affordable housing initiative by the State of CT. He thought it might be possible to apply for some of that money under the Plan of Conservation and Development

Jay Linddy made a motion to approve a resolution to allow Bob to apply for and request the grant proposal.

Elaine seconded.

No discussion.

**Vote: Motion Passed Unanimous**

**Agenda Item 15: Andover Transfer Station:**

Jay reported that the Holiday Hours: are posted in Newspaper, at the transfer station and also on the Website calendar.

**No Action Required**

**Agenda Item 16: Andover Sing-a-Long**

Jay Linddy reported the Sing A Long is scheduled for December 22, 2013  
Information about the event is on the website and in the newspaper.

**No Action Required**

**Agenda Item 17: Liason Report:**

Elaine

CIP Agreed to some of the big ticket items being discussed by CIP

16,000 radio and upgrade to air packs

50,000 for Senior Van

33,000 for Town Truck payment

Exact numbers will be presented to BOF in January

**No Action Required.**

**Agenda Item 18: Public Speak:**

Dennis Foran about Veteran's organization. Perhaps it should not be a town or municipal organization. It should be a standing organization to help out local vets, counseling, benefits etc. and should be a group run by veterans rather than by the town. The group would coordinate with town for ceremony.

Jay provided some Clarification about Veterans committee. Rusty told Jay that Dennis talked to him about a Veterans committee and Rusty said he would not do it and Jay indicted is not going to do it. Bob said he asked for volunteers to do the Veterans ceremony and did not get any response so Jay ran it this year. Dennis said he still

wanted to have a volunteer Vet committee and Bob responded that the town would welcome the volunteers.

**Agenda Item 19: Next Board of Selectman Meeting:**

Bob noted that the Next Board of Selectmen Meeting: Tuesday, January 7, 2013 due to the holiday

Julie Haverl brought up several issues. She stated that she feels like she cannot get any answers.

She said she wants a job description of Administrative assistant. Asked for it to be put on agenda for January. Bob stated he had already produced a complete list of varied duties that the Admin was at least partially responsible for. He is not going to report on the day-to-day activity. Bob asked if she wanted to scrutinize every minutes of the day. The multiple page job description was produced for the public hearing and was used to hire the person for the position. Julia said that she recalls that there was an issue that the assistant didn't have computer connectivity and that it is never put on the agenda and falls into a black hole. Julia wants it on the agenda and demanded a short summary of duties.

Julia then asked what line item reflects the Hendee Road paving. She cannot find it on the budget summary list she has. Bob responded that he does not have the 63-page detail report with him so he did not know exact which line it is on. She questioned several items on the budget copy she had. Bob said that the auditor had moved some accounts and that he will have to research it and bring that info back to her at the next meeting. And then She asked what the budget was for roadwork paving. He tried to tell her in general terms and she insisted on knowing what account it was in. Bob said the summary budget report is general categories and she said the report does not have the meat of what is spent on roads. Bob responded to her that the town does not break down cost by road; rather it is done by vendor. The conversation continued between Julia and Bob about which line item for this and that. He finally asked her why she always asks these questions at the BOS meeting instead of calling him before the meeting so he can research the question when he has access to his computer and provide an appropriate answer. Julia said that that S&P report said that he gives fund balances to the BOS monthly but since she does not have exact line items than it is a sham. Bob responded that he would be happy to provide any information she wanted if he would call him in the office instead of springing it on him at the public meeting. Jay said he would provide the full budget at the next meeting so she could take it home and review it in detail.

Julia then stated that there is talk about a generator coming from a grant. Bob said he has to apply for a grant that may be available to pay for the generator. He said he spoke to Cathy Derosiers this week and asked her to provide information about the generator. He said that she is going to get the information about the generator and after he has had a chance to review that information he can then review the grant details and see if we can apply for the grant. Bob explained that there is not an approved grant; all we know at this point is that there is an opportunity to apply for a grant. Bob has the

application but we have not applied for the grant yet and we have not received the grant yet. Julia then asked if it was in the works or not. Bob said NO it is not in the works. It has not even been applied for and there is no guarantee we will qualify or be approved for the grant.

Jay commented he has listed 6 items that Julia has brought up, but because none of these items that Julia brought up are on the agenda that we are possibly in violation of FOI statutes.

Julia then brought up the issue of appointing the town attorney and that there was a petition regarding the matter. Bob said the town attorney was not available for the December meeting and that because it involved a personnel matter they would have to go into executive session with the town attorney. He expected to be able to address it for the January meeting.

**Agenda Item 20: Adjourn**

Elaine Burchardt motioned to adjourn at 7:52 pm.

Julia Haverl seconded.

No discussion.

**Vote: Motion Passed Unanimous**

Minutes respectfully submitted by:

Penny Auer Board Clerk, December 18, 2013



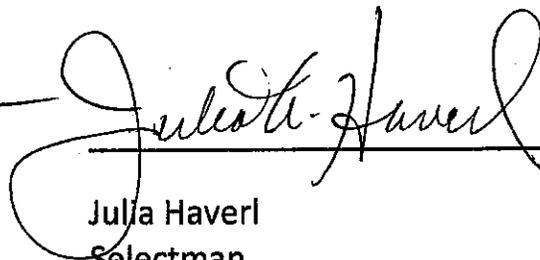
## RESOLUTION

BE IT RESOLVED; The Board of Selectmen of the Town of Andover authorizes the First Selectman, Robert F. Burbank to negotiate and execute all necessary Agreement/Contract documents on behalf of the Town of Andover with the State of Connecticut Department of Housing for the Incentive Housing Zone aka HomeCT grant program pre-development funding.

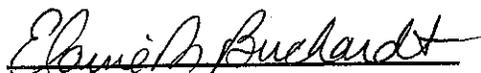
Dated this 12<sup>th</sup> day of December, 2013



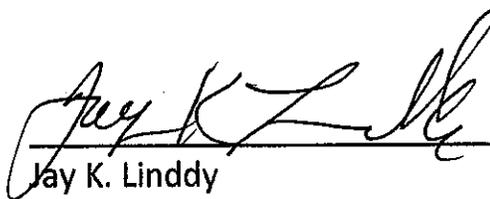
Robert F. Burbank  
First Selectman



Julia Haverl  
Selectman



Elaine Buchardt  
Selectman



Jay K. Linddy  
Vice-First Selectman

---

Cathleen Desrosiers  
Selectman