

Andover Board of Selectmen

Regular Meeting January 7, 2015 7:00pm Community Room

AGENDA

1. Call to Order/Pledge of Allegiance:
2. Public Speak:
3. Add on or Delete Agenda items:
4. Approval of Board of Selectmen Minutes: Regular meeting:
 - 4 - a December 3, 2014, Regular Meeting
 - 4 - b December 6, 2014 Special Meeting
 - 4 - c December 29, 2014. Special Meeting
5. Treasurer's monthly reports:
 - a. Monthly Fun Balance report:
 - b. Monthly Financial report:
6. Tax Refunds: Morgan Steel \$ 65.93, Toyota Motor Corp. \$ 96.62, Nissan Infiniti LT \$ 181.03.
7. Tax Collector's monthly report: Grand Rate book Balance Sheet Report.
8. C.I.P. 2015-2016:
9. Freedom of Information Documents Review Schedule Form.
10. Tax Sale results:
11. Farmington Bank: Letter of Credit.
12. Request from the Registrars of Voters:
13. 2015-2016 Budget work shop dates: Select dates for working on the 2015-2016 budget.
14. Liaison reports:
15. Public Speak
16. Next Board of Selectmen meeting: February 4, 2015.
17. Adjourn:

RECEIVED FOR RECORD
 01-05-15 @ 2:51 PM
Margaret H. Busch
 Asst. TOWN CLERK

Andover Board of Selectmen
Wednesday, January 7, 2015 7:00 PM
Town Office Building (Community Room) 17 School Rd, Andover, CT

Regular Meeting Minutes

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

BOS Members Absent

Julia Haverl

Other Attendees:

Attachment #1

Agenda Item 2: Public Speak

Donna Abenealt said she thinks the money from the grant should be used for the existing fields.

Mike Russo said at the last Recreation committee meeting he asked to bring up budget items.

Leanne Hutchinson asked what happened to portraits that used to be in the town hall.

Jeff McGuire said that as a CPA he thought there was a major problem in Andover and it is lack of leadership. He voiced concerns about financial controls in the town. Asked what the internal controls are for the Recreation commission. He asked for all the elected officials to see if they are doing all they can do to make Andover a better place.

Catherine Magaldi-Lewis asked if she had to use FOI to get information about their budget. She thinks our current town budget should be online.

Agenda Item 3: Add on or Delete Agenda items:

Cathy Desrosiers made a motion that they add to the agenda item 13A a response to the accusation made in public speak. Re: Fields, Rec commission, auditor's issues, budget items, portraits.

Elaine Buchardt seconded

Vote: Passed /Unanimous

Agenda Item 4: Approval of Board of Selectmen minutes: Regular Meeting:

- 4 - a December 3, 2014, Regular Meeting
- 4 - b December 6, 2014 Special Meeting
- 4 - c December 29, 2014. Special Meeting

Cathy Desrosiers made a motion to approve the minutes of December 3, 2015

Elaine Buchardt seconded.

Vote: Passed / Unanimous

Elaine Buchardt made a motion to approve the minutes of the December 6, 2015 Special Meeting.

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Elaine Buchardt made a motion to approve the minutes of the December 29, 2015 Special Meeting with a correction.

Cathy Desrosiers seconded with discussion

Correction that the engineer was charged to move forward with the best option and wanted to be sure that was in there.

Vote: Passed / 3 yes, one abstain (Jay Linddy)

Agenda Item 5: Treasurer's monthly reports:

a. Monthly Fund Balance report:

b. Monthly Financial Report:

Elaine Buchardt made a motion to accept the Treasures Reports

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Agenda Item 6: Tax Refunds:

Morgan Steel \$ 65.93,

Toyota Motor Corp. \$ 96.62,

Nissan Infiniti LT \$181.03.

Elaine Buchardt made a motion to approve the tax refunds listed above as presented by the Treasurer for a total of \$345.58

Cathy Desrosiers seconded.

Vote: Passed/ Unanimous

Agenda Item 7: Tax Collector's monthly reports: Grand Rate Book balance Sheet Report

Elaine Buchardt made a motion to receive the tax collector monthly report.

Cathy Desrosiers seconded the motion

Vote: Passed / Unanimous

Cathy Desrosiers noted the people who bought the property have the option to repurchase the property, but that is out of the town's control. Bob Burbank said the town has received their tax payment, interest and payments.

Agenda Item 8: CIP 2015-2016

Elaine reported they CIP has met and voted on two projects

1. The fire department asked for 4 cameras and CIP approved two new cameras for \$13,000. They found some similar ones for \$4000 and they could get 3.

2. CIP approved the copper gutters and soffits for the Library for \$45,000. The basement is getting flooded currently,

CIP is looking into a request from Public Works to raise the roof to do repair work on the trucks. The shingling of the roof is around \$71,000. They felt the quote for \$41,000 would not cover the cost of raising the roof. CIP felt that although it was a good idea, but needs more research. Possibly insert a metal structure into the building. Additional research is going on. CIP does see this project for this budget year and should be addressed in the next year's budget. Bob Burbank said the public works said they would be more productive if they had more room in the buildings. At some point they will need to address the building and determine the best usage of the building.

Elaine Buchardt also is looking into how much they spend for third party concerns because they do not have the room to do the work in the current building. There is also a request for a new furnace for Public Works area.

Finally, CIP will work on the new 5-year plan for the town.

**Agenda Item 9: Freedom of Information documents Review Schedule Form:
Attachment #2, #3**

Bob Burbank presented a form developed in conjunction with the FOI attorney and our Town attorney to provide information for an extensive FOI request. He read a letter from an Andover resident for who asked to review all financial records for the last 10 years. Bob Burbank said records are held by the treasurer and bookkeeper of the town. Currently our treasurer went into surgery and our bookkeeper would be responsible to provide this information. In discussion with the FOI attorney and they indicated that the town could

limit how much time each week an individual could spend reviewing the records and could request the scope of records for each session because the town cannot let any individual come in and have carte blanche to records as some documents may need to be redacted to protect individual rights. Many records are archived and would require shutting down the bookkeeper's office to go to the vault. Normally the town employees try to accommodate specific FOI requests as received but due to the extraordinary scope of this request, a form was designed with the suggestions from FOI and the Town Attorney. Bob Burbank also noted that only two people have a key to financial files, the treasurer and the bookkeeper.

The form allows for a specific time to look at forms as the bookkeeper and treasurer or any department head has time to meet with the requester. Cathy Desrosiers asked if an hour a week is reasonable. Bob Burbank said the bookkeeper is already stretched very thin with the treasurer being out, the book keeper gathering information for the auditor and preparing W-2 due by the end of January as well as all her regular responsibilities. After a conversation with the FOI attorney, they thought an hour would comply with FOI regulations.

Elaine Buchardt made a motion to accept form

Cathy Desrosiers seconded

Vote: Passed /Unanimous

Agenda Item 10: Tax Sale results:

Bob Burbank said the tax sale was a success and the town was able to recoup the back taxes and penalties that have been pending for, in some cases, three or four years so we can keep our taxes in line. The town gets the tax and penalty. Anything above and beyond does not go to the town but is handled by the tax attorney and the courts.

Agenda Item 11: Farmington Bank Letter of Credit:

Bob Burbank presented a letter of Credit from Farmington Bank. The town recently changed from Citizens bank due to an increase of fees. Bob Burbank said he solicited an RFP for a new bank. Farmington gave us the best proposal and switched to Farmington Bank. Bob Burbank required that our funds were secured from failure of the bank. Letter of Credit shows that the town is insured up to \$5,000,000 from failure of Farmington Bank.

Agenda Item 12: Request from Registrars of Voter

There is a request from the register of voters for some items such as laptops. Bob noted there is a POA procedure in place for any item that is needed. He said he has discussed that with the Registrars. Bob Burbank emphasized that there is a procedure in place that must be followed for any purchases even if the money is in the budget. Essentially it appears there was a misunderstanding about how to go about purchasing procedures.

Catherine Lewis said she has asked for a year and a half for stuff but said she never submitted a purchase order. Bob Burbank said if he receives a purchase order and there is money in the budget, he orders what is needed. He feels that there needs to be a process that applies for everyone. The purchase order would indicate the specifications needed for the item to be ordered.

Cathy Desrosiers said she thought there needs to be a meeting to discuss the needs. Bob Burbank said he would meet with anyone who requested a meeting.

Elaine Buchardt said she would expedite the meeting with the Registrars.

Bob also noted that it was his understanding that the Registrars budget line item was for maintenance of voting machines but he is open to using the money for equipment such as computers.

Agenda Item 13: 2015-2016 Budget workshop dates: Select dates for working on the 2015-2016 budget,

Board of selectman discussed dates to meet.

January 14th 3:00

January 15 3:00

January 21 3:00

Elaine Buchardt motioned to have BOS budget hearings on Jan 14, 15, and 21

Cathy Desrosiers seconded

Vote: Passed 3 yes, 1 no

Agenda Item 13A to respond to issues raised at Public Speak

1. Jay Linddy said every 2 years the Board of Selectman appoint boards and Commissions. The Rec commission was appointed by the BOS. Jay Linddy added that Carol Lee and Kim run the basketball program for the town of Andover. His role is to coordinate and schedule the 12 towns that play and to open the gym for the games. He offered to have Mike Russo call him to set up a meeting with Andy Managia, the superintendent of schools for Andover.
2. In response to the questions about the recreation fields, Bob Burbank said he does not have kids in the soccer program. He is looking out for the long-term benefit of the town of Andover. He said that several groups 5 + years ago asked for new fields as the baseball and soccer conflicted. With that charge in mind the BOS voted to look for new recreational fields. That committee felt there were only a couple places that were suitable. Long hill and Town owned property behind the school.

The BOS went forward with a STEEP grant for a new Longhill athletic field. That request was turned down. The second year, after it was resubmitted, the grant was approved but for a reduced amount of \$200,000, which was not enough for a new soccer field. The town also had a \$250,00 grant for the seniors that was not enough to build a new senior center but it

was allocated to the town of Andover. Bob Burbank said they tried to upgrade the existing Sr. center but it was not feasible for a multitude of reasons.

Instead of losing the \$250,000, there was a town wide public hearing and it was approved to add that grant to the athletic field grant. After getting approval from the state to combine the grants for the Athletic Field, the town went to an RFP for a State required grant administrator and an engineering firm to do the design work. A committee was in place to review the RFPs.

After extensive review of Longhill site by the engineers, they determined that it was not suitable for an additional field due to wetlands issues. The second choice was to locate it behind the school/town hall. The engineers did a wetlands review and found a place to position the field with the least impact. It was presented to the BOS and went to Public Hearing. Some of the inputs at public hearing were added to the design including adding power, parking, and a well site. Bob Burbank said he hoped there would be enough money to drill the well but we can address it at a later date and find money from other sources for the well and lights and other improvements.

He reported that no issues were raised at the public hearing about slopes etc. The goal was to accommodate as much as possible into the plan. Bob Burbank said he did what his charge was, to create an additional playing field and that he is trying to provide for the future of Andover and not just necessarily create a field for the soccer league. The board of Education unanimously approved the design of the field and agreed it would be a benefit to the school.

Presently the engineer is looking to provide a ball field at town owned property to reduce expense and provide a more level field. Bob Burbank asked if the Board of Selectman wanted to go to public hearing and determine if the town voters wanted to go forward with the new field or just turn the money back to the state. Cathy Desrosiers said at the last meeting the BOS discussed some of the changes that could be made and the engineer was charged to present a plan that meet all the requirements that were discussed. Bob Burbank reiterated that he had no assurance the grant would be available to for maintenance of the existing fields.

Elaine Burbank said that fixing the fields could be a considered by CIP as a project.

3. Regarding Pictures from the Foyer, Bob Burbank, said that they were in a secure area and they will be rehung when the touch up painting was done.

4. Jay Linddy asked if there is any money in Open space but Bob Burbank said there is not enough money to purchase a field.

5. Response to Jeff McGuire comments about the auditor and check reconciliation, Bob Burbank said it did not have to do with the town checkbook. The Town Clerk was not having a third party review the checking acct. That has been rectified. Auditor also had an issue with the fire department accounting.

Bob Burbank reported the Procedure manual is in the works and is now being reviewed by the auditor and will be presented once the auditor and attorney review it. There are a lot of internal controls and checks and balances. More than have ever been in place in the past.

6. Bob Burbank said that town employees do not need a FOI to request information or to look at the budget.

Agenda Item 14: Liaison Reports

Elaine Buchardt said Andover Winters Farmer's market starting on Saturday. 9 to noon.

Agenda Item 15: Public Speak

Curt Dowling asked if the new recreational field would come up for a vote of final approval. He raised concerns about the town finances and auditor.

Ken Marcia wanted to know how there could be a statistical auditing of records. Looking for transparency.

Catherine Lewis commented that according to FOI statue, ever person would have prompt access during regular business hours. Maybe we should find out how often the bookkeeper is asked for information. And said she never saw a procedure about using purchase orders.

Jack Cochrane said he did not understand how hard it would be to comply with the FOI request. Maybe spend 3 months gathering information to comply.

Jack Russo, President of Andover Soccer league, said he want the fields, but wants a field that is maintained. He commented about CIP finding funds for maintenance and said the soccer league does not own the Longhill fields and wanted to know how to get funds to improve it. It was his understanding that the Recreation commission had funds for maintenance but did not use it.

Marie Burbank said that the Auditors complaint prior to Bob Burbank taking office was that there was not PO system and it is important to the town of Andover. She said most FOI requests are for limited amount of documents, the current request is for 10 years of records

Georgette Conrad stated that if we hire someone to come in and provide records for FOI, the person requesting has to pay for it.

Steve Willard said he uses uses a PO system in his business and it sounds like we are only half way there and maybe needs improvement to the system.

Ken Marcia offered to come to town hall and help.

Jeff McGuire. Spoke in detail about one PO that was dated incorrectly. He asked how old our accounting system was.

Gerry Wright said he likes that Bob tries to save money. He spent time at the town garage today and noted some gaps in the dog kennel area and therefore he would like to see us eliminate the dog kennel and the dog warden and have the services outsourced.

Brian Briggs said it seemed like nothing is happening on the soccer fields.

Dennis Foran asked if the proposed recreation field is a value added for the town. Feels you can't get an optimum field due to wetlands. Does not feel it will be an asset to the town. Spoke about using a different site.

Georgette Conrad

BOF said they allocated money to Planning and Zoning for a long-term plan.

Agenda Item 24: Next Board of Selectmen meeting: February 4, 2014

Elaine Buchardt made a motioned to adjourn at 9:55 PM

Jay Lindy seconded.

Vote: Passed / Unanimous

Minutes respectfully submitted by: Penny Auer January 12, 2015

Note:

All attachments are filed with the official copy of the minutes in the office of the Town Clerk.

Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
1-13-2015 @ 10:00 am
Carol N. Stee
TOWN CLERK

ATTACHMENT

Town of Andover Freedom of Information Documents Review Schedule Form

This form must be completed and submitted by anyone who has filed a Freedom of Information request to review multiple Town documents in order to schedule a time to review them. Most Town documents are original records. The Town is responsible to ensure that such records are not inadvertently altered, deleted or misfiled and that no legally confidential information is revealed, and therefore your review of the documents must be monitored by Town staff. Due to limitations of available Town personnel and their heavy workloads, your review must be limited to no more than one hour a week. If your request will require additional time, additional forms must be submitted and approved until your request has been fully addressed by the Town.

The appropriate department head or administrator will notify you within two (2) working days after this completed form is submitted or precisely when they will be available to provide the requested documents and monitor your review.

Date form submitted _____

Name & Signature: _____ / _____

Address _____

Town _____ State _____ Zip _____

Contact number(s) _____

Department _____

Date(s) of Proposed Review _____

Documents Requested _____

#####

To be completed by Department Head/Administrator

Name _____

Contact # _____

Requested documents will be available for viewing/copying during the following time period(s):

Day _____ Date _____ Time Period _____

Day _____ Date _____ Time Period _____

Day _____ Date _____ Time Period _____

Requestor notified via phone/mail by _____ Date _____

ATTACHMENT

TO: Treasurer and First Selectman, Town of Andover, CT

FROM: [REDACTED]

DATE: December 22, 2014

SUBJECT: REQUEST FOR INFORMATION in accordance with applicable provisions of the CT Freedom of Information Act (C.G.S. Chapter 14, Sections 1-200 through 1-242); aka "FOIA"

I hereby respectfully request access to, and to inspect & review, the following records, some or all of which I may choose to copy or reproduce in accordance with and as provided under the FOIA:

The financial records of the Town of Andover for current and past ten-year non-education expenditures and receipts of all monies including all general, special and custodial, and grant funds and taxes by the Town of Andover; and, any and all records of these including books, ledgers, payroll records, receipt records, files, and as stored or contained in electronic systems, hardware and media; and, all of the detailed content of these including names and locations and addresses of and payments to and receipts from, including any and all dates, purchase order numbers, check numbers, account numbers, bills of lading numbers, manifest numbers, or any other tracking or administrative numbers associated with these, and any and all individuals, persons, firms, companies, corporations, vendors, suppliers, contractors, consultants, employees, agents, public or private or non-profit agencies, or federal or state branches of government or subdivisions of these; and, any and all identifications and descriptions of and specifications for, any and all goods and services procured, received, sold, traded, transferred, installed, used, expended or disposed of, associated with any or all of the above expenditures, receipts, content, numbers, and entities.

[REDACTED]

**Andover Board of Selectmen
Special Meeting - 2015 - 2016 Budget Workshop
Wednesday January 14, 2015 3:00pm
Andover Town Office Community Room**

AGENDA

1. Call to Order/Pledge of Allegiance:
2. 2015-2016 Budget
3. Next Board of Selectmen meeting:
 - 3-a 2015 - 2016 Budget Workshop: Thursday January 15, 2015 - 3pm
 - 3-b 2015 - 2016 Budget Workshop: Wednesday January 21, 2015 - 3pm
 - 3-c Regular Board of Selectmen Meeting Wednesday February 4, 2015 - 7pm
4. Adjourn:

RECEIVED FOR RECORD
01-12-15 @ 10:31 AM
Margaret H. Busch
Asst TOWN CLERK

Andover Board of Selectmen
Wednesday, January 14, 2015 3:00 pm
Town Office Building (Community Room) 17 School Rd, Andover, CT

Special Meeting-2015-2016 Budget Workshop

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

Robert F. Burbank, First Selectman, called the meeting to order at 3:00 pm with the Pledge of Allegiance.

BOS Members: Present:

Robert F. Burbank, First Selectman,
Cathy Desrosiers
Julia Haverl
Elaine Buchardt

BOS Members Absent

Jay Linddy

Agenda Item 2: 2015-2016 Budget

Elaine Buchardt presented CIP request to refurbish the small gray pickup truck.

Cathy Desrosiers made a motion to review the request

Julia Haverl seconded

Motion Passed Unanimous

Elaine presented CIP request for repeater equipment to go into fire houses.

Julia Haverl made a motion to approve

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Elaine presented CIP request for large map scanner/printer. Cost is \$8400. There is a \$3000 grant, so the net is \$5400. This can be attached to GIS program from CROG.

Cathy Desrosiers made a motion to review the request

Julia Haverl seconded

Motion Passed Unanimous

Cathy Desrosiers motioned to cancel the 1/15/15 meeting

Elaine Buchardt Seconded

Motion Passed Unanimous

Julia Haverl motioned to approve budgets not changed

0105

0107

0137

0133

0137

0147

0153

0203

0205

0305

0309

0311

0601

0819

1201

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Agenda Item 3: Next Board of Selectmen meeting:

3-a 2015-2016 Budget Workshop Thursday January 15, 2015

3-b 2015-2016 Budget Workshop: Wednesday January 21, 2015

3-c Regular Board of Selectman Meeting: Wednesday February 4, 2015

Agenda Item 3: Adjourn

Julia Haverl made a motioned to adjourn at 4:35

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Minutes respectfully submitted by: Penny Auer January 19, 2015

Note:

All attachments are filed with the official copy of the minutes in the office of the Town Clerk.

Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
01-20-15 @ 9:29 AM
Margaret H. Busch
Asst. TOWN CLERK

**Andover Board of Selectmen
Special Meeting - 2015 - 2016 Budget Workshop
Thursday January 15, 2015 3:00pm
Andover Town Office Community Room**

AGENDA

Cancelled

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

2. **2015-2016 Budget**

3. **Next Board of Selectmen meeting:**
 - 3-a **2015 - 2016 Budget Workshop: Wednesday January 21, 2015 - 3pm**
 - 3-b **Regular Board of Selectmen Meeting Wednesday February 4, 2015 - 7pm**

4. **Adjourn:**

RECEIVED FOR RECORD
01-12-15 @ 10:31 AM
Margaret H. Busch
Asst. TOWN CLERK

**Andover Board of Selectmen
Special Meeting - 2015 - 2016 Budget Workshop
Wednesday January 21, 2015 3:00pm
Andover Town Office Community Room**

AGENDA

1. **Call to Order/Pledge of Allegiance:**
2. **2015-2016 Budget**
3. **Next Board of Selectmen meeting:**
 - 3-a **Regular Board of Selectmen Meeting Wednesday February 4, 2015 - 7pm**
4. **Adjourn:**

RECEIVED FOR RECORD
01-12-15 @ 10:31 AM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Wednesday, January 21, 2015 3:00 pm
Town Office Building (Community Room) 17 School Rd, Andover, CT

Special Meeting-2015-2016 Budget Workshop

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

Robert F. Burbank, First Selectman, called the meeting to order at 3:20 pm with the Pledge of Allegiance.

BOS Members: Present:

Robert F. Burbank, First Selectman,
Cathy Desrosiers
Julia Haverl
Elaine Buchardt
Jay Lindy arrived at 4:20

Agenda Item 2: 2015-2016 Budget

A. Bob Burbank presented the proposed new Union contract.

The union contract for the tax collector, assessor and assessor assistant has been in the works for several months. It reflects a 3% raise for 2014. They will receive a lump sum to bring them to current date. 2015 includes a 2% raise and 1.5% for 2016. In addition they will have a 9% share of the health cost.

Elaine Buchardt made a motion to approve the contract.

Julia Haverl seconded.

Vote: Approved Unanimous.

B. Elaine Buchardt made a motion to approve all the changes discussed at the January 14th meeting that were not included in the January 14, 2015 minutes.

Julia Haverl seconded

Vote: Approved Unanimous.

C. Cathy Desrosiers made a motion to authorize a 2% raise for all non elected town employees

Julia Haverl seconded

Vote: approved Unanimous

Budget items Addressed at the last Board of Selectman meeting but inadvertently not included in the 1-14-15 minutes.

Budget Item 101 Selectman-

Need to revisit salary

Budget Item 0103 Board of Finance-

to be revisited

Budget Item 0135 Civil Preparedness-

Sent the year end report

Budget Item 0143 Andover Senior Transportation-

Cathy Desrosiers motioned we approve an increase for item 143 of \$1200.

Elaine Buchardt seconded.

Vote Unanimous.

Budget Item 0149 Old Firehouse.

Elaine Buchardt motioned to increase line item 601 Electricity by \$200 and decrease line item 605 Propane by \$200. Net no change in budget line.

Cathy Desrosiers seconded.

Vote: Passed Unanimous

Budget Item 0201 Health Officer

Julia moved to increase budget by \$612 for a total of \$16,400

Cathy Desrosiers seconded.

Vote: Unanimous

Budget Item 313 Ground Care

Elaine Buchardt made a motion to increase by \$50.

Julia Haverl seconded

Vote: Unanimous

Budget Item 401 Fire Dept.

Julia Haverl moved we recommend going forward with Fire commission budget request of an increase of \$2,750 for a total of \$124,848.50

Cathy Desrosiers seconded

Vote: Passed Unanimous

Budget Item 801 Economic Development

Julia Haverl moved to approve the reduction of \$200 for a total budget of \$1000.

Cathy Desrosiers Seconded

Vote: Passed Unanimous

Budget Item 1203 Interest Expense

Julia Haverl moved to decrease by \$3960 to \$27,405.

Cathy Desrosiers seconded

Vote: Passed Unanimous

New Budget Items reviewed at this meeting 1/21/15

Budget Item 101 Selectman

Cathy Desrosiers motioned to include a 2% increase in salary for elected officials.

Elaine Buchardt seconded

Vote: Passed Elaine Buchardt, Julia Haverl, and Cathy Desrosiers Yes

Bob Burbank abstained

Budget Item 103.

Elaine Buchardt motioned to approve a 2% raise for board clerk

Cathy Desrosiers seconded

Vote: passes Unanimous

Budget Item 107 Town Attorney

Julia Haverl motioned to reduce budget by \$7000 for a total of \$10,000

Cathy Desrosiers seconded

Vote: Passed Unanimous

Budget Item 109 Treasurer/Financial

Elaine Buchardt motioned to approve the Treasurers budget for a total of \$47,424.77 which includes the compensation increase.

Julia Haverl seconded

Vote: Passed Unanimous

Budget Item 111 Tax Collector

Julia Haverl motioned to accept the budget changes that reflect increase of \$431 for equipment maint and salary increase. For a total of \$53,759.56

Elaine Buchardt seconded

Vote: Passed Unanimous

Budget Item 113 Assessor.

Budget item will increase to reflect approved contract for 2% increase

Budget Item 115 BD Assessment Appeals

Tabled to clarify requested \$18 increase

Budget Item 119 Probate Court

Cathy Desrosiers motioned to accept increase of \$2417

Julia Haverl Seconded

Vote: Passed Unanimous

Budget Item 0121 Elections.

Budget item will increase to reflect approved 2 % salary increase

Budget Item 0123 Old Town Hall

Julia Haverl motioned to approve with no change

Elaine Buchardt seconded

Vote: Passed Unanimous

Budget Item 0129 Town Office Building.

Awaiting additional info.

Budget Item 0131 NL Admin Assistant and Clerk

Cathy Desrosiers motioned to increase admin salary by 2%

Julia Haverl seconded

Vote: Passed Unanimous

Budget Item 0135 Civil Preparedness

Elaine Buchardt motioned to decrease by \$500 line item 100-salary

Cathy Desrosiers seconded

Vote: Passed Unanimous

Budget Item 0141 Employee Benefits. -

waiting for final numbers

Budget Item 0145 Senior Citizens

Julia Haverl motioned to increase salary by 2%

Elaine Buchardt seconded

Vote: Passed Unanimous

Budget Item 0151 Dog Fund

Julia Haverl motioned to approve with 2% salary increase

Cathy Desrosiers seconded

Vote: Passed Jay Linddy abstained

Budget Item 0201 NL Health Officer

Julia Haverl motioned to increase budget by \$612 for a total of \$16,400

Cathy Desrosiers seconded

Vote: Passed Unanimous

Budget Item 0203 Visiting Nurses

No change - note to have treasurer correct spelling in line name.

Budget Item 0301 Public Works

Cathy Desrosiers requested we add a part time person. Jay will research with the union the towns options regarding a part time person and rules regarding supervisory position.

Budget Item 0303 Snow Removal

Cathy Desrosiers motioned to accept with no change

Elaine Buchardt seconded

Vote: Passed Unanimous

Budget Item 307 Town Aid Roads

Elaine Buchardt motioned to approve

Cathy Desrosiers seconded

Vote: Passed Unanimous

Budget Item 0403 Resident Trooper

Elaine Buchardt motioned to accept contracted amount of \$146,000

Cathy Desrosiers seconded

Vote: Passed

Cathy Desrosiers, Elaine Buchardt, Bob Burbank Yes

Jay Linddy objected

Budget Item 501 welfare

More information needed

Agenda Item 3: Next Board of Selectmen meeting:

Special budget workshop meeting 1/26/15

Special budget workshop meeting 2/3/15

Regular Board of Selectman Meeting: Wednesday February 4, 2015

Agenda Item 3: Adjourn

Elaine motioned to adjourn at 5:50 pm

Cathy Desrosiers seconded

Vote: Passed / Unanimous

Minutes respectfully submitted by: Penny Auer

Note:

All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD

1-28-2015 @ 1:00pm

Coral Hodge

TOWN CLERK

Andover Board of Selectmen
Special Meeting
Monday, January 26, 2015 8:00am
Community Room
AGENDA

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **2015 - 2016 Budget workshop**
4. **Next Board of Selectmen meeting:** 2015 - 2016 workshop special meeting 8am
Tuesday February 3 2015.and Wednesday February 4, 2015 7pm regular monthly
meeting.
5. **Adjourn:**

RECEIVED FOR RECORD

01-22-15 @ 8:45 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Wednesday, January 26, 2015 8:00 am
 Town Office Building (Community Room) 17 School Rd, Andover, CT

Special Meeting-2015-2016 Budget Workshop

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

Robert F. Burbank, First Selectman, called the meeting to order at 3:00 pm with the Pledge of Allegiance.

BOS Members: Present:

Robert F. Burbank, First Selectman,
 Julia Haverl
 Elaine Buchardt
 Jay Linddy (Stepped out at 9:15)

BOS Members Absent

Cathy Desrosiers

Agenda Item 2: 2015-2016 Budget

Budget item State Trooper

Bob Burbank reviewed the Resident State Trooper contract increase. Last year's total ended up being \$121,000 instead of the \$113,455.36 budgeted. For the next 2 years the new salary line should be \$136,000 for an addition of \$22545. Julia requested to have accruals show up on proposed budget worksheets.

Jay Linddy noted that the Andover school budget will be presented at then next Regular BOS meeting scheduled for Wednesday February 4, 2015.

RHAM budget to be presented week of February 23rd and will be held in the Andover community room.

Budget Item 405

Jay Linddy motioned to keep the budget the same.

No Second,

No action taken

Budget Item 501 Welfare

Looking into request for additional funds. Will wait until the full board is present to make a decision.

No Action taken

Budget Item 603 Recreation Commission

Question asked as to what it would take to seed and loan the Long Hill Ball field and should be included in this budget. Awaiting the budget from the Recreation Commission.

No Action taken

Budget Item 701 Transfer Station

Waiting for budget request from Transfer Station

Budget Item 703 Recycle

Waiting for numbers from treasurer Jill Collins and Jay Linddy

Budget Item 803 Planning and Zoning Commission

No action taken

Budget Item 805 zoning Board of Appeals

No Action taken

Budget Item 807 Building Department

Elaine Buchardt motioned to accept change of reducing line item 807-100 wages by \$584.57 and add 2% to Line item 807-120 Clerks wages. Hourly rate for line item 807-100 Wages to increase by 2% but overall time reduction results in budget reduction.

Julia Haverl seconded

Vote: Passed Unanimous

(Note: Jay Linddy stepped out of the meeting at this time)

Julia Haverl motioned to further reduce line item 807-100 Wages \$5,000 to \$7,232.34.

Elaine Buchardt seconded.

Vote: Failed. Julia Haverl voted Yes, Bob Burbank and Elaine Buchardt voted no.

Elaine Buchardt motioned to further reduce line item 807-100 by \$2,000 to \$10,232.34.

Julia Haverl seconded

Vote: Passed Unanimous

Budget Item 809 Wetlands

Julia Haverl moved to reduce line item 809-100 Wages by 2554.75 to \$6630. This would include a 2% hourly wage increase.

Elaine Buchardt seconded

Vote: Passed, Julia Haverl, Elaine Buchardt and Jay Linddy -Yes, Bob Burbank abstained.

Budget Item 815 Conservation Commission

Waiting for Budget from Conservation Commission

No Action taken.

Budget Item 817 Zoning Agent

Julia Haverl motioned to reduce line item 817-100 salary by \$3144.77 to equal \$8,000

Elaine Buchardt seconded

Vote Passed: Unanimous

Budget Item 1001 Library

Waiting for Library budget

Budget Item 1101 Capital Expenditures

Tabled until the 2/3 meeting after the 2/2 CIP meeting.

Agenda Item 3: Next Board of Selectmen meeting:

3-a 2015-2016 Budget Workshop Thursday February 3, 2015 8:00 AM

3-b Regular Board of Selectman Meeting: Wednesday February 4, 2015

Agenda Item 3: Adjourn

Elaine Buchardt made a motioned to adjourn at 10:20 AM

Julia Haverl seconded.

Vote: Passed / Unanimous

Minutes respectfully submitted by: Penny Auer January 31, 2015

Note:

All attachments are filed with the official copy of the minutes in the office of the Town Clerk.

Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
2-10-15 @ 11:20 AM
Margaret H. Busch
Asst. TOWN CLERK

**Andover Board of Selectmen
Special Meeting
Tuesday, February 3, 2015 8:00am
Community Room
AGENDA**

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

2. **Public Speak:**

3. **2015 - 2016 Budget workshop**

4. **Next Board of Selectmen meeting:** Wednesday February 4, 2015 7pm regular monthly meeting.

5. **Adjourn:**

RECEIVED FOR RECORD
01-22-15 @ 8:45 AM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Wednesday, February 3, 2015 8:00 am
 Town Office Building (Community Room) 17 School Rd, Andover, CT

Special Meeting-2015-2016 Budget Workshop

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

Robert F. Burbank, First Selectman, called the meeting to order at 8:15 pm with the Pledge of Allegiance.

BOS Members: Present:

Robert F. Burbank, First Selectman,
 Cathy Desrosiers
 Julia Haverl
 Elaine Buchardt

BOS Members Absent

Jay Linddy

Public:

Dennis Foran

Agenda Item 2: Public Speak

Agenda Item 3: Budget 2014-2015

Budget Item 115-Board of Assessment Appeal

Julia Haverl checked and \$618 is the correct amount and includes a 3% rate hike for 2014-2015. Our budget line says \$600, which is incorrect. Bob Burbank said the BOAA told the Board of Finance they didn't want the 3% raise so the Board of Finance left it as is. There was discussion of whether it is stipend or salary. We will leave to the Board of Finance to decide. We will let them know we approve 2% across the board for elected officials.

Budget Item 117-Town Clerk

Town Clerk budget not presented to the Board of Selectman. Calculated Assistant clerk Salary with 2% increase to be \$21284.67 and the Town Clerk to be \$43412.47.

Elaine Buchardt made a motion to pass along 2% salary increase

Julia Haverl seconded

Vote: Passed Unanimous

Budget Item 125-Registrars.

No budget presented to the Board of Selectman by the Registrars or Elections. We have been told by the state they don't need laptops this year.

Budget Item 113 Assessor

No budget received from the Assessor

Budget Item 109 Treasurer

No budget received from the Treasurer. It is part of the town office budget and will probably not change.

Budget Item 141-Employee Benefits

Still waiting on Social Security figures from Jill.

Budget Item 145-Senior Citizens

Reviewed Social services/Municipal Agent request for two more hours. To be tabled for meeting when Laurel Andrews can attend. Bob will talk with Laurel to find a time.

Budget Item 301-Public Works

Discussion surrounding the public works director/supervisor. Bob is waiting for information about Union Rules and if a non-union supervisor/director is allowed. Bob Burbank will follow up.

There is a consensus that we should add a position to Public works to actually do the work. We need a working foreman as Public works is inadequately manned. Base salary would be \$52,000. It was suggested we bring in the Union president to discuss.

Budget Item 405-Fire Marshall

No budget presented. 2% Salary increase to \$8163.16 and Deputy Marshall increase to \$315.18.

Budget Item 603-Recreation Budget

Full Board will meet next week to finalize the budget

Budget Item 701-Transfer Station

Jay is in file stage of budget and it will be ready at the next BOS Workshop on 2/9/15

Budget Item 703-Recycling

Jay is working on final numbers and will have it available on 2/9/15

Budget Item 1001-Library

Budget payroll has all benefits. Cathy will get 2013-2014 budget for review. Bob will speak with Jill.

There was some discussion about the Phoenix accounting system and possible upgrade. Bob Burbank said he would review with Jill Collins, the treasurer.

Agenda Item 3: Next Board of Selectmen meeting:

Regular Board of Selectman Meeting: Wednesday, February 4, 2015 7:00 pm
Special budget workshop meeting 2/9/15 8:30 am

Agenda Item 3: Adjourn

Cathy Desrosiers motioned to adjourn at 9:54 pm

Julia Haverl seconded

Vote: Passed / Unanimous

Minutes respectfully submitted by: Penny Auer

Note:

All attachments are filed with the official copy of the minutes in the office of the Town Clerk.

Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
2-9-2015 @ 12:19pm
Carol Hille
TOWN CLERK

Andover Board of Selectmen**Regular Meeting February 4, 2015 7:00pm Community Room****AGENDA**

1. Call to Order/Pledge of Allegiance:
2. Public Speak:
3. Add on or Delete Agenda items:
4. Approval of Board of Selectmen Minutes:
 - 4 - a January 7, 2014, Regular Meeting
 - 4 - b January 14, 2014 Budget Workshop Meeting
5. Treasurer's monthly reports:
 - a. Monthly Fun Balance report:
 - b. Monthly Financial report:
6. Tax Refunds:
7. Tax Collector's monthly report: Grand Rate book Balance Sheet Report.
8. C.I.P. 2015-2016:
9. Andover Board of Finance: 2015 Schedule of Budget Workshops & Regular Meetings
10. Citizen request information on purchase or right of way on town property.
11. Vacancies on the Commission on Aging: Discussed candidates
12. 2015-2016 Budge:
13. Liaison reports:
14. Public Speak
15. Next Board of Selectmen meeting: March 4, 2015.
16. Adjourn:

RECEIVED FOR RECORD

2-3-2015 @ 3:53pm

Carol H. Lee

TOWN CLERK

Andover Board of Selectmen
Wednesday, February 4, 2015 7:00 PM
Town Office Building (Community Room) 17 School Rd, Andover, CT

Regular Meeting Minutes

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

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

BOS Members: All Present:

Robert F. Burbank, First Selectman,
Jay K. Linddy, Vice First Selectman (left at 7:09)
Cathy Desrosiers
Elaine Buchardt
Julia Haverl

Other Attendees:

Attachment #1

Agenda Item 2: Public Speak

Joan Foran asked to withdraw her request to be considered for appointment to the Commission on Aging.

Agenda Item 3: Add on or Delete Agenda items:

Jay Linddy motioned to add Agenda Item 3A

Elaine Buchardt seconded

Vote: Passed /Unanimous

Agenda Item 3A

Jay Linddy said he takes a lot of medication and directed his comments to the Town Clerk, Carol Lee and the Board of Selectman and said that effective Thursday February 5, 2015 he is submitting his resignation from the Board of Selectman and from the Board of Education. In addition he addressed his comments to the Town Clerk of Andover, Carol Lee, the Secretary of State of Connecticut and the Board of Selectman that he was withdrawing his nomination for the Board of Education and the Board of Selectman Effective February 5, 2015.

Bob Burbank said that he accepts the resignation with regret. He commented that there is no one else in Andover who has worked as hard as Jay Linddy has for the town of Andover and he will be missed greatly.

Elaine Buchardt said that the amount of work he has done for our town is so above and beyond and it is a sad day for the Town of Andover.

Julia Haverl said she appreciates all the help that Jay has been.

Agenda Item 4: Approval of Board of Selectmen minutes: Regular Meeting:

- 4 - a January 7, 2015, Regular Meeting
- 4 - b January 14, 2015 Budget Workshop Meeting

Elaine Buchardt made a motion to approve the minutes of January 7, 2015

Cathy Desrosiers seconded.

Vote: Passed Yes 3 votes, 2 abstain Jay Linddy and Julia Haverl abstained.

Elaine Buchardt motioned to accept the minutes from the January 14 Budget Workshop.

Cathy Desrosiers seconded

Vote: Passed /Unanimous

Cathy Desrosiers asked if there was any update on the ball fields.

Bob Burbank said there was no update until they do the test pits.

(Jay Linddy departed the meeting at this time)

Agenda Item 5: Treasurer's monthly reports:

a. Monthly Fund Balance report:

b. Monthly Financial Report:

Effective the 23rd of January, Bob noted we are effectively at 49.38 expenditures, we are right on track for the budget.

Bob reported that the Financial Report is not in the Selectman notebooks. Motor vehicle is 95% collected and real estate is 74% collected, which is right on track, as we are quarterly with one more quarter to go. Bob Burbank noted that the tax collector has been very busy due to the snow day and the influx of people paying taxes on the last day. He said the report is available in his office if anyone wanted to take one home tonight and would also be in next months package.

Agenda Item 6: Tax Refunds:

William Ashworth	\$54.53
Len Rehard	31.34
Len Rehard	5.80
Len Rehard	51.61
Len Rehard	4.46
Christine Lee	61.08
William Lesko Jr.	87.98
Lisa Carlson	13.91
Afshin Pourmaleki	6.88
Wells Fargo	180.00
Dylan Raes	21.19
Claire Francoeur	17.85

Julia Haverl made a motion to approve the tax refunds listed above as presented by the Treasurer for a total of \$536.63

Elaine Buchardt seconded.

Vote: Passed/ Unanimous

Agenda Item 7: Tax Collector's monthly reports: Grand Rate Book balance Sheet Report

This item not addressed at the meeting

Agenda Item 8: CIP 2015-2016

Elaine Buchardt noted that due to snow, the last CIP meeting had been rescheduled for next Friday night at 7:00 PM

Agenda Item 9: Andover Board of Finance:

2015 Schedule of Budget Workshops and Regular Meetings has been submitted to the Town Clerk. Georgette Conrad noted that the February 10th meeting would be held at the Old Fire House/Senior Center.

Meeting Dates are: January 28, 2015
 February 10, 2015- At Old Firehouse
 February 17, 2015
 February 25, 2015
 March 3, 2015
 March 17, 2015
 Public Hearing March 25, 2015

(Board clerk note: the detailed schedule is posted on the town website www.andoverct.org)

Agenda Item 10: Citizen request information on purchase or right of way on town property:

This item relates to property on Long Hill Rd and an inquiry about access via town property. Asking selectman if they could purchase an easement or right of way from the town property down by senior housing to access the back land because the slope of the front land is very treacherous. Lot 64 listed at 59 acres. Julia Haverl wanted to know who owns the lot that butts that property. Bob did not know who owns the other land. Bob Burbank does not have a written request regarding this matter with the details. It is probably premature to have it on the agenda this week. Bob Burbank said we could only recommend something like this to go before a special town meeting. Julia Haverl suggested we put it on the agenda next month. Bob Burbank said if he had something in writing, it could be on the agenda.

Agenda Item 11: Vacancies on the Commission on Aging: Discussed candidates

Bob Burbank said there was one candidate for appointment to the Commission on Aging. He had a letter from Judy Knox recommending Georgia O'Brien. Elaine Buchardt read the letter into the record.

Elaine Buchardt read the letter into the record:

January 29, 2015

Dear Bob,

As you know there is a vacancy on the Commission on Aging since Cathy Palazzi's resignation.

Georgia O'Brien, who lives in town is a senior, has expressed an interest in serving on this committee. Georgia is an active senior, a member of our group, attends Friday lunches for the seniors. She is very helpful working with others and assisting individuals

I feel she would be an asset on the committee because of her interest in the needs of the senior in town.

I hope the Board of Selectman will agree to appoint Georgia to this committee,

Sincerely

Judy Know

Chairperson of COA

Julia Haverl made a motion to appoint Georgia O'Brien to the Commission on Aging.

Cathy Desrosiers seconded

Julia Haverl asked if this appointment was was to fulfill an unexpired term. Bob Burbank said, yes she will replace Cathy Palazzi and the term expires in 2017.

Vote: Passed / Unanimous

Bob Burbank expressed his thanks in advance for her help.

Agenda Item 12: Budget

Library payroll budget is showing unencumbered payroll. Cathy Desrosiers said she thought that the benefit package is what is causing the issue. It was an issue last year as well. Bob will visit with the BOF to resolve this.

Bob Burbank thinks the sheet may have misled the board clerk to misunderstand that it is salary.

Perhaps to have salary on one line and benefits on another line would be good

Agenda Item 13: Liaison Reports

Elaine Buchardt reported that the Winter Farmers market has been great. On the 1st Sat over 100 people attended. The second week was postponed due to snow, but the rescheduled date still brought in 80 people.

Agenda Item 14: Public Speak

Curt Dowling spoke in favor of Josh Clarks request for property easement or access. If he does not get the easement there may be a 15 house development on that property.

Josh Clark said 21-1 is the property the town owns. He would like to put 2 houses on the property but he needs access to the town driveway and is looking for easement and access. Planning to purchase the property if he could have access to right of way.

Cathy Palazzi spoke about the Winter Farmers market and thanked to Elaine Buchardt for all her help. She said the big sign they put up brought in a lot of people to the market. She said they have 22 committed vendors for summer market and are pleased with the results.

Jeff McGuire suggested sign at the gymnasium at the school to remind people to come to the Winter Market.

Joan Foran reminded everyone that Democrat town committee was hosting a Freedom of Information seminar on March 26, 2015 and it was open to public.

Cathy Desrosiers said she met with town of East Granby and commented on the campus the town built with the town office, public works, library, and school. Thought it was encouraging and maybe something that we could do in Andover in the future.

Agenda Item 15: Next Board of Selectmen meeting: March 4, 2014

Elaine Buchardt made a motioned to adjourn at 7:43 PM

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Minutes respectfully submitted by: Penny Auer, February 6, 2014

Note:

All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site www.andoverct.org

SIGN IN

ATTACHMENT

Georgette Conrad
 Catherine Palazzi
 Joan Foran
 George Knox
 JOSH CARR

Jerry Wright
 Jim Hawes

Dianne Grenier

Jeff Magnus

Jeff Miller
 Curt Dawling

Dennis Foran

Carol Barton

Wallace Barton

Georgette Conrad
 Catherine Palazzi
 Joan Foran
 George Knox
 JCB
 JW

Dianne Grenier
 JM

Jeff Miller
 Curt Dawling
 Dennis Foran
 Carol Barton
 Wallace Barton

**Andover Board of Selectmen
Special Meeting – 2015-2015 Budget Workshop**

February 23, 2014 8:30am

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

Agenda

1. Call to Order/Pledge of Allegiance:

3. 2015-2015 Budget

7. Next Board of Selectman Meeting
March 4, 2015

8. Adjourn

RECEIVED FOR RECORD

2-18-15 @ 2:10 pm

Margaret H. Busch

Asst. TOWN CLERK

Andover Board of Selectmen
Wednesday, February 23, 2015 8:30 am
Town Office Building (Community Room) 17 School Rd, Andover, CT

Special Meeting-2015-2016 Budget Workshop

Agenda Item 1: Call to Order:

Robert F. Burbank, First Selectman, called the meeting to order at 8:44 pm with the Pledge of Allegiance.

BOS Members: Present:

Robert F. Burbank, First Selectman,
Julia Haverl
Elaine Buchardt
Cathy Desrosiers arrived 8:51

BOS Members Absent

Agenda Item: 2015-2016 BUDGET

Budget Item 0129 Town Office Building

Line 0129-315 Payroll Services -Town Office increase of \$200 to \$5550
Line 0129-365 Elevator Service Contract. Up \$175 to \$2750
Line 0129-401 Elevator Permit up \$100 to \$160
Line 0129-430 Pro Comm Maint Agree-Town up \$180 to \$950
Line 0129-550 Printing Town Office Building up \$525 to \$525 to cover the cost of printing notices for the town meetings.
Line 0129-603 Fuel Oil-town Office Building up \$1100 to \$5900. This reflects the expanded use of the building for more and more activities.
Line 0129-652 Janitorial Supplies up \$100 to \$900

Elaine Buchardt motioned to approve changes to the 0129 Town Office Building for a total of \$76,486

Julia Haverl seconded

Vote: Passed Unanimous

Budget Item 0125 Registrars

Traditionally as a courtesy, the registrars would submit a copy of their budget to the Board of Selectman to review. However, the current registrars have opted not to presenting a budget to the BOS and are have submitted directly to the Board of Finance.

Budget Item 1001 Library. Cathy Desrosiers reported that the Library septic system froze. Bob Burbank said they tried to heat the pipes to no avail. Ultimately they called Rotor-Rooter who has a special machine that can get into the pipes and thaw them. It was frozen for 8 feet. Once it was open, they had the septic pumped out since it was full. Cathy asked

how the library would pay the invoice since it was not in their budget. Bob Burbank said the Library should send a letter to him asking for an additional appropriation to pay for the septic expense. There was additional discussion about the Library budget being over budget because of the benefits being included in the budget line. Bob Burbank noted that the treasurer would back the benefits out of the Library budget. That is the only way to keep the full cost of the Library for future use of grants etc.

Budget Item 0141 Employee Benefits.

Bob Burbank reported he was still waiting for the treasurer to provide him with an updated number for the budget and that she said she had not finalized the calculate benefits.

Line Item 0141-215 Health Insurance. Bob Burbank said that the health insurance would increase by approximately 9% this year to an estimated total of \$196,000.

Cathy Desrosiers said she talked to the Connecticut Partnership Health Insurance and suggested contacting them to see if they can lower our costs. Bob Burbank reported that Andover has insurance with Region 8 partnership that includes all of Hebron, Andover and Marlborough town and school employees. There is an insurance committee comprised of members of each entity and they make the insurance decisions. They used to use Locton as their broker and since they have come in with a large increase, the committee is now looking for another service. Bob Burbank asked Cathy to have the Connecticut Partnership Health Insurance person to contact him and he will bring the information to the insurance meeting.

Budget Item 0803 Planning and Zoning

Line item 0803-100 2% increase of wages of \$66.23 for a total of 3,377.51.

Total for the budget item 803 is \$9406,76

Julia Haverl moved to approve planning and zoning budget with 2% increase

Elaine Buchardt second

Vote: motion passed Unanimous

Budget Item 0301 Public Works Dept.

The Union President Tim Higley was invited before the board to answer some questions. The Board wanted to know what options were available to the town if they wanted more manpower in public works. There have been concerns that the workload is too much for the three existing members. Tim Higley reported that there used to be 6 employees in public works and that number was gradually reduced to three due to budget constraints. Tim Higley said that a part time person could only work less than 20 hours. If they work 20 hours or more they have to be part of the union and that would include all the benefits outlined in the union contract. In addition the part time person could only be called in for overtime if all the current employees had been called in. He felt the issue with a permanent part time person is that is would be hard to schedule as the weather plays an

important part of the projects they work on. He said they needed someone with experience, as there is a lot of machinery involved in projects and you can't have a minimum wage type part timer running machines. He outlined the level of jobs per the union contract. He noted that if someone leaves or retires, the replacement for that position has to be first offered to a current union employee before you could bring anyone in from the outside.

Bob Burbank warned the board that adding a full time person involves not only the approximately \$50,000 but in addition you have to add in overtime expense, health insurance, social security, retirement benefits. The total cost across all the budget lines to add a permanent person approaches \$100,000 and he did not know if the taxpayers would be willing to support that added expense.

Elaine Buchardt motioned to add a full time person to the Public Works budget

Julia Haverl seconded the motion

Discussion:

Cathy Desrosiers said she thought this was important because we have inadequate coverage.

Vote: Passed 3 Yes, 1 NO- Bob Burbank

Budget line items that will be impacted:

Line Item 0301-100 Salary.

Increase from \$153,807.53 to \$209,183.68

Line Item 0301-654 Uniforms increase of \$1,314.66 to \$4,314.66

Bob will rework all the budget lines that we be impacted by the additional employee.

The BOS further discussed the Public Works facilities and the long-term issues with the building and leaking roof. Tim Higley indicated he thought they could patch the roof for another year if the thinking was to replace the building. **Cathy Desrosiers** said the building facility and working conditions are terrible. It was an old mill that was repurposed. She asked about the CIP approval for a new roof and thought we should plan to replace the building instead of the roof. She said the new administration needed to address the issue and think about a long-term plan. We could bond the project and the taxpayers would need to understand we need a new facility. The board asked if they could turn down the CIP approval for a new roof. **Elaine Buchardt** said the Board of Selectman could reject a CIP approval and would report back at the next meeting. She thought it would require a unanimous vote by the board. **Elaine Buchardt** also noted that the location of the current public facility is not viable for a replacement. We would never get approval to rebuild at that location since it is in a flood plain and so close to the river. We need to be looking at a different location for our long-term plan. Additionally, **Julia Haverl** commented that compared to all the other towns, our Senior Center was in terrible condition and she felt that ultimately it needed to be replaced as well. She said many people do not attend because of the condition.

Budget Item 0303 Snow Removal

Line Item 0303-130 snow removal increase by \$10,000

Total of \$114,000

Budget Item 0701-Transfer Station

Jay Linddy reported that projected Revenues are up this year by approximately 30%. We now have a company that pays us to take TVs away. Recent payment was \$77. Although that does not seem to be a significant amount, in the past the town had to pay to dispose of these items. He reported that Andover residents do a great job of recycling. We actually get paid a small amount for the recycled items, but the savings are substantial when you consider we would have to pay to have it hauled away if it were in the household trash instead of the recycle dumpster.

Line Item 0701-100 2% salary increase of \$494.30 for a total of \$25,202.15

Line Item 0701-601 Electricity. Increase of \$500

Line Item 0701-998 Tipping Fees-Transfer Down \$1000 to \$54,000

Total for this Budget item \$154,909.15

Elaine Buchardt motioned to approve changes for a total of \$154,909.15

Cathy Desrosiers seconded

Vote: Passed Unanimous

Budget Item: 0703 Recycling

No change

Cathy Desrosiers motioned to accept budget item 0703 with no change to the total.

Julia Haverl seconded

Discussion: Julia Haverl asked about line 810. Jay Linddy said it was primarily a state fee.

Vote: Passed Unanimous

Agenda Item 3:

Next Budget Meeting workshop will be Wednesday February 25 at 4:00 pm in the First Selectman's office.

Agenda Item 4: Adjourn

Cathy Desrosiers Motion to Adjourn 10:46 am

Julia Haverl seconded

Vote Passed: Unanimous

Minutes respectfully submitted by: Penny Auer February 24, 2015

Note:

All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD

2-26-2015 @ 3:06pm
C. J. Doe

TOWN CLERK

Andover Board of Selectmen

Special Budget Meeting – February 25, 2015 4:00pm

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

Agenda

1. Call to Order
2. 2015-2016 Budget
3. Next Board of Selectman Meeting
March 4th, 2015
4. Adjourn

RECEIVED FOR RECORD

2-23-2015 @ 11:22 am

Carol N. Lee

TOWN CLERK

Andover Board of Selectmen
Wednesday, February 23, 2015 8:30 am
 Town Office Building (Community Room) 17 School Rd, Andover, CT

Special Meeting-2015-2016 Budget Workshop

Agenda Item 1: Call to Order:

Robert F. Burbank, First Selectman, called the meeting to order at 8:44 pm with the Pledge of Allegiance.

BOS Members: Present:

Robert F. Burbank, First Selectman,
 Julia Haverl
 Elaine Buchardt
 Cathy Desrosiers

BOS Members Absent

Agenda Item: 2015-2016 BUDGET

Budget Item 0113 Assessor

Elaine Buchardt motioned to 2% salary increase and a 1% additional for last year)

Julia Haverl seconded

Vote: Passed / Unanimous

Budget Item 1101 Capital Expenditures

CIP Item 2015-01 Thermal Imaging Cameras for Fire department \$13,000

Bob Burbank motion to approve item 01 for \$13,000

Cathy Desrosiers second

Vote: Passed / Unanimous

CIP Item 2015-02 Library copper gutters and soffits \$45,000

Elaine Buchardt motion to approve item 02 for \$45,000

Cathy Desrosiers second

Vote: Passed / 3 Yes, 1 Abstain (Cathy Desrosiers)

CIP Item 2015-07 New Wide Format Printer

Cathy Desrosiers motion to approve item 07 for \$8,000

Julia Haverl second

Vote: Passed / Unanimous

CIP Item 2015-05 Refurbish Pick Up Truck

Julia Haverl motion to approve item 05 for \$12,000

Cathy Desrosiers second

Vote: Passed / Unanimous

CIP Item 2015-04 New Furnace for Public Works department

Julia Haverl motion to approve item 04 for \$7,000

Cathy Desrosiers second

Vote: Passed / Unanimous

CIP Item 2015-03 New Public Works Roof for \$80,000

Julia Haverl motion not to approve item 03 New Roof

Cathy Desrosiers second

Discussion: The board felt the roof project should be deferred to next year to allow further review of the condition of the entire building. Elaine Bucharadt said that the savings of changing the building so they can work on trucks in the winter is only around \$10,000. Public works like the size of their current building and they agreed that they could wait a year.

Vote: Passed / Unanimous

Total for CIP

Budget Item 0129 Town Office Building

Last year we added money for computers to replace the old XP computers.

Julia Haverl motion to reduce line 0129-609 Equipment Town Office by \$5000

Cathy Desrosiers second

Vote: Passed / Unanimous

Budget Item 0141 Employee Benefits

0141-205 Social Security- increase to \$40,785.58

0141-207 Medicare- increase to \$9,538.56

0141-210 Unempl. Comp- Increase to \$13,914.47

0141-216 Health Insurance- increase to \$218-847.34

0141-220 Dental- increase to \$6,000

0141-223 Disability- decrease to \$2,000

0141-225 Life Insurance - increase to \$1,200

0141-230 Retirement- increase to 55,949.56

0141-290 Amort MERF- decrease to 131

0141-295 Admin Fee Merf-decrease to \$2860

Total for 0141 Employee Benefits \$354,726.51 (Includes the added Public Works Employee)

Total of 0141-Employee Benefits without the added employee is \$315,385.54

Cathy Desrosiers moved to approve changes as reflected above with the added employee.

Elaine Buchardt second

Vote: Passed 3 Yes, 1 No (Bob Burbank)

Budget Item -0145 Senior Citizens

Cathy Desrosiers motioned to add 52 hours a year to the municipal agent and increase line item 0145-100 to reflect the additional hours to a total of \$2393.43.

Julia Haverl seconded

Vote: Passed / Unanimous

Budget Item -0501 Welfare

Cathy Desrosiers motioned to add 15 hours a year to the social worker and increase line item 0145-100 Salary to reflect the additional hours to a total of \$3225.29

Julia Haverl seconded

Vote: Passed / Unanimous

Budget Item 0207 AHM Youth Services

Julia Haverl motion to reduce line item 207 to \$34,784.94

Cathy Desrosiers second

Vote: Passed / Unanimous

Budget Item 0310 Public Works Department

Bob Burbank presented the totals the reflect the prior approval of an additional employee.

0301-100- Salary-Increase from \$153,807.53 to \$209,183.68

0301-431- Vehicle Maintenance Increase from \$19,000 to \$25,000

0310-654- Uniforms and Shoes- Increase by \$1314.66 to at total of \$4,314.66

Total for Budget Item 0301 increase from \$245,099.68 to \$301,478.34

Budget Item: 0405 Fire Marshall

Changed to reflect the 2% salary increase. New total is \$10,878.34.

Budget Item 0603

Elaine Buchardt motion to keep this the same

Cathy Desrosiers second

Vote: Passed / Unanimous

Budget Item 1001 Library

Changed to reflect the 2% salary increase

Julia Haverl motion to accept changes to the Library Budget

Elaine second

Vote: Passed / Unanimous

Agenda Item 3: Adjourn

Cathy Desrosiers Motion to Adjourn 6:20 am

Julia Haverl seconded

Vote Passed: Unanimous

Minutes respectfully submitted by: Penny Auer March 12, 2015

Note:

All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
03-12-15 @ 3:55 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Regular Meeting – March 4, 2015 7:00pm

903

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

Agenda

1. Call to Order/Pledge of Allegiance:
2. Public Speak:
3. Add or Delete Agenda Items
3. Approval of Board of Selectmen minutes:
 - 3a: January 21st, 2015 Special Meeting-Budget Workshop
 - 3b: January 26, 2015 Special Meeting-Budget Workshop
 - 3c: February 3, 2015 Special Meeting
 - 3d: February 4, 2015 Regular Meeting
4. Treasurer's monthly reports:
 - a. Monthly Fund Balance report:
 - b. Monthly Financial report:
5. Tax Refunds:
6. Tax Collector's monthly reports:
 - a. Monthly Cash report:
 - b. Grand Rate Book balance sheet report:
7. Appointment of Selectman to fill vacancy CIP 2015-2016
8. Request for Easement
9. 2015-2016 Budget
10. Set Date for Annual Budget Meeting:
May 6, 2015 or May 7, 2015
11. Liaison Reports
12. Public Speak
13. Next Board of Selectman Meeting April 1 2015
14. Adjourn

RECEIVED FOR RECORD
02-23-15 @ 2:17 PM
Margaret H. Busch
Asst TOWN CLERK

Andover Board of Selectmen
Wednesday, March 4, 2015 7:00 PM
Town Office Building (Community Room) 17 School Rd, Andover, CT

Regular Meeting Minutes

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

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

BOS Members: All Present:

Robert F. Burbank, First Selectman,
Cathy Desrosiers
Elaine Buchardt
Julia Haverl

Other Attendees:

Attachment #1

Agenda Item 2: Public Speak

Wally Barton: Question about a CIP request and comments about the Resident State Trooper. Governors budget will have the town absorbing more or the cost and thinks we should consider if the town needs a state trooper or not.

Cathy Palazzi: Under #10 wanted to clarify it is the annual town meeting for the budget.

Agenda Item 3: Add or Delete Agenda items:

8a: Capital Hazard Mitigation Plan

Cathy Desrosiers moved to add Capital Region Hazards Mitigation Plan update to the agenda under 8a.

Elaine Buchardt seconded

Vote: Passed / Unanimous

8b: Grant Resolution

Cathy Desrosiers moved to add a resolution for authorization: Resolved that the Board of selectman as the legislative body of the Town of Andover hereby authorizes the Honorable Robert F. Burbank, First Selectman, to sign the application entitled Elderly and Disabled Demand Responsive Municipal Grant Program to the agenda under 8b.

Elaine Buchardt seconded

Vote: Passed / Unanimous

8c: Purchase Flail head for mower

Julia Haverl moved to add purchase of Flail head mower to the agenda under 8c.

Cathy Desrosiers seconded

Vote: Passed / Unanimous

8d: Additional appropriation for the library.

Bob Burbank moved to add additional library appropriation to the agenda under 8d.

Cathy Desrosiers seconded

Vote: Passed / Unanimous

Agenda Item 3: Approval of Board of Selectmen minutes: Regular Meeting:

3a: January 21st, 2015 Special Meeting-Budget Workshop

3b: January 26, 2015 Special Meeting-Budget Workshop

3c: February 3, 2015 Special Meeting

3d: February 4, 2015 Regular Meeting

Cathy Desrosiers made a motion to approve the minutes of for the Budget Workshop January 21st and January 26th, 2015

Julia Haverl seconded

Discussion, comments, corrections:

Julia Haverl:

Correction: For February 21, 2015 at the top of the page change loan to loam.

Vote: Passed / Unanimous with the correction as noted above.

Julia Haverl motioned to accept the minutes from the February 3, 2015 Special Meeting.

Cathy Desrosiers seconded

Discussion, comments, corrections:

Julia Haverl:

Comment: On front page, Budget item 115, Board of Assessment appeals \$618 is not the correct amount. Bob Burbank said the decision was to pass on to the Board of Finance and the Board of Selectman did not take any action.

Correction: On second page, clarified that we were inviting the union President to the next workshop meeting.

Correction: Under Transfer Station, change file to final and budge to budget.

Vote: Passed / Unanimous

Julia Haverl made a motion to approve the Regular Meeting Minutes from February 4, 2015

Cathy Desrosiers seconded

Discussion, comments, corrections:

Julia Haverl:

Correction. 5th line up, page 4, change butts to abuts

Elaine Buchardt seconded

Vote: Passed Unanimous with the correction as noted above.

Agenda Item 4: Treasurer's monthly reports:

a. Monthly Fund Balance report:

Elaine Buchardt motioned to approve the treasurers monthly reports and Fund balance Balances

Julia Haverl seconded

Discussion, comments, corrections

Cathy Desrosiers commented that in a prior budget meeting there was discussion about moving the library payroll to a new salary line and has not seen any documentation. Bob Burbank said they determined that the Board of Finance included the benefits with the salary. They used the full amount of benefits and salary to accurately charge to the library budget, but it is paid out of the town budget. It should not happen in the future. Looking at page 12 of the budget, the library has two items, the library payroll which includes all the salary and benefits. Do we need a new line item. Bob Burbank said he would talk to the treasurer to see if we can just transfer it the appropriate line so there is less confusion.

Vote: Passed / Unanimous

b. Monthly Financial Report:

Not available at this time.

Agenda Item 5: Tax Refunds:

Rea Jeffrey	\$92.77
Miler, Robert	\$88.96
Buckland, Robert & Mary	\$53.85

Julia Haverl made a motion to approve the tax refunds for three taxpayers as listed above for a total of \$235.58

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Agenda Item 6: Tax Collector's monthly reports: Grand Rate Book balance Sheet Report

Tax collector report not available this month.

Agenda Item 7: Appointment of Selectman to fill vacancy

Three applicants would like to be considered

Scott Person

Steve Willard

Joan Foran

Notification went out to both the Republicans and Democrats regarding this open position. The Republicans were the only ones that responded for the party. The Republican Party is recommending Steve Willard.

Joan Foran and Scott Person submitted letters of Interest.

Attachment # 2

Attachment #3

Attachment #4

Cathy Desrosiers motioned that we fill the Board of Selectman Vacancy with Steve Willard.

Bob Burbank seconded the motion

Vote: Passed 3 Yes, 1 No (Julia Haverl)

Bob Burbank Congratulated Steve Willard.

Elaine Buchardt as Justice of the Peace, swore Steve Willard in at 7:25pm.

Bob Burbank thanked the other candidates who put their names forward to serve on the Board of Selectman.

Agenda Item 8: Request for Easement

Bob Burbank noted that Eric Anderson advised him that this property is under a state conservation area. Bob read the letter from Branse & Willis, LLC which is the attorney used by the Planning and Zoning Commission.

Attachment # 5

Eric Anderson stated that basically the way the State Statute is written is that any time the town wanted to purchase property, sell property, or grant easements or things like that, you have to refer it to the planning and zoning commission first. Then the planning and Zoning Commission will determine if what you are trying to do meets the current plan of conservation and development for the Town of Andover. The P&Z will determine, yes or no if it meets the requirements and then will kick it back to the Board of Selectman. Further he stated, that it was his understanding that the Board of Selectman would then have to call for a town meeting and the town meeting would be the body that would decide.

Julia Haverl said this is a serious change. The last time the applicant appeared he was told to bring a map and a letter.

Bob Burbank noted he has only received the opinion from the attorney the day before the meeting. He was not even aware there was an issue.

Julia said it was like a wallop for her. She said the owner who sold the property didn't know there was an encumbrance on it.

Eric Anderson, said there was not an encumbrance and that it is still zoned R4, so if the applicant wishes to access the property from the front he is perfectly able to do that and there are no restrictions if he can put in the legal right of way, he is free and clear and can develop the property in that manner. The question is solely is what rights or obligations would the town have to issue them and easement to cross town property or use town property as a right of way access. That is what you would have to refer to the Planning and Zoning Commission before the Board of Selectman could recommend the easement.

Bob Burbank said no promises were made to the applicant. The Board of Selectman in prior years has refused to grant easements to that property when it was owned by Archibald. That fact that it was unlikely they could get an easement was stated to anyone who inquired about the property when it was for sale.

Cathy Desrosiers asked if the applicant was the property owner. She said as a Board, they should do what is right for the town and follow protocol.

Julia Haverl discussed where the easement is and stated she was surprised that we just found out it needed to go to Planning and Zoning.

Bob Burbank said he could not comment on what happened several years ago, but that the easement will ultimately have to go to a town meeting.

Elaine Bucharadt motioned to recommend we make a referral of the request for easement to the Planning and Zoning Commission for review.

Cathy Desrosiers seconded the motion

Vote: Passed / Unanimous

Bob Burbank, suggested the applicant check with the Zoning agent to find out the procedure is.

Eric Anderson asked if the The Board of Selectman is doing an 8-24 submittal to the Planning and Zoning and the Board responded in the affirmative. Bob Burbank said he had letters of opposition that he would provide to the Board of Selectman.

Elaine Burbank noted that the process must be done correctly. And Eric Anderson noted that this was the correct process.

8a: Adopt Hazard Mitigation Plan

Bob Burbank noted we looked at this a year and a half ago or so and now they want the Board to pass a resolution because some of the FEMA grants require adoption of the plan and the authorization that Bob Burbank be able to sign.

There was a discussion about the plan and noted there was no generator for the Town Hall addition. When we originally explored tying the addition into the Main section with a generator and it was very expensive and a stand alone generator would have been a better option.

Cathy Desrosiers motioned that we adopt the resolution for the 2014-2019 Capital Region Natural Hazard Mitigation Plan Update.

Elaine Buchardt Seconded

Vote: Passed 4 Yes, 1 Abstain (Julia Haverl)

8b: Elderly and disable grant program

Cathy Desrosiers motioned to approve the resolution of authorization for the Elderly and Disabled Demand Responsive Municipal Grant Program

Elaine Buchardt Seconded

Discussion: **Cathy Palazzi** said this helps us run the buses for the seniors. It is a 50/50 grant and funds the Senior Transportation. **Bob Burbank** said he has to do a lot of paperwork for the grant and the authorization allows **Bob Burbank** to submit paperwork to the state. It is about a \$9000 funding from the State of CT.

Julia Haverl asked how long we have been getting this grant. **Bob Burbank** said it has been about 10 years and in the past the Transportation Committee did the paperwork, and they have asked the First Selectman to do the followup for the Grant.

Julia Haverl asked why it was not on the agenda ahead of time.

Cathy Palazzi said they just got approval that the town was eligible to apply for the grant.

Vote: Passed / Unanimous

8c: Flail head mower purchase

Bob Burbank said yesterday that the Public Works mower is not in good shape. They have an opportunity to purchase a flail head mower with all the knives etc for \$5,000. It is like getting a \$14,000 mower head for free as we spend \$5,500 on just the knives and parts that are replaced each year.

This would be considered a special purchase but because it is over \$2000 it will then have to go to the Board of Finance for approval. The current one will have to be replaced

Elaine Buchardt motioned to appropriate \$5500 to purchase a new flail head and parts for public works.

Julia Haverl seconded

Vote: Passed / Unanimous

8d: Additional appropriation for the library

Bob Burbank said that on February 17th, there was a flood in the library rest rooms. He had public works try to heat the area but that did not work. Roter Router found that the pipes were frozen from the building to the beehive sceptic. Cathy Desrosiers said that they had to pump the tank as well to create a lot of flow for the pipes.

The library does not have funds in their budget to cover this, so they need a special appropriation.

Julia Haverl motioned of an additional appropriation \$2343.95 to the library budget to cover the frozen pipes event expense.

Elaine Buchardt second

Vote: Passed / Unanimous

Agenda Item 9: 2015-2016 Budget

Board of Selectman are done reviewing the budget.

Agenda Item 10: Set Date for Annual Budget Meeting:

May 6, 2015 or May 7, 2015

Julia Haverl motioned to have the annual budget town meeting on May 7th at 7:00 pm in the Community Room

Elaine Buchardt seconded

Vote: Passed / Unanimous

Agenda Item 11: Liaison Reports

No reports

Agenda Item 12: Public Speak

Cathy Palazzi said Tuesday March 10th is lottery drawing for names on ballot

Scott Person asked about the letter from Will Perez

Agenda Item 13: Next Board of Selectmen meeting: April 1, 2015 at 7:00 PM

Agenda Item 14: Adjourn

Elaine Buchardt made a motioned to adjourn at 8:30 PM

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Minutes respectfully submitted by: Penny Auer, 3/12/2015

Note: All attachments are filed with the official copy of the minutes in the office of the Town Clerk.

Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
03-12-15 @ 2:28 PM
Margaret H. Busch
Asst. TOWN CLERK

SIGN

FN

Steve Willaw

Cent Dowling

Carol Barton

Wally Barton

Josh Clark

Chris Wierzbicki

Allen Kane

John Handfield

Georgette Conrad

Catherine Palazzi

Dianne Grenier

Peggy Wright

Scott Person

Jeff Mammillo

Eric Anderson

Teo SAKELANAKIS

912

Attachment # 2

TO: Carol Lee, Andover Town Clerk

17 School Rd.

Andover, Ct. 06232

From: Ted Sakelarakis, Andover Republican Town Chairman

171 Boston Hill Rd.

Andover, CT. 06232

Re: Board of Selectman Vacancy

The Chairman of the Andover Republican Town Committee (ARTC) was duly notified of a vacancy on the Board of Selectman previously held by a Republican on February 10th 2015.

Following notification of the resignation, the ARTC voted to recommend and support the appointment of Steven Willard to fill the current vacated Board of Selectman position. Steven was also endorsed by the Republican Town Committee Caucus in January as a candidate for open Board of Selectman positions in the May municipal elections.

Respectfully,

Ted Sakelarakis



Republican Town Committee Chairman

pc: Andover Board of Selectman

Steven Willard

RECEIVED FOR RECORD

02-17-15 @ 11:53 AM

Margaret H. Busch

Asst. TOWN CLERK

March 2, 2015

Attachment # 3

I am interested in serving on the Board of Selectmen and would like to be considered for the vacant position. I was born and raised in Andover and feel that I have a vested interest in the town. I currently serve as an alternate on the Planning and Zoning Commission and am running for a full position on P & Z.

Thank You for your consideration,

Sincerely,

Scott Person



RECEIVED FOR RECORD
3-2-2015 @ 12:05pm
Coral N. Lee
TOWN CLERK

914

February 26, 2015

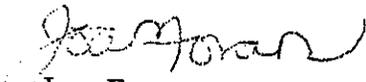
Joan Foran
143 Hebron Road
Andover, CT 06232

First Selectman Robert Burbank,
17 School Road
Andover, CT 06232

Dear First Selectman Robert Burbank,

I am interested in serving on the Andover Board of Selectmen and wish
to be considered for the recently vacated position on the Board of Selectmen.

Thank you,


Joan Foran

Attachment # 4

RECEIVED FOR RECORD
2-26-15 @ 3:10PM
Margaret H. Busch
Asst. TOWN CLERK

BRANSE & WILLIS, LLC

148 EASTERN BOULEVARD SUITE 301
GLASTONBURY, CONNECTICUT 06033
TELEPHONE: (860) 659-3735
FAX: (860) 659-9368

MARK K. BRANSE
MATTHEW J. WILLIS*
CALEB F. HAMEL
ELIZABETH L. HEINS**
*ADMITTED IN MASSACHUSETTS
**ADMITTED IN NEW YORK

E-Mails:
mbranse@bransewillis.com
mwillis@bransewillis.com
chamel@bransewillis.com
eheins@bransewillis.com

OF COUNSEL:
RONALD F. OCHSNER

roschner@bransewillis.com

By email to: andoverbuilding@comcast.net

February 27, 2015

Eric Anderson, Chair, and Members, Andover Planning & Zoning Commission
c/o Kathy Luntta
Andover Town Office
17 School Road
Andover, CT, 06232

Re: Opinion Letter on 8-24 Referrals

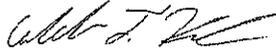
Dear Chairman Anderson,

You have asked for our opinion on whether a town's sale of an easement over town property requires referral to the town's planning and zoning commission prior to sale. It is our opinion that such referral is mandatory, and a town is not authorized to sell such an easement without such a referral.

Conn. Gen. Stat. § 8-24 sets out the requirements for mandatory referrals to a town's planning commission.¹ It reads, in relevant part, "No municipal agency or legislative body shall... (2) locate, relocate, substantially improve, acquire land for, abandon, sell or lease any airport, park, playground, school or other municipally owned property..." (emphasis added) An easement is a property interest, and for the town to sell such an interest, approval under § 8-24 is mandatory. While the decision of the planning and zoning commission on this matter is advisory, a disapproval can be overridden only by a majority vote of the town meeting or two-thirds vote of the legislative body.

If you have any other questions or concerns, please do not hesitate to contact us.

Very truly yours,



Caleb F. Hamel, Esq.
cc: John Valente

¹ In towns with a combined planning and zoning commission, the referral is to the PZC in its planning capacity.

Andover Board of Selectmen

Special Meeting

Wednesday, March 11th 5:30 PM

Andover Community Room

Call to Order

Pledge

Repairs to Backhoe expenditure over \$12000

Adjourn

RECEIVED FOR RECORD
3-10-15 @ 3:34 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Special Meeting Minutes
Wednesday, March 11th 5:30 PM
Andover Community Room

Call to Order at 5:40. Attending Steve Willard, Cathy Desrosiers, Julia Haverl and Elaine Buchardt.

Bob Burbank on vacation.

Public: Joan and Dennis Foran

Pledge

Ed from Public Works presented an estimate for repairs to the Backhoe over \$12000. It was brought to our attention we only had a little over \$7000 left to request appropriations from the general fund. The Town allows for only .5% of the current year budget (not including the school budget) cumulatively to be appropriated by the Board of Finance. The amount was calculated to be \$33510 according to Dennis Foran. \$26000 was added to the Board of Education budget to receive the state subsidy and avoid penalty fees for having a per pupil cost of less than the state required level. Recently the Board of Selectmen and Board of Finance approved an appropriation of \$5500 to purchase a new flail head for the large mower which normally costs \$14000 to purchase new. This leaves about \$2000 left to appropriate in the current budget year.

To go over the \$33510, the charter says we need to hold a town meeting to get approval and then hold a referendum if it passes. It was determined the cost would be about \$16000 to include the rental of a backhoe while this one is out of commission.

Cathy made a motion to call for a town meeting around March 24th to pass an expenditure of \$16000 on to a referendum.

Julie 2nd.

All voted yes.

Adjourn 6:40PM

Minutes submitted by Elaine Buchardt

RECEIVED FOR RECORD
03-16-15 @ 5:28 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Special Meeting

Wednesday, March 18th 6:30 PM

Andover Community Room

Agenda

Call to Order

Pledge

Public Speak

Emergency repairs for backhoe

Budget discussion

Adjourn

RECEIVED FOR RECORD

3-17-15 @ 11:30 AM

Coral H. Lee

TOWN CLERK

Andover Board of Selectmen
Wednesday, March 18, 2015 8:30 am
17 School Rd, Andover, CT

Special Meeting Minutes

Agenda Item: Call to Order:

Robert F. Burbank, called the meeting to order at 6:33 pm with the Pledge of Allegiance.

BOS Members: Present:

Robert F. Burbank, First Selectman,
Julia Haverl
Cathy Desrosiers
Steve Willard

Absent:

Elaine Buchardt

Agenda Item: Public Speak

Curt Dowling asked why Jay Linddy was still using the town office.

Agenda Item: Emergency Repair for backhoe

Bob Burbank said section 806D of the Charter allows transfers at the end of the year.

Julia Haverl motioned to rescind the original motion at the special meeting regarding the backhoe issue going to a Town Meeting.

Cathy Desrosiers seconded

Vote Passed: Unanimous

Agenda Item: Budget discussion

Bob Burbank reviewed the contingency fund stating that all budgets that are short will use the funds transfer process at the end of the year and those will be addressed with the contingency fund. The Board of Selectman will advise the Board of Finance of the backhoe repair expenditure to come from the public works budget 301-435 in the 2014-2015 budget.

Cathy Desrosiers made a motion to increase the vehicle maintenance, Public Works budget, 301-435 from \$19,000 to \$25,000 in the 2015-2016 Budget.

Julia Haverl seconded

Vote Passed: Unanimous

Agenda Item: Adjourn

Steve Willard made a motion to Adjourn

Julia Haverl seconded

Vote Passed: Unanimous

Minutes respectfully submitted by: Penny Auer March 26, 2015,

Note: All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site www.andoverct.org

RECEIVED FOR RECORD

3-30-2015 @ 11:59 am

Coral N. De
TOWN CLERK

Andover Board of Selectmen
Regular Meeting – April 1, 2015 7:00pm

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

Agenda

1. Call to Order/Pledge of Allegiance:
2. Public Speak:
3. Add or Delete Agenda Items
3. Approval of Board of Selectmen minutes:
 - 3a: February 23, 2015 Special Meeting-Budget Workshop
 - 3b: February 25, 2015 Special Meeting-Budget Workshop
 - 3c: March 4, 2015 Regular Meeting
 - 3d: March 11, 2015 Special Meeting
4. Treasurer's monthly reports:
 - a. Monthly Fund Balance report:
 - b. Monthly Financial report:
 - c.
5. Tax Refunds:
6. Tax Collector's monthly reports:
 - a. Monthly Cash report:
 - b. Grand Rate Book balance sheet report
 - c.
7. Resolution for Town Clerk Grant for Map Machine
8. ConServ proposal
9. Fire Commission CIP request
10. Set Special Meetings
11. Liaison Reports
12. Public Speak
13. Next Board of Selectman Meeting May 6, 2015
14. Adjourn

RECEIVED FOR RECORD

3-30-15 @ 2:27 PM

Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Wednesday, April 1, 2015 7:00 PM
Town Office Building (Community Room) 17 School Rd, Andover, CT

Regular Meeting Minutes

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

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

BOS Members: All Present:

Robert F. Burbank, First Selectman,
Cathy Desrosiers
Elaine Buchardt
Julia Haverl
Steve Willard

Other Attendees:

Attachment #1

Agenda Item 2: Public Speak

None

Agenda Item 3: Add or Delete Agenda items:

Cathy Desrosiers motioned to add an update on soccer field.

Bob Burbank said that would be covered under Agenda Item 10: Set Special Meetings.

Elaine Buchardt motioned to add Agenda Item 5A: Select a Vice Chair

Cathy Desrosiers second.

Vote: Passed / Unanimous

Agenda Item 3: Approval of Board of Selectmen minutes

3a: February 23, 2015 Special Meeting-Budget Workshop

3b: February 25, 2015 Special Meeting-Budget Workshop

3c: March 4, 2015 Special Meeting

3d: March 11, 2015 Regular Meeting

Item 3A: February 23, 2015 Special Meeting-Budget Workshop

Cathy Desrosiers made a motion to approve the minutes of Feb 23, 2015

Elaine Buchardt seconded

Discussion. Julia noted that this was the meeting Tim Higley spoke to the BOS.

Vote: Passed / Unanimous

Item 3B: February 25, 2015 Special Meeting-Budget Workshop

Elaine Buchardt motioned to accept the minutes of February 25, 2015

Cathy Desrosiers seconded

Vote: Passed / Unanimous

Item 3C: March 4, 2015 Special Meeting

Cathy Desrosiers made a motion to approve the Regular Meeting Minutes from March 4, 2015

Elaine Buchardt seconded

Discussion

On page 4, change to "this property is under a state conservation area to " this property in in a proposed state conservation area".

On Page 5 delete the extraneous is and change from:

"The questions is solely is what rights"

" The question is solely what right"

On page 6 replace **they** with **FEMA**

Vote: Passed / Unanimous

Item 3C:

Julia Haverl made a motion to approve the Special meeting minutes from March 11, 2015

Steve Willard second

Vote: Passed / 4 Yes, Bob Burbank Abstained

Agenda Item 4: Treasurer's monthly reports:

Item a: Monthly Fund Balance report:

Elaine Buchardt motioned to approve the Monthly Fund Balance report

Julia Haverl seconded

Vote: Passed / Unanimous

Item b: Monthly Financial Report:

Bob Burbank noted that public works is over budget due to snow and emergency repairs

Elaine Buchardt motioned to accept the treasures financial reports

Steve Willard seconded

Vote: Passed / 4 Yes, Julia Haverl abstained

Agenda Item 5: Tax Refunds:

Neubauer, Philip L \$26.42

Julia Haverl made a motion to approve the tax refunds as submitted by the tax collector

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Agenda Item 5A: Vice Chairman selection

Bob Burbank nominated Elaine Buchardt

Elaine Buchardt seconded

Steve Willard nominated Cathy Desrosiers
Julia Haverl seconded

Bob Burbank called for a vote in favor of Elaine Buchardt
3 votes Yes, Bob Burbank, Elaine Buchardt, Julia Haverl
Bob Burbank announced that **Elaine Buchardt** is the new Vice Chairman

Agenda Item 6: Tax Collector's monthly reports: Grand Rate Book Balance Sheet Report

Bob Burbank noted we are at 78.68% collection
 We now have an online credit card payment system in place that has helped.
 There is access on the website to what a taxpayer owes and how they can pay online.

Elaine made a motion to approve the Tax Collectors monthly reports
Steve Willard seconded.

Vote: Passed / 4 Yes, Julia Haverl abstained

Agenda Item 7: Resolution for Town Clerk Grant for Map Machine

Bob Burbank noted there is grant available for the purchase a new digital map machine. Current one is at least 15 years old. The new one will make maps on plain paper and can be tied into the GIS program via CROG. The grant is for \$3,000 of the \$8,000 cost. This machine will be in the building department.

Julia Haverl motioned to authorize the resolution

Elaine Buchardt seconded the motion

Vote: Passed / Unanimous

Agenda Item 8: ConServ proposal

Bob Burbank reported that ConServ is tied into the state and they periodically do a report to tell the town how to save money on electric usage. Most recently they did work at the school. The savings of the electric cost pays for the cost of changing the lights. There is a no interest loan involved. About 3.5 years ago they did a review and the payback to the town was 10+ years. The most recent evaluation, with LED lighting, the estimated savings is \$431, which is a little more than the cost. We will pay \$51 more for 48 months. In 5 years we will be saving money due to the LED. The proposal also includes adding a light outside the town hall community room by the emergency exit. The cost to add the light is approximately \$800 is we did it independently of the ConServ program. Annual savings after 5 years is over \$400 if rates don't go up.

Cathy Desrosiers said they had implemented the program it at the library and the church. She wanted to wait till we have the full proposal. **Steve Willard** said the proposal would replace all fixtures in town hall.

Cathy Desrosiers asked about the ball fields. Bob says we lease the lights on the ball field. We are charged by the pole/light.

Cathy Desrosiers said the return is 5 years vs. the library return was in 3 years.

Cathy Desrosiers Motioned to table till next month until we have more information

Julia Haverl seconded

Vote: Passed / Unanimous

Agenda Item 9: Fire Commission CIP Request

Bob Burbank noted that Fire Commission is asking to be allowed to purchase air pac masks with the balance of the CIP grant. Per the town attorney, this would be allowed under our charter as it is under the 10% of the amount that the BOS could approve.

Elaine Buchardt motioned to approve the purchase of the Air packs masks not to exceed the balance of \$9571.69.

Steve Willard seconded

Steve Willard commented that the reason they need 34 masks is to issue proper size masks to the volunteers so they have their own masks.

Elaine Buchardt said that she thinks we need to get better info to CIP.

Steve Willard said the CIP process might need looking at to improve the way money is allocated.

Bob Burbank said we should be careful when we go to the taxpayer asking for money for projects.

Vote: Passed / 4 Yes, Cathy Desrosiers abstained

Agenda Item 10: Set Special Meeting:

Bob Burbank said we he wanted to schedule a meeting to discuss the findings and come up with solutions to the audit report, including, Checkbooks being used by the Town Clerk and Library, and Tax abatement for the Senior housing.

Julia Haverl asked to have it done at the next regular meeting. And wanted to go into executive session at the next meeting.

Bob Burbank said you have to have specifics to go into executive session.

Cathy Desrosiers said she wanted to go into executive session regarding Jay Linddy.

Julia Haverl wants on the agenda for next special meeting as a topic of discussion.

Cathy Desrosiers motioned to have a special meeting Wed April 8th at 4:00 pm to address recreation field with engineer present, the audit report with auditor present and go into executive session regarding personal issues to decide if a future executive session should be scheduled.

Elaine Buchardt seconded

Vote: Passed / Unanimous

Agenda Item 11: Liaison Reports

Elaine Buchardt said she Julia Haverl and Mike Palazzi went to a transportation meeting regarding the return of the property taken for the Rt 6 project to the towns as open space. They hashed out what open space means. They expect to come to a resolution with DOT soon. Also

brought up the fact that some property owners were promised access roads under the highway, and when the highway didn't happen these property are landlocked. DOT was willing to do right of way access for free for those property owners to give them access.

Elaine Buchardt commented that our Farmers Market is going strong

Julia Haverl attended the P&Z meeting. She said Mr. Clark had an informal discussion to get two back lots approved and he is proceeding to develop a plan to apply.

At special P&XZ meeting they discussed the plan of conservation and development and when it needs to be completed. 4 public meetings with stakeholders attending have to be held to move forward with the plan. Bob Burbank said he felt confident we could apply for an extension to the plan.

Julia asked about the library budgets and the progress on the gutters. Bob Burbank said we need to wait until the budget is approved to proceed. Cathy Desrosiers said the Library has requested a grant. Cathy also asked if the septic expense could be covered under LOCIP. Bob said it will be difficult as it is not a capital improvement; it is replacing something that is already there. Bob Burbank will follow up with LOCIP when he has specific details on the project.

Agenda Item 12: Public Speak

Daniel Warren

Addressed his understanding of the LOCIP guidelines

He said he owns property between two of DOT parcels that will be returned to the town and is willing to discuss easements if a trail is going to be put on that property.

Mentioned the property on 12 Center St. He said yesterday was law day for foreclosure and the bank is taking ownership, I think the town should acquire the asset that could be part of the village center.

Georgette Conrad

Asked about the grant the town clerk is applying for.

Cathy Palazzi

Had a question about lighting outside the town hall, and when the handicapped bathroom would be started at the Senior Center. Bob Burbank said there is a light outside the exit door and the handicapped bathroom was slated to start mid April.

Asked how the Farmers Market committed and appoint an alternate Bob Burbank said to submit a request in writing to the First Selectman and it can be approved by the BOS.

Curt Dowling commented:

Conserv is a great program if you do every light in the building.

Cement on the walkway is raised and needs to be looked at.

Said he thought that the vendors had to bid based on a future date of any expenditure.

Ex Vice First Selectman spends a lot of time in the town office.

Cathy Desrosiers commented

They are taking down major trees on Bear Swamp road; Bob noted that Eversorce is taking down many trees in town to protect the power lines.

Dennis Foran

Question about soccer field cost of the engineer.

Jeff McGuire

Questioned the grant and timing of the grant and the location of the field.

Agenda Item 13: Next Board of Selectmen meeting: May 6, 2015 at 7:00 PM
Next Special meeting April 8, 2015

Agenda Item 14: Adjourn

Elaine Buchardt made a motioned to adjourn at 9:00 PM

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Minutes respectfully submitted by: Penny Auer, April 2, 2015

Note: All attachments are filed with the official copy of the minutes in the office of the Town Clerk.

Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
4-2-15 @ 3:53 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Wednesday, April 1, 2015 7:00 PM
 Town Office Building (Community Room) 17 School Rd, Andover, CT

Regular Meeting Minutes

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

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

BOS Members: All Present:

Robert F. Burbank, First Selectman,
 Cathy Desrosiers
 Elaine Bucharadt
 Julia Haverl
 Steve Willard

Other Attendees:

Attachment #1

Agenda Item 2: Public Speak

None

Agenda Item 3: Add or Delete Agenda items:

Cathy Desrosiers motioned to add an update on soccer field.

Bob Burbank said that would be covered under Agenda Item 10: Set Special Meetings.

Elaine Bucharadt motioned to add Agenda Item 5A: Select a Vice Chair

Cathy Desrosiers second.

Vote: Passed / Unanimous

Agenda Item 3: Approval of Board of Selectmen minutes

3a: February 23, 2015 Special Meeting-Budget Workshop

3b: February 25, 2015 Special Meeting-Budget Workshop

3c: March 4, 2015 Special Meeting

3d: March 11, 2015 Regular Meeting

Item 3A: February 23, 2015 Special Meeting-Budget Workshop

Cathy Desrosiers made a motion to approve the minutes of Feb 23, 2015

Elaine Bucharadt seconded

Discussion. Julia noted that this was the meeting Tim Higley spoke to the BOS.

Vote: Passed / Unanimous

Item 3B: February 25, 2015 Special Meeting-Budget Workshop

Elaine Buchardt motioned to accept the minutes of February 25, 2015

Cathy Desrosiers seconded

Vote: Passed / Unanimous

Item 3C: March 4, 2015 Special Meeting

Cathy Desrosiers made a motion to approve the Regular Meeting Minutes from March 4, 2015

Elaine Buchardt seconded

Discussion

On page 4, change to "this property is under a state conservation area to " this property is in a proposed state conservation area"

On Page 5 delete the extraneous is and change from:

"The questions is solely is what rights" to

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On page 6 replace **they** with **FEMA**

Vote: Passed / Unanimous

Item 3C:

Julia Haverl made a motion to approve the Special meeting minutes from March 11, 2015

Steve Willard second

Vote: Passed / 4 Yes, Bob Burbank Abstained

Agenda Item 4: Treasurer's monthly reports:

Item A: Monthly Fund Balance report:

Elaine Buchardt motioned to approve the Monthly Fund Balance report

Julia Haverl seconded

Vote: Passed / Unanimous

Item B: Monthly Financial Report:

Bob Burbank noted that public works is over budget due to snow and emergency repairs

Elaine Buchardt motioned to accept the treasures financial reports

Steve Willard seconded

Vote: Passed / 4 Yes, Julia Haverl abstained

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Neubauer, Philip L \$26.42

Julia Haverl made a motion to approve the tax refunds as submitted by the tax collector

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Agenda Item 5A: Vice Chairman selection

Bob Burbank nominated Elaine Buchardt

Elaine Buchardt seconded

Steve Willard nominated Cathy Desrosiers

Julia Haverl seconded

Bob Burbank called for a vote in favor of Elaine Buchardt

3 votes Yes, Bob Burbank, Elaine Buchardt, Julia Haverl

Bob Burbank announced that Elaine Buchardt is the new Vice Chairman

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Bob Burbank noted we are at 78.68% collection

We now have an online credit card payment system in place that has helped.

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involved. About 3.5 years ago they did a review and the payback to the town was 10+ years. The most recent evaluation, with LED lighting, the estimated savings is \$431, which is a little more than the cost. We will pay \$51 more for 48 months. In 5 years we will be saving money due to the LED. The proposal also includes adding a light outside the town hall community room by the emergency exit. The cost to add the light is approximately \$800 if the town did it independent of the ConServ program. Annual savings after 5 years is over \$400 if rates don't go up.

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Cathy Desrosiers said the return is 5 years for this proposal vs. the library return was 3 years.

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Julia Haverl seconded

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Vote: Passed / 4 Yes, Cathy Desrosiers abstained

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Bob Burbank said we he wanted to schedule a meeting to discuss the findings and come up with solutions to the audit report, including, Checkbooks being used by the Town Clerk and Library, and Tax abatement for the Senior housing.

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Elaine Buchardt seconded

Vote: Passed / Unanimous

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Elaine Buchardt commented that our Farmers Market is going strong

Julia Haverl attended the P&Z meeting. She said Mr. Clark had an informal discussion to get two back lots approved and he is proceeding to develop a plan to apply.

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Julia Haverl asked about the library budgets and the progress on the gutters. Bob Burbank said we need to wait until the budget is approved to proceed. Cathy Desrosiers said the Library has requested a grant. Cathy also asked if the septic expense could be covered under LOCIP. Bob said it will be difficult as it is not a capital improvement; it is replacing something that is already there. Bob Burbank will follow up with LOCIP when he has specific details on the project.

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Georgette Conrad

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Cathy Palazzi

Had a question about lighting outside the town hall, and when the handicapped bathroom would be started at the Senior Center. Bob Burbank said there is a light outside the exit door and the handicapped bathroom was slated to start mid April.

Asked how the Farmers Market committee can appoint an alternate. Bob Burbank said to submit a request in writing to the First Selectman and it can be approved by the BOS.

Curt Dowling commented:

ConsServ is a great program if you do every light in the building.

Cement on the walkway at the downhill is raised and needs to be looked at.

Said he thought that the vendors had to bid based on a future date of any expenditure.

Ex Vice First Selectman spends a lot of time in the town office.

Cathy Desrosiers commented:

They are taking down major trees on Bear Swamp road; Bob noted that Eversorce is taking down many trees in town to protect the power lines.

Dennis Foran

Question about soccer field cost of the engineer.

Jeff Mcguire

Questioned the grant and timing of the grant and the location of the field.

Agenda Item 13: Next Board of Selectmen meeting: May 6, 2015 at 7:00 PM
Next Special meeting April 8, 2015

Agenda Item 14: Adjourn

Elaine Buchardt made a motioned to adjourn at 9:00 PM

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Minutes respectfully submitted by: Penny Auer, April 2, 2015

Note: All attachments are filed with the official copy of the minutes in the office of the Town Clerk.

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www.andoverct.org

934

Andover Board of Selectmen

Special Regular Meeting - April 6, 2015 4:00pm

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

Agenda

1. Call to Order/Pledge of Allegiance:
2. Public Speak:
3. AUDIT ISSUES
4. RECREATION FIELD
5. PERSONAL ISSUE
6. ADJOURN

RECEIVED FOR RECORD

4-6-15 @ 5:02 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Wednesday, April 8, 2015 4:00 pm
17 School Rd, Andover, CT
Special Meeting Minutes

Agenda Item 1: Call to Order:

Robert F. Burbank called the meeting to order 4:06 pm with the Pledge of Allegiance.

BOS Members: Present:

Robert F. Burbank, First Selectman,

Julia Haverl

Steve Willard

Elaine Buchardt

Cathy Desrosiers (arrived at 5:00 pm)

Other Attendees: Attachment #1

Agenda Item 2: Public Speak

Bob Burbank stated he had received requests to change the meeting time but he could not change the meeting time since it was set by motion at a prior Board of Selectman Meeting.

Joseph Remesch questioned how come the Ball field is taking so long

Shannon Loudon said she didn't think the meeting should be in the afternoon.

Joan Foran spoke about meeting times and concerns about the ball field.

Dennis Foran commented on the agenda that he wanted public speak at the end.

Joan Foran supported Dennis Foran's request for public speak.

Joseph Remesch supported Dennis Foran's comments

Agenda Item 3: Audit Issues

Bob Burbank stated the purpose of this Agenda Item was to review the findings of the auditor and for the Board of Selectman to decide if they wanted to take any action to correct the deficiencies listed by the auditor.

Audit Item 14-01

Bob Burbank submitted a working draft of the Policy and Procedure Manual and is waiting on the auditor to review and make suggestions so that it would satisfy this issue.

No Action taken by the Board at this time

Audit Item 14-02

Bob Burbank noted the Auditor had concerns about the trial Balance and said after speaking with the treasurer, she agreed that a trial balance should have been done and she will rectify that in the future.

No Action taken by the Board at this time

Audit Item 14-03

Bob Burbank noted that the auditor found deficiencies because the library rather than the town maintains control over its budget and has its own checkbook. The same person, prepares the invoices, writes the checks and signs the checks. He recommended that to satisfy this item that the Library budget could be managed by the Town bookkeeper. The Library would send the invoice to the First Selectman to be reviewed and after approval, the invoice would be paid by the bookkeeper and accounts would be reconciled at the Town level. This would put controls requested by the auditor in place and would free up time for the library staff.

Julia Haverl did not think we should take the checkbook away from the Library staff and asked to move on to the next item. **Bob Burbank** noted that we would be in non-compliance next year as well if we leave this item as is.

No Action taken by the Board at this time

Audit Item 14-4

Bob Burbank said that the Auditor states that the Town Clerk has her own checkbook and cash account at a Bank different from the town Bank. Cash deposits are transported by the Town Clerk to that bank despite the fact that our own Town Bank has armored car service to collect our deposits. In addition, the fire department, library and Basketball League have their own checkbooks, which again results in insufficient oversight and control.

Bob Burbank said that despite the fact that this subject has been addressed by the auditor for several years and recommendations to satisfy the auditor have been turned down by the Board of Selectman in the past, it is the Town's responsibility for implementing and maintaining a system of internal controls for all town functions. In order to comply with the results of the audit **Bob Burbank** said he felt the only recourse would be for the Town Clerk, the Library, the Fire Department and the Andover Basketball League (managed by the Town Clerk) to all submit invoices via the Town and payments be made for those invoices by the Town Bookkeeper as well as closing all the outside so all funds are managed via the Town accounts. **Bob Burbank** said although he reviews the checkbooks after the fact, the auditor says if you accept the money and also write the checks that under state guidelines that it does not meet the requirements.

Bob Burbank invited Carol Lee, the town Clerk to comment. She said she writes 6 checks a month, and 4 checks to the Town treasurer. She said very little cash comes thru her office, most people pay by checks made out to the town. She stated that the state and the department of agriculture for dog licenses oversee her. She is audited on a monthly basis by state agencies and has always passed with flying colors. If the checkbook goes to the Town, who is going to audit her. Regarding the Basketball checkbook, she said she collects only checks for the Basketball account. The checks are written to referees and tournament fees.

No Action taken by the Board at this time

A suggestion was made that the auditor meets with the parties involved to see if there is any other way to address this.

Audit Item 14-5

Bob Burbank said that the auditor raised concerns about the lack of a comprehensive Capital Assets and Inventory control policy. The Treasurer and the First Selectman need to review this objective and provide the auditor a list of any new acquisitions and any items that were disposed of for the year. **Bob Burbank** said that the town does in fact have a list of Capital assets provided each year to the insurance company. He was not aware the auditor wanted a separate sheet.

Audit Item 14-6

Bob Burbank said the auditor raised concerns about the tax abatement we offer for low-income housing and if it in fact meets the requirements of Connecticut General Statutes 8-215. Each year the town gives a tax abatement for low-income housing. We have used the same town meeting approval process for the past many years. **Bob Burbank** said he asked the Town attorney to review our agreement and either provide us with a letter saying it does in fact comply with Section 8-215 of the Connecticut General Statutes or rewrite the agreement such that it is in compliance. **Bob Burbank** said the attorney advised that the tax abatement does not meet the State general statutes for a tax abatement and he did not see how it would be allowed legally. **Bob Burbank** said he had asked the owner of the Senior Housing to provide the statute whereby they were legally entitled to the abatement.

Elaine Buchardt asked when the abatement period ends. Said we need to know prior to the May 7th 2015 Public Budget meeting.

No Action taken by the Board at this time

Agenda Item 4: Recreation Field

Bob Burbank reported that there are additional engineering charges for the recreational field because the board has asked for several redesign, different layouts, maps etc. **Bob Burbank** said we need a motion to approve additional funds to pay for the work that has been done. **Bob Delucca** explained the additional dollars are for the additional work for looking at various sites, once the Long Hill site was deemed unusable.

Julia Haverl made a motion to delay the approval to the May meeting
Cathy Desrosiers seconded

Discussion:

Julia Haverl said she wanted to wait to get more information and didn't think it would make a difference if we did it today or next month. **Cathy Desrosiers** wanted to see plans from the

engineer for a Cadillac version of the field after we looked at the option for the Fill. Then the townspeople can decide if they want to go to spend the extra money for a better field. **Bob Deluca** said we have enough grant money for one of the small fields. The state requires the approval from the BOS to get reimbursement for the money for work that has already been done. Typically the state takes 60 to 90 days. **Julia Haverl** asked if the bill today does not has the expense to look at the fill in it. The answer is that it does not.

Vote: Not Passed. Yes 1 no 3

Elaine Buchardt motioned to approve the bill to be sent to the state for reimbursement.

Steve Willard seconded

Vote: Passed / Unanimous

Cathy Desrosiers made a motion to add status update of the field to the next meeting.

Steve Willard second

Vote: Passed / Unanimous

Agenda Item 5: Personnel Issue

Bob Burbank noted that the discussion could only be held in generalities and could not address an issue with any individual. **Steve Willard** asked if any one has office hours outside of normal business hours at the Town Hall. **Bob Burbank** said there are many who may have a reason to be in the town office after hours. The Resident State Trooper, Assessor, Animal Control Officer were given as examples. **Steve Willard** asked if anyone reported to the 1st Selectman when they are in the building. **Bob Burbank** said there was no formal reporting of use of the town hall after hours, however there are security cameras. **Steve Willard** asked if the dog warden provide a report to the town if there is an incident. **Bob Burbank** said the Dog Warden reports to the state. **Elaine Buchardt** asked if there was anything in writing that controls who has access to the building. **Cathy Desrosiers** said there should be a sign in sheet. **Bob Burbank** said people who use the office are employees who are in the building to do town business. **Bob Burbank** said we could look at revising the personal manual to address access. **Steve Willard** said the fire department next door had key codes to see who has been in the building. **Elaine Buchardt** asked if we thought if there had been enough issues to warrant that expense. **Bob Burbank** said all personnel items are locked up after normal office hours and all the computers are password protected. **Elaine Buchardt** asked if all employees had entry keys. **Bob Burbank** said employees had keys to access the building.

Cathy Desrosiers had a question about signing P.Os. **Bob Burbank** said the 1st Selectman or Vice First Selectman can sign a P.O. In an emergency, the P.O. can be signed after the fact. **Cathy Desrosiers** said there needed to be a third signer to initial a P.O. Someone else should be signing. She said any purchase for an individual's own dept. should be approved by the 1st Selectman or someone who is not in that department. **Elaine Buchardt** suggested we should add this issue to the policy and procedure manual.

Agenda Item: Adjourn**Julia Haverl** made a motion to Adjourn at 5:36 pm**Elaine Buchardt** seconded**Vote Passed: Unanimous**

Minutes respectfully submitted by: Penny Auer April 13, 2015

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www.andoverct.org

RECEIVED FOR RECORD
4-14-15 @ 11:08 AM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Regular Meeting Agenda– May 6, 2015 7:00pm

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

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Add or Delete Agenda Items**
4. **Approval of Board of Selectmen minutes:**
 - a. March 18, 2015 Special Meeting
 - b. April 1, 2015 Regular Meeting
 - c. April 8, 2015 Special Meeting
5. **Treasurer's monthly reports:**
 - d. Monthly Fund Balance report:
 - e. Monthly Financial report
6. **Tax Refunds:**
7. **Tax Collector's monthly reports:**
 - f. Monthly Cash report:
 - g. Grand Rate Book balance sheet report:
8. **Approval of Alternate for Farmers Market Committee**
9. **Regional School District 8 Health and Medical Insurance Consortium Agreement**
10. **Resolution for US Army Donation of Combat Materials**
11. **ConServ Proposal**
12. **Web Site Update**
13. **Ball Field Update**
14. **Liaison Reports**
15. **Public Speak**
16. **Next Board of Selectmen Meeting June 3, 2015**
17. **Adjourn**

RECEIVED FOR RECORD
04-29-15 @ 11:00 AM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Wednesday, May 6, 2015 7:00 PM
Town Office Building (Community Room) 17 School Rd, Andover, CT

Regular Meeting Minutes

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

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

BOS Members: Present:

Robert F. Burbank, First Selectman,
Cathy Desrosiers
Elaine Buchardt
Julia Haverl

Absent:

Steve Willard

Other Attendees: Attachment #1

Agenda Item 2: Public Speak

Cathy Palazzi said Thanks to all that ran in the election and the poll workers who worked the election and to her husband who has helped so much...

Joan Foran asked if the RHAM budget vote and town budget vote could be on the same day.

Daniel Warren spoke RE 12 Center St. He would like the Board of Selectman to call a special town meeting to acquire this blighted property and demolish it. He commented that it is a public safety issue. He said it would be eligible for STEAP Funding.

Agenda Item 3: Add or Delete Agenda items:

Julia Haverl motioned to add agenda 8a to consider the 12 center street request.

Cathy Desrosiers seconded

Vote: Passed / Unanimous

Cathy Desrosiers motioned to add agenda item 13a to discuss monthly police and public works reports.

Elaine Buchardt seconded

Vote: Passed / Unanimous

Julia Haverl motioned to add agenda item 13b to have copies of the agenda available at all meetings

Elaine Buchardt seconded

Vote: Passed / Unanimous

Agenda Item 4: Approval of Board of Selectmen minutes**3a: March 18, 2015 Special Meeting-Budget Workshop****3b: April 1, 2015 Special Meeting-Budget Workshop****3c: April 8, 2015 Special Meeting****Cathy Desrosiers** made a motion to approve the March 18, 2015 minutes**Julia Haverl** seconded**Vote: Passed 4 Yes, Elaine Buchardt abstained****Julia Haverl** motioned to approve April 1, 2015 minutes**Cathy Desrosiers** seconded**Vote: Passed / Unanimous****Elaine Buchardt** made a motion to approve the April 8, 2015 minutes**Julia Haverl** seconded**Vote: Passed / Unanimous****Agenda Item 5: Treasurer's monthly reports:****Item A: Monthly Fund Balance report:****Cathy Desrosiers** asked about the Citizens fund balance and **Bob Burbank** said it would ultimately move to Farmington Bank**Julia Haverl** motioned to approve the Treasurers monthly report**Elaine Buchardt** seconded**Vote: Passed / Unanimous****Julia Haverl** motioned to approve the Monthly Fund Balance report**Elaine Buchardt** seconded**Vote: Passed / Unanimous****Agenda Item 6: Tax Refunds:**

Frank Midolo \$510.50

Peter Patrone \$42.24

Julia Haverl made a motion to approve the tax refunds as submitted by the tax collector**Elaine Buchardt** seconded.**Vote: Passed / Unanimous**

Agenda Item 7: Tax Collector's monthly reports: Grand Rate Book Balance Sheet Report

Elaine Buchardt made a motion to approve the Tax Collectors monthly reports

Julia Haverl seconded.

Vote: Passed / unanimous

Elaine Buchardt motioned to approve grand rate book balance

Julia Haverl seconded

Vote: Passed / Unanimous

Bob Burbank said that taxes can now be paid on credit card now and that has helped people pay on time.

Agenda Item 8: Approval of Alternate for Farmers Market Committee

Julia Haverl made a motion to add Shirley De Flavis be appointed as alternate.

Cathy Desrosiers seconded

Elaine said that there was no limit on the number who could be on the farmers market committee.

Cathy Palazzi said she Shirley did not want to be full time but would be willing to be an alternate.

Vote: Passed / Unanimous

Agenda Item 8A: Discussion on Center St. property

Julia Haverl said this is an issue that impacts the town, as that land was part of the Center. It might be a good addition to the town if we could get STEAP money or open space money. Wondered if it was a good place for the Farmer's market. Feel like the board should investigate if this is a viable option. **Bob Burbank** said there might be asbestos issues in the building and other issues that would be very expensive for the town to deal with. **Bob Burbank** said we have no blight ordinance in town in our town as it was defeated by town meeting twice in the past. We don't have any cost estimates on this project to tear it down and it is not needed for parking for the rail trail. Julia Haverl says we don't have a definite use for this building but she wants to get the information about this building.

Cathy Desrosiers recommend this board can go take a look at the building and see what is involved in acquiring this property and what the condition and the cost is and then discuss what it would be used for. Bob Burbank asked Elaine Buchardt her input as a real estate agent. She said it is bank owned properties and there are no guarantees or disclosures required. Her concern is that

this would set a new president to go out and buy blighted properties. Bob Burbank reiterated that we have to have more information about the property.

Julia Haverl said she is not interested in the building be anything but demolished and the town needs to need to find out what it would cost. Julia Haverl offered to serve on a subcommittee to review the building.

Cathy Desrosiers made a motion to do a site walk on the 12 Center St property on Wednesday, May 13th at 5:00 with Board of Selectman,

Julia Haverl seconded

Elaine Buchardt will make an appointment.

Vote: Passed/Unanimous

Agenda Item 9: Regional School District 8 Health and Medical Insurance Consortium Agreement

Bob Burbank said the Region 8 school district insurance consortium, which Andover is a member of, has agreed on some basic bylaws. They are currently looking for a new insurance broker to work with the three towns and the regional school district. **Julia Haverl** asked who could serve on this consortium.

Bob Burbank said it is made up of the First Selectman and the Superintendent of schools from each town and a representative from the Regional School Board. **Bob Burbank** said the board reviews the rates from the insurance company and the board votes for or against that rate or goes back to renegotiate with the insurance company or can do a new RFP. They are currently looking at self-funding for dental. Lockton Insurance is our current broker and the consortium is interviewing other brokers from an RFP that was sent out.

Cathy Desrosiers asked when or how we could get out of this compact.

Bob Burbank said you have to have a certain amount of people to get the best rates. The Town of Andover would not have enough employees on its own to get good rates. As a group, we can get better rates. With insurance, we have union contracts so there are many limitations on what we can and cannot do in terms of coverage and copays.

Julia Haverl asked who the representatives are from the other town.

Bob Burbank said yes it was the 1st selectman and the superintendent of schools as well as AHM.

Cathy Desrosiers asked if it the town employees were part of the compact

Cathy asked how many employees are involved in the consortium. Bob Burbank said he did not have the number but we are big enough to now self-fund if we want.

Elaine Buchardt motioned to put minutes of the Regional School District Health Insurance meeting on website

Julia Haverl seconded

Vote: Passed / Unanimous

Elaine Buchardt motioned to allow Andover to join the Health Insurance compact.

Julia Haverl seconded

Cathy Desrosiers noted that the Connecticut partnership plan is CT State insurance and cuts the broker out. She asked when the Consortium met. Bob Burbank said the meetings are the last Thursday of the Month. The next meeting the committee is doing the final review of the proposals. **Cathy Desrosiers** suggested they talk to the Connecticut partnership plan for next year's coverage.

Vote: Passed / Unanimous

Agenda Item 10: Resolution for US Army Donation of Combat Materials

Bob Burbank said this request is to get a cannon if one is available. It is a loan from the government. There is no cost for the cannon but we will bear the cost of transporting it to Andover. Bob asked Gerry Wright to comment. He said there is no monument at the Veterans Monument Park. He said the town would have to pour a concrete pad to the Army specification and secure the cannon. Once the board approves the acquisition of the cannon we will go on a waiting list. A fundraiser that Gerry would lead would fund it. Gerry Wright also said he would pick up the cannon and deliver it to Andover when one became available.

Cathy Desrosiers made motioned to authorize Robert Burbank, on behalf of the Town of Andover to request the loan of combat material, to be placed on the site of Andover Veterans Monument Park, from the United States Army Donation Program. The town of Andover will be responsible for the maintenance and safety of the display item and understand the item may not be placed on any privately owned property.

Julia Haverl seconded

Vote: Passed / Unanimous

Agenda Item 11; ConServ Proposal

Bob Burbank said all the upgrade costs are covered by the electric company as a loan. The cost savings will pay off the loan. This project will also add a light to the back door that would be used for elections. If we do it on our own it cost about \$800. As we use less power we continue to accumulate grant money for use in the future. He noted that the program does not really cost us but saves us long term.

Julia Haverl motioned to authorize the First Selectman to enter into the high efficiency light system from Eversource.

Elaine Buchardt seconded

Vote: Passed / Unanimous

Agenda Item 12: Website Update

Bob Burbank noted there are many new items on the website. Legal notices are now posted; there is information about viewing and paying taxes online. Many forms are available as well.

Elaine Buchardt said the EDC was reviewing the building dept. and looking for ways to make it easier for residents to know what they need.

Cathy asked about what we charge at the dump. She would like to get the fees on the website. Penny Auer said she would follow up and post a list of the fees.

Agenda Item 13: Ball Field Update

Bob Burbank said test holes will be dug in the next week or two and we will get a report on if and how much fill we might be able to get from this site. **Cathy Desrosiers** asked who is on the Ball field committee. Elaine Buchardt suggested we reform the committee. Bob Burbank suggested we address forming a new committee at the next Board of Selectman meeting. Cathy Desrosiers suggested that someone from the public be on the committee.

Cathy wants to reform the committee and let the public know. Julia Haverl recommended we have seven people on the committee from all the various groups in town.

Bob asked what the charge would be for the committee. Elaine Buchardt said it was the original charge. Cathy asked when the STEAP grant expires. Bob Burbank said if there is activity on the plan, we could ask for an extension. Bob Burbank said he hoped to get it done by 2016.

Cathy asked how to notify people about the committee and Bob Burbank suggested the town websites, JI and River East. Anyone interested in serving on a sports complex should contact Bob Burbank.

Agenda Item 13a: Police Report

Bob Burbank said it was published on the website and asked the board if it needed the information at the selectman's meeting as well. They agree that the website was sufficient.

Agenda Item: Public Works

Cathy Desrosiers wants to know what roads are planned to be worked on. When will it begin and when is it scheduled to end. Julia Haverl was concerned about tree cutting. We need a monthly report for Public works since there seems to be a lot of discord in that department. Maybe need a liaison to work with them. Bob Burbank said we are working on a report for Public Works.

Agenda Item 13b: Not addressed at this time

Agenda Item 14: Liaison Reports

Elaine Buchardt commented that the EDC initiative is to work on a zoning pamphlet to put on the website about real life practical things. For Example, how do I add a bathroom? What is the process and what forms do I need. Some of the Board members suggested the EDC try to get a bank in town.

Cathy Desrosiers said the Library had an auction and \$4800 was raised by the Friends of the Library. This is a huge tax savings to the town. She reported that the new gutters would be coming soon once the budget is approved and will be paid for by LOCIP Money.

Julia Haverl commented that Planning and Zoning is working on the Plan of Conservation and development. They will hold hearings for the town people. The person in charge, Bill Warner, is excellent. Bob Burbank noted that Bill Warner was with Middletown and is helping Andover with our plan. There are a lot of details to be worked out. They will be meeting with stakeholders, seniors, landowners, and the public. The plan will revolve around the Route 6 development project.

Agenda Item 15: Public Speak

Joan Foran commented that the BAA forms are on the website. She said the design of the recreation field has to be a soccer field and we need to have parents on the committee for the Recreation field. She asked about the Annual Town Report: for 2014 that is not on the website yet and volunteered to be on the committee to help get that done.

Dennis Foran commented that there should be a standing committee to gather information about medical and all other benefits for the town. It should be an independent body. He also commented on the Recreation field and called for a moratorium on any further expenses.

Cathy Palazzi requested there be microphones at the town meeting tomorrow night.

Dianne Grenier commented that the Budget for tomorrow's meeting will be posted on the website.

Shannon Loudon seconded Dennis Foran says the STEAP grant says it is for a soccer field and also called for a moratorium on any more expense on the field.

Peggy Wright commented on the transfer station. She said in Bolton you paid at the town hall for bulky waste and no money changed hands at the transfer station.

Patty Billings asked if there was a fee for tires.

Dianne Grenier. Asked when did we stop charging for tires and what is the fee for air conditioners.

Joan Foran commented on the transfer station and asked who supervises the employees.

Agenda Item 16: Next Board of Selectmen meeting: June 3, 2015 at 7:00 PM

Agenda Item 14: Adjourn

Elaine Buchardt motioned to adjourn at 9:05 pm

Cathy Desrosiers seconded.

Vote: Passed / Unanimous

Minutes respectfully submitted by: Penny Auer, May 8, 2015 Note: All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
5-11-15 @ 11:45 AM
Margaret H. Busch
TOWN CLERK

Andover Board of Selectmen
Special Meeting Agenda- May 13, 2015 5:00pm

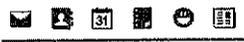
Site Walk at 12 Center St.

1. **Call to Order**
2. **Site walk the building and Property:**
3. **Adjourn**

RECEIVED FOR RECORD
5-12-15 @ 4:49 PM
Margaret H. Busch
Asst. TOWN CLERK

951

Search [input] [v]



Compose [back] [forward] [delete] [move] [spam] [more] [up] [down] [x]

- Inbox (9)
- Drafts (40)
- Sent
- Spam (288)
- Trash (35)
- Smart Views
 - Unread
 - Starred
 - People
 - Social
 - Travel
 - Shopping
 - Finance
- > Folders
- > Recent

* Minutes for site walkthrough of 12 Center St *

* ELAINE BUCHARDT Today at 1:44 PM *

To Margaret Busch, Carol Lee, Andover Web Site info

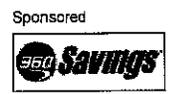
Here are the minutes for 12 Center St. site walk. Basically a list of attendees.

Elaine

Andover Board of... .docx View | Download

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Send [text] [link] [text] [bold] [italic] [text] [list] [list] [list] [link] [smiley] [abc] [back]

Andover Board of Selectmen

Special Meeting Minutes

Wednesday, May 13th 5:00 PM

12 Center St, Andover, CT

5:00 Arrived at the site walkthrough for 12 Center St, Andover, CT

Attending: Selectmen Julia Haverl, Cathy Desrosiers and Elaine Buchardt. Town Engineer Gerald Hardisty, Building Official Edward Kaolback, CIP Gerry Wright, Board of Finance Jeff Murray, Asbestos Remover Richard Gille(TRC) and neighbor Yvonne Bain.

Adjourned: 6:15 PM

RECEIVED FOR RECORD
5-14-15 @ 1:53pm
Carol Gille
TOWN CLERK

**Andover Board of Selectman
Regular Meeting Agenda June 3, 2015 7:00 PM**

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

- 1) **Call to Order**
- 2) **Public Speak:**
- 3) **Add or Delete Items:**
- 4) **Approval of Board of Selectman Minutes**
 - a. **May 16th, 2015 Regular Meeting**
 - b. **May 13th Special Meeting**
- 5) **Treasurer's Monthly Report**
 - a) **Monthly Fund Balance**
 - b) **Monthly Financial report**
- 6) **Tax Refunds**
- 7) **Tax Collector's Monthly reports:**
 - a) **Monthly Cash report**
 - b) **Grand Rate Book Balance Sheet Report**
- 8) **Library Gutter LOCIP proposal**
- 9) **Center St.**
- 10) **Treasurer Vacancy**
- 11) **Recreation Field Committee**
- 12) **Building Dept. Fee request**
- 13) **Bright Idea Grant**
- 14) **Liaison Reports**
- 15) **Public Speak**
- 16) **Next Board of Selectman Meeting**
- 17) **Adjourn**

RECEIVED FOR RECORD
6-1-15 @ 12:37 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Wednesday, June 3, 2015 7:00 PM

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

Regular Meeting Minutes

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

Robert F. Burbank, First Selectman, called the meeting to order at 7:02pm with the Pledge of Allegiance.

Robert F. Burbank, First Selectman, requested that all present observe a moment of silence in memory of Jean Gasper, former First Selectwoman.

BOS Members: Present:

Robert F. Burbank, First Selectman,
Cathy Desrosiers
Elaine Buchardt
Julia Haverl
Steve Willard

Absent:

Other Attendees: Attachment #1

Agenda Item 2: Public Speak

Curt Dowling recommended that any funds that the Town of Andover has should be used to refurbish other buildings in Town and not focus on the building on Center Street.

Dan Warren advised the committee that he has a petition signed in favor of the purchase of property on Center Street.

Carrie Crompton requests that this information on Center Street is in the Minutes.

Jeff Maguire would like the Board of Selectmen to consider purchasing the property on Center Street as open space and would like to see a committee to be put together.

Jeanne Person would like the lights turned back on Pine Ridge.

Agenda Item 3: Add or Delete Agenda items:

Cathy Desrosiers motioned to add item 3a the presentation of Top Dog and Deputy Top Dog

Julia Haverl seconded

Vote: Passed / Unanimous

Cathy Desrosiers motioned to add item 3b discussion of the Registrars office space and the needs of the office (equipment/software).

Julia Haverl seconded

Vote: Passed / Unanimous

Agenda Item 3a: Presentation of Top Dog Awards

Robert F. Burbank presented Lucy a Chihuahua and her owner Grace Williams with the Top Dog award and Otis a Weimaraner and his owners Elisa and Michela Hines the Deputy Dog Award. Both dogs will hold this term of Office from July 1, 2015-June 30, 2016.

Agenda Item 3b: Registrars office space and needs

The Registrars Office has a list of what they require the total for equipment is \$1112.94 and software \$459.97.

Robert F. Burbank stated that this would be ordered

Catherine Lewis discussed with the BOS the workspace and how the space is causing difficult working conditions. This can be attributed to the stored boxes of voting information and the lack of privacy from the public. The topic of access by the Town Clerk was also mentioned. This is an internet issue that needs to be addressed.

Julia Haverl makes a motion to set up a BOS special meeting to discuss space and internet access.

Cathy Desrosiers seconds

Vote: Passed / Unanimous

Meeting date set for Monday June 8, 2015 in the BOS office at 6:30PM

Catherine Palazzi/Catherine Lewis discussed the need for additional training for the personnel working in the office of the registrar. The request was made to send additional people to training in the fall. **Robert F. Burbank** requested that a PO for training be submitted to his office for approval.

Julia Haverl motioned to approve

Cathy Desrosiers seconded

Vote: Passed / Unanimous

Agenda Item 4: Approval of Board of Selectmen minutes

a: May 6, 2015 Regular Meeting Minutes

b: May 13, 2015 Special Meeting Minutes

Julia Haverl motioned to approve the May 6th Regular Meeting Minutes

Cathy Desrosiers seconded with the following changes to the Minutes:

Page 4 (Agenda Item 8A) change new president to new precedent.

Page 6 (Agenda Item 13) Omit last line of first paragraph and change the third paragraph last line to read this committee in place of sports complex.

Page 6 (Agenda Item: Public Works) First Paragraph, last sentence, change "we are" to "he is".

Page 7 (Agenda Item 14) Add verbiage to last paragraph that Bill Warner is our hired consultant.

Vote: Passed / Unanimous

Elaine Buchardt motioned to approve the May 13th Special Meeting Minutes
Julia Haverl seconded
Vote: Passed 4 yes, Steve Willard abstained

Agenda Item 5: Treasurer's monthly reports:
a: Monthly Fund Balance report:
b: Monthly Financial Report

Julia Haverl motioned to approve Monthly Fund Balance Report
Cathy Desrosiers seconded
Vote: Passed / Unanimous

Elaine Buchardt motioned to approve Monthly Financial Report
Steve Willard seconded
Vote: Passed / Unanimous

Agenda Item 6: Tax Refunds:

Bolduc, Daniel	\$ 19.29
Bolduc, Daniel	\$ 5.27
Brousseau, Dianne M	\$ 216.11
Houle, Richard and Teresa	\$ 59.14
Kenney, Neil and Kathleen	\$ 47.55
Wantek, Richard and Kimberly	\$ 101.90

Julia Haverl made a motion to approve the tax refunds as submitted by the tax collector
Cathy Desrosiers seconded
Vote: Passed / Unanimous

Agenda Item 7: Tax Collector's monthly reports: Grand Rate Book Balance Sheet Report

Elaine Buchardt motioned to approve the Tax Collectors monthly reports
Julia Haverl seconded
Vote: Passed / Unanimous

Elaine Buchardt motioned to approve grand rate book balance
Julia Haverl seconded
Vote: Passed / Unanimous

Agenda Item 8: Library Gutter LOCIP proposal

Cathy Desrosiers stated that the library needs approval prior to any work being started. The First Selectman needs to sign off on this. Work cannot begin before July 1st.

Agenda Item 9: Center St.

BOS reviewed letter submitted to **Robert F. Burbank** from O'Brien and Johnson, Attorneys Law regarding 12 Center Street. The BOS discusses the fact that the BOF would need to approve the purchase of this open space along with the Planning and Zoning Board. The Town needs to follow up on an 8-24 referral, a State statute that needs to be followed and go before the Planning and Zoning Board.

Julia Haverl motioned to set up a **Special Meeting on the 30th of June** to discuss the purchase
Cathy Desrosiers seconded
Vote: Passed / Unanimous

Elaine Buchardt motioned to establish a committee to spearhead the town meeting and the purchase of land.
Cathy Desrosiers seconded
Vote: Passed / Unanimous

Julia Haverl motioned to amend the motion to add the board members
Cathy Desrosiers seconded
Vote: Passed / Unanimous

The committee formed consists of the following members: **Julia Haverl, Jeffery A. Murray, Carrie Crompton, Patrick Dougherty, Daniel Warren, Wayne Thorpe and Steve Willard.**

Julia Haverl Motioned to set a Special BOS meeting date of June 17, 2015 to review the Information regarding the [purchase].
Elaine Buchardt seconded
Vote: Passed / Unanimous

Agenda Item 10: Treasurers Vacancy

Robert F. Burbank stated that **Jeff Maguire** would be assisting in coming up with the criteria to fill the position. Jeff believes that the Phoenix software in place may need to be replaced by Quick Books. The recommendation at this time is to not hire someone to fill the vacancy and hire a consultant to evaluate the position. If the Phoenix System were to be replaced by Quick Books the town would have to run dual systems for a short period of time for history

Julia Havel motioned to hire as consultant prior to filling the position
Cathy Desrosiers seconded
Vote: Passed / Unanimous

Cathy Desrosiers motioned to require that the BOS is a part of the process of hiring for this position
Julia Haverl seconded
Vote: Passed 3 yes Robert Burbank and Elaine Buchardt abstained

Agenda Item 11: Recreation Field Committee

Robert Burbank stated that the town needs to come up with some criteria with a recreation field committee. **Cathy Desrosiers** then reads comments that she has volunteers for the committee and asks **Mr. Burbank** to join and he agrees.

Cathy Desrosiers motioned to present the committee as:
Robert Burbank, First Selectman, Jeff Maguire, Mike Russo, Joan Foran, Scott Person, Ryan Fitch, Ken Romeo, Shannon Loudon

Julia Haverl seconded
Vote: Passed / Unanimous

Agenda Item 12: Building Department Fee Request

Robert F. Burbank stated that there is a concern about residents of the Town that start work without a permit and without paying a fee. Mr. Burbank would like to set a fee to discourage such Activity. **Julia Haverl** suggested that this topic be tabled until the July Regular Meeting.

Agenda Item 13: Bright Idea Grant

Robert F. Burbank applied for an Energy grant from Ever source and Andover qualifies for the 5K grant. The recommendation was then made by Mr. Burbank to use the money at the senior center for improvements to the windows by installing energy efficient windows.

Julia Haverl motioned to approve replacing the windows
Cathy Desrosiers seconded
Vote: Passed / Unanimous

Agenda Item 14: Liaison Reports

Cathy Desrosiers announced that there is an opening on the Library Board. This topic is tabled until the July Regular BOS Meeting.

Julia Haverl mentioned the P&Z meeting on June 15, 2015 that will have Bill Warner in attendance to discuss the POCD with several commissions and Julia encouraged all to attend.

Agenda Item 15: Public Speak

Dianne Grenier questioned if the BOS sets the fees for the transfer station? The reply from the board was that these fees were set at a Town Meeting and the information should be available in the Minutes of the meeting.

Jeff Maguire questioned the no charge for Air Conditioners and the reply was that there is a gentleman who now takes the Freon for recycling so we do not incur an expense in disposing of the air conditioners.

Georgette Conrad Thanked **Elaine Buchardt** and **Steve Willard** for serving on the board.
Robert F. Burbank then thanked all the board members for their time and dedication to serving on the BOS.

Agenda Item 16: Next Board of Selectman Meeting- July 1, 2015

Cathy Desrosiers motioned to move the meeting to July 8, 2015

Robert F. Burbank notes that this would now be a Special Meeting and no changes will be allowed to the agenda.

Steve Willard Seconded

Vote: Passed /Unanimous

Agenda Item 17: Adjourn

Elaine Buchardt motions to Adjourn at 9:30PM

Cathy Desrosiers Seconded

Vote: Passed /Unanimous

Minutes respectfully submitted by: Sandra Nichols June 8, 2015

All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
6-8-2015 @ 10:10 am
Coral Nichols
TOWN CLERK

Andover Board of Selectmen

Special Meeting Agenda

Town Office Building

First Selectman's Office

17 School Road

*Rescheduled
to*

~~Wednesday, June 10, 2015~~

Monday, June 15, 2015

6:30 PM

AGENDA

- 1. Call to Order**
- 2. Site Walk of Town Office Building**
- 3. Discussion**
- 4. Adjourn**

RECEIVED FOR RECORD

6-8-15 @ 2:24 PM

Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Special Meeting Minutes

Monday June 15th, 2015 6:30 PM

Andover Town Hall

6:30 Arrived at the Andover Town Hall Registrars' Office

Attending: Selectmen Julia Haverl, Cathy Desrosiers and Elaine Buchardt. Registrars Catherine Magaldi-Lewis and Cathy Palazzi, Joan Foran, Lisa Kurtz and Carol Lee.

Walked through town hall checking out different spaces and current storage.

Request made to have discussion of offices and storage space at the next July 8th regular BOS meeting. Elaine to pass that request on to First Selectman.

Adjourned: 7:00 PM

Respectfully submitted by Elaine Buchardt

RECEIVED FOR RECORD

6-16-16 @ 3:55 PM

Margaret H. Busch

Asst. TOWN CLERK

Andover Board of Selectmen

Special Meeting Agenda

Wednesday, June 17, 2015 7 PM

Andover Community Room

1. Call to Order
2. Pledge
3. Public Speak
4. 12 Center St.
5. 64 Long Hill Rd Easement
6. Adjourn

RECEIVED FOR RECORD
6-16-15 @ 3:55pm
Margaret H. Busch
Asst TOWN CLERK

Andover Board of Selectmen**Wednesday, June 17, 2015 7:00 PM**

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

Special Meeting Minutes**Agenda Item 1: Call to Order**

Robert F. Burbank, First Selectman, called the meeting to order at 7:02 with the Pledge of Allegiance.

BOS Members: Present:

Robert F. Burbank, First Selectman,
Cathy Desrosiers
Elaine Buchardt
Julia Haverl
Steve Willard

Other Attendees: Attachment #1**Agenda Item 2: Public Speak**

Curt Dowling stated that he is against the Town purchasing the property on 12 Center Street.

Agenda Item 3: 12 Center Street

Julia Haverl had a detailed review of Attorney Dennis O'Brien's letter dated June 3, 2015 and it became clear that the Attorney was not aware how quickly the board had moved forward since this is a time sensitive issue. Attorney Brian was also not aware that the Planning and Zoning commission had a written easement from the property owners Attorney.

Robert F. Burbank stated that there are procedures set forth in the Charter that need to be followed and this purchase must first go before the BOF before a Town Meeting is held.

Dan Warren gave a presentation on 12 Center Street.

Motion:

Cathy Desrosiers motioned that the Commission give the First Select person the authority to negotiate a purchase sales agreement for 12 Center Street with the condition of approval of the BOF and the Town Meeting.

Elaine Buchardt seconded

Vote Passed/ Unanimous

Attorney O'Brien recommends that the Commission add the purchase of 12 Center Street to the June 24, 2015 Regular Meeting.

Motion:

Robert F. Burbank motioned to move the recommendation to the BOF as recommended by the Commission with the contingency they put in for their approval to go to a Town Meeting and referendum.

Vote Passed/Unanimous

Julia Haverl thanks Robert Burbank for his attention to the towns concerns regarding this purchase.

Agenda Item 4: 64 Long Hill Rd.**Motion:**

Julia Haverl motioned that we include 64 Long Hill Road, easement request, on the June 30, 2015 Special Agenda.

Elaine Buchardt seconded

Vote passed 4/1/0 Cathy Desrosiers against

Julia Haverl motioned to include it on the warning.

Steve Willard Seconded

Vote Passed 4/1/0 Cathy Desrosiers against

Agenda Item 5: Adjourn**Motion:**

Elaine Buchardt motioned to adjourn at 9:30 PM

Cathy Desrosiers seconded

Vote Passed /Unanimous

Minutes respectfully submitted by: Sandra Nichols 06/22/2015

All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD

6-22-15 @ 2:05 PM

Margaret H. Busch

Asst. TOWN CLERK

ANDOVER BOARD OF SELECTMEN**SPECIAL MEETING****MONDAY, JULY 13, 2015****7:00 P.M.****Town Office Building Community Room****AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Public Speak
4. Approval of Board of Selectmen minutes;
 - 6-13-15 Regular Meeting
 - 6-15-15 Special Meeting
 - 6-17-15 Special Meeting
5. Treasurer's monthly reports:
 - Monthly Fund Balance report;
 - Monthly Financial report;
6. Tax Collector's monthly reports;
 - Monthly Cash report;
 - Grand Rate Book balance sheet report
7. Elect Vice-First Selectman
8. Appoint Board & Commission members
9. Recreation Field Committee Report
10. Status of All Open Grants
11. Update on Treasurer
12. Building Permit penalty fee (held over from June meeting)
13. Easement
14. Andover Farmer's Market
15. Hop River Race
16. Public Speak
17. Next Board of Selectmen Meeting August 5, 2015
18. Adjourn

RECEIVED FOR RECORD
7-9-2015 @ 1:45 PM
Carol N. Lee
TOWN CLERK

Board of SelectmenSpecial Meeting

Community Room, 17 School Road, Andover

July 13, 2015
 Special Meeting
 Motions

4. **Approval of Board of Selectmen Minutes:**

- a. 6-13-2015 Regular Meeting.
- b. 6-15-2015 Special Meeting
- c. 6-17-2015 Special Meeting

Julia Haverl motioned to approve the June 13th Regular meeting minutes with the following changes to the minutes:

Page 1 (Public Speak) Change J. Person's comment from on Pine Ridge to at Pine Ridge Drive.
 Page 4 (Agenda Item 9) Change **Julia Haverl's** motion from add the board members to add the Board members listed below. (Agenda Item 10) Correct spelling of **Havel** in motion to **Haverl** and in the same motion change hire as consultant to hire a consultant

Cathy Desrosiers Seconded

Vote Passed 4/0/1 Jeff Maguire abstained

Cathy Desrosiers motioned to approve the June 15th and June 17th minutes

Jeff Maguire Seconds with the following changes to the June 17th Minutes:

Page 1 (Agenda Item 3) Correct spelling from Attorney Brien to Attorney O'Brien and add that the BOF meeting in **Robert Burbank's** statement is scheduled for June 24th.

Change **Cathy Desrosiers** motion from that the Commission to that the Board of Selectmen.

Change **Attorney O'Brien** recommends that the Commission add the purchase of 12 Center Street to the June 24, 2015 Regular Meeting to recommends that the Board of Selectman requests the addition of the purchase of 12 Center Street to the June 24, 2015 agenda of the Board of Finance.

Page 2, First Paragraph, **Robert Burbank's** Motion: Change Commission to Board of Selectmen.

Vote Passed 4/0/1 Jay Linddy Abstained

7. **Election of Vice First Selectman**

Cathy Desrosiers makes a motion to elect **Jeff Maguire**

Julia Haverl Seconds

Vote passed 4/ 0/1 Robert Burbank Abstained

8. **Appoint Board & Commission Members**

Jay Linddy makes a motion to approve the CIP Commission as listed below:

Eric Shevchenko, Fred Oliver, Wendy W. Kopp, Cathy Desrosiers

Jeff Maguire Seconds

Vote Passed /Unanimous

Julia Haverl makes a motion to approve the Recreation Commission as listed below:

Jessica Calhoun, Annmarie Daigle, Ryan Fitch, Carol H. Lee, Jeff J. Maguire, David M. Sarisley.

Jay Linddy Seconds

Vote Passed /Unanimous

Jay Linddy makes a motion to approve the Norton Fund Commission as listed below:
Heidi Hall Donnelly, Dianne F. Grenier, Elisabeth P. Houle, Susan H. Schmidt, Heidi Xenophontos.

Julia Haverl Seconds
Vote Passed /Unanimous

Julia Haverl makes a motion to approve the Beautification Commission as listed below:
Patricia Billings, Lori Easton, Joan Foran, Valerie J. Jurovaty, LesLee Sage.

Jay Linddy Seconds
Vote Passed/ Unanimous

12. Building Permit Penalty Fee

Jeff Maguire makes a motion to set a \$200.00 fee for any work done prior to a permit being approved.

Cathy Desrosiers Seconds
Vote Passed/ Unanimous

13. Easement

Jay Linddy makes a motion to retain the Town Land Use Attorney Mark Branse for the language and review of the easement at 64 Long Hill Rd.

Cathy Desrosiers Seconds
Vote Passed 4/1/0, Julia Haverl Against

Cathy Desrosiers makes a motion that the Board of Selectmen make their recommendations to the First Selectman for for the Attorney to review

Julia Haverl Seconds
Vote Passed/ Unanimous

15. Hop River Race

Jeff Maguire makes a motion to approve the application for the race

Julia Haverl Seconds
Vote Passed/ Unanimous

18. Adjourn

Julia Haverl make a motion to adjourn at 9:15PM

Jeff Maguire Seconds
Vote Passed/ Unanimous

RECEIVED FOR RECORD
 7-15-15 @ 12:35 PM
 [Signature]
 ASST. TOWN CLERK

Andover Board of Selectmen

Monday, July 13, 2015 7:00 PM

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

Special Meeting Minutes

Agenda Items 1&2: Call to Order

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

BOS Members: Present:

Robert F. Burbank, First Selectman,
Cathy Desrosiers
Jeff Maguire
Julia Haverl
Jay Linddy

Other Attendees: Attachment #1

Agenda Item 3: Public Speak

Ed Sarisley commented on the infrastructure in the Town of Andover and believes that more people are needed for the maintenance of the infrastructure with more oversight.

Kelvin Abrams stated that he has written two letters to the fire commission and has not Received a response to date.

Agenda Item 4: Approval of Board of Selectmen Minutes

- a. 6-13-2015 Regular Meeting
- b. 6-15-2015 Special Meeting
- c. 6-17-2015 Special Meeting

Julia Haverl motioned to approve the June 13th Regular meeting minutes with the following changes to the minutes:

Page 1 (Public Speak) Change J. Person's comment from on Pine Ridge to at Pine Ridge Drive.
Page 4 (Agenda Item 9) Change **Julia Haverl's** motion from add the board members to add the Board members listed below. (Agenda Item 10) Correct spelling of **Havel** in motion to **Haverl** and in the same motion change hire as consultant to hire a consultant

Cathy Desrosiers Seconded

Vote Passed 4/0/1 Jeff Maguire abstained

Cathy Desrosiers motioned to approve the June 15th and June 17th minutes
Jeff Maguire Seconds with the following changes to the June 17th Minutes:

Page 1 (Agenda Item 3) Correct spelling from Attorney Brien to Attorney O'Brien and add that the BOF meeting in **Robert Burbank's** statement is scheduled for June 24th. Change **Cathy Desrosiers** motion from that the Commission to that the Board of Selectmen. Change **O'Brien** recommends that the Commission add the purchase of 12 Center Street to the June 24, 2015 Regular Meeting to recommends that the Board of Selectman requests the addition of the purchase of 12 Center Street to the June 24, 2015 agenda of the Board of Finance.

Page 2, First Paragraph, Robert **Burbank's** Motion: Change Commission to Board of Selectmen.

Vote Passed 4/0/1 Jay Linddy Abstained

Agenda Item 5: Treasurer's Monthly Report

96% expended per the report
82.21% expended

Cathy Desrosiers and Jeff Maguire to discuss the library budget.

Robert Burbank discussed the FEMA process on the reimbursement of monies that the Town of Andover expended on snow removal this year. The application for this reimbursement has been approved by a FEMA representative and is waiting for final approval. The Town expects to receive approximately \$27,000 which is 70% of the cost of the storm on January 26, 2015.

Agenda Item 6: Tax Collectors Monthly Report.

The % collected for past due taxes is 79.92
The current tax collection ratio is approximately 99%

Agenda Item 7: Elect First Vice Selectman

Cathy Desrosiers makes a motion to elect **Jeff Maguire**

Julia Haverl Seconds

Vote passed 4/ 0/1 Robert Burbank Abstained

Agenda Item 8: Appoint Board and Commission Members

Jay Linddy makes a motion to approve the CIP Commission as listed below:

Eric Shevchenko, Fred Oliver, Wendy W. Kopp, Cathy Desrosiers

Jeff Maguire Seconds

Vote Passed /Unanimous

Julia Haverl makes a motion to approve the Recreation Commission as listed below:

Jessica Calhoun, Annmarie Daigle, Ryan Fitch, Carol H. Lee, Jeff J. Maguire,

David M. Sarisley.

Jay Linddy Seconds

Vote Passed /Unanimous

Jay Linddy makes a motion to approve the Norton Fund Commission as listed below:

Heidi Hall Donnelly, Dianne F. Grenier, Elisabeth P. Houle, Susan H. Schmidt, Heidi Xenophontos.

Julia Haverl Seconds

Vote Passed /Unanimous

Julia Haverl makes a motion to approve the Beautification Commission as listed below:

Patricia Billings, Lori Easton, Joan Foran, Valerie J. Jurovaty, LesLee Sage.

Jay Linddy Seconds

Vote Passed/ Unanimous

Cathy Desrosiers requests that the Andover Public Library Board of Directors be tabled to a future Board of Selectmen Meeting.

Jeff Maguire requests that all other Commissions be tabled until additional information is acquired.

Agenda Item 9: Recreation Field Commission Report

Jeff Maguire reports that the Commission has held two meetings to discuss the needs of the Town and the children. The grant that will be used for the Farmers Market, walking trails and a new that utilizes existing fields was also discussed.

Agenda Item 10: Status of All Open Grants

Robert Burbank discussed the Time Farms Bridge Project that will cost approximate \$800,000.00. There is Federal reimbursement of 80% and the STEEP Grant will pay \$175K, which is approximately 20%. The Ball field Grant has received some checks in for bills.

Agenda Item 11: Update on Treasurer

Robert Burbank states that there is an evaluation committee that will be in place to review resumes however in the interim **Jeff Maguire** is the temporary Treasurer. The need to have the segregation of duties is discuss. (Bookkeeper and Treasurer) and the computer. The Systems Phoenix vs. Quick Books was briefly discussed.

Agenda Item 12: Building Permit Penalty Fee

Jeff Maguire makes a motion to set a \$200.00 fee for any work done prior to a permit being approved.

Cathy Desrosiers Seconds

Vote Passed/ Unanimous

Agenda Item 13: Easement

Robert Burbank expresses his concern for the protection of the taxpayers if the easement is granted for this property since there will be a cost and legal fees associated with it. The need for an attorney is then discussed to review all the concerns.

Jay Linddy makes a motion to retain the Town Land Use Attorney **Mark Branse** for the language and review of the easement at 64 Long Hill Rd.

Cathy Desrosiers Seconds

Vote Passed 4/1/0, Julia Haverl Against

Cathy Desrosiers makes a motion that the Board of Selectmen make their recommendations to the First Selectman for the Attorney to review

Julia Haverl Seconds

Vote Passed/ Unanimous

Agenda Item 14: Andover Farmers Market

Robert Burbank reports that is was a big success

Agenda Item 15: Hop River Race

Robert Burbank reports that the application has been received to run the race on Town property and all previous concerns have been addressed.

Jeff Maguire makes a motion to approve the application for the race

Julia Haverl Seconds

Vote Passed/ Unanimous

Agenda Item 16: Public Speak

Curt Dowling states that the Cert Team needs two weeks notice and makes note that the Fire Department does have the right to utilize private property and possibly make rut on the side of the road when responding to an emergency.

Peggy Wright questions if the Town still owns property is it still responsible for insurance.

Jerry Wright inquires whether the homeowners of the requested easement are making allowances for parking on the property and states that the Monument Park is set and approved.

Jack Cochran regarding the easement would like to know if there will be access to both properties from both locations.

Ed Sarisley comments that the liability for the bridge on the easement came up at the Planning and Zoning Meeting and believes it should be brought up with the Attorney. The comment about the resident State Trooper report was not submitted to the Board of Selectman

Agenda Item 17: Next Board of Selectmen Meeting August 5, 2015

Agenda Item 18: Adjourn

Julia Haverl makes a motion to adjourn at 9:15PM

Jeff Maguire Seconds

Vote Passed/ Unanimous

Minutes respectfully submitted by: Sandra Nichols 07/20/2015

All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
7-20-15 @ 6:00 PM
Carol N. Lee
TOWN CLERK

**Andover Board of Selectman
Regular Meeting Agenda August 5, 2015 7:00 PM**

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

- 1) Call to Order
- 2) Public Speak:
- 3) Add or Delete Items:
- 4) Approval of Board of Selectman Minutes
 - a. 7-13-15 Regular Meeting
- 5) Treasurer's Monthly Report
 - a) Monthly Fund Balance
 - b) Monthly Financial report
- 6) Tax Refunds
- 7) Tax Collector's Monthly reports:
 - a) Monthly Cash report
 - b) Grand Rate Book Balance Sheet Report
- 8) Commission, Committee and Board Appointments
- 9) Hazard Mitigation update
- 10) Registrars issues
- 11) Liaison Reports
- 12) Public Speak
- 13) Next Board of Selectman Meeting September 2, 2015
- 14) Adjourn

RECEIVED FOR RECORD
8-4-2015 @ 10:53
Carol J. De...
TOWN CLERK

Andover Board of Selectmen

Wednesday, August 5, 2015 7:00 PM

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

Regular Meeting Minutes

Agenda Item 1: Call to Order

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

BOS Members: Present:

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

Other Attendees: Attachment #1

Agenda Item 2: Public Speak

Mr. Baber speaks about the 5K road race going East and states that there will be signs at crossings and there will be cones that will create a shoulder on Lake Road. He also stated that there was a problem with parking last year. He then speaks about the 10K race that will go towards Columbia and that it has been approved by the DEEP. There are 12 CERT volunteers and an additional 7 people volunteering at the race.

Ed Sarisley commented on the meeting minutes and would like corrections on Item 16: Public Speak, **Attachment #2**

Cathy Palazzi asked that Item 10: Registrars Issues be tabled since a registrar could not be at the meeting.

Curt Dowling voiced concerns about the Town Insurance coverage specifically related to the Fire Department. He stated that the ambulance was in an accident and is currently under repair. He also stated that the Town is not currently carrying enough insurance coverage for the fire department vehicles and fire equipment/apparatus. He asked that insurance coverage be updated to cover the full replacement value of all fire vehicles and equipment.

Diane Grenier would like an update on when the covered bridge would be legally turned over to DEEP? She also wanted to know if Item 8 on the agenda would include the Town Attorney?

Joan Foran voiced concern about Town Office Building space since they are expecting a large printer and she expressed concern about a large crack in a window in the community room.

Shannon Loudon expressed concerns and was curious on how the town is proceeding forward with the Easement for 64 Long Hill Road property subdivision.

Agenda Item 3: Add or Delete Items

Jay Linddy Motions to add discussion about BOE regionalization discussed at the Hebron BOS meeting as Item 8a.

Julia Haverl Seconded

Motion Passed/ Unanimous

Jay Linddy motions to add establishment of an insurance commission to the agenda as Item 8B

Julia Haverl seconded

Motion Passed/Unanimous

Cathy Desrosiers motions to add the conditions of the roadways as Item 8C

Julia Haverl seconded

Vote Passed/Unanimous

Jeff Maguire motions to add 4b. Minute approval Process to the agenda.

Jay Linddy seconded

Motion Passed/Unanimous

Jeff Maguire Motions to add discussion of the easement as item 8d.

Julia Haverl seconded

Motion Passed/Unanimous

Jeff Maguire motions to add Item 13a Executive Session to discuss legal issue updates.

Julia Haverl seconded

Motion Passed/Unanimous

Cathy Desrosiers motions to add Item 8e; Public Works update, Town Office issues, Library issues, Grant update, Contract Status, Annual Report, RHAM BOE, Legislative update and bridge update.

Julia Haverl Seconded

Vote Passed Unanimous

Agenda Item 4: Approval of Board of Selectmen Minutes**a. 7-13-2015 Special Meeting**

Julia Haverl motioned to approve the July 13th Special meeting minutes with changes

Attachment #3 submitted by **Jeff Maguire**

Jeff Maguire seconded

Motion Passed/Unanimous

b. Minute Approval

Jeff Maguire motions that the board clerk submits the minutes to the board members electronically 24 hrs. prior to final submission to the town clerk to revise with the motions filed in a timely manner.

Cathy Desrosiers seconded and will work with Town Clerk Carol Lee on this procedure.

Vote Passed/ Unanimous

Agenda Item 5: Treasurer's Monthly Report

97.33% expended per the report, 2014-2015

4.0% expended this fiscal year

Jay Linddy motions to approve the Treasures Report

Robert Burbank seconds

Motion Passed/Unanimous

Fund Balance:

Jay Linddy motions to approve

Julia Haverl seconded

Motion Passed/Unanimous

Agenda Item 6: Tax Refunds See attachment #4

Total \$185.96, including Stefan Kaeding in the amount of \$22.55

Julia Haverl motions to approve

Jeff Maguire Seconds

Motion Passed/Unanimous

Agenda Item 7: Tax Collectors Monthly Report

a. Monthly Cash Report

b. Grand Rate Book Balance Sheet Report.

Jeff Maguire supplied the board with a one-page summary of Items 7a and 7b.

Julia Haverl motioned to receive the tax collector's summary in this one page that was presented at this meeting.

Jay Linddy Seconded

Motion Passed/Unanimous

Agenda Item 8: Commission, Committee and Board Appointments:

Jay Linddy makes a motion to approve Diane Grenier to the Library Board

Julia Haverl seconded

Motion Passed/Unanimous

Jay Linddy motions to approve the rest of the Library Board Members as follows:

Mary Ann Boxwell, Cathy Desroiers, Linda Fish, Julie A. Victoria.

Julia Haverl seconded

Motion Passed/Unanimous

Julia Haverl motions to appoint Elaine Buchardt to the Cable Advisory Board.

Cathy Desrosiers seconded

Motion Passed/Unanimous

Community Voice

Elaine Buchardt

Conservation Commission

Mike Palazzi, Chairman, Carrie Crompton, MaryAnn Giles, Kim Hawes, Scott Warren

Economic Development Conservation Commission

Elaine Buchardt, James Dake, Patrick Dougherty, Jeanne Person

*One open position to be filled

Farmers Market

Mike Palazzi, Market Master, Catherine Palazzi, Market Master, Elaine Buchardt, Karen Hunter, Jeanne Person, Robert Russell, Adam Yates, and Shirley DeFlavis as an Alternate.

Inland Wetlands Commission

John England, Chair, Mike Landolphi, Vice Chair, Jim McCann, Richard Osborn, Wayne Thorpe, Alternate, Ed Smith, Alternate.

Memorial Day Committee

Karin Denley, Dennis Foran, John McCall, Robert Wanagel, Wayne Thorpe, Virginia Wanagel, Alternate

Ordinance Review Committee

Tabled

Recreation Commission

Jessica Calhoun, Annmarie Daigle, Ryan Fitch, Carol Lee, David Sarisley, Jeff Maguire and Paul Carbonneau as Alternates.

Safety Committee

Tabled

Senior Transportation Committee

George Knox, Chairman, Kelvin Abrams, Barbara Foran, Judy Knox, Susan Schmidt, Thomas Stribula, Michael Wallace.

Julia Haverl motions to approve all appointments

Cathy Desrosiers Seconded

Motion Passed/ Unanimous

8a. Board discussion on the regionalization of schools

8b. Insurance Commission

Jay Linddy Motions to form an Insurance commission for all of the Town of Andover's needs.

Jeff Maguire Seconded

Motion Passed/Unanimous

Cathy Desrosiers motions that there be no more than five people on the committee.

Julia Haverl Seconded

Motion Passed/Unanimous

Julia Haverl motions to place an ad in the River East for Commission Members

Jeff Maguire Seconded

Motion Passed/Unanimous**8c.**

Julia Haverl motions to use the East route for the 10K race put on by Mr. Baber

Jeff Maguire seconded

Motion Passed/ Unanimous**8d. Easement Update**

The applicant is in the process of submitting a plan of design. Attorneys to consult on draft of easement.

8e. Public Works Update

The town is in the process of refurbishing Old Farms Road and Windrush Lane, there are 27 culverts that need to be fixed prior paving. Paving needs to occur prior the school year starting. The Town mowing has had some mechanical problems with the mowing equipment therefore the mowing is not complete. The equipment should be fixed next week.

Julia Haverl motions to form a committee to analyze the public works department.

Cathy Desrosiers Seconded

Motion Passed/ Unanimous**Town Office Issues**

Registrar Issues tabled

Jeff Maguire motions that the First selectman prepares a space efficiency report for the Town Office Building and reports back to the Board of Selectmen at the next regularly scheduled meeting.

Julia Haverl Seconded

Motion Passed/Unanimous

Jeff Maguire motions to evaluate/reconfigure the space in the Town Office Building.

Julia Haverl Seconded

Motion Passed/Unanimous**Library Issues**

Due to the frozen pipes in the beginning of the year the Library Fund paid out \$2,343.95. Robert Burbank stated that the claim has been submitted to the Town's insurance carrier. The question was

asked if the Town could reimburse the Library Fund. The First Selectman stated that the payment was approved and should have been processed. Jeff Maguire will follow up on expediting the payment.

Grant Status

No new information to report

Cathy Desrosiers updates that the LOCIP funds for the Library gutters and soffit has been approved. The work will begin at the end of August/beginning of September.

Contract Status

Jeff Maguire provided a preliminary list of all contracts that the Town of Andover currently has with them expiration dates and suggests that the Board should update the list. This will allow the Board to discuss all contracts prior to the expiration dates. Robert Burbank states that all major contracts are on file in the Town Office.

Annual Report

Jeff Maguire motions to establish an annual report committee.

Julia Haverl Seconds

Motion Passed/Unanimous

RHAM BOE

Robert Burbank reports that there are major renovations that need to be done inside and outside The RHAM school complex. This would include side-walks, windows and fields. This is a Substantial expense.

Legislative Update

Motor Vehicle 2015-2016 rate 29.36

Resident State Trooper Contract will be increased approximately 25K-30K and may have to go to referendum.

Agenda Item 9: Hazard Mitigation Update

The book published for the Town of Andover for any Emergency or disaster has been approved by the State of CT and Homeland Security.

Agenda Item 10: Registrars Issues

Tabled

Agenda Item 11: Liaison Report

Jeff Maguire speaks for the Recreation Commission. A concert at the gazebo is scheduled for August 21st and welcomes any suggestions from the Board on any topic for discussion

Dan Warren BOE, Chairman states that he is trying to establish a policy to prioritize the annual unexpended funds. He is looking to set a policy to allocate unexpended funds to

various funds and not just put these funds back into the General Fund.

Jeff Maguire motions to give the BOF permission to create a Fund Balance reserve policy.

Jay Linddy Seconded

Motion Passed/Unanimous

12. Public Speak

Cathy Palazzi states that the Farmers Market will change their hours to 3:30-6:30 and that this Friday they are welcoming young children under the age of 17 to sell their veggies with the supervision of an adult. She also thanks Cathy Desrosiers for attending the farmers market, She Will also speak with Cathy Lewis about office space and would like to submit the ISP paperwork Regarding the transportation grant. Cathy then commended the Town of Andover on their CERT Program.

Georgette Conrad inquired about the library reimbursement and stated that it was approved by the BOF.

Joan Foran notes the Robert Rules of Order and Freedom of Information act training will be in Scheduled in November.

13. Next Board of Selectmen Meeting September 2, 2015

13a. Executive Session: No Action

14. Adjourn

Robert Burbank motions to adjourn at 9:40 PM

Jay Linddy Seconded

Motion Passed/ Unanimous

Minutes respectfully submitted by: Sandra Nichols 08/12/2015

All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD

8-12-15 @ 10:53 AM

[Signature]
TOWN CLERK

Attachment #2**Item 16: Public Speak (July 13th Special Meeting)**

Change that Ed Sarisley said that the Police Department did file a report with the BOS however the Public Works Dept. did not.

Attachment #3

Adjustments proposed by Jeff Maguire:

Ed Sarisley believes that more public works staff and oversight is required for proper maintenance of the Town's infrastructure. In addition, he stated that there are road work studies that show it is more cost effective for municipalities to hire public works staff rather than contracting work to outside companies.

Kelvin Abrams commented regarding damage done to his property by a Fire Department vehicle and stated that he has written two letters to the fire commission and has not yet received a response.

Agenda Item 9: Recreation Field Commission Report

Jeff Maguire reports that the Commission has held two meetings to discuss the needs of all the Town's resident and the best use of the remaining STEAP Grant funds. The Committee has agreed it is in the best interests of the Town to investigate using the available grant dollars to revitalize the Long Hill Field property. The preliminary plan is to incorporate the entire 27.18 acre parcel into a mixed use recreation complex. The complex will include multiply use playing fields, a pavilion, facilities and walking trails. The master design for the property will include plans to enhance the Farmers Market. Approval of grant change is required. RFP for design and construction services is being prepared.

Agenda Item 16: Public Speak

Curt Dowling stated that the Cert Team needs two weeks' notice to be employed for the potential road race. In addition, he stated that the Fire Department has the right to utilize private property when responding to an emergency.

Peggy Wright commented regarding the 64 Long Hill Road easement. She questioned if the Town still owns easement property if it can transfer legal liability. She recommended that the Town review with insurance carrier.

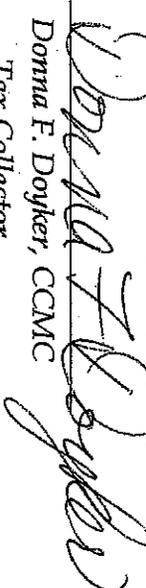
ATTACHMENT

To the Board of Selectmen, it is recommended that a refund of property taxes in the amount of **\$163.41** to the named Taxpayer's in accordance with the provisions of section 12-129, for the month of July 2015

TAXPAYER'S NAME	REASON	AMOUNT	DATE PAID	FOR
Fournier Joan L	COC	\$74.25	07/09/15	MVS
Bocznewycz Roman & Maria	OV	\$23.04	04/09/15	RE
Mandeville Adrian A	OV	\$12.27	03/16/15	RE
Buckland Robert & Mary	OV	\$53.85	02/02/15	RE

Grand Total **\$163.41**

At a regular Board of Selectman meeting held Aug 5, 2015 it was voted to refund property taxes amounting to the above named amount and Taxpayer's.


 Donna F. Doyker, CCMC
 Tax Collector

Robert F. Burbank
 First Selectman

Andover Board of Selectman
Regular Meeting Agenda
September 2, 2015 7:00 PM

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

- 1) Call to Order
- 2) Public Speak:
- 3) Add or Delete Items:
- 4) Approval of Board of Selectman Minutes
 - a. 8-5-15 Regular Meeting
- 5) Treasurer's Monthly Report
 - a) Monthly Fund Balance
 - b) Monthly Financial report
- 6) Tax Refunds
- 7) Tax Collector's Monthly reports:
 - a) Monthly Cash report
 - b) Grand Rate Book Balance Sheet Report
- 8) Safety Committee Appointments
- 9) Treasures Appointment
- 10) RFP for Revaluation
- 11) Resident Trooper contract increase
- 12) Signs for the Park
- 13) Old Town Hall Security System
- 14) Committee formations: Annual Report, Pubic Works, Insurance Review
- 15) Capital Workforce Consortium Agreement
- 16) Space efficiency Report of Town Office Building/Registrars Issues
- 17) Easement Update
- 18) Grant Update
- 19) Recreation Field Committee Update
- 20) AES Roof Update
- 21) Liaison Reports
- 22) Public Speak
- 23) Next Board of Selectman Meeting October 7, 2015
- 24) Adjourn

Andover Board of Selectmen

Wednesday, September 2, 2015 7:00 PM
Town Office Building (Community Room) 17 School Rd, Andover, CT

Regular Meeting Minutes**Agenda Item 1: Call to Order**

Robert F. Burbank, First Selectman, called the meeting to order at 7:02 with the Pledge of Allegiance.

BOS Members: Present:

Robert F. Burbank, First Selectman

Cathy Desrosiers

Jeff Maguire, Vice First Selectman

Julia Haverl

Jay Linddy

Other Attendees: Attachment #1

Agenda Item 2: Public Speak

Josh Clark speaks about the easement on 64 Long Hill Road and states that the Attorneys for both parties are almost finished with their discussion.

Caren Osborne voices her concerns about the price of gas being higher in the Town of Andover.

Agenda Item 3: Add or Delete Items

Cathy Desrosiers Motions to add item 3a the discussion of the motion process.

Jeff Maguire Seconded

Motion Passed/Unanimous

Robert Burbank Motions to add item 20a information of potential law suits that the Town is facing,

Cathy Desrosiers Seconded

Motion Passed/Unanimous

Robert Burbank Motions to add item 8a the addition of the POCD.

Julia Haverl Seconded

Motion Passed/Unanimous

Agenda Item 3a: tabled**Agenda Item 4: Approval of Board of Selectmen Minutes****a. 8-05-2015 Regular Meeting**

Cathy Desrosiers Motioned to approve the August 5, 2015 Regular meeting minutes with the following change: Page 2, paragraph 3 correct the motion from Cathy Desrosiers from roadways to road race.

Julia Haverl Seconded

Motion Passed/ Unanimous

Agenda Item 5: Treasure's Monthly Report

Julia Haverl Motioned to accept the Tax Collectors Summary as submitted.

Jeff Maguire Seconded

Motion Passed/Unanimous

a. Monthly Fund Balance: (Bank Account Summary)

Cathy Desrosiers Motioned to accept the Bank Account Summary as presented.

Jay Linddy Seconded

Motion Passed/Unanimous

b. Monthly Financial Report:

Cathy Desrosiers Motioned to accept the Monthly Financial Report as presented.

Jay Linddy Seconded

Motion Passed/Unanimous

Agenda Item 6: Tax Refunds

Julia Haverl Motioned to authorize the tax refunds as listed:

McCormac, Donna M \$120.74 MV

Alden, Mary M Chmielewski \$60.33 MV

Alden, Mary M Chmielewski \$48.54 MV

Chmielewski, Nancy J or \$48.17 MV

Kwasnicki, Stephanie B \$16.87 MV

Hyundai Lease Titling \$204.07 MV

Total: \$498.72

Cathy Desrosiers Seconded

Motion Passed/Unanimous

Agenda Item 7: Tax Collectors Monthly Report

a. Monthly Cash Report

b. Grand Rate Book Balance Sheet Report.

No Discussion

Agenda Item 8: Safety Committee Appointments:

Jay Linddy makes a statement that every town needs a Safety Committee and they are required to meet once a month.

Jay Linddy Motioned that the following people should be appointed to the Committee:

Ed Kasacek, Pubic Works,

Carol Lee, Town Clerk,

Donna Doyker, Town Tax Collector,

Kathy Luntta, Administrative Assistant,

Sally Doyen, Andover School Superintendent,

John Briody, Andover School Principal,

Robert Burbank, Andover First Selectman,
 Jay K. Lindy, Andover Transfer Station.
Cathy Desrosiers Seconded
Motion Passed/Unanimous

8a. Discussion of POCD:

There was \$12,500 on the budget for the prior year The contract is for \$21,000. The BOF needs to appropriate the money to complete the contract with the approval from the BOS.

Jeff Maguire motioned to make a special appropriation not to exceed \$10,000.00 for the POCD contract.

Jay Lindy Seconded
Motion Passed/ Unanimous

Agenda Item 9: Treasure's Appointment

Jay Lindy Motioned to appoint **Jeff Maguire** as the temporary Treasurer.

Robert Burbank voices his concerns with this since there would not be enough checks and balances and will face the possibility of being written up by the Auditor. There is also a concern that since **Jeff Maguire** is the Vice First Selectman he would become the First Selectman in **Robert Burbank** s absence which could cause the Town to answer to the Office of Policy and Management. The First Selectman does state that **Jeff Maguire** doing a great job as temporary Treasurer. **Cathy Desrosiers** inquires about hiring a part time Bookkeeper to work with the Treasurer. **Jeff Maguire** replies that that is the goal.

Julia Haverl Seconded
Motion Passed/ 4/0/1 Robert Burbank Abstains

Agenda Item 10: RFP for Revaluation

Tabled.

Agenda Item 11: Resident Trooper Contract Increase:

Motion to send to the BOF an appropriation of \$28,337.78. Tabled. Will probably have to go to referendum. The first Selectman asked that the head of the resident State Trooper to come in to the Town Hall for a meeting with the residents and the Board on what the resident State Trooper program entails. **Jeff Maguire** would like to know where the 89% benefits comes from and has the Town inquired into this? **Robert Burbank** states that he has. **Jeff Maguire** would however like this contract for the Resident State Trooper looked into more and states that he has no issue with having a Resident Trooper and appreciates his presence in the Town.

Agenda Item 12: Signs for the Park

Free aluminum AHM signs funded by CCM offered to the Town to put up in parks to show that the area is monitored for illegal activities. The Board grants the First Selectman the approval to get as many as he believes the Town requires.

Agenda Item 13: Old Town Hall Security System

There is no protection system there now. The First Selectman did a lot of research and found a system that does smoke, fire and entry. The system is digital and can eliminate the phone system. Can be armed and disarmed by a cell phone. The system is primarily for protection of vandalism. The curator of the Museum can monitor the system if the alarm goes off so that the police are not dispatched to the location. The First Selectman has purchased it and it is approximately \$146.00/ Qtr. There is a 30-day trial period and the system will be installed by the Town Hall. There is an option of a one or three-year contract.

Agenda Item 14: Committee Formations: Annual Report, Public Works, Insurance Review

Motion to approve to appoint the following committees and members:

Public Works: Dennis Foran, Gerry Wright, Gerry Hardisty, Dan Warren

Insurance Committee: Peggy Wright, Jody Gross, Mike Russo, Cathy Desrosiers.

Annual Report: Joan Foran, Diane Grenier, Emily Timreck

Jeff Maguire Seconded

Motion Passed/Unanimous

Agenda Item 15: Capital Workforce Consortium Agreement:

Jeff Maguire Motioned we hereby authorize **Robert Burbank**, the First Selectman, sign on behalf of the Town of Andover the Intergovernmental Consortium Agreement.

Julia Haverl Seconded

Motion Passed/Unanimous

Agenda Item 16: Space efficiency Report of Town Office Building/Registrars Issues

Robert Burbank stated that no information is available at this time. No meetings were held during month of August. Robert Burbank stated he sent several e-mails to the registrar's office to set up a meeting however the First Selectman and the two Registrars were unable to meet due to a time/date conflict. No report provided. Further discussions tabled.

Jeff Maguire Motioned that **Julia Haverl** focuses on a plan of redesign of space through the Town Office in conjunction with the First Selectman's Office.

Cathy Desrosiers Seconded

Motion Passed/Unanimous

Agenda Item 17: Easement Update

Robert Burbank states that he has not received a copy of the easement from Attorney Willis. Until the First Selectman receives an initial draft from the applicant's Attorney and the Town Attorney there can be no action taken on the easement. **Josh Clark**, the applicant presents a site map to the Board. General discussion on the property regarding paving and the electricity. Eversource will be the company and IWWC will make a recommendation on how if it should be underground. **Jeff Maguire** states that until he has all the information and has reviewed it he will not vote on the easement. **Robert Burbank** comments that the Planning and Zoning Commission still needs to approve the application for the easement. **Josh Clark**, applicant states that he could have his Attorney's complete information to the BOS in a few days. **Cathy**

Desrosiers recommends that once all the information for the easement, 64 Long Hill Rd, is received by the BOS a special meeting should be scheduled.

Cathy Desrosiers makes a **Motion** that the BOS holds a Special Meeting on Monday September 14, 2015 to address the easement at 4PM.

Jay Linddy Seconded

Vote Passed/ Unanimous

Agenda Item 18: Grant Update

Robert Burbank discussed the major grant which is the Times Farms River Bridge. The Town received another request for a reimbursement for a redesign. The Town still does not have an approval on the abutment of the bridge from IWWC/DEEP and that is holding it up. The First Selectman has been assured that all involved that they will meet the time line on the completion of the bridge.

Agenda Item 19: Recreation Field Update

Jeff Maguire sent a draft of a letter for the First Selectman to request from OPM a change of location for the proposed recreation complex. The request is to move from the current location behind the school to Long Hill Field. The goal is to get the change approved, send out a design RFP and start construction in Spring of 2016. Concerns about the location behind the school center on field design, school septic system, and designation of the location in the POCD as a potential Village Center designation.

Jeff Maguire Motioned that the BOS approves the request of the change of location for the use of the STEEP Grant use.

Jay Linddy Seconded

Robert Burbank stated that he is not in favor of this and has an issue with the way the letter is written and states how the letter should read. **Cathy Desrosiers** states that she will change the letter to read and the Board agrees to the letter submittal with changes.

Motion Passed 4/0/1 Robert Burbank Abstains

Agenda Item 20: AES Roof Update

Robert Burbank reports that in 2011 there was a repair on the roof and that it does not have to be done before November. The next Board of Education Meeting an Architect will come in and sit down with the Board and figure out how to "piece mail" the roof over time. **Jeff Maguire** requested that **Jay Linddy** have someone from the BOE appoint someone to the CIP to discuss future capital funding requirements. **Jay Linddy** replies that the BOE is not under CIP.

Jeff Maguire tables the discussion however would like the Board Members to send any comments or questions to the Chairman of the Board of Finance, **Dan Warren**.

Agenda Item 20a: Potential Lawsuits

Robert Burbank reports on an additional lawsuit regarding the ambulance and school bus and advises the Board that all the information has been forwarded to the Town Insurance Company.

Agenda Item 21: Liaison Report

Robert Burbank received a letter from FEMA that the Town was awarded a check for approximately \$20,000.00 for the 48hr disaster request related to the January snow storm.

Jay Linddy stated that the school had a great opening day with a new Superintendent and new Vice Principal. **Jeff Maguire** commented on the new Superintendent, stating that he was impressed with Superintendent Doyen riding the school bus with the students the first week of school.

Agenda Item 22: Public Speak

Georgette Conrad informs the Board of the cost of the alarm systems that the BOF has listed. She also questions **Jay Linddy** on the roof and believes that it was approved last year.

Mike Palazzi is happy to hear that the Board has finally resolved the soccer field issue. He also has concerns about the new proposal. **Jeff Maguire** asks him if he would like to be involved in the new fields since he has concerns and **Mike Palazzi** said that he would.

Dennis Foran has concerns about the easement since the town may have to plow it. He believes that the Town should have all these details regarding the easement, including the land transfer records prior to making a decision.

Cathy Palazzi requested permission for the Andover Farmers Market to be granted permission to use the Community Room in January and February. She also spoke of Carrie Compton a Greek band that will perform at the Farmer's Market on September 11th. Resident Tony Susi that will be entertainment on the 18th. She thanks **Jeff Maguire** for all his assistance with the reports on the Farmers Market and mentions the first senior luncheon will be held on September 11th with Senator Cassano. Cathy then asks if the back door to the Town Office Building has been fixed?

Agenda Item 23: Next Board of Selectman Meeting October 7, 2015**Agenda Item 24: Adjourn**

Cathy Desrosiers Motioned to adjourn at 9:53PM

Jeff Maguire Seconded

Motion Passed/Unanimous

Minutes respectfully submitted by: Sandra Nichols 09/08/2015

All attachments are filed with the official copy of the minutes in the office of the Town Clerk.

Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
7-8-15 @ 10:55 AM
V. Maguire
ASST. TOWN CLERK

Andover Board of Selectman
Special Meeting Agenda
September 14, 2015 4:00 PM

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

- 1) Call to Order
- 2) Long Hill Rd Easement
- 3) Recreation Field
- 4) Adjourn

RECEIVED FOR RECORD
9-9-15 2:14 PM
[Signature]
ASST. TOWN CLERK

Minutes of the special Board of Selectmen Meeting of September 14, 2015 at 4:00 P.M.

Those present were Robert Burbank, Julia Haverl and Jay Linddy.

The meeting was called to order at 4:37 when R. Burbank arrived.

There were thirteen members of the public present. There was no Public Speak.

1. Jay Linddy made a motion to call a second Special Meeting to discuss the draft #3 of the access easement for 64 Long Hill Road. Seconded by Julia Haverl. The motion passed 3 in favor 0 opposed.

Discussion: Julia explained the number pf the draft. Draft #1 is the draft written by Town Attorney Dennis O'Brien which was received the night of the town meeting on June 30, 2015

Draft #2 is the draft available at this meeting, not yet reviewed by Attorney Willis.

Draft #3 is the draft from Attorney Willis expected to be in the selectmen's hands last week in time to be acted on at this meeting.

There was a consensus to have Bob come up with an agreeable solution as to why the draft 3 was not available tonight and to take measures to obtain it for the selectmen to review prior to meeting on it as requested by the board at the last meeting

Also available tonight was a survey of the easement area submitted by the applicant.

2. A motion was made by Jay to send a letter to OPM re using the grant money at the Long Hill Field property as voted by the selectmen at their last regular meeting and to not hold a public hearing at this time regarding the change of location. Seconded by Julia 2 in favor 1 opposed.

Discussion: There would be a public hearing in the future when two detailed plans for the Long Hill and behind the school location could be compared.

Bob stated his strong opposition to this way of proceeding, citing fear that the state would reject a proposed change without a public hearing. Jay stated that we are not losing time because no activity could start until spring of 2016, we should take the chance and not add more delay to the project. Julia agreed that we need to move forward and take the risk that rejection may not happen.

Bob stated that the field is in a 25 year flood plain, and although it could be raised with fill, the project would be complicated by having to obtain approvals from DEEP and the Army Corps of Engineers. Julia said the Long Hill Bridge is currently restricting water flow which backs up on the 25 year flood area of the property.

Respectfully submitted,

Julia Haverl, Acting secretary

RECEIVED FOR RECORD
9-15-15 @ 3:20 PM
Carol M. Haverl
TOWN CLERK

998

ATTACHMENT #1

Special Bd. 9/14/15
of Selectmen

Name	Address
Mimi (Mary) Boxwell	17 Chester Brooks
Stephen Graefe	" " "
Lance Lysiak	4 Chester Brooks
Mannan J. Louden	240 Bear Swamp Road
Rocco DeSena	161 Hebron Av
Ryan Hoisington	306 Wood Rd.
SLOTT PERSON	265 Rt 6
Catherine Palazzi	100 Hutchinson Road
Ryan Fitch	98 Shoddy Mill rd.
Brian Trzcinski	52 Lakeside Drive
JOSH CLARK	225 Long Hill Rd
Georgette M Conrad	117 Lakeside Dr.
ED SARKISLEY	28 WALES RD

20-11-15

Andover Board of Selectman
Regular Meeting Agenda
October 7, 2015 7:00 PM

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

- 1) Call to Order
- 2) Public Speak:
- 3) Add or Delete Items:
- 4) Approval of Board of Selectman Minutes
 - a. 9-2-15 Regular Meeting
 - b. 9-14-15 Special Meeting
- 5) Treasurer's Monthly Report
 - a) Monthly Fund Balance
 - b) Monthly Financial report
 - c) Motor Vehicle Tax update
 - d) Competitive bidding process
 - e) Large Dollar Expenditure Review
- 6) Tax Refunds
- 7) Tax Collector's Monthly reports:
 - a) Monthly Cash report
 - b) Grand Rate Book Balance Sheet Report
- 8) RFP for Revaluation
- 9) Hiring-Treasurer/Bookkeeper/ and 1st Selectman AdminAssistant
- 10) Traffic Study
- 11) Easement Update
- 12) Grant Report
- 13) Resident State Trooper Contract
- 14) Town Contracts
- 15) Recreation Area/ STEAP grant update
- 16) Town Office Space Needs Analysis
- 17) Liaison Reports
- 18) Public Speak
- 19) Next Board of Selectman Meeting November 4, 2015
- 20) Adjourn

Andover Board of Selectmen

Wednesday, October 7, 2015 7:00 PM

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

Regular Meeting Minutes**Agenda Item 1: Call to Order**

Robert F. Burbank, First Selectman, called the meeting to order at 7:02PM with the Pledge of Allegiance.

BOS Members: Present: Robert F. Burbank, First Selectman Cathy Desrosiers Jeff Maguire, Vice First Selectman Julia Haverl Jay Linddy

BOS Members: Absent: None

Other Attendees: Attachment #1

Agenda Item 2: Public Speak

Joan Foran Informs the Board and other attendees that on October 22, 2015 there will be a Roberts Rules Workshop. She also inquires about the policy/ procedure for citizens using Town equipment.

Dianne Grenier asked that the BOS establish a recognition committee with 3-5 residence on it to recognize people in the Town of Andover who have done positive things. Dianne asked that these individuals be recognized at a BOS meeting and be presented with a certificate and have their photo taken. She requested this item be added to the agenda. Dianne also stated that the easement that is still waiting approval, may not be in the best interest of the town and would like to be assured that there is no cost or responsibility to the Town.

Agenda Item 3: Add or Delete Items

Jay Linddy Motions to add item 10a. Hop River trail and item 10b Recognition Committee. **Julia Haverl** Seconded **Motion Passed/Unanimous**

Cathy Desrosiers Motioned to add item 10c, Library expenditures to the agenda **Julia Haverl** Seconded **Motion Passed/Unanimous**

Jeff Maguire Motioned to add item 10d, Town equipment use policies. **Cathy Desrosiers** Seconded **Motion Passed/Unanimous**

Agenda Item 4: Approval of Board of Selectmen Minutes 9-2-2015 Regular Meeting **Jay Linddy** Motioned to accept the 9-2-2015 minutes **Julia Haverl** Seconded **Motion Passed/Unanimous** **9-14-15 Special Meeting** **Julia Haverl** Motioned to accept the 9-14-2014 Minutes **Jay Linddy** Seconded **Motion Passed 3/0/2, Jeff Maguire and Cathy Desrosiers**

Agenda Item 5: Treasure's Monthly Report Monthly Fund Balance: (Bank Account Summary) No Action **Monthly Financial Report** No Action

Motor Vehicle Tax Update Home owners/ real estate will have to make up the difference in the tax since the State of CT controls the mill rate.

Competitive Bidding process **Jeff Maguire** Motioned that all quotes be submitted to the Town Clerk for filing. **Julia Haverl** Seconded **Motion Passed/ Unanimous**

Large Dollar Expenditure Review

Jeff Maguire Provided the board with a list of large-dollar expenditures with detail and would like the board to review and understand them. Jeff Maguire would like to see the debt paid down so that the Town is not paying out so much interest.

Julia Haverl questions the board about the Town Budget Summary regarding road improvement (pg 12, 1-100-11-1011-451) **Jeff Maguire** states that there is a "hidden fund", money received from the state (part of the general fund)

Jeff Motions to set up a new account that puts State and Town roads in separate accounts. **Jay Linddy** Seconded

Motion Passed/Unanimous

Agenda Item 6: Tax Refunds

Julia Haverl Motioned to authorize the tax refunds as listed for a total of \$797.09:

Lashetski, Edward	\$18.22
Skorka, Kathleen	\$5.65
Daimler Trust	\$683.77
Faticanti, Philip	\$8.88
Reese, Sheila Anne	\$21.53
Lee, Alicia	\$59.04

Jeff Maguire Seconded **Motion Passed/Unanimous**

Agenda Item 7: Tax Collectors Monthly Report

a. Monthly Cash Report

b. Grand Rate Book Balance Sheet Report

Jay Linddy Motioned to approve the Tax Collectors Monthly Report **Jeff Maguire** Seconded

Motion Passed/Unanimous

Agenda Item 8: RFP for Revaluation

RFP was sent out for evaluation to the assessor and the Town has received two back, the assessor however has not given a report to the Town. **Robert Burbank, First Selectman** is confident that it is under the money that was in the budget.

Agenda Item 9: Hiring – Treasurer/Bookkeeping and 1st Selectman Assistant

Robert Burbank discusses the Administrative assistant/ Bookkeeper position and suggests that it should be a full time position. **Jeff Maguire** believes that this would not be a good option to combine the jobs since there would be a lack of transparency. **Julia Havel** agrees however does think that the First Selectman needs an Administrative Assistant and suggests hiring someone for 15 hours at \$17.00/hr.

Jay Linddy Motions to hire an Administrative Assistant at \$17.00/hr for 15 hours/week with a review in three months in the new budget discussion. **Julia Haverl** **Seconded**

Motion Passed/Unanimous

The discussion on the Treasurer and Bookkeeper was briefly discussed as **Robert Burbank** was concerned that MERF is not up to date. **Jeff Maguire** states that he will have an update by the next BOS meeting.

Julia Haverl Motions to table the discussion of hiring a Treasurer/Bookkeeper **Jay Linddy** **Seconded**

Motion Passed 4/0/1, Jeff Maguire abstained

Agenda Item 10: Traffic Study

Robert Burbank requested a traffic study from the CT DOT for the intersection of Route 6 and Hendee Road in Andover. The DOT sent a letter to **Robert Burbank** stating that they will conduct a new traffic study and contact the Town with the results.

Agenda Item 10a: Hop River Trail

Jay Linddy is requesting that the signs for the trails be completed and put up since there is a lot of traffic by the transfer station when it is open and safety is a concern. **Robert Burbank** replied that the signs will be put up on the road to make drives aware of the trail and crossing lines will be repainted in the road.

Agenda Item 10b: Recognition Committee

Jay Linddy motions to establish a Recognition Committee as follows: Jessica Calhoun, Priscilla Bronke, Sheila Bouchee.

Jeff Maguire **Seconds**

Motion Passed/Unanimous

Agenda Item 10c: Library Expenditures

Cathy Desrosiers informs the BOS that the Library repairs of the soffit and gutters is underway since it is in bad shape and needs to be replaced. The library was however able to receive a grant for this repair.

Cathy Desrosiers Motions to ask the BOS to approve that the library move forward with the funds from the Hartford Foundation for Public Giving to replace the soffit in entirety.

Julia Haverl Seconded Motion Passed/Unanimous

Agenda Item 10d: Town Equipment Use

Robert Burbank address this question by stating that the Town of Andover bears the responsibility of liability if someone is injured. There is also a concern that someone other than a Town Employee could damage equipment at the Town's expense and finally it could bring up a grievance with the Union. Therefore only Town employees can use the equipment.

Agenda Item 11: Easement Update

Julia Haverl Motions that the applicant be responsible to pay for the Attorney fees and Engineering fees on behalf of the Town of Andover. **Cathy Desrosiers Seconded**

Motion Passed/ 4/0/1, Jeff Maguire Abstained

Jeff Maguire Motions to table the discussion on the easement until the Town easement Attorney has revised the current draft of the easement. In addition, that the current draft be posted to the Town website. **Jay Linddy Seconded** with the recommendation that the easement Attorney (Willis) attend a Special Meeting to discuss the easement document.

Motion Passed/Unanimous

Robert Burbank will advise the BOS of the date

Agenda Item 12: Grant Report

Robert Burbank has no new updates for existing grants and there are no new grants that were applied for. **Cathy Desrosiers** discussed the Library grant earlier in the meeting.

Agenda Item 13: Resident State Trooper Contract

Robert Burbank states that this was discussed at the last BOS meeting and this item needs to be passed on to the BOF.

Jay Linddy motions to forward the request for the additional \$27,337.78 needed to the BOF. **Julia Haverl Seconded**

Motion Passed/Unanimous

Agenda Item 14: Town Contracts

No new information

Jeff Maguire Motions that all Town Contracts are submitted to the Town Clerk. **Julia Haverl Seconded**

Motion Passed/Unanimous

Agenda Item 15: Recreation Area/ STEAP grant update:

Julia Haverl notes that she received a letter from State Representative Mulligan and State Senator Cassano supporting the change in location for the STEP grant. Approval from Secretary Barnes of OPM is expected before the next BOS Meeting.

Agenda Item 16: Town Office Space Needs Analysis

Julia Haverl Motioned to table this item until the November BOS Meeting. **Jeff Maguire Seconded**

Motion Passed/Unanimous

Agenda Item 17: Liaison Report

No new information, Library report discussed in previous agenda items

Agenda Item 18: Public Speak

Curt Dowling spoke about the easement and believes that the BOS is stalling the approval of the easement. He also comments on the Resident State Trooper contract and states that he has a family member in the police dept. and he believes the increase is justified. Curt also comments on the RFP/ competitive bidding process and recommends that the CIP Committee be restructured. The expenditure of the money to repair the Library is questioned by Mr. Dowling however **Cathy Desrosiers** explains that the money for the repair is from the Hartford Foundation fund and no taxpayer dollars will be used.

Dennis Foran has several questions about the easement and **Jeff Maguire** recommends that Dennis look at the information on the Andover website and if he still has questions to submit them to the BOS.

Jeff Murray comments on the Beautification Committee, appointing members

Agenda Item 19: Next Board of Selectman Meeting November 2, 2015

Agenda Item 20: Adjourn

Julia Haverl motions to adjourn at 10:02PM

Cathy Desrosiers Seconded

Motion Passed/Unanimous

Minutes respectfully submitted by: Sandra Nichols

All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
10-13-15 @ 1:30pm
Caroline
TOWN CLERK

Andover Board of Selectman
Special Meeting Agenda
October 20, 2015 7:00 PM

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

- 1) Call to Order
- 2) Easement discussion with attorney
- 3) Adjourn

10/17/15

RECEIVED FOR RECORD
10-19-15 @ 9:58 AM
[Signature]
ASST. TOWN CLERK

Andover Board of Selectmen

October 20, 2015 7:00 PM
Town Office Building (Community Room) 17 School Rd, Andover, CT

Special Meeting Minutes

Agenda Item 1: Call to Order

Jeff Maguire, Vice First Selectman, called the meeting to order at 7:06 with the Pledge of Allegiance.

BOS Members: Present:

- Cathy Desrosiers
- Jeff Maguire, Vice First Selectman
- Julia Haverl

Other Attendees: Attorney Matthew Willis, Andover Town Attorney, Attorney Michael Bonameo, Attorney for the applicants.

Public present:

- Mike Palazzi
- Catherine Palazzi
- Josh Clark
- Curt Dowling
- Chris Wierzbicki

Easement Discussion

Jeff Maguire States that this meeting is to be a discussion on the draft presented by the Attorneys.
Julia Haverl would like to go through the draft and determine how the Town is protected.

Attorney Willis handed out a revised draft of the **Easement and Maintenance Agreement (attachment #1)** to the Board members with the following legend: The highlighted areas should be removed, the Bold print is what was inserted into the draft and the () are questions.

Attorney Willis first comment is in paragraph 2, page 1. That the easement area should be referenced In the survey going forward. In paragraph 3, page 1, it is unclear why it is a "soft" easement. Under the Grant of Easement, Page 1, will there be consideration (\$) for the easement and how will this be determined.

Cathy Desrosiers inquires if the easement is linked to the property owner or the property? To this question both Attorneys reply to the property.

Julia Haverl states that the Town does not use this land, who is liable. The applicants Attorney replies that the applicants have the liability if someone else uses the easement.

Attorney Willis continues to page 2 of the draft where it states that this property is restricted to two single family homes and no commercial vehicles weighing more then 10,000lbs. Under the section III the Grantor is responsible for overburden (too much traffic). Page 3, the Grantee is responsible for the the construction of a bridge over the water. The applicants Attorney states that the would need to have the ability to apply to Government agencies.

Jeff Maguire informs the applicants that they will still need approval from other Town Boards.

Attorney Willis continues to page 4 where there is some verbiage deleted in paragraph one and verbiage added in paragraph three regarding sub-contractors. The Town Attorney questions the title of the survey (schedule A) reads lot line modification and should read granted easement.

The Question of the time period/ duration should this contract be "alive" for?
Cathy Desrosiers recommends two years and the Board agrees on this time frame.

The applicants during the meeting expressed their frustration since they have spent a lot of money on this easement and would like to proceed as they have done everything the Town has requested
Curt Dowling was disappointed that there was not a full Board at the meeting and believes that this application has taken too long for approval.

Cathy Palazzi requested that at the Agenda for the next Boars meeting put more 'important items before regular business.

In closing all parties, Attorneys, new easement draft and applicants will have all information to the Board of Selectman prior to the November 4, 2015 Regular Meeting.

13. Adjourn

Cathy Desrosiers motions to adjourn at 8:15 PM

Jeff Maguire Seconded

Motion Passed/ Unanimous

Minutes respectfully submitted by: Sandra Nichols 10/22/2015

All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

- Highlighted areas should be removed
Bold inserted
() Questions

"Bonanno Draft 1
sent to O'Brien 1009

ATTACHMENT #1

EASEMENT AND MAINTENANCE AGREEMENT

THIS EASEMENT AND MAINTENANCE AGREEMENT ("Agreement") made this ___ day of October, 2015, by and between the **TOWN OF ANDOVER**, a municipal corporation located in the Town of Andover, County of Tolland and State of Connecticut (hereinafter referred to as the "Grantor") and **JOSHUA CLARK** and **CHRISTOPHER WIERZBICKI**, of the Town of Andover, County of Tolland and State of Connecticut (hereinafter referred to as the "Grantees").

WITNESSETH:

WHEREAS, the Grantor is the owner of property presently located contiguous to 64 Long Hill Road, in the Town of Andover, County of Tolland and State of Connecticut as shown as "**n/f Town of Andover Volume 31 Page 313**" and "**n/f Town of Andover Volume 34 Page 266**" on the map described on Schedule A (hereinafter referred to as the "Grantor's Property") and which is more particularly bounded and described within said Schedule A attached hereto and made a part hereof; and

WHEREAS, a proposed easement area is shown on the Survey identified in Schedule A and shown as "**Proposed 50FT. Wide Easement Across the Town of Andover Property in Favor of 64 Long Hill Rd. 57,682 Sq. Ft. 1.32 Acres**" ~~there exists an unpaved and substantially unimproved way approximately ONE THOUSAND (1,000) feet in length upon the Grantor's Property~~ (hereinafter this way shall be referred to as the "Easement Area"); and

(*It is unclear why a 50 foot easement is proposed, rear lots require 12 feet, Section 4.8.4. Is a different size needed for work to be performed?)

WHEREAS, the Grantees are the owners of property known as 64 Long Hill Road, located in the Town of Andover, County of Tolland and State of Connecticut (hereinafter the "Grantees' Property") which property is more particularly bounded and described in the Schedule B attached hereto and made a part hereof; and

WHEREAS, the Grantees desire a means of access to the Grantees' Property by way of the Easement Area; and

WHEREAS, the Grantor Town of Andover agrees to grant the easement set forth herein for the benefit of the Grantees over the Easement Area and to protect the Town and the public by imposing certain covenants, conditions and restrictions with respect to said Easement area for the reciprocal benefit of the properties involved and the present and future owners and occupants thereof, on the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, the parties agree as follows:

I. GRANT OF EASEMENT.

The Grantor, for the consideration of One Dollar (\$1.00) (**Will there be a price for this Easement? How will it be determined?**) and other valuable consideration, received to its full

satisfaction, does hereby grant to the Grantees, their heirs, successors and assigns, with Quit Claim Covenants, a non-exclusive Easement in, on, over, under and across the Easement Area for access, ingress and egress, **but not for parking**, over the way located in the Easement area presently leading to the Grantees' Property and for the installation and repair of the way and utilities in the Easement Area. **Grantor may pass and repass and utilize the property in any manner over said Easement Area and may grant any rights to others over the Easement Area.**

X Discussion

The Grantees shall have the right to install or have installed, utility pipes or lines or to grant utility easements over, under, and/or upon the Easement Area, and Grantor agrees to execute any and all such forms of easement reasonably required by said utility company or the Grantees to effectuate the purpose of this Easement as long as the Grantor is expressly indemnified and held harmless from liability for any such easement. **Grantor may utilize any and all utilities for connecting or any other purpose and reserves the right to assign any rights to any party.**

Said Easement shall run with the land and shall inure to the benefit of the Grantees, their heirs, successors in interest, legal representatives, heirs and assigns of the Grantees' Property. **The Grantee is restricted in the use of this Easement for two (2) single family homes and no commercial vehicles, said Easement area usage shall be regulated by the Grantor's Traffic Authority and enforced by the Town of Andover.**

II. ACT EXPEDITIOUSLY.

When utilizing the Easement Area the parties shall do so as expeditiously as possible and in such a manner as will cause the least possible disturbance to the other party.

III. THE GRANTOR MAY CONTINUE TO USE THE EASEMENT AREA BUT MAY NOT INTERFERE OR OVERBURDEN.

The Grantor may continue to use the Easement Area in a way that will not prevent the use by the Grantees, their successors, assigns, licensees, tenants, patrons, invitees and guests for the purposes granted herein, it being the intent of the parties hereto that the Easement Area shall be used in common. Moreover, the Grantor's use shall not overburden the infrastructure of the Easement Area causing unreasonable damage or the need for maintenance/repair obligations upon the Grantees. **Grantor is responsible for any damage it causes on the Easement Area.**

IV. REPAIR AND MAINTENANCE OF THE EASEMENT AREA.

In consideration of the granting of said Easement, the Grantees hereby agree, covenant, and promise to, at their sole cost and expense:

- 1) Install a box culvert within the Easement Area and to make any necessary improvements or repairs to the way so as to permit the safe travel over said Easement Area, **and but the Grantees are not required to may pave said way.** This obligation shall be accomplished by the Grantees as soon as practicable. After this initial structural work, the Grantees' future obligations shall include maintenance and minor repairs to the way of the Easement Area and any future structural repairs or

Levin

replacements of **any improvements** of items such as box culverts and the like. **Grantee is responsible for the construction of any required bridge, built and maintained to standards approved by the Town Engineer, over the existing water course and as may be required by any governmental agency.**

- 2) Maintain the way of the Easement Area in a condition to facilitate ingress and egress with similar or like materials unless the parties agree otherwise in writing;
- 3) Grade the shoulders of the way in the Easement Area to prevent erosion or runoff problems on the surface and on the surrounding soil;
- 4) Maintain, trim and/or remove the plant growth surrounding the Easement Area so as to provide for clear or unobstructed travel on the Easement Area; and
- 5) Remove or provide for the removal of snow from the way of the Easement Area.

With respect to the easement rights created herein, and with respect to the rights and obligations to the parties, the Grantees shall be responsible to maintain the Easement Area in good condition and repair, except as provided herein. The Grantor shall have no obligation whatsoever to maintain the easement area other than to repair any damage solely caused by the Grantor.

The Grantees shall have the right to enter the Easement Area for the purpose of maintaining and repairing any facilities on said Easement Area, as long as it does not materially and adversely interfere with the Grantor's use of its property. Both parties recognize that some repairs may require significant work to be performed within the Easement Area which could cause an interruption in the use of the Easement Area by the Grantor. In the event that said work results in a delay, the Grantees shall make their best efforts to minimize any interruption of said use. At any time that any party shall enter the Easement Area to enforce the rights under this Easement, then said party shall indemnify and hold harmless the other party from any claims resulting from the exercise of any rights pursuant to this Easement.

V. EFFECTIVE DATE; PERMANENT EASEMENT.

The easement rights granted herein shall commence at such time as any and all municipal, zoning, building, wetlands or other Town of Andover **or other governmental** approvals or permits are issued for the purposes contained herein (hereinafter the "Effective Date"). Prior to the Effective Date, the Grantees shall not have any rights or obligations under this Easement. **The Easement shall not be recorded until any and all necessary governmental approvals are obtained for the work to be permitted in the Easement Area, if it is recorded prior thereto it shall be void.**

After the Effective Date of the Easement created herein, the Easement and any necessary utility easements grants contemplated herein shall be permanent easements and shall inure to the benefit of and bind the Grantees, their heirs, successors and assigns. Any of the properties subject to this Easement shall be hereafter held and conveyed together with and subject to the terms and provisions of this Easement without the necessity of specifically referencing the same in any such conveyance. The parties hereto acknowledge that the Grantees intend to develop the Grantees' Property and any resulting parcel(s) shall be subject to and enjoy the benefits and burdens of this Easement provided that all other necessary approvals are obtained from the proper government authorities.

2 Year Term. Clause

VI. GOVERNING LAW, INDEMNIFICATION, ATTORNEYS' FEES AND COSTS.

This Easement is to be construed in accordance with the laws of the State of Connecticut and any action for enforcement, interpretation, cancellation or the like shall be brought in the court system of the State of Connecticut.

In the event that either party shall fail to comply with or conform with all the provisions of this Easement in all material respects, the other party shall have the right to seek any legal or equitable remedies which may be available hereunder. These remedies shall specifically include the right to an injunction or specific performance. ~~In the event that a legal action or an arbitration action shall be brought to enforce any rights hereunder, the prevailing party in said action shall recover its costs, including a reasonable attorneys' fee from the other party.~~ The rest of this paragraph notwithstanding, the parties agree that because the remedies in a legal action may not be adequate, each party shall have the specific right to seek an injunction and/or specific performance to prevent the other party from breaching or attempting to breach any of its obligations under this Easement.

The Grantees **jointly and severally** agree to hold harmless and indemnify the Grantor from any injury, loss, claim or damage or liability of whatever nature, including without limitation, court costs and attorneys' fees incurred by the Grantor, caused by the negligence or willful misconduct of the Grantees, its officers, employees, agents, ~~successors, legal representatives, subcontractors~~ or assigns. **This indemnification by Grantee includes any and all claims made by any party against the Grantor concerning the creation and implementation of the Easement and any prior acts by Grantor concerning an easement over this Town owned land.**

sub-Contractors

The Grantees shall maintain public liability and property damage insurance in the amount of \$2,000,000.00 and shall provide proof of said insurance to the Grantor. Each Owner including the Grantor shall be named as a loss payee on the other's insurance policy. The amount of insurance may be increased from time to time at the reasonable request of the Grantor and the availability to the Grantees. All insurance policies shall be written with insurance companies licensed in the State of Connecticut and shall provide that the policy shall not be cancelled, amended or modified without at least thirty (30) days' written notice to the Grantor.

Letter of Credit

The Town's Engineer shall determine the amount of a cash bond to be posted by the Grantee to insure any work in the Easement Area shall be completed.

The Grantee shall pay the Town's engineering fees, attorney's fees and costs related to this Easement or to the review of any item associated with the Easement.

TO HAVE AND TO HOLD the above granted easement, rights, privileges and authority and obligations unto the said Grantees and their successors and assigns forever, to them and their own proper use and behoof.

IN WITNESS WHEREOF, the parties have hereunto caused their hands and seals to be set as of the day and year first above written.

Signed, sealed and delivered
in the presence of:

TOWN OF ANDOVER

By: _____

JOSHUA CLARK

CHRISTOPHER WIERZBICKI

STATE OF CONNECTICUT)

ss. Andover

October __, 2015

COUNTY OF TOLLAND)

Personally appeared, _____, who acknowledged himself to be the _____ of the Town of Andover, Connecticut, and that he as such _____, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Town of Andover, Connecticut by himself as _____.

Commissioner of the Superior Court
Notary Public
My Commission Expires: _____

STATE OF CONNECTICUT)

ss. Andover

October __, 2015

COUNTY OF TOLLAND)

Personally appeared, Joshua Clark, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed, before me.

Commissioner of the Superior Court
Notary Public
My Commission Expires: _____

STATE OF CONNECTICUT)

ss. Andover

October __, 2015

COUNTY OF TOLLAND)

Personally appeared, Christopher Wierzbicki, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed, before me.

Commissioner of the Superior Court
Notary Public
My Commission Expires: _____

ATTACHMENT #1

1015

7

SCHEDULE A

Map Description

Town Granted Easement

A certain map or plan entitled "**Lot Line Modification Plan Prepared For Joshua Clark & Christopher Wierzbicki Riverside Drive Andover, CT General Location Survey Scale 1"=40' Date: 8/31/15 File No. 2015-23 Sheet 1 of 1 Revisions 9/24/2015**" Site Plan Prepared For [REDACTED] on file or to be filed in the Office of the Town Clerk of Andover, to which reference may be made.

1016

ATTACHMENT #1

8

SCHEDULE B

An area shown as Map of Property (Need Map and Map Title)

Andover Board of Selectman
Regular Meeting Agenda
November 4, 2015 7:00 PM

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

- 1) Call to Order
- 2) Public Speak:
- 3) Add or Delete Items:
- 4) Approval of Board of Selectman Minutes
 - a. 10-7-15 Regular Meeting
 - b. 10-20-15 Special Meeting
- 5) Treasurer's Monthly Report
 - a) Monthly Fund Balance
 - b) Monthly Financial Report
- 6) Tax Refunds
- 7) Tax Collector's Monthly reports:
 - a) Monthly Cash report
 - b) Grand Rate Book Balance Sheet Report
- 8) Cemetery, Committee and name change
- 9) Easement, 64 Long Hill Road
- 10) Recreation Area Update
- 11) Office Space Update
- 12) Hiring-Treasurer/Bookkeeper/and 1st Selectman AdminAssistant
- 13) AHM Municipal Oversight Consortium
- 14) Set Dates for 2016 meetings
- 15) Transfers
- 16) Hiring process and committee
- 17) Cemetery, Committee and name change
- 18) Public Speak
- 19) Next Board of Selectman Meeting December 2, 2015
- 20) Adjourn

Andover Board of Selectman
Regular Meeting Agenda
November 4, 2015 7:00 PM

Town Office Building (Community Room)
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- 15) Transfers
- 16) Hiring process and committee
- 17) Cemetery, Committee and name change
- 18) Public Speak
- 19) Next Board of Selectman Meeting December 2, 2015
- 20) Adjourn

Andover Board of Selectmen**Wednesday, November 4, 2015 7:00 PM**

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

Regular Meeting Minutes**Agenda Item 1: Call to Order**

Robert F. Burbank, First Selectman, called the meeting to order at 7:02PM with the Pledge of Allegiance.

BOS Members: Present:

Robert F. Burbank, First Selectman

Cathy Desrosiers

Jeff Maguire, Vice First Selectman

Julia Haverl

Jay Linddy

BOS Members: Absent: None**Other Attendees: Attachment #1****Agenda Item 2: Public Speak : None****Agenda Item 3: Add or Delete Items**

Jeff Maguire Motions to add item 6a. The Assessment board of Appeals.

JayLinddy Seconded

Motion Passed/Unanimous

Cathy Desrosiers Motioned to add item 17, Liaison Report

Jeff Maguire Seconded

Motion Passed/ Unanimous

Agenda Item 4: Approval of Board of Selectmen Minutes

a. 10-07-2015 Regular Meeting

Julia Haverl Motioned to accept the 10-7-2015 minutes

Cathy Desrosiers Seconded

Motion Passed/Unanimous

b. 10-20-15 Special Meeting

Julia Haverl Motioned to accept the 10-20-2015 Minutes

Cathy Desrosiers Seconded

Motion Passed 4/0/1, Robert Burbank abstains

Julia Haverl stated that she was not getting information in advance and would like to receive the packet prior to the meeting so that there is time to review it.

Agenda Item 5: Treasure's Monthly Report

Jeff Maguire states that he will provide the Board with a full detailed report.

5a. Monthly Fund Balance: (Bank Account Summary)

No Action

5b. Monthly Financial Report:

No Action

Agenda Item 6: Tax Refunds

Jay Lindy Motioned to authorize the tax refunds as listed for a total of \$462.77:

Chemerka, Michael JNT	\$29.06
King, Elizabeth Hatem	\$27.95
Hutson, Daniel D Jr	\$70.66
Hutson, Daniel D Jr	\$32.66
Keener, Donald L. or Buchardt	\$46.76
Keener, Donald L. or Buchardt	\$33.95
Gagnon, Michael R&Jeanne	\$91.54
Carroll, Dennis R.	\$56.22
Bricault, Ronald O.	\$73.97

Item 6a. Jeff Maguire does not feel comfortable approving these refunds since some of the people are on Town Boards/ Board of Appeals. The First Selectman agrees that this is not good for the town.

No Action due to the Board of Appeals refunds (all members against, First Selectman is for the refund)

Cathy Desrosiers understands the right to a refund when money is owed however believes that the Board of Appeals is a different story.

Cathy Desrosiers Motions to approve the tax refund list presented by the town in regards to the sold and totaled vehicles only.

Julia Haverl Seconded

Vote Passed/Unanimous

Jay Linddy would like to go back to the last five years to present information to the Board for their review on the refunds to see what the history is.

Discussion on the Tax Refund approval process. **Robert Burbank** believes that it is under State Statue.

Cathy Desrosiers says that it is not and it is up to the Board of Appeals.

Agenda Item 7: Tax Collectors Monthly Report**a. Monthly Cash Report****b. Grand Rate Book Balance Sheet Report**

Jeff Maguire reads the total tax collected and due (not included in BOS packets)

No action taken

Agenda Item 8: Cemetery, Committee and Name Change

Robert Burbank The Town has a request from Committee that they be approved by the BOS.

Mr. Burbank had suggested that they be a voluntary committee do they did not have to go through all the Requirements: Listing/posting meeting having a quorum, etc.. They want to be an appointed committee that would Go through the BOS. the states that a Committee would need to be approved by the Board of Selectmen and they would have to advertise for the Members and they would need to be appointed with a sub-committee from the BOS. The Grant (\$2,000 first come basis) was received on August 18, 2015 to which he responded immediately Mike Donnelley filed for the grant on August 7, 2015 on and the same day the grant was received Mr. Burbank sent it into OPM. The Board needs to approve a Committee tonight that states how many members, alternates, a mission statement and Charges.

Julia Haverl Motions that the Board of Selectmen approve the Olde Andover Burying Ground Committee to be formed with seven Members and two Alternates.

Jay Linddy Seconded

Vote Passed/Unanimous

Julia Haverl reads the Mission Statement / Charge/ goals (**Attachment #2**)

Jay Linddy Seconded

Vote Passed/Unanimous

Agenda Item 9: Easement 64 Long Hill Road

The Board goes through the changes the easement agreement (**Attachment #3**). General discussion on the possibility of logging and the Town's access to the property. Mr Burbank notes that logging is a plus to the Town.

Julia Haverl mentions that there has to be protection for the Town if someone is logging on the property and there is an injury.

The Applicant's Attorney introduces himself (Michael Bonanno) states that this is not a temporary easement the request is for a permanent easement.

Jeff Maguire does not think that the Town is protected. He would like the applicants to pay for the road and have the town engineers make sure it is built correctly so that all vehicles, such as fire trucks can pass safely.

Julia Haverl states that it is not the BOS job to make sure the easement is put in properly that is up to the Planning and Zoning Commission.

Jeff Maguire expresses again his concern about liability and law suits if it is not done properly.

Robert Burbank continues with the easement Agreement in regards to the applicants commercial commercial vehicles, five, and the business that they are conducting on the property. Mr. Burbank has checked with Planning and Zoning and has a problem approving this since the applicants never were approved for a business and are therefore running an illegal business in the Town. Can not approve the easement until they get the approval to run a business at their home.

Julia Haverl does not believe that these need to be considered together it should be looked at seperatley.

Jeff Maguire States that the Town needs to take control. Let them get it done however get it done properly.

Attorney Bonanno believes that the business being conduced on the premise is off topic he is there for the Easement.

Robert Burbank the applicants have to get approval for the commercial business with vehicles from Planning and Zoning.

Julia Haverl doesn't believe that the applicants can get a permit from P&Z until the easement is approved.

Cathy Desrosiers understanding was that they were going to get permits for both on one permit.

Robert Burbank P&Z would have to change zoning regulation for the approval of the applicants business.

Jeff Maguire does not believe that the Town should grant the easement. The Town needs to be in control.

Julia Haverl the Town has a responsibility move forward since the Town voted on granting it. The BOS should move forward and approve it and let the other boards handle the other issues.

Robert Burbank believes that the Town will be sanctioning illegal activity if they approve the easement. Then continues reviewing the easement agreement.

Attorney Bonanno applicants are giving valuable consideration to the Town.

Jay Linddy Motions that the BOS review and meets with the town engineer and the applicants to put the road in ourselves and get a cost evaluation .

Jeff Maguire Seconded

Discussion

Cathy Desrosiers Lets leave the road broad enough to change

Julia Haverl the town should not have to pay anything for the road. That is not what the town voted for.

Motion Passed 4/0/1 Robert Burbank Abstained, does not think that the Town will get proper information from the engineer.

Cathy Desrosiers

Robert Burbank's issues is the commercial business being run in a residential area.

Attorney Bonanno is to provide a sample easement agreement to the Town

Jeff Maguire is concerned with long term liability

Jay Linddy would like to get this done, motion is on the table

Agenda Item 10: Recreation Area Update

Jeff Maguire meet last week with an engineer, Deluca, who had done the previous planning and walked the field and will advise the Town of any recommendations. There is \$385,600 according to Peter Hutchinson, the Grant Administrator, that remains to be allocated from the Grant and \$27,333 has been spent to date on the initial design field on Long Hill.

Agenda Item 11: Office Space Update

Robert Burbank states that according to the charter he will entertain any options put before him.

Jeff Maguire suggests utilizing the Community Room for space.

Jay Linddy Motions that the discussion be tabled to the December Meeting

Julia Haverl Seconded

Motion Passed/ 3/1/1, Cathy Desrosiers Against, Jeff Maguire Abstained

Agenda Item 12: Hiring Treasurer/Bookkeeper and 1st Selectman Admin. Assistant

Jeff Maguire recommends that they put an advertisement in the paper for a Bookkeeper. He announces that he will be resigning as Vice Chair of the BOS and will take on the role as treasurer. Jeff will remain on the Board as a Member.

Cathy Desrosiers inquired about the conversion from Quick Books to Phoenix.

Jeff Maguire is working with both systems and is trying to find more information to pay certain bills.

The Town does not have a good idea of what the checks they are receiving are for. Jeff would also like the BOS to have available and review all outgoing checks.

Jay Linddy Motions to consult with Jeff Maguire to hire a Bookkeeper for \$17-\$20 dollars/hr for 20 hrs.

Cathy Desrosiers Seconded

Vote Passed/Unanimous

Robert Burbank Announces that his office has hired Shawna Niles as the new Admin. Asst.

Agenda Item 13: AHM Municipal Oversight Consortium

Robert Burbank recommends that the Board approve that he signs the AHM Municipal Oversight Consortium Agreement. (Attachment #4)

Jay Lindy Motions to Approve that the First Selectman sign the Agreement

Julia Haverl Seconded

Vote Passed/ Unanimous

Agenda Item 14: Set Dates for 2016 Meetings

Discussion on when to hold the meetings. **Robert Burbank** suggests that the Board take time to think about when it would be best to hold the regular Meetings. Tabled to the December Meeting.

Agenda Item 15: Transfers

Julia Haverl Motions to approve the Internal Transfers as presented (Attachment #5)

Cathy Desrosiers Seconded

Vote Passed/ Unanimous

Cathy Desrosiers Motions to approve the External Transfers as presented to go to the BOF (Attachment #6)

Julia Haverl Seconded

Vote Passed/ Unanimous

Agenda Item 16: Hiring Process Committee

Tabled

Agenda Item 17: Liaison Report

Cathy Desrosiers reports that the Library gutters and soffit repairs are complete and that the grant from the Hartford Foundation has been received and will be submitted with the bill that is to be paid. The last project is the window repairs/replacement, very costly project. Cathy inquires if STEEP used? Robert Burbank will submit it with the approval from the BOS.

Robert Burbank requests two separate bills, one for gutters one for soffit.

Julia Haverl speaks about the Planning and Zoning meeting and the Bisson business on his property on Bear Swamp Road that is before them.

Agenda Item 18: Public Speak

Georgette Conrad states in regards to the Tax Refunds the BOS has no approval or disapproval of what is done.

Cathy Lewis would like a discussion (inaudible)

Dennis Foran would like more information on 64 Long Hill Rd. The Town needs a good map in the town hall with property lines. He voices that he is not pleased with the way this is property is proceeding.

Chris Wierzbicki he is disappointed in the minutes and feel as if the application is going no where. He believes they have done everything that they have been asked to do and doesn't understand why it is still not approved.

Cathy Palazzi reports that the Farmers Market met last week and would like to know if they will be invited to a BOS meeting. They would like to bring the market back to the Town Hall for the winter and have the cars park in the School parking lot. She doesn't understand the easement situation except the liability and does not believe the applicants would do any harm to the town.

Agenda Item 19: Next Board of Selectman Meeting December 2, 2015**Agenda Item 20: Adjourn**

Jeff Maguire motions to adjourn at 9:43 PM

Cathy Desrosiers Seconded

Motion Passed/Unanimous

Minutes respectfully submitted by: Sandra Nichols

All attachments are filed with the official copy of the minutes in the office of the Town Clerk.
Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD
11-9-15 @ 5:40 PM
Vance
ASST. TOWN CLERK

Olde Andover Burying GroundMission Statement

We, the Olde Andover Burying Ground committee, adopt as our purpose to promote, restore, and sustain the historic cemetery at lower (eastern) Cider Mill and Hebron Roads, so that the memories, stories, and lives of people buried here are honored.

Proposed Goals

- 1) To promote ongoing community interest, involvement and care through educational and walk through programs.
- 2) Comprehensive preservation; specifically to:
 - a) Identify and research marked and unmarked graves
 - b) Identify as many veteran graves as possible so that flags can be properly placed
 - c) Repair, refurbish and restore, through licensed experts, as many stone markers as possible
 - d) Study and implement restoration of the eastern slope to prevent any further damage to graves on the slope
 - e) Repair the bordering stone walls and entrance walkway
 - f) Establish a comprehensive protection and improvement plan to sustain and embellish the historical character of the cemetery
 - g) Maintain the peaceful setting and natural beauty of the cemetery for visitors
- 3) Promote continued research to further uncover the history of the cemetery and of those buried there.
- 4) Design and place a permanent cemetery marker.
- 5) Seek grants that provide funds to accomplish our goals with town government support.

EASEMENT AND MAINTENANCE AGREEMENT

THIS EASEMENT AND MAINTENANCE AGREEMENT ("Agreement") made this ___ day of November, 2015, by and between the **TOWN OF ANDOVER**, a municipal corporation located in the Town of Andover, County of Tolland and State of Connecticut (hereinafter referred to as the "Grantor") and **JOSHUA CLARK** and **CHRISTOPHER WIERZBICKI**, of the Town of Andover, County of Tolland and State of Connecticut (hereinafter referred to as the "Grantees").

WITNESSETH:

WHEREAS, the Grantor is the owner of property presently located contiguous to 64 Long Hill Road, in the Town of Andover, County of Tolland and State of Connecticut as shown as "n/f Town of Andover Volume 31 Page 313" and "n/f Town of Andover Volume 34 Page 266" on the map described on Schedule A (hereinafter referred to as the "Grantor's Property") and which is more particularly bounded and described within said Schedule A attached hereto and made a part hereof; and

WHEREAS, a proposed easement area is shown on the Survey identified in Schedule A and shown as "Proposed 50FT. Wide Easement Across the Town of Andover Property in Favor of 64 Long Hill Rd. 57,682 Sq. Ft. 1.32 Acres" (hereinafter this way shall be referred to as the "Easement Area"); and

(*It is unclear why a 50 foot easement is proposed, rear lots require 12 feet, Section 4.8.4. Is a different size needed for work to be performed?)

Michael Bonanno 2015-10-26 12:17
 Comment[MB1]: It's my understanding this size is necessary for grading purposes

WHEREAS, the Grantees are the owners of property known as 64 Long Hill Road, located in the Town of Andover, County of Tolland and State of Connecticut (hereinafter the "Grantees' Property") which property is more particularly bounded and described in Volume 125 at Page 229 of the Town of Andover land records; and

WHEREAS, the Grantees desire a means of access to the Grantees' Property by way of the Easement Area; and

WHEREAS, the Grantor Town of Andover agrees to grant the easement set forth herein for the benefit of the Grantees over the Easement Area and to protect the Town and the public by imposing certain covenants, conditions and restrictions with respect to said Easement area for the reciprocal benefit of the properties involved and the present and future owners and occupants thereof, on the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, the parties agree as follows:

I. GRANT OF EASEMENT.

The Grantor, for the consideration of One Dollar (\$1.00) and other valuable consideration, received to its full satisfaction, does hereby grant to the Grantees, their heirs, successors and assigns, with Quit Claim Covenants, a non-exclusive Easement in, on, over, under and across the Easement Area for access, ingress and egress, but not for parking, over the way located in the Easement area presently leading to the Grantees' Property and for the installation and repair of the way and utilities in the Easement Area. Grantor may pass and repass and utilize the property in

any manner over said Easement Area and may grant any rights to others over the Easement Area. Notwithstanding the above, in the event the Grantor does grant any rights to others over the Easement Area, the recipient(s) of those rights shall be subject to and bound by the same terms and conditions contained within this Agreement, including but not limited to, the obligations of the Grantees regarding improvements, maintenance and repairs of the Easement Area, in an equal amount proportionate to the number of parties granted rights to use said Easement Area.

The Grantees shall have the right to install or have installed, utility pipes or lines or to grant utility easements over, under, and/or upon the Easement Area, and Grantor agrees to execute any and all such forms of easement reasonably required by said utility company or the Grantees to effectuate the purpose of this Easement as long as the Grantor is expressly indemnified and held harmless from liability for any such easement. Grantor may utilize any and all utilities for connecting or any other purpose and reserves the right to assign any rights to any party.

Said Easement shall run with the land and shall inure to the benefit of the Grantees, their heirs, successors in interest, legal representatives, heirs and assigns of the Grantees' Property. The Grantee is restricted in the use of this Easement for two (2) single family homes and no commercial vehicles exceeding a gross vehicle weight of 10,000 pounds, said Easement area usage shall be regulated by the Grantor's Traffic Authority and enforced by the Town of Andover. There shall be no more than three (3) single family houses on what is now known as 64 Long Hill Road, Andover, CT and defined as the Grantees' Property, with one (1) existing single family house using Long Hill Road as access.

II. ACT EXPEDITIOUSLY.

When utilizing the Easement Area the parties shall do so as expeditiously as possible and in such a manner as will cause the least possible disturbance to the other party.

III. THE GRANTOR MAY CONTINUE TO USE THE EASEMENT AREA BUT MAY NOT INTERFERE OR OVERBURDEN.

The Grantor may continue to use the Easement Area in a way that will not prevent the use by the Grantees, their successors, assigns, licensees, tenants, patrons, invitees and guests for the purposes granted herein, it being the intent of the parties hereto that the Easement Area shall be used in common. Grantor is responsible for any damage it causes on the Easement Area.

IV. REPAIR AND MAINTENANCE OF THE EASEMENT AREA.

In consideration of the granting of said Easement, the Grantees hereby agree, covenant, and promise to, at their sole cost and expense:

- 1) Install a box culvert within the Easement Area and to make any necessary improvements or repairs to the way so as to permit the safe travel over said Easement Area, and the Grantees may pave said way. This obligation shall be accomplished by the Grantees as soon as practicable. After this initial structural work, the Grantees' future obligations shall include maintenance and minor repairs to the way of the Easement Area and any future structural repairs or replacements of any improvements

ATTACHMENT #3

3

- of items such as box culverts and the like. Grantee is responsible for the construction of any required bridge, built and maintained to standards approved by the Town Engineer, over the existing water course and as may be required by any governmental agency.
- 2) Maintain the way of the Easement Area in a condition to facilitate ingress and egress with similar or like materials unless the parties agree otherwise in writing;
 - 3) Grade the shoulders of the way in the Easement Area to prevent erosion or runoff problems on the surface and on the surrounding soil;
 - 4) Maintain, trim and/or remove the plant growth surrounding the Easement Area so as to provide for clear or unobstructed travel on the Easement Area; and
 - 5) Remove or provide for the removal of snow from the way of the Easement Area.

With respect to the easement rights created herein, and with respect to the rights and obligations to the parties, the Grantees shall be responsible to maintain the Easement Area in good condition and repair, except as provided herein. The Grantor shall have no obligation whatsoever to maintain the easement area other than to repair any damage solely caused by the Grantor.

The Grantees shall have the right to enter the Easement Area for the purpose of improving, maintaining and repairing any facilities on said Easement Area, and may enter the Easement Area prior to the recording of this Agreement for the limited purpose of testing, examination or other activity in connection with seeking any necessary land use approvals, as long as it does not materially and adversely interfere with the Grantor's use of its property. Both parties recognize that some repairs may require significant work to be performed within the Easement Area which could cause an interruption in the use of the Easement Area by the Grantor. In the event that said work results in a delay, the Grantees shall make their best efforts to minimize any interruption of said use. At any time that any party shall enter the Easement Area to enforce the rights under this Easement, then said party shall indemnify and hold harmless the other party from any claims resulting from the exercise of any rights pursuant to this Easement.

V. EFFECTIVE DATE; PERMANENT EASEMENT.

The easement rights granted herein shall commence at such time as any and all municipal, zoning, building, wetlands or other Town of Andover or other governmental approvals or permits are issued for the purposes contained herein (hereinafter the "Effective Date"). Prior to the Effective Date, the Grantees shall not have any rights or obligations under this Easement. The Easement shall not be recorded until any and all necessary governmental approvals are obtained for the work to be permitted in the Easement Area, if it is recorded prior thereto it shall be void.

After the Effective Date of the Easement created herein, the Easement and any necessary utility easements grants contemplated herein shall be permanent easements and shall inure to the benefit of and bind the Grantees, their heirs, successors and assigns. Any of the properties subject to this Easement shall be hereafter held and conveyed together with and subject to the terms and provisions of this Easement without the necessity of specifically referencing the same in any such conveyance. The parties hereto acknowledge that the Grantees intend to develop the Grantees' Property and any resulting parcel(s) shall be subject to and enjoy the benefits and burdens of this Easement provided that all other necessary approvals are obtained from the proper government authorities.

VI. GOVERNING LAW, INDEMNIFICATION, ATTORNEYS' FEES AND COSTS.

This Easement is to be construed in accordance with the laws of the State of Connecticut and any action for enforcement, interpretation, cancellation or the like shall be brought in the court system of the State of Connecticut.

In the event that either party shall fail to comply with or conform with all the provisions of this Easement in all material respects, the other party shall have the right to seek any legal or equitable remedies which may be available hereunder. These remedies shall specifically include the right to an injunction or specific performance. The rest of this paragraph notwithstanding, the parties agree that because the remedies in a legal action may not be adequate, each party shall have the specific right to seek an injunction and/or specific performance to prevent the other party from breaching or attempting to breach any of its obligations under this Easement.

The Grantees jointly and severally agree to hold harmless and indemnify the Grantor from any injury, loss, claim or damage or liability of whatever nature, including without limitation, court costs and attorneys' fees incurred by the Grantor, caused by the negligence or willful misconduct of the Grantees, its officers, employees, agents, successors, legal representatives, subcontractors or assigns.

The Grantees shall maintain public liability and property damage insurance in the amount of \$2,000,000.00 and shall provide proof of said insurance to the Grantor. Each Owner including the Grantor shall be named as a loss payee on the other's insurance policy. The amount of insurance may be increased from time to time at the reasonable request of the Grantor and the availability to the Grantees. All insurance policies shall be written with insurance companies licensed in the State of Connecticut and shall provide that the policy shall not be cancelled, amended or modified without at least thirty (30) days' written notice to the Grantor.

The Town's Engineer shall determine the amount of a cash bond to be posted by the Grantee to insure any work in the Easement Area shall be completed.

The Grantee shall pay the Town's engineering fees, attorney's fees and costs related to this Easement or to the review of any item associated with the Easement.

In the event that all necessary approvals have not been obtained by the Grantees on or before November 4, 2017, then this Agreement shall be null and void.

TO HAVE AND TO HOLD the above granted easement, rights, privileges and authority and obligations unto the said Grantees and their successors and assigns forever, to them and their own proper use and behoof.

IN WITNESS WHEREOF, the parties have hereunto caused their hands and seals to be set as of the day and year first above written.

Deleted: This indemnification by Grantee includes any and all claims made by any party against the Grantor concerning the creation and implementation of the Easement and any prior acts by Grantor concerning an easement over this Town owned land

ATTACHMENT #3

Signed, sealed and delivered
in the presence of:

TOWN OF ANDOVER

By: _____

JOSHUA CLARK

CHRISTOPHER WIERZBICKI

STATE OF CONNECTICUT)

ss. Andover

November __, 2015

COUNTY OF TOLLAND)

Personally appeared, _____, who acknowledged himself to be the _____ of the Town of Andover, Connecticut, and that he as such _____, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Town of Andover, Connecticut by himself as _____.

Commissioner of the Superior Court
Notary Public
My Commission Expires: _____

STATE OF CONNECTICUT)

ss. Andover

November __, 2015

COUNTY OF TOLLAND)

Personally appeared, Joshua Clark, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed, before me.

Commissioner of the Superior Court
Notary Public
My Commission Expires: _____

STATE OF CONNECTICUT)

ss. Andover

November __, 2015

COUNTY OF TOLLAND)

Personally appeared, Christopher Wierzbicki, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed, before me.

Commissioner of the Superior Court
Notary Public
My Commission Expires: _____

#3

ATTACHMENT

7

SCHEDULE A

Map Description

A certain map or plan entitled "PLAN PREPARED FOR JOSHUA CLARK & CHRISTOPHER WIERZBICKI RIVERSIDE DRIVE ANDOVER, CT EASEMENT MAP SCALE 1"=40' DATE: 8/31/15 FILE NO. 2015-23 SHEET 1 OF 1 REVISIONS: 9/14/2015, 10/22/2015 BUSHNELL ASSOCIATES LLC. CIVIL ENGINEERING AND LAND SURVEYING 563 WOODBRIDGE STREET MANCHESTER, CT 060420860-643-7875", on file or to be filed in the Office of the Town Clerk of Andover, to which reference may be made.

7

SCHEDULE A

Map Description

A certain map or plan entitled "PLAN PREPARED FOR JOSHUA CLARK & CHRISTOPHER WIERZBICKI RIVERSIDE DRIVE ANDOVER, CT EASEMENT MAP SCALE 1"=40' DATE: 8/31/15 FILE NO. 2015-23 SHEET 1 OF 1 REVISIONS: 9/14/2015, 10/22/2015 BUSHNELL ASSOCIATES LLC. CIVIL ENGINEERING AND LAND SURVEYING 563 WOODBRIDGE STREET MANCHESTER, CT 060420860-643-7875", on file or to be filed in the Office of the Town Clerk of Andover, to which reference may be made.

BOS. MT.

ATTACHMENT

10/20/15 1039
JEFF WATT #4

E-mail

AHM Municipal Oversight Consortium

This agreement is made as of _____, 2015, by and among the Towns of Andover, Hebron and Marlborough (collectively "TOWNS") and the AHM Youth and Family Services, Inc.,

Whereas, Representatives of each member community of the AHM Municipal Oversight Consortium, hereafter referred to as the "Consortium," as defined below, has duly authorized the establishment of the Consortium pursuant to Connecticut Public Act 10-19m-p to facilitate the coordination of a youth service bureau, through AHM Youth and Family Services, Inc. (hereafter referred to as "AHM")

Therefore, the parties hereto, in consideration of the mutual covenants hereinafter set forth, and intending to be legally bound, covenant and agree as follows hereafter.

Article 1.

1. Purpose

1. As the youth services bureau for the TOWNS, AHM shall provide in each of the TOWNS the services specified in Conn. Gen. Stat. 10-19 m-p as the same may from time to time be amended, and shall provide such additional or other youth related services, (including but not limited to a family resource center, mental health services, juvenile justice services, prevention services and youth development services) in accordance with public acts that guide all of Connecticut's Youth Service Bureaus and Family Resource Centers. AHM shall maintain records of the volume and nature of services provided in each town.
2. AHM, in fulfilling its responsibilities hereunder shall comply with all applicable federal and state law regulations, including but not limited to those relating to taxation, employment and client confidentiality, and shall save the TOWNS harmless from any claims of violation thereof.
3. AHM shall also maintain in force liability insurance in an amount not less than \$1,000,000.00 which shall insure against all claims arising out of personal injury or loss, whether arising out of negligence or misconduct on part of directors, officers, agents and employees or otherwise, and whether asserted on any tort or contracted theory on any claim or statutory violations, including not limited to applicable civil right acts. Each TOWN shall be designated an additional insured in the policy of insurance, and evidence of compliance therewith shall be provided to all the TOWNS with 5 days from the date of execution of agreement. This insurance will be primary and non-contributing. AHM will annually provide proof of liability insurance coverage naming itself and said three TOWNS as insured. Notwithstanding any provision herein to the contrary, however, any obligation on the part of AHM, its directors, officers, agents, employees or otherwise, to indemnify any of the TOWNS hereunder shall be limited to the coverage and shall not exceed the limits of the aforesaid insurance coverage.

Article 2.

2. Name and Fiscal Year

- 2.1. The name of the group shall be the AHM Municipal Oversight Consortium.
- 2.2. The Consortium's fiscal year shall commence on July 1 and end on June 30.

Article 3.

3. Membership

- 3.1. Any Connecticut entity that is permitted by law to cooperate in the provision of Youth Services according to, Connecticut Public Act 10-19m-p may become a "Member."
- 3.2. The original Members shall be the TOWNS
- 3.3. Any Connecticut entity that is not a party to this Agreement and desires to become a Member shall signify its intention by furnishing to the Consortium a written request to join. New Members may be added by the affirmative vote of a majority of the Consortium Members.

Article 4.

4. Withdrawal from Membership

- 4.1. A Member may withdraw from the Consortium effective as of the last day of the fiscal year of the Consortium and after having given all other Members and the Consortium written notice not later than the last day of the previous fiscal year.
- 4.2. The requirement of at least one year's prior written notice for a Member to withdraw from the Consortium may be waived by the affirmative vote of a majority of the Consortium Members.

Article 5.

5. Representatives

- 5.1. The Representatives will consist of (1) elected official from each of the Board of Selectmen and Board of Finance from the TOWNS along with one or more AHM Representatives as nonvoting ex officio members for consultative purposes.
- 5.2. Any Representative who leaves elected office of a Member of the Consortium will be considered as having resigned his or her position as a Representative on the effective date of his or her leaving elected office. The Member shall appoint a substitute Representative as soon as reasonably practicable.
- 5.3. Each Representative shall serve at the will of the appointing Member and may be removed from office at any time by the appointing Member.
- 5.4. The Members and the Representatives shall not be liable for the acts or omissions of any Consultant, Third-Party Administrator, attorney, certified public accountant, investment manager, or other consultant, agent, or assistant employed in pursuance of this Agreement, if such Consultant, Third- Party Administrator, attorney, certified public accountant, investment manager, or other consultant, agent, or assistant was selected pursuant to this Agreement and such person's performance was periodically reviewed by the Representatives who found such performance to be satisfactory.

Article 6.

6. Meetings

- 6.1. The Consortium shall meet annually as they deem it necessary to transact their business, at a place to be determined by the Representatives. The Representatives of the Consortium may, and upon the written request of any two (2) Members shall, call a special meeting of the Consortium at any time giving at least five (5) days written notice of the time and place thereof to the remaining Members, (municipal and AHM partners).
- 6.2. Notwithstanding the provisions of Paragraph 6.1, to the extent required by law, meetings will be held and noticed consistent with the requirements of Connecticut's Freedom of Information Act.
- 6.3. Agendas for meetings of the Consortium shall be distributed and posted by each TOWN in accordance with requirements of noticing a meeting of municipal agency of that TOWN at least twenty-four (24) hours in advance.
- 6.4. Quorum; Voting
 - 6.4.1. The attendance of 5 representatives constitutes quorum. An affirmative vote of at least 5 representatives (including those present and/or by proxy) is required for the Consortium to take action except a vote of a simple majority of the quorum may adjourn or fix the time and place of the next meeting .

6.4.2. The adoption of the AHM budget is the responsibility of the AHM Board of Directors. Any changes to the AHM budget are the responsibility of the AHM Board of Directors. The only line item to be approved or denied by the Consortium shall be identified in the AHM budget referred to as AHM Revenue lines #4010 Andover, #4020 Hebron, #4030 Marlborough, #4110 Elementary Schools, #4120 RHAM Middle School, #4130 RHAM High Schools.

Article 7.

7. Business Purpose of Consortium

- 7.1. The purpose of the Consortium is to determine each year the amount TOWNS shall pay AHM for the services rendered hereunder. Such determination shall be made in consultation with AHM and shall be identified in AHM Revenue lines #4010 Andover, #4020 Hebron, #4030 Marlborough, #4110 Elementary Schools, #4120 RHAM Middle School, #4130 RHAM High Schools.
- 7.2. Determining the AHM budget distribution will be identified in the AHM annual Revenue budget as chart of account line items: #4010 Andover, #4020 Hebron, #4030 Marlborough, #4110 Elementary Schools, #4120 RHAM Middle School, #4130 RHAM High Schools and will be calculated by TOWN using agreed upon method by the Consortium: (Separate Addendum document).
- 7.3 Each of the TOWNS shall pay AHM its contribution for each fiscal year in which this agreement is operative in semi-annual increments by July 15th and January 15th.
- 7.4 AHM will keep each of the TOWNS fully apprised of its operations and shall furnish to the Boards of Selectmen and Finance of each of the TOWNS minutes of the monthly meetings of its Board of Directors, quarterly financial statements, annual reports, annual audits and such additional information as may be reasonably requested by the Chief Executive Officer of each of the TOWNS. AHM and the Chief Executive Officers shall confer on all matters of mutual interest and concern regularly as needed. Communications regarding AHM's monthly reports and annual proposed budgets, shared by AHM's Board of Directors shall take place through the use of email correspondence, and/or the US mail. Correspondence of important AHM documents such as those listed above shall be sent from AHM offices to every member of the Boards of Selectmen and Finance in each partner community.
- 7.5 The relationship of AHM to the TOWNS shall be solely that of independent contractor acting as the Youth Service Bureau according to Connecticut Public Act 10-19m-p on behalf of the Consortium members and nothing herein contained shall be construed as creating any other relationship.

7.6 AHM covenants and agrees with the TOWNS that all services contemplated hereunder shall be performed in a good and professional manner by qualified personnel well-skilled in their respective fields. AHM acknowledges that it is experienced in the services that it is required to perform hereunder and that the TOWNS are relying upon it to impart that experience in the performance of its duties hereunder.

7.7 This Agreement shall be binding upon, inure to the benefit of, and be enforceable by, the respective beneficiaries, representatives, successors and assigns of the parties hereto.

Article 8.

8. Amendment of this Agreement and/or Addendum

8.1 This Agreement and/or Addendum may be amended, in whole or in part, by an instrument in writing duly executed on behalf of a majority of the Consortium Members.

Article 9.

9. Termination

9.1 This Agreement may be terminated by an instrument in writing duly executed on behalf of a majority of the Consortium Members.

Article 10.

10. Miscellaneous

10.1. This Agreement and the Consortium is created in accordance with the laws of the State of Connecticut.

10.2. Each Member specifically agrees that it is its intent that this Agreement, under all circumstances and in every respect, shall comply with all applicable statutes, governmental regulations and judicial decisions. However, in the event any provision of this Agreement be held to be unlawful, or unlawful as to any person or instance, such fact shall not adversely affect the other provisions herein contained or the application of such provisions to any other person or instance.

10.3. Whenever any words are used in this Agreement in the masculine gender, they shall also be construed to include the feminine or neuter gender in all situations where they would so apply; whenever any words are used in the singular, they shall also be construed to include the plural in all situations

where they would so apply; and whenever any words are used in the plural, they shall also be construed to include the singular.

- 10.4. Whenever the word "person" is used in this Agreement, it should be construed to include a natural person or organization, as would be applicable, including, but not limited to, a firm, labor organization, partnership, association, corporation, legal representative, or trustee.
- 10.5. The Article and Section titles are included solely for convenience and shall, in no event, be construed to affect or modify any part of the provisions of this agreement or be construed as part thereof.
- 10.6. Each copy of this Agreement shall be considered an original when duly executed by one of the parties hereto.

THE TOWN OF ANDOVER

 By:
 It's Duly Authorized _____
 Date _____

THE TOWN OF HEBRON

 By:
 It's Duly Authorized _____
 Date _____

THE TOWN OF MARLBOROUGH

 By:
 It's Duly Authorized _____
 Date _____

**ANDOVER, HEBRON AND
MARLBOROUGH YOUTH SERVICES**

 By:
 It's Duly Authorized _____
 Date _____

AHM Town Budget Responsibility Formula and Distribution Formula \$ worksheet
 Addendum DRAFT for 2016-2017 budget year

Each TOWN (Town and Schools) will be RESPONSIBLE for providing revenue to AHM " using RHAM census FORMULA ".
 AHM Municipal Oversight completes worksheet in consultation with AHM and approves to finalize AHM budget.
 TOWNS will provide equitable distribution of 50% to Town and 50% to local School District (split evenly between Elementary and RHAM).
 Formulas can change with majority vote as indicated in AHM Municipal Oversight Consortium Pact.

Total Town, Elementary and RHAM revenue portion needed by
 AHM from all three TOWNS. \$ 486,579

Apply RHAM census formula(estimated for 2016-2017) to total
 above to determine reach TOWNS responsibility to AHM.

	15.14%	54.35%	30.51%
	Andover	Hebron	Marlborough
1. Total by Town \$ contribution responsible to AHM	\$ 73,668	\$ 264,456	\$ 148,455
2. Take 50% to determine Towns portion of AHM Budget	\$ 36,834	\$ 132,228	\$ 74,228
3. Take 25% to determine local Elementary School District portion of AHM budget	\$ 18,417	\$ 66,114	\$ 37,114
4. Take 25% to determine RHAM School District portion of AHM budget	\$ 18,417	\$ 66,114	\$ 37,114

Each AHM Municipal Oversight representatives approves/disapproves. Five representatives in affirmative needed for approval.

Items 5.c

**Town of Hebron
Board of Selectmen**

Regular Meeting October 15, 2015

Draft of new AHM Pact and Formula developed by the AHM BOS, BOF representatives have been presented to Hebron BOS, BOF Superintendent of Schools and RHAM board and RHAM Superintendent over meetings in August, September and October. The new AHM PACT was reviewed initially by Hebron Lawyer and Town Manager and will need final review from Hebron Lawyers. The new formula will use RHAM census formula to indicate TOWNS (Andover, Hebron, Marlborough) AHM overall Budget responsibility. That overall Town responsibility will then be divided by 50% which will be the Municipality AHM budget portion and budgeted accordingly in the Municipality budget. The other 50% being the Education AHM budget portion. The Education AHM portion will be divided evenly between the Elementary school district and RHAM district and budgeted accordingly in their budgets. The BOS in agreeing to this new formula with the understanding the first year 2016-17 municipality AHM budget line item will decrease (estimated \$32K) and increase the Elementary school district AHM budget portion. The BOS need to support the Hebron BOE AHM increase for budget year 2016-17 (est. \$32K) due to this new formula.

Motion:

Move that the Board of Selectmen authorize the Hebron BOS AHM representative to cast a vote in the affirmative for the Final AHM PACT and AHM Addendum outlining Formula and Budget distribution between the Towns of Andover, Hebron and Marlborough.

ATTACHMENT #5

BOS Approval Needed	Internal Transfers			
1-100-01-0101-330	Conf. Seminar-Selectman		\$ (75.00)	
1-100-01-0101-836	Veterans Day Committee	\$75.00		\$0.00
1-100-01-0105-322	Accounting Consultant		\$ (325.00)	
1-100-01-0105-325	Acturarial Services	\$325.00		\$0.00
1-100-01-0107-310	Legal Retiner-Legal Counsel		\$ (2035.00)	
1-100-01-0107-311	Legal Council	\$2,035.00		\$0.00
1-100-01-0109-609	Equipment-Treasurer		\$ (896.41)	
1-100-01-0109-120	Wages Treasuer Clerk	\$896.41		\$0.00
1-100-01-0111-438	Equip. Maint-Tax Collector		\$ (16.00)	
1-100-01-0111-610	Office Supplies- Tax Collector	\$16.00		\$0.00
1-100-01-0113-100	Salary Assessor	\$266.06		
1-100-01-0113-120	Salary-Asst. Assessor		\$ (266.06)	\$0.00
1-100-01-0113-335	Training/Assessor		\$ (85.00)	
1-100-01-0113-438	Software-Assessor	\$675.00		
1-100-01-0113-580	Milage-Assessor		\$ (318.87)	
1-100-01-0113-610	Office Supplies-Assessor		\$ (210.67)	
1-100-01-0113-612	Books/ Subs-Assessor		\$ (60.46)	\$0.00
1-100-01-0115-100	Salaries BAA	\$18.00		
1-100-01-0115-335	BAA-Training		\$ (18.00)	\$0.00
1-100-01-0117-330	Conf /Seminars-Town Clerk		\$ (391.00)	
1-100-01-0117-610	Office supplies- Town Clerk		\$ (255.89)	
1-100-01-0117-612	Land Records-Town Clerk	\$646.89		\$0.00
1-100-01-0117-616	Maps Filming & Indexing Town CL	\$54.18		
1-100-01-0117-810	Dues-Memppership-Town Clerk		\$ (54.18)	\$0.00
1-100-01-0121-335	Training Elections		\$ (201.88)	
1-100-01-0121-830	Meals-Elections	\$201.88		\$0.00

BOS Approval Needed	Internal Transfers			
1-100-01-0121-610	Supplies-Elections	\$2,767.65		
1-100-01-0121-438	Equip, Maint-Elections		\$ (2767.65)	\$0.00
1-100-01-0123-601	Electricity-Old Town Hall	\$17.64		
1-100-01-0123-603	Fuel Oil-Old Town Hall		\$ (17.64)	\$0.00
1-100-01-0123-432	Building Maint Old Town Hall		\$ (172.00)	
1-100-01-0123-603	Fuel Oil-Old Town Hall	\$172.00		\$0.00
1-100-01-0129-365	Elevator-Service Contract	\$101.96		
1-100-01-0129-401	Elevator Permit	\$100.00		
1-100-01-0129-432	Building Maint- Town Office Bldg		\$ (201.96)	\$0.00
				\$0.00
1-100-01-0129-493	TN 911	\$251.00		
1-100-01-0129-530	Telephone-Town Office Building	\$641.67		
1-100-01-0129-550	Printing-Town Office Building	\$503.04		
1-100-01-0129-603	Fuel Oil-Town Office Building	\$1,177.83		
1-100-01-0129-609	Equipment-Town Office building		\$ (2573.54)	\$0.00
1-100-01-0141-205	Social Security-Employee Benefit	\$1,029.66		
1-100-01-0141-207	Medicare-Employee Benefit	\$244.26		
1-100-01-0141-210	Unempl Comp-Emp Benefit		\$ (3159.92)	
1-100-01-0141-215	Health Ins-Employee Benefit	\$1,886.00		\$0.00
1-100-01-0143-100	Salaries-Drivers/Dispatch	\$898.50		
1-100-01-0143-435	Vehicle Maint-Dial a Ride		\$ (898.50)	\$0.00
1-100-01-0145-875	Trips-Senior Citizens	\$719.27		
1-100-01-0145-100	Municipal Agent Salary		\$ (719.27)	\$0.00
1-100-01-0149-432	Building Maint-Old Fire House		\$ (943.97)	
1-100-01-0149-601	Electricity-Old Fire House	\$943.97		\$0.00
1-100-03-0301-391	Fire Ext ck-Public Works	\$199.15		
1-100-03-0301-632	Trans Oil-Public Works		\$ (2.12)	

ATTACHMENT 

BOS Approval Needed	Internal Transfers			
1-100-03-0301-392	Welding Supply Pubic Works		\$ (117.03)	
1-100-03-0301-810	Dues/ Membership-Public Works		\$ (80.00)	\$0.00
1-100-03-0301-535	Mobile Phone Public Works	\$39.20		
1-100-03-0301-630	Lub Oils Engine-Public Works		\$ (39.20)	\$0.00
1-100-03-0301-654	Uniforms & Shoes-Town Garage	\$169.02		
1-100-03-0301-640	Sweeper Supplies-Public Works	\$97.49		
1-100-03-0301-638	Shop Supplies-Public Works	\$223.28		
1-100-03-0301-637	Fuel Add-Public Works Dept	\$289.84		
1-100-03-0301-734	Tools- Public Works		\$ (309.13)	
1-100-03-0301-732	Signs-Public Works		\$ (307.00)	
1-100-03-0301-634	Grease- Public Works Dept		\$ (30.00)	
1-100-03-0301-622	Tires Public Works		\$ (133.50)	\$0.00
1-100-03-0301-				
1-100-03-0301-435	Vehicle Maint. Public Works	\$7,090.93		
1-100-03-0301-390	Tree Removal-Public Works		\$ (1850.00)	
1-100-03-0301-448	Misc Labor/Rental-Town Garage		\$ (526.04)	
1-100-03-0301-635	JD Oil-Public Works		\$ (600.00)	
1-100-03-0301-730	Radios-Public Works		\$ (2195.30)	
1-100-03-0301-636	Hyd Oil-Public Works		\$ (950.00)	
1-100-03-0301-633	Filters-Antifreeze-Public Works		\$ (969.59)	\$0.00
1-100-03-0301-602	Diesel Public Works	\$11,418.34		
1-100-03-0301-603	Gasoline-Public Works		\$ (2618.13)	
1-100-03-0301-100	Salary-Public Works		\$ (8800.21)	
1-100-03-0301-				\$0.00
1-100-03-0309-215	Medical/Drug-Town Garage	\$250.00		
1-100-03-0309-490	Alarm System-Town Garage		\$ (250.00)	\$0.00
1-100-03-0309-603	Fuel Oil-Town Garage	\$1,261.97		
1-100-03-0309-432	Building Maint-Town Garage		\$ (1261.97)	\$0.00

BOS Approval Needed	Internal Transfers			
1-100-07-0701-601	Electricity-Transfer Station	\$733.28		
1-100-07-0701-438	Maintance-Transfer Station		\$ (733.28)	\$0.00
1-100-07-0701-480	Hauling Fees-transfer Station	\$2,871.07		
1-100-07-0701-481	Bulky Waste-Transfer Station		\$ (2871.07)	\$0.00
1-100-07-0703-486	Freon Removal-Recycling	\$132.54		
1-100-07-0703-484	Antifreeze Pickup-Recycling		\$ (132.54)	\$0.00
1-100-07-0703-810	Dues/ Member-Recycling	\$262.18		
1-100-07-0703-807	Transfer Station Permits		\$ (262.18)	\$0.00

ATTACHMENT

6 1051

BOF Approval Needed	External Transfers		Total
1-100-01-0119-800	Misc Expense Probate Court	\$104.00	
1-100-01-0101-330	Conf Seminars Selectman	\$ (104.00)	\$0.00
1-100-03-0303-130	Overtime Wages -Snow Removal	\$12,851.34	
1-100-07-0701-998	Tipping Fees-Transfer Station	\$ (12851.34)	\$0.00
1-100-03-0303-643	Sanding Equip-Snow Removal	\$777.87	
1-100-01-0129-439	Software Maintainence-Town Office	\$ (777.87)	\$0.00
1-100-03-0303-644	Sand-Snow Removal	\$1,207.26	
1-100-07-0701-438	Maintance-Transfer Station	\$ (1207.26)	\$0.00
1-100-08-0815-335	Conservation Training	\$ (285.93)	
1-100-07-0701-998	Tipping Fees-Transfer Station	\$ (6257.07)	
1-100-03-0303-646	Salt-Snow Removal	\$6,543.00	\$0.00
1-100-01-0129-439	Software Maintainence-Town Office	\$ (147.10)	
1-100-03-0303-830	Meals Snow Removal	\$147.10	\$0.00
1-100-04-0403-375	Contract St Fee-Law Enforcement	\$14,356.35	
1-100-01-0107-310	Legal Retiner-Legal Counsel	\$ (6151.50)	
1-100-01-0109-438	Equip Maint Treasurer	\$ (1000.00)	
1-100-01-0117-120	Asst. Salary-Town Clerk	\$ (2204.85)	
1-100-04-0403-130	Overtime- law Enforcement	\$ (5000.00)	\$0.00

Andover Board of Selectman
Regular Meeting Agenda
December 2, 2015 7:00 PM

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

- 1) Call to Order
- 2) Public Speak:
- 3) Add or Delete Items:
- 4) Approval of Board of Selectman Minutes
 - a) 11/4/15 Regular Meeting
- 5) Treasurer's Monthly Report
 - a) Monthly Fund Balance
 - b) Monthly Financial Report
- 6) Tax Refunds
- 7) Tax Collector's Monthly reports:
 - a) Monthly Cash report
 - b) Grand Rate Book Balance Sheet Report
- 8) Office Space Update
- 9) Hiring Process Committee
- 10) Winter Farmer's Market Location
- 11) Olde Andover Burying Ground Committee Members
 - (1) Kathy Palazzi
 - (2) Megan Buswell
 - (3) Joan Foran
 - (4) Michael P. Donnelly
 - (5) Mary T. Duval
 - (6) Maria Tulman
 - (7) Michael Kurdzo
- 12) EDC Committee Member
 - (1) Tim Gilmore
- 13) Contract for Reappraisal

14) 64 Long Hill Road Easement

15) Set Dates for 2016 BOS Meetings

16) Public Speak

17) Next Board of Selectman Meeting January 6, 2016

18) Adjourn

RECEIVED FOR REC

12-1-15 D9.

[Signature]
ASST. TOWN CLERK

Andover Board of Selectmen**Wednesday, December 2, 2015 7:00 PM**

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

Regular Meeting Minutes**Agenda Item 1: Call to Order**

Robert F. Burbank, First Selectman, called the meeting to order at 7:06PM with the Pledge of Allegiance

BOS Members: Present:

Robert F. Burbank, First Selectman

Jeff Maguire, Vice First Selectman

Julia Haverl

Jay Linddy

BOS Members: Absent: Cathy Desrosiers**Other Attendees:** Attachment #1**Agenda Item 2: Public Speak :**

Jeanne Person requests that the street lights on Pine Ridge Drive be replaced.

Dianne Grenier speaks of Chester Norton who passed in 1891. He used to donate eyeglasses to those who needed them. His wife who died in 1950 donated \$12,000.00 to different Town facilities in the Town of Andover. At the Norton Commission Meeting it was agreed that they would like the Citation put up at the Town Hall. (Dianne presents this to Robert Burbank who states it will go in the Community Room).

Adrian Mandeville speaks about the easement(interrupted) concerns about the easement and its access. There needs to be more clarification on restrictions and they need to talk to the Town Attorney. Has to go through P&Z then BOS should be looking at it. There is no president that he could find in the Town on an easement.

Agenda Item 3: Add or Delete Items

Jeff Maguire would like the Recreation field added to the Agenda. This is added as item 8a.

Julia Haverl would like a discussion of the BOS packets added to the Agenda. This is added at item 6a.

Jay Lindy Motions to add item 8a, the Recreation field and item 6a the BOS packets to the Agenda.

Jeff Maguire Second

Motion Passed/Unanimous

Agenda Item 4: Approval of Board of Selectmen Minutes

a. 11-4-2015 Regular Meeting

Tabled to the next Meeting

Agenda Item 5: Treasure's Monthly Report

5a. Monthly Fund Balance: (Bank Account Summary)

5b. Monthly Financial Report:

Jay Lindy Motions to approve the Treasure's Monthly Report.

Julia Havel Seconded

Motion Passed/ Unanimous

Agenda Item 6: Tax Refunds

Jeff Maguire Motioned to authorize the tax refunds as listed for a total of \$284.91:

Lintec LLC	\$78.28
Lintec LLC	\$78.28
Adams Theodore Montemag	\$51.09
Wilson Eileen or Jennifer	\$35.23
Leger Paul J or Della	\$46.76
Westerberg Alan	\$33.95

Julia Haverl Seconded

Vote Passed/Unanimous

Jeff Maguire Motions that the tax collector can no longer apply Board of Assessment appeal refunds to future taxes.

Jay Linddy Seconded

Motion Passed/Unanimous

Item 6a: BOS Packets

Julia Haverlwould like the BOS packets available for review sooner. There is not enough time to thoroughly review the information prior to the Meeting.

Robert Burbank and Jeff Maguire both agree that there are times when the necessary information for the packets is not available sooner.

Agenda Item 7: Tax Collectors Monthly Report

a. Monthly Cash Report

b. Grand Rate Book Balance Sheet Report

Jay Linddy Motions to approve the Tax Collectors Monthly Report.

Julia Haverl Seconded

Motion Passed/ Unanimous

Agenda Item 8: Office Space Update

Julia Haverl reads **Attachment #2**, Open Space Update and presents a map of the building layout to the Board (**Attachment #3**) for review.

Item 8 Tabled to the next Meeting

Item 8a: Recreation Field

Jeff Maguire reports that the Recreation Committee met last month and they are waiting for CLA Engineers to provide them with a new scope of the updated plans since it has moved to the Long Hill Rd. location. The Committee needs an increase of additional appropriation of \$18,310.00 to be provided to the CLA Engineers. The Committee was presented a letter from the CLA Engineers on November 9, 2015 for the additional monies needed for the change of the scope of the project. It is all part of the grant however he wants the BOS to understand it.

Jeff Maguire Motions that the Board approve the additional funds of \$18,310.00

Jay Lindy Seconded

Vote Passed/Unanimous

Jeff Maguire Motions that the BOS in conjunction with the Recreation Field Sub Committee go before the Planning and Zoning Commission to for an 8-24 referral on the new location of recreation the Field on Long Hill Road at the December 21, 2015 Regular Meeting.

Jay Lindy Seconded

Vote Passed/Unanimous

Julia Motions that the BOS authorize the First Selectman write a letter to P&Z that by state statute a 8-24 referral is required.

Jeff Maguire Seconded

Vote Passed/Unanimous

Agenda Item 9: Hire Process Committee

The First Selectman recommends that the Committee consist of himself, Jeff Maguire, Julia Haverl Jay Linddy and Kathy Luntta.

Robert Burbank Motions that this listed is the Hiring Committee of five people

Julia Haverl Seconded

Motion Passed/Unanimous

Agenda Item 10: Winter Farmer's Market Location

Tabled to the next Meeting

Agenda Item 11: Olde Andover Burying Ground Committee Members.

Julia Haverl Motions to appoint the Members of the Olde Andover Burying Ground Committee is as follows: (letters submitted to the First Selectman)

Cathy Palazzi, Megan Buswell, Joan Foran, Michael P. Donnelly, Mary T. Duval, Maria Tulman, Michael Kurdzo.

Jay Linddy Seconded

Motion Passed/ Unanimous

Agenda Item 12: EDC Committee Member.

Jay Linddy Motions to appoint Tim Gilmore as the Committee Member

Julia Haverl Seconded

Vote Passed/Unanimous

Agenda Item 13: Contract for Reappraisal

Jeff Maguire Motions to accept the proposal as presented after the First Selectman as long as it is properly presented to an Attorney for approval (motion amended to add the Attorney review) (Attachment #3)

Jay Linddy Seconded

Vote Passed/Unanimous

Jeff Maguire discusses the fact that he has issues with the fact that contracts are signed by the First Selectman and the BOS is unaware of them. He wants to see them along with the other Board Members. Mr. Maguire gives an example of an oil contract that was signed on November 28, 2015 that the First Selectman should have brought up at the previous BOS Meeting. He has a problem with that and it should have been presented to the BOS at the last meeting for them to review and discuss. Mr. Maguire also notes the overall technology upgrades that are needed in the Town, not just a few technology updates here and there. He is asking for a technology evaluation from a qualified person for the entire Town Hall.

Robert Burbank believes that this would be a separate item and would cost more money.

Agenda Item 14: Long Hill Road Easement

Jeff Maguire to the First Selectman asks for clarification you just gave the Attorney what was recommended by the BOF? Mr. Maguire addresses the First Selectman on the easement and states that he has to push this forward, lead on this issue, whether it is approved or denied. This just can't linger on any longer. He is not saying that the Town should pay for the road that was a misunderstanding, the applicants would have to pay for the road. They are all policy issues that have to be addressed by the Board. The Board of Selectmen need to get this done. The applicants have spent enough time at meetings and enough money already. If the First Selectman does not get a reasonable document we will continue going back and forth. There are too many hands in this easement agreement.

Robert Burbank asks should we charge a fee as recommended by the BOF. What is the fee that is this a one time or yearly fee for the use of the easement.

Julia Haverl agrees with Mr. Maguire that we as a board have to get this done and that the Town came out and voted in favor of the Easement. We have an Attorney on the job for this easement.

Jeff Maguire states that when the Town voted they did not have a document that they could look at prior to voting for or against the easement.

Julia Haverl states that there was a copy of the easement available at the time of voting.

Discussion of the Letter from Attorney Willis. **Attachments 4/4a**

Jeff Maguire Asks the applicants an the Board how we can work together. They reply that they have done everything that was asked of them. He states that Julia Haverl will be for the easement an he will be against it therefore we , the Board, are wasting time. Heis still concerned about the liability for the Town down the road for the easement however he would like to come to terms with the applicant. He thinks the direction that the First Selectman should go is to go back to the Town Attorney with the BOF's concerns/recommendations and have a discussion with all parties involved with the easement. Mr, Maguire also suggest that the applicants meet with the First Selectman and the Attorney's separate.

Jay Linddy recommends that this is tabled until the First Selectman takes the BOS/BOF concerns to the Town Attorney to draft a new easement agreement.

Agenda Item 15: Set Dates for 2016 BOS Meetings

Jay Linddy Motions that the BOS approve the meeting dates as presented on the second Tuesday except the one outlined in November. (Attachment #5)

Julia Haverl Seconded

Vote Passed/ Unanimous

Agenda Item 16: Public Speak

Curt Dowling voices his concern about the poor outdoor lighting at the Andover Town Hall and that there is not enough lighting at night which poses a safety hazard, especially in the winter months when ice could be in the walkways. Mr, Dowling is also upset that the Fire Commission minutes have not been updated for the Fire Department Meetings since February 2015 and lastly he believes that the Ethics Commission needs to be revised/reincarnated.

Adrian Mandeville states in regards to the easement the property should be sold since it removes the liability for the Town. Come up with a number come up with an appraisal and present it to the applicants. Two option sell it or give them them the easement. It is our job to get it done or sell it to them. New to this town

Dan Warren advises the BOS that the filing for Steep Grants ends January 16, 2016 and highly suggests that BOS should get the information in.

Dennis Foran believes that the Town should get a legal opinion on the easement to see if it is even valid and he would like to see an easement map in the Town Hall. He also believes that they need to go before P&Z.

Chris Wierzbicki expresses his frustration with the Town and the process that the applicants are going through. He states that they have provided maps, gone through P&Z already, have gone through multiple walk through s and have provided several maps to the Town. We are still going through the

same thing at every meeting. He does not believe that everyone will ever be happy with the easement. In every meeting there is something else that comes up when they have done everything asked of them. They proposed everything to the Town that they requested and now they want to change the conditions. He feels as if the Town is prolonging it.

The Applicants state that they have paid a lot of money to date and are not only paying for their attorney but also the Town's Attorney. They have done everything that was asked of them.

Agenda Item 17: Next Board of Selectman Meeting January 6, 2016

Agenda Item 18: Adjourn

Jay Lindy Motions to adjourn at 9:25 PM

Julia Haverl Seconded

Motion Passed/Unanimous

Minutes respectfully submitted by: Sandra Nichols

All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site

www.andoverct.org

RECEIVED FOR RECORD

12-7-15 @ 5:50 PM

ASST. TOWN CLERK

ATTACHMENT #2

December 2, 2015. Agenda #8 Office Space Update

Essential needs for the ROVoters:

Dedicated modem connected to the town clerks office as of 5/15. This is a state requirement for all ROV's throughout the state. We are not in compliance at this time.

CRVS (CT Voter Registration System). The state maintains a list of all voters, and after an election a list of everyone who voted in that particular election. The tally of votes is now required to be emailed (moderator return) to the state at the close of polls on election day.

The equipment to implement the two requirements above are in house but not hooked up, pending a decision on their space needs.

A further requirement is to have in their office room for three to four voters to vote. This is related to called EDR (Election Day Registration). Voters who are directed to the registrars office by the moderator on election day either because they wish to register and vote, or who have voted in the past and are no longer on the list for instance, must, once they have registered, or had their record amended vote in that office.

The ROVs would like to be in compliance naturally, in time for best case, the Republican primary.

I do not believe re arranging all the offices would be possible or necessary at this time. Some offices require large amounts of active file space, for example the building department and the assessors office. We will soon be hiring a bookkeeper and treasurer who will most likely be placed in the current treasurer/bookkeeper office. It has there a very heavy safe and is one of the most efficiently arranged offices in the building. Wiring for all the electronics is an issue as well as floor supports throughout the building. Cloud space be better utilized in other offices? Absolutely!!!

The ROVs could be wired to the town clerks office through the ceiling of their current space. There is new space they can use in the lower vault, files can be consolidated and moved. Holly Hood and John Valente have agreed to clean out space and are very willing on election day to have cleared space for voting stations. The ROVs can share a desk, get a bigger table for the office which would be plus for the buiding dept folks sharing the office as well. No new desks are needed just a large cleared table, and creative placement of items and a few new shelves.

It would make sense to move Ed Kaulback, buliding official, into that office as well. He spends very little time in the office. This would enable large files to be moved into his desk space in the building department. The files were moved to a poor location when the new map machine arrived. Holly Hoods desk would become the registrars desk. A larger table next to her current desk which was cleared when part timers left could be shared by all. Yes, this involves putting five part timers into one office, I wish it wasn't necessary. I think it will work. I heard no complaints of too many people using the office at the same time.

Attachment # 2A
 12-2-2015
 B.O.S Mtg.

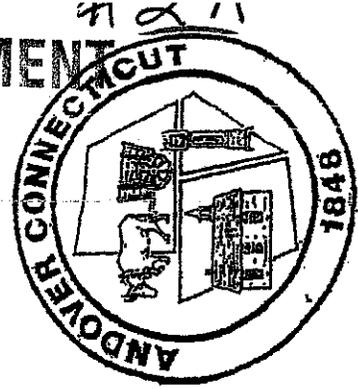
1064

Fire & Emergency Evacuation Plan

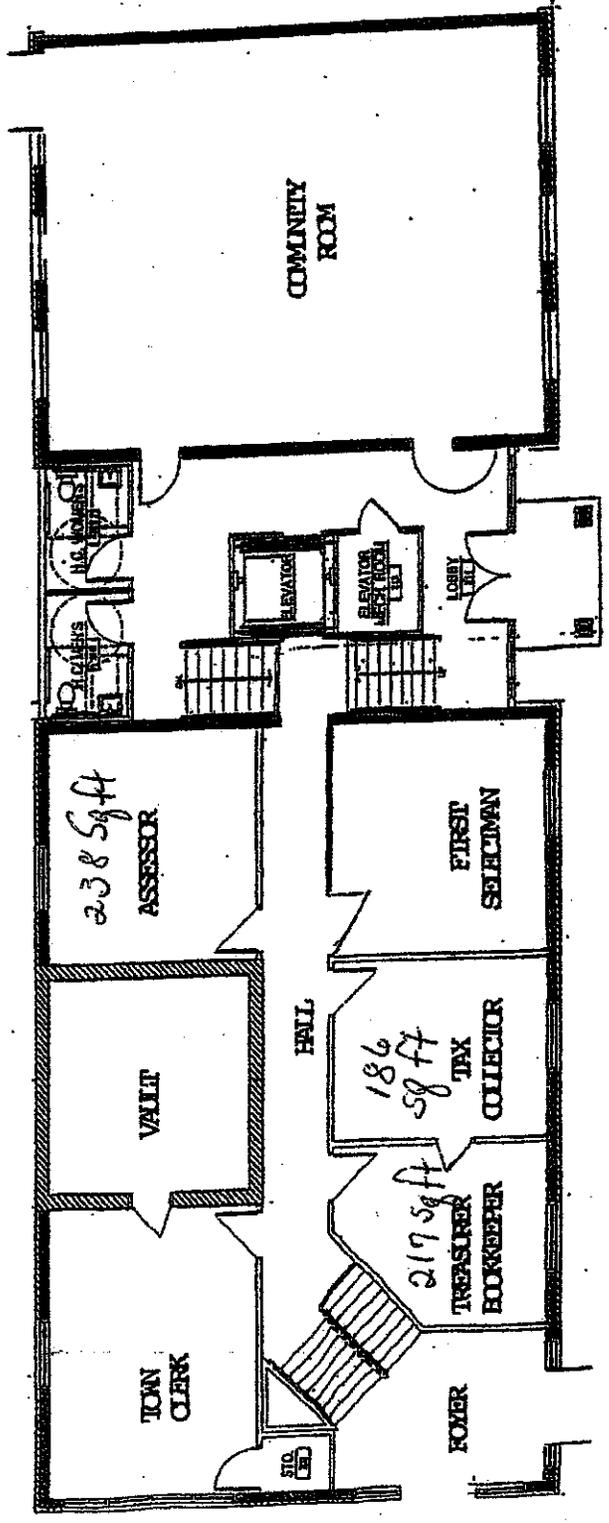
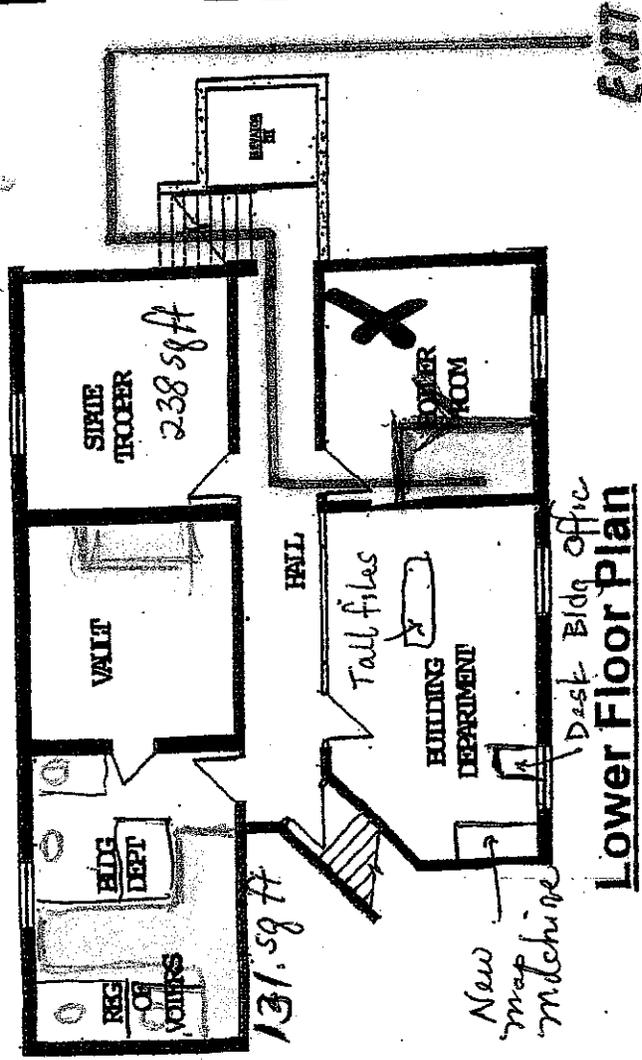
If there is an emergency and we need to Evacuate the building, you are to make Sure any citizens in the Town Hall know Where to exit.

You are to exit the building and report to Town Gazebo

ATTACHMENT # 2A



o Voter Stations
 - Outlines Space Used by Reg.



X = Means y are here

CONTRACT FOR THE REAPPRAISAL AND REVALUATION OF TAXABLE REAL AND EXEMPT PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF ANDOVER, CONNECTICUT Effective October 1, 2016

THIS AGREEMENT, made this _____ day of _____, 20__, by and between the TOWN OF ANDOVER, Connecticut, Municipal Corporation acting by and through its Chief Executive Officer having been so duly authorized, hereinafter termed the "TOWN"; and VISION GOVERNMENT SOLUTIONS, INC., a Massachusetts Corporation with a principal place of business at 44 Bearfoot Road, Northboro, Massachusetts, hereinafter termed "VISION" OR "CONTRACTOR".

WITNESSETH THAT:

WHEREAS the Town, through its Assessor, plans to undertake a revaluation of taxable and non-taxable real property located within the corporate limits of the Town; and

WHEREAS, VISION is to assist the Assessor in making such revaluation, representing that VISION is experienced and qualified to carry on such work and is familiar with the recognized appraisal practices and with the standards required for determining ad valorem values for assessment purposes:

NOW, THEREFORE, the TOWN and VISION, for the consideration and under the conditions hereinafter set forth, hereby agree as follows:

1 EMPLOYMENT OF VISION

The TOWN hereby engages VISION and VISION hereby agrees to make a complete revaluation of all taxable and non-taxable real property located within the corporate limits of the TOWN and to perform all the services and furnish all records, materials, forms and supplies required by and in complete accordance with the Contract Specifications, a copy of which is attached hereto and made a part hereof; all such labor, records, materials, forms and supplies to comply with the requirements of the pertinent Connecticut General Statutes and Special Acts, pertinent rulings of the Secretary of Office and Policy and Management, pertinent ordinances and agreements of the TOWN and pertinent decisions of the several courts.

2 CONTRACT DOCUMENTS

The following is the list of documents which compose the entire contract between the parties:

- This Agreement; and
Contract Specifications.

3 COMMENCEMENT AND COMPLETION DATES

VISION agrees to commence the work according to the Contract Specifications (for the October 1, 2016 revaluation date.) The work shall be completed through the completion of the duties of the Board of Assessment Appeals for the TOWN for the October 1, 2016 revaluation date.

This date is predicated on the TOWN completing the previous year's Grand List.

VISION agrees to adhere to the time schedule for the revaluation project as set forth in the attached Contract Specifications.

4 COMPENSATION:

The TOWN agrees to pay VISION the total sum of **Thirty-Nine Thousand Seven Hundred Dollars (\$39,700)** as compensation for VISION's services to be performed and the records, materials, forms and supplies (excluding hardware) to be furnished by VISION. VISION and the TOWN agree that the methods of billing and payments shall be as set forth in the contract specifications, including Fiscal Year limitations.

5 INDEMNIFICATION AND CONDITIONS

Vision shall comply with the terms and conditions of the Contract Specifications with regard to indemnification and insurance.

IN WITNESS HEREOF, the TOWN OF ANDOVER, Connecticut and VISION have executed this contract on the date first above-mentioned by their duly authorized officers.

IN THE PRESENCE OF

TOWN OF ANDOVER, CONNECTICUT

Chief Executive Officer

VISION GOVERNMENT SOLUTIONS, INC.

Signed: _____

By: _____

Its: _____

APPROVED AS TO FORM AND CORRECTNESS:

TOWN Counsel

Date

CERTIFICATION:

I hereby certify that the sum of _____ (\$ _____) is available in accordance with this contract.

TOWN Director of Finance

Date

**CONTRACT SPECIFICATIONS
FOR REVALUATION SERVICES**

A. DEFINITIONS

- i. ASSESSOR. The word "Assessor" shall mean the duly appointed Assessor of the Town of ANDOVER, Connecticut.
- ii. CONTRACTOR. The word "Contractor" shall mean the certified revaluation company who shall perform this project.
- iii. PROJECT. The word "Project" shall mean the revaluation of all real property within the corporate limits of ANDOVER, Connecticut for assessment purposes.
- iv. TOWN. The word "Town" shall hereinafter mean the Town of ANDOVER, Connecticut. The Town's characteristics are attached as Exhibit B.

B. MINIMUM SPECIFICATIONS

- i. To be considered for selection, each interested firm, or individual, must be a certified revaluation company in accordance with Connecticut General Statutes 12-2c, and must have held this certification for a minimum of five years.
- ii. All personnel to be assigned to this project shall be subject to the approval of the Assessor and shall be certified to perform the revaluation duties in which they are assigned.
- iii. The Project Manager/Supervisor, the Reviewer, and the Commercial Appraiser must personally be identified in the contract as the staff whom will be assigned to this project. Once the Contract has been executed, the contractor shall ensure that these assigned personnel are not over allocated during the 2016 revaluation cycle and have the allotted time earmarked for the successful completion of this project. Only a physical limitation, injury, no longer being employed by the Contractor, or at the Assessor's request, will be considered acceptable for replacing the assigned personnel.

In addition, the positions identified below must meet the following additional requirements:

Project Manager/Supervisor: must have not less than ten (10) years of practical appraisal experience in the appraisal of commercial, industrial, apartment, farm and residential type properties of which no less than five (5) years must have been working as a Project Manager/Supervisor in mass appraisal.

Commercial Appraiser: shall have not less than fifteen (15) years of practical appraisal experience, of which at least ten (10) years have been in the valuation of commercial, industrial and apartments. They have a minimum of five (5) years of experience in mass appraisal in which they were responsible for the valuation of commercial, industrial and apartments.

Reviewers and Appraisers: shall have not less than five (5) years of practical appraisal experience in the appraisal of the particular type of property for which they are responsible. Three (3) years

of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years.

Data Collectors: shall have not less than three (3) years of experience as a Data Collector which must have occurred in the last ten (10) years.

Assigned Personnel: The Contractor shall endeavor to assign Jason Lawrence and Brandy Landrie to the Project.

C. EVALUATION CRITERIA

Reserved.

D. SCOPE OF REAPPRAISAL AND REVALUATION

- i. This project includes the complete reappraisal and revaluation of all real property within the corporate limits of ANDOVER, Connecticut effective as of October 1, 2016. (See Exhibit B for breakdown).
- ii. This town-wide revaluation is not what is commonly referred to as a "full measure and list" and there is no requirement for full interior measure and listing other than the sales verification process. This project will not be sending, receiving, or data entering any data mailers other than the sales verification process.

However, the Contractor will perform on-site inspections for properties which had an arms-length transaction over a 12-month period and for properties with outstanding building permits. The Contractor will check measurements of the properties improvements and attempt an interior inspection. If unsuccessful to gain an interior inspection, the Contractor will send a callback letter to the taxpayer to arrange an interior appointment. Should there be no response from the taxpayer to the callback letter, we will consider it a refusal.

- iii. Prior to assigning the final values, the Contractor, in the presence of the Assessor, is required to perform a drive by inspection of every property in town in order to:
 1. review the property for accuracy as compared to that of the data on the property record card
 - a. while reviewing, each property that is discovered which does not appear to be accurately reflected on the property record card, the reviewer must make the necessary correction(s), or measure & list any improvements that are omitted from the property record card if necessary
 - b. If the reviewer finds that the property record card contains too many discrepancies, they may flag the property for a follow up inspection to be completed by the Contractor's Data Collectors
 2. review the property and assign the appropriate condition and grade factors as compared to that of the sale properties

- iv. The Contractor shall use the Town's existing CAMA system, Vision Government Solutions, Inc.'s *Appraisal Vision*, Version 6.5. The Town will provide the Contractor access, either remotely or on site, to the CAMA system.
- v. Perform all services and furnish all records, materials, and forms required to complete the revaluation project in accordance with Connecticut General Statutes.
- vi. The values to be determined shall be the full fair market value as defined in Section 12-63 of the Connecticut General Statutes and shall be based upon recognized methods of appraisal and conform to Uniform Standards of Professional Appraisal Practice in effect at the time of the appraisal.

E. WORK PLAN

Attached as Exhibit A is the Contractor-submitted work plan that addresses all tasks that must be performed for the successful completion of the revaluation program.

F. COMPLETION DATE, TIMELINE SCHEDULE, AND LIQUIDATED DAMAGES

- i. Both the Town and the Contractor recognize, understand and agree that time is of the essence with this project and the Town will suffer financial loss if each and every phase of the contract is not completed by its deadline as specified in this contract. The Contractor agrees that there will be no exceptions to the individual deadlines unless such deadline extension was agreed to by the Assessor in writing. The Contractor agrees that all extensions made by the Town, or Assessor, shall be made in writing otherwise they are deemed ineffective and non-existent. The Assessor or the Town shall not unreasonably withhold or delay its consent for any Contractor requested extensions. Furthermore, delays occasioned by the Assessor, the Town, parties in the Town's control, war, strike, explosion, acts of God, or an order of the court or other public authority having jurisdiction over the Town of Andover are excepted from liquidated damages, and therefore the Assessor and the Town shall automatically grant extensions for such delays.
- ii. The Contractor recognizes and agrees that there would be additional delays, expense, and difficulties involved in proving the actual losses suffered by the Town in the event that a Key Deadline was missed. Therefore, instead of requiring any such proof, or causing any further delays, the Contractor agrees that as liquidated damages for any delay (but not as a penalty), the Contractor shall pay the Town five hundred dollars (\$500) for each day that begins after the expiration of any such Key Deadline, until such time that the Assessor has determined in writing that the Contractor's obligations relative to such delay have been fully met/completed. Key Deadlines are identified as such in F.iv.1.a.-t. below.
- iii. The Contractor shall commence the revaluation work on or before the later of December 10, 2015 or two (2) weeks after the signing of the contract, and shall continue uninterrupted in a diligent fashion so as to ensure completion within the schedule of completion dates hereinafter set forth below.
- iv. Completion Dates.
 - 1. The following projects, tasks, phases of the revaluation must be completed in accordance with the following schedule:

- a. Contractor commences project, meets with Assessor & Staff at Town Hall, picks up sales data from last two months, and discusses the project, goals, timelines/deadlines, etc. the later of December 10, 2015 or two weeks from contract signing pursuant to Section F.iii. above.
- b. Contractor conducts an impact study that estimates the 2016 assessed total amounts by state use code by April 1, 2016.
- c. Assessor provides Contractor access to the live *Appraisal Vision* CAMA database by February 1, 2016.
- d. Contractor completes and delivers to the Assessor proposed neighborhood definitions and values by April 1, 2016.
- e. Contractor completes and delivers to the Assessor land study and land value map by April 1, 2016.
- f. Contractor completes and delivers to the Assessor study of market rents, expenses and capitalization factors by August 1, 2016.
- g. Contractor completes and delivers to the Assessor all preliminary valuation tables for use in CAMA modeling by June 30, 2016.
- h. Contractor completes and delivers to the Assessor all preliminary residential values by July 1, 2016.
- i. Contractor completes and delivers to the Assessor the analysis of all income and expense statements by August 29, 2016.
- j. Contractor completes the drive by field review of all parcels by September 30, 2016 and delivers updated cards/database to the Assessor.
- k. Contractor completes and delivers to the Assessor the building cost tables and building cost manual by October 4, 2016.
- l. **KEY DEADLINE:** Contractor completes and delivers to the Assessor all proposed values, for all classes of properties, by October 4, 2016.
- m. Contractor completes and submits to the Assessor a preliminary Performance Based Revaluation Testing Standards compliance, no later than October 13, 2016.
- n. Contractor submits sample "Assessment Change Notices" to the Assessor for review or modification by November 4, 2016.
- o. Assessor completes review of Contractor work and makes final adjustments for real property no later than November 14, 2016.

- p. Contractor prints and mails, at Contractor's expense, "Assessment Change Notices" in compliance with Connecticut State Statutes, Section 12-62(f) by November 17, 2016.
 - q. Informal hearings are to commence no later than November 28, 2016 and end no later than December 17, 2016.
 - r. Contractor submits sample "Results from Informal Hearing Notices" to the Assessor for review or modification one week prior to mailing.
 - s. Contractor sends notices with results of informal hearings completed to comply with requirements of Connecticut State Statutes, Section 12-62(f) printed and mailed out at the Contractor's expense, CAMA system updated and final property record cards completed no later than December 23, 2016.
 - t. **KEY DEADLINE:** Contractor completes and delivers to the Assessor the final Performance Based Revaluation Testing Standards compliance no later than December 30, 2016.
2. The Contractor agrees that the revaluation supervisor will provide weekly updates. An active discussion of the progress, problems, methodology used etc. will take place in a regular and mutually agreeable timeframe. Failure of the firm to meet this requirement will result in a breach of contract and may be subject to termination of the contract.
3. Both parties agree that local sales data is one of the most valuable tools required for the project and viewing these parcels in close proximity to their sale date is imperative in comprehending the condition of the property at the time of sale and creating a quality data base. Therefore, Contractor agrees to complete full measure and list inspections of all properties that have sold in the Town of Andover between September 1, 2015 and September 30, 2016. The Assessor will identify properties that have sold and will inform the Project Supervisor weekly by email. Sale properties must be inspected by the Contractor, and a copy of said inspection must be delivered by the Contractor to the Assessor, within fifty (50) days of being notified of such sale. For each sale property that the Contractor fails to inspect within fifty (50) days of having received email notification by the Town, the Contractor agrees to pay fifty dollars (\$50) in liquidated damages.

G. GENERAL CONDITIONS

i. Background Check.

1. All personnel will be subject to background checks by the Andover Police Department. No employee of the Contractor who has been convicted of a felony will be acceptable to the Town. All employees of the Contractor working within the Town limits shall have a valid driver's license.

ii. Identification.

1. All field personnel shall have visible clip-on identification cards, which shall include an up-to-date photograph, supplied by the Contractor and signed by the Assessor. In addition, all field personnel shall carry a "Letter of Introduction" signed by the Assessor. All automobiles used by field personnel shall have magnetic signs on both sides of their vehicle that state "Andover Assessor's Office" and include the town seal. All vehicles must be registered with the Assessor and Andover Police Department giving license number, make, model, year and color.

iii. Conflict of Interest.

1. No resident of the Town or Town employee shall be employed by the Contractor, without the prior approval of the Assessor.

H. PROTECTION OF THE TOWN

i. Bonding.

1. The Contractor shall, to secure the faithful performance by the Contractor of the terms of this contract, furnish to the Town a Performance Surety Bond in the amount of the contract; which bond shall be issued by a bonding company licensed to do such business in the State of Connecticut, with a minimum A.M. Best Company rating of "A+/VII". Said bond shall be delivered to the Town prior to the commencement of actual work and shall be in a form satisfactory to and approved by the Town. It is understood and agreed that upon completion and delivery to the Town of the revaluation and its approval by the Assessor and after completion of the duties of the Board of Assessment Appeals, the performance bond shall be reduced to 10% of the value of the contract for the purpose of covering the defense of all appeals taken by taxpayers. The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the list of October 1, 2016.

ii. Insurance.

1. Upon execution of the Contract, and thereafter, no less than fifteen (15) days prior to the expiration date of any insurance policy delivered pursuant to the Contract, the Contractor shall deliver to the Town a certificate(s) of insurance to show compliance with the specifications.
2. Each policy of insurance shall be issued by financially responsible insurers duly licensed to do business in the State of Connecticut. The insurers shall be responsibly acceptable to the Town and shall have an A.M. Best Company rating of "A+/VII" or better.
3. Each policy of insurance shall include a waiver of subrogation in favor of the Town and shall provide no less than thirty (30) days' notice to the Town in the event of a cancellation or change in conditions or amounts of coverage.
4. The Contractor shall, at its own expense, provide and keep in force:
 - a. Workers' Compensation insurance as required by Connecticut state statutes.

- b. The policy must provide coverage for benefits payable under the Connecticut Workers Compensation Act, and include the Voluntary Compensation endorsement.
 - c. Appraiser's Professional Liability insurance providing errors and omissions coverage for professional services rendered as an appraiser. The minimum limit of liability shall be \$1,000,000 per claim, subject to a \$2,000,000 aggregate.
 - i. Any deductible applicable to a claim must be noted on the Certificate of Insurance. If the policy is written on a claim made policy form, the Contractor must maintain the insurance for a period of two years from the completion of the contract.
 - d. During the term of the contract, Contractor shall provide Commercial General Liability insurance for bodily injury and property damage. The Commercial General Liability insurance shall be written on a comprehensive form and include, without limitation, coverage for premises and operations, completed operations, independent contractors, broad form property damage, blanket contractual and personal injury. The required limits of liability are:
 - i. \$2,000,000- General Aggregate
 - ii. \$2,000,000- Product-Completed Operations Aggregate
 - iii. \$1,000,000- Each Occurrence
 - e. Automobile Liability insurance shall be written with a Comprehensive Form and include coverage for owned, hired, and non-owned vehicles. The limit for any one accident or loss shall be \$1,000,000.
 - f. Workers Comp and Employer's Liability - the required limits of liability are:
 - i. \$100,000 each accident
 - ii. \$500,000 disease policy
 - iii. \$100,000 disease accident limit
 - g. Contractor shall save the Town harmless from any liability of any nature or kind, including costs and expenses for, or on account of, any patented or copyrighted equipment, materials, articles or processes used in the performance of the contract.
 - h. "The Town of Andover and Board of Education" are to be named as "Additional Insured". Original, completed certificate of insurance must be presented to the Purchasing and Insurance Coordinator prior to purchase order/contract issuance.
- iii. Liquidated Damages.
1. Liquidated damages assessed pursuant to Section F shall be deducted from the contract price and the Town shall notify the Contractor in writing as to the amount of liquidated damages that have been withheld no later than January 5, 2017.
 2. Delays occasioned by the Assessor, the Town, parties in the Town's control, war, strike, explosion, acts of God, or an order of the court or other public authority having jurisdiction over the Town of Andover are excepted from liquidated damages.

I. CHANGES AND SUBLETTING OF CONTRACT**i. Changes.**

1. Any changes in these specifications, deadlines, or contract language will be permitted only upon written mutual agreement of the Contractor and the Town.

ii. Subletting and Assignment.

1. The Contractor shall not transfer or sublet the contract or any interest or part therein, without first receiving written approval from the Assessor. It should be mutually agreed and understood that said consent by the Assessor to sublet any portion of the contract shall in no way release the Contractor from any responsibility or liability as covered in these specifications and contract.
2. The Contractor shall not assign the contract, or any interest or part therein, without first receiving written consent from the Town, such Town consent not being unreasonably withheld or delayed. It should be mutually agreed and understood that said consent by the Assessor to assign any portion of the contract shall in no way release the Contractor from any responsibility or liability as covered in these specifications and contract.

J. ASSESSMENT DATE

- i. The completed appraisals, upon approval of the Assessor, will serve as the basis for assessments effective on the Grand List of October 1, 2016.

K. DELAYS

- i. The Contractor shall not be liable for liquidated damages for delays caused by the Town, the Assessor, or parties under the Town's control; reasons of war, strike, explosion, or acts of God; or an order of court or other public authority having jurisdiction over the Town of ANDOVER.

L. PAYMENT SCHEDULE**i. Periodic Payments.**

1. Payments shall be made in the following manner:

- a. Thirty (30) days after the execution date of this contract, and at the end of each thirty (30) day period thereafter for the term of this contract, the Contractor will certify in writing to the Assessor the percentage of the total work completed under the contract which the Contractor has performed during the said thirty (30) day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, and category or in any manner as required by the Assessor. The itemization shall be categorized by each of the "Stages of Completion" listed on the Payment Schedule as shown below.
- b. The Town, upon determination by the Assessor that the certification of the Contractor concerning work during said period is accurate, will pay to the Contractor a monthly installment based on the percentage of the total compensation due under

ATTACHMENT 3

1076

the contract equal to the percentage of work certified as having been completed during said period, less ten percent (10%), which is to be retained by the Town for payment to the Contractor at such time that he or she has performed fully and satisfactorily all its obligations, requirements, and litigation under the contract. The retained ten (10%) percent of the contract price is to be paid upon the completion of work of the Board of Assessment Appeals on the October 1, 2016 Grand List in accordance with the provisions of this contract.

- c. The provision for a reduction of the performance bond to 10% of the contract price is to ensure the defense of any appeals resulting from the revaluation work.

ii. Fiscal Year Limitations.

1. The contract cost shall be paid in the Town Fiscal Years ending June 30, 2016 and June 30, 2017 according to the provisions of this section and subject to the appropriation of necessary funds by the Town's fiscal authority. The Contractor shall incur no cost in any fiscal year in excess of that year's annual appropriation plus the balance of prior years' unexpended appropriations.

iii. Stages of Completion.

1. The cost associated with revaluation services should be billed to approximately correspond to the table below:

Accounting Code	Description	Total Value
0100	Project Supervision	4,278.00
0200	Residential Valuation	3,257.00
0201	Residential Measure & List	2,337.00
0202	Residential Field Review	7,843.00
0204	Permits	1,619.00
0300	Commercial Valuation	5,704.00
0302	Commercial Field Review	713.00
0304	Permits C/I	337.00
0600	Residential Hearings	1,724.00
0601	Commercial Hearings	713.00
0800	Data Entry	3,601.00
0802	Data Entry Printing	575.00
0900	Project Finalization & Support	2,544.00
1100	Letters/Mailings	1,508.00
9901	Associated Project Expenses	1,828.50
9902	Bonding	1,118.50
	TOTAL	39,700.00

M. RESPONSIBILITIES OF CONTRACTOR

i. Good Faith.

The Contractor shall, in good faith, use its best efforts to assist the Assessor in determining accurate and proper market valuations, and shall not undervalue or overvalue any land, building or other property to avoid or minimize its responsibilities specified herein. It is expected that an open line of communication exists with the Assessor throughout the project. At least weekly the Contractor shall meet with the Assessor to discuss the progress and various other details for the duration of the project.

ii. Public Relations.

1. The parties of this revaluation project recognize that a good public relations program needs to be planned and completed from the beginning of the project in order to inform the public of the Town of Andover as to the purpose, benefits and procedures of the revaluation program.
2. The Contractor shall provide reasonable assistance to the Assessor in conducting a program of public information through the press and other media, such as meeting with citizens, service clubs, and property owner groups as a means of establishing understanding and support for the revaluation program and sound assessment administration. The Contractor shall supply visual aids and other media at its disposal to this end. All public releases shall be approved by the Assessor prior to release.

iii. Conduct of Company Employees.

1. As a condition of the contract, the Contractor's employees shall, at all times, treat the residents, employees and taxpayers of the Town with respect and courtesy; the Contractor shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.
2. Records are Town Property.
 - a. The original or a copy of all records and computations, including CAMA systems and databases, made by the Contractor in connection with any appraisal of property in the Town shall, at all times, be the property of the Town and, upon completion of the project or termination of this contract by the Town, shall be left in good order in the custody of the Assessor. Such records and computations shall include, but not be limited to:
 - i. Assessor's/GIS Maps;
 - ii. Land Value Maps;
 - iii. Materials and Wages, Cost Investigations and Schedules;
 - iv. Data Collection Forms, Listing Cards, Property Record Cards with property valuations and sketches;
 - v. Capitalization Rate Data;
 - vi. Sales Data;
 - vii. Depreciation Tables;
 - viii. Computations of land and/or building values;

- ix. All letters of memoranda to individuals or groups explaining methods used for appraisals;
 - x. Operating statement of income properties;
 - xi. Duplicated notice of valuation changes;
 - xii. Database of all property records, CAMA system, and integration with administrative and GIS systems.
- b. In addition, throughout the conduct of said revaluation, any criteria, guidelines, price schedules or statement of procedures used in such revaluation by the Contractor shall be made available by the Contractor for public inspection in the Assessor's office and shall be available thereafter, all in accordance with Section 12-62 (c) of the Connecticut General Statutes.
3. Assessor's Records.
- a. The Contractor shall use a system approved by the Assessor for the accurate accounting of all records and maps, which may be taken from the Assessor's office in conjunction with this project. All such records and maps shall be returned immediately following their use. None of the Assessor's records shall be taken outside the corporate limits of the Town without prior written permission of the Assessor.
- iv. Information.
- 1. Information to Town.
 - a. The Contractor shall give to the Assessor any and all information requested pertaining to the project for a period of one (1) year after completion of the duties of the Board of Assessment Appeals on the October 1, 2016 Grand List, without any additional cost to the Town.
- v. Control and Quality Checks.
- 1. Sales Analysis.
 - a. Sales analyses of properties shall be performed as a means of sustaining the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods previously delineated. The sales analyses shall include, at a minimum, sales ratios and coefficients of variance and dispersion. Any additional requests for sales analyses by the Assessor shall also be performed.

N. RESPONSIBILITIES OF THE TOWN

- i. Nature of Service.
 - 1. It is clearly understood and agreed that the services rendered by the Contractor are in the nature of assistance to the Assessor and all decisions as to proper valuation shall rest with the Assessor.

ii. Cooperation.

1. The Assessor, the Town, and its employees will cooperate with and render all reasonable assistance to the Contractor and its employees.

iii. Items Furnished By the Town.

1. The Town shall furnish the following:

- a. Maps.

- i. The Town shall furnish one (1) set of (11X17) the most up-to-date Town Tax Maps that are currently available showing streets, and property lines and boundaries.
- ii. The Contractor will also have access to the town's GIS which is available to the public over the internet.

- b. Land Dimensions.

- i. The Town will make available lot sizes and total acreage to the Contractor of all pieces of property where the map or present records fail to disclose measurement or acreage.

- c. Zoning.

- i. The Town will provide a copy of the current Town zoning regulations and a zoning map.

- d. Existing Property Record on CAMA System.

- i. The Town will make available the current CAMA system for all property types available to the Contractor with the following data: Owner of record, location of property, address of owner, deed references, map and lot reference, age and date of construction of all buildings, sketches, photographs, and lot size or amount of acreage of properties.

- e. Property Transfers.

- i. The Town shall notify the Contractor by email, on a weekly basis, of property splits and transfers occurring after the initial creation of the revaluation database by the Contractor. The Contractor shall update the revaluation database as necessary.

- f. Building Permits.

- i. The Town shall make available copies of all building permits issued during the course of the revaluation project up to October 1, 2016.

1080

g. Office Space.

- i. If necessary the Town shall furnish to the Contractor sufficient office space to carry out the terms of this contract.

h. Obligation to Keep Current.

- i. The Town shall continuously and currently update the information specified above.

i. Sales Information.

- i. The Town shall continuously and currently provide copies of all sales information available to the Town with respect to the transfer of parcels.

j. Board of Assessment Appeals and Litigation Support

- i. The Town will review all Board of Assessment Appeal requests as a result of the Project, and will require a Contractor senior appraiser to support only those requests requiring a value decision. The process will be a combined effort of both the Town and Contractor to effectively and expeditiously handle appeal requests. Both staffs will work together to resolve any outstanding valuation issues. Any Contractor assistance to the Board of Assessment Appeals is included in this contract.
- ii. The Town is responsible for any taxpayer actions brought to the courts as a result of the Project, including but not limited to litigation. At the Town's option, the Contractor will provide support in any such taxpayer actions at a per diem rate of nine hundred dollars (\$900).

O. TRANSMITTAL OF DELIVERABLES TO THE ASSESSOR

i. Records.

1. Regular periodic delivery of appraisals, tables, analysis, and other information required by these specifications, as completed, and in accordance to the schedule set forth above, shall be made to the Assessor for his/her review. All appraisals of buildings either complete or under construction, shall be completed as of October 1, 2016. All completed and/or corrected records shall be turned over to the Assessor as of December 21, 2016. The final inspection and review shall take into consideration any known or apparent changes in the individual property since they were first inspected in order that the final appraisal of property shall be appraised as of October 1, 2016.
2. This information and/or appraisals and records shall not be made public until after the informal public conferences, except to the extent public access may be compulsory under provisions of applicable law.
3. It is understood and agreed that the reappraisal of properties covered by this contact shall meet or exceed the standards as outlined in the Connecticut Performance Based Revaluation Standards and Certification of Revaluation (Connecticut General Statutes sec.

12-62I-1 to 12-62I-7), shall conform to the procedures and technical requirements of the Assessor and, at least weekly, the Contractor shall meet with the Assessor to discuss the progress and various other details of the project.

4. The revaluation of October 1, 2016 shall be performed in accordance with the schedule, as prescribed in accordance with Connecticut State Statutes for updates. Should legislative changes be made, the Town and the Contractor will conform to the State Statutes in effect upon passage of the legislation.

Exhibit A
Work Plan

<i>TASK</i>	<i>FROM</i>	<i>TO</i>
Project Commencement	12/10/2015 or 2 weeks from contract signing ¹	
Project Set-up	12/10/15	12/24/15
Public Relations	On Going	
Sales and Building Permit Data Collection	On Going	
Preliminary Neighborhood definition	02/01/16	04/01/16
Preliminary Land & Building Study	03/01/16	04/01/16
Preliminary impact study	03/01/16	04/01/16
Preliminary Market Rent Study & analysis of I & E statements	06/10/16	08/01/16
Field Review/Data Entry	06/01/16	09/30/16
Final deeds data entered into CAMA by Assessors Office	10/01/16	
Deliver proposed values	10/04/16	
Submit preliminary Performance Testing Standards	10/13/16	
Assessor Completes Review of Values	11/14/16	
Valuation Notices	11/17/16	
Informal Hearings	11/28/16	12/17/16
2 nd Valuation Notice/Changed Properties	12/23/16	
Project Completion (excluding BAA) Submission of final Performance Testing Standards	12/30/16	

¹ Pursuant to section F.iii. of the Contract Specifications.

TOWN DATA

The town of Andover is contained within 15.5 square miles. The 2012 census indicated the town's population was 3,272. The last revaluation of the town of Andover was conducted for the 2011 Grand List. Town of Andover is currently using a GIS mapping program through the Capitol Region Council of Governments. The approximate composition of the property types in the town of Andover is delineated in the following table:

TOWN OF ANDOVER
2014 REAL ESTATE ACCOUNTS

CODE	# OF ACCTS	DESCRIPTION	GROSS ASSESSMENT
100	1,254	RESIDENTIAL	218,709,490
200	24	COMMERCIAL	4,504,300
300	2	INDUSTRIAL	1,068,300
400	13	PUBLIC UTILITY	616,800
500	235	VACANT LAND	5,459,860
600	116	USE ASSESSMENT	633,900
800	3	APARTMENTS	1,536,000
TOTAL	1,647		232,528,650
		REAL ESTATE EXEMPT	925,900
NET RE VALUE			231,602,750

Subject: RE: 64 Long Hill Road Easement Agreement
From: Matt Willis <mwillis@bransewillis.com>
Date: 11/25/2015 10:06 AM
To: Robert Burbank <andoverselectman1@comcast.net>

Dear Bob:

I have reviewed the comments from the Board of Finance set forth in their memo which I received yesterday. I am presuming that they reviewed the October 30, 2015 draft easement. I am not aware if any changes have been made to the document through the discussions of the parties. My comments are based on that draft and will correspond with the Board of Finance memo.

Article I Paragraph 1: The issue of consideration for the easement has been raised by myself and others and remains a policy decision for the Board of Selectmen. The Town, and those that use the easement under the auspices of the Town, will not be subject to the maintenance requirement as drafted. Only if the Town gives rights to other Grantees to use the easement would this be triggered.

Article I Paragraph III: The easement as drafted runs with the land of both parties when executed and recorded. Also see the "to have and to hold" clause at the end of the easement setting forth that the obligations are part of what runs with the land of the Grantees. If recorded, this easement will be in the chain for both properties if someone performs a title search.

Article III Paragraph I: The Town can still use the easement area as described. The language in Article I Paragraph I gives the grantees a non-exclusive easement so the Town may still use the easement area and the Town may grant easement rights to others over the easement area.

Article IV Bullet 1): If the BOS finds it unclear, it can remove the word "minor" from this paragraph (it is the only place in the document where the word "minor" appears, according to my search function).

Article V Paragraph 1: This document, when executed and recorded, will become part of the chain of title for both properties. The Grantees will be subject to the restrictions set forth in the document. There is no other restriction document. I have no objection to the easement not being recorded until all fees are paid for by the Grantee.

Article VI Paragraph 3 – My understanding is that the indemnification language is still under discussion between the parties. As noted, it is a risk management issue for the Town.

Article VI Paragraph IV – An escrow to be funded by the Grantee for future insurance and maintenance has not been previously discussed by the parties and the Board of Selectmen can bring up this issue with the Grantees.

The Board of Finance also raises the question of whether the Town property would be subject to the easement be sold. It is not clear to me if the Board of Finance means the whole parcel the Town owns or just that part that is the easement area. This is a policy matter for the Town. The implication of such a sale would have to be examined. For example, if the area that is subject to the easement is sold, does this impact the access or desirability of the remaining land owned by the Town.

If you have any other questions, please do not hesitate to ask.

Matthew J. Willis, Esq.
Branse & Willis, LLC
148 Eastern Blvd.
Glastonbury, CT 06033

Phone: (860) 659-3735
Fax: (860) 659-9368

CONFIDENTIALITY: The information contained in this email and any files attached thereto is privileged and strictly confidential. If you are not the intended recipient, please delete this message immediately and notify us by return email that you have received this email by mistake.

From: Robert Burbank [mailto:andoverselectman1@comcast.net]
Sent: Tuesday, November 24, 2015 12:02 PM
To: Matt Willis
Subject: Fwd: 64 Long Hill Road Easement Agreement

Matt,

Attached are recommendations from the Board of Finance. Please review and respond.

Thanks, Bob Burbank

----- Forwarded Message -----

Subject: 64 Long Hill Road Easement Agreement
Date: Wed, 18 Nov 2015 22:15:02 -0500
From: Daniel Warren <dhwarren@gmail.com>
To: Robert Burbank (andoverselectman1@comcast.net) <andoverselectman1@comcast.net>, ROBERT BURBANK <r Burbank@comcast.net>
CC: Cathleen Desrosiers <cathleendesrosiers@yahoo.com>, julia haverl <juliahaverl@gmail.com>, Jay Linddy <andoverbuilding@comcast.net>, Jeff Maguire <jeff.maguire@kolbmaguire.com>, GConrad0519@aol.com, Nathaniel <houle@alum.mit.edu>, Jeff Murray <jeffmurray15@comcast.net>, Linda Fish <linda.fish@comcast.net>, Shevchenko Eric & Sharon <selshev@att.net>, Adrian Mandeville <bostonhillrd@gmail.com>

Bob,

Please find attached letter regarding the proposed easement over Town property to access 64 Long Hill Road. Please note this letter was unanimously approved at tonight's meeting of the Board of Finance and the Board believes there is sufficient time to address the indicated issues prior to the Board of Selectmen's next meeting.

Thank you,
Dan Warren

BOARD OR COMMITTEE NAME

TIME OF MEETING

DAY OF WEEK MEETING HELD

LOCATION OF MEETING

PLEASE INSERT YOUR DATES IN THE MONTHS LISTED BELOW:

JANUARY	12	JULY	12
FEBRUARY	9	AUGUST	9
MARCH	8	SEPTEMBER	13
APRIL	12	OCTOBER	11
MAY	10	NOVEMBER	9 *
JUNE	14	DECEMBER	13

RECEIVED _____ AT _____

ATTEST _____ TOWN CLERK

* Changed to Wens. due to election

(Signature)

Andover Board of Selectman
Executive Session Meeting Agenda
December 10, 2015 10:00 AM

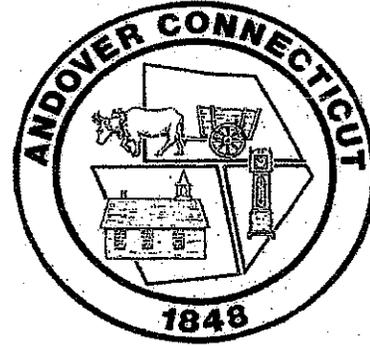
1

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

- 1) Job interview for Treasurer position

RECEIVED FOR RECORD
12-8-15 @ 1:08 PM
K. [Signature]
ASST. TOWN CLERK

**Andover Board of Selectmen
Executive Session Meeting Minutes
December 10, 2015
Town Office Building (Community Room)**



1.0 Job interview for Assistant Treasurer position. The meeting was called to order at 10:00am by First Selectman Robert F. Burbank.

Members present: First Selectman Robert F. Burbank, Vice Selectman Jeffery J. Maguire, Jay K. Linddy, Julia A. Haverl.

Others: Kathy Luntta (Andover Building Department Administrative Assistant.)

Motion to go into Executive Session at 10:02am for interview for the Assistant Treasurer position and to invite Kathy Luntta was made by Jay K. Linddy. Motion was seconded by Julia A. Haverl. Motion passed unanimously.

Motion: 4 - 0 - 0 (Passed)

The Board of Selectmen came out of Executive Session at 1:20pm, (No action was taken)

Respectfully Submitted

Jay K. Linddy

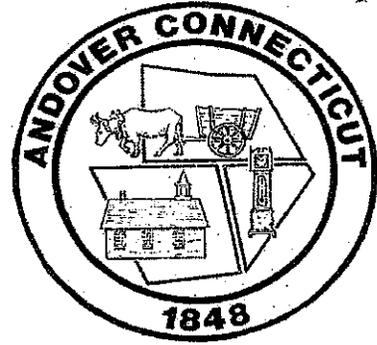
17 School Road, Andover, Connecticut 06232

Phone: (860)742-7305 Fax: (860)742-7535 Email: AndoverAssessor@Hotmail.com

Hours: Monday 8:15-7:00, Tuesday, Wednesday & Thursday 8:15-4:00, Friday Closed

RECEIVED FOR RECORD
12-14-15 2:43 PM
K. B. B.
ASST. TOWN CLERK

**Andover Board of Selectmen
Executive Session Meeting Minutes
December 10, 2015
Town Office Building (Community Room)**



1.0 Job interview for Assistant Treasurer position. The meeting was called to order at 10:00am by First Selectman Robert F. Burbank.

Members present: First Selectman Robert F. Burbank, Vice Selectman Jeffery J. Maguire, Jay K. Linddy, Julia A. Haverl.

Others: Kathy Luntta (Andover Building Department Administrative Assistant.)

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Motion: 4 - 0 - 0 (Passed)

The Board of Selectmen came out of Executive Session at 1:20pm, (No action was taken)

Respectfully Submitted

Jay K. Linddy

17 School Road, Andover, Connecticut 06232

Phone: (860)742-7305 Fax: (860)742-7535 Email: AndoverAssessor@Hotmail.com Hours: Monday 8:15-7:00, Tuesday, Wednesday & Thursday 8:15-4:00, Friday Closed

12-14-15 2:43:32pm
ASST. TOWN CLERK

Andover Board of Selectmen
Regular Meeting Agenda
January 12, 2016 7:00 PM

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

- 1) Call to Order
- 2) Public Speak:
- 3) Add or Delete Items:
- 4) Approval of Board of Selectman Minutes
 - a) 11/4/15 Regular Meeting
 - b) 12/2/15 Regular Meeting
 - c) 12/10/15 Executive Session
- 5) Treasurer's Monthly Report
 - a) Monthly Fund Balance (bank account summary)
 - b) Monthly Financial Report (budget summary)
- 6) Tax Refunds
- 7) Tax Collector's Monthly reports:
 - a) Monthly Cash report
 - b) Grand Rate Book Balance Sheet Report
- 8) Town Treasurer
- 9) 64 Long Hill Easement
- 10) C-Pace Agreement
- 11) Public Works Furnace
- 12) Housing Rehabilitation Loan Program
- 13) Office Space (tabled in Dec)
- 14) Farmer's Market
- 15) Soccer Fields
- 16) Public Speak
- 17) Next Board of Selectman Meeting February 9, 2016
- 18) Adjourn

RECEIVED FOR RECORD
1-7-2016 @ 10:45 a.m.
Carol N. Deo
TOWN CLERK