

Scott Sauyet

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July 13, 2026

Roberta Dougherty, Town Clerk

Town of Andover
17 School Road
Andover, CT 06232

Re: Request under the Connecticut Freedom of Information Act — AES Operating Budget Funding Procedure

Dear Ms. Dougherty,

I am writing to the Town Clerk as custodian of records for the Town of Andover, the Board of Selectmen, the Office of the First Selectman, the Office of the Town Administrator, and the Office of the Town Treasurer.

Under the Connecticut Freedom of Information Act, Conn. Gen. Stat. § 1-200 et seq., and specifically §§ 1-210(a), 1-211(a) and 1-212, I request an opportunity to inspect and to obtain copies of the public records described below.

The agenda for the Board of Selectmen meeting of July 13, 2026 includes an item titled “Discussion and Action on AES Operating Budget Funding Procedure.” This request concerns that subject matter. Unless otherwise noted, the period covered is June 1, 2026 through the date this request is fulfilled.

Records requested

1. All communications, including electronic mail and any attachments, sent or received by the First Selectman, the Town Administrator, the Town Treasurer, the Assistant Town Treasurer, or any member of the Board of Selectmen, concerning any proposed, contemplated, or implemented change to the method, schedule, or amount by which the Town funds the Andover Elementary School operating budget or the Andover Public School Operating Account.
2. Any document, memorandum, directive, policy, procedure, or written instruction describing such a change, in draft or final form, including any version circulated to members of the Board of Selectmen, the Board of Finance, the Board of Education, or Town personnel.
3. All records of transfers, deposits, or disbursements made by the Town to the Andover Public School Operating Account, or withheld from it, from June 1, 2026 to the present, together with any instruction, authorization, or direction given to the Town Treasurer or the Assistant Town Treasurer regarding the timing or amount of any such transfer.

4. Any minutes, motion, resolution, or record of a vote of the Board of Selectmen or the Board of Finance authorizing, approving, or ratifying any change to the funding method or levy schedule for the Andover Elementary School operating budget, from July 1, 2025 to the present. If no such record exists, I ask that you please state that in writing.
5. All agenda backup materials, packets, exhibits, or supporting documents distributed to or prepared for the Board of Selectmen in connection with the July 13, 2026 agenda item identified above.

Procedural requests

Format. Pursuant to Conn. Gen. Stat. § 1-211(a), I request that responsive electronic mail be provided in its native electronic form, with full message headers and metadata intact, rather than as printed copies, screenshots, or text transcribed into another document. An original provided as an attachment or as an export file is acceptable.

Scope of custody. This request extends to responsive records residing in personal or non-Town accounts or on non-Town devices, to the extent they concern the conduct of the public's business and are therefore public records within the meaning of Conn. Gen. Stat. § 1-200(5).

Withholding. If you deny this request in whole or in part, please cite the specific statutory exemption relied upon for each record or portion withheld, provide the remaining non-exempt portions of any partially withheld record, and advise me of the appeal procedures available under the Act. I understand that records subject to attorney-client privilege may be withheld on that basis, and I ask only that any such claim be identified.

Fees. If fees will exceed \$25.00, please advise me before incurring them.

If any part of this request is unclear or is thought to be overbroad, please contact me. I would much rather narrow it than have it delayed or denied.

I understand that the Act requires a response within four business days. Thank you for your time and assistance.

Sincerely,

Scott Sauyet

168 Boston Hill Road, Andover, CT 06232

cc: Jeffery Maguire, First Selectman
Matthew Streeter, Town Administrator
Lisa Jablonski, Town Treasurer
Brenda Wade, Assistant Town Treasurer