Andover Board of Selectmen

Regular Meeting – January 7, 2014 7pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Opportunity to Add or Delete Agenda items:**.
4. **Approval of Board of Selectmen minutes:**
   A. **Regular Meeting:** December 12, 2013
5. **Treasurer's monthly report;**
   A. **Monthly Fund Balances:** December 2013
   B. **Monthly Financial Report:** December 2013 (full monthly financial report
6. **Tax Refunds:**
7. **Tax Collector's:**
   A. **Tax Collection report:** 12/01/13 – 12/31/13
   B. **Year to date:** 07/01/13-12/31/13
8. **Capital Improvement Planning Committee:** For budget year 2014-2015 Request for $ 50,000. For New Handicap Van for Senior Transportation, Request for $ 16,306. 16 EPIC Voice Amplifiers. Total request for $ 66,306.00 for C./I.P. line item 2014-2015 budget.
9. **Update of the plan of Conservation and Development:** David Fink from Connecticut Housing Coalition / Partnership for strong communities has been invited
10. **Old Andover Town Hall:** This agenda item was table from December meeting till January for more information and discussion .
11. **Administrative Assistant (First Selectman)**:
12. **Emergency Shelter Generator Grant:** Selectwoman Cathy Desoriers will report on the progress of the grant.
13. **2014 – 2015 Budget:** Dates and times to work on budget..
14. **Connecticut State Police:** November 2013 monthly report
15. **Andover Safety Committee:** December 12, 2013 minutes.
16. **Andover Sing-A-Long:** December 22, 2013
17. **Liaison Reports:**

Public Speak:

19. **Executive session:** Personal matter
20. **Next Board of Selectmen:**, February 5, 2014
21. **Adjourn:**

RECEIVED FOR RECORD
01-02-2014 @ 3:56 PM
Margaret H Busch
Asst. TOWN CLERK

ANDOVER Board of Selectmen

Regular Monthly Meeting

Tuesday January 7, 2013 Community Room

Minutes

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

Board members Present: Robert F. Burbank, First Selectman, Jay K. Linddy , Vice First Selectman, Elaine Buchardt.

Other Attendees: David Fink, Eric Anderson, Dianne Grenier, John Valente, and Dennis Foran. **See "sign in sheet" attachment # 1.**

AGENDA # 2: PUBLIC SPEAK: None

AGENDA # 3: OPPORTUNITY TO ADD OR DELETE ITEMS: Jay Linddy motioned to add to the Agenda 7- C Municipal Interlocal Risk Management Agency (MIRMA), and Agenda 7-D Town Attorney, Elaine Buchardt seconded.:

Vote: 3 - 0 – 0 Motion Passed

AGENDA # 4 Approval of December 12, 2013 MINUTES: Elaine Buchardt motioned to approve the December 12, 2013 Selectmen regular meeting minutes. Jay K. Linddy seconded.

Vote: 3 - 0 – 0 Motion Passed

AGENDA # 5-A Treasurer's monthly Fund Balance report: Elaine Buchardt motioned to approve Treasurer's monthly fund balance report for December 2013.. Jay K. Linddy seconded.

Vote: 3 - 0 – 0 Motion Passed

AGENDA # 5 - B Treasurer's monthly Financial report: Elaine Buchardt motioned to approve Treasurer's September Financial report for December 2013.. Jay K. Linddy seconded

Vote: 3 - 0 – 0 Motion Passed

AGENDA # 6 Tax Refunds: Not available

AGENDA # 7-A Tax Collection monthly report: Not available

AGENDA # 7-B Tax Collection year to date report: Not available

AGENDA # 7-C Municipal Interlocal Risk Management Agency (MIRMA): Elaine Buchardt motioned to authorize the First Selectman Robert Burbank to vote in favor of a buy out of MIRMA. Jay Linddy seconded. **Vote: 3 - 0 – 0 Motion Passed**

AGENDA # 7-D Town Attorney: Appointments for Town Attorney, Municipal Agent, Town Engineer, Zoning Officer and others was discussed. By unanimous concent of members present it was decided that these offices were considered reappointed until the next appointment period.

AGENDA # 8 **Capital Improvement Planning Committee:** Elaine Buchardt motioned to send C.I.P. request to the Board of Finance with the approval of the Board of Selectmen for New Handicap Van for Senior Transportation 50,000.00, $ 16,306. 16 EPIC voice amplifiers and annual lease new dump truck for 2014 $ 33,145.00 total request for $ 99,451.00 budget year 2014-2015 Jay Linddy seconded. **Vote: 3 - 0 – 0 Motion Passed**

AGENDA # 9: **Update of the plan of Conservation and Development**: David Fink from Connecticut Housing spoke on the advantage of Affordable Housing Grant.

AGENDA # 10 **Old Andover Town Hall:**

AGENDA # 11 Administrative Assistant First Selectman: Administrative Assistant job duties information was distributed.

AGENDA # 12 **Emergency Shelter Generator Grant::** No information was available.

AGENDA # 13 **2014 – 2015 Budget:** Dates and times to work on budget. . Elaine Buchardt motioned the following dates to work on the Selectmen budget. Tuesday January 21, Thursday January 23, Tuesday January 28, and Thursday January 30, 2014, All Budget workshop will meet at 1:00pm Community Room. Jay k. Linddy seconded. **Vote: 3 - 0 – 0 Motion Passed**

AGENDA # 14 **Andover Resident Trooper monthly report:** The Board of Selectmen reviewed the Resident Trooper monthly report for November and December 2013..

AGENDA # 15: **Andover Safety Committee:** The Board of Selectmen review the December 12, 2013 Safety Committee minutes.

AGENDA # 16: **Andover Holiday Sing A Long:** The Board of Selectmen reviewed The Chronicle Newspaper pictures of the event.

AGENDA # 17: **Liaison reports:** Jay K. Linddy Andover Board of Education Finish 2014-2015 proposed budget.

AGENDA # 18: **Public Speak:** Dennis Foran spoke about Town Attorney on the agenda.

AGENDA # 19: **Executive Session:** Board of Selectmen did not go into to Executive Session..

AGENDA # 20: **Next Board of Selectmen Meeting:** Wednesday February 5, 2014.

AGENDA # 21: **Adjourn:** Motion made by Elaine Buchardt to adjourn at 8:12p,m., Jay K. Linddy seconded. **VOTE 3– 0 – 0 Motion passed**

Respectfully submitted
Jay K. Linddy

Attachment # 1 **Sign in Sheet**

RECEIVED FOR RECORD
01-09-14 @ 11:38 AM
Margaret H. Busch
Asst. TOWN CLERK

670

ATTACHMENT

Andover Board of Selectmen

Regular Meeting

Tuesday January 7, 2014 7:00pm
Town Office Building / Community Room

Sign In Sheet - Please Print Name

David Fink Partnership for Strong Communities

Eric Anderson chair P+Z

Dianne Gagnier

John Valentis Zoning

Dennis Fowan

Andover Board of Selectmen

Special Meeting – Tuesday January 21, 2014 1:00pm

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

2014-2015 Budget Workshop

Agenda

1. Call to Order/Pledge of Allegiance:

2. 2014-2015 Budget

3. Next Board of Selectmen:
   - A. January 23, 2014 Budget Workshop
   - B. January 28, 2014 Budget Workshop
   - C. January 30, 2014 Budget Workshop
   - D. February 5, 2014 Regular Monthly Selectmen Meeting

4. Adjourn:

RECEIVED FOR RECORD
1-13-2014 @ 11:22 am
Carol M. Lee
TOWN CLERK

ANDOVER Board of Selectmen

Special Meeting (Budget Workshop 2014-2015)
Tuesday January 21, 2013 Community Room

Minutes

AGENDA # 1: CALL TO ORDER / PLEDGE OF ALLEGIANCE: First Selectman Robert F.Burbank called to order at 1:08pm.

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

Other Attendees: NONE

AGENDA # 2 2014-2015 Proposed Budget:
Jay Linddy motioned that the BOS make recommendation to the Town voters that a 2% salary increase be given to elected officials as they only receive a raise every other year. Elaine Buchardt seconded the motion. **Motion passed unanimously.**

Jay Linddy motioned that the BOS approve an increase of 2% for all full and part time employees. Elaine Buchardt seconded the motion. **Motion passed unanimously**.

Jay Linddy motioned that the BOS approve Dial-A-Ride drivers be paid for trips to the supermarket because of the extra time and services they provide to the riders. There was **no second to the motion**. The motion failed.

Jay Linddy made a motion that part time summer help, 20 hours a week for 25 weeks, be hired to maintain the fields. Cost would be under $7,000. Currently we spend $7,900. by using Andover Landscape Co. **There was no second to the motion.** The motion failed.

Jay Linddy made a motion to authorize Robert Burbank to make adjustments to all salary budgets to 2% approved by the BOS. Elaine Buchardt seconded the motion. **Motion passed unanimously**.

Budget Item 0123 Old Town Hall
Julia Havrel made a motion to approve the budget for the old town hall with an increase of $ 3,000. For some electrical work that needs to be done. Elaine Buchardt seconded the motion. **Motion passed unanimously.**

AGENDA # 3: Adjournment
Julia Havrel made a motion to adjourned at 2:47pm Elaine Buchardt seconded the motion. **Motion passed unanimously.**

Vote: 3 - 0 – 0 Motion Passed

Respectfully submitted
Jay K. Linddy

RECEIVED FOR RECORD
02-11-14 @ 1:51 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Special Meeting – Thursday January 23, 2014 1:00pm

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

2014-2015 Budget Workshop

Agenda

1. Call to Order/Pledge of Allegiance:

2. 2014-2015 Budget

3. Next Board of Selectmen:
   - A. January 28, 2014 Budget Workshop
   - B. January 30, 2014 Budget Workshop
   - C. February 5, 2014 Regular Monthly Selectmen Meeting

.. Adjourn:

RECEIVED FOR RECORD
1-13-2014 @ 11:23am
Carol A Lee
TOWN CLERK

674 See revised minutes page 679

Town of Andover Connecticut 1-23-2014 Board of Selectman Meeting

The January 23rd, 2014 Board of Selectman meeting was called to order 1:15 PM

Budget Item 0117 Town Clerk

Jay Linddy reported the Town Clerks budget was presented at the BOF meeting last evening 1-22-14. He advised the BOF that as a point of order and according to the Town Charter, the BOF could not appoint a salary for an employee. He distributed a copy of the Town Clerk's budget proposal and commented that she requested a 4% increase for herself and a 3% increase for the assistant town clerk. He went on to say that last year the increase was 2% but that increase was offset by the significant increase in insurance and some employees actually ended up with less pay.

Jay Linddy made a motion to set a 3% increase for the town clerk and the assistant to the town clerk.
Julia Haverl seconded the motion.

There was some discussion about the increase in insurance this year of 7.1%. Jay Linddy stated that the BOF currently had accepted a 2% salary increase for all employees. Julia Haverl is concerned with the employees who are not covered by the unions. Elaine Buchardt reported part timers got nothing last year.

Jay Linddy revised his motion to authorize the adjustment on the budget from 2% that was approved at the Board of selectman's meeting on 1-21-14 to 3% salary increase for all employees, full and part time.
Elaine Buchardt seconded the motion.
Vote: Motion Passed by unanimous vote.

Jay Linddy motioned that the BOS make a recommendation to the town that a 3% salary increase be given to the elected officials as they only get a raise every other year.
Elaine Buchardt seconded the motion.
Vote: Motion Passed by unanimous vote

Jay Linddy motioned to authorize Bob Burbank to make the adjustment on the budgets approved by the Board of Selectman meeting on 1-21-2014 from a 2% to a 3% salary increase for all full and part time employees.
Elaine Buchardt seconded the motion.
Vote: Motion Passed by unanimous vote

Budget item 0109 Treasurer

3% salary increase to be applied as approved for all employees in this meeting for the Treasurer and treasurer clerk.

Budget item 0119 Probate- Unchanged

Budget item 0120 Tax -Collector

Jay Linddy made a motion to approve budget item 0120 with the following changes:
Line item 901 tax collector equipment increased $500 and
Create a new line item to cover bounced checks and add $100 to that line item per auditor recommendation.

Julia Haverl seconded
Vote: Motion Passed by unanimous vote

Budget item 0113-Assessor
Waiting for additional information.

Budget item 0115 Board of Assessment Appeal-
Julia Havrel made motion to approve as is.
Jay seconded.
Vote: Motion Passed by unanimous vote

Budget item 0121-Elections Budget
It was noted the Elections Budget reflects the following changes.
Line Item 438 -Increase Equip Main-Elections by $1400 for a total of $7500 as the State used to pay for some of this and now the town will have to cover.
Line Item 800-Decreased the canvas line to $300
BOS can only recommend to BOF to review specific items. No motion needed because this is an Elected official
Julia Haverl made a Motion to approve Elections budget of 20,100 plus an adjustment for the 3% hourly rate.
Elaine Buchardt seconded
Vote: Motion Passed by unanimous vote

Budget item 0123- Old Town Hall
Julia Havrel made a motion to approve the budget for the old town hall with an increase of $3000 for some electrical work that needs to be done.
Elaine Buchardt seconded
Vote: Motion Passed by unanimous vote

Budget item 0125- Registrars
Jay Linddy made a motion to approve the Registrars budget with a 3% salary adjustment and with the following changes.
Line 580 mileage reduce by $50 less mileage
Line 610 office supplies reduce by $300
Line 810-Dues/Membership: Increase by $40.
Elaine Buchardt seconded the motion
Vote: Motion Passed by unanimous vote

Budget item 0127-Legal Ads-Advertising
Elaine Buchardt made a motion to approve with no change.
Julia Havrel seconded.
Vote: Motion Passed by unanimous vote

Budget item 0129-Town Hall Budget
Bob Burbank outlined the following proposed changes.
Line item 315-Payroll Service - Add $500
Line item 350 Water Testing increase by $168
Line item 434 Furnace Maint increase by $100
Line item 430 ProComm Main. Agr increase by $150

Line item 493 TN 911 increase by 136.32
Line item 611 Office Furniture increase by $100

Julia Havrel made motion approve town office budget item 0129 with increase to line 315, 430, 434, 493 and 611, 350
Elaine Buchardt seconded
Vote: Motion Passed by unanimous vote

Budget item 0131-Administrative assistant
Salary adjustment by 3% per prior motion
No Vote Required

Budget item 0133-Dog Damage
No Change

Budget item 0135-Civil Preparedness
Approved in Prior meeting on 1-21-14

Budget item 0137-Insurance
Approved in prior meeting 1-21-14

Budget item 0141-Benefits
Waiting for figures from treasurer.

Budget item 0143-Transportation-
Elaine Buchardt made a motion to approve as presented by the transportation committee.
Jay Linddy seconded
Vote: Motion Passed by unanimous vote

Budget item 0145-Municipal Agent for Elderly
Julia Havrel Motioned to approve budget 0145 labeled Senior Citizens as presented with a 3% salary increase.
Elaine Buchardt seconded
Vote: Motion Passed by unanimous vote

Budget item 0147-Cleaning.
Elaine Buchardt motioned to approve with no change
Julia Havrel seconded
Vote: Motion Passed by unanimous vote

Budget item 0149-Old firehouse
Julia Havrel motioned to approve 149 Old firehouse budget with an increase $1000 to line 603 for fuel.
Elaine Buchardt seconded
Vote: Motion Passed by unanimous vote

Budget item 0151-Dog Warden

Elaine Buchardt made a motion to increase item 580 mileage by $50 and adjust salary by 3%.

Julia Havrel seconded

Vote: Motion Passed. 3 Yes and Jay Linddy abstained

Budget item 0153-Historical Society

Elaine Buchardt made a motion to approve unchanged.

Julia Havrel seconded

Vote: Motion Passed by unanimous vote

Budget item 0201-Health Director

Revisit at a later time.

Budget item 0203-Visiting Nurse Assoc.

Julia Havrel motioned to approve with no change

Elaine seconded

Vote: Motion Passed by unanimous vote

Budget item 0205-N.C. Mental Health

Elaine Buchardt made a motion to approve with no change

Julia Havrel seconded

Vote: Motion Passed by unanimous vote

Budget item 207-AHM-Youth Services

Revisit at a later time

Budget item 301-Public Works

It was noted that the Salary is based on the Union contract.

Julia Havrel made a motion to approve public works budget with 2% estimated salary increase to line 100, line 390 tree removal increase of $1000, line 638 shop supplies increase of $500, line 640 sweeper plus 100, line 732 $200 additional, line 810 additional $50 for dues.

Elaine Buchardt seconded

Vote: Motion Passed by unanimous vote

Budget item 0303-Snow Removal

Elaine Buchardt motioned to approve with no change

Julia Havrel seconded

Vote: Motion Passed by unanimous vote

Budget item 0305-Lighting

Elaine Buchardt motioned to approve with no change

Julia Havrel seconded

Vote: Motion Passed by unanimous vote

Budget item 307-Road Maintenance

This will be addressed in another line item

Budget item 309-Town Garage

Jay motioned to approve with an increase of $500 to line 432 building maintenance.
Elaine Buchardt seconded

Vote: Motion Passed by unanimous vote

Budget item 0311-Consulting Fees Engineer

Julia Havrel moved we approve with no change
Elaine Buchardt seconded

Vote: Motion Passed by unanimous vote

Budget item 0313-Mowing-Ground Care

Julia Havrel moved we approve with no change
Elaine Buchardt second

Vote: Motion Passed by unanimous vote

Budget item 0401-Fire Department

BOF to review Fire department budget

Budget item 0403-Law Enforcement

Julia Havrel made a motion to approve with no change
Elaine Buchardt second

Vote: Motion Passed by unanimous vote

Budget item 405-Fire Marshall

Elaine Buchardt made motion approve with a decrease to line item 110 to reduce deputy salary to $309 to reflect a 3% salary increase.
Jay Linddy seconded.

Vote: Motion Passed

Julia Haverl voted No: Jay Linddy, Elaine Buchardt and Bob Burbank voted Yes

Adjournment

Jay Linddy motioned to adjourn and continue next week.
Elaine Buchardt seconded.
Board of Selectman will reconvene on Tuesday at 1:00PM and start budget review on page 42 Line item 0501.

Vote: Motion Passed by unanimous vote

Meeting was adjourned at 3:05 PM
Respectfully submitted by Penelope Auer-Board Clerk

RECEIVED FOR RECORD
1-27-2014 @ 3:30pm
Carol H. Geo
TOWN CLERK

Town of Andover Connecticut 1-23-2014 Board of Selectman Special Meeting

The January 23rd, 2014 Board of Selectman meeting was called to order 1:15 PM

Present were: Bob Burbank, Elaine Buchardt, Jay Linddy and Julia Haverl
Absent was: Cathy Desrosiers

Budget Item 0117 Town Clerk

Jay Linddy reported the Town Clerks budget was presented at the BOF meeting last evening 1-22-14. He advised the BOF that as a point of order and according to the Town Charter, the BOF could not appoint a salary for an employee. He distributed a copy of the Town Clerk's budget proposal and commented that she requested a 4% increase for herself and a 3% increase for the assistant town clerk. He went on to say that last year the increase was 2% but that increase was offset by the significant increase in insurance and some employees actually ended up with less pay.

Jay Linddy made a motion to set a 3% increase for the town clerk and the assistant to the town clerk.
Julia Haverl seconded the motion.

There was some discussion about the increase in insurance this year of 7.1%. Jay Linddy stated that the BOF currently had accepted a 2% salary increase for all employees. Julia Haverl is concerned with the employees who are not covered by the unions. Elaine Buchardt reported part timers got nothing last year.

Jay Linddy revised his motion to authorize the adjustment on the budget from 2% that was approved at the Board of selectman's meeting on 1-21-14 to 3% salary increase for all employees, full and part time.
Elaine Buchardt seconded the motion.
Vote: Motion Passed by unanimous vote.

Jay Linddy motioned that the BOS make a recommendation to the town that a 3% salary increase be given to the elected officials as they only get a raise every other year.
Elaine Buchardt seconded the motion.
Vote: Motion Passed by unanimous vote

Jay Linddy motioned to authorize Bob Burbank to make the adjustment on the budgets approved by the Board of Selectman meeting on 1-21-2014 from a 2% to a 3% salary increase for all full and part time employees.
Elaine Buchardt seconded the motion.
Vote: Motion Passed by unanimous vote

Budget item 0109 Treasurer

3% salary increase to be applied as approved for all employees in this meeting for the Treasurer and treasurer clerk.

Budget item 0119 Probate- Unchanged

Budget item 0120 Tax -Collector

Jay Linddy made a motion to approve budget item 0120 with the following changes:

Line item 901 tax collector equipment increased $500 and
Create a new line item to cover bounced checks and add $100 to that line item per auditor recommendation.
Julia Haverl seconded

Vote: Motion Passed by unanimous vote

Budget item 0113-Assessor

Waiting for additional information.

Budget item 0115 Board of Assessment Appeal-

Julia Havrel made motion to approve as is.
Jay seconded.

Vote: Motion Passed by unanimous vote

Budget item 0121-Elections Budget

It was noted the Elections Budget reflects the following changes.
Line Item 438 -Increase Equip Main-Elections by $1400 for a total of $7500 as the State used to pay for some of this and now the town will have to cover.
Line Item 800-Decreased the canvas line to $300
BOS can only recommend to BOF to review specific items. No motion needed because this is an Elected official
Julia Haverl made a Motion to approve Elections budget of 20,100 plus an adjustment for the 3% hourly rate.
Elaine Buchardt seconded

Vote: Motion Passed by unanimous vote

Budget item 0123- Old Town Hall

Julia Havrel made a motion to approve the budget for the old town hall with an increase of $3000 for some electrical work that needs to be done.
Elaine Buchardt seconded

Vote: Motion Passed by unanimous vote

Budget item 0125- Registrars

Jay Linddy made a motion to approve the Registrars budget with a 3% salary adjustment and with the following changes.
Line 580 mileage reduce by $50 less mileage
Line 610 office supplies reduce by $300
Line 810-Dues/Membership: Increase by $40.
Elaine Buchardt seconded the motion

Vote: Motion Passed by unanimous vote

Budget item 0127-Legal Ads-Advertising

Elaine Buchardt made a motion to approve with no change.
Julia Havrel seconded.

Vote: Motion Passed by unanimous vote

Budget item 0129-Town Hall Budget

Bob Burbank outlined the following proposed changes.
Line item 315-Payroll Service - Add $500

Line item 350 Water Testing increase by $168
Line item 434 Furnace Maint increase by $100
Line item 430 ProComm Main. Agr increase by $150
Line item 493 TN 911 increase by 136.32
Line item 611 Office Furniture increase by $100

Julia Havrel made motion approve town office budget item 0129 with increase to line 315, 430, 434, 493 and 611, 350
Elaine Buchardt seconded
Vote: Motion Passed by unanimous vote

Budget item 0131-Administrative assistant
Salary adjustment by 3% per prior motion
No Vote Required

Budget item 0133-Dog Damage
No Change

Budget item 0135-Civil Preparedness
Approved in Prior meeting on 1-21-14

Budget item 0137-Insurance
Approved in prior meeting 1-21-14

Budget item 0141-Benefits
Waiting for figures from treasurer.

Budget item 0143-Transportation-
Elaine Buchardt made a motion to approve as presented by the transportation committee.
Jay Linddy seconded
Vote: Motion Passed by unanimous vote

Budget item 0145-Municipal Agent for Elderly
Julia Havrel Motioned to approve budget 0145 labeled Senior Citizens as presented with a 3% salary increase.
Elaine Buchardt seconded
Vote: Motion Passed by unanimous vote

Budget item 0147-Cleaning.
Elaine Buchardt motioned to approve with no change
Julia Havrel seconded
Vote: Motion Passed by unanimous vote

Budget item 0149-Old firehouse
Julia Havrel motioned to approve 149 Old firehouse budget with an increase $1000 to line 603 for fuel.
Elaine Buchardt seconded

Vote: Motion Passed by unanimous vote

Budget item 0151-Dog Warden

Elaine Buchardt made a motion to increase item 580 mileage by $50 and adjust salary by 3%.

Julia Havrel seconded

Vote: Motion Passed. 3 Yes and Jay Linddy abstained

Budget item 0153-Historical Society

Elaine Buchardt made a motion to approve unchanged.

Julia Havrel seconded

Vote: Motion Passed by unanimous vote

Budget item 0201-Health Director

Revisit at a later time.

Budget item 0203-Visiting Nurse Assoc.

Julia Havrel motioned to approve with no change

Elaine seconded

Vote: Motion Passed by unanimous vote

Budget item 0205-N.C. Mental Health

Elaine Buchardt made a motion to approve with no change

Julia Havrel seconded

Vote: Motion Passed by unanimous vote

Budget item 207-AHM-Youth Services

Revisit at a later time

Budget item 301-Public Works

It was noted that the Salary is based on the Union contract.

Julia Havrel made a motion to approve public works budget with 2% estimated salary increase to line 100, line 390 tree removal increase of $1000, line 638 shop supplies increase of $500, line 640 sweeper plus 100, line 732 $200 additional, line 810 additional $50 for dues.

Elaine Buchardt seconded

Vote: Motion Passed by unanimous vote

Budget item 0303-Snow Removal

Elaine Buchardt motioned to approve with no change

Julia Havrel seconded

Vote: Motion Passed by unanimous vote

Budget item 0305-Lighting

Elaine Buchardt motioned to approve with no change

Julia Havrel seconded

Vote: Motion Passed by unanimous vote

Budget item 307-Road Maintenance

This will be addressed in another line item

Budget item 309-Town Garage

Jay motioned to approve with an increase of $500 to line 432 building maintenance.
Elaine Buchardt seconded

Vote: Motion Passed by unanimous vote

Budget item 0311-Consulting Fees Engineer

Julia Havrel moved we approve with no change
Elaine Buchardt seconded

Vote: Motion Passed by unanimous vote

Budget item 0313-Mowing-Ground Care

Julia Havrel moved we approve with no change
Elaine Buchardt second

Vote: Motion Passed by unanimous vote

Budget item 0401-Fire Department

BOF to review Fire department budget

Budget item 0403-Law Enforcement

Julia Havrel made a motion to approve with no change
Elaine Buchardt second

Vote: Motion Passed by unanimous vote

Budget item 405-Fire Marshall

Elaine Buchardt made motion approve with a decrease to line item 110 to reduce deputy salary to $309 to reflect a 3% salary increase.
Jay Linddy seconded.

Vote: Motion Passed

Julia Haverl voted No: Jay Linddy, Elaine Buchardt and Bob Burbank voted Yes

Adjournment

Jay Linddy motioned to adjourn and continue next week.
Elaine Buchardt seconded.
Board of Selectman will reconvene on Tuesday at 1:00PM and start budget review on page 42 Line item 0501.

Vote: Motion Passed by unanimous vote

Meeting was adjourned at 3:05 PM
Respectfully submitted by Penelope Auer-Board Clerk

RECEIVED FOR RECORD
02-10-14 @ 11:08 AM
Margaret H. Busch
Asst. TOWN CLERK

684

Andover Board of Selectmen

Special Meeting – ~~Tuesday January 28~~, 2014 1:00pm

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

CANCELLED

2014-2015 Budget Workshop

Agenda

1. Call to Order/Pledge of Allegiance:

2. 2014-2015 Budget

3. Next Board of Selectmen:
   - A. January 30, 2014 Budget Workshop
   - B. February 5, 2014 Regular Monthly Selectmen Meeting

Adjourn:

RECEIVED FOR RECORD
1-13-2014 @ 11:24 am
Carol H Doe
TOWN CLERK

Andover Board of Selectmen

Special Meeting – Thursday January 30, 2014 1:00pm

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

2014-2015 Budget Workshop

Agenda

1. Call to Order/Pledge of Allegiance:

2. 2014-2015 Budget

3. Next Board of Selectmen:
   A. February 5, 2014 Regular Monthly Selectmen Meeting

4. Adjourn:

RECEIVED FOR RECORD
1-13-2014 @ 11:25 am
Carol H Lee
TOWN CLERK

Town of Andover Connecticut 1-30-2014 Board of Selectman Special Meeting

The January 30rd, 2014 Board of Selectman Special meeting was called to order at 1:11PM.

Present were Bob Burbank, Jay Linddy, Cathy Desrosiers, Elaine Buchardt
Absent was Julia Haverl who arrived at 1:28 PM

Kathy Desrosiers raised concerns about the library budget. She wanted to know how benefits are reported on the Town benefit line vs. the library line. She wanted to be sure they were not being posted twice. She will bring the details to the next meeting and review.

Budget item 141-Employee Benefits

Elaine Buchardt made a motion to accept the Employee benefit budget as presented with the changes listed below.

Line: 205 Social Security- Increase to	$36,148.65
Line: 207-Medicare – Increase to	$8,454.12
Line: 210-Unemp Comp. – Increase to	$12,243.00
Line: 215- Health Insurance – decrease to	$179,908.77
Line: 220-Dental Employee- No change	$5,500.00
Line: 223-Disability-increase to	$2,100.00
Line: 225-Life Ins – no change	$1,000.00
Line: 230-Retirement – increase to	$50,638.08
Line: 280- Physicals- No change	$3,500.00
Line: 290- Amort MERF- No change	$150.00
Line: 295- Admin Fee- No Change	$3,000.00
Total for Budget item 141 Employee Benefits:	$302,743.52

Cathy Desrosiers Seconded

Vote: Motion passed by unanimous vote

Budget Item 201 Health Director

Cathy Desrosiers motioned to adopt the budget with an increase of $616.60 for a total of $16787.40

Elaine Buchardt seconded

Vote: Motion passed by unanimous vote

Budget item 207 AHM Youth Services

Julia Haverl motioned to approve with a decrease of $1,559.08 for a new total of $35,006.44 as presented

Elaine Buchardt seconded

Vote: Motion passed by unanimous vote

Budget Item 0501-Social Worker

Bob Burbank stated that the State now mandates a veteran's affairs person in each town and he is recommending adding that responsibility to the town social worker. There was discussion about how to compensate for the added responsibilities; training and reporting that will be required.

Jay Linddy motioned to add one hour to the position along with and additional line item of $120 for mileage. Line item totals are as follows.

Line item 100 Social Worker Salary (included the 3% raise for all employees plus the additional hour for veterans affairs. $2,916.96
Line item- 530 Social Services Phone $350.00
Line item- 830 Food and Clothing $750.00
Line item-845 Social Services-ACCESS $200.00
Added Line item for mileage $120.00
Total for Budget item 0501 is $4,336.96
Julia Haverl seconded
Vote: Motion passed by unanimous vote

Budget item 0601-Memorial Day
Elaine Buchardt motioned to accept with No change for a total of $800.
Cathy Desrosiers seconded
Vote: Motion passed by unanimous vote

Budget item 0603-Recreation Commission
Elaine Buchardt motioned to approve as presented with no change.
Line item 436 Outside Maintenance $990.00
Line item 493 Outside Facility-Recreation $630.00
Line item 870 Programs- Recreation Comm. $4,835.00
Total $6,455.00
Julia Haverl seconded
Vote: Motion passed by unanimous vote

Budget item 701 Transfer station
Jay Linddy commented that this budget item has gone down substantially over the past 5 years due to recycling and better contracts with vendors. Current budget remains the same with some changes in how it is allocated due to changes in fees for different components of the transfer station.
Elaine Buchardt motioned to accept the budget as presented with a change in line item 100 and 120 wages to reflect the 3% approved salary increase for a total of $154,914.85.
Julia Haverl seconded
Vote: Motion passed by unanimous vote

Budget item 0703-Hazardous Waste Recycling.
Jay Linddy reported that budget amounts had been moved on a couple of line items due to changes in the expenses for some items and the elimination of some expenses. The total remains the same.
Elaine Buchardt motioned to approve budget as presented for a total of $2,200.00
Julia Haverl seconded
Vote: Motion passed by unanimous vote

Budget item 0801-Economic Development
Elaine Buchardt explained the Farmers market will be added as an account and will essentially be self sufficient so not additional monies are being requested.
Julia Haverl motioned to approve with no change.
Cathy Desrosiers seconded.
Vote: Motion passed by unanimous vote

Budget item 0803-Planning and Zoning

No info for this budget has been supplied to Bob to date.
Cathy Desrosiers motioned to approve only line item 100 salary for a total of $3,311.29 to reflect a 3% increase.
Julia Haverl seconded
Vote: Motion passed by unanimous vote

Budget item 0805-Zoning Board of Appeals

Budget to increase to $1,492.76 to reflect 3% increase.
Cathy Desrosiers made a motion to approve ZBA clerk wages to reflect a 3% increase for a total of $1,492.76
Elaine Buchardt Seconded
Vote: Motion passed by unanimous vote

Budget item 0807 Building Department

Cathy Desrosiers made a motion to make the following changes.
Line item 100 Wages: 3% for an increase of 373.31 and a total $12,816.90
Line item 120 Clerks wages: 3% for an increase 851.31 and a total of $29,228.02
Line item 438 Equipment Maintenance
Increase of $500 for laser fiche equipment contract for a total of $900.00
Budget item 0807 total of $4,7349.92
Julia Haverl seconded
Vote: Motion passed by unanimous vote

Budget item 0809-Inland Wetlands

Cathy Desrosiers motioned to approve with the 3% increase for line item 100 in the amount of $267.52.
Total for the budget item 0809 is $10,634.75
Elaine Buchardt seconded
Vote: Motion passed by unanimous vote

Budget item 0815-Conservation

Julia Haverl motioned to accept unchanged
Cathy Desrosiers seconded
Vote: Motion passed by unanimous vote

Budget item 0817 Zoning Agent

Cathy Desrosiers motioned to approve with the 3% salary increase for line item 100 in the amount of 324.61.
Total for the budget item 0817 is now $11,494.77.
Elaine Buchardt seconded
Vote: Motion passed by unanimous vote

Budget item 0810-CRCOG, CCM, COST

Elaine Buchardt motioned to accept with no change
Cathy Desrosiers seconded
Vote: Motion passed by unanimous vote

Budget item 0901-RHAM

No budget received to date. No action taken

Budget item 1001-Library

Will review at next meeting

Budget item 1101-Road Improvement

Cathy Desrosiers asked for a list for roads that would be looked at in the 2014-2015 budget.
No action taken.
The remaining unreviewed budget items will be reviewed at the next meeting.

Jay Linddy made a motion to adjourn.
Julia Haverl Seconded

Vote: Motion passed by unanimous vote

Meeting was adjourned at 2:48PM
Respectfully submitted by Penelope Auer-Board Clerk

RECEIVED FOR RECORD
02-10-14 @ 11:08AM
Margaret H. Busch
Asst TOWN CLERK

690

Andover Board of Selectmen

Special Meeting – Thursday February 13, 2014 7pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

Agenda

Cancelled due to weather

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

2. **Public Speak:**

3. **Approval of Board of Selectmen minutes:**
   - A. **Regular Meeting:** January 7, 2014
   - B. **Special Budget Workshop:** January 21, 2014
   - C. **Special Budget Workshop:** January 23, 2014
   - D. **Special Budget Workshop:** January 30, 2014

4. **Treasurer's monthly report;**
   - A. **Monthly Fund Balances:** January 2014
   - B. **Monthly Financial Report:** January 2014 (full monthly financial report)

5. **Tax Refunds:** NONE

6. **Tax Collector's:**
   - A. **Tax Collection report:** 1/01/14 – 1/31/14
   - B. **Year to date:** 07/01/13-1/31/14

7. **Annual Report:** July 1, 2012 to June 30, 2013 is due from every board, commission and department,

8. **Emergency Shelter Generator Grant:** Selectwoman Cathy Desoriers will report on the progress of the grant.

9... **2014 – 2015 Budget:**

10. **Connecticut State Police:** January 2014 monthly report

11. **Liaison Reports:**

12. **Public Speak:**

13. **Next Board of Selectmen:**, March 5, 2014

14. **Adjourn:**

RECEIVED FOR RECORD
2-6-2014 @ 2:35pm
Carol J. Lee
TOWN CLERK

Andover Board of Selectmen

Special Meeting – Wednesday February 19, 2014 7pm

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

Andover Elemetary School Library - 35 School Rd. psa

Agenda

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

2. **Public Speak:**

3. **Approval of Board of Selectmen minutes:**
   - A. **Regular Meeting:** January 7, 2014
   - B. **Special Budget Workshop:** January 21, 2014
   - C. **Special Budget Workshop:** January 23, 2014
   - D. **Special Budget Workshop:** January 30, 2014
   - E. **Regular Meeting February 5, 2014, (Cancelled weather)**
   - F. **Special Meeting February 13, 2014, (Cancelled weather)**

4. **Treasurer's monthly report;**
   - A. **Monthly Fund Balances:** January 2014
   - B. **Monthly Financial Report:** January 2014 (full monthly financial report)

Tax Refunds: NONE

6. **Tax Collector's:**
   - A. **Tax Collection report:** 1/01/14 – 1/31/14
   - B. **Year to date:** 07/01/13-1/31/14

7. **Annual Report:** July 1, 2012 to June 30, 2013 is due from every board, commission and department,

8. **Emergency Shelter Generator Grant:** Selectwoman Cathy Desoriers will report on the progress of the grant.

9... **2014 – 2015 Budget:**

10. **Connecticut State Police:** January 2014 monthly report

11. **Liaison Reports:**

12. **Public Speak:**

Next Board of Selectmen:, March 5, 2014

14. **Adjourn:**

RECEIVED FOR RECORD
2-18-14 @ 8:15am
Carol N Lee
TOWN CLERK

Andover Board of Selectmen
Special Monthly Meeting Thursday, February 19, 2013
Andover Elementary School Library, 35 School Road, Andover, CT 06232

Minutes

Agenda Item 1: Call to Order/Pledge of Allegiance:
Robert F. Burbank, First Selectman, called the meeting to order at 7:03 pm with the Pledge of Allegiance.

BOS Members: Present:
Robert F. Burbank, First Selectman,
Jay K. Linddy, Vice First Selectman,
Elaine Buchardt
Cathy Desrosiers arrived at 7:14

BOS Members: Absent
Julia Haverl

Other Attendees:
Ron Mike
Alex Grimshaw
Dianne Grenier
Don Keener
Wayne Thorpe
See Attachment # 1

Agenda Item 2: Public Speak:

None

Agenda Item 3: Approval of Board of Selectmen minutes:

A. Regular Meeting: January 7, 2014

Jay Linddy Motioned to accept the minutes
Elaine Buchardt seconded with a comment that the year noted at the top of the page should be changed to 2014.
Vote: Motion Passed Unanimous

B. Special Budget Workshop: January 21, 2014

Jay Linddy Motioned to accept the minutes
Elaine Buchardt seconded with a comment that the year noted at the top of the page should be changed to 2014.
Vote: Motion Passed Unanimous

C. Special Budget Workshop: January 23, 2014

Jay Linddy Motioned to accept the minutes
Elaine Buchardt seconded.
Vote: Motion Passed Unanimous

D. Special Budget Workshop: January 30, 2014
Jay Linddy Motioned to accept the minutes
Elaine Buchardt seconded.
Vote: Motion Passed Unanimous

E. It was noted that the Regular meeting on February 5 h had been cancelled due to weather.
F. It was noted that the Special meeting on February 13th had been cancelled due to weather

Agenda Item 4: Treasurer's monthly report:

A. Monthly Fund Balances: January 2014 Not available at this time
B. Monthly Financial Report: January 2014 (full monthly financial report)

Jay Linddy motioned to receive monthly Financial Reports from the Treasurer dated Jan 2014
Elaine Buchardt seconded.
No discussion.
Vote: Motion Passed Unanimous

Agenda Item 5: Tax Refunds: NONE

Agenda Item 6: Tax Collectors:

A. Tax Collection report: 1/01/14 – 1/31/14
B. Year to date: 07/01/13-1/31/14 Unavailable

Jay Linddy motioned to receive the reports from the Tax Collector.
Elaine Buchardt seconded.
No discussion.
Vote: Motion Passed Unanimous

Agenda Item 7: Annual Report:

Jay Linddy reported the town was working on the 2012-2013 annual reports and was looking for reports from every department, board, commission and committee.
The report can be sent to **info@andoverct.org**
Attachment #2

Agenda Item 8: Emergency Shelter Grant

Selectwoman Cathy Desrosiers will report on the progress of the grant.
Cathy reported she is working on it and hopes to have it next week.

Agenda Item 9: 2014-2015 Budget:

Budget item 807-Building Department

Item 612 Books and Manuals-Building.
New Code Books will be needed due to changes in the State Building Codes.
See Attachment #3

Elaine Buchardt motioned to approve an additional $500 to item 807-612
Jay Linddy seconded
No discussion
Vote: Motion Unanimous

Building department is requesting an increase in the Fee for applications requiring a zoning review. The BOS set the fees for the building department. Request to be tabled until the next budget meeting when the BOS will review all fees in general

Budget Item 401 Fire Department

Fire Chief, Ron Mike addressed the Board of Selectman and reported that he wanted to add to the budget. He is requesting at total of $21,000 in stipends for fire officers and himself. See Attached request to the Board of Selectman. He noted that Bolton and Hebron both compensate the fire department officers.
Based on the work he does and others do he is requesting.
Fire Chief $7,500
Department Chief $4,500
Asst. Chief $3,000
Captains $1,500 X2
Lieutenants $750 X4
Total for $21,000
Stipulations would be set up at a 20% level.
See Attachment #4

Bob Burbank noted if this were salary, it would have to go thru the treasurer. Workman's comp, social security would be added. If it were 1099 the individual would pay the taxes and social security. He would have to research if the town can do as salary or 1099.
Bob Burbank reported that he talked to some other towns with small populations to see how they deal with a volunteer fire department. Many of the towns have stipends per call or attendance requirements, and or tax abetments. Bob Burbank noted his office is in the process of calling all the towns with populations close to ours and would have more information on how other towns our size compensate the Volunteer Fire Department.
Elaine Buchardt said she thought the $21,000 would only fit into the Fire Dept. Budget. And there would be a Lot of reporting involved.

Cathy Desrosiers made a motion that we table the request till March 5th so we can gather information from the other towns treasurer and auditor.
Elaine Buchardt Seconded
No discussion.
Vote: Motion Passed Unanimous

Budget Item 1001 Library

Cathy Desrosiers wanted to know if benefits were being reported twice, once in the library budget and once in the town budget. The consensus was that the reporting was taking place in the town budget. Bob Burbank said we can approve this budget based on clarification of the way it is reported.

There was also a discussion about the cost of fuel. There is a big difference between last year and this year. Bob Burbank suggested that we should consider incorporating the library budget through the town to provide a better way to keep track of the accounts. Bob Burbank discussed the issue of managing the accounts and managing the oil prices so they can lock in oil at a good rate.

Additional discussion on the current salary increase rate. Cathy Desrosiers said she thought the BOF is working on the wrong salary number as the raise from last year is not reflected. There is a similar situation with the raise in the budget sheet. Bob Burbank commented that he was certain the BOF had the correct figures.

Cathy Desrosiers asked about the change of banks for the town to Farmington bank and Bob Burbank reported that the Library would be fully involved in the change once the change to Farmington bank is fully implemented.

Jay Linddy made a motion to approve library budget at $97,296, which excludes $21,855 in employee benefits that was in the original budget request.
Elaine Buchardt seconded.
Vote: Motion Passed Unanimous

Budget Item 0113 Tax Assessor

The Salary adjustment to the Tax Assessor assistant's salary will be 2% because it is a union contract.

Elaine Buchardt motioned to approve the line item 113 total at $71,347.90
Kathy Desrosiers second
Vote: Motion Passed Unanimous

Budget Item 0131 Administrative Assistant

Jay Linddy noted that the Administrative Assistant was currently being paid at $12 an hour and it should have been $13. There was not a need to change the budgeted amount as the hours worked would not go over the budgeted amount. He proposed that the payment should at least be the same as the town pays the board clerk at $12.75 an hour.

Jay Linddy motioned to correct the First Selectman Administrative Assistant hourly rate to $12.75 with a 3% increase in the new budget.
Elaine Buchardt second
No Discussion
Vote: Motion Passed Unanimous

Budget Item 301-Public Works

Jay Linddy motioned we increase the Budget item 301 Public Works Line Item 435 Vehicle Maintenance by $2000
Elaine Buchardt seconded
Vote: Motion Passed Unanimous

Agenda Item 10: Connecticut State Police: January 2014 report

Information from State Police report.
35 citations
2 warnings
Bob Burbank reported he met with the new State Policy management team and said they were working through some glitches but think it will be work out with the change of the dispatch going through Vernon.

Agenda Item 11: Liaison Reports

Jay Linddy reported the BOE was having a budget hearing tonight.

Agenda Item 12: Public Speak:

Alex Grimshaw 115 Cone Rd.

Mr. Grimshaw asked how to claim any damage like potholes. In addition he wanted to know how much money and materials were spent on Cone Rd. Bob Burbank responded that he could not provide that answer on the spot, as we don't track spending on an individual road basis. The town is in the process of collecting information on time spent on different roads but that was not available or complete at this point. It would be more helpful to submit questions asking for specific information to the 1st Selectman in advance so he could have an opportunity to properly address the question.

Agenda Item 13: Next Board of Selectman Meeting:

Cathy asked that Norton Children's Fund be put on the next Agenda to discuss where the fund should be held now that the town is moving to Farmington Bank. Jay Linddy suggested that there were many banks that could address their needs and they were not tied to the bank used by the town.

Agenda Item 14: Adjourn
Elaine Buchardt made a motion to adjourn at 8:33pm
Cathy Desrosiers seconded.
No discussion.
Vote: Motion Passed Unanimous

The next Regular Board of Selectmen Meeting: Wednesday March 5th, 2014

Minutes respectfully submitted by:
Penny Auer,
Board Clerk
February 23, 2014

Attachment #1 Public Sign in Sheet
Attachment #2 Annual Report
Attachment # 3 Building Department
Attachment #4 Fire Department Letter

RECEIVED FOR RECORD
02-25-14 @ 11:14 AM
Margaret H. Busch
Asst. TOWN CLERK

Attachment #1

Andover Board of Selectmen

Special Meeting

Wednesday February 19, 2014 7:00pm
Town Office Building / Community Room

Sign In Sheet - Please Print Name

[illegible]	ALOX GRUMSHAW
[illegible]	Ron Mike
Dianne Grenier	Dianne Grenier
D Keener	Don Keener
Wayne E. Thorpe	Wayne E. Thorpe

Attachment #2

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

January 6, 2014

Dear Board and Commission Chairs and Department Heads,

We are beginning the work for a **CURRENT** (July 1-2012 to June 30, 2013) **Annual Report** for the town of Andover. I would like to be sure to include information or a report from every board, commission, department and leader in town.

If your area provided information for the last annual report, it is attached to this letter as a point of reference. If not, please provide something that defines how your board or commission or department provides a service to the residents of Andover and perhaps what you have accomplished this past year.

The plan is to put the annual report on the Town Website. My part time assistant, Penny Auer, will be working on this project. **If possible Please EMAIL your report to info@andoverct.org and put Annual Report in the subject line or provide it on a CD or flash drive.** Of course, if that is not possible, we will gladly accept your paper report!

If you have any questions please email Penny Auer at 1stselectmanadmin@andoverct.org. Or call 860-742-8305.

Once again thank you for your help on this project and for all the time and energy you give to make the town of Andover a great place to live!

Respectfully,

Robert F. Burbank
First Selectman

Attachment #3

700

Building Department

Town of Andover
17 School Rd.
Andover, CT 06232
(860) 742-4036 - Fax (860) 742-4040

To: Board of Selectman

From: Building/Land Use Departments

Re: budget item and fee increase

Date: February 6, 2014

The State of Connecticut Building Office will have a new building code in effect for next year. We would like to increase the Books & Manuals line item #0807-612 From $500.00 to $1000.00. This would be to cover the new code books that will be needed.

We would also like to request adding a fee of $50.00 to all application fees that require a zoning review. Currently we collect a land use fee of $60.00 for the State of CT, the $50.00 fee would be in addition to the state fee and would be for the Town of Andover.

Thank you.

Attachment # 4 701

ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232
Phone: (860) 742-7477

January 16, 2014

Board of Selectmen

Board of Finance

This is the start of my third two- year term as Fire Chief for the Town of Andover. Due to increasing demands in training, call volume, meetings, and many other requirements we have to deal with, it is harder to keep people interested in volunteering. The extra demands make it hard to get people to take leadership roles in the firehouse. Currently I have a good group of officers that do a lot of work and I believe it is time to start giving them stipends for the extra work they do. Without the support of these officers a lot of jobs would simply not get done. Please remember these people have jobs and families they have to juggle around the busy firehouse demands. In order to earn the stipends these officers will have to maintain a 20% activity level between calls, training, meetings, and other duties required by me. Each January 2nd I will turn a list in to the treasurer for payment based on whether they meet the requirements. The checks would be made out to the individual officers. I am looking to the boards and not the Fire Commission to add this to the town budget as an annual expense and not a line item in the Fire Commission budget. This way they would be given a 1099 through the town for tax purposes. Here is a breakdown of my request:

Fire Chief	$ 7500
Dep. Chief	$ 4500
Asst. Chief	$ 3000
Captains	$ 1500 x 2
Lieutenants	$ 750 x 4
Total	$ 21,000

Respectfully Submitted,

Ron Mike

Ron Mike

Andover Board of Selectmen

Special Meeting – March 5, 2014 7pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Opportunity to Add or Delete Agenda items:**.
4. **Approval of Board of Selectmen minutes:**
   - A. **Regular Meeting:** February 19, 2014
5. **Treasurer's monthly report;**
   - A. **Monthly Fund Balances:** December 2013
   - B. **Monthly Financial Report:** December 2013 (full monthly financial report
6. **Tax Refunds:** Honda Lease Trust $ 178.34, Solid Rich Sheet Rock $ 179.49, Jane Slvester $ 11.54, Craig & Jennifer Townsend $ 254.16, Migdalia Vasquez $ 5.84.
7. **Tax Collector's:**
   - A. **Tax Collection report:**
   - B. **Year to date:** 07/01/13-2/28/14
8. **Old Fire House/ Senior Center:** Oil burner
9. **Regional School District No. 8:** Proposed 2014-2015 budget.
10. **Transfer Station:** Compactor
11. **Emergency Shelter Generator Grant:** Selectwoman Cathy Desoriers will report on the progress of the grant.
12. **2014 – 2015 Budget:**..
13. **Eastern Highland Health District:** Board vacancies
14. **Liaison Reports:**
15. **Public Speak:**
16. **Next Board of Selectmen Meeting:**, Regional; School District No. 8 Budget meeting, Regular Board of Selectmen meeting April 2, 2014.
17. **Adjourn:**

RECEIVED FOR RECORD
3-3-2014 @ 5:35pm
Carol A. Lee
TOWN CLERK

Andover Board of Selectmen
Meeting Wednesday, March 5, 2014
Town Office Building (Community Room) 17 School Rd, Andover, CT

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
Julia Haverl

BOS Members: Absent
Elaine Buchardt

Other Attendees:
Dianne Grenier
Ron Mike
Dennis Foran
Marie Burbank

See Attachment # 1

Agenda Item 2: Public Speak:

None

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

Jay Linddy motioned to add agenda item 8-A to discuss the Norton Fund
Jay Linddy motioned to add agenda item 16-A - Executive session on Contract Negotiations

Julia Haverl seconded
No Discussion
Vote: Motion passed Unanimous

Agenda Item 4: Approval of Board of Selectmen minutes:

A. Regular Meeting: February 19, 2014

Julia Haverl Motioned to accept the minutes with correction to change the date to 2014 at the top of the page.
Cathy Desrosiers seconded
Vote: Motion Passed 4-0 Julia Haverl Abstained

Agenda Item 5: Treasurer's monthly report:

A. Monthly Fund Balances: January 2014
Current balance presented is: $4,097,319.41

There was a question regarding the tandem bank balances. Bob Burbank reported it is an issue of old outstanding checks. The town is currently doing research on what happened to those checks. Were they duplicates, returned, paid in error etc.? The State does not allow the town to write them off, we would have to turn the accounts over to the state of Connecticut.

Cathy Desrosiers asked about moving the library account to Farmington bank. Bob Burbank said that it should be able to done in the next month.

Julia Haverl asked about the amount of the driveway bond and Bob Burbank said it would include other bonds as well as driveways in that account.

B. Monthly Financial Report: January 2014 (full monthly financial report)

Jay Linddy motioned to receive monthly Financial Reports from the Treasurer dated January 2014
Julia Haverl seconded.
No discussion.
Vote: Motion Passed Unanimous

Agenda Item 6: Tax Refunds:

Jay Linddy motioned to approve the Tax refunds listed below.

Honda Lease Trust	$178.34
Solid Rich Sheet Rock	$179.49
Jane Slvester	$11.54
Craig & Jennifer Townsend	$254.16
Migdalia Vasquez	$5.84

Julia Haverl seconded.
No discussion.
Vote: Motion Passed Unanimous

Agenda Item 7: Tax Collectors:

A. Tax Collection report:
B. Year to date: 07/01/13-/28/14

Bob Burbank noted today was the Tax collector's last day at the town of Andover. The town had two weeks notice of her leaving and advertised both in the newspaper and on the state Tax Collector site. The town received 8 applications and had contacted the candidates for interviews. Cathy Desrosiers asked if it could be a part time position. Bob Burbank commented that since we collect taxes quarterly, we need a full time person. It is also the

expectation of our citizens that the tax collector is available when they come in to pay the taxes.

Cathy Desrosiers motioned to receive the reports from the Tax Collector.
Julia Haverl seconded.
No discussion.
Vote: Motion Passed Unanimous

Agenda Item 8: Old Firehouse/ Senior Center: Oil Burner

Bob Burbank reported that two burners were required in the building per code; one for the downstairs garage area and one for the upstairs public area. The downstairs oil burner has essentially collapsed and was patched temporarily. This is an emergency situation as the pipes will freeze without it and it has to be replaced. Bob Burbank has one quote from the heating company and he will go out to get at least two more quotes. In addition because of the code they will have to do some additional ductwork and it was suggested we get a thermostat to lock out anyone turning it up.

Cathy Desrosiers motioned we allot up to $6000 towards replacement of furnace and needed ductwork and thermostat and Bob Burbank will get three bids/ quotes for the work.
Julia Haverl seconded.
Vote: Passed Unanimous

Agenda Item 8A: Norton Children's Fund

Cathy Desrosiers questioned if there might be better ways to invest the Norton Children's Fund. The fund can only distribute the interest and in environment there is nothing to distribute. Bob Burbank said he is meeting with Farmington bank in the next week and would see if there are other options for this money.
Cathy Desrosiers will take the info back to the Norton Children's Fund.

Agenda Item 9: Regional School District No 8: Proposed 2014-2015 budget

Jay Linddy directed everyone to a spreadsheet. The Region 8 budget, as presented, reflects an almost a 2 million dollar increase which is a 6.83% increase overall. Andover will have to pay 177,000 more based on this budget. Andover's % of the budget is lower year over year due to fewer children, but the dollar amount is an increase from last year. This is the first look at the budget. Jay Linddy spoke with the Hebron town manager and although the towns want to support Region 8 School District, they will be meeting with the RHAM superintendent to try to find ways to reduce the proposed budget.

Jay Linddy reported the Region board would hold a public budget review in Andover at the Community center **on March 24th, Monday at 7:00 PM** and encouraged all of the Board of Selectman and the public to attend to ask questions and voice concerns.

Agenda Item 10: Transfer Station: Compactor

Jay Linddy reported that the current Compacter for household trash is 34 year old and is broken beyond repair. It cannot be patched anymore as the piston is bent and the can is all rotted, rusted out. The repair bill would be $7500.

If we don't replace it we will have to use open containers and it would take about 5 containers for one compacter. The cost of hauling 5 containers is very expensive.
Bob Burbank found a compactor that was ordered by another party and not taken so he was able to obtain a special rate for $10,293. The funds are available from some savings this year in the transfer station budget to cover the cost. Bob Burbank said it should be able to be in place in

Cathy Desrosiers motioned to approve $10,293 for the RJ 225 Onsite Compacter to be taken from the Transfer Station budget.
Julia Haverl second
No discussion
Vote: Motion Unanimous

Agenda Item 11: Emergency Shelter Generator Grant

Cathy Desrosiers has most of the information ready to bring to Bob Burbank to proceed with the grant and will get it to him in the next week.

Agenda Item 12: 2014-2015 Budget:

Budget Item: Library
Cathy Desrosiers reported that the budget approved by BOS/BOF had oil listed at 3725 gallons and they changed it to $3000. Which is a reduction of $725.

Jay Linddy motioned to decrease the library fuel account by $725 as recommended by the library board
Julia Haverl seconded
No discussion
Vote: Motion Unanimous

Budget Item: Volunteer Fire Department

Ron Mike discussed the need to compensate the officers for the time they are putting in. Bob Burbank and Penny Auer reported that they called 19 towns in Connecticut with populations under 4000 like Andover and none of those compensate the officers above and beyond the tax abatement or a retirement plan. Ron Mike reported Bolton and Hebron both pay their officers and the chiefs and have been doing it for several years. Bob Burbank commented that Bolton is twice the size of Andover and and Hebron is almost three times the size of Andover.

Bob Burbank noted that Andover gives up to $1000 tax abatement toward their house or car taxes and if they meet certain requirements they also continue to get the tax abatement for life. It was noted that the Chief, Ron Mike does not receive the abatement because he does not live in the town of Andover. Cathy Desrosiers asked if there was a way to give Ron Mike a $1000 check toward his tax bill. Julia Haverl commented that our volunteers talk to the local towns volunteers. She thinks we should consider paying the officers to make sure they stay with the town. She said the idea has merit asked if we should then get rid of the tax abatement others commented that would be an issue for those who are older and continue to get payments for life. Cathy Desrosiers said it was wrong that Ron Mike does not get tax abatement because he does not live in town. She thinks we look at compensation for Ron

Mike for past years. Julia Haverl asked how much he was asking for and Cathy Desrosiers said it was in the prior minutes and was a total of $21,000.

Bob Burbank commented that there are other volunteers in Andover who also put in a lot of hours and they don't get paid. He wondered where we would draw the line on compensating volunteers. And would you consider them volunteers anymore if they were collecting a paycheck from the town. Julia Haverl said she thinks we should put it in the budget and see what happens and let the town decide if they support the budget. Bob Burbank suggested that it was difficult to get the townspeople to support an increase to the budget. Julia Haverl also wants to put it in the budget and let the people decide.

In discussion on how to administer a stipend for the officers, Cathy Desrosiers suggested that the Fire Chief decides who qualifies and then presents it to the First Selectman. Bob Burbank is concerned that in the future, there could be some nepotism. It was mentioned that Bolton does it in the Fire Commission budget. Bob Burbank wondered if there were any state regulations surrounding this. Jay Linddy said if we write the check from the town, the town has to take taxes out. We need to double check to see if the Auditor allows it and if it is legal and what is the way to do it from a tax perspective. Need to have all the answers to the questions.

Bob Burbank will do some research and come back to a special meeting on this topic.

Agenda Item 13: Eastern Highlands Health District:

There is a board Vacancies for Eastern Highlands Board. Meetings are held in Coventry on the third Thursday of every other month. It is a three-year term
Cathy Desrosiers and **Julia Haverl** will ask a few people if they would be interested.

Agenda Item 14: Liaison Reports

None

Agenda Item 15: Public Speak:

Dianne Grenier. Wanted to know if we implemented the stipend would they then be considered employees and entitled to the same pay raise other town employees receive. Also asked if anyone talked to the other fire officers other than Ron Mike to see if they want this. She said spoke to others who didn't know anything about this request and some did not think they should be paid.

Dennis Foran asked about how BOS were paid. Bob Burbank noted that the BOS get paid and pay taxes and get a W2. He suggested it is not that hard to administer.

Agenda Item 16: Next Board of Selectman Meeting:

Regional School District No. 8 Budget Meeting
Regular Board of Selectmen meeting April 2, 2014

Agenda Item 16-A. Executive Session.

Jay Linddy made a motion to go into exec session to discuss contract negotiators
Cathy Desrosiers seconded.
No discussion.
Vote: Motion Passed Unanimous

No action taken by the Board of Selectman.

Agenda Item 17: Adjourn

Cathy Desrosiers made a motion to adjourn.
Julia Haverl seconded.
No discussion.
Vote: Motion Passed Unanimous

Meeting adjourned at 9:00 PM

Minutes respectfully submitted by:
Penny Auer,
Board Clerk
February 23, 2014

Attachment #1 Public Sign in Sheet

RECEIVED FOR RECORD
03-10-14 @ 2:00 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Regular Meeting

March 5, 2014 7:00pm

Town Office Building / Community Room

Sign In Sheet	Please Print Name
Dianne Grenier	Dianne Grenier
Ron Mike	Ron Mike
Dennis M Foran	Dennis Foran

710

Andover Board of Selectmen

Special Meeting – Monday March 10, 2014 10:30am
Town Office Building (First Selectman Office) 17 School Road, Andover, CT.

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Tax Collector:** Appointment
4. **Next Board of Selectmen Meeting:**, March 24,Regional; School District No. 8 Budget meeting Andover Community Room. Regular Board of Selectmen meeting April 2, 2014.
5. **Adjourn:**

RECEIVED FOR RECORD
3-6-2014 @ 2:03 PM
Carol Hyde
TOWN CLERK

Andover Board of Selectmen Special Meeting
Meeting Monday, March 10, 2014
Town Office Building (Community Room) 17 School Rd, Andover, CT

Minutes

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

Robert F. Burbank, First Selectman, called the meeting to order at 10:35am

BOS Members: Present:
Robert F. Burbank, First Selectman
Jay K. Linddy, Vice First Selectman
Elaine Buchardt

BOS Members: Absent
Cathy Desrosiers
Julia Haverl

Other Attendees:
Cathy Palazzi
Kathy Lunta

Agenda Item 2: Public Speak:

Cathy Palazzi expressed her thanks to the First Selectman, Bob Burbank, for getting heat for the Senior Center last Friday as it meant a lot to the seniors.

Agenda Item 3: Tax Collector

We received a total of 10 applications and interviewed 5 applicants. All candidates had tax experience. Two were well qualified but only one could work full time. The committee is recommending we hire Donna Doyker. She is available to start on Monday the 17th of March.

Attachment # 1 Interview committee report

Elaine Buchardt motioned we recommend hiring Donna Doyker as tax collector.
Jay Linddy seconded.
No Discussion
Vote: Motion passed Unanimous

Agenda Item 4: Next Board of Selectman Meeting:

March 24, Regional School District No 8 Budget meeting at Town Hall Community Room.
Regular Board of Selectman meeting April 2, 2014

Agenda Item 5: Adjourn

Elaine Buchardt made a motion to adjourn.
Jay Linddy seconded.
No discussion.
Vote: Motion Passed Unanimous

Meeting adjourned at 10:53 PM

Minutes respectfully submitted by:
Penny Auer,
Board Clerk
March 10th, 2014

Attachment #1 Interview committee report

RECEIVED FOR RECORD
03-10-14 @ 2:11 pm
Margaret H. Busch
Asst. TOWN CLERK

Attachment #1

Town of Andover
17 School Road
Andover, CT 06232

To: Andover Board of Selectman

From: Interview Committee
Bob Burbank
Jay Linddy
Kathy Luntta

Date: March 6, 2014

On short notice that we needed a new Tax Collector, we advertised in the Rivereast, Journal Inquirer, and on the Tax Collector website. After carefully reviewing ten applications/resumes, five were selected on experience to be interviewed. Of the five interviews we had two that have Tax Collector experience and certification. We selected one who can step in and do the job with very little additional training. She is available with one week notice to start in Andover. The interview committee recommends Donna Doyker from Somers, CT.

714

Andover Board of Selectmen

Regular Meeting – April 2, 2014 7pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Opportunity to Add or Delete Agenda items:**.
4. **Approval of Board of Selectmen minutes:**
   A. **Regular Meeting:** March 10, 2014
5. **Treasurer's monthly report;**
   A. **Monthly Fund Balances:** March 2014
   B. **Monthly Financial Report:** March 2014 (full monthly financial report)
6. **Tax Refunds:** Andrew Page $ 154.01,BAC Tax Service $ 1,700.81, and Delton/Emma Dunnack $13.17.
7. **Tax Collector's:**
   A. **Monthly Cash Report:** March 2014
   B. **Grand Rate Book Balance Sheet:** March 2014
8. **Emergency Shelter Generator Grant:** Selectwoman Cathy Desoriers will report on the progress of the grant.
9.. **2014 – 2015 Budget:**..
10.. **Eastern Highland Health District:** Board vacancies
11. **Andover Board of Assessment Appeals:**
12. **Andover Food Pantry Pig Roast Fundraiser:** Saturday September 20th 2014 Veterans Memorial Field, Long Hill Road.
13. **Resolution of Endorsement:** Regional Performance incentive Program.
14. **Annual Budget Meeting:** Proposed date, Wednesday, May 7, 2014 at 7:00pm.
15. **Connecticut State Police:** Monthly police services for February 2014.
16. **Liaison Reports:**
17. **Public Speak:**
18. **Next Board of Selectmen Meeting:**, Annual Budget Meeting Wednesday May 7, 2014 and Regular Board of Selectmen meeting May 7, 2014.
19. **Adjourn:**

RECEIVED FOR RECORD
3-27-14 @ 11:10 Am
Margaret H. Burch
Asst. TOWN CLERK

Andover Board of Selectmen
Regular Meeting Wednesday, April 2, 2014
Town Office Building (Community Room) 17 School Rd, Andover, CT

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
Julia Haverl
Elaine Buchardt

BOS Members: Absent

None

Other Attendees:

Georgette Conrad
Joan Foran
Dennis Foran
Peggy Wright
Robert Wanagel
Virginia Wanagel

See Attachment # 1

Agenda Item 2: Public Speak:

Joan Foran.
Thanked Town Clerk, Assistant Town Clerk and admin assistant for getting all the Board of Assessment Appeal special meetings posted on the web site.

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

Nothing to add

Agenda Item 4: Approval of Board of Selectmen minutes:

A. Regular Meeting: March 10, 2014
Julia Haverl motioned to accept the minutes as presented.
Cathy Desrosiers seconded the motion
No discussion
Vote: Passed Yes =3 No =0 Abstain =2
Cathy Desrosiers and **Julia Haverl** abstained

Agenda Item 5: Treasurer's monthly report:

A. Monthly Fund Balances: March 2014

Cathy Desrosiers asked about the status of Farmington bank. **Bob Burbank** noted that the accounts were 85 % moved. Cathy Desrosiers asked about the library account and **Bob Burbank** said he will talk with the treasurer, Jill Collins to be sure it gets moved hopefully this month.

B. Monthly Financial Report: March 2014 (full monthly financial report)

Elaine Buchardt motioned to receive monthly Financial Reports from the Treasurer dated January 2014
Julia Haverl seconded.
No discussion.
Vote: Motion Passed Unanimous

Agenda Item 6: Tax Refunds:

Jay Linddy motioned to approve the Tax refunds listed below.

Andrew Page	$154.01
BAC Tax Service	$1,700,81
Delton/Emma Dunnack	$13.17

Elaine Buchardt seconded.
No discussion.
Vote: Motion Passed Unanimous

Agenda Item 7: Tax Collectors:

A. Monthly Cash Report: March 2014

There was some discussion about the format of the report provided by the new Tax Collector. **Bob Burbank** reported that the auditor prefers the new format. This report reflects the month of March.

B. Grand Rate Book Balance Sheet 2014

Bob Burbank explained that this report is different that the one presented by the last collector because the new tax collector has more experience and the report is more comprehensive. Some selectman wondered if the new tax collector could come to a selectman meeting. **Bob Burbank** said that it would be unfair to ask her to make an hour trip to attend and explain the reports and suggested the selectman come to town hall and she would be able to meet them, explain the reports and answer any questions.

Elaine Buchardt motioned to receive the reports from the Tax Collector.
Cathy Desrosiers seconded.
No discussion.
Vote: Motion Passed Unanimous

Agenda Item 8: Emergency Shelter Generator Grant

Cathy Desrosiers reported that the bid and the insurance ready are ready for the grant. She needs pictures of the site and questioned of if they wanted a plot plan or a picture. **Bob Burbank** suggested they would want both and she could take a picture with her phone. **Cathy Desrosiers** said she would get everything to submit to **Bob Burbank** by Monday.

Agenda Item 9: 2014-2015 Budget

Jay Linddy made the following motions:

Motion A: Recommend to the Board of Finance they add $1200 to line item 0111-438 Equipment Maintenance for the tax collector. The program that does the tax bills needs to be upgraded. Also he noted the program will allow the tax bills to be sent by the outside company and save us the money in postage by consolidating all the tax bills. Will also do a return address envelope included in the tax bill. Not prepaid but addressed to the town.

Cathy Desrosiers asked about tax bills online. **Bob Burbank** said residents could pay tax bills online, even delinquent bills can be paid. The payer however has to cover the fee of using a credit card. QDS is the company that runs the tax program. Invoice Cloud is the company who processes the tax bills. Total for the budget year it would be $8,200 for that line item. The postage will come out of the postage budget but the hope is to reduce the postage due to the consolidation of tax bills.

Motion B: Recommend to the Board of Finance to add $5,000 to line item 0129-609 General Government Equipment Town Office. Total Line item would be $6500. This addition will be to cover the cost of replacing some of our older computers running windows XP. Microsoft no long will support Windows XP.

Motion C: Recommend to the Board of Finance to

1. Add $2,000 to line item 303-130 Overtime.
2. Add $3,500 to line item 303-644 Sand to a total of $26,000.
3. Add $6,500 to line item 303-646 Salt for a total of $44,000.

Bob Burbank explained we went into this winter with two storms worth of salt and sand and now are totally out of both. A few years ago, they severely cut the budget for these items. Cost of Salt and Sand is also going up for next year and if we have another bad winter we will be left without resources to keep the roads clear. In addition the cost of salt will be higher as well.

Last year because of the severity of the storms, we got some funding from FEMA but this year we did not have any that qualified.

Elaine Buchardt seconded motion A, B and C.
Vote: Motion Passed Unanimous

Jay Linddy commented on the letter from the Town of Hebron regarding the RHAM budget. The letter is for the information of the public. **Jay Linddy** thanked the BOS for attending the recent RHAM public hearing held in Andover.

Agenda Item 10: Eastern Highland Health District

Jay Linddy commented that there is an opening for a position at Eastern Highland district. They meet each quarter in Coventry. Julia Haverl contacted one person but they declined. The selectman will continue to look for volunteers.

Agenda Item 11: Andover Board of Assessment Appeals:

Jay Linddy made a Motion to table this item to be considered at the special meeting on Monday April 7th when the Town Assessor will be present to discuss the issues with the differences in the recent assessments.

Motion tabled.

Agenda Item 12: Andover Food Pantry Pig roast Fundraiser

Jay Linddy reported that the Annual Pig roast would be Saturday, September 20, 2014 at Veterans Memorial Field, Long Hill Rd. He noted that this fundraiser is what keeps the food pantry going each year. The BOS encourage all townspeople to attend.

Bob Burbank recognized and thanked the work done by many for the food pantry especially Joan Soucy and her crew and the Congregational Church to help the people in Andover who are in need.

Agenda Item 13: Resolution of Endorsement:

Regional Performance Incentive Program
Attachment # 2

Jay Linddy: Motion to endorse the resolution: That the Board of Selectman as the legislative body of the Town of Andover hereby endorses the Regional Performance Incentive Program proposal in Connecticut General Statues Section 4-124s as amended by Section 251 and 253 of Public Act 13-247 for the following proposals to be submitted by the Capital Region Council of Governments: 1) Regional Data/Disaster Recovery Center 2) Human Resources On-line Clearinghouse and Templates.

Julia Havrel seconded
Discussion

This is an extension of the homeland security disaster program. Capital Region Council of Governments is helping the small towns that don't have the resources by them selves to keep data and help with forms and processing for these programs. They are asking for support from all the member towns.

Vote: Motion Passed Unanimous

Agenda Item 14: Annual Budget Meeting

Proposed Date for Annual Meeting: Wednesday May 7, 2014 at 7:00 pm.
Attachment #3

Jay Linddy made a motion set the date of the Annual Budget Meeting for Wednesday May 7, 2104 at 7:00PM for the following purpose:

1. To choose a Moderator for said meeting
2. To determine if the Town will increase the salary of Elected Officials by 3% effective July 1, 2014
3. To receive the budget for Fiscal Year July 1, 2014 to June 30th, 2015 as prepared by the Board of Finance with its recommendations
4. To approve a budget for the Fiscal Year July 1, 2014 to June 30, 2015
5. Adjournment

He noted there would be no absentee voting.

Julia Haverl seconded

Discussion: There was a question about the referendum date. The referendum date is determined after the budget is passed at town meeting. The budget is not available yet, but it will be available by April 23rd at the latest.
Vote: Motion Passed: Unanimous

Agenda Item 15: Connecticut State Police

Monthly police services for February 2014
Attachment #4

Agenda Item 16: Liaison Report:

Elaine Buchardt spoke about the Andover Farmers Market. Elaine Buchardt reported there are 7 farmers committed for every week and 10 vendors committed part of the time. There will be 5 vendors there every week the others will be alternate. They expect to fill about 15 spots each week. The market begins on July 11th at the Ball Field parking lot on Long hill road. It will run for 10 weeks on Fridays from 4:00 to 7:00 PM. The Farmers Market committee will be selling carrot shaped lawn ornaments to put in your lawn to support the farmers market. They will also be selling travel mugs and coffee at the market as a fundraiser. There will be a sponsor sign and they are looking for sponsors so the market can be a self-sufficient endeavor.

Elaine Buchardt also reported that the Business Directory is out on the Andoverct.org web site and there is an article in the newspaper, asking everyone to look at the directory and give the EDC changes and updates before they print it and distribute in the River East.

Elaine Buchardt reported the Transportation committee is working on the transportation grant. The silver lining has many of the trips listed and it is now posted on the Andoverct.org website. **Bob Burbank** reported there is a senior trip being planned to Milford for a show and dinner.

Julia Haverl reported the P&Z working to update the town plan. Plan we have is good plan, we just need to update it and add some things required by the state. They would also like to speak with the BOS about Route 6 development and zoning changes that need to be made by all three towns.

Cathy Desrosiers announced the Auction fundraiser for the Library would be on April 25th.

Elaine Buchardt reported the Vernon Area Cable advisory committee has representatives from all the towns that Comcast serves. They are the complaint department. Comcast gets money from Comcast. They will do a $1500 scholarship to a student in the member town high schools who have an interest in the communications field and who have done some community work. The schools are RHAM, Rockville, Ellington, Tolland, and Bolton.

Elaine Buchardt also reported that the former chairman of the board of the Community Voice Channel was finally sentenced to 8 years in jail for embezzling money. The CVC offers training and you can video community events.

Cathy Desrosiers wanted to extend thanks to Pam Sawyer from the Board of Selectman for all her years of service that has helped our town. Her commitment and service has been an asset and she will be missed. She announced she is not going to run for reelection.

Cathy Desrosiers asked about the status of the ball fields. **Bob Burbank** said once the ground dries up, they would be able to complete the engineering work.

Cathy Desrosiers asked about the fire chief request for stipend. **Bob Burbank** said the request has to come from the administrive body of the Fire Commission rather than from an individual.

Agenda Item 17: Public Speak

Peggy Wright asked where do we get the Carrots. Contact Cathy Palazzi and we will put the info on the website as to where to get them. Elaine had some in her car for anyone at the meeting.

Joan Foran asked a question about meeting Monday Board of Selectman Special Meeting. Would the BAA be able to address the BOS at the meeting? **Bob Burbank** noted that the meeting was not to address the BAA but to see what action BOS would want to take and discuss the options.

Agenda Item 18: Next Board of Selectman Meeting

Special Board of Selectman Meeting on Monday April 7, 2014 at Town Hall Community room at 7:00 PM.

Andover Annual Budget Meeting Wednesday May 7, 2014 at 7:00 PM

There was then discussion about when to have our next BOS meeting. The BOS decided that the next Regular Board of Selectman Meeting will be rescheduled for May 8 at 5:00, 2014 as a Special Board of Selectman meeting.

The RHAM budget referendum will be May 6th, 2014

Agenda Item 17: Adjourn

Elaine Buchardt made a motion to adjourn
Julia Haverl seconded
No discussion
Vote: Motion Passed Unanimous
Meeting adjourned at 8:15 PM

Minutes respectfully submitted by:
Penny Auer, Board Clerk
April 2, 2014

Attachment #1 Public Sign in Sheet
Attachment #2 Resolution of Endorsement
Attachment #3 Annual Budget meeting letter
Attachment #4 State Police Report

RECEIVED FOR RECORD
4-7-14 @ 2:08 PM
Margaret H. Busch
Asst. TOWN CLERK

722

ATTACHMENT

Attachment # 1

Andover Board of Selectmen

Regular Meeting

April 2, 2014 7:00pm

Town Office Building / Community Room

Sign In Sheet - Please Print Name

Georgette M Conrad	Georgette M. Conrad
Joan Foran	Joan Foran
Virginia Wanagel	VIRGINIA WANAGEL
Robert Wanagel	ROBERT WANAGEL
Dennis Foran	Dennis Foran
Peggy Wright	

ATTACHMENT

TOWN OF ANDOVER

BOARD OF SELECTMEN

Resolution of Endorsement

Resolved: That the Board of Selectmen as the legislative body of the Town of Andover hereby endorses the Regional Performance Incentive Program proposal in Connecticut General Statutes Section 4-124s as amended by Section 251 and 253 of Public Act 13-247 for the following proposals to be submitted by the Capitol Region Council of Governments:

1) Regional Data/Disaster Recovery Center

2) Human Resources On-line Clearinghouse and Templates

Signed this 2 day of April, 2014

Robert F. Burbank

First Selectman

Julia Haverl

Selectman

Elaine Buchardt

Selectman

Jay K. Linddy

Vice-First Selectman

Cathleen Desrosiers

Selectman

ATTACHMENT

TOWN OF ANDOVER

2014-2015

ANNUAL BUDGET MEETING

Wednesday, May 7, 2014 7:00 P.M.

Town Office Building Community Room

The Electors and Citizens qualified to vote in town meetings in the Town of Andover are hereby notified that the Annual Budget Meeting for the Town of Andover will be held in the Community Room of the Andover Town Office Building, 17 School Road, Andover, CT on Wednesday, May 7, 2014 at 7:00 p.m. for the following purposes:

1. To choose a Moderator for said meeting
2. To determine if the Town will increase the salary of Elected Officials by 3% effective July 1, 2014
3. To receive the budget for Fiscal Year July 1, 2014 to June 30, 2015 as prepared by the Board of Finance with its recommendations
4. To approve a budget for the Fiscal Year July 1, 2014 to June 30, 2015
5. Adjournment

Copies of the budget are available in the Town Clerk's Office. Voting by absentee ballot is not permitted for this meeting. Dated at Andover, CT this 2nd day of April, 2014.

Robert F. Burbank
First Selectman

Julia Haverl
Selectman

Elaine M. Buchardt
Selectman

Jay K. Linddy
Vice-First Selectman

Cathleen Desrosiers
Selectman

ATTACHMENT
State of Connecticut

725 #4

Commanding Officer
Lt. Eric Murray

Connecticut State Police
Troop K - Colchester

Executive Officer
Master Sergeant Robert Grega

March 3, 2014

Mr. Robert Burbank
Andover First Selectman
17 School Road
Andover, CT 060232

Dear Mr. Burbank

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Andover.

During the month of FEBRUARY 2014 the Andover Resident Trooper as well as Troop K Troopers responded to **one hundred twenty two** Calls for Service in the Town of Andover. Of these Calls for Service the most notable are:

Accidents:	3
Burglaries:	0
Larcenies:	0
Other Criminal:	2
Other Non-Criminal:	1
Non Reportable Matters:	94
Other Noteworthy Events (List):	RHAM Student Funeral, DARE

In addition to the above investigations Troopers conducted the following motor vehicle enforcement:

On-Sight DWI:	0
Traffic Citations:	20 (2 seat belt)
Written Warnings:	1

Sincerely,

Lieutenant Eric Murray
COMMANDING OFFICER
Troop "K" Colchester, CT

15A Old Hartford Road
Colchester, Connecticut 06415
Phone (860) 537-7500
FAX (860) 537-7550

Andover Board of Selectmen

Special Meeting – April 7, 2014 6:00pm

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

Agenda

Rescheduled to April 9, 2014 @ 6 pm

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Board of Assessment Appeals corrections/Grand List:**
4. **Adjourn:**

RECEIVED FOR RECORD
04-01-14 @ 12:20pm
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen

Special Meeting – April 9, 2014 6:00pm
Town Office Building (Community Room) 17 School Road, Andover, CT.

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Board of Assessment Appeals corrections/grand List::.**
4. **Adjourn:**

RECEIVED FOR RECORD
4-7-14 @ 3:03 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Special Meeting Wednesday, April 9, 2014
Town Office Building (Community Room) 17 School Rd, Andover, CT

Minutes

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

Robert F. Burbank, First Selectman, called the meeting to order at 6:07pm with the Pledge of Allegiance

BOS Members: Present:

Robert F. Burbank, First Selectman,
Jay K. Linddy, Vice First Selectman, (left at 6:40PM)
Julia Haverl
Elaine Buchardt
Cathy Desrosiers

BOS Members: Absent

None

Other Attendees:

Joan Foran
Dennis Foran
Margaret Wright
Emily Timreck
John Chaponis

Agenda Item 2: Public Speak:

Joan Foran introduced said she was speaking as chairman of BAA and introduced the BBA members who were in attendance. She voiced concern about why the BAA was not on the agenda for this meeting and said she would instead address them during public speak.

Joan Foran outlined how the BAA approached the review process and noted they did extensive research, spoke with several other assessors about the declassification issue and then asked to get advice from an outside attorney. Richard Quinland was the attorney she engaged and he gave her a legal opinion on the matter. She raised concerns that additional correspondence with the attorney took place without providing her with a copy of the second letter.
On a second matter she reviewed how the BAA made adjustments to the 2013 grand list. She noted that there was only a small change in 2013 amounting to a net $17,197 increase despite a large adjustment to a lake property.

She explained that this is the second year since the reval so there were more people applying for changes this year. She explained that again they did extensive research and noted that state documents are available for free on line.

Joan Foran stated that she went to town hall today and overheard from another office and then went into the 1st Selectman's office and listened to the end of a phone conversation by

the 1st Selectman where he was discussing some of the issues he had with the BAA. She felt it was inappropriate for him to discuss the actions of the BAA.

Finally she asked how much the town has spent on court cases the past few years that they have lost. And regarding the forestland issue she asked if the town want to spend money on attorneys or open spaces.

Agenda Item 3: Board of Assessment Appeals corrections / Grand list

Bob Burbank noted that the budget item Corrections to Grand List as recommended by the Assessor is $200,000. Currently the exemptions grated by the BAA are already around $270,000, which does not include motor vehicles or any adjustments or corrections that occur during the year. These changes will impact every resident in the town, as they will reduce the grand list from which the mill rate is calculated. **Bob Burbank** voiced his concern that reductions in valuations are increasing, especially for lake properties and he is worried this will become a trend and other homeowners will use this precedent to request reductions in their valuations.

Bob Burbank noted that he asked the Assessor to attend the meeting. **Bob Burbank** discussed the house on Bunker Hill that was on the market for $688,00 and had been reduced to $410,00 by the BAA. Bob Also discussed some of the substantial reductions on property around the lake.

The Assessor, John Chaponis stated that when he puts the grand list together it is an estimate. Based on the recent decisions by the BAA he is recommending the Board of Selectman adjust the grand list corrections from $200,000 to $425,000 to reflect the changes that will happen going forward.

The assessor, John Chaponis said regarding the house on Bunker Hill Road, that the original appraisal was based on around 2800 square feet and that the current owners has finished the room over the garage, the basement and the attic all without permits. When he learned of the changes, he increased it to a fair value based on the work that was done and what was advertised in the real estate listing. The owner refused to allow him into the property.

He went on to explain that Andover uses is a mass appraisal process that is done on a global basis with an algorithm which is unlike a real-estate appraisal that is based on comps. The algorithm is updated to current and recent sales that are made. **Cathy Desrosiers** asked if this was considered a luxury home and John Chaponis said from the photos posted online it appeared as nice as any in town.

Assessor said people are more concerned about what is my property worth as compared to what the neighbor's value. There are a lot of similar properties at the late. The Assessor puts the lake properties into categories. So when one house in a category is changed, his options are that he can either increase the value next year or reduce all the other properties in that category around the lake next year. The assessor is required to be fair, equitable and honest.

Julia Haverl commented that she too is concerned if they dropped the value of a lot, others on the lake will have to be dropped as well.

John Chaponis addressed the issue with the forestland. He noted that he spoke with the dept. of Ag and DEEP, and was told that in order to be considered forestland the ownership of both parcels had to be identical to be combined into one parcel. He disagrees with the BAA decision on the forestland decision. He feels the property does not qualify and that the attorney letter addresses the issue of transfer tax but that is not the issue at hand. In addition he noted that at one time they had a rented mobile home on the property and that would of in itself caused valuation of a building lot on the property.

There was additional discussion about the total next effect of the changes to the tax base and it was suggested it amounted to approximately $8300 less in taxes next fiscal year.

Julia Haverl states she is of the opinion that the lawyer knows what he is doing. We paid for the opinion and she thinks we should live with it.

Elaine Buchardt said she thought we were splitting hairs and she respects the BAA and does understand the concern of the 1st selectman relating to the reductions in the lake property valuations. She feels we need to support the local BAA and does not see that they are doing anything wrong or inappropriate.

Bob Burbank said the purpose of this meeting was not to attack the BAA but to voice concerns about the trend. Bob Burbank stated his goal every year is to keep a stable mill rate for all residents in Andover.

Julia Haverl, having been on a BAA in the past noted that the BAA is a separate entity that is supposed to be a balance to the Assessor. He has the right to reset any of those assessments next year. That each time there is a difference in opinion, everyone learns from it for the next year. **Julia Haverl** said it was supposed to work that way. It all has to do with the idea that is the change fair to the other taxpayers.

There was further discussion on how the BAA and Assessor could better work together, but in the end the BAA decisions stand.

Julia Haverl made a motion to add $225,000 to the recommended assessors correction for a total of $425,000.
Elaine Buchardt seconded the motion.
Motion passed Unanimous Vote: 4=Yes 0=NO

Agenda Item 4: Adjourn

Elaine Burchardt made a motion to adjourn
Cathy Desrosiers seconded
No discussion
Vote: Motion Passed Unanimous
Motion passed Unanimous Vote: 4=Yes 0=NO Meeting adjourned at 7:19 PM

Minutes respectfully submitted by:
Penny Auer, Board Clerk April 9, 2014

RECEIVED FOR RECORD
04-14-14 @ 10:14 Am
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Special Meeting
April 9, 2014 6:00pm
Town Office Building / Community Room

Sign In Sheet - Please Print Name

[illegible] Foran	Dennis Foran
Joan Foran	Joan Foran
Emily Tim	Emily Timreck
Peggy Wright	Peggy Wright

732

Andover Board of Selectmen

Special Meeting – May 8, 2014 5:00pm

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

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Public Speak:**
3. **Approval of Board of Selectmen minutes:**
   a. **Regular meeting April 2, 2014**
   b. **Special meeting April 9. 2014**
4. **Treasurer's monthly reports:**
   a. **Monthly Fund Balance report:**
   b. **Monthly Financial report:**
5. **Tax Refunds:** Deborah Marocchini $ 1,405.42, Wells Fargo $ 392.32, James Bulter $ 18.00, and Michael Hebert $ 95.69.
6. **Tax Collector's monthly reports:**
   a. **Monthly Cash report:**
   b. **Grand Rate Book balance sheet report:**
7. **Emergency Shelter generator grant:** Report on the progress of the grant.
8. **Annual Budget Meeting:** Review action taken
9. **Proposed Referendum Budget date:** May 20, 2014 6am to 8pm.
10. **Auditing proposal:** For the annual audit of the financial statements of the Town of Andover for the fiscal years ending June 30, 2014 through 2016.
11. **Andover Food Pantry:** Pig roast fundraiser September 20, 2014, Veterans Memorial Field.
12. **Planning & Zoning Commission appointment:**
    a. **Motion to appoint Bill Warner to work on the IHZ Grant, as recommend by Planning & Zoning Commission.**
    b. **Motion to appoint Bill Warner to the POCD position, as recommend by Planning & Zoning Commission.**
13. **Hop River 5K:** Saturday August 9, 2014 benefits the Andover Food Pantry. Sponsored by the First Mile and 169 Society race series..
14. **Liaison reports:**
15. **Public speak:**
16. **Next Board of Selectmen meeting:**
17. **Adjourn:**

RECEIVED FOR RECORD
5-2-2014 @ 3pm
Carol Nee
TOWN CLERK

ANDOVER Board of Selectmen

Special Meeting

Thursday May 8, 2014 5:00pm Community Room

Minutes

AGENDA # 1: CALL TO ORDER / PLEDGE OF ALLEGIANCE: First Selectman Robert F.Burbank called the meeting to order at 5:22pm with the Pledge of Allegiance

Board Members present: Robert F. Burbank, First Selectman, Jay K. Linddy , Vice First Selectman, Elaine Buchardt.

Other Attendees: NONE

AGENDA # 2 Public Speak: None

AGENDA # 3 Approval of Board of Selectmen minutes:

3-A Elaine Buchardt motioned to accept the April 2, 2014 Regular meeting minutes as presented, Jay Linddy seconded the motion. No discussion

Vote: 3 - 0 – 0 Motion Passed

3-B Elaine Buchardt motioned to accept the April 9, 2014 Special meeting minutes as presented, Robert Burbank seconded the motion. No discussion

Vote: 3 - 0 – 0 Motion Passed

ENDA # 4 Treasurer's monthly reports:

4-A Elaine Buchardt motioned to receive monthly Fund balance report, Robert Burbank seconded the motion. No discussion.

Vote: 3 - 0 – 0 Motion Passed

4-B Elaine Buchardt motioned to receive monthly Financial report, Robert Burbank seconded the motion. No discussion.

Vote: 3 - 0 – 0 Motion Passed

AGENDA # 5 Tax refunds:

Jay K. Linddy motioned to approve the following Tax refunds as recommended by the Tax Collector . **Deborah Marocchini $ 1,405.42, Wells Fargo $ 392.32, James Bulter $ 18.00, and Michael Hebert $ 95.69.** Elaine Buchardt seconded the motion. **Attachment # 1**

Vote: 3 - 0 – 0 Motion Passed

AGENDA # 6 Tax Collector's monthly reports:

6-A Elaine Buchardt motioned to receive Monthly cash report for April 2014, Robert Burbank seconded the motion.

Vote: 3 - 0 – 0 Motion Passed

6-B Elaine Buchardt motioned to receive Grand Rate Book Balance Sheet report for April 2014, Robert Burbank seconded the motion..

Vote: 3 - 0 – 0 Motion Passed

AGENDA # 7 Emergency Shelter generator grant: Report on the progress of the grant was given by First Selectman. The grant is 60 pages long and page 12 notes it is a 25% / 72% grant. The Church would have to come up with 25%. This agenda item was tabled for the next Board meeting.

AGENDA # 8 Annual Budget Meeting: Was held on May 7, 2014 and many new voters turned up and asked questions..

AGENDA # 9 Referendum Budget date: May 20, 2014 6am to 8pm.

AGENDA # 10 Auditing proposal: Jay K. Linddy motioned to authorize the First Selectman sign into agreement with accounting firm of Stephen T. Hopkins 214 Holmes Road, Scarborough, Maine for 3 year audit period beginning FY2014 $ 15,000.00, FY2015, $ 15,000.00 and FY2016 $ 15,000.00 , Elaine Buchardt seconded the motion.. **Attachment # 2**

Vote: 3 - 0 – 0 Motion Passed

AGENDA # 11 Andover Food Pantry: fundraiser: The Annual Pig Roast fundraiser will be held September 20, 2014, Veterans Memorial Field. Jay Linddy reported this fundraiser is what keeps the food pantry going each year. The Board encourage all townspeople to attend.

AGENDA # 12 Planning & Zoning Commission appointment:

12-A Elaine Buchardt Motioned to appoint Bill Warner to work on the IHZ Grant, as recommend by Planning & Zoning Commission. Robert Burbank seconded the motion..

Vote: 3 - 0 – 0 Motion Passed

12-B Elaine Buchardt Motioned to appoint Bill Warner to the POCD position, as recommend by Planning & Zoning Commission. Robert Burbank seconded the motion..

Vote: 3 - 0 – 0 Motion Passed

AGENDA # 13 Hop River 5K: Saturday August 9, 2014 benefits the Andover Food Pantry. Sponsored by the First Mile and 169 Society race series.

AGENDA # 14 Liaison reports E.D.C (Elaine Buchardt). business directory will be in the Rivereast.News Bulletin. **Andover Farmers Market** (Elaine Buchardt).Andover Farmers Market invite the Board of Selectmen for the opening ceremony on Friday, July 11 at 3:45pm. **Attachment # 3**

AGENDA # 15 Public speak: None

AGENDA # 16 Next Board of Selectmen meeting: Elaine Buchardt Motioned to change the date of June 4th regular meeting to Tuesday June 3rd (special meeting) and regular meeting on July 8, 2014 to special meeting Tuesday July 15, 2014. Robert F.Burbank seconded the motion..

Vote: 3 - 0 – 0 Motion Passed

AGENDA # 17: Adjournment

Elaine Buchardt made a motion to adjourn at 5:48pm Jay K. Linddy seconded the motion.

Vote: 3 - 0 – 0 Motion Passed

Respectfully submitted
Jay K. Linddy

RECEIVED FOR RECORD
5-12-14 @ 12:58 PM.
Margaret H. Busch
Asst. TOWN CLERK

To the Board of Selectmen, it is recommended that a refund of property taxes in the amount of to the named Taxpayer's in accordance with the provisions of section 12-129, for April 14

TAXPAYER'S NAME	REASON	AMOUNT	DATE PAID
Hebert, Michael	COC# 05767s	$95.69	02/03/14
Marocchini, Deborah L	OP 042314-1	$1,405.42	04/23/14
Wells Fargo	OP 042314-2	$392.35	04/23/14
Butler James E & Heather	OP 042314-3	$18.00	04/23/14

Grand Total $1,911.46

At a regular Board of Selectman meeting held on the 8 day of May, 2014 it was voted to refund property taxes amounting to the above named amount and

Robert F. Burban

Donna F. Doyker, CCMC
Tax Collector

Robert F. Burban,
First Selectman

Attachment # 1

Agenda Item # 5

Tax Refunds

Stephen T. Hopkins, CPA, PC

Auditing, Accounting, and Consulting Services

214 Holmes Road / Scarborough, Maine 04074 / Phone: (207) 885 - 5038 / Fax: (207) 470 - 5050

January 31, 2014

Mr. Bob Burbank
First Selectman
Town Hall
17 School Road
Andover, Connecticut 06232

Dear Mr. Burbank:

In response to your recent request for proposal for the annual audit of the financial statements of the Town of Andover for the fiscal years ending June 30, 2014through 2016, please find enclosed my proposal as outlined in the table of contents. My total proposed auditing fee for the aforementioned fiscal years ending can be found in total on page 2 and as broken out in detail on page 8. My proposed fee for each of the aforementioned fiscal years ending was increased by approximately 5.45% from the contracted amount for the most recent fiscal year ended.

My firm is relatively small but I pride myself on the quality of work performed and the level of customer service I provide. I believe that my municipal experience and municipal references as shown on page 3 of this proposal as well as my specialized knowledge of municipal audit reporting requirements as described also on page 3 makes me an excellent choice. In additional to my qualifications I assure the Town that I can meet the deadline requirements as set forth within this proposal. Within a very competitive auditing industry, I believe that the above mentioned experience and references along with the detailed audit plan described on pages 10 and 11 make my proposal the best for the Town of Andover.

If you have any questions regarding any of the items contained within this proposal or if you need any additional information, please do not hesitate to call.

I would like to thank you for your consideration and I look forward to the opportunity of continuing to serve as the auditor for the Town of Andover for another three years and performing any other related services which may be necessary.

Sincerely,

Stephen T. Hopkins

Stephen T. Hopkins, CPA
President

Attachment # 2

Agenda Item # 10

Auditing proposal

BID FORM

Name of accounting firm: Stephen T. Hopkins, CPA, PC

Address. 214 Holmes Road
Scarborough, Maine 04074

Telephone: (207) 885 - 5038

Town Handy 3 yr

The following bid is submitted in response to the request for quotes for the (3) year audit period.

Bid amount for FY 2014: $14,500.00

Bid amount for FY 2015: $14,500.00

Bid amount for FY 2016: $14,500.00

Signature: Stephen T. Hopkins

Date: 01/31/14

Attachment # 2

Agenda Item # 10

Auditing proposal

May 8, 2014

Board of Selectmen

17 School Road

Andover, CT 06232

RE: Andover Farmers Market

Dear Board of Selectmen:

We the Andover Farmers Market would like to invite the entire Andover Board of Selectmen to come to the opening ceremony of the market on Friday, July 11, 2014 at 3:45 p.m. It is our intention that our BOS will take part in our opening ceremonies. We would like members of the board to speak at this ceremony. The entire process including cutting of the ribbon will be no more than 15 minutes.

We have contacted local papers, JI, Hartford Courant, Rivereast, and the Chronicle to be there as well for publicity. We have invited State Senator Steve Cassano, former State Senator Edith Prague, Representative Pam Sawyer and other dignitaries to take part in this event.

We thank the BOS for supporting this important endeavor to bring progress to Andover.

As you know, the Market will be open for ten (10) Fridays starting July 11 – September 12, 2014. Our committee has been working hard on preparing for opening day and we urge our BOS to attend and be there for us.

At this time we would like to thank Elaine Buchardt our liaison for her dedication to our committee and reporting back to the BOS for us.

Sincerely,

Cathy and Mike

Catherine and Michael Palazzi

Andover Market Master(s)

860-916-6122

nanasworld@comcast.net

Attachment # 3

Agenda Item # 14

Andover Farmers Market

Andover Board of Selectmen

Special Meeting – June 3, 2014 7:00pm

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

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Top Dog Contest:** Recognize Andover Top Dog **Bella Russell** & Deputy Dog. **Bailey-Hershey Scagliola.**
3. **Public Speak:**
4. **Approval of Board of Selectmen minutes:**
   a. **Special meeting May 8, 2014**
5. **Treasurer's monthly reports:**
   a. **Monthly Fund Balance report: April 30, 2014**
   b. **Monthly Financial report: June 1, 2014**
6. **Tax Refunds:** Mary Ellen Quellette $ 25.06, Pat Messerschmidt $ 61.29, Wells Fargo Re Tax Service $ 1,111.57, Bruce Kelly $ 86.16, Corelogic $ 1,300.03 and Corelogic $ 905.41
7. **Tax Collector's monthly reports:**
   a. **Monthly Cash report:**
   b. **Grand Rate Book balance sheet report:**
8. **Emergency Shelter generator grant:** Report on the progress of the grant.
9. **Andover Board of Finance:** Set Mill Rate at 30.72 for 2013
10. **C.I.P.:** Dial a Ride van
11. **Memorial Day:** Ceremony and Parade
12. **Andover Food Pantry:** Pig roast fundraiser September 20, 2014, Veterans Memorial Field.
13. **Hop River 5K:** Saturday August 9, 2014 benefits the Andover Food Pantry. Sponsored by the First Mile and 169 Society race series..
14. **Gazebo Summer Concerts:** Saturday June 28, 7:00pm: **VINYL REVOLUTION**
15. **Liaison reports:**
16. **Public speak:**
17. **Next Board of Selectmen meeting:** July 8, 2014 rescheduled to July 15, 2014

Adjourn:

RECEIVED FOR RECORD
6-2-2014 @ 11:50am
Carol H Lee
TOWN CLERK

Andover Board of Selectmen
Special Meeting Tuesday, June 3, 2014 7:00 PM
Town Office Building (Community Room) 17 School Rd, Andover, CT

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,
Elaine Buchardt
Cathy Desrosiers
Julia Haverl

BOS Members: Absent

None

Other Attendees:

Evelyn Russell
Skip and Dottie Scagliola
Attachment #1

Agenda Item 2: Top Dog Contest:

Recognize Andover Top Dog Bella Russell
& Deputy Dog. Bailey-Hershey Scagliola:

Agenda Item 3: Public Speak:

None

Agenda Item 4: Approval of Board of Selectmen minutes:

A. Regular Meeting: May 8, 2014

Julia Havrl motioned to accept the minutes as presented.
Elaine Buchardt seconded the motion
No discussion
Vote: Passed Yes=3 No = 0 Abstain =2

Agenda Item 5: Treasurer's monthly report:

A. **Monthly Fund Balances April 30, 2014:**
B. **Monthly Financial Report: June 1, 2014**

Elaine Buchardt motioned to accept the Treasurer report as presented.
Julia Havrl seconded the motion-
No discussion
Vote: Motion Passed Unanimous

Agenda Item 6: Tax Refunds:

Julia Havrl motioned to approve the Tax refunds listed below as recommended by the tax collector.

Mary Ellen Quellette $ 25.06,
Pat Messerschmidt $ 61.29,
Wells Fargo Re Tax Service $ 1,111.57,
Bruce Kelly $ 86.16,
Corelogic $ 1,300.03 and Corelogic $ 905.41

Elaine Buchardt seconded.
No discussion.
Vote: Motion Passed Unanimous

Agenda Item 7: Tax Collectors:

A. **Monthly Cash Report: Not available-Approval is tabled.**

B. **Grand Rate Book Balance Sheet report**
Bob noted that we now have a company that helps us collect motor vehicle taxes from people who have moved out of state.

Cathy Desrosiers motioned to receive the Grand Rate Book Balance Sheet from the Tax Collector.
Elaine Buchardt seconded the motion.
No discussion.
Vote: Motion Passed Unanimous

Agenda Item 8: Emergency Shelter Generator Grant

Cathy Desrosiers gave an update on the Generator Grant. Since the Generator grant only covers 75% of the cost of the generator, she said thru the food pantry they are working on

another grant to cover the 25% of funds not covered by the Emergency Shelter Generator Grant.

Agenda Item 9: Andover Board of Finance: Set Mill Rate at 30.72 for 2014-2-15

It was noted that the Board of Finance met and officially set the mill rate for Budget year 2014-2015 at 30.72

Agenda Item 10: CIP Dial a Ride Van

Jay Linddy motioned to authorize Bob Burbank, the First Selectman to meet with the Chairman of the transportation committee and enter into an agreement to spend up to $50,000 to buy the van.
Cathy Desrosiers seconded.

Jay Linddy commented we don't want to wait in case prices go up. There was some discussion about the different quotes. **Bob Burbank** discussed the difference in the van quotes and the amount of room that would be available for the riders who would need this service. **Bob Burbank** said he would personally talk to the vendor about the van. There would be some gas savings for the smaller van as well.

Vote: Motion Passed Unanimous

Agenda Item 11: Memorial Day Parade and Ceremony:

It was noted that the parade was rained out. The band instruments could not be used in the rain but that there was a nice ceremony at the school.

Agenda Item 12: Andover Food Pantry

Jay Linddy reported that the Annual Pig roast would be Saturday, September 20, 2014 at Veterans Memorial Field, (the ball field) Long Hill Rd. He noted that this fundraiser is what keeps the food pantry going each year. The BOS encourage all townspeople to attend.

Agenda Item 13: Hop River 5K:

Saturday August 9th, 2014 benefits the Andover Food Pantry. Sponsored by the First Mile and 169 Society race series. The majority of the race is on the trail and they bring their own police and insurance.

Agenda Item 14: Gazebo Summer Concerts:

1st concert is Saturday June 28th 7:00 PM VINYL REVOLUTION a national touring group. Jay Linddy noted that the Lead singer lived in Andover for 10 years. There will be a total of 8 concerts this year.

Agenda Item 15: Liaison Report:

Elaine Buchardt reminded everyone that the Farmers market opens on July 11th. There will be a ceremony at 3:45PM and all the Board of Selectman members are invited to be present for the opening ceremony. A state representative will be there for the opening.

Elaine Buchardt spoke about the Vernon Area Cable Advisory Committee. The VACAC takes complaints from citizens. Meet at the community voice channel 4 times a year. Comcast donates $2000 a year to the VACAC. They had accumulated some money and decided to offer a $1500 award to a high school student for each of the 5 area high schools. The students were selected by the high schools.

Cathy Desrosiers commented she had someone to do represent the town for the Eastern Highlands Heath District. She will follow up with Bob Burbank

Jay Linddy reported various retirements at AES. They will have a special event to honor them.

Agenda Item 16: Public Speak

None

Agenda Item 17: Next Board of Selectman Meeting

July 15th, 2014 at 7:00 PM is the next Board of Selectman Special meeting. This was rescheduled due to the 4th of July holiday from the Regular meeting originally scheduled July 8th.

Agenda Item 18: Adjourn

Cathy Desrosiers made a motion to adjourn at 7:51 PM
Elaine Buchardt seconded
Vote: Motion Passed Unanimous

Minutes respectfully submitted by: Penny Auer
June 5, 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 or www.andoverconnecticut.org.

RECEIVED FOR RECORD
6-4-2014 @ 2:15pm
Carol Shea
TOWN CLERK

Andover Board of Selectmen

Special Meeting

June 3, 2014 7:00pm

Town Office Building / Community Room

Sign In Sheet - Please Print Name

Skip + Dottie Scagliola	
Evelyn Russell	Evelyn Russell

ANDOVER BOARD OF SELECTMEN

ANDOVER BOARD OF SELECTMAN MEETINGS

JUNE 4, 2014 –RESCHEDULED

JULY 8, 2014 - RESCHEDULED

To: Andover Town Clerk

From: Board of Selectman

Re: Selectman Meeting on June 4, 2014 – RESCHEDULED

Date: May 27, 2014

The Andover Board of Selectman's meeting scheduled for Wednesday, June 4, 2014 has been RESCHEDULED TO JUNE 3, 2014.

The Regular Meeting of JULY 8, 2014 has been RESCHEDULED TO July 15, 2014.

AGENDA # 16 Next Board of Selectmen meeting: Elaine Buchardt Motioned to change the date of June 4th regular meeting to Tuesday June 3rd (special meeting) and regular meeting on July 8, 2014 to special meeting Tuesday July 15, 2014. Robert F.Burbank seconded the motion..

Vote: 3 - 0 – 0 Motion Passed

AGENDA # 17: Adjournment

Elaine Buchardt made a motion to adjourn at 5:48pm Jay K. Linddy seconded the motion.

Vote: 3 - 0 – 0 Motion Passed

Respectfully submitted
Jay K. Linddy

RECEIVED FOR RECORD
05-27-14 @ 12:04 PM
Margaret H. Busch
Asst. TOWN CLERK

746

Andover Board of Selectmen

Special Meeting – Monday June 23, 2014 10:00am

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

Agenda

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

2. **Public Speak:**

3. **Local 1303-368 of Connecticut Council # 4 American Federation of State, County and Municipal Employees AFL-CIO July 1, 2014 to June 30, 2018 contract.** Vote

4. **Andover Fire Department request for appropriation:** $ 7,123.95

5. **Auditors recommendations:** Fire Commission

6. **Board of Finance Policy & Procedures for Annual Budget;** Review

8. **Andover Food Pantry:** Pig roast fundraiser September 20, 2014, Veterans Memorial Field.

9. **Hop River 5K:** Saturday August 9, 2014 benefits the Andover Food Pantry. Sponsored by the First Mile and 169 Society race series..

10. **Gazebo Summer Concerts:** Saturday June 28, 7:00pm: **VINYL REVOLUTION**

11. **Next Board of Selectmen meeting:** July 8, 2014 rescheduled to July 15, 2014

12. **Adjourn:**

RECEIVED FOR RECORD
06-16-14 @ 2:35 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Special Meeting Tuesday, June 23, 2014 10:00 AM
Town Office Building (Community Room) 17 School Rd, Andover, CT

Special Meeting Minutes

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

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

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

BOS Members: Absent
Cathy Desrosiers

Other Attendees:
Dennis Foran
Wally Barton
Georgette Conrad
Attachment # 1

Agenda Item 2: Public Speak

Wally Barton commented on the amount of the Fire dept. appropriation and the auditor's letter.

Agenda Item 3: Local 1303-368 of Connecticut Council #4 American Federation of State, County and Municipal Employees AFL-CIO July 2, 2014 to June 30, 2018 contract.

Julia Havrl motioned to approve the contract with Local 1303-368 of Connecticut Council #4 American Federation of State, County and Municipal Employees AFL-CIO July 2, 2014 to June 30, 2018.
Elaine Buchardt seconded

Discussion: Bob Burbank commented as a point of reference this contract is for 4 years and includes a 2% increase for 3 years. The town was offered the option to add an additional year to the contract and that year there would be a 2.25% increase.
Vote: Passed Unanimous

Agenda Item 4: Andover Fire Department request for appropriation $7,123.95

Jay Linddy motioned that the Board of Selectman approve the request of an appropriation from the general fund of $6463.15. (This is the exact amount of the final invoice rather than the original cost estimate of $7,123.95)
Julia Havrl seconded the motion.

Robert Burbank explained that in 2011-2012 budget, the Fire dept. was authorized to purchase handheld radios but they did not get purchased in that fiscal year. Any money not expended in the budget year goes back to general budget. The radios were paid for out of the current budget year using the funds allocated to purchase the masks that were approved and paid for in this budget year.

As a point of clarification, Wally Barton said the radios were actually delivered in June of the correct Fiscal year but the bill did arrive or get paid until August, which put the expense into the next fiscal year.

Vote Unanimous.

Agenda Item 5: Auditors recommendations-Fire Commission

Jay Linddy reported as a point of information that the auditor wrote the town up on the Fire Dept. Accounts. The Fire department is addressing the issues but noted that wants to have two signatures on each check written by the fire department since they pay their own bills.

Agenda Item 6: Board of Finance Policy and Procedures for Annual Budget: Review

Board of Finance Policy and Procedures for Annual Budgets document is for review by the Board of Selectman. Bob Burbank asked the board to review and get any suggestions or changes to Georgette Conrad.

Agenda Item 8: Andover Food Pantry

Pig roast fundraiser will be September 20, 2014, Veterans Memorial Field. Benefits the Andover Food Pantry.

Agenda Item 9: Hop River 5K

This is the 2nd year for the 5K run.
Saturday August 9, 2014 benefits the Andover Food Pantry.
Sponsored by the First Mile and 169 Society race series.

Agenda Item 10: Gazebo Summer Concerts:

Gazebo concert will be held on Saturday June 28th, 7pm: VINYL REVOLUTION

Agenda Item 11: Next Board of Selectman Meeting

July 15th, 2014 at 7:00 PM is the next Board of Selectman Special meeting. This was rescheduled due to the 4th of July holiday from the Regular meeting originally scheduled July 8th.

Agenda Item 12: Adjourn

Elaine Buchardt made a motion to adjourn at 10:22 AM
Julia Havrl seconded
Vote: Motion Passed Unanimous

Minutes respectfully submitted by: Penny Auer
June 24, 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 or www.andoverconnecticut.org.

RECEIVED FOR RECORD
6-23-2014 @ 12:00 pm
Carol A. Lee

Attachment #1

Andover Board of Selectmen
Special Meeting
June 23, 2014 10:00am
Town Office Building / Community Room

Sign In Sheet - Please Print Name

[signature]	Wallace E Barton Jr.
[signature]	Georgette M. Conrad
	Dennis Foran

750

Andover Board of Selectmen

Special Meeting – July 15, 2014 7:00pm

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

Agenda

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

2. **Public Speak:**

3. **Approval of Board of Selectmen minutes:**
   a. **Special meeting June 23, 2014**

4. **Treasurer's monthly reports:**
   a. **Monthly Fund Balance report:**
   b. **Monthly Financial report:**
   c.

5. **Tax Refunds:** see attach sheet

6. **Tax Collector's monthly reports:**
   a. **Monthly Cash report:**
   b. **Grand Rate Book balance sheet report:**

7. **Emergency Shelter generator grant:** Report on the progress of the grant.

8. **Andover Board of Finance:** School roof repair

10. **C.I.P.:** Dial a Ride van

11. **Resolution:** Master Municipal agreement for right away

12. **Andover Food Pantry:** Pig roast fundraiser September 20, 2014, Veterans Memorial Field.

13. **Hop River 5K:** Saturday August 9, 2014 benefits the Andover Food Pantry. Sponsored by the First Mile and 169 Society race series..

14 **Policy & Procedures for Annual budget**

15. **Gazebo Summer Concerts:** Saturday July 19, 7:00pm: John Rousey, One Eyed Johnny and the Grave Diggers.

17. **Tax Abatement for Fire Department:** Hank Parkington

18. **Andover Inland Wetlands Commission** Appointment.

19. **Liaison reports:**

20. **Public speak:**

21. **Next Board of Selectmen meeting:** July 8, 2014 rescheduled to July

22. **Adjourn:**

RECEIVED FOR RECORD
7-10-14 @ 3:58pm
Carol Nolan
TOWN CLERK

Andover Board of Selectmen
Special Meeting Tuesday, July 15, 2014 7:00 PM
Town Office Building (Community Room) 17 School Rd, Andover, CT

Special 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,
Elaine Buchardt
Julia Haverl
Cathy Desrosiers

BOS Members: Absent
None

Other Attendees:
See Attached Sheet

Agenda Item 2: Public Speak

Dianne Grenier asked about the rules for using the Gazebo in town relative the policy on alcohol. Bob Burbank will provide clarification prior to the next Board of Selectman meeting. He commented that what is allowed for one group will have to be allowed for all groups.

Joan Foran. Thanked the Farmers market committee and the Board of Selectman for coming to the Memorial Day service. In addition she commented about the Board of Finance Policy and Procedures manual and requested it be brought to a public forum. And finally stated that she would like the town to have an accounting policy and procedures manual.

Georgette Conrad stated that she felt certain people are constantly throwing blockades and it discourages anyone who would run for public office.

Dennis Foran said he does not recall anything being blocked in the Board of Finance and he holds a different view from others that serve on an the BOF. Since it is an arm of government there will always be controversy.

Jeff Murray reported that Bike Walk CT ties Andover for 21st in all of CT.
The Rail Trial through Andover is getting a lot of use since the trail was dressed with the stone dust. He suggested we lost points because there were not markings where the trail intersects with the roads. In addition he raised concerns about the Hop River Run that is supposed to benefit the Food Pantry and wanted to know

Bob Burbank said he had been in contact with DEEP to try to get them to provide the markings but feels like funding is an issue for them too.

Jay Linddy commented that he wanted to recognize those who passed away and they did a lot for this town.

Jay Linddy made a motion to move item 16 to 3A
Julia Havrl seconded the motion
Vote: Passed Unanimous

Agenda Item 3a: Approval of Board of Selectmen minutes:
Special meeting June 23, 2014

Julia Haverl made a motion to approve the minutes with one correction that her name was spelled incorrectly.
Elaine Buchardt seconded
Vote: Yes=4 NO=0 Abstain=1 (Cathy Desrosiers) Motion Passed

Agenda Item 3b: (To replace item #16)

Jay Linddy made a motion to appoint Edmond (Ed) Smith for an open position on Inland Wetlands. Ed recently moved into Andover and is very well qualified for the position.
Julia Haverl seconded the motion.
Bob Burbank noted that Inland Wetlands met on the previous night and made a recommendation to appoint Ed Smith.
Vote: Passed Unanimous.

Agenda Item 4: Treasurer's monthly reports:
Monthly Fund Balance report:
Monthly Financial report for 2015:

Julia Haverl made a motion to accept the monthly fund balance report
Elaine Buchardt seconded the motion.
Vote: Motion Passed Unanimous

Agenda Item 5: Tax Refunds: Recommendations by the Tax Collector.

Sherri Palmer	$35.39	
Mary K Hurst	177.02	
Sophora Mantlik		$55.48
Sophora Mantlik		55.48
Sophora Mantlik		61.91

Jay Linddy made a motion to accept the tax refunds as recommended by the tax collector. **Cathy Desrosiers** seconded
Vote: Motion Passed Unanimous

Agenda Item 6: Tax Collector's monthly reports:
Monthly Cash report:
Grand Rate Book balance sheet report:

Tax Collector's report is not ready today. Jay Linddy said they would send out when it was ready. He also noted that the bills were sent out by another firm and saved us quite a bit in mailing costs.

Agenda Item 7: Emergency Shelter generator grant: Report on the progress of the grant.

Cathy Desrosiers said there is nothing to report. They are looking for a grant to absorb the shared cost of about $4000

Agenda Item 8: Andover Board of Finance: School roof repair

Jay Linddy reported the he and the Andy Managia went to the BOF to discuss need for a new roof on the school. If we go to a grant we will have to pay higher wages than if we went directly to a local contractor.

There was discussion about which area needs to be addressed to fix the roof. Two areas are important to address right away.
The BOE works closely with the BOF on this project.

Agenda Item 9: C.I.P.: Dial a Ride van

Board approved and Budgeted for a new Senior Van. Bob Burbank reported that it is in the process of being retrofitted.

Agenda Item 10: Resolution: Master Municipal agreement for Rights of Way

DOT is requiring a resolution for all future projects.

Julia Haverl made a motion to approve the resolution of authorization for future rights of way.
Elaine Buchardt seconded the motion
Vote: Motion Passed Unanimous

Agenda Item 11: Andover Food Pantry: Pig roast fundraiser

September 20, 2014, Veterans Memorial Field.

Jay Linddy reported this would be an important fundraiser to help the food pantry.
Bob Burbank encouraged the board to support it in any way they could.

Agenda Item 12: Hop River 5K:

Saturday August 9, 2014 benefits the Andover Food Pantry.
Sponsored by the First Mile and 169 Society race series.

Jay Linddy said that the Food Pantry did not get any benefit last year.
Julia Haverl suggested that we contact this person about why the food pantry never got paid last year.
Bob Burbank will call this person and discuss it with him and follow up with a letter.

Agenda Item 13: Policy & Procedures for Annual budget

BOF put together the policy and procedure manual. The treasurer will have a part in the procedure manual as well. When the whole manual is done it will come before the BOS.

No action taken. BOF will meet to approve and then send to auditor.

Agenda Item 14: Gazebo Summer Concerts:

Saturday July 19, 7:00pm: John Rousey, One Eyed Johnny and the Grave Diggers.
Saturday July 26: 7:00 pm "70's FM Wint and Roy"
Saturday August 8 7:00pm Coyote River Band
Saturday August 9: 7:00pm "Tony Susi"

Agenda Item 15: Tax Abatement for Fire Department: Hank Parkington

His name got dropped off the list because he passed two months into the year and was not included on the list for the abatement.

Jay Linddy made a motion that we approve $1000 abatement for calendar year 2013 as stated in the ordinance for Hank Parkington
Julia Haverl seconded
Vote: Motion Passed Unanimous

Agenda Item 16: see 3B

Agenda Item 17: Liaison reports:

Elaine Buchardt reported on the Economic Development Committee. She said the Business Directory went out to everyone in town as an insert in the paper. Any changes can be made on the electronic version of the directory.

Elaine Buchardt reported that the First Farmers market was held on July 11th. More vendors are coming next week. They are reviewing how to improve it and considering using the grass area to keep people off the road.

Julia Haverl reported on Planning and Zoning. RT. 6 Economic development committee felt that there should be consistency along route 6 all the way from Bolton Notch to Andover.

Bob Burbank reported that Wetland Commission approved the wetland permit for Times Farm Road Bridge. Now it goes back to DOT for their review.

Cathy Desrosiers announced the Library concert on August 22nd. They will have an ice cream car. The Library is also looking into fixing the soffit and gutters.
On Saturday night the library staff will honor 15 years of service Amy and Cathy.

Agenda Item 18: Public speak:

Dianne Grenier had a question on the ball field Progress. Bob Burbank explained that design work is still being done on the ball field this spring. His best guess is design is completed and bids will go out this year and work hopefully starts next year.

Diane Grenier asked for an update on parking lot behind the museum. Bob Burbank said it was his understanding that the attorneys have not completed the review of the easement.

She also asked if the covered bridge had been turned over to DEEP yet. Bob Burbank reported that DEEP says they consider it theirs but we have been unable get anything in writing.

Agenda Item 19: Next Board of Selectmen meeting: August 6, 2014

Agenda Item 20: Adjourn at 9:00

Elaine Buchardt made a motion to adjourn at 9:00
Julia Haverl seconded
Vote: Motion Passed / Unanimous

Minutes respectfully submitted by: Penny Auer
July 21, 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

RECEIVED FOR RECORD
07-23-14 @ 11:28 AM
Margaret H. Busch
Asst. TOWN CLERK

756 ATTACHMENT

Andover ~~Safety Committee~~ BOARD OF SELECTMEN

Special Meeting

July 15, 2014 ~~10:00~~ 7:00pm

Town Office Building / Community Room

Sign In Sheet	Please Print Name
Dianne Grenier	Dianne Grenier
Jeff Murray	Jeff Murray
Joan Foran	Joan Foran
Georgette Conrad	Georgette Conrad
Dennis Foran	Dennis Foran

ATTACHMENT

TOWN OF ANDOVER

BOARD OF SELECTMEN

Resolution of Authorization

Resolved: That the Board of Selectmen as the legislative body of the Town of Andover hereby authorizes Robert F. Burbank, First Selectman to sign the Agreement entitled "Master Municipal Agreement for Rights of Way Projects".

Adopted and Signed this 15th day of July, 2014 by the Town of Andover, Connecticut

Robert F. Burbank
First Selectman

Julia Haverl
Selectman

Elaine Buchardt
Selectman

Jay K. Linddy 7-15-14
Vice-First Selectman

Cathleen Desrosiers
Selectman

758
ATTACHMENT

851

Town of Andover, Connecticut
Schedule of findings and questioned costs
June 30, 2013

13-01 - Accounting policies and procedures manual

Criteria:

The management of the Town is responsible for implementing and maintaining a system of internal controls for which the design of the system would allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.

Condition:

The Town and the Board of Education maintain two separate internal control systems which are used to account for the financial activities of the Town as a whole. The Board of Education currently has an accounting policies and procedures manual by which the internal control systems used to account for its financial activities are outlined. The Town, however, does not currently have an accurate and in-depth accounting policies and procedures manual which would document the system of internal controls necessary to allow the prevention or detections of misstatements on a timely basis. Without a documented system of internal control related policies and procedures it cannot be determined that the procedures being followed during the day to day accounting activities are adequate to prevent or detect misstatements on a timely basis. We do consider this condition to represent a significant deficiency in internal control over financial reporting.

Context:

This type of manual is used to provide a general description of the general functions and specific duties of all personnel involved in the accounting, cash receipting, and bill paying system of the Town. The manual is also used to document the specific steps to be used in all accounting functions such as the processing of cash disbursements, the recording and deposit of cash receipts and the steps necessary to process payroll.

Effect:

The two main goals of developing and documenting an effective set of accounting policies and procedures is to provide reasonable assurance that the Town's specific objectives will be achieved and to set up a system of checks and balances which safeguard the assets of the Town. Without this set of policies and procedures there can be no reasonable assurance present that the Town's specific objective are being achieved or that its' assets are being safeguarded.

Cause:

The reason for this condition would appear to be a lack of available time and available resources within the accounting department of the Town.

Recommendation:

The Board of Finance should be involved with the development of a written policies and procedures manual that addresses the financial operations of the Town and specific duties of all personnel involved in the accounting, cash receipting, and bill paying system of the Town. This manual, drafted by the accounting department, should address the general accounting functions of the department and the overall financial policies of the Town as well as any other specific area (s) as so requested by the Board of Finance or other members of management of the Town. The final draft should be presented to the Board of Finance for approval. The accounting department would be responsible for implementing the specific policies and procedures. Any questions or disputes in regard to the implementation and operation of these policies and procedures should be presented to the Board of Finance for resolution. In addition, any subsequent amendments, revisions, or additions to this manual should be presented to the Board of Finance for approval.

Views of responsible officials and planned corrective actions:

We have discussed this finding with our auditor and we do agree that such an accounting policies and procedures manual, as described above, would be beneficial. We have been working on the completion of this type of a manual over the past year and hope to have the manual completed and approved by the end of the upcoming fiscal year. Due to the small nature of our town, it is sometimes difficult to allocate the necessary amount of time and resources to a project such as this. However, we feel we have made progress and will continue working towards the completion of this accounting policies and procedures manual.

Andover Board of Selectmen

Regular Meeting – August 6, 2014 7:00pm

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

Agenda

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

2. **Public Speak:**

3. **Approval of Board of Selectmen minutes:**
   a. **Special meeting July 15, 2014**

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:**

Emergency Shelter generator grant: Report on the progress of the grant.

8. **Stephen T. Hopkins, CPA,PC:** Annual engagement letter for auditing services for the Town of Andover, Connecticut for the fiscal year ended June 30, 2014.

9. **Andover Food Pantry:** Pig roast fundraiser September 20, 2014, Veterans Memorial Field.

10. **Hop River 5K:** Saturday August 9, 2014 benefits the Andover Food Pantry. Sponsored by the First Mile and 169 Society race series..

11. **Policy & Procedures for Annual budget**

12. **New field update:**

13. **Use of the Gazebo & Alcohol & political signs on Town property:**

14. **Gazebo Summer Concerts:** Friday August 8, 7:00pm Coyote River Band, Saturday August 9, 7:00pm "Tony Susi" and Saturday August 23, Wint Fenderson & Roy Roccaapriore.

Liaison reports:

16. **Public speak:**

17. **Next Board of Selectmen meeting:** August 6, 2014

18. **Adjourn:**

RECEIVED FOR RECORD
8-5-2014 @ 10:50am
Carol Tyler
TOWN CLERK

Andover Board of Selectmen
Wednesday, August 6, 2014 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,
Elaine Buchardt
Cathy Desrosiers
Julia Haverl-arrived after vote on Agenda item #3

BOS Members: Absent
None

Other Attendees:
See Attached Sheet

Agenda Item 2: Public Speak
No Public Speak

Agenda Item 3: Approval of Board of Selectmen minutes: Special meeting July 15, 2014
Jay Linddy made a motion to approve the minutes July 15th
Elaine Buchardt seconded the motion
Discussion: Elaine noted a correction. Minutes state summer concert is Saturday August 8th and should be Friday August 8th for the summer concerts.
Correction Noted:
Vote: 4 Yes. Passed Unanimous with correction noted.

Agenda Item 4: Treasurer's monthly reports:
Monthly Fund Balance report:
Bob Burbank said we do not have a fund balance Report due to vacation of bookkeeper. But we do have a Budget report although there will still be a few more. Bob Burbank reported that the 2013-2014 budget was at 99.9percent. Although there were some items that were over there were also item that were under and overall, the budget was balanced.
Monthly Financial: Report not available due to vacation.

Jay Linddy made a motion to accept the monthly budget report
Catherine Desrosiers seconded the motion.
Vote: Motion Passed Unanimous

Agenda Item 5: Tax Refunds:

None to date. The main server went down and they had to fix that via a hosting service that will provide a backup system.

Agenda Item 6: Tax Collector's monthly reports:

Monthly Cash report:

Grand Rate Book balance sheet report:

Jay Linddy reported we do not have a Tax Collector's report due to the server being down and the rush to pay taxes. Bob Burbank said we are implementing a backup server so we won't have any issues in the future.

Jay Linddy made a motion to accept the tax refunds as recommended by the tax collector.
Cathy Desrosiers seconded
Vote: Motion Passed Unanimous

Agenda Item 7: Emergency Shelter generator grant: Report on the progress of the grant.

Cathy Desrosiers reported that they are still looking for the $4000 needed for the matching grant. No progress to date in locating a source of for that money.

Agenda Item 8: Stephen T. Hopkins, CPA, and PC:

Annual engagement letter for auditing services for the Town of Andover, Connecticut for the fiscal year ended June 30, 2014.

Jay Linddy motioned to authorize the first selectman sign the annual engagement letter.
Elaine Buchardt seconded.
Vote: 4 Yes **Julia Haverl** abstained. **Motion Passed**

Agenda Item 9: Andover Food Pantry:

Jay Linddy reported that the Pig roast fundraiser is September 20, 2014 at Veterans Memorial Field and will have an antique car show as well. Food pantry really needs help. Bob Burbank encouraged said he hopes everyone will support the fundraiser.

Agenda Item 10: Hop River 5K: Saturday August 9, 2014 benefits the Andover Food Pantry. Sponsored by the First Mile and 169 Society race series.

Bob Burbank told the board that there was some misinformation last month, which after talking to the race organizer and looking at last year's flyer. Last year was the first year for the race. The organizers, who are trying to run a race in every Connecticut town, did not know how many would participate. They did not advertise it as a benefit to the food pantry or any other charity. They had a great turnout with 60 runners last year. This year they wanted to give back to the town and so they are supporting the Andover Food Pantry with a donation and have asked runners to bring an item to the food pantry. **Bob Burbank** noted that they are committed to making a donation to the food pantry but did not have an exact

dollar amount, as it would depend on the turn out for the race. The organizers said they currently have 33 runners signed.

Bob Burbank also spoke with DEEP who told him the town has no authority to stop anyone from using the state rail trail property. We are somewhat limited to what we can and cannot do to limit use of the trail.

Bob Burbank said the race organizers said they would have someone at the street crossings to control the traffic and protect the runners. In addition Bob noted that he was talking to DEEP about putting crossing lines on the road.

There was more discussion about the crossing and safety issues not only on race day but also on a daily basis. Bob Burbank has spoken with DEEP and they do intend to put stop signs and warnings on the trail. When the town relines the roads, Bob is looking into putting crossing marks at the trails. Julia Haverl suggested putting up signs.

Bob Burbank noted the town allowed the race to register and park at the Old Firehouse. Julia suggested a letter from the BOS to DEEP addressing safety issues. Discussion followed about Ted's letter to the BOS voicing concerns about the race and the possibility of a written response.

Jay Linddy said, he meant to mention at the beginning of the meeting that another Andover resident, Irene Brown, had passed away. She was characterized as a dear sweet person who did a lot of stuff for the town and always donated to the Andover library auction. Julia Haverl suggested we sent a card. Bob said she was one of the original grange hall members and will be missed.

Agenda Item 11: Policy & Procedures for Annual budget

Bob Burbank noted that the Policy and Procedures manual for the annual budget process is a major part of the policy and procedures manual. The Board of Finance did not approve it because the entire board was not available to vote at the last meeting which means it will not be available for the next the next annual report of the audit. Audit starts around September and is finished by November.

Bob Burbank showed a three ring binder to the BOS and noted that his office was making progress on other parts of the Policy and Procedures manual as well.

Agenda Item 12: New Field update.

Bob Burbank said that they have looked at several designs but only one came in at our budget amount. CME preparing an RFP to go out to contractors for bids. Cathy Desrosiers asked if the BOS gets to approve bidders and Bob Burbank said that they would

Agenda Item 13: Use of the Gazebo & Alcohol & political signs on Town property:

Jay Linddy said there was questions about this at the last meeting during public speak. He said that the Board of Education prohibits use of signs on School property The Board of Education also prohibits the posting of political signs on property next to the school building.

Jay Linddy had a map that showed that the Gazebo sits on the property line between the school and the town hall. Since alcohol is prohibited on school property, the position of the Gazebo will also impact the alcohol usage on the property. It is his opinion that we cannot serve alcohol in the Gazebo.

Bob Burbank commented that in previous years, the use of alcohol on town property has discouraged. However, someone bringing wine to a concert would be a very different that a sponsored event that served alcohol to the public.

In regard to the confusion about Political signs, it was stated that they cannon be within a certain distance from the polling place and cannot be on school property.

Agenda Item 14: Gazebo Summer Concerts:

Friday August 8, 7:00pm **Coyote River Band,**
Saturday August 9, 7:00pm **"Tony Susi"**
Saturday August 23, **Wint Fenderson & Roy Roccaapriore.**

Agenda Item 15: Liaison reports:

Elaine Buchardt reports. Farmers market is doing well. Cathy and Mike Palazzi are working tirelessly to keep this going. They moved the market from the dirt to the grass and have been fine-tuning the entertainment. They are still working on getting more farmers to show up. Police and Fire are doing a great job helping with traffic and parking. She reported that Jay Linddy has helped with signs. The first market was well attended and they hope word or mouth will get people back.

Bob Burbank reported the new senior van is operational and has 300 miles on it in a week's time.

Julia Haverl attended a planning and zoning meeting for the Hutchinson Road and San Martino 4 lot subdivision. There was some controversy and will the commission meet again on the 3rd Monday of the month. The issue was a 1000 gal tank for fire protection that has not been resolved. The cost was so high that the owner said it was an unfair tax. It was hard to tell if it was required to keep development at a minimum or if it was needed for fire protection when there were nearby ponds for fire protection. Hearing will be continued.

Agenda Item 16: Public speak:

Wally Barton spoke regarding the pond. He reported that the fire trucks can't access the pond. He also thought that any changes to the plan for the field should be brought to a town meeting so the public could weigh in on any changes. He stated he was disappointed about the 5K that is being run. We can't stop them, but we still need to control it. He also stated that the Parking Lot next to Town Hall is shared with Fire Dept.

Dennis Foran commented on the audit recommendation that says the BOF should be involved with a written policy and procedures per the recommendation of the auditor. The crux of the recommendation centers on the cash receipt and bill paying system and overall accounting procedures within the treasures dept. Board of Finance is not named as drafting

this document. The BOF is only working on the budget issues. He feels that the BOF should be involved with all the financial decisions of the town.

Jeff Murry of 15 Woodturn way commented on the 5K run. He said he nothing can be done as it is all on DEEP trail. It is using Merritt Valley road and the community center. Thinks we should have insurance from the provider. Racers expect there should be road closers and he questions if that is happening. He said there is no signage on the roads, and he is concerned about traffic and runners.

Cathy Palazzi reported that the Farmers Market is going great. She extended a special thanks to Elaine Buchardt Jay Linddy for all their help.

Open discussion on the race.

Catherine Desrosiers said we should address the issues with this race. Julia Havrl agreed with her and wants to address the safety concerns of this race.

Agenda Item 17: Next Board of Selectmen meeting: September 3, 2014

Catherine Desrosiers motioned to hold a special BOS meeting on Friday August 8th at 9:00am.
Julia Haverl seconded
Motion passed: 4 yes Bob Burbank abstained.

Agenda Item 20: Adjourn at

Catherine Desrosiers made a motion to adjourn at 8:38
Elaine Buchardt seconded
Vote: Motion Passed / Unanimous

Minutes respectfully submitted by: Penny Auer
August 8, 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

RECEIVED FOR RECORD
08-14-14 @ 12:11 PM
Margaret H. Busch
Asst. TOWN CLERK

Board of Selectmen

Andover ~~Safety Committee~~

Regular Meeting

August 6, 2014 7:00pm

Town Office Building / Community Room

Sign In Sheet - Please Print Name

Wallace E Barton	Wallace E Barton Jr
Carol W Barton	Carol Barton
Dianne Grenier	Dianne Grenier
Dennis Foran	Dennis Foran
Jeff Murray	Jeff Murray
Catherine Palazzi	Catherine Palazzi
Mike Palazzi	Mike Palazzi

766

ATTACHMENT

Stephen T. Hopkins, CPA, PC

Auditing, Accounting, and Consulting Services

214 Holmes Road / Scarborough, Maine 04074 / Phone: (207) 885 - 5038 / Fax: (207) 470 - 5050

June 30, 2014

Mr. Bob Burbank, First Selectman
Board of Selectmen
Board of Finance
Andover Town Hall
17 School Road
Andover, Connecticut 06232

We are pleased to confirm our understanding of the services we are to provide the Town of Andover, Connecticut for the fiscal year ended June 30, 2014. We will audit the financial statements of the governmental activities, the aggregate of any discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Town of Andover, Connecticut as of and for the fiscal year ended June 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Andover, Connecticut's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Andover, Connecticut's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

1. Management's discussion and analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Andover, Connecticut's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole.

1. Budgetary comparison schedules as may be required.
2. Combining schedules - Non-major governmental and other funds.
3. Schedule of debt limitation.
4. Schedule of property taxes levied, collections and outstanding balances.
5. Schedule of expenditures of federal awards (if necessary).
6. Schedule of expenditures of state financial assistance.

Our responsibility for other information which may be included in documents containing the Town of Andover, Connecticut's audited financial statements, as described in the first paragraph, and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether such other information contained in any such documents is properly stated.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

1. Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

2. Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996, OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and the State Single Audit Act (C.G.S. Sections 4-230 to 236).

The reports on internal control and compliance will include a paragraph that states that the purpose of the reports are solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing of internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the reports are an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 and the State Single Audit Act in considering internal control over compliance and major program compliance. The reports on internal control and compliance will include a statement similarly stating that the reports are not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133; and the State Single Audit Act (C.G.S. Sections 4-230 to 236), and will include tests of accounting records, a determination of major program (s) in accordance with OMB Circular A-133 and the State Single Audit Act, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements, the Single Audit compliance opinions or the State Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion (s) or issue a report, or withdrawing from the engagement.

ATTACHMENT

Management Responsibilities

Management is responsible for the financial statements, the schedule of expenditures of federal awards, the schedule of expenditures of state financial assistance, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance which may be received) in accordance with the requirements of OMB Circular A-133 and the schedule of expenditures of state financial assistance in accordance with the State Single Audit Act.

As part of the audit, we will prepare a set of proposed audit adjustments (if necessary) and assist in the preparation of a draft of your financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance, and related notes. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance, and related notes. You will be required to review and approve in writing the proposed audit adjustments (if necessary) through the use of an audit adjustment acceptance letter and to understand the nature and impact of the adjustments on the financial statements. You will be required to review and approve in writing the presented draft financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance, and related notes through the use of a draft acceptance letter prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. You will also be required to review and approve in writing any account grouping schedules that may be used to assist in the preparation of the draft financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance, and related notes through the use of an account groupings acceptance letter. You will be required to acknowledge in the written management representation letter the aforementioned audit adjustments and our assistance with the preparation of a draft of your financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance, and related notes and that you have reviewed and approved these items as described above prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any non-audit services we provide; oversee the services by designating an individual, preferably senior management, who possesses suitable skill, knowledge and experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are me; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with the provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by OMB Circular A-133 and the State Single Audit Act, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on the first day of fieldwork (if necessary). You are required to disclose in the financial statements the date through which subsequent events have been evaluated and whether that date is the date the financial statements were issued or were available to be issued. You agree that you will not date the subsequent event note earlier than the date of the management representation letter.

You are responsible for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance which may be received) in conformity with OMB Circular A-133 and the schedule of expenditures of state financial assistance in accordance with the State Single Audit Act. You agree to include our report (s) on the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance (these schedules) in any document that contains and indicates that we have reported on these schedules. You also agree to include the audited financial statements with any presentation of these schedules that includes our report (s) thereon or make the dited financial statements readily available to intended users of these schedules no later than the date these chedules were issued with our report (s) thereon. Your responsibilities include acknowledging to us in the written management representation letter that (1) you are responsible for the presentation of these schedules in accordance with OMB Circular A-133 and the State Single Audit Act, respectively; (2) that you believe these schedules, including their form and content, are fairly presented in accordance with OMB Circular A-133 and the State Single Audit Act, respectively; (3) that the methods of measurement or presentation for these schedules have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) that you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of these schedules.

You are also responsible for the preparation of other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written management representation letter that (1) you are responsible for the presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reason for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on any current findings (if necessary), conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

The final and complete set of the audited financial statements (State or Federal compliance audit) is the property of the Town of Andover, Connecticut. These audited financial statements may be reproduced and disseminated and otherwise used by the Town in any activity conducted by the Town where the presentation of the audited financial statements is required. This includes bond offerings, clearing house reporting, and the presentation in the Town's annual report or dissemination to the residents of the Town of Andover, Connecticut. Any partial reproduction or dissemination of these audited financial statements must reference the fact that the partial reproduction or dissemination is not a complete representation of the audited financial statements of the Town of Andover, Connecticut and that a complete set of these audited financial statements can be obtained from the management of the Town of Andover, Connecticut. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on the Town's website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories (if applicable), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; the schedule of expenditures of federal awards; the schedule of expenditures of state financial assistance; governmental award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133 and the State Single Audit Act, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133 and the State Single Audit Act. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, OMB Circular A-133, and the State Single Audit Act.

udit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Andover, Connecticut's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 and the State Single Audit Act require that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133* and the *State Single Audit Act Compliance Supplement* and any related addenda for the types of compliance requirements that could have a direct and material effect on each of the Town of Andover, Connecticut's major programs. The purpose of these procedures will be to express an opinion on the Town of Andover, Connecticut's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133 and the State Single Audit Act.

Audit Administration, Fees, and Other

The audit documentation for this engagement is the property of Stephen T. Hopkins, CPA, PC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Town's cognizant, grantor, or other oversight agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request if deemed necessary. If requested, access to such audit documentation will be provided under the supervision of Stephen T. Hopkins, CPA, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional

period requested by the Town's cognizant, grantor, oversight agencies, or pass-through entities. Any such request must be made in writing delivered via a certified return receipt mailing before the five year period is met. Additionally, if we have been made aware in writing delivered via a certified return receipt mailing before the five year period is met that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding (s), we will contact the party (ies) contesting the audit finding (s) for guidance prior to destroying the audit documentation.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide the agreed upon number of copies of the audited financial statements to the Town of Andover, Connecticut at the conclusion of this engagement. The required number of copies is outlined in the proposal as submitted and dated January 31, 2014. However, the required number of copies submitted to the Town will be reduced by the number of copies which may be submitted to the various departments of the State of Connecticut on behalf of the Town as may be requested by the Town. We will submit one additional copy of the audited financial statements along with the certificate of delivery to the Town clerk of the Town of Andover, Connecticut as required by the State of Connecticut. Though we may be requested to submit copies of the audited financial statements to the various departments of the State of Connecticut on behalf of the Town, the responsibility for any such required submissions will still rest with the management of the Town of Andover, Connecticut. In addition, the costs related to any such copies being submitted by us to the various departments of the State of Connecticut on behalf of the Town will be billed as additional services as outlined in this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations that we may request and will locate any invoices or other information selected by us for testing. On occasion, original invoices will be returned to our offices for review due to the lengthy nature of said review. We will make every effort to complete this review and return these invoices in a timely manner. We expect to begin our first week of audit fieldwork on or about October 6, 2014 and to issue our report (s) dated on or about November 21, 2014. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed $14,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses no more frequently than on a biweekly basis and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report (s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. All outstanding progress bills must be paid by the Town before a draft copy of the audited financial statements as well as the final copies of the audited financial statements are forwarded to the Town by the firm. The firm will not be held liable if any deadlines are not met due to nonpayment by the Town.

A draft copy of the audited financial statements will be delivered to the Town no later than Friday November 28, 2014 with the final copies being delivered to the Town no later than Friday December 12, 2014 upon receipt of the signed acceptance letters previously mentioned in this letter, the signed management representation letter, and any material

ATTACHMENT

outstanding asset, liability or other confirmations and legal letters. The aforementioned due dates are contingent on the fact that the Town's books will be in order and that the internal accounts will be complete and in balance. Any delay in receiving accurate data from the Town once it has been requested or incomplete information which is made available at the beginning of fieldwork may affect and modify the aforementioned due dates and a new set of due dates will need to be agreed upon. The firm will not be held liable for any delay caused by the Town.

You may request that we perform additional services not addressed by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. Our standard hourly fee for additional accounting services in regard to the audit or non audit services (including but not limited to the preparation for and attendance at Board of Selectmen, Board of Finance or other meetings) will be $95 per hour plus lodging costs if necessary. Travel time will be billed at one half of the standard hourly rate.

Any other terms and conditions not specifically outlined in this engagement letter but addressed in our proposal as dated January 31, 2014 will be considered a part of this engagement letter. In addition, the references made in this engagement letter to the Single Audit Act Amendments of 1996, OMB Circular A-133 and all other Federal Single Audit related items are being made so as to avoid the need for completing a new engagement letter should a Federal Single Audit in accordance with these standards become required. Based on the information contained within the prior fiscal year audited financial statements in addition to discussions with management, a Federal Single Audit will not be required for the fiscal year ended June 30, 2014. Therefore the auditing fees contained in this letter do not include an amount attributable to a Federal Single Audit. Should a Federal Single Audit become required, a new fee estimate for these additional services will be necessary, however, the services would be governed by this engagement letter.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the contract period. Accordingly, a copy of our 2012 peer review report may be found attached to this engagement letter.

We appreciate the opportunity to be of service to the Town of Andover, Connecticut and believe this letter accurately summarizes the significant terms of our engagement. Our audit engagement will end on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service if deemed necessary. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copies and return one copy to us.

Very truly yours,

Stephen T. Hopkins, CPA
President

This letter correctly sets forth the understanding of the Town of Andover, Connecticut.

By: _____

Title: _____

Date: _____

774

ATTACHMENT

Efs Edwards, Faust & Smith
Certified Public Accountants
716 Union Street Bangor, ME 04401-3156
207-947-4575 / FAX 947-7892
www.efs-cpa.com

System Review Report

October 29, 2012

To the Owner
Stephen T Hopkins CPA PC
and the Peer Review Committee of New England Peer Review

We have reviewed the system of quality control for the accounting and auditing practice of Stephen T Hopkins CPA PC in effect for the year ended May 31, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards.

In our opinion, the system of quality control for the accounting and auditing practice of Stephen T Hopkins CPA PC in effect for the year ended May 31, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency, or fail. Stephen T Hopkins CPA PC has received a peer review rating of pass.

Edwards, Faust + Smith

Edwards, Faust & Smith

ATTACHMENT

Policy & Procedures
Town of Andover - Annual Budget

The following procedures have been established by the Board of Finance during the process of establishing an annual budget for the Town of Andover.

1. The Board of Finance sends out notices in October of the current year, to all boards and commissions that request submission of their respective budgets for the next budget year.

   Exhibit A – List of Boards and Commissions
   (Town Clerk's office can provide a list of Chairpersons to receive notice.)

   Exhibit B - Sample of letter to Boards and Commissions

A notice is sent to the RIVEREAST requesting budget submission and deadline.
Exhibit C – copy of notice for Rivereast

All budgets are to be completed by the second week of January and sent to the Board of Finance with copies to the Board of Selectmen.

2. The Board of Finance schedules all regular meeting dates and budget workshop dates in November and submits to the Town Clerk. **State Statute requires that it be done before January first.**

Once the workshop dates are established, the Board of Finance sends out a second notice to Boards and Commissions with a schedule of dates that each Board or Commission will present proposed budget and answer questions pertaining to the proposed budget request.
Exhibit D – Sample schedule sent to Boards and Commissions
Exhibit E – Sample notice of Schedule for publication

3. In January the Board of Finance reviews all actual(s) for each board and commission to insure appropriate funding was allotted using a 6 month snapshot of current budget. This is printed out by the Treasurer's office. The Fund Transfers that were done after the close of the prior fiscal year can also give an indication of underfunding or overfunding in certain accounts.

4. Budget workshops are conducted throughout January, February and March, as needed, allowing adequate time for all boards and commissions presentations/hearings.

Note: Schedule may need to be changed to accommodate some of the Boards. The various chairpersons should be consulted when doing the scheduling. Workshops can be cancelled if they are not needed but it's best to schedule more than you may need, with the Town Clerk, in case of problems with weather or other scheduling changes.

5. The Town of Andover Treasurer will print from the accounting system, the previous budget, a breakdown by account, which then is made into copies for each Board of Finance member. These documents become the worksheet during the budget process.

Note to chairperson: (Once completed and the budget is passed, return the budget recommendations, with all your notes, to the Town Treasurer. The Treasurer will use it to update the accounting system with the newly adopted budget amounts. Make a copy of it for yourself before giving it to the Treasurer.)

6. The Board of Finance will approve/disapprove all budget requests through motions, and will update "Proposed Budget" in the Excel spreadsheet. The Excel spreadsheet will keep a running account and provide the framework for the proposed budget during the Board of Finance Public Hearing. Copies of this "Proposed Budget by the BOF" will be handed out during the Board of Finance Public Hearing.

7. Once all budgets are compiled, the "Revenues" are updated in the system on the budget Excel spreadsheet. The Revenues are obtained from the State of Connecticut, the Building Dept. the Treasurer's files, the Tax Collector, etc…and estimates are based on the prior year Revenues.

Exhibit F1A, F1B & F2

Note: Some explanations on Exhibit F2 are what are currently being used but could change according to the desires of State Government.

8. All "grants" received by the Town of Andover, including LOCIP, are recorded in the budget Excel spreadsheet, at the bottom, for "offset" application and accounting purposes.

9. All "Tax Abatements" are updated in the proposed budget worksheets.

10. All "Offsets" are applied to the proposed budget worksheets.

11. The value of a mill, calculated by the Town of Andover Assessor, is applied to the proposed budget and thus generates the mill rate using the following formula:

a. Total budget expenditures
b. Less anticipated Revenue
c. Equals Net Operating Budget

d. Add in the Tax Abatements (Fireman's Tax Abatement/Senior Housing/etc.)
e. Less "Offset" applied, (Refund from schools/excess tax collection/grants/etc.)
f. Equals the total budget to be funded by taxation.

g. Apply dollar value of 1 mill
h. Anticipated Mill Rate is the number of mills required to fund the total budget.

ATTACHMENT

12. The Board of Finance Chairman then prepares a "Proposed Budget Message" for the annual Board of Finance Public Hearing, held **no later than** the April Board of Finance meeting, which is the fourth Wednesday in April. The budget message is read to the public and the proposed budget is presented at this meeting. The Town Clerk must be notified of the Public Hearing **as soon as possible** for the purpose of submitting a Legal Notice in the local paper. The notice must be in at least 5 days before the meeting. (Our local paper is only published once per week so it may be necessary to submit the Notice as much as 10 days in advance.)

Exhibit G1 & G2 – Budget message samples
Exhibit G3 – Public Notice sample.

Note: The Board of Finance chairman will again read the Budget Message at the Town Meeting presented by the Board of Selectmen

The Board of Finance can consider recommendations of increases and/or decreases made by the public during this public hearing. The Board of Finance may elect to revisit the proposed budget with the recommendations made and prepare to present again at the Town Meeting, called by the Board of Selectmen.

13. At the Town Meeting, the proposed budget can only receive recommendation to *decrease* the budget. Once the budget is approved by motion, the budget is then sent to referendum.
If the voters reject sending the budget to referendum, the Board of Finance meets again to review and may or may not alter the budget, to be presented at another Town Meeting. The process is repeated until the budget is sent to referendum by the voters and passed at referendum.

14. Once the budget has been accepted by vote, the mill rate is set by the Board of Finance at their next meeting. If necessary, the Board of Finance may schedule a Special Meeting, posted 24 hours in advance and published on the web site, for the purpose of officially setting the mill rate.

Note: The time lines and procedures of the Board of Finance are directed by the Andover Charter and could change if the Town Charter changes.
The current Charter, Chapter VIII is included for guidance in this Policies and Procedures documentation.

ATTACHMENT

EXHIBIT A

	BOARDS & COMMISSIONS	CONTACT PERSON	ADDRESS	PHONE 860
*	Bd of Selectmen	Bob Burbank	TOB or 208 Gilead Road	742-0188
*	Bd of Assessmt Appeal	Joan Foran	143 Hebron Road	742-8585
	Bd of Finance	Georgette Conrad	117 Lakeside Drive	742-8805
*	Town Clerk	Carol Lee	TOB or 24 Webster La. Bolto	742-0188
*	Elections	Cathy Palazzi Catherine Magaldi-Lewis	TOB	742-0188
*	Regristrar - Republican	Cathy Palazzi	TOB	742-0188
*	Registrar - Democrat	Catherine Magaldi-Lewis	TOB	742-0188
	Emergency Mgmt.Coordinator	Paul Bancroft	65 Route 87	742-7192
	Dispatch/Sr. Transp	Cathy Palazzi	TOB or 100 Hutchinson Rd	742-8088 h 916-6122 c
	AHM Youth & Family Services	Joel Rosenberg	25 Pendleton Drive Hebron, CT 06248	228-9488
*	Fire Commission	Wally Barton	463 Lake Road	742-9829
*	Fire Marshall	John F. Roache IV	457 Lake Road	742-0040
	Social Svces/Municipal Agt	Laurel Andrews	TOB	
	Memorial Day Comm.	John McCall	38 Lake Road	742-9764
	Recreation Comm.	Jay Linddy	TOB	742-0188
	Economic Develop. Comm	Jim Dake	200 Bear Swamp Road	498-1692
*	Planning & Zoning	Sue England	27 Bailey Road	498-1297
*	Zoning Bd of Appeals	Evelyn Russell	218 Route 6	742-9031
	Inland Wetlands	John England	27 Bailey Road	498-1297
	Conservation Comm.	Michael Palazzi	100 Hutchinson Road	742-8088
*	Education - AES	Andy Managgia/J. Linddy	TOB Jay Linddy	498-1692
*	Education - RHAM	Robert Siminski rsiminski@reg8.k12.ct.us - admin asst- Kathy Mund	45 Wall Street , Hebron , CT 06248	228-2115
*	Library	Julie Victoria-Gruner Cathy Desrosiers	60 Townsend Road 232 Bear Swamp Road	742-0341 742-1842
*	Capitol Improvement Plan	Elaine Buchardt	874 East Street	645-8039 h 202-4619 c

Those with "TOB" can be hand delivered at the Town Office Building.

All Board & Commissions receive the notice of the date all budgets are due - mid January.

Boards with asterisk (*) get a notice of a date for their budge to be presented to the BOF.

AHM Liason will attend AHM budget meeting and AHM will email it to the Chairman of BO.F

1st Selectman or Vice 1st Selectman revue other budgets w/BOF after they vote on them.

ATTACHMENT

EXHIBIT B

MEMORANDUM

To: All Boards and Commissions

From: Board of Finance

Date: October 8, 2012

Re: 2013 – 2014 Budget Requests

The Board of Finance is requesting all Budgets for 2013-2014 to be submitted by January 11, 2013. The budgets can be mailed to:

Town of Andover
17 School Road
Andover, CT 06232

Attn: Board of Finance

Please review your previous year's budget and consider the value of all items to your commission. As leaders in our community, we need to find creative ways to maintain services, while keeping budgets at 0 – minimal growth during the current economic climate. The BOF will put together a schedule of the budget hearings for all boards and commissions at its next meeting October 24, 2012, for publication.

Thank you for your cooperation and dedication to the residents of the Town of Andover.

ATTACHMENT

EXHIBIT C

The Andover Board of Finance is requesting town boards and commissions submit all proposed budgets for 2013 - 2014 by January 11, 2012. The budgets can be mailed to:

Town of Andover
17 School Road
Andover, CT 06232
Attn: Board of Finance

Commission members are asked to review the previous year's budget and consider the value of all items to the commissions. The Board of Finance is seeking to keep budgets at zero to minimal growth during the current economic climate.

t For Food Pantry

Wednesday from 9-10 a.m. The mobile FoodShare truck comes to the church parking lot the opposite Wednesdays, from 9-9:30 a.m. Anyone can attend one Pantry and one FoodShare visit per week.

Finance Board Requests Budgets

The Andover Board of Finance is requesting town boards and commissions submit all proposed budgets for 2013-14 by Jan. 11. The budgets can be mailed to: Town of Andover, Attn: Board of Finance, 17 School Rd., Andover, CT 06232.

Commission members are asked to review the previous year's budget and consider the value of all items to the commission. The Board of Finance said it is seeking to keep budgets at zero to minimal growth during the current economic climate.

Budget Workshops Planned

The Board of Finance has scheduled the following workshops starting in January for the 2013-2014 budget. Please make note of the date for your Board or Commission. If you have no changes you may mail a copy of your budget to the Board of Finance, Andover Town Office at 17 School Road.

Jan. 17 – Town Clerk, Registrars/Elections

Jan. 23 – Regular Meeting and Workshop – Board of Finance,
Board of Assessment Appeal

Jan. 31 – Fire Commission, Fire Marshall, Planning & Zoning, Inland/Wetlands,
Zoning Board of Appeal.

Feb. 12 – Library, Capital Improvement Planning

Feb. 14 – Andover Elementary School.

Feb. 19 and 26- If needed

Feb. 27 – Regular Meeting and Workshop – Elections, RHAM (Region 8),
Board of Selectmen.

Feb. 28 – If needed.

All meetings and workshops will be held at 7 p.m. in the Town Office Community Room unless otherwise posted in the Town Clerk's Office 24 hours prior to the meeting. Cancelations and postponements will also be posted there.
Please contact me if you have a scheduling conflict or other questions.

Thank you,
Georgette Conrad, chairman
(860) 742-8805

ATTACHMENT

Exhibit E

Budget Workshops Planned

The Board of Finance has scheduled a number of workshops during the beginning of the coming year, as it works on the 2013-2014 budget.

Jan.17 –Town Clerk, Registrars/Elections; Jan.23 –Regular Meeting and Workshop, Board of Finance, Board of Assessment Appeal; Jan.31 –Fire Commission, Fire Marshall, Planning & Zoning, Inland/Wetlands, Zoning Board of Appeal;
Feb.12 - Library, Capital Improvement Planning; Feb.14 –Andover Elementary School; Feb.19 & 26- If needed. Feb.27–Regular Meeting & Workshop – Elections, RHAM (Region 8). Feb.28 – If needed.

All meetings and workshops will be held at 7 p.m. in the Town Office Community Room unless otherwise posted in the Town Clerk's Office 24 hours prior to the meeting. Cancelations and postponements will also be posted there. Please contact the chairman, Georgette Conrad at 860-742-8805 with scheduling conflicts.

ATTACHMENT

EXHIBIT F1A					
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
	Actuals	Actuals	Actuals	as of 2/14/12	Projective Rev.
Boat Registrations	$1,377.65	$705.86	$1,114.91		
PILOT State Property	$30,710.50	$57,120.29	$24,956.52	$22,292.75	
Veteran's Tax Relief	$982.80	$1,271.17	$914.94	$1,320.09	
Property Tax Relief	$14,505.45	$13,406.87	$14,767.92	$14,518.48	
Manufacturers Grant	$4,394.56	$4,123.19	$2,929.30		
State Disability - Exempt	$382.20	$331.20	$358.80		
Pequot/Mashantucket Grant	$42,237.52	$14,592.06	$14,184.18	$4,876.38	
State Miscellaneous	$4,511.55	$2,471.79	$27,358.61	$1,794.51	
Telephone Access	$13,674.17	$109.46	$7,157.67		
Federal Highway Grants	$0.00	$0.00	$0.00		
Local Capital Improvements	$0.00	$0.00	$0.00		
Law Enforcement Overtime	$9,796.81	$0.00	$0.00		
DOT Moving Violations Grant	$0.00	$0.00	$0.00		
Special Education	$16,697.00	$0.00	In school budget		
ECS	$2,309,179.00	$1,976,465.00	$1,999,634.00	$1,165,428.00	
Pupil Transportation	$29,639.00	$36,447.00	$20,696.43		
Interest	$11,904.06	$3,293.17	$2,096.42	$441.91	
Permits (guns)	$695.00	$705.00	$1,365.00	$490.00	
Town Clerk Fees	$52,500.05	$41,386.43	$42,400.07	$21,401.45	
Transfer Station	$1,249.00	$1,150.00	$4,995.50		
Waste Redemption	$9,050.48	$1,640.50	combined above		
Building Department Receipts	$33,778.61	$25,609.52	$24,134.90	$9,862.11	
Miscellaneous	$34,715.23	$4,656.64	$20,552.96	$9,132.90	
Rentals	$0.00	$0.00	$750.00	$1,000.00	
Totals	**$2,621,980.64**	**$2,185,485.15**	**$2,210,368.13**	**$1,252,558.58**	

EXHIBIT F1B

ATTACHMENT

	2006-2007 Actuals	2007-2008 Actuals	2008-2009 Actuals	2009-2010 Actuals	2010-2011 Actuals	2011-2012 As of 2/14/12
Boat Registrations	$ 1,377.65	$ 1,377.65	$ 1,377.65	$ 705.86	$ 1,114.91	$ -
PILOT State Property	$ 49,205.87	$ 42,394.82	$ 30,710.50	$ 57,120.29	$ 24,956.52	$ 22,292.75
Vetern's Tax Relief		$ 265.30	$ 982.80	$ 1,271.17	$ 914.94	$ 1,320.09
Property Tax Relief	$ 14,466.13	$ 14,643.78	$ 14,505.45	$ 13,406.87	$ 14,767.92	$ 14,518.48
Manufacturers Grant	$ 5,528.09	$ 3,371.24	$ 4,394.56	$ 4,123.19	$ 2,929.30	$ -
State Disability-Exempt			$ 382.20	$ 331.20	$ 358.80	$ -
Pequot	$ 32,356.02	$ 41,707.44	$ 42,237.52	$ 14,592.06	$ 14,184.18	$ 4,876.38
State Miscellaneous	$ -	$ -	$ 4,511.55	$ 2,471.79	$ 27,358.61	$ 1,794.51
Telephone Access	$ -	$ -	$ 13,674.17	$ 109.46	$ 7,157.67	$ -
Federal Highway Grant	$ 8,545.57	$ -				$ -
Local Capital Improvements	$ 44,961.93	$ -	$ -			$ -
Law Enforcement O/T	$ 21,051.87	$ 8,190.68	$ 9,796.81			$ -
DOT Moving Voilation Grant	$ -	$ 14,147.54	$ -	$ -		$ -
Special Education	$ 20,397.00	$ -	$ 16,697.00			$ -
ECS	$1,948,513.00	$ 2,212,944.00	$ 2,309,179.00	$ 1,976,465.00	$ 1,999,634.00	$ 1,165,428.00
Pupil Transportation	$ 41,578.00	$ 30,628.00	$ 29,639.00	$ 36,447.00	$ 20,696.43	$ -
Interest	$ 60,488.05	$ 36,712.90	$ 11,904.06	$ 3,293.17	$ 2,096.42	$ 441.91
Permits	$ 205.00	$ 475.00	$ 695.00	$ 705.00	$ 1,365.00	$ 490.00
Town Clerk Fees	$ 77,545.88	$ 56,179.23	$ 52,500.05	$ 41,386.43	$ 42,400.07	$ 21,401.45
Transfer Station	$ 2,062.34	$ 2,949.50	$ 1,249.00	$ 1,150.00	$ 4,995.50	$ -
Waste Redemption	$ 10,469.23	$ 20,181.95	$ 9,050.48	$ 1,640.50		$ -
Building Department Receipts	$ 32,113.85	$ 31,951.05	$ 33,778.61	$ 25,609.52	$ 24,134.90	$ 9,862.11
Miscellaneous	$ 144,505.95	$ 114,646.75	$ 34,715.23	$ 4,656.64	$ 20,552.96	$ 9,132.90
Rentals	$ 100.00	$ -	$ -	$ -	$ 750.00	$ 1,000.00
	$2,515,471.43	$ 2,632,766.83	$ 2,621,980.64	$ 2,185,485.15	$ 2,210,368.13	$ 1,252,558.58

785

ATTACHMENT

		EXHIBIT F2 - PAGE 1				
REVENUE	Proposed 2011-2012	Collected 2011-2012	Proposed 2012-2013	Collected as of 2/28/13	Proposed 2013-2014	
Boat Registrations	$1,378.00	$0.00	$1,000.00	$0.00	$0.00	
Building Department	$30,000.00	$17,172.89	$20,000.00	$17,375.91	$20,000.00	
Disabled Tax Credit	$300.00	$386.40	$300.00	$355.81	$300.00	
*Dog Damage	$200.00	$0.00	$200.00	$0.00	$0.00	
*DOT Moving Violations Grant	$8,000.00	$0.00	$0.00	$0.00	$0.00	
ECS	$2,330,856.00	$2,334,860.00	$2,330,856.00	$119,930.00	$2,370,137.00	
In Gov. budget - includes PILOT			In Gov			
**Federal Highway Grants	Grant Section					
Fund Balance Interest	$5,000.00	$832.10	$2,500.00	$643.80	$800.00	
Law Enforcement Overtime	$25,500.00	$0.00	$0.00	$0.00	$0.00	
Manufacturers Grant	$4,000.00	$732.25	$3,000.00	$519.50	$700.00	
(Now called Municipal Revenue Sharing Grant & may have revenues in State Misc.)						
Miscellaneous	$5,500.00	$25,247.10	$12,500.00	$7,941.96	$10,000.00	
(donations to town; sold equipment; pymnts out of budget year - auditor makes necessary adjmnts to proper revenue yr)						
*NSF/DMV/Fees	$5,000.00	$4,831.41	$4,000.00	$3,685.90	$4,500.00	
Pequot/Mashantucket Grant	$14,682.00	$9,752.76	$15,070.00	$4,963.94	$12,000.00	
(OPM web site amounts		$14,629.15		$14,891.83)		
Permits (guns)	$700.00	$1,425.00	$1,000.00	$1,140.00	$1,500.00	
PILOT State Property	$22,284.00	$22,292.75	$22,257.00	$21,124.18	rolled into ECS	
*Previous Yr's Tax,Int&Leins	$30,000.00	$60,594.24	$35,000.00	$83,710.91	$50,000.00	
**Property Tax Relief	Grant Section					
**Property Tax Relief /Elderly	Grant Section					
Rentals	$2,000.00	$1,000.00	$500.00	$0.00	$0.00	
**Special Education	in school budget					
State Miscellaneous	$5,000.00	$11,563.91	$2,000.00	$40,411.83	$20,000.00	
(funds from state that don't belong anywhere else - Bingo; one-time pymts; unspecified, etc...)						
*Tax Collector's Interest	$9,000.00	$19,011.44	$15,000.00	$12,511.57	$15,000.00	
*Tax Collector's Lien Fees	$800.00	$70.63	$500.00	$438.97	$500.00	
Telephone Access	$9,000.00	$7,239.41	$8,000.00	$0.00	$7,000.00	
(payments in lieu of taxes by AT&T, Verizon, & Sprint)				Pd. late Mar/Apr		
Town Clerk Fees	$53,000.00	$39,533.70	$30,000.00	$28,504.04	$35,000.00	
Town Clerk Public Act 229	$2,090.00	$1,857.00	$0.00	$1,425.00	$0.00	
(State gets $36 of the $40 recording fee - $3 to "Designated" Town Fund - $1 to "Designated" Town Clerk Fund)						
Transfer Station/waste redemp	$5,000.00	$0.00	$5,000.00	$0.00	$0.00	
Transportation Grant	$28,429.00		$14,436.00		$10,000.00	
Veteran's Tax Relief	Grant Section					
Waste Redemption	$1,200.00	$166.00	$0.00	$160.00	$150.00	
Total	$2,598,919.00	$2,573,198.14	$2,[illegible]119.00	$359,735.15	$2,557,587.00	

EXHIBIT F2 - PAGE 2

Grant Section	Proposed 2011-2012	Collected 2011-2012	Proposed 2012-2013	Collected as of 2/25/13	Proposed 2013-2014
**Federal Highway Grants	$94,954.00	$95,090.63	$95,091.00	$95,236.44	$95,000.00
Governor's Budget= $190,473.00					
**Property Tax Relief /Elderly	$14,767.92	$14,132.08	$16,000.00	$13,242.60	$13,000.00
Veteran's Tax Relief	$1,271.00	$1,320.09	$1,300.00	$1,267.89	$1,200.00
Totally Disabled $ 355.81					
Additional Vets $1,267.89					
total ----------					
OPM Website = $ 1,623.70					

ATTACHMENT

786

ATTACHMENT

Exhibit G1

Andover
Board of Finance
April 27, 2011
2011-12 Budget Message

The Board of Finance is proposing a 2011-12 budget which spends $10,603,278.80 representing an increase of $210,739.23, or 2.03% over last fiscal year 2010-11.

The increases are mainly due to increased cost for fuel, Ground Care, Civil Preparedness, Fire Department, RHAM and AES. Also, the Board of Finance approved six capital requests:

- $51,768 replacement of equipment for the Fire Department
- $102,500 for septic, pavement of parking lot, and replacement of retaining wall & stairs for the Andover Public Library
- $25,000 repairs to Senior Center/Old Firehouse
- $12,000 for revaluation of properties - currently reval is taking place & estimated cost is $55,000 which has been collected in 2009/10 $25K & 2010/11 $35K
- $120,000 Road Improvement
- $15,000 for severance
- It has been noted that a large Town truck will need to be replaced in 2012 - $100,000

The non tax revenue this year is estimated to be $2,580,739, representing a decrease of $9,783, or -0.385% over last year's estimate. This is a conservative estimate of revenue in light of the economic climate and current inflation being 2.7%.

Respectfully submitted,

Cathleen Desrosiers - Chairperson
Board of Finance
4/27/11

ATTACHMENT

Exhibit G2

Andover
Board of Finance
March 28, 2012
2012-2013 Budget Message

The Board of Finance is proposing a 2012-2013 budget which spends $10,568,771.20 representing a decrease of $34,507.60 below last fiscal year 2011-12.
Even though Andover's levy for RHAM decreased $48,201, there was a substantial increase in health insurance along with increases in retirement funding, oil, gas and utilities.
The Volunteer Fire Department, as requested by the Board of Finance last year, added a new line item to their budget for protective clothing, to replace expired "turn out gear". This increased their budget by 20%.

The Board of Finance also approved 4 capital requests:

- $12,000 - Replacement of metal roof on the Old Town Hall (Museum) including mason work on chimney.
- $8,500 - New angle plow for one of the Town trucks
- $130,000 - Refurbish Fire Truck (ET-215) to present day NFPA standards, which will stretch useful life out 10 or 15 years.
- $5,000 – Replacement of 15 pair of firefighting boots. Fifteen pair was replaced last year. Future replacements will be bought from the Fire Department budget.

The non-tax revenue this year is estimated to be $2,523,119, representing a decrease of $57,620 from last year's estimate. This is fairly conservative because State funding has decreased, State Grants are becoming less available and the current rate of inflation is 2.9% as of February 2012.

Revaluation had the biggest impact on the budget this year, with a $20,000,000 (20 million dollar) decrease in the Grand List. This deficit created an automatic 2.2 mill increase just to meet last year's operational expenses, increasing it from 27.6 to 29.8. The Board of Finance worked diligently and thoughtfully to keep an additional increase to 1 mill in order to meet the coming year's expenses and make up for the non-tax revenue shortfall. Last year, 1 mill was equal to $280,379. This year, 1 mill is only equal to $260,934. The proposed mill rate for this budget is 30.8. Please keep in mind that we have not had a mill rate increase in four years.

Respectfully submitted,

Georgette Conrad - Chairperson
Board of Finance
3/28/12

EXHIBIT G3

ATTACHMENT

LEGAL NOTICE

TOWN OF ANDOVER

PUBLIC BUDGET HEARING

WEDNESDAY, APRIL 28, 2010

7:00 P.M.

TOWN OFFICE BUILDING COMMUNITY ROOM

The Andover Board of Finance will hold a Public Hearing for the Town of Andover Fiscal Year July 1, 2010 to June 30, 2011 Budget in the Town Office Building Community Room – 17 School Road – Andover, CT on Wednesday, April 28, 2010 at 7:00 p.m.

Dated at Andover, CT this 8th day of April, 2010

Andover Board of Finance

LEGAL NOTICE
TOWN OF ANDOVER
PUBLIC BUDGET HEARING
WEDNESDAY, APRIL 28, 2010
7:00 P.M.
TOWN OFFICE BUILDING
COMMUNITY ROOM

The Andover Board of Finance will hold a Public Hearing for the Town of Andover Fiscal Year July 1, 2010 to June 30, 2011 Budget in the Town Office Building Community Room – 17 School Road – Andover, CT on Wednesday, April 28, 2010 at 7:00 p.m.

Dated at Andover, CT this 8th day of April, 2010

ITB 4/16 Andover Board of Finance

Community Relations

Posting of Political Signs on School Property

The Board of Education strongly believes that its school and the property upon which it is situated should be used first and foremost to enhance the education of Andover's children. In keeping with the belief, it is the desire of the Board of Education to foster neutrality in political matters except as used for instructional purposes. In support of this belief, the Board prohibits the posting of political signs on property exterior to the school building.

Legal Reference: Connecticut General Statutes

7-421 Political activities of classified municipal employees.

7-421b Limitation on restriction of political rights of municipal employees.

9-369b Explanatory text relating to local questions.

10-156e Employees of boards of education permitted to serve as elected officials; exception.

10-239 Use of school facilities for other purposes

31-51q Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights.

Keyishian v. Board of Regents 395 U.S. 589, 603 (1967)

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted: January 14, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

ATTACHMENT

Stephen T. Hopkins, CPA, PC

Auditing, Accounting, and Consulting Services

214 Holmes Road / Scarborough, Maine 04074 / Phone: (207) 885 - 5038 / Fax: (207) 470 - 5050

July 14, 2014

Ms. Jill Collins
Treasurer
Andover Town Hall
17 School Road
Andover, Connecticut 06232

Dear Jill:

Please find enclosed two (2) copies of the annual engagement letter for auditing services for the Town of Andover, Connecticut for the fiscal year ended June 30, 2014. This annual engagement letter outlines the audit objectives, management's responsibilities, the steps to be taken during the audit and audit procedures, time schedules, billing amounts and guidelines, and other information pertinent to the engagement. The audit cost shown on page 7 of this annual engagement letter is equal to the audit cost shown in the audit proposal dated January 31, 2014.

copy of this engagement letter should be presented to the First Selectman, the Board of Selectmen and the Board of Finance for review. If the Town finds that it is in agreement with the specific items contained within this annual engagement letter, please have the First Selectman sign both copies of the annual engagement letter and return one copy to me.

If you have any questions, please do not hesitate to call.

Sincerely,

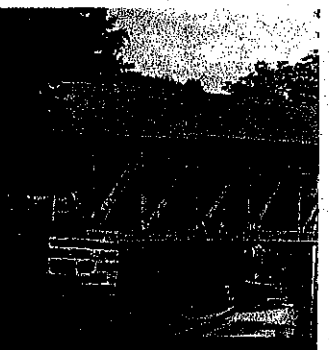
Stephen T. Hopkins, CPA
President

The First Mile Presents

Hop River 5K

Andover, CT

Part of the 169 Society race series!



Benefits the Andover Food Pantry

The First Mile
road to fitness

Saturday, August 9, 2014

Andover Senior Center, Old Firehouse, Center Street, Andover, CT

Time: 9 AM. Registration from 7:30 AM

Entry: $20

T-shirts: First 75 registered

Awards: First 3 finishers; U-19; 20-29; 30-39; 40-49; 50-59; 60-69; 70+

www.firstmile-fitness.com/hop-river-5k

Mail form and check to: The First Mile, PO Box 1303, Glastonbury, CT 06033.

Name: **Age:**

Address:

Phone: **Email:**

Sex (M/F): **T-shirt size (S/M/L):** **Run or walk? (R/W):**

Run or walk to support a great cause in the beautiful town of Andover, CT

I know that running/walking is a potentially hazardous activity. I should not enter and run/walk unless I am medically able and properly trained. I agree to abide by any decision of a race official relative to my ability to safely complete the run/walk. I hereby certify that I am in good health and I have trained to run/walk the distance of the race, which I am entering. I assume all risks associated with running/walking in the event including, but not limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, traffic and the conditions of the road, all such risks being known and appreciated by me. Having read this waiver and knowing these facts and in consideration of your accepting my entry into this running/walking race, I, for myself and anyone entitled to act on my behalf, waive and release First Mile, LLC, its officers, directors, agents, volunteers and employees, all states, cities, countries or other governmental bodies or locations in which events or segments of events are held, and the Town of Andover, all sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I grant permission to all the foregoing to use any photographs, motion pictures, recordings, or any other record of this event for any legitimate purpose.

Signature: _____ Date: _____
(Parent or guardian if under 18)

Race #

ATTACHMENT

7/29/2014

Andover Board Of Selectmen
17 School Road
Andover, CT 06232

Dear Andover Board of Selectmen,

As chairman of our local town committee, I'm always looking for ways for our committee to help our community. As part of this initiative, we are currently planning a 5k running race in 2015 in conjunction with the Food pantry's pig roast fundraiser. The proceeds would be used to benefit both the food pantry and our local town committee.

It has come the committee's attention that another race was held last year and will be held again this year on August 9th. They are also advertising their event as benefitting the food pantry. However to date, no monies have been given from previous races held and no monies have been promised this year.

Adding to our concern is the use of our town roads for this event. The 10k distance will travel along the rail trail and across Shoddy Mill, Wales, and Burnap Brook Roads on Saturday, August 9th at 9am. This is when many of these roads are used by residents traveling back and forth to the transfer station as well as the normal traffic volume. With no traffic controls in place and the runners traveling fast across these roads with no warnings to drivers, the potential for an accident with a car and one of these runners will be exceptionally high.

Our town committee is concerned that an injury and/or lack of monies being donated will negatively impact our future event. While our main focus is to help candidates during elections, we feel a sense to help our fellow citizens and protect our taxpayers .

Our goal in 2015 is to promote a high quality and safe fundraiser while making a sizeable donation to the food pantry. We ask that the promoter of these races, The First Mile Race Services LLC be held to the same standard. There should be written assurances to the town that monies raised will actually be donated and the safety of racers crossing our town roads will not be compromised.

Sincerely,

Ted Sakelarakis
Chairman
Andover Republican Town Committee

794

TOWN OF ANDOVER, CONNECTICUT

BUILDING PERMIT

ATTACHMENT

№ 0721

Date 11/12/97

, Approved: .....

ding Zone ..... Net floor area ..... sq. ft.

perty Line: Street Lot Line ..... ft. Rear Lot Line ..... ft. Lot No. .....

rances: Right Side Lot Line ..... ft. Left Side Lot Line ..... ft.

Town of Andover ..... is authorized to proceed with the:

nstruction ..... of the 20' Gazebo .....

.....

ich is (is to be) located at: School Road ....., Andover, CT

ner of Record on this date is: Town of Andover .....

ccordance with plans and specifications for the structure which have been filed with the Building Department hereof.

mated Costs:

tructural	$ 9,457
lumbing	.....
lectrical	.....
eat/Air Conditioning	.....
Total:	$ .....

Fees:

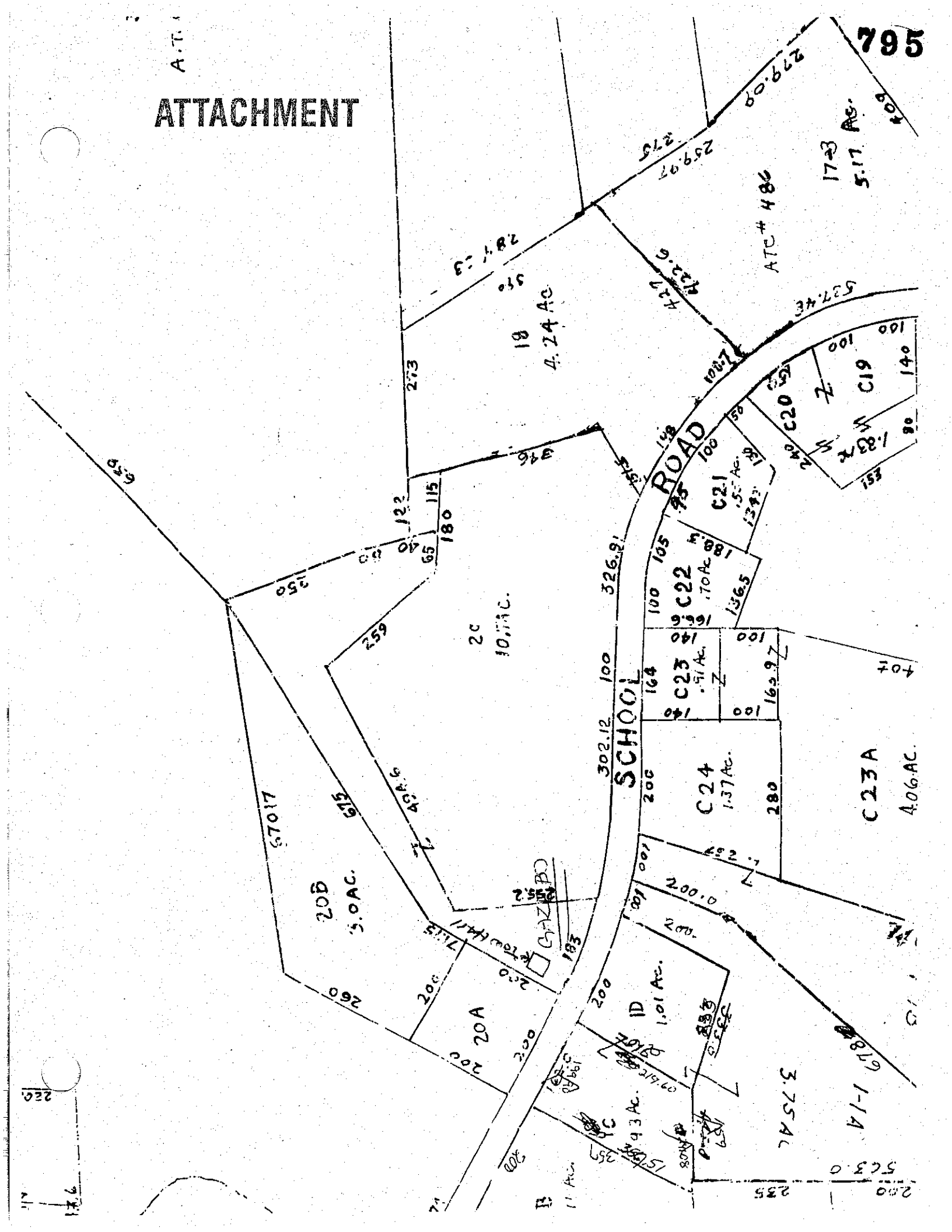
Zoning Permit	$ .....
Structural Fee	n/a
Plumbing Permit	.....
Electrical Permit	.....
Heat/Air Conditioning Permit	.....
Total	$ .....

Building Official

11-12-97

COPY

ATTACHMENT


SCHOOL ROAD
C19
C20
C21
C22
C23
C24
C23A
20A
20B
1D
1-1A
ATC# 486
4.24 Ac
10.7 AC.
1.37 Ac.
4.06 AC.
3.75 AC
1.01 Ac.
5.17 Ac.
326.91
302.12
279.09
259.97

Andover Board of Selectmen

Special Meeting – August 8, 2014 9:00am

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

Agenda

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

2. **Public Speak:**

3. **Hop River 5K:** Saturday August 9, 2014 benefits the Andover Food Pantry. Sponsored by the First Mile and 169 Society race series..

4. **Adjourn:**

RECEIVED FOR RECORD
8-7-2014 @ 8:50 am
Carol A. Lee
TOWN CLERK

ANDOVER Board of Selectmen

Special Meeting

Friday August 8, 2014 9:00am Community Room

Minutes

AGENDA # 1: CALL TO ORDER / PLEDGE OF ALLEGIANCE: Vice First Selectman Jay K. Linddy called the meeting to order at 9:02am with the Pledge of Allegiance

Board Members present: Jay K. Linddy , Vice First Selectman, Elaine Buchardt, Julia Haverl and Cathy Desrosiers.

Other Attendees: NONE

AGENDA # 2 Public Speak: None

AGENDA # 3 Hop River 5K & 10K: A motion was made by Julia Haverl to approve and move forward with the 5K & 10K RACE scheduled on Saturday August 9, 2014 at 9:00 a.m. The proper signage and volunteers have been confirmed and scheduled to insure public safety measures at the following road crossings, Burnap Brook Road, Shoddy Mill Road, and Wales Road. Moved by Julia Haverl, seconded by Elaine Burchart.

Vote: 4 - 0 – 0 Motion Passed

The Board request this be back on the September 3, meeting. Up date on the race, donation to the food panty and look into a permit process.

Next Board of Selectmen meeting: September 3, 2014

AGENDA # 6: Adjournment

Julia Haverl made a motion to adjourn at 9:47am Elaine Buchardt seconded the motion.

Vote: 4 - 0 – 0 Motion Passed

Respectfully submitted
Jay K. Linddy

RECEIVED FOR RECORD
8-25-2014 @ 8:15 am
Carol Nolan
TOWN CLERK

Andover Board of Selectmen

Regular Meeting September 3, 2014 7:00pm

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

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:**
   a. **Regular meeting:** August 6, 2014
   b. **Special meeting:** August 8, 2014
5. **Treasurer's monthly reports:**
   a. **Monthly Fun Balance report: 7/31/14**
   b. **Year to end Financial report: 2013-2014**
   c. **Monthly Financial report 7/31/14**
6. **Tax Refunds:** Brittany Swokla $ 112.44, Kevin Robert Kanaittis $181.80, Tanya C. Pereira $ 62.00, Thomas McBriarty $ 50.59, Thomas McBriarty $ 81.72, Sherry Michaud $ 25.06, Nancy Desrosiers $ 11.25, Faudala B. Weymon $ 24.64 Kathleen M. O'Connor $ 17.05, David Sworka $ 32.28, David Sworka $ 35.88.
7. **Tax Collector's monthly report:**
   A. **Grand RateBook Balance Sheet Report:**
8. **Emergency Shelter generator grant:** Report on the progress of the grant.
9. **Resignation:** Catherine Palazzi resigning from the Senior Transportation Committee and Commission on Aging. Effective Spetember 1, 2014.
10. **Andover Food Pantry:** Pig roast fund raiser September 20, 2014, Veterans Memorial Fields Long Hill Road.
11. **Policy & Procedures for Annual Budget.**
12. **Hop River 5K & 10K road race:**
13. **Veterans Day Ceremony:** November 11
14. **Andover Recreation Commission up coming events:** Halloween Fun Night Saturday October 25, Veterans Day Ceremony November 11, Holiday Craft Fair December 6 and Holiday Sign A Long December 21.
15. **Liaison reports:**
16. **Public Speak**
17. **Next Board of Selectmen meeting:** October 1, 2014.
18. **Adjourn:**

RECEIVED FOR RECORD
8-27-2014 @ 11:55 am
Carol M Lee
TOWN CLERK

Andover Board of Selectmen
Wednesday, September 3, 2014 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,
Elaine Buchardt Buchardt
Cathy Desrosiers

BOS Members: Absent
Julia Haverl

Other Attendees:

Catherine Palazzi
Mike Palazzi
Jeff Murray
Dianne Grenier
Curtis W. Dowling
Dennis Foran

Agenda Item 2: Public Speak
Catherine Palazzi read a letter to the Board of Selectman and stated she would like a copy of here letter read into the minutes. Jay Linddy commented that the board could not receive the letter, as it is not on the agenda.

Agenda Item 3: Add on or Delete Agenda items:

Jay Linddy made a motion to add **Agenda Item 8B**: Correspondence Request from the Andover Planning and Zoning commission regarding the Proposed handover of land by the DOT, that was confiscated by right of eminent domain for the RT 6 expressway many years ago.
Elaine Buchardt seconded the motion
Vote: **Passed** Unanimous

Jay Linddy made a motion to add **Agenda Item 8C:** Correspondence from The Andover Republican Voters Registrar
Cathy Desrosiers seconded the motion
Vote: **Passed** Unanimous

Agenda Item 4: Approval of Board of Selectmen minutes:

Regular Meeting: August 6, 2014

Cathy Desrosiers made a motion to accept the minutes for Aug 6th Regular Selectman's meeting.
Elaine Buchardt seconded
Vote: **Passed** Unanimous

Elaine Buchardt made a motion to accept the minutes the special meeting Friday, Aug 8th, 2014.
Cathy Desrosiers second.
Vote: **Passed** Unanimous

Agenda Item 5: Treasurer's monthly reports:

Jay Linddy noted there were three reports to review.
Cathy Desrosiers had a question about non-reoccurring fund balance. She asked what it was for. Bob Burbank stated he was not 100% sure and will report back to the board.

Monthly Fund Balance report: 7/31/14
Year to End Financial report: 2013-2014
Monthly Financial Report: 7/31/14

Cathy Desrosiers made a motion to accept the treasures monthly reports
Elaine Buchardt seconded the motion.
Vote: **Passed** Unanimous

Agenda Item 6: Tax Refunds:

Brittany Swokla	$112.44
Kevin Robert Kanaittis	$181.80
Tanya C. Pereira	$62.00
Thomas McBriarty	$50.59
Thomas McBriarty	$81.72
Sherry Michaud	$25.06
Nancy Desrosiers	$11.25
Faudala B. Weymon	$24.64
Kathleen M. O'Connor	$17.05
David Sworka	$32.28
David Sworka	$35.88

Jay Linddy made a motion to accept the tax refunds as recommended by the tax collector.
For a grand total of $634.71
Elaine Buchardt seconded
Vote: **Passed** Unanimous

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

Jay Linddy made a motion to accept the Grand Rate Book Balance Report as recommended by the tax collector.
Cathy Desrosiers seconded
Vote: **Passed** Unanimous

Agenda Item 8: Emergency Shelter generator grant: Report on the progress of the grant.

Cathy Desrosiers reported that the library board was still looking for the $4000 needed for the matching grant. No progress to date in locating a source of for that money. **Cathy Desrosiers** wants to propose if there is any money in the budget in the non-reoccurring fund, could it be put towards the generator. She stated this generator is not just for the Church, but would run the food pantry and the town emergency shelter. Jay Linddy suggested we contact Steve Cassano to see if this grant is still viable. **Cathy Desrosiers** will contact Steve Cassano and speak with him.

Bob Burbank stated he would be ok with the town contribution to the generator, but felt ultimately it should go before the voters for approval.

Agenda idem 8b: Correspondence: ATTACHMENT #1

Request from the Andover Planning and Zoning commission regarding the Proposed handover of land by the DOT, that was confiscated by right of eminent domain for the RT 6 expressway.

This is for informational purposes. **Bob Burbank** commented that he and **Elaine Buchardt** went to a DOT meeting in early June and he has been working on this since then. This is property that was acquired about 25 years ago for the construction of 384.
DOT has decided it does not have plans for this property in the immediate or long range and is proposing they deed the property back to town to be used for conservation and passive recreation purposes only. It is a swatch of land that goes from Bolton through Andover that was acquired by Eminent Domain.

Bob Burbank noted there are a lot of details to be worked out and he is working with the leaders of the other towns. Many questions still abound about the ultimate use of the property. There are some instances where the town might want to allow the prior owners to acquire the property but there still remain many unanswered questions. Suggested the Board read the correspondence and discuss it at the next meeting.

Agenda item 8c: Letter from Republican Registrar of Voters: ATTCHMENT # 2

In response to the letter received by Cathy Palazzi, Bob **Burbank** stated that the Board of Selectman did not instruct the Democratic Register of voters to copy anyone. **Jay Linddy** reported some of the members of the Board of Selectman have received a letter from the Democratic Register of voters asking about use of the school laptops for the Register of Voters. **Jay Linddy** reported that there are laptops at the school that can be used only by students. **Jay Linddy** said they would have to pay back the grant if the laptops were used by other than students.
Elaine Buchardt said that she does not know why the board would be included in all the correspondence from the Democratic Registrar of Voters. **Bob Burbank** said the Board does not have the authority to direct the Democratic Registrar of Voters what to do. They have the right to copy anyone they want.

Agenda Item 9: Resignation:

Catherine Palazzi resigning from the Senior Transportation Committee and Commission on Aging Effective September 1, 2014.

Jay Linddy made a motioned to reluctantly accept the resignation as she has done such a great job and her leaving will be a loss to the town.
Cathy Desrosiers seconded.
Bob Burbank commented on the great job she has done for the seniors in this town and she will be missed.
Vote: **Passed** Unanimous

Agenda Item 10: Andover Food Pantry:

Bob Burbank reported that the Pig roast fundraiser is September 20, 2014 at Veterans Memorial Field/Ball field and auction will have an antique car show as well. Food pantry really needs help. The food pantry is now serving 140 families. It is run by a lot of volunteers and is a big asset to the residents of Andover.
Jay Linddy noted there would be a couple of bands and a car show and entertainment all day long.

Agenda Item 11: Policy and Procedures for Annual Budget

Bob Burbank said the board of finance cancelled their recent meeting and has not had a chance to review it yet.
Cathy Desrosiers talked about the account policy and procedures manual

Agenda Item 12: Hop River 5K:

The road race was held as scheduled and they a donation was made to the Food Pantry.

There was an issue with parking road crossing and the people on Center Street being able to get out of their driveways. **Elaine Buchardt** said that the striping on the streets should be the responsibility of the towns. **Bob Burbank** said when the town lines the roads in Andover; they will try to do the markings at the rail trail crossroads. Jay Linddy suggested we talk to the DEEP about the signs for the trail.

There was a discussion about a permit for future town events. **Cathy Desrosiers** had an example of a form that is required for any event in town where everyone signs off on the form. If we institute a permit it will apply to all events in town. The board will look at all the examples next meeting.
Bob Burbank said he is also checking into the insurance for the CERT folks who helped with the street control. They are also looking into what organization would be willing to assist in the traffic control.

Agenda Item 13: Veterans Day Ceremony: November 11, 2014
This is still in the planning mode. Will have a report next BOS meeting.

Agenda Item 14: Andover Recreation Committee upcoming events:

Halloween Fun Night Saturday October 25th
Veterans Day Ceremony November 11th
Holiday Craft Fair December 6th
Holiday Sing A Long December 21st.

Agenda Item 15: Liaison reports:

Elaine Buchardt said Farmers market going great. Better each week. Only two Friday's left for the market.
Bob Burbank noted the senior luncheon will resume on Friday and then they will go to the fair on senior day.

Cathy Desrosiers said the Library had a fundraiser at Subway. New sign is up.

Agenda Item 16: Public speak:

Dennis Foran spoke about the Policy and Procedure manual recommended by the auditor and in relationship to the level of involvement of the Board of Finance and the Board of Selectman.

Jeff Murray commented about road race and the insurance of the crossing guards. Suggested as the town crafts a permit, it should be for non-town sponsored events. Should be for profit entities that are coming into our town not for functions in town like the boy scouts or fire department etc.

Cathy Palazzi said she would like to invite the BOS to the Farmers market on the 12th for the last market. Also stated many new vendors will be at the market this week.

Agenda Item 17: Next Board of Selectmen meeting: Wednesday October 1, 2014

Agenda Item 20: Adjourn at

Cathy Desrosiers made a motion to adjourn at 8:22

Elaine Buchardt seconded

Vote: Motion 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
09-10-14 @ 11:16 AM
Margaret H. Busch
Asst. TOWN CLERK

ATTACHMENT

ATTACHMENT #1

Sept 2, 2014

Memorandum to: Andover Board of Selectmen
From : Andover Planning and Zoning Commission

RE: Proposed handover of land by the DOT, that was confiscated by right of eminent domain for the RT 6 expressway.

Selectmen,
At the August 18, 2014 meeting of the Planning and Zoning Commission, we discussed a document forwarded to the PZC by selectwoman Elaine Buchardt. We discussed a range of options related to the request by the DOT for comments. We are hereby submitting recommendations for Andover's response to the DOT request.

Our recommendations are as follows:

First, the PZC believes that in the interest of fairness any original landowners should be allowed the right to purchase back the properties that were originally taken by right of eminent domain. The state confiscated the land for a specific purpose and since that cannot be realized, the right thing to do is allow them to buy it back, at fair market value. Recent articles in the Hartford Courant indicates several Andover families are still trying to do just that.

Second the PZC would like the remaining land to revert to the town as open space with option 3, but with some modifications outlined below. This gives the town maximum flexibility in the use of the space. Because the land in question has a variety of terrain and features, it was felt that different areas should be looked at individually for their best uses. These uses may include hiking and biking trails, community gardens forest corridors, etc.

"Option 3 (Allows most forms of recreation as well as agriculture and forestry): These lands shall be permanently retained for open space uses, to include preserving the lands in their natural state or using the lands for agriculture, managed forest, or public recreation. Recreational uses may include trails, parking, access drives, play fields, playscapes, pavilions, camp sites, restrooms, community facilities, dog parks, golf courses, and structured programming. Agricultural and forestry activities shall include animal husbandry, floricultural, and horticultural activities, the production of plant and animal products for domestic or commercial purposes, the growing, stocking, cutting and sale of trees of any size capable of producing timber or other forest products and the processing and sale of products produced on the lands. Open space uses shall be free from intensive development for residential, commercial, industrial, institutional or extractive use."

Proposed Modification #1 No operation of vehicles, snowmobiles, dune buggies, motorcycles, mini-bikes, go-cars, all-terrain vehicles, or any other type of motorized

ATTACHMENT

vehicle shall be permitted on the lands except as required by the town for the performance of conservation activities.

Proposed Modification #2 The use of motorized devices for handicapped access is expressly permitted.

Sincerely,

Eric Anderson Chairman Andover Planning and Zoning Commission

Susan England Vice Chairman Andover Planning and Zoning Commission

Leigh Ann Hutchinson Andover Planning and Zoning Commission Member

Patrick Dougherty Andover Planning and Zoning Commission Member

Michael Palazzi Andover Planning and Zoning Commission Member

ATTACHMENT

ATTACHMENT # 2

September 1, 2014

Board of Selectmen

17 School Road

Andover, CT 06232

RE: Emails

Dear Board of Selectmen:

I have represented Andover as their Republican Registrar of Voters for many years and prior to that time I served as the Deputy Registrar of Voters.

During those many years whenever the Democrat Registrar of Voters and I communicated we always sent emails, or phoned each other, or even sometimes left messages on each other's desks. We also never copied anyone outside of our office (i.e. the BOS, SOTS, etc). It concerns me that the emails I now receive from the current Democrat Registrar of Voters copies many people outside the reach of the Registrar's office. Sometimes these emails go to Hartford to various people who work in the Elections Department (SOTS). Did the BOS give the Democrat ROV instructions to always copy these people and themselves on emails sent to me and if so; why? If that is to be the new procedure, could I please have a copy of the memo to inform the ROV office exactly who we should be copying on the ROV inter-office emails?

I would appreciate clarification on this matter.

Thank you!

Sincerely,

Catherine Palazzi

Catherine Palazzi

Andover Republican Registrar of Voters

808

Andover Board of Selectmen

Regular Meeting October 1, 2014 7:00pm

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

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:**
   a. **Regular meeting:** September 3, 2014
5. **Treasurer's monthly reports:**
   a. **Monthly Fun Balance report: 8/31/14**
   b. **Monthly Financial report 8/24/14**
6. **Tax Refunds:** Roman or Maria Bocznewyez $40.34, Alicia Lee $ 99.53, Brian or Grace Wells $ 54.96, Brian or Grace Wells $ 99.70, Richard Carpenter $ 101.07, Honda Lease Trust $ 125.27, John Bolton $ 539.40, Michael & Jeanne Gagnon $ 89.40, Scott Surdam $ 13.15, Delton Emma Dunnack $ 236.68, and James T. Atkinson $ 22.36.
7. **Tax Collector's monthly report:** Grand Rate book Balance Sheet Report
8. **Emergency Shelter generator grant:** Report on the progress of the grant.
9. **2015 Board of Selectmen Meeting:** State Statue 1-225-b to file each year, by January 31, the schedule of regular meeting for the ensuing year with the Town Clerk.
10. **Local Capital Improvement Fund Program (LoCIP):** Sr. Center heating system and up grade bathrooms.
11. **Policy & Procedures for Annual Budget.** Board of Finance recommendations.
12. **Permit for events on town building or property:**
13. **Veterans Day Ceremony:** November 11
14. **2013-2014 Budget Transfers:** Board of Selectmen Transfers.
15. **2013-2014 Budget Transfers:** Board of Selectmen recommendations to the Board of finance.
16. **Farmers Market:** Appoint Adam Yates as a member to the Andover Farmers Market.
17. **Andover Recreation Commission up coming events:** Halloween Fun Night Saturday October 25, Veterans Day Ceremony November 11, Holiday Craft Fair December 6 and Holiday Sign A Long December 21.
18. **Liaison reports:**
19. **Public Speak**
20. **Next Board of Selectmen meeting:** November 5, 2014.
21. **Adjourn:**

RECEIVED FOR RECORD
09-29-14 @ 8:18 Am
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Wednesday, October 1, 2014 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
Julia Haverl

BOS Members: Absent
Elaine Buchardt

Other Attendees:
See Attachment #1

Agenda Item 2: Public Speak
Dennis Foran spoke Regarding Item 11 on the agenda and asked to read his email into the record.
See attachment # 2

Agenda Item 3: Add on or Delete Agenda items:

Jay Linddy motioned to add the following Agenda Items:
6a: Refund corrections
7a: Resolution for Authorization
7b: 490 Workshop
7c: Dot Land update
12: Permit
8a: Winter Market

Julia Haverl seconded the Motion
Vote: Motion Passed / Unanimous

Agenda Item 4: Approval of Board of Selectmen minutes: Regular Meeting: September 3, 2014
Cathy Desrosiers made a motion to accept the minutes for the Sept. 3rd **2014** Regular Selectman's meeting.
Jay Linddy seconded
Vote: **Passed Yes=3, Abstained=1** Julia Haverl

Agenda Item 5: Treasurer's monthly reports:

a. Monthly Fund Balance report: 8/31/14

b. Monthly Financial Report: 8/24/14

Julia Haverl made a motion to accept the treasures monthly reports
Cathy Desrosiers seconded the motion.
Vote: Motion Passed / Unanimous

Agenda Item 6: Tax Refunds:

Jay Linddy noted the tax refunds listed on the Agenda have been revised with several additions and one deletion.

Item 6a: Corrected list of Tax refunds

Bocznewyez Roman or Maria	$40.34
Lee Alicia	$99.53
Wells Brian or Grace	$54.96
Wells Brian or Grace	$99.70
Carpenter Richard	$101.07
Honda Lease Trust	$125.27
Bolton John	$539.40
Gagnon Michael & Jeanne	$89.40
Surdam Scott	$13.15
Atkinson James T.	$22.36
ARI Fleet LT	$189.45
DeCarlo S. and Antonio	$346.74
Mike Albert LTD	$194.58
Soucy Gilbert A SR or Joaneen	$33.24
Soucy Gilbert A SR or Joaneen	$43.99
Soucy Gilbert A SR or Joaneen	$92.01
Murphy William	$33.87
Grand Total	$2119.06

Jay Linddy made a motion to accept the tax refunds as recommended by the tax collector.
For a grand total of **$2119.06**
Cathy Desrosiers seconded
Vote: **Passed** Unanimous

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

Julia Haverl made a motion to accept the Grand Rate Book Balance Report as recommended by the tax collector.
Cathy Desrosiers seconded the motion
Vote: Motion Passed / Unanimous

Agenda Item 7a: Resolution for "Master Municipal Agreement for Construction Projects"

Bob Burbank explained that the DOT is requiring this agreement be on file for any and all Construction projects that would involve the State.

Jay Linddy made a motion: Resolved: That the Board of Selectmen as the legislative body of the Town of Andover hereby authorizes the Honorable Robert F. Burbank, First Selectman, to sign the Agreement entitled "Master Municipal Agreement for Constructions Projects"
Julia Haverl Seconded
Vote: Motion Passed / Unanimous Attachment # 5

Agenda Item 7b: Workshop 490 to be held in Andover October 7th

Jay Linddy provided a flyer regarding an informational workshop and encouraged anyone interested in Farmland, forestland and open space to attend and learn more about public Act 490.

Agenda Item 7c: DOT Land update

Bob Burbank stated that DOT is abandoning the land that was acquired for the 384 Corridor. The state has not finalized the language or restrictions on this land that will be turned over to the towns. He noted that he would be attending another meeting with DOT and will soon have more details about the transfer.

Agenda Item 8: Emergency Shelter generator grant: Report on the progress of the grant.

Cathy Desrosiers said she checked with Steve Cassano's office regarding the viability of this grant and has not heard back. She will follow up again to see if this grant money is still available. There was some discussion about the matching funds and if those could actually come to the town as the food pantry is provided as a service to the town.

Agenda Item 8a: A Winter Market

A winter market is proposed for January and February every other Saturday for January and February from 9 to 12 at the Senior Center. The Farmers Market committee is seeking permission to use the senior center for this purpose.

Julia Haverl motioned to approve the Farmers Market committee move forward with a winter market to be held at the Senior Center/Old Firehouse.
Cathy Desrosiers seconded
Vote: Motion Passed / Unanimous

Agenda Item 9: 2015 Board of Selectmen Meeting:

State Statue 1-225-b requires the Board of Selectman to file, by January 31, the schedule of regular meeting for the ensuing year with the Town Clerk.
The Board of Selectman selected the following dates to be filed with the state.

January 7, 2015
February 4, 2015
March 4, 2015
April 1, 2015
May 6, 2015
June 3, 2015
July 1, 2015
August 5, 2015
September 2, 2015
October 7, 2015
November 4, 2015
December 2, 2015

Cathy Desrosiers made a motion to approve dates as scheduled
Julia Haverl seconded.
Vote: Motion Passed / Unanimous

Agenda Item 10: Local Capital Improvement Fund Program (LoCIP):

Bob Burbank explained that the Senior Center heating system replacement, which was previously approved by the BOS and other issues of code compliance could be funded by LoCIP funds. In addition to the heating system, the bathrooms need to be brought up to code for handicap accessibility as well as some electrical issues that are not up to code.
Jay Linddy motioned to request $15,000 from LoCIP program for the senior center to be used for Code compliance and handicap access.
Cathy Desrosiers seconded
Vote: Motion Passed / Unanimous

Agenda Item 11: Policy and Procedures for Annual Budget: Board of Finance Recommendation.

The Board of Finance approved the Policy and Procedures for the annual budget. Bob Burbank noted that this is not a legal document. The Charter is the legal document for the Town of Andover. This is a procedure guideline that will help anyone who takes over the job on the Board of Finance to know what has to be done to come up with the annual budget.

Cathy Desrosiers motioned to accept this document as a draft to be included with the Town Policy and Procedures manual and voted on at a future meeting.
Julia Haverl seconded

Discussion: **Julia Haverl** asked about the issues raised in public speak. **Jay Linddy** noted that we should listen to the Board of Finance, as the vote was 4 to 1 to approve it. **Bob Burbank** stated that he would respect and accept the BOF decision. **Cathy Desrosiers** stated when she was on the BOF she realized there needed to be Policy and procedures for every department.
Bob Burbank said the Policy and Procedure Manual for the Budget is a simple document that gives BOF direction.
Vote: **Passed** Unanimous

Agenda Item 12: Permit for Events on Town property or buildings.

Bob Burbank presented a draft of a Permit that he created for the use of town property. He asked the board to review and come back with comments and suggestions at the next BOS meeting.

Agenda Item 13: Veterans Day Ceremony: November 11, 2014

A reminder that the Veterans Day Ceremony is scheduled and being run by Kim Hawes and Bob Burbank.

Agenda Item 14: 2013-2014 Budget Transfers:

Jay Linddy made a motion to approve the Board of Selectman Transfers as listed.
Attachment #3
Julia Haverl seconded
Vote: Motion Passed / Unanimous

Agenda Item 15: Budget Transfers: Board of Selectman recommendation to the Board of Finance

Bob Burbank noted that these were interdepartmental transfers and once approved by the Board of Selectman would go to the Board of Finance for their approval.
Jay Linddy made a motion to approve the Board of Selectman Transfers as listed.
Attachment #4
Julia Haverl seconded
Vote: Motion Passed / Unanimous

Agenda Item 16: Farmers Market: Appoint Adam Yates as a member to the Andover Farmers Market.

Jay Linddy moved to approve the addition of Adam Yates to the Farmers Market Committee
Julia Haverl seconded
Vote: Motion Passed / Unanimous

Agenda Item 17: Recreation Commission upcoming events:

Halloween Fun Night Saturday October 25th.
Veterans Day Ceremony November 11th
Holiday Craft Fair December 6th

Holiday Sing A Long December 21st

Agenda Item 18: Liaison reports:

Jay Linddy said he spoke with Pam Sawyer and she will meet with him when things wind down for her and talk about how the Town could say thank you for her service.

Agenda Item 18: Public Speak

Jean Person: would like a street light replaced on her street.

Georgette Conrad.
Stated she would like to address the email from Dennis Foran read during Public Speak. Georgette said that Dennis objected to the use of the word approved but when she looked back at prior meetings, all the minutes show the word approved or accepted used interchangeably and even Dennis used the word approve in many motions in the past. She went on to explain how the BOF created the document to follow the charter and that it is not in conflict with the Charter, but follows the requirements to the Charter.

Dennis Foran:
Stated that any policy document has to be in sync with the charter. He felt that this document is a legal document. He asked if it was a stand-alone document and if it was in effect or not based on the acceptance of the document by the Board of Selectman as a draft.

Cathy Palazzi
Cathy thanked the BOS for the approval to do the winter market. She felt it would be a big success. She reminded everyone that Voting would take place on Nov4th. She stated that the seniors were planning a thank you event for Pam Sawyer on October 17th.

Julia Haverl
Julia asked what was going on with Long Hill road. She asked if Cone Rd had been paved.

Agenda Item 17: Next Board of Selectmen meeting: Wednesday November 5, 2014

Agenda Item 20: Adjourn at
Cathy Desrosiers made a motion to adjourn at **8:53**
Julia Haverl seconded
Vote: Motion 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
10-06-14 @ 12:51 PM
Margaret H. Busch
Asst. TOWN CLERK

SIGN IN SHEET

NAME:	TOWN:
Georgette M Conrad	Andover
Jeanne Perron	Andover
Dianne Grenier	Andover
Catherine Palazzi	Andover
Dennis Foran	Andover
Art Dow	Andover
Marie Bulbank	Andover
Jack Cochrane	Andover
DAVID GOSTAGIAN	ANDOVER

ATTACHMENT #1

ATTACHMENT # 2

Subject: Andover Board of Selectmen Oct. 1, 2014 Meeting - agenda item 11

From: Dennis Foran (dmf0443@snet.net)

To: andoverselectman1@comcast.net; ebuchardt@snet.net; Cathleendesrosiers@Yahoo.com; juliahaverl@gmail.com; andoverbuilding@comcast.net;

Cc: gconrad0519@aol.com; tpsakis681@yahoo.com; houle@alum.mit.edu; JeffMurray15@comcast.net; linda.fish@comcast.net; dgostanian@gmail.com;

Date: Wednesday, October 1, 2014 2:00 PM

Dear Andover Selectmen,

At the September 24th Andover Board of Finance ("BOF") meeting, I strongly opposed and voted against approval by the BOF of the current "Policy & Procedures, Town of Andover-Annual Budget" document which appears on the October 1, 2014 Andover Board of Selectmen ("BOS") meeting agenda (Item 11. Policy & Procedures for Annual Budget. Board of Finance recommendations.) As a citizen and dissenting member of the BOF in this matter I continue to oppose adoption by the BOS of this current document and its inclusion as Town policy for a number of reasons on which I intend to speak at the BOS meeting. The most legally salient of these are the following:

Section 6 (pg. 2) of the BOF's Policy & Procedures, Town of Andover - Annual Budget document states that the Board of Finance will approve/disapprove all budget requests through motions. In Roberts Rules of Order (11th ed.) "approve" as a verb means "to ratify" which as a motion for action by an assembly, especially by an officially empowered one, can create legal validity but only if the assembly has legal authority to do so to begin with. Blacks Law also defines "approve" as a verb meaning to "ratify" and also to "sanction officially" which may be a preferred definition for a government agency, which is what the Andover Board of Finance is according to CT Statutes. Neither the Andover Charter nor CT state statutes currently grant the Board of Finance any legal authority to make motions or take actions to "approve" budgets or expenditure requests or any portions of these during its budget making process, and regardless of its past practices or actions taken in this regard, adopting as a policy directive for BOF standard procedures to be included as an official policy of the Town, would appear to be illegal. Such motions and actions by an official board would also appear to be wrongful and improper under current Roberts Rules.

Section 12 (pg. 3) of the Policy & Procedures, Town of Andover - Annual Budget document states that the BOF chairman prepares a proposed budget message for the annual BOF public hearing held no later than the April BOF meeting which is the fourth Wednesday in April. The current Andover Charter is silent on the BOF's scheduling of its annual budget public hearings. The proposed Policy & Procedures, Town of Andover - Annual Budget by introducing this new more restrictive scheduling requirement appears to legally infringe on the time availability and flexibility allowed by the Town Charter for the scheduling and holding of these hearings.

Legally making or adopting these Andover policy changes called for in the BOF's Policy & Procedures, Town of Andover - Annual Budget document would therefore appear to at least require Charter amendments or revisions which would grant the Board of Finance the powers and authority to approve budgets and to adopt as policy more restrictive scheduling of its annual budget public hearings which it currently doesn't have. To my knowledge there also hasn't yet been any legal review of this document as approved by the BOF. If the BOS goes forward with the adoption of the Policy & Procedures, Town of Andover - Annual Budget document approved by the BOF at its Sept. 24, 2014 meeting the Town should therefore almost certainly expect resulting legal challenge and public opposition.

Dennis Foran, Andover

Attachment 1
(Sections 6 & 12 of P&P-TOA-Annual Budget manual

5. The Town of Andover Treasurer will print from the accounting system, the previous budget, a breakdown by account, which then is made into copies for each Board of Finance member. These documents become the worksheet during the budget process.

Note to chairperson: (Once completed and the budget is passed, return the budget recommendations, with all your notes, to the Town Treasurer. The Treasurer will use it to update the accounting system with the newly adopted budget amounts. Make a copy of it for yourself before giving it to the Treasurer.)

6. The Board of Finance will approve/disapprove all budget requests through motions, and will update "Proposed Budget" in the Excel spreadsheet. The Excel spreadsheet will keep a running account and provide the framework for the proposed budget during the Board of Finance Public Hearing. Copies of this "Proposed Budget by the BOF" will be handed out during the Board of Finance Public Hearing.

7. Once all budgets are compiled, the "Revenues" are updated in the system on the budget Excel spreadsheet. The Revenues are obtained from the State of Connecticut, the Building Dept. the Treasurer's files, the Tax Collector, etc…and estimates are based on the prior year Revenues.

Exhibit F1A, F1B & F2

Note: Some explanations on Exhibit F2 are what are currently being used but could change according to the desires of State Government.

8. All "grants" received by the Town of Andover, including LOCIP, are recorded in the budget Excel spreadsheet, at the bottom, for "offset" application and accounting purposes.

9. All "Tax Abatements" are updated in the proposed budget worksheets.

10. All "Offsets" are applied to the proposed budget worksheets.

11. The value of a mill, calculated by the Town of Andover Assessor, is applied to the proposed budget and thus generates the mill rate using the following formula:

a. Total budget expenditures
b. Less anticipated Revenue
c. Equals Net Operating Budget

d. Add in the Tax Abatements (Fireman's Tax Abatement/Senior Housing/etc.)
e. Less "Offset" applied, (Refund from schools/excess tax collection/grants/etc.)
f. Equals the total budget to be funded by taxation.

g. Apply dollar value of 1 mill
h. Anticipated Mill Rate is the number of mills required to fund the total budget.

12. The Board of Finance Chairman then prepares a "Proposed Budget Message" for the annual Board of Finance Public Hearing, held **no later than** the April Board of Finance meeting, which is the fourth Wednesday in April. The budget message is read to the public and the proposed budget is presented at this meeting. The Town Clerk must be notified of the Public Hearing **as soon as possible** for the purpose of submitting a Legal Notice in the local paper. The notice must be in at least 5 days before the meeting. (Our local paper is only published once per week so it may be necessary to submit the Notice as much as 10 days in advance.)

Exhibit G1 & G2 – Budget message samples
Exhibit G3 – Public Notice sample.

Note: The Board of Finance chairman will again read the Budget Message at the Town Meeting presented by the Board of Selectmen

The Board of Finance can consider recommendations of increases and/or decreases made by the public during this public hearing. The Board of Finance may elect to revisit the proposed budget with the recommendations made and prepare to present again at the Town Meeting, called by the Board of Selectmen.

13. At the Town Meeting, the proposed budget can only receive recommendation to *decrease* the budget. Once the budget is approved by motion, the budget is then sent to referendum.
If the voters reject sending the budget to referendum, the Board of Finance meets again to review and may or may not alter the budget, to be presented at another Town Meeting. The process is repeated until the budget is sent to referendum by the voters and passed at referendum.

14. Once the budget has been accepted by vote, the mill rate is set by the Board of Finance at their next meeting. If necessary, the Board of Finance may schedule a Special Meeting, posted 24 hours in advance and published on the web site, for the purpose of officially setting the mill rate.

Note: The time lines and procedures of the Board of Finance are directed by the Andover Charter and could change if the Town Charter changes.
The current Charter, Chapter VIII is included for guidance in this Policies and Procedures documentation.

Attachment 2 - Charter

Chapter VIII. FINANCE AND TAXATION

Section 801. Fiscal Year.

The fiscal year of the Town shall begin on July 1 and end on June 30 of the following calendar year.

Section 802. Duties on the Budget.

A. Agency and Department Heads. At least one-hundred twenty (120 days) Before the end of the fiscal year, the head of each department, office or agency of the Town, supported wholly or in part by Town funds, except the Regional Board Education, shall file with the Board of Finance a detailed estimate of expenditures to be made by that department, office or agency and the revenues, other than property taxes, to be collected thereby in the ensuing fiscal year. Such estimates shall be accompanied by statement setting forth the services, activities and work accomplished during the current year and planned for accomplishment for the ensuing fiscal year.

B. Duties of the Board of Finance. The Board of Finance shall review the budget estimates with the heads of all Town supported departments, offices, and agencies. Upon completion of the review and not later than sixty days (60) days prior to the end of the fiscal year, the Board of Finance shall hold a public hearing, as provided for in Section 802C of this Charter, on the proposed budget. In preparing the proposed budget, the Board of Finance may add to, delete from, or eliminate requests made by the various departments, offices, and agencies except that the Board may only comment and make recommendations on the budget requests of the local Board of Education. The Board of Finance shall include in the budget the estimated budget request of the Regional School District No. 8.

BOF does not approve

The proposed budget shall include:

1. A budget message describing the important features of the proposed Town budget indicating major changes from the current fiscal year's, expenditures and revenues, together with the reasons for such changes and containing a summary of the budget contents.

2. Revenues, presenting in parallel columns, the itemized revenues collected in the last completed fiscal year, the current year budget estimates, estimated revenues to be collected during the current fiscal year and estimated revenues to be collected in the ensuing fiscal year.

3. Expenditures, presenting in at least five (5) parallel columns, the actual itemized expenditures for each department, office, board, agency or commission supported wholly or in part by Town funds, including the local Board of Education and Regional School District No. 8., for the last completed fiscal year, the original current budget allocations, the estimated expenditures to be incurred during the current fiscal year, the request of each agency, office and department and recommendations of the amounts to be appropriated for the ensuing fiscal year. Nothing shall prohibit the inclusion of additional information as may be deemed necessary.

4. A recommendation for those capital projects to be undertaken during the ensuing fiscal year and the method of financing those projects.

5. The Board of Finance shall also include in the budget recommendation a program, with due regard to the municipal plan of development, of proposed capital projects for the five years following the next

ensuing fiscal year, together with an estimate of the cost and the method of financing such projects.

C. Additional Duties of the Board of Finance

The Board of Finance shall hold at least one (1) public hearing on the budget at which any taxpayer or elector may have the opportunity to be heard regarding the proposed budget. The Board of Finance may review the budget requests with the head of each department, board, agency and commission including the local Board of Education. Subsequent to such hearing and review, the Board of Finance shall prepare a final budget that incorporates any recommended changes to be presented to the Annual Town Budget Meeting, which shall be in the same format and contain the Same information as is provided for in Section 802B(3) above.

Section 803. The Annual Town Budget Meeting and Referendum.

A. The Annual Town Budget Meeting shall be held on one of the first ten business days of May. The proposed budget shall be the only substantive matter presented to this Annual Town Budget Meeting for adoption pursuant to the provisions of this section. It is the intent of this Charter that the provisions of the General Statutes governing town meetings as contained in Section 7-7 shall not apply to the adoption of this budget.

B. If a quorum, as defined in Section 302 of this Charter is present, then the meeting may proceed to adopt or reject the budget. Prior to taking a vote to adopt or reject the budget, the Town Meeting may make amendments to the proposed budget, provided, however, that the Town Meeting shall only have the power to reduce or modify, but not increase the budget or any portion thereof. The Town Meeting may not alter any specific items contained in the budget proposed by the local Board of Education. If the budget is rejected, the Board of Finance shall review the rejected budget and present the same or revised budget to a subsequent Town Meeting held on the same day of the next following week. If the budget is approved, it shall be put to a referendum on the second following Tuesday. Voting by absentee ballot at the referendum is allowed.

by the Town Meetin

C. If a quorum is not present, the meeting shall be recessed to the same day of the following week. If a quorum is not present at the second Town Meeting on the budget, the budget shall automatically be put to a referendum on the first Tuesday following the next Monday. If a majority of those voting at the referendum shall vote "yes", then the budget shall stand approved. If a majority of those voting at the referendum shall vote "no", then the proposed budget shall be returned to the Board of Finance which shall review the rejected budget and shall present the same or a revised budget to a Town Meeting to be held on the next succeeding Tuesday.

as done by the Town Meeting

D. If a quorum is present at the succeeding Town Meeting on the rejected budget, the Town Meeting may proceed. If a quorum is not present, the budget shall be put to a referendum on the Tuesday following the next Monday. This same adoption cycle shall be followed if the budget is rejected at Town Meeting or referendum until a budget is finally adopted.

by th budge referen

E. After the final adoption of the budget at referendum, and with consideration of external budgeting factors including state appropriation(s) and/or the Region Eight budget, the Board of Finance shall meet as soon as possible to set the mill rate for the upcoming fiscal year.

F. Notices indicating the date, location and agenda of the Annual Town

822

BOS Transfers ATTACHMENT #3 (4pages)

		Debit	Credit	Total
1-100-01-0101-330	Conf. Seminar-Selectman	($208.22)		
1-100-01-0101-580	Milage Selectman		$ 163.22	
1-100-01-0101-810	Due & Memberships-Selectman		$ 45.00	$0.00
1-100-01-0109-438	Equip. Maint Treasurer	($1,000.00)		
1-100-01-0109-609	Equipment-Treasurer	($29.40)		
1-100-01-0109-120	Wages/Treasurer Clerk		$ 1,029.40	$0.00
1-100-01-0111-330	Conf & Seminars-Tax Collector	($326.05)		
1-100-01-0111-438	Equip Maint- Tax Collector		$ 326.05	$0.00
1-100-01-0113-438	Software-Assessor	($574.41)		
1-100-01-0113-100	Salary Assessor		$ 258.14	
1-100-01-0113-120	Salary Assist Assessor		$ 316.27	$0.00
1-100-01-0117-330	Conf/ Seminars-Town Clerk	($217.90)		
1-100-01-0117-120	Asst Salary Town Clerk		$ 217.90	$0.00
1-100-01-0117-810	Dues/ Membership Town Clerk	($63.10)		
1-100-01-0117-580	Milage Town Clerk		$ 63.10	$0.00
1-100-01-0123-530	Telephone Old Town Hall	($23.06)		
1-100-01-0123-601	Electricity Old Town Hall		$ 23.06	$0.00
1-100-01-0125-335	Registrar Training	($40.02)		
1-100-01-0125-120	Asst. Salary- Registrars		$ 0.02	
1-100-01-0125-810	Dues/ Membership-Registrars		$ 40.00	$0.00
1-100-01-0129-444	Copier Rental Town Office	($780.82)		
1-100-01-0129-315	Payroll Service- Town Office		$ 80.38	
1-100-01-0129-493	TN 911		$ 135.52	
1-100-01-0129-550	Printing Town Office		$ 501.48	
1-100-01-0129-652	Janitorial Supplies-Town Office		$ 63.44	$0.00
1-100-01-0129-531	Postage Town Office	($3,042.77)		
1-100-01-0129-365	Elevator Service Contract		$ 20.48	
1-100-01-0129-401	Elavator Permit		$ 180.00	
1-100-01-0129-430	ProComm maint Agr Town Office		$ 290.00	
1-100-01-0129-432	Building Maintt Town Office Bld		$ 2,552.29	$0.00

ATTACHMENT

1-100-01-0129-610	Office Supplies-Town Office Bld	($1,155.36)		
1-100-01-0129-611	Office Furniture	($3.13)		
1-100-01-0129-603	Fuel Oil Town Office Building		$ 1,158.49	$0.00

1-100-01-0131-360	Website	($151.76)		
1-100-01-0131-100	Admin Asst. Salary		$ 151.76	$0.00

1-100-01-0141-210	Unemployment Comp	($5,714.31)		
1-100-01-0141-205	Social Security-Employee Benefits		$ 993.86	
1-100-01-0141-207	Medicare Employee Benefits		$ 232.41	
1-100-01-0141-230	Retirement Employee Benefits		$ 4,367.04	
1-100-01-0141-295	Admin Fee Merf Employee Benefits		$ 121.00	$0.00

1-100-01-0149-432	Building Maintance Old Fire House	($540.76)		reduced 908.20
1-100-01-0149-490	Alarm Maint. Old Fire House		$ 262.50	
1-100-01-0149-601	Electricity Old Fire House		$ 278.26	$0.00

1-100-03-0301-603	Gasoline Public Works	**($1,203.54)**		
1-100-03-0301-448	Misc Labor/Rental Town Garage	**($400.00)**		
1-100-03-0301-734	Tools Public Works	**($492.20)**		
1-100-03-0301-100	Salary Public Works		$ 2,095.74	$0.00

1-100-03-0301-390	Tree Removal Public Works	**($89.81)**		
1-100-03-0301-730	Radios Public Works	**($1,341.55)**		
1-100-03-0301-535	Mobile Phone Public Works	**($58.04)**		
1-100-03-0301-431	Tires Maint Public Works	**($342.12)**		
1-100-03-0301-391	Fire Ext Ck Public Works	**($265.40)**		
1-100-03-0301-654	Uniforms and Shoes Town Garage		$ 235.87	
1-100-03-0301-640	Sweeper Supplies Public Works		$ 210.81	
1-100-03-0301-638	Shop Supplies Public Works		$ 1,650.24	
				$0.00

1-100-03-0301-637	Fuel Add Public Works	**($260.65)**		
1-100-03-0301-633	Trans Oil Public Works		$ 260.65	$0.00

1-100-03-0301-435	Grease Public Works	**($118.98)**		
1-100-03-0301-635	J.D. Oil Public Works		$ 118.98	$0.00

1-100-03-0301-633	Filters Antifreeze-Public Works	**($92.74)**		
1-100-03-0301-630	Lub Oils Engine-Public Works		$ 92.74	$0.00

ATTACHMENT

1-100-03-0301-622	Tires Public Works	**($504.49)**		
1-100-03-0301-620	Brooms Public Works	**($950.00)**		
1-100-03-0301-602	Diesel Public Works	**($6,963.12)**		
1-100-03-0301-435	Vehicle Maint. Public Works		$ 8,417.61	$0.00

1-100-03-0301-810	Dues Membership Public Works	($39.44)		
1-100-03-0301-392	Welding Supply Pubic Works		$ 39.44	$0.00

1-100-03-0303-644	Sand-Snow Removal	($2,212.22)		
1-100-0300303-643	Sanding Equip-Snow Removal		$ 2,045.86	
1-100-0300303-830	Meals-Snow Removal		$ 166.36	$0.00

1-100-03-0309-215	Medical-Town Garage	($77.93)		
1-100-03-0309-330	Conf/Seminars Town Garage	($200.00)		
1-100-03-0309-432	Building Maint-Town Garage		$ 277.93	$0.00

1-100-03-0309-610	Office Supplies-Town Garage	($51.99)		
1-100-03-0309-603	Fuel Oil-Town Garage		$ 6.99	
1-100-03-0309-490	Alarm Systems Town Garage		$ 45.00	$0.00

1-100-03-0309-601	Electricity Town Garage	($289.00)		
1-100-03-0309-618	Computer Supplies-Town Garage		$ 289.00	$0.00

1-100-03-0313-420	Mowing Ground Care	($0.61)		
1-100-03-0313-422	Beautification-Ground Care		$ 0.61	$0.00

1-100-03-0403-130	Overtime Law Enforcement	($5,000.00)		
1-100-03-0403-375	Contract St. Fee-Law Enforcement		$ 8,401.21	$3,401.21

1-100-03-0603-493	Outside Facility Recreation Comm	($332.96)		
1-100-06-0603-436	Outside Maintainence Recreation		$ 332.96	$0.00

1-100-07-701-998	Tipping Fees Transfer Station	($4,500.96)		
1-100-07-701-100	Wages Transfer Station		$ 883.00	
1-100-07-701-438	Maintainence-Transfer Station		$ 1,217.01	
1-100-07-701-480	Hauling Fees-Transfer Station		$ 1,743.45	
1-100-07-701-601	Electricity-Transfer Station		$ 485.24	
1-100-07-701-810	Dues/ Membership-Transfer Station		$ 172.26	
				$0.00

ATTACHMENT

1-100-07-703-484	Antifreeze Pickup-Recycling	($263.12)		
1-100-07-703-810	Dues/ Membership-Recycling		$ 263.12	$0.00

1-100-08-0803-610	Office Supplies-Planning and Zoning	($22.00)		
1-100-08-0803-310	Legal/Professional P&Z		$ 22.00	$0.00

1-100-08-0807-100	Wages-Building Department	($2,333.68)	
1-100-08-0807-120	Clerks Wages-Building Dept		$ 812.54
1-100-08-0807-438	Equipment Maint-Building Dept		$ 157.14
1-100-08-0807-455	Land Use Fees/ State		$ 1,364.00

ATTACHMENT # 4

BOF transfers		Debit	Credit	
1-100-01-0107-310	Legal Retainer-Legal Counsel	($1,945.89)		BOF
1-100-01-0111-100	Salary-Tax Collector		$1,945.89	BOF
				BOF
1-100-01-0121-610	Supplies Elections	($640.00)		BOF
1-100-01-0111-901	Tax Collector Equip		$640.56	BOF
				BOF
1-100-01-0135-335	Civil Preparedness Training	($6.00)		BOF
1-100-01-0119-800	Expenses-Probate Court		$6.00	BOF
				BOF
1-100-01-0107-310	Legal Retainer-Legal Counsel	($2,440.88)		BOF
1-100-01-0143-100	Salaries-Drivers/Dispatch		$2,440.88	BOF
				BOF
1-100-02-0203-842	Visiting Nurse	($246.19)		BOF
1-100-01-0143-603	Fuel-Dial a Ride		$246.19	BOF
				BOF
1-100-01-0121-438	Equip Maint- Elections	($2,377.72)		BOF
1-100-01-0149-603	Fuel Oil Old Firehouse		$2,377.72	BOF
				BOF
1-100-01-0105-320	Annual Audit-Auditor	($2,866.50)		BOF
1-100-01-0303-365	Contracted Snow Removal		$2,866.50	BOF
				BOF
1-100-01-0105-325	Actuarial Services	($1,900.00)		BOF
1-100-01-0105-322	Accounting Consultant	($1,165.53)		BOF
1-100-03-0303-646	Salt-Snow Removal		$3,065.53	BOF
				BOF
1-100-01-0129-350	Water Testing	($100.00)		BOF
1-100-03-0311-370	Consulting Fees Engineer		$100.00	BOF
				BOF
1-100-01-0107-310	Legal Retainer-Legal Counsel	($3,401.21)		BOF
1-100-03-0403-375	Contract St. Fee-Law Enforcement		$3,401.21	BOF
				BOF
1-100-07-0701-481	Bulky Waste-Transfer Station	($407.96)		BOF
1-100-06-0603-870	Programs-Recreation Comm		$407.96	BOF
				BOF
1-100-13-1305-899	Contingency	($6,463.15)		BOF
1-100-11-1101-703	Fire Dept-Capital Expenditure		$6,463.15	BOF

ATTACHMENT # 5

TOWN OF ANDOVER

BOARD OF SELECTMEN

Resolution of Authorization

Resolved: That the Board of Selectmen as the legislative body of the Town of Andover hereby authorizes the Honorable Robert F. Burbank, First Selectman to sign the Agreement entitled "Master Municipal Agreement for Construction Projects".

Adopted and Signed this 1st day of October, 2014 by the Board of Selectmen of Town of Andover

Robert F. Burbank
First Selectman

Julia Haverl
Selectman

Elaine Buchardt
Selectman

Jay K. Linddy
Vice-First Selectman

Cathleen Desrosiers
Selectman

ANDOVER CONNECTICUT TOWN 1848 SEAL

828

Andover Board of Selectmen

Regular Meeting November 5, 2014 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:** October 1, 2014
5. **Treasurer's monthly reports:**
   a. **Monthly Fun Balance report:**
   b. **Monthly Financial report:**
6. **Tax Refunds:** Donald J. Fitting $ 10.99, Zachary M. Olson $ 13.03, Geoffrey Frank Gagnon $ 4.06, Geoffrey Frank Gagnon $ 28.11, Geoffrey Frank Gagnon $ 11.09, Margaret C. Flower $ 50.21, Margaret C. Flower $ 20.03, Kim Bednar $ 27.19.
7. **Tax Collector's monthly report:** Grand Rate book Balance Sheet Report.
8. **Commission on Aging:** Vacancy
9. **C.I.P. 2015-2016:**
10. **Permit for events on town building or property:**
11. **Dial-A-Ride: Request that drivers to be paid for trips to the supermarket**
12. **Veterans Day Ceremony:** November 11
13. **Andover Recreation Commission:** Request to add 2 Alternate to the board.
14. **Trail:** Road crossing painted.
15. **IHZ Grant:** Contract for the Management of and Preparation of Portions of the incentive housing Zone ("IHZ") Grant.
16. **Contract for Preparation of 2015 Plan of Conservation and Development.**
17. **Cemetery on Route 316 & Cider Mill Road.**
18. **Public Act No. 14-33:** Assessment of Horses and Ponies.
19. **CIRMA: Contract.**
20. **2015 State of Connecticut Holidays:**
21. **Tax Sale of :** Delinquent real estate taxes.
22. **Liaison reports:**
23. **Public Speak**
24. **Next Board of Selectmen meeting:** November 5, 2014.
25. **Adjourn:**

RECEIVED FOR RECORD
10-30-14 @ 10:42 AM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Wednesday, November 5, 2014 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
Julia Haverl

Other Attendees:
Attachment #1

Agenda Item 2: Public Speak

Brian Trzcinski, VP of youth soccer. Asked for a public hearing regarding the status of the new soccer ball field field.

Catherine Magaldi-Lewis spoke of issues with Registrar office including need for another phone, a new pc and laptop, and a bigger office space and also addressed a safety issue of no lights outside the exit door.

Daniel Brandt spoke about the house at 12 Center Street being in an extreme state of disrepair and asked if there was anything the town could do to address it.

Joan Foran spoke regarding procedure about adding items to the agenda.

Agenda Item 3: Add on or Delete Agenda items:

Jay Linddy made a motion to add agenda item 4A to put into the minutes that on December 3rd we will have a review of the soccer fields on the agenda
Julia Haverl seconded.
Vote: Passed/ Unanimous

Julia Haverl made a motioned to add agenda item 4B to put into the minutes that on December 3rd we will address the situation of the registrar's office and improvements that have been asked for.
Cathy Desrosiers seconded
Vote: Passed / Unanimous

Agenda Item 4: Approval of Board of Selectmen minutes: Regular Meeting: October 1, 2014

Cathy Desrosiers made a motion to accept the minutes for the October 1, 2014 Regular Selectman's meeting.
Jay Linddy seconded
Vote: Yes=4, Elaine Buchardt Abstained =1/ Motion Passed

Agenda Item 4a:

Jay Linddy made a motion to place the all-purpose field on the agenda for the December 3rd meeting.
Elaine Buchardt seconded
Vote: Passed / Unanimous

Agenda Item 4B:

Julia Haverl made a motion to add to agenda on December 3rd a discussion and possible solution to issues raised by the registrar's office.
Cathy Desrosiers seconded
Vote: Passed / Unanimous

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

Agenda Item 6: Tax Refunds:

Jay Linddy made a motion to accept the following tax refunds as recommended by the tax collector:

Donald J. Fitting $ 10.99,
Zachary M. Olson $ 13.03,
Geoffrey Frank Gagnon $ 4.06,
Geoffrey Frank Gagnon $ 28.11,
Geoffrey Frank Gagnon $ 11.09,
Margaret C. Flower $ 50.21,
Margaret C. Flower $ 20.03,
Kim Bednar $27.19.

Julia Haverl seconded
Vote: **Passed** / Unanimous

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

Cathy Desrosiers made a motion to receive the tax collector monthly report.
Julia Haverl seconded the motion
Vote: Motion Passed / Unanimous

Agenda Item 8: Commission on Aging: Vacancy

Bob Burbank noted that there is a vacancy on commission on aging.
This will be advertised in the River East and the Board of Selectman will revisit at next meeting. This will fill a position due to a resignation will run from not to June 2017.

Agenda Item 9: CIP 2015:

Elaine Buchardt presented CIP requests.
She reported she sent out a letter making a request to groups that have a potential for CIP including public works, fire commission, library and senior transportation for any requests CIP funds. The board of selectman needs to pass the requests on to the CIP to review and discuss, as CIP is an extension of the Board of Selectman.

There was discussion if these requests were a 5-year plan or for this year's budget.
Jay Linddy requested a copy of last year's 5-year plan and **Elaine Buchardt** reported she only had the fire department 5-year plan.

Elaine Buchardt reported that there would be additional meetings to discuss all the requests over the next couple of months and would get more details at that time.

Jay Linddy motioned we put these requests on the December 3rd meeting agenda.
Julia Haverl seconded.
Discussion:
Jay Linddy amended his motion
Motioned to revisit the Public works CIP request at the December 3rd meeting.
Cathy Desrosiers seconded
Vote: Motion Passed / Unanimous

Jay Linddy made a motion to send the Andover Fire Dept. and Library request to the CIP
Julia Haverl seconded
Vote: Motion Passed / Unanimous

Agenda Item 10: Permit for events on town building or property:

Bob Burbank discussed how the permit would be used. Asked how this will impact groups like the seniors. They currently do not have insurance. We have to apply this permit to all groups across the board. If we are to exempt groups, it should be spelled out clearly. **Cathy Desrosiers** suggested we discuss this again next meeting.

Item tabled for further discussion next meeting.

Agenda Item 11: Dial-A-Ride: Request drivers be paid for supermarket runs.

There is a request that drivers get paid for driving seniors to social activities. Currently, the town takes the seniors to the grocery store as well as other social trips.

Julia Haverl made a motion that we pay the drivers for supermarket trips.
Jay Linddy seconded the motion.
Vote: Passed /Unanimous

Bob Burbank said he did not feel comfortable approving driving for trips other than medical runs as that is the only trips that were originally mandated by the Board of Selectman. He asked the board of directors for direction on paying drivers.

Elaine Buchardt made a motion that we pay the drivers for their trips.
Jay Linddy seconded the motion.

Cathy Desrosiers asked what it would cost. Last year we were over budget by a lot of money. We have more money in the budget this year but may go over based on the projection. Bob said year to date we have spent $2676.

Motion passed Unanimous

Agenda Item 12: Veterans Day Ceremony: November 11, 2014

Tuesday, 11:00 AM.
Will honor 9 veterans who passed away this year.
Encouraging all to attend.

Agenda Item 13: Andover Recreation Commission: Request to add 2 Alternate to the board.

Jay Linddy made a motion to add two alternates to the Andover Recreation Commission
Elaine Buchardt seconded
Vote: Passed/ Unanimous

Agenda Item 14: Trail Road: Road crossing Painted.

Bob Burbank reported that the crossing markings have been painted and that the signs will go up shortly up when the road crew has time to install them.

Agenda Item 15: IHZ Grant: Contract for the Management of and Preparation of Portion of the incentive housing Zone ("I HZ") Grant

Bob Burbank reported that this a grant the board approved as part of the long range planning and development to study affordable housing.

Julia Haverl made motion that we authorize Bob to sign the IHZ contract for the management of and preparation of portions of the incentive hosing Zone Grant.
Jay Linddy seconded

Vote: Motion Passed / Unanimous

Agenda Item 16: Contract for Preparation of 2015 Plan of Conservation and Development.

Julia Haverl made a motion to sign the contract to in preparation of plan of conservation and development
Elaine Buchardt seconded

Vote: Motion Passed / Unanimous

Agenda Item 17: Cemetery on Route 316 & Cider Mill Road:

Jay Linddy reported that this old cemetery is in shambles. He suggested that members take a look at the cemetery and see if there are any grants available for this project. It was suggested that we ask the Andover Historical Society if they would be willing to take this on and to look into it what resources might be available.

Agenda Item 18: Public Act No. 14-33: Assessment of Horses and Ponies

Bob Burbank reported on the recent statute passed by the legislature that all farm animals with the exception of horses are exempt from property tax. The assessor is suggesting we exempt horses and ponies as well. Estimate of the loss of revenue at about $300, which would be offset by the amount of time it would take to try to identify and value those animals. The adoption of public act 14-33 allows the town to do this exemption.

Jay Linddy made a motion to exempt horses from the property tax in Andover.
Julia Haverl seconded
Vote: Passed / Unanimous

Agenda Item 19: CIRMA: Contract

CIRMA has requested we renew our contract for multiple years and they would guarantee that the increase would be no more than 3%. Our agency has suggested we jump on this contract.

Julia Haverl made a motion to authorize the First Selectman to enter into this contract with CIRMA to fix the rate through 2017
Cathy Desrosiers seconded.
Vote: Passed Unanimous

Agenda Item 20: 2015 Sate of Connecticut Holidays

Date for holidays are as follows.

January 1, 2015-Thursday	New Years Day
January 19 2015-Monday	Martin Luther King Day
February 12, 2015-Thursday	Lincoln Birthday
February 16, 2015- Monday	Washington's Birthday
April 3, 2015-Friday	Good Friday
May 25, 2015-Monday	Memorial Day
July 3, 2015-Friday	Independence Day
September 7, 2015-Monday	Labor Day
October 12, 2015-Monday	Columbus Day
November 11, 2015-Wednesday	Veterans Day
November 26-Thursday	Thanksgiving
December 25, 2015-Friday	Christmas

Agenda Item 21: Tax Sale of Delinquent real estate taxes

Bob Burbank discussed that this is the last ditch plan to recover taxes after all other means have been exhausted. In the last 7 years, we have only had one piece of property that actually went to sale.

Agenda Item 22: Liaison Reports

Elaine Buchardt reported Winter Farmers Market would be held in the community Room instead of the old Firehouse to better accommodate the vendors. Saturday 9-12 for a total of 4 week. Two in January and two in February.

Julia Haverl reported that Planning and Zoning has come up with good regulations for keeping chickens in town without a special permit. Allowed to keep no more than 8 birds.

The board is in the process of getting a permit for a home business on Route 6.

Agenda Item 23: Public Speak

Regarding Line Item 13; At the next Rec commission meeting he though we should remove non-active members of the board. Need to understand the law and what is the process, to be nominated and on the board.

Catherine Lewis. Regarding seniors she suggested we look into a service like peapod and maybe as a town they could get some discounts.
Secondly, when handouts are given she did not expect anyone to look at it at the moment.

Catherine Palazzi. Reported that a voter lost a wallet at the polls.
Asked if the community room was set for the winter farmers market as she is ordering signs.

Noted that the senior Exercise programs were started by a grant for the seniors many years ago and the programs were incorporated into our budget. Don't recall that there were permits or insurance involved.

Offered a Thank you for voting to pay the drivers for the trips, it is the only time many got out. Now we have over 400 seniors in town. Spoke about the seniors and how important they are to the town.

Agenda Item 24: Next Board of Selectmen meeting: Wednesday December 3, 2014

Elaine Buchardt motioned to adjourn at 8:59 pm
Cathy Desrosiers seconded
Vote: Motion passed /unanimous

Minutes respectfully submitted by: Penny Auer November 10, 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

RECEIVED FOR RECORD
11-10-14 @ 12:06 PM
Margaret H. Busch
Asst. TOWN CLERK

836

SIGN IN

ATTACHMENT #1

Catherine Palazzi
Joan Foran
Dianne Grenier
Kelvins Abrams
Ed Sansley
Dan Warren
Curt Dowling

on calendar

2015

837

BOARD OR COMMITTEE NAME Board of Selectmen

TIME OF MEETING 7:00 pm

DAY OF WEEK MEETING HELD Wednesday

LOCATION OF MEETING Town Hall, Community Room

PLEASE INSERT YOUR DATES IN THE MONTHS LISTED BELOW:

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

RECEIVED_____ AT_____

ATTEST_____ TOWN CLERK

RECEIVED FOR RECORD
10-2-2014 @ 9:03am
Carol H Lee
TOWN CLERK

838

Andover Board of Selectmen

Regular Meeting December 3, 2014 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:** November 5, 2014
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. **Permit for events on town building or property:**
10. **Veterans Day Ceremony:** November 11
11. **Cemetery on Route 316 & Cider Mill Road.**
12. **Request from the Registrars of Voters:**
13. **Tax Sale of :** Delinquent real estate taxes.
14. **Liaison reports:**
15. **Public Speak**
16. **Next Board of Selectmen meeting:** January 7, 2015.
17. **Adjourn:**

RECEIVED FOR RECORD
12-01-14 @ 12:31 PM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Wednesday, December 3, 2014 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 7:04 pm with the Pledge of Allegiance.

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

BOS Members Absent
None

Other Attendees:
Attachment #1

Agenda Item 2: Public Speak

Jeff McGuire, Lake Rd asked about the soccer fields and why it was not on the agenda. Thinks there are some issues with the design of the fields. Wants to have some people who have soccer expertise review the plan. Asked about protocol and process for STEAP grants. Grant applications, how many have not been spent. Asked what we are doing with our grant application and why it takes so long to use the grant money. He submitted documents. Spoke of the audit report and asked about how long there have been internal control problems with the town. **Bob Burbank** commented that Planning and Zoning is reviewing the soccer proposal and then it will go to public hearing.

Joan Foran requested # 12 on the agenda be moved to January due to Catherine Lewis being sick. In addition she stated she has some issues and concerns on how money is being spent on the soccer fields. What is the Cost of the field and what are we getting for out money.

Jack Cochrane Long Hill Rd. Request to add questions during public speak #15

Janet Loven Bear Swamp Road. Asked about soccer fields. **Bob Burbank** reiterated that the BOS wouldn't take any action until it comes back from planning and zoning.

Joseph Remish Lake Rd. asked about the backhoe on Gilead Road. Asked Tax assessor about it since it is not on the tax rolls. Tax collector has not responded and he is looking for guidance.

Agenda Item 3: Add on or Delete Agenda items:

Jay Linddy made a motion to add agenda Item 7-A Request to fill vacancy for person at Large to CIP
Elaine Buchardt Second
Vote: Passed / Unanimous

Julia Haverl made a motion to add agenda item 8-A Discussion on Ball Field
Cathy Desrosiers second
Vote: Passed /Unanimous

Agenda Item 4: Approval of Board of Selectmen minutes: Regular Meeting: November 5, 2014

Corrections or deletions: On page 1 change Daniel Brandt to Daniel Warren

Julia Haverl made a motion to approve the minutes with the correction.
Cathy Desrosiers seconded.
Vote: Passed / Unanimous

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
Julia Haverl seconded.
Vote: Passed / Unanimous

Agenda Item 6: Tax Refunds:

Alan Dunnack	69.61	Veteran
Alan Dunnack	63.69	Veteran
Alan Dunnack	28.93	Veteran
Alan Dunnack	16.90	Veteran
Alan Dunnack	75.26	Veteran
Alan Dunnack	22.79	Veteran
The Balf Co.	933.12	Overpay
John Sposito	6.82	Overpay

Julia Haverl made a motion to approve the tax refunds listed above as presented by the Treasurer.
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 receive the tax collector monthly report.
Julia Haverl seconded the motion
Vote: Passed / Unanimous

Agenda Item 7-A: Request for person at Large to CIP

Jay Linddy made a motion to appoint Daniel Warren, Center St. Andover to CIP at large position.
Julia Haverl seconded
Vote: Passed / Unanimous

Agenda Item 8: CIP 2015-2016

Public Works/ Town Garage is asking for a new roof and would like the roof raised in one section so they can better lift the trucks to better clean underneath and do maintenance during the winter. Raising roof is approx. $45,000 and in addition they need to reshingle the roof for about $50,000.
Public Works is also asking for a new Furnace. Initial quote was $6000 for furnace. Reviewing options for waste oil furnace vs. traditional furnace.

Elaine Buchardt has 5-year plans for Fire Department and is looking to the Library and Public works for a better 5-year plan.

There is some discussion about old town hall expenses. Bob reported they are working on some electrical upgrades and also the fire alarm system.

Elaine Buchardt made a motion to pass along to CIP the request for raising of the roof and roof repair and the new furnace to CIP.
Julia Haverl seconded.
Vote: Passed / Unanimous

Elaine said you could use LOCIP monies for some of these items. Bob reported there are many restrictions and we generally get around $28,000 a year. Used it for Library and are now using it for upgrades to the Senior Center. Current LOCIP balance is around $100,000. CIP always consider using that money if possible.

Agenda Item 8-A: Soccer fields

Bob Burbank reviewed the process. There was a public hearing to approve the project, and public hearing to approve the current design of the soccer field. Items were added to the plan that were brought up at the hearing. Original plan was for a Longhill Recreation Field. When that did not work out due to wetlands issue, we got approval to change to the location to the property behind the school.

There was much discussion about the history, pros and cons of the plan, location and design of the field.

Agenda Item 9: Permit for events on Town building or property:

Cathy Desrosiers recommended no alcohol on town property without special permit from BOS. **Bob Burbank's** concern if some of the current people who use the facility will qualify. How would senior activities be treated? **Julia Haverl** will look into what is needed for senior activities and how Hebron treats this. This item is tabled for further discussion at the next meeting (January). Major concerns are about what out town insurance will cover and Bob will check into that for clarity.

Agenda Item 10: Veterans Day Ceremony November 11, 2014:

Bob Burbank said it was a good event. **Jay Linddy** reported that one person had a concern about the event, but overall it went well.

Agenda Item 11: Cemetery on Route 316 & Cider Mill Road:

Jay Linddy reported there were some major issues. Bad erosion issues and it is town property that needs some maintenance. No one has checked into it in a long time. The Town pays for lawn care. This is the first time concerns have been address with **Bob Burbank.** Most bigger tree work is subcontracted out.

Cathy Desrosiers made a motion to have a Special Meeting at the site at 2:00 PM on Saturday December 6, 2014.
Julia Haverl seconded.
Vote: Passed / Unanimous

Agenda Item 12: Request from Registrars of Voters

Julia Haverl checked out the area and some of the other offices downstairs and there is not additional space in the building department. Thinks we can address issue of laptops and phone setup and **Bob Burbank** presented several reasons for not providing more space. The discussion will be tabled until next month when the registrars can be present. Discussed the possibility of a special meeting with the registrars.

Agenda Item 13: Tax Sale of Delinquent real estate taxes

It was reported that some of the properties have been removed from the sale, as all taxes are now up to date on those properties.

Agenda Item 13A: Alternate for Inland Wetlands

Julia Haverl made a motion to add Wayne Thorpe as alternate for Inland Wetlands Committee
Cathy Desrosiers seconded.
Vote: Passed / Unanimous

Agenda Item 14: Liaison Reports

Cathy Desrosiers reported the library is getting budget together and wanted to know the current oil price and wages for next year.

Julia Haverl
P&Z approved the home business of Miles Standish to repair snow blowers and lawn mowers and he now has a permit to conduct that business.

Agenda Item 15: Public Speak

Dan Warren. Thanked for Center Street..

Brian Selenski Stated he thinks we should be able to move $200,000 to fix existing soccer fields and felt that no one should be doing yoga class or any other class without insurance. The issue is risk management.

Dennis Foran Rt. 316 Said Soccer Field should be a cost estimate along with the plan. Is there a cost estimate? What is the timeline? All should be in writing. Wetlands Zoning, BOS and then have a pubic hearing. All should be in writing.

Jeff Maguire Lake Rd. Asked who was the contact for the STEAP grant. Wants to know how it is worded. Would like to know what LOCIP is all about and how much waste oil do we collect.

Marie Burbank commented that it is not just a soccer field. It is a recreation field that has a walking trail and future vision to have tables for people to gather. Long hill fields do not provide for that. Also stated that registrars should put items they need in their budget.

Joan Foran expressed concern with communication and documentation for large STEAP grant that should be available to the BOS. If committee aren't not functionally meeting their duties, that needs to be looked into. Feels Soccer field is a waste of money.

Agenda Item 24: Next Board of Selectmen meeting: January 7, 2014

Cathy Desrosiers made a motioned to adjourn at 9:01pm.
Julia Haverl seconded.
Vote: Passed / Unanimous

Minutes respectfully submitted by: Penny Auer December_7, 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

RECEIVED FOR RECORD
12-09-14 @ 8:45 AM
Margaret H. Busch
Asst. TOWN CLERK

ATTACHMENT

Name

Jack Cochrane

Joan Foran

Dennis Foran

Scott Yeomans

Marie Burbank

Dianne Grenier

Dan Warren

Brian Trzemski

Shannon O. Louder

Joe Rine III

Bim Hawes

Jeff Magnin

846

Andover Board of Selectmen

Special Meeting

December 6, 2014 2:00pm

Site Walk Cemetery property

Hebron Road & Cider Mill Road

AGENDA

1. Call to Order/Pledge of Allegiance:

2. Walk through cemetery to evaluate conditions.

3. Adjourn:

RECEIVED FOR RECORD
12-04-14 @ 10:27AM
Margaret H. Busch
Asst. TOWN CLERK

Andover Board of Selectmen
Saturday, December 6, 2014 7:00 PM
Site Walk Cemetary Property-Rt (316)Hebron Rd and Cider Mill Rd.

Special Meeting Minutes

Agenda Item 1: Call to Order

Robert F. Burbank, First Selectman, called the meeting to order at 2:00 pm
BOS Members: Present:
Robert F. Burbank, First Selectman,
Cathy Desrosiers
Julia Haverl
Elaine Buchardt

BOS Members Absent
Jay K. Linddy, Vice First Selectman

Other Attendees:
Scott Yeomans, Andover Historical Society
Mike Donnelly
Daniel Warren

Agenda Item 2: Walk Through Cemetary to evaluate condition

The Board walked through the cemetery noting the encroaching trees and shrubs shading and damaging the stones and graves. Bob Burbank agreed to look into the cost of having the trees and shrubs removed by public works or hiring a contractor and reporting back to the BOS. Everyone agreed that this work needs to be done. Mike Donnelly was concerned about recording the history of the cemetery and people buried in the cemetery. The Board of Selectman did not to appoint an official committee to do that, but agreed if concerned citizens wanted to look into doing that, we would be open to discussing their needs.

Agenda Item 3: Adjourn

The meeting adjourned at 2:30 PM

Minutes respectfully submitted by: Elaine Buchardt, December 9, 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

RECEIVED FOR RECORD
12-09-14 @ 8:48 Am
Margaret H. Busch
Asst. TOWN CLERK

848

Andover Board of Selectmen

Special Meeting – December 29, 2014 5:00pm

Joint Meeting with Planning and Zoning and Wetlands

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

Agenda

1. **Call to Order/Pledge of Allegiance:**
2. **Overview / History of Recreational Field Grant**
3. **Public Speak**
4. **Input by Planning and Zoning representative.**
5. **Input by Wetlands representative**
6. **Review of Grant for Recreational Field**
7. **Public Speak**
8. **Adjourn**

RECEIVED FOR RECORD
12-22-2014 @ 3:00pm
Carol A. Lee
TOWN CLERK

Andover Board of Selectmen
Wednesday, December 29, 2014 5:00 PM
Town Office Building (Community Room) 17 School Rd, Andover, CT

Special Joint Meeting with Planning and Zoning and Wetlands Meeting Minutes

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

Robert F. Burbank, First Selectman, called the meeting to order at 5:06 pm with the Pledge of Allegiance.

BOS Members: Present:
Robert F. Burbank, First Selectman,
Elaine Buchardt
Cathy Desrosiers
Julia Haverl -left at 7:25

BOS Members: Absent
Jay K. Linddy, Vice First Selectman,

Other Attendees:
See Attachment #1

Agenda Item 2: Overview, History of Recreational Field Grant
Bob Burbank gave an overview of how the grant came to be starting from the initial discussions in 2007 to current time.

Bob DeLuca from CLA did a presentation on the Recreation Field.
Bob Deluca presented various plans and cost estimates.
The first plan would accommodate a U10 or two U12 fields and is in budget at a little under $400,000. He addressed concerns about grading and he noted that it would be way over budget to level the field with a crown in the center.
Final field design that would accommodate a high school field is at $460,000, which is over our budget. He explained that there was approximately $400,000 to be spent on the field.
The alternate design is within budget and would provide two minimum U10 fields or one U12 field.

The majority of the cost of the field is the fill material. He noted that there is a possibility of obtaining the fill material in a knoll nearby which could lower our cost a little

Agenda Item 3: Public Speak

Dennis Foran –asked about Wetlands permitting. Bob Deluca said that the existing design does not require permit from Army Corp or DEEP. Wetlands reviewed the plans about 3 months ago. They will be taking action in a couple of weeks.

Joan Foran had a question on funding. Bob DeLuca said that the engineer is approximately $30,000 and the Grant Administrator is approximately $20,000. We currently there is just under $400,000 to spend on the Complex.

Elaine Buchardt was on the original search committee and explained they were originally charged with finding a location for additional fields spoke about other sites that they reviewed that would be suitable for the Recreation Field.

Mike Russo asked about dimensions of the alternate plan and felt it did not meet the minimum for the soccer league. He raised the issue of maintenance. Bob DeLuca explained that the proposed field would be regulation size for up to junior high age students. Bob Burbank said he was well aware that we needed to add budget for a well if the grant did not cover digging a well.

Curt Dowling asked about construction and fill cost. Wanted to know if the superintendent of schools approved of the field and Bob Burbank said he had spoken with the Superintendent and he was happy to have the field so close to the school. Curt expressed concern about how we would maintain the current field and thinks that grant should be directed at the current fields. He did not think we should build additional fields.

Denis Foran questioned the grade of the design. Bob Deluca explained that the proposed grade would not be noticeable over the length of the field and there is a possibility if we can find additional fill in close proximity to the proposed field that the fill could be used to lessen the grade and stay within budge.

Dan Adanti from Bolton is the Coach of Andover Soccer Association; a private soccer league not affiliated with the Andover Rec Commission and spoke on behalf of the league. He said the field is not going to work for the kids he has now. The dimensions don't meet the standards of the soccer league that the association belongs to. He felt the field is too small although it meets the minimum standards for a soccer field. Does not think it will function. Association is not sold on the current design of the field.

Steve Willard said RHAM has plenty of fields for the big kids, we need fields for younger kids.

Cathy Desrosiers said she wanted clarification if they could build a regulation field for U10 or U12.

Joan Foran said she thinks we should be able to accommodate high school size soccer field.
She does not want to spend the money on this field if it cannot accommodate a full size field.

Cathy Desrosiers asked what it would cost to update the Long Hill fields.

Dennis Foran spoke about flood plain on Long Hill Field.

Julia Haverl spoke about the bridges funneling water on the fields.

Elaine Buchardt reminded everyone that baseball was big in 2007 and they needed more fields and that in the future, we will still have a need for additional fields.

Curt Dowling asked about use of the donated land the complex will built on and asked Planning and Zoning how does the soccer field fit into the long term plan for the town.

Eric Anderson, chairman of Planning and Zoning, said the land is in R40 zone, which allow for playgrounds and playing fields. They will review the plan under the current plan of conservation and development.

Denis Foran had a question about orientation of the field and could you encroach on the wetlands if you did mitigation plan. Bob DeLuca stated that reorienting the field would cause massive wetland encroachment and require state and Army Corp of Engineer permits. The CLA wetlands engineer said he doubted the permits could be approved, as the requirement is to use the least intrusive design.

Bob Burbank closed public speak and thanked everyone for their input and summarized that given the current budget, there is not enough money to build a high school regulation field but we can provide two U10 fields or one U12 field.

Agenda Item 4: Input by Planning and Zoning Representative:

Julia Haverl made a motion to postpone this meeting and come back for a special meeting.
Bob Burbank said other members of the boards had the right to ask their questions and that he declined to post pone this meeting.

Eric Anderson asked what other sports would this field accommodate and if you eliminate the walking trail, did that gain us more size.
Bob DeLuca said it would work for Lacrosse and field hockey and that eliminating the walking track which is only 8 feet wide, did not really gain that much more space.

Cathy Desrosiers asked if we could find out how much the nearby fill would save us.

Eric commented that the affordable field would be one game field and two practice fields, and provide Andover elementary with use of the fields for school children.

Cathy Desrosiers stated the town needs recreational fields and we need to keep that in mind for planning.

There was discussion among board members relating to the issues of maintenance of the Long Hill fields and vandalism and the advantage of the new fields being a little more secure.

Based on some comments about using the grant to rehabilitate the Long Hill Fields, Bob Burbank stated that we need to decide if we should continue moving forward with the Recreation Fields or abandon this project. He stated that there is no guarantee that the Grant would be reapproved to do maintenance on the Long Hill Fields. If the change is not approved, and we lose the grant, the town will be responsible for the contract with the CLA Engineering firm and Community Consulting, Grant administrator.

Bob Burbank said that we need to determine if we can get the fill from our land and see if it is cost effective and then rework the numbers to see what is possible given a possible revised budget. The Board of Selectman will then decide if we go forward with the project and schedule a public hearing.

Planning and Zoning stated they will hold a public meeting at their next meeting and will focus only on the 80-24 approval process and defer the erosion portion until the plan is complete.

Agenda Item 5: Input by Wetlands Representative:

John Valente recommended a 35-day extension for the Wetlands application and hopefully there will be a final plan to approve by that point.

Agenda Item 6: Review of Grant for Recreational Field:

Bob DeLuca was charged to come up with the best plan possible give the input from this meeting and an analysis of the feasibility of using the fill from the nearby knoll and the cost savings that would entail.

Agenda Item 7: Public Speak

Curt Dowling stated he was at the last public meeting and there was discussion about access to the field, lighting and security and electricity, fencing, wells, irrigation, parking and access for elderly. He would like a complete package to be presented by the engineer.

Dennis Foran stated that since wetland boundaries constrains us; he thinks we should look at another area for a park with an access road. In the long run he thinks it might make sense to turn the grant money back.

Andover Soccer Association representatives said they did want the fields and but are also very concerned about maintenance and safety for the Long Hill fields. They did not feel that the kids at the Andover Elementary School would use the new fields

Sue from the Soccer Association said she was not trying to kill the project but thinks we should use the money to upgrade Long Hill.

Agenda Item 8: Adjourn at

Elaine Buchardt made a motion to adjourn at 7:48
Cathy Desrosiers seconded

Vote: Motion Passed / Unanimous

Minutes respectfully submitted by: Penny Auer
January 4, 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

RECEIVED FOR RECORD
01-05-15 @ 12:10 PM
Margaret H. Busch
Asst. TOWN CLERK

854

ATTACHMENT

Sign In Sheet	Board of Selectman Meeting	
	Date	
Print your name	**Street**	**Signature**
Curt Dowling	389 Lake Rd	[signature]
Mike Palazzi	100 Hutchinson Road	[signature]
Dennis Foran	143 Hebron Road	[signature]
Joan Foran	143 Hebron Rd	[signature]
Dianne Grenier	401 Lake Rd	[signature]
Michael Russo	26 Stanley Dr	[signature]
Catherine Palazzi	100 Hutchinson Rd	Catherine Palazzi
Scott Person	265 Rt 6	[signature]
Eric Anderson	40 Wheeler Rd	[signature]
Daniel Adanti	4 Meadow Rd Bolton	[signature]
Shannon O. Louden	248 Bear Swamp Road	Shannon O. Louden
J. England	27 Bailey	John England
M. Landolphi	93 Shoddy Mill Rd.	[signature]
K. Romeo	34 Ridge Rd.	[signature]
Valentine	Town Hall	[signature]
Steve Willow	321 Lake Rd	[signature]
Ed Sarisley	28 Wales Rd	[signature]