

Town of Andover

Connecticut



Annual Report

2014 – 2015



Jean S. Gasper

August 5, 1921 – May 5, 2015



Town of Andover, Connecticut

Office of the First Selectmen
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www.andoverct.org

Dear Residents,

The following is the report for the 2014-2015 fiscal year, containing reports compiled from town departments and our school administrations. At the end is the auditor's report for the 2014-2015 fiscal year.

Thank you to all who have contributed to this report and the conscientious manner in which you all performed your duties for the town.

Thank you to all who volunteer for the fire department, town boards, commissions, and those residents who give of their time to benefit our community. Without their efforts we would not have all the services we now enjoy.

Thank you to the Annual Report Committee for assisting in the compilation of these reports and preparing this booklet. For those who wish to see the auditor's reports for the past years, they are on file in the town clerk's office and are always available for public inspection.

Most important, thank you to our residents for their tax dollars and support in maintaining our town government.

Respectfully submitted,

Robert F. Burbank
First Selectman, Town of Andover



ANNUAL REPORT TOWN OF ANDOVER, CONNECTICUT

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TOWN OFFICIALS/BOARDS/COMMISSIONS/DEPARTMENTS/COMMITTEES

(Please note this is a list of those in office for the Fiscal Year 2015 - 2016)

Board, Commission, Committee, Dept. Head	Position	Member	Term Expires
Animal Control Officer		Jay K. Linddy	
Annual Report Committee	Chair	Emily Timreck	2/28/2017
		Joan V. Foran	2/28/2017
		Dianne F. Grenier	2/28/2017
		John Chaponis	
Assessor			
Assessor Assistant	Assistant	Roberta Dougherty	
Beautification Committee	Chair	Patricia F. Billings	6/30/2017
		Lori Easton	6/30/2017
		Joan V. Foran	6/30/2017
		Valerie J. Jurovaty	6/30/2017
		Leslee Sage	6/30/2017
Board of Assessment Appeal	Chair	James C. R. Dake	6/30/2019
		Penny Auer	6/30/2019
		Elaine M. Buchardt	6/30/2019
		Christina Tamburro	6/30/2017
Board of Education	Vice Chair	Whitney Ann Covell	6/30/2017
		Lisa L. Hewett	6/30/2017
		Jay K. Linddy	6/30/2019
	Chair	Shannon O'Neill Loudon	6/30/2019
		Danielle Burke Maguire	6/30/2019
		Michael Scott Russo	6/30/2019
Board of Finance	Chair	Daniel H. Warren	6/30/2019
		Georgette M. Conrad	6/30/2017
		Nathaniel B.V. Houle	6/30/2017
		Linda H. Fish	6/30/2019
		Adrian Mandeville	6/30/2019
		Jeffrey Murray	6/30/2017
		Eric Shevchenko	6/30/2019
		Wallace E. Barton Jr	6/30/2019
Board of Fire Commissioners	Chair	Curtis W. Dowling	6/30/2019
		Mark S. Williams	6/30/2017
		Gerald B. Wright	6/30/2017
		Scott Yeomans	6/30/2017
		Robert F. Burbank	6/30/2019
		Jeffrey Maguire	6/30/2019
Board of Selectman	First	Cathleen A. Desrosiers	6/30/2019
	Vice First	Julia A. Haverl	6/30/2019
		Jay K. Linddy	6/30/2019
		Edward Kaulback	
Building Official			
Building Sec		Katherine Luntta	
Building Sec and Planning and Zoning		Sandra L. Nichols	
Burning Officials		Edwin Kasacek	
		Jay K. Linddy	
Cable Advisory Board		Elaine M. Buchardt	6/30/2017

TOWN OFFICIALS/BOARDS/COMMISSIONS/DEPARTMENTS/COMMITTEES

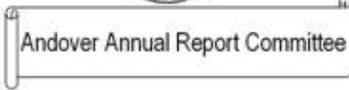
Board, Commission, Committee, Dept. Head	Position	Member	Term Expires
CIP Committee – (Capitol Improvement Plan)	Chair	Daniel H. Warren	6/30/2017
		Cathleen A. Desrosiers	6/30/2017
		Wendy W. Kopp	6/30/2017
		Alfred Oliver	6/30/2017
		Eric Shevchenko	6/30/2017
		Gerald B. Wright	6/30/2017
Commission on Aging	Chair	Judith A. Knox	6/30/2017
		Barbara C. Foran	6/30/2017
		Georgia O'Brien	6/30/2017
		Susan Schmidt	6/30/2017
		Robert Wanagel	6/30/2017
		Elaine M. Buchardt	6/30/2017
Community Voice Channel Conservation Commission	Chair	Michael A. Palazzi	6/30/2017
		Carrie Crompton	6/30/2017
		MaryAnn S. Gile	6/30/2017
		Scott P. Warren	6/30/2017
		To be appointed	6/30/2017
		Holly Hood	
Eastern Highlands Health District Economic Development Commission	Health Director	Elaine M. Buchardt	6/30/2017
		Patrick I. Dougherty	6/30/2017
		Timothy Gilmore	6/30/2017
		Jeanne B. Person	6/30/2017
Emergency Management Coordinator	CERT	Paul Bancroft	
	CERT	Catherine Crème	
Farmers Market	Chair	Elaine M. Buchardt	6/30/2017
		Karen Hunter	6/30/2017
		Catherine A. Palazzi	6/30/2017
		Michael A. Palazzi	6/30/2017
		Jeanne B. Person	6/30/2017
		Robert C. Russell	6/30/2017
		Adam B. Yates	6/30/2017
		Shirley M. DeFlavis	6/30/2017
		John Roache	
Fire Marshall	Chair	John C. England	6/30/2017
		Michael A. Landolphi	6/30/2017
Inland Wetlands Commission	Vice Chair	James W. McCann	6/30/2017
		Richard Osborn	6/30/2017
		Wayne E. Thorpe	6/30/2017
	Alternate	Edward C. Smith	6/30/2017
		Cathleen A. Desrosiers	2/28/2017
		Jody Gross	2/28/2017
Insurance Commission	Alternate	Mike Russo	2/28/2017
		Margaret A. Wright	2/28/2017
		Elaine M. Buchardt	1/1/2017
		Margaret H Busch	1/1/2017
Justice of the Peace	Alternate	Georgette M. Conrad	1/1/2017
		Michael P. Donnelly	1/1/2017
		Joan V. Foran	1/1/2017
		George G Kitchin	1/1/2017

TOWN OFFICIALS/BOARDS/COMMISSIONS/DEPARTMENTS/COMMITTEES

Board, Commission, Committee, Dept. Head	Position	Member	Term Expires
Justice of the Peace continued		Carol H. Lee	1/1/2017
		Jay K. Linddy	1/1/2017
		Dawn D. Quint	1/1/2017
		Robert C. Russell	1/1/2017
		Erich Siismets	1/1/2017
		Kristina M Wilsey	1/1/2017
Library Board of Directors	Chair	Cathleen A. Desrosiers	6/30/2017
		Mary Ann Boxwell	6/30/2017
		Linda H. Fish	6/30/2017
		Dianne F. Grenier	6/30/2017
Memorial Day Committee	Chair	Julie A. Victoria	6/30/2017
		John E. McCall	6/30/2017
		Karin Denley	6/30/2017
		Dennis M. Foran	6/30/2017
		Wayne E. Thorpe	6/30/2017
		Robert Wanagel	6/30/2017
		Virginia Wanagel	6/30/2017
Municipal Agent Social Director Norton Commission	Chair	Laurel Andrews	
		Elisabeth P. Houle	6/30/2017
Old Andover Burying Ground Committee		Heidi Hall Donnelly	6/30/2017
		Dianne F. Grenier	6/30/2017
		Susan H. Schmidt	6/30/2017
		Heidi Xenophontos	6/30/2017
		Megan Buswell	2/28/2017
		Michael P. Donnelly	2/28/2017
Planning and Zoning Commission	Chair	Mary Duval	2/28/2017
		Joan V. Foran	2/28/2017
	Vice Chair	Michael Kurdzo	2/28/2017
		Catherine A. Palazzi	2/28/2017
	Alternate	Maria Tulman	2/28/2017
		Eric Anderson	6/30/2019
		Patrick Ira Dougherty	6/30/2017
		Leigh Ann Hutchinson	6/30/2017
		Michael A. Palazzi	6/30/2019
		Scott R. Person	6/30/2019
Public Works Committee	Alternate	Gerry Hardisty	6/30/2017
		Edward F. Sarisley Jr.	6/30/2019
		To be determined	6/30/2019
		Dennis M. Foran	2/28/2017
Recognition Committee		Gerry Hardisty	2/28/2017
		Daniel H. Warren	2/28/2017
		Gerald B. Wright	2/28/2017
		Sheila Boushee	2/28/2017
Recreation Commission	Chair	Priscilla Bronke	2/28/2017
		Jessica Calhoun	2/28/2017
		Carol H. Lee	6/30/2017
		Jessica Calhoun	6/30/2017
		Annmarie Daigle	6/30/2017
		Ryan W. Fitch	6/30/2017
		David M. Sarisley	6/30/2017
		Paul Carbonneau	6/30/2017
Alternate	Jeffrey Maguire	6/30/2017	

TOWN OFFICIALS/BOARDS/COMMISSIONS/DEPARTMENTS/COMMITTEES

Board, Commission, Committee, Dept. Head	Position	Member	Term Expires
Recreation Field Subcommittee	Chair	Robert F. Burbank	
		Ryan W. Fitch	
		Joan V. Foran	
		Shannon O'Neill Louder	
		Jeffrey Maguire	
		Kenneth Romeo	
Regional 8 Board of Education	Chair	Michael Scott Russo	
		Danny P. Holtsclaw	6/30/2019
		David G. Gostanian	6/30/2019
Registers of Voters - Democratic	Chair	Julie A. Victoria	1/1/2017
Registers of Voters - Republican	Chair	Catherine A. Palazzi	1/1/2017
Registers of Voters - Deputy - Democratic		Joan V. Foran	1/1/2017
Registers of Voters - Deputy - Republican		Wallace E. Barton Jr	1/1/2017
Resident State Trooper		Rob O'Connor	
Safety Committee	AES	John Briody	6/30/2017
		Robert F. Burbank	6/30/2017
	AES	Sally Doyen	6/30/2017
		Donna Doyker	6/30/2017
		Edwin Kasacek	6/30/2017
	Chair	Carol H. Lee	6/30/2017
		Jay K. Linddy	6/30/2017
		Katherine Luntta	6/30/2017
		Catherine A. Palazzi	
		George Knox	6/30/2017
Senior Luncheon	Chair	Kelvin R. Abrams	6/30/2017
		Barbara C. Foran	6/30/2017
		Judith A. Knox	6/30/2017
		Susan Schmidt	6/30/2017
		Thomas Stribula	6/30/2017
		Michael F. Wallace	6/30/2017
		Donna Doyker	6/30/2017
		Dennis O'Brien	6/30/2017
		Carol H. Lee	6/30/2019
		Milda Powers	
Tax Collector		Gerald Hardisty	
Town Attorney		Scott Yeomans	
Town Clerk		Jay K. Linddy	
Town Clerk	Assistant	Maureen Barber	
Town Engineer	CES	Maureen Brancato	
Town Historian		Edwin Kasacek	
Transfer Station		Ron Mike	
Treasurer		Dorothy I. Yeomans	6/30/2019
Treasurer	Assistant	John E. Handfield	6/30/2017
Tree Warden		David S. Hewett	6/30/2019
Volunteer Fire Department	Fire Chief	Evelyn H. Russell	6/30/2019
Zoning Board of Appeals	Chair	Walter N. Weir Jr.	6/30/2017
		Donald L. Keener	6/30/2017
		Wayne E. Thorpe	6/30/2019
		John Valente	
		Alternate	
		Alternate	
Zoning Enforcement Officer			



ANNUAL REPORT COMMITTEE

At the Board of Selectmen’s meeting of September 2, 2015 the board members established the *Andover Annual Report Committee* to assist the Board of Selectmen in preparing the **Andover Annual Report**. Appointed to the new committee were Emily Timreck, Joan Foran and Dianne Grenier.

State statutes as well as the Andover Charter require the Board of Selectmen to produce an Annual Report each year.

Many town residents use the Annual Report as a resource guide and historical snapshot of town happenings, therefore the Annual Report Committee made a very concerted effort to obtain a report from every board, commission, committee, department and leader in town for inclusion in the 2014-2015 Andover Annual Report. The committee members viewed this as an opportunity to provide a brief statement to the residents of Andover the activities, awards, accomplishments, and events completed during the year by those who are elected or appointed to preside over the town activities.

The reports and audit information included in the 2014-2015 Andover Annual Report covers the financial year beginning July 1, 2014 and ending June 30, 2015.

The lists and photos of Board, Commission and Committee members are current as of publication in the spring of 2016.

Committee members were concerned and sensitive to the cost of producing this document. Several printers as well as printing options were explored with an eye on producing a practical document that was cost effective and that all Andover residents could be proud of. Printed copies were made available at the Town Clerk’s Office and to all Board, Commission and Committee members. The document is also posted on the Andover Town Website www.AndoverCT.org

Respectfully submitted,

Emily Timreck Chairman
Joan Foran
Dianne Grenier



Emily Timreck (Chairman), Joan Foran, Dianne Grenier

ANIMAL CONTROL OFFICER

Annual Report 2014-2015



Any dog, 6 months and older must be licensed. The license is due and effective from July 1st to June 30th of every year. All dogs and cats must have a current rabies certificate. Rabies continues to be a concern in wild animal population. Residents are advised to avoid animals exhibiting strange behavior and picking up stray dogs or cats.

Although we live in the country please respect your neighbors by keeping your dog from roaming off your property. A very special thank you goes to Bolton Veterinary Hospital and Town Clerk Carol Lee for running the rabies clinic since 1999 in Andover. With the help of Dr. William Pomper and Columbia Town Clerk Robin Kenefick this clinic has been affordable for the residents of Andover. If you have concerns about wildlife call the Department of Environmental Protection Wildlife at 860-424-3011, or Municipal Agent Animal Control Officer Jay Linddy at 860-742-4035.



Teddy

ASSESSOR'S OFFICE

Annual Report 2014-2015

The Assessor is required to plan, direct, organize and implement a continuing town-wide program of real and personal property assessment for the purposes of local taxation as prescribed by state statute. The Office of the Assessor is responsible for discovering, listing and valuing all taxable and exempt real and personal property within the corporate limits of the Town and appraises real estate based on the market value as of the date of the last town-wide revaluation. We maintain a "street card" on every parcel in town which contains the specific data used in the valuation process. State statutes govern almost every function and responsibility of the office and require every municipality to perform a town-wide revaluation every five years. Andover completed our last town-wide revaluation effective for the October 1, 2011 Grand List and recently solicited bids for the upcoming 2016 town-wide revaluation. We expect that bid to be awarded in the near future and the project beginning in early 2016.

Our office is also required to assess Personal Property (predominantly business equipment), registered motor vehicles, and unregistered motor vehicles. Pursuant to State Statutes, motor vehicles are not valued based on their market value and are solely assessed based on 100% of the average retail book value with no adjustments for mileage or condition. Personal property is valued based on its original acquisition cost (including delivery & installation) new times a depreciation table similar to that of the IRS.

The 2014 Grand List indicates 1,669 real property accounts, 232 personal property accounts, and 4,454 registered motor vehicles.

It is our responsibility to update the street cards when any changes occur. During the 2014-2015 year there were numerous changes in both ownership and condition. Subdivisions produce new building lots, new owners, new homes and additional motor vehicles. The Assessor must inspect and value all newly created lots, newly constructed homes, as well as any changes, improvements, or additions to existing properties.

The assessor is required to file a Grand List (book containing all taxable property and assessments) annually as well as numerous annual reports due to the State of Connecticut which are used to calculate reimbursement to the town of Andover.

Additionally, the assessor's office implements exemption programs for the blind, disabled, elderly, veterans who served during wartime, disabled veterans, handicapped modified vehicles, and volunteer firefighters. The elderly, disabled, and additional veteran's programs are income qualified. For more information on exemption programs you may contact our office at 860-742-7305 x5.



John Chaponis
Assessor



Roberta Dougherty
Asst. to the Assessor

BEAUTIFICATION COMMITTEE

Annual Report 2014 - 2015



The Beautification Committee planted, watered and maintained Veterans Monument Park, areas around the Town Office Building and the gazebo.

We prepared the park and town grounds for Memorial Day and Veterans Day observances, as well as seasonal clean-ups and provided winter decorations. Torn flags are replaced. We removed litter, and debris from these areas as well as the Rail Trail. The Committee and other volunteers raked, trimmed, pruned the woody ornamentals and fertilized the plantings. We coordinated the shut-off of the electric pump for the watering of the park and up-graded the electrical equipment for the lights at Veterans Monument Park.

The Andover Beautification Committee wishes to thank Matt Corder and Andover Landscaping, Hurst Farm, Ryan Jurovaty and David Patelli of White House Electric, Scott's Tree Farm, M and M Oil Company, Ted's IGA Supermarket, Woodland Gardens, John Quigliano, Russell Billings, Dennis Foran, Edward Jurovaty, Emily Timreck and the Memorial Day Committee for their support and help at Veterans Monument Park, the Andover town office building and gazebo.

The care of Veterans Monument Park is truly a labor of love for the Committee members. We are truly grateful to those who wave to us while driving at the corner of Route 316 and Route 6 and biking on the Rail Trail Bridge. Thank you to the Veterans honored on the monument stones, their families and all Veterans for their service.

Respectfully submitted,

Joan Foran,

Andover Beautification Chairman



Cleanup day at Andover Veterans Memorial Park - Andover Beautification Committee 'Rakettes' taking a break from work sprucing-up Veterans Memorial Park at Routes 6 & 316 on Saturday October 24th. From left to right: Emily Timrek, Pat Billings, Joan Foran, Val Jurovaty, and Lori Easton. Missing from photo is Leslee Sage

BOARD OF ASSESSMENT APPEALS

Annual Report July 1, 2014 to July 30, 2015

The Board of Assessment Appeals (BAA) is an elected public agency designed to provide an appeal process for taxpayers who believe the town assessor erred in the valuation of their property or erroneously denied them exemptions. The Boards of Assessment Appeals, formerly known as Boards of Tax Review, were established in 1650 and are among the oldest boards in Connecticut. The Boards derive their legal authority from the Connecticut General Statutes and town charters.

The BAA convened in September to hear appeals solely on Motor Vehicle assessments. Seven (7) appeals were heard. The Board inspected all vehicles to verify mileage and condition of the vehicles. The Board also met in March and heard six (6) assessment appeals; five (5) Real Estate assessment appeals and one (1) Personal Property appeal. Site visits were requested by the BAA, granted by the owners and conducted by the Board before decisions on the appeals were made. There were no Supplemental Motor Vehicle appeals to come before the Board.

Training has been a major focus of the members. The Board hosted two workshops:

- *Review of the Board of Assessment Appeals Handbook and Motor Vehicle Values* workshop on September 11, 2014 with Brian Smith CCMA II, assessor for the city of East Hartford, presenting;
- Public Act – 490, *An Act Concerning Buffers to Inland Wetlands Areas and Concerning Open Space Land, one of the most important laws to help preserve an agricultural, forest, and natural resource land base in Connecticut.* Joan Nichols from the Connecticut Farm Bureau gave the presentation on October 7, 2014.

Both workshops were well received with BAA members from neighboring towns, citizens, and staff from the State Office of Policy and Management attending.

All three members of the BAA, Emily Timreck, Peggy Wright and Joan Foran, attended the Freedom of Information Andover workshop with Thomas Hennick, FOI Educator.

The BAA revised the appeal application forms for *Motor Vehicle, Real Estate, Personal Property; And Supplemental Motor Vehicle* appeals. The revised assessments forms were available on the website as well as instructions for filing application

BAA Goals

The Board of Assessment Appeals will:

1. Conduct all meetings in a professional manner and exercise impartial review of all facts and evidence;
2. Continue to attend training workshops and seek professional support and guidance in all aspects of the Board's decision making process;
3. Standardize all forms and have them available on the Town website.

Joan Foran, Board of Assessment Appeals Chairman



BOARD OF EDUCATION

Annual Report 2014 - 2015

The 2014-2015 school year was one of change and accomplishment for Andover Elementary School. A new principal, Mr. John Briody, was hired to lead the community of teachers, students, and other staff members through a successful year. In addition, Mr. Andrew Maneggia, the Andover Superintendent for eleven years, announced his own retirement at the conclusion of the school year. Mr. Maneggia's tenure in Andover saw the successful completion of an additional classroom wing for the school, the addition of an all-day kindergarten program and an accredited preschool program, and fiscal soundness and responsibility. Mr. Maneggia was replaced July 1, 2015 by Dr. Sally Doyen, hired by a committee composed of staff members, Board of Education members, and community members. She brought years of experience as a Superintendent and Central Office Administrator in Manchester, Lebanon, and Portland, CT districts.

Following are some other major highlights from the 2014-2015 school year.

Student Academic Accomplishments

In the spring of 2015, Andover students in grades 3 through 6 participated in a new state-wide exam to measure Reading/Language Arts and Math learning. These new assessments required the use of computers, which were provided in the school's Computer Lab, and stand-alone computers. The results of these assessments showed Andover students' strengths in both Reading and Math, and students in grades 3 through 6 surpassed neighboring towns in their level of performance. Students in grades 3 through 6 met or exceeded the Goal Standard on both Math and English compared to 49% state-wide.

In fact, in the fall of 2015, *Connecticut Magazine* ranked Andover's education system as number 1 in the state for Connecticut towns with median home prices from \$200-\$249K.

Early Childhood Education

The accomplishments of the older students are the results of Andover's extremely strong early childhood programming. Andover offers all-day kindergarten to all students, with class sizes at 10-12 students. These small classes allow kindergarten teachers to focus on each student's individual learning needs, to prepare them for advanced learning as they move through the grades.

In addition, Andover has a nationally-accredited preschool program for students of ages 3 and 4. The accrediting organization, the National Association for the Education of Young Children (NAEYC) conducts rigorous evaluations of preschool programs, ensuring that they meet the needs of young students academically, socially and emotionally.

Creative and Performing Arts

Andover Elementary School boasts an active Arts program, available to all students pre-k through sixth grade. Andover students are actively engaged in Art, Music, Physical Education and Media Center activities. During the 2014-2015 school year, Andover Art students drew and painted an original 50-foot long mural that now hangs in the school's gym. The Elementary School Band marched in the town's yearly Memorial Day Parade and four students were chosen to represent Andover Elementary School in the Connecticut Music Educators Association Elementary Honors Choir.

Students learned various lifelong physical activities in PE classes, and 100% of fourth grade girls passed the State Fitness Test in all four test components.

Other Student Activities

Andover students were encouraged to take an active role in Town activities and all sixth graders performed an Annual Day of Service in the Town.

BOARD OF EDUCATION CONTINUED

Educational Technology

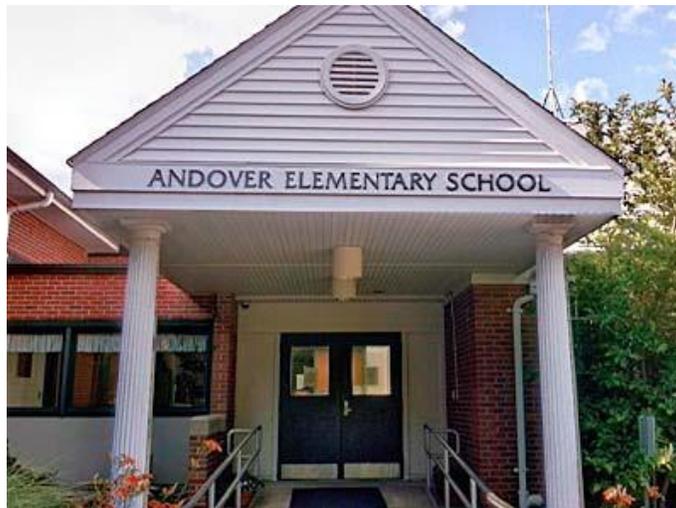
Learning technologies permeate the entire environment at Andover Elementary School. During 2014-2015, all students learned basic computer skills in the Computer Lab as well as in their classrooms, using various portable computers on rolling computer carts that could be moved from room to room. A grade level curriculum instructs students in Basic Keyboarding, Computer Research, and Word Processing. In addition, the Media Center makes use of online databases for student research. Students also receive instruction in appropriate and safe computer usage in each grade.

Fiscal Overview

The Board of Education budget for the 2014-2015 school year was \$4,295,030, a .9% decrease from the previous year. These monies provided for salaries, health insurance, all instructional materials, special education services for students, bussing, and building maintenance and repairs. Both school parking lots were repaved and restriped, and interior and exterior painting was done to keep the building in good repair. The excessive winter snowfall revealed a leak in part of the roof over the kitchen area, which led to the subsequent formation of a roof committee to determine needs for the entire building roof.

Overall, the 2014-2015 school year was extremely busy, but also productive and positive from many viewpoints. Students experienced many successes in different areas as they completed another important year, under the direction of the Andover Board of Education.

Submitted by,
Dr. Sally E. Doyen, Superintendent



BOARD OF FINANCE

Town Meeting May 7, 2014 2014-15 Budget Message

The Board of Finance is proposing a 2014-2015 budget which spends \$10,651,362.45, representing a decrease of \$27,320.93, or -0.26% over last fiscal year 2013-14.

The decreases were from small decreases in several areas including AHM, AES, Capital Expenditures and the largest being Interest Expense which dropped over 10%.

We are pleased that we were able to drop the mill rate for the second year in a row, while meeting the needs of our schools, municipality and taxpayers. We will be reducing the mill rate from 30.77 to 30.72.

The Board of Finance approved three capital requests:

- \$50,000 for the purchase of a mini-van with a wheelchair/walker accessible ramp..
- \$16,306 for 16 EPIC voice amplifiers & radio interface units for the Fire Department
- \$33,145 for the 2nd of a 5 year annual lease to purchase dump truck.

We also increased the Capital Expenditures for Revaluation, which will take place in 2016.

The non- tax revenue this year is estimated to be \$2,592,633 representing an increase of \$35,000, or 0.014% over last year's estimate. This is a conservative estimate of revenue but not an unexpected increase, since it is an election year. That figure will likely drop next year.

The current inflation rate in February was 1.13%.

Respectfully submitted,
Georgette Conrad - Chairperson
Board of Finance



Adrian Manderville Eric Shevchenko Dan Warren (Chairman) Linda Fish Georgette Conrad

Board of Selectmen

Annual Report 2014-2015



First Selectman's Annual Report 2014-2015

2014-2015 was another good year. As a Town, we operated within budget and maintained a mill Rate of 30.72.

We made major renovations to the Senior Center located on Center Street.

It was a trying winter January through April with all of the snow and ice. Although the budget for snow removal was overextended, we were able to draw from other areas of the town budget to make up for the overage.

We enhanced the town Website to include legal notices and added the option to view and pay taxes online



Bob Burbank (First Selectman), Cathy Desrosiers, Julia Haverl, Jeff Maguire (Vice First Selectman), Jay Linddy



BUILDING DEPARTMENT

Annual Report 2014 - 2015

Ed Kaulback is the Town Building Official. Please contact the department administrative assistant for scheduling inspections, answering questions and taking messages for the Building Official.

Kathy Luntta is the department administrative assistant. The office hours are Monday 8:15 A.M. to 3 P.M., Tuesday through Thursday 8:15 A.M. to 3:45 P.M. The office is also open Monday evenings from 5 P.M. to 6:45 P.M. The Town Office Building is closed on Fridays. The secretary is in the office to assist the public in any way possible.

Below is the building permit activity for the past year.

	<u>2014 - 2015</u>
New Houses	0
New Commercial	0
Commercial Additions/Alterations	5
Residential Alterations/Remodeling	55
Residential Additions	6
Residential Utility Buildings	12
Pools	3
Demolition	0
Other – Electric	48
Heating	27
Plumbing	16
Total Permits Issued	172

Inspections Performed:
Building - 80, Electrical - 64, Plumbing - 37, Mechanical – 18
Total Inspections: 199

Ed Kaulback
Building Official



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Annual Report 2014 - 2015

The Capital Improvement Planning Committee (CIP) serves an administrative and investigative function for the Board of Selectman and the Board of Finance. Any capital improvements requested by any boards, committees, departments or agencies for the town that cost more than \$3000(set in the charter) need to be sent to the Board of Selectmen and they determine which ones are to be looked at by the CIP. Requestors need to provide a minimum of three quotes to be considered for acceptance. The CIP will meet with requestors to determine need and priority. They may also investigate further to determine if there are better prices to accomplish the same goal. What comes out of the CIP sessions is a list of approved improvements and the amount of money needed to set in the budget for things to be done the following budget year. This list is presented to the Board of Selectmen and the Board of Finance.

The makeup of the CIP committee is a representative from the Board of Selectman, Board of Finance, Board of Education, Fire Commission and three at large members that are not on any of the other boards.

The approved improvements for 2014-2015 were as follows:

Request #2014-01 Buy a New Handicap Van for Senior Transportation for \$50,000.

Quotes submitted were \$39,289 to \$53,359.

Request #2014-02 Purchase 16 EPIC Voice Amplifiers and 16 EPIC Voice Amplifier Radio Interface Units for the new Scot Air Packs for \$16,306.

Quote submitted for \$16,305.60 from Shipman's - only supplier.

Request #2013-05 Annual lease of new dump truck lease amount for 2014 is \$33,145

All of these projects were deemed necessary to be completed between July 2014 and June 2015.

Request 2014-01 will save on wear and tear on the larger vans which are currently used for medical trips driving only one or two people. It will also save on gasoline.

Request 2014-02 concerns the safety of our volunteer firemen during actual firefighting activities

These requests total \$99,451 for CIP line item.

Respectfully submitted,
Elaine Buchardt (CIP Chairman 2014-2015)



Fred Oliver, Wendy Kopp, Cathy Desrosiers, Eric Shevchenko, Dan Warren (Chair), Shannon Loudon, Gerry Wright

COMMISSION ON AGING

Annual Report 2014-2015

The Commission on Aging (COA) was established to study the needs and coordinate programs for the aging for the town of Andover. It consists of five members who meet three times a year.

The Social Service Agent, Laurel Andrews, has been invited to attend these meetings, when able, to share her input regarding the seniors.

The town owns 2 busses and a van to provide transportation for grocery shopping, medical appointments, town meetings and weekly luncheons.

Medical appointments have significantly increased this past year.

Members of the Young at Heart (YAH) group arrange trips to shows, restaurants and other entertainment throughout the year; open to all seniors in town. The trips for shopping, entertainment and meetings are published in the Silver Lining monthly and the weekly RIVEREAST newspaper.

Most of our meetings this past year dealt with concerns about the condition of the Senior Center at the Old Firehouse. There are plans for a unisex, handicapped bathroom. There is leakage in the ceiling as well as a window in the kitchen. A dead tree near the parking lot needs to be taken down, so it won't fall on a car or person. Walls in the Senior Center need painting. All such issues have been discussed with Bob Burbank. We will start documenting with follow up paperwork.

On the other hand we have a new stove, air conditioner and a new furnace. A caution strip has been repainted on the outside stairs and a paved skirt from the parking lot down to the handicap ramp has improved accessibility for people with walkers and wheelchairs. A grant is available to replace windows.

Trips continue to be planned for the upcoming year.

Respectfully submitted,
Judy Knox, Chairperson



Sue Schmidt, Georgia O'Brien, Judy Knox. (Missing from photo: Barbara Foran, Bob Wanagel)

CONSERVATION COMMISSION

Annual Report 2014-2015

Michael Palazzi, Chairmen

Currently the conservation has five members and we meet the last Tuesday of the month in the community room town hall office building.

The commission's charter is to catalog town owned property, including water, streams, forest and wild life plus promote conservation ideas for the above.

Recent accomplishments are as follows:

1. Back packs were assembled and filled with information books, maps, binoculars etc. These were given to the Andover library to lend to Andover residents for use during hiking, fishing, day trips etc.
2. Members of the Commission attended conservation training classes sponsored C.A.C.I.W.C. in the spring and fall.
3. Invasive plant removal work day was accomplished at The Doris Chamberlain Nature Pond. People from Andover and surrounding towns participated.
4. The Conservation Commission also over sees the operation of the C.A.R.T. program. This is a Recycling program of cans and bottles by groups of volunteers working at the Transfer station on a weekly basis. Money earned is deposited in the C.A.R.T. budget line item for distribution twice a year to the (4) teams. Schedules and supplies are handled by the Conservation Commission.

Future projects include reviewing the (70) acre parcel behind the elementary school for wildlife survey's, soil make up, types of trees etc. We will also complete another invasive plant removal across route 6 from the Andover Post Office.

The commission will also coordinate with the Old Andover Burial Ground committee on the identification of invasive plants at the cemetery.



Maryann Gile, Mike Palazzi, Carrie Crompton, Scott Warren

EASTERN HIGHLANDS HEALTH DISTRICT

Robert Miller, Director

The Towns of Bolton, Coventry, and Mansfield established the Eastern Highlands Health District on June 6, 1997 as a cooperative effort to pool their resources and create a regional full-time professional health department. Reducing costs and improving both the scope and quality of public health services in the community were the objectives of establishing the District. Seven more towns joined between 2000 and 2005: Andover, Ashford, Chaplin, Columbia, Scotland, Tolland and Willington. The Eastern Highlands Health District is committed to enhancing the quality of life in its communities through the prevention of illness, promotions of wellness and protection of our human environment. The pursuit of this mission is realized by assuring that other community agencies provide certain public health services within the region and by providing specific public health services directly. The services directly provided include a communicable disease control program, public health education, community assessment and public health planning, emergency preparedness and a comprehensive environmental health program. The main components of the environmental health program include on-site subsurface sewage disposal permitting, complaint investigation program, food establishment licensing and inspection, and environmental monitoring program.

Accomplishments for FY 2014-2015

- Board of Directors adoption of an operating budget of \$791,691 for FY 15/16, which is a 3.3% increase from the previous fiscal year.
- Executed contract, and kicked off project with Viewpoint Government Solutions to provide online permit application, tracking, and mobile inspection support services.
- Awarded a \$100,000 grant from the American Planning Association to implement the Plan4Health initiative.
- Milestones in public health emergency preparedness activities for this year includes: Ebola monitoring and response; medical reserve corps drill in June; and various updates for public health emergency preparedness plans.
- Salient projects and initiatives in support of specific member towns includes: technical and public informational support of the proposed four corners community sewer project (Mansfield); reviewed and commented on proposed tank pumping ordinance (Columbia); provided technical support to DEEP grant proposal to protect Crandall's Pond watershed (Tolland); ongoing support of lower Bolton lake sewer project (Bolton), Tobacco Free Open space initiative (Coventry, Mansfield)
- Communicable disease control activities included review and follow up (as needed) of 1553 case reports; and, conducted 10 disease outbreak or individual case investigations.
- Main indicators for environmental health activity in Andover include: 18 site inspections for septic systems; 6 septic permits issued; 3 well permits issued; 1 complaint investigated; 33 environmental samples taken for lab analysis; 42 food establishment inspections and other health inspections; 10 B100a building permit reviews; and, 35 test pits and perk tests.

Plans for FY 2015-2016

- Main health district office record keeping, workstation, and storage re-organization
- Implementation of health district communication and public awareness plan
- Complete implementation of web based permitting, licensing and inspection software
- Address the individual public health needs of member towns as they arise



Holly Hood

ECONOMIC DEVELOPMENT COMMISSION (EDC)

Annual Report 2014-2015

2014-2015 Commission members included Jim Dake (Chairman), Elaine Buchardt, Patrick Dougherty, John Golemba and Jeanne Person.

EDC is an all-volunteer commission. The Town of Andover does not have an Economic Development Director or Coordinator as most larger towns do, so the Commission attempts to ensure that the Town has representation in regional efforts as well as ongoing activity to (1) support current business health, and (2) work with other Town boards and commissions to facilitate startup and relocation of suitable commercial, tax-paying entities to the Town.

2014-2015 Key activities included:

- Release of the updated Andover Business Directory “Yellow Sheets”, a bi-annual project. The Business Directory is distributed to all Town residents free of charge as an insert to the Reminder News, delivered to all Town residences. The purpose of the Directory is to help raise awareness of Town businesses, giving Town residents the opportunity to economically support their fellow residents' businesses.
- Support of the new Andover Farmers Market at Long Hill fields, which began its inaugural season in late summer of 2014, continued through the winter with 4 Winter Markets in the Town Hall, and rolled out an expanded Farmers Market in 2015. EDC has supported the establishment of the Farmers Market by: introducing interested town residents to State experts and operators of other successful markets; encouraging the establishment of a Farmers Market committee and helping recruit volunteer Market Masters; supporting the establishment with \$200 in seed money; and two EDC members also serve on the Farmers Market committee.
- The EDC chairman participated in a regional Economic Development conference hosted by the Town of Coventry.
- The committee also makes sure the Town is well-represented in the Tolland County Visitors Guide, which is published by the Tolland County Chamber of Commerce and distributed free at area businesses; I-84 rest areas; and Town offices.
- The EDC maintains a membership on behalf of the Town of Andover with the Tolland County Chamber of Commerce, with the purpose of raising awareness of the Town and its economic activity and potential with other regional economic leaders, and provide opportunity for Town staff and residents to participate in regional economic leadership if they choose. The EDC chairman also sat on the Economic Development Committee of the Chamber.

Respectfully submitted,
Jim Dake
EDC Chairman



**Patrick Dougherty, Elaine Buchardt, Jim Dake (Chairman), Jean Person
(Missing from photo: Tim Gilmore)**



EMERGENCY MANAGEMENT (CERT)

Annual Report 2014-2015

In the 2014-15 fiscal year (June through July), the Andover CERT team entered into a mutual-aid agreement with the RHAM High School CERT team and the newly-formed Hebron CERT team. The three teams now work together, sharing resources and personnel. 24 new members started or completed CERT training: 16 adults and 8 high school students.

CERTs deployed for 9 incidents in this time period, providing traffic control at civic events, public safety at sporting events, communications assistance at events, and assistance to the fire department. CERTs were at the Farmers Market, 5K race, Hebron Harvest Fair, the pig roast, a mass-casualty drill in Newington, and the Hebron Ghost Run.

The Andover Emergency Management Face book page was maintained to provide safety information to the community ranging from winter safety tips to road condition reports.





FARMERS MARKET

Annual Report 2014-2015

Mike and Cathy Palazzi, Co-Market Masters

After more than a year planning, the first Andover Farmer's Market opened on July 12, 2014. Our committee was appointed by the Board of Selectmen and included Elaine Buchardt, as our liaison and secretary, Karen Hunter, Jeanne Person, and Bob Russell.

In celebration of the first market in Andover, First Selectman, Bob Burbank and State Senator, Steve Cassano cut the ribbon to officially open our market located at the corner of Long Hill Road and Riverside Drive. State Representative, Pam Sawyer and Judge Darby were present to greet the people. The AFM committee sold beverages and plastic "carrots" to raise money in order to keep the market solvent.

We were fortunate to have 28-30 booths depending on the week. Among those were local organic farmers selling vegetables, fruits, eggs, chicken, pork, honey, maple syrup, jams, jellies, pickles, breads, and vendors offering jewelry, decorated baskets, organic soaps, soy candles, fleece, yarn, handcrafts, jewelry, wood objects, popcorn, cold beverages, cupcakes, plants, herbs, and much more. Our Fire Department, CERT Team, Boy Scouts, Girl Scouts, the two political parties and the Historical Society were there to support the market. We were entertained by our own "Mr. Buttons" walking the market to tell stories of old Andover. Our first year was costly due to marketing, and advertising costs so we were only able to have a minimum of entertainment. However; the committee voted to use our profits from our sponsors, farmers and vendors and beverages sold to provide entertainment for the next year's market in 2015.

We felt entertainment is a great part of our market. Our committee wants to locate more animals and farmers to make it an even bigger market for 2015.

Our sponsors for 2014 were Ameriloo, Think Energy, Andover Restaurant, Andover Sportsmen Club, Elaine Buchardt Century 21, Don Cote Home Improvements, Mary Duval, Bob Pittsinger, Heritage of Columbia, Cake Geek, Jim Dake Associates, Our Memories for Life, Nature Landscape, Old Farms Woodworking, DTC, RTC, Riverfront Tree, White House Electric. Each of these companies donated money to place their ad onto our sponsorship sign provided by Integrity Graphics. Our signs placed on RT 6 and throughout town were provided by Just Signs.

Michael and I were pleased so many residents supported the hard work of the committee and we felt the first year was a great success for the farmers market in Andover. Everyone enjoyed working on the committee and being a part of "opening the Andover Farmers Market". Based on the success of the market the committee decided they would work on a winter market for January and February 2015.

We welcome all farmers and vendors to be part of the market. The committee appreciated Selectman; Jay Linddy who opened the gates for us each week and checked on the market to make sure all was well and we had everything we needed.



**Karen Hunter Elaine Buchardt, Mike Palazzi, Cathy Palazzi, Adam Yates, Jean Person
(Missing from Photo: Bob Russell, Shirley DeFlavis)**

FIRE COMMISSION

Annual Report 2014-2015

The Fire Commission is a five member elected board that works with the Fire Department to prepare an annual budget to operate the fire department, fund firefighter training, maintain the building and grounds, fire apparatus, and firefighting equipment. The Commission allocates funding from the town budget to operate the fire department. We also submit requests for the Capital Purchases to the town.

During the past 3 years since the last annual report was published we have refurbished a donated 1989 Ford mini-pumper into a service vehicle replacing an Army surplus 1952 ¾ Ton Truck that was originally purchased for \$500.00 and sold by the town for \$5,420.00 this plus the sale of the body and pump from the mini-pumper for \$1,910.00 allowed this conversion to take place with no cost to the Town. Additionally during this time the 1992 E-One Fire Truck was refurbished at a cost of \$130,000.00 extending the vehicles life an additional 10-15 years. The estimated cost of a new vehicle at the time of refurbishing the truck was in excess of \$350,000.00. The interior of the fire station has been completely painted,) first repainting since the building was built in 1990). The fire Commission also contracted with Northeast Utilities to completely re-lamp the fire station with energy efficient light and took advantage of 5 year energy saving program with NU that will eventually save an estimated \$200.00 per month saving in electricity.

In the past year two Fire Commissioners resigned, John Coli and Greg Vincek and were replaced by Scott Yeomans and Mark Williams.

The Fire Commission wishes to express our thanks Officers and members of the Andover Fire Department for their dedicated service to the town, not only in emergency response but also in their actions to maintain the fire station, equipment and emergency response vehicles for the town.

Respectfully submitted,

Wallace E. Barton Jr.

Chairman



INLAND WETLANDS AND WATERCOURSE COMMISSION

Annual Report 2014-2015



The Inland Wetlands and Watercourse Commission (IWWC) is charged by Connecticut General Statutes, §22a-45 to regulate activities in or near wetlands and/or watercourses in the Town of Andover. The Commission discharges this obligation by provisions set forth in the Town of Andover Inland Wetlands and Watercourses Regulations. These regulations require that all landowners and their agents who propose activity within 100ft. of wetlands or within 200ft. of an area of special concern to first obtain a permit from the IWWC or its agent before the start of work. These activities include, but are not limited to, the cutting of trees, removal or deposition of material and/or soil, disturbance of natural drainage and construction of new residences.

The year was relatively quiet for this Commission. The Commission met a total of six (6) times from July, 2014 through June, 2015 and conducted four (4) site walks related to applications. The Commission issued six Summary Rulings.

This Commission meets the second Monday of each month at 7:00pm in the Community Room. Please contact the Wetlands Agent with any questions regarding this Commission or if you are interested in serving on this Commission. Below is a summary of the Commission's activities for the year.

Applications received: 4

Declaratory Rulings: 3

Permits Issued: 6

Complaints Investigated: 14

Administrative Approvals: 2

Inspections conducted to determine jurisdiction: 67

Inspections conducted to determine permit compliance: 73

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John England – Chairman Wayne Thorpe Michael Landolphi – Vice Chairman
Ed Smith Richard Osborne John Valente, Agent James McCann



Wayne Thorpe, Ed Smith, Michael Landolphi (Vice Chairman), Richard Osborne, John England (Chairman), John Valente (Agent) (Missing from Photo: James McCann)



LIBRARY BOARD - PUBLIC LIBRARY

355 Route 6 P.O. Box 117

Andover, CT 06232

Phone/fax: (860)742-7428

Find us on Face book: www.facebook.com/AndoverPublicLibrary.CT

During the fiscal year which ended on June 30, 2015, the library was pretty busy. We were visited by just over 11,000 people and circulated nearly 18,500 items. Those are pretty good numbers for a small town the size of Andover, but we're always ready and willing to welcome more folks. Visit the library whenever you can!

In addition to offering the latest bestselling books and DVDs for patrons to borrow, we also have computers available for public access. There are museum passes for families to borrow, books on CD, and a whole bunch of different programs for everyone. Nearly every week, we host story time programs for children, where kids can sing a song, listen to a story, and do some show and tell. For the adults, our book discussion group meets 8-10 times each year. Other examples of programs we've offered include author talks, cake decorating programs, weekly hula hooping sessions, two groups for knitters and stitches, lots of fun summer programming for the kids, participation in *Star Wars Reads Day* in October 2014, the annual December visit of Santa & Mrs. Merry Claus, and more fun things

The Library's Friends group continues to actively support our programs. The money they've donated to the library in the past year has helped us purchase several museum passes, as well as numerous DVDs and books on CD. To raise money for some of these donations, the Friends group hosts an annual goods & services auction each May. Other Friends' fundraisers during 2014 and 2015 included making sandwiches at the Andover Subway restaurant on an August Sunday and taking home a percentage of the profits, and in October 2014, the Friends held a book sale mostly inside the library on a cold and rainy Saturday. With all of the money they raised, the Friends were able to purchase and install a beautiful outdoor sign for the library's front lawn, and begin planning a refurbishment of the Children's Room downstairs in the library. In addition, the Friends hosted a free summer concert in August 2014 featuring Connecticut performers, Amy Gallatin & Stillwaters. Through the efforts of many hardworking Friends members – and Friends President Janice Bazzani, who finished her term in June 2015 – we are grateful for all of the Friends' work and fundraising efforts. Many thanks to all Friends!

Be sure to watch our library's Face book page – www.facebook.com/AndoverPublicLibrary.CT (you don't have to be a member of Face book to be able to view our page) to keep up-to-date on our upcoming programs, events, and happenings. One of the big "adds" on our library horizon is that Andover residents will soon have access to downloadable eBooks and audio books through a platform known as *Overdrive*. We'd love to see you here at the library, too, so don't forget to stop in whenever you can. Remember: if the OPEN flag is flying and the outside lights are on by the front door, we are open! See you here!

2014-2015 Statistics:

Circulation of books, magazines, audios, videos:	18,490
Books & A/V materials added to collection:	885
Books & A/V materials withdrawn from collection:	858
Total valid library cards:	3,218
Interlibrary loan requests filled:	816
Number of books borrowed by out-of-town patrons:	1,257
Public computer usage (in hours):	802
Total patron visits to library:	11,161



Dianne Grenier, Linda Fish, Mimi Boxwell, Cathy Desrosiers, Julie Victoria

MUNICIPAL AGENT SOCIAL DIRECTOR (ELDERLY AND SOCIAL SERVICES)

Annual Report July 1, 2014 to June 30, 2015

These departments function for the betterment of Andover citizens and include such items information, referrals, guidance, help, and most of all hope that things will be better in the future. Above all, confidentiality is the first priority of this department.

Some, but not all, services include participation in the State funded Renters' Rebate Program for elderly and/or disabled residents, Farmers Market Program, referrals to ACCESS for heating (oil or electric) assistance, WAIM, the Vernon branch of the VNA, and the First Congregational Church of Andover's Food Pantry. While these do not seem larger than life in the written word, they are a necessity for anyone in need, no matter their age.

During the period covered by this report the total number of residents seeking Renters' Rebate was 24. Hop River Homes led the way with 21, Kinsley Drive had 2 applications, and the last was a new single occupancy home rental. None of these were denied either by income limitations or other qualifications.

This year thirty Farmers' Market Coupons booklets were received from the Connecticut Department of Agriculture. Each Booklet contains six \$3.00 coupons that can be used anywhere there is a farmers market. Twenty seven of them were handed out to residents, and again the majority went to residents of Hop River Homes. In addition to local markets these coupons are also valid at 19 FMNP Authorize Farm Stands located primarily in the southern portion of the state.

Heating oil can be one of the top issues for families in need, and each request is handled on a case by case basis. Two calls were received and one individual came into the office building regarding assistance with very high electric bills. Each received an explanation regarding the Town's policy of not paying electric bills, and each was referred to WAIM. It was strongly suggested they seek assistance through ACCESS for the coming winter season.

One of the interesting groups that has come into being is the Hunger Action Team made up of clergy, social service and lay people from the towns of Andover, Columbia, Gilead, Hebron and Marlborough. We meet each month, except during the summer, and discuss issues we see in our communities and how we can better assist our residents.

Respectfully submitted,

Laurel Warner Andrews

MEMORIAL DAY COMMITTEE

The Memorial Day Committee plans, coordinates and oversees the annual Town Memorial Day Observances at the Town Monument Park and the cemeteries.

We the living Honor Our Country's Dead
Memorial Day Observances
May 31, 2015

Honorary Parade Marshal - Erich Siismets
Color Guard - Andover V.F.D. Marching Unit
RHAM High School Band - Nick Kokus, Band Leader
Wreath Bearers - Brianna Kjellquist, and Nathan Aguiar
RHAM Middle School Band - Kerrie Verrastro, Band Leader
Andover Elementary School Band and Chorus - Matthew Piros, Band Leader
Community Emergency Team, Andover Seniors, Andover V.F.D. Fire Apparatus

Observances at Monument Park

The National Anthem – RHAM High and Middle School Bands
Placing of the Memorial Wreath Brianna Kjellquist and Nathan Aguiar
Salute – Richard Swartwout, 6th Connecticut Regime (Historic)
Drum Roll, Taps and Echo – RHAM High School Band

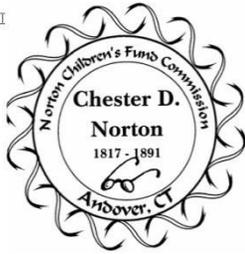
Observances at Center Cemetery

“General Order Number Eleven” – John McCall
Invocation and Benediction – Reverend Ray Kostulias
“The Gettysburg Address” – Bailey Ayer
“America the Beautiful” – Andover Elementary School Chorus
“In Flanders Field” - Braeden McHugh
Memorial Day Address - Pamela Sawyer former CT 55th District Representative
Recognition of Recently Deceased Veterans - Robert Wanagel
Recognition of Andover's Veterans - George Kitchin
“I'll be Seeing You” - Cecilia Tamburro
Benediction - Reverend Ray Kostulias
Salute - Richard Swartwout, 6th Connecticut Regime (Historic)
Drum Roll Taps and Echo - RHAM High School Band
Drum Roll and Bagpipes - The Fogarty Family

The Memorial Day Committee wishes to thank the Andover V.F.D. and Andover Elementary School for their help and support. Most importantly, the Committee wishes to thank all those who participated and joined us as we honored those who have given their lives in service of their country.

Respectfully,
The Memorial Day Committee





NORTON CHILDREN'S FUND COMMISSION

Annual Report 2014-2015

In 1891 Chester Norton, an Andover farmer, died leaving in his will \$3,000 to be used to help Andover children in need. The story goes that when Chester was a child his poor family could not afford the eyeglasses he needed and a kindly gentleman provided the family with funds for Chester's eyeglasses. Chester never forgot this act of kindness and passed it on to the future children of Andover through his will.

The Norton Children's Fund Commission was established in 1937 at a Town Meeting and has continued to this day distributing the interest income from Chester's will plus donations from generous citizens throughout the state to help the children of Andover. The fund also awards one or two scholarships to Andover seniors furthering their education.

The Norton Commission consists of 5 members and we meet twice a year; early June and mid-November. At our early June meeting we choose the scholarship recipient and distribute funds to help families with Back-to-School supplies. At our mid-November meeting we distribute fund to help families with holiday gifts. We also have helped families that have a need throughout the year.

Since 1960 (most years) a small scholarship is offered each spring to an Andover High School or home-schooled senior who will be continuing their education. The F Kendall Brown and Frank H Brown scholarship has been handed over to the Norton Commission. Their family set up this scholarship in 2002 in memory of their father and brother.

In November of 2014 we distributed gift cards to 7 families (10 children) for the total of \$380. In June of 2015 we awarded a \$500 scholarship to an Andover senior and a \$500 scholarship to an Andover student that was attending a film camp in NYC. We also distributed \$420 (gift cards) to 6 families with 11 children as the total for Back-to-School supplies.

We have distributed Norton Commission Flyers that explain how to apply for financial assistance from our commission. These have been placed in the Andover Elementary School, RHAM High & Middle Schools Social Service Director, The Andover Congregational Church, the Andover Town Library, the Andover Town Office, AHM, and will be on the town's website.

We receive no funds from Andover tax-payers. We rely on donations from Andover and outside of Andover's generous citizens and the interest that we receive from the principal on the Norton Fund plus the Irene Mooney Fund. In this poor economy we have had limited funds.



Dianne Grenier (Secretary), Heidi Donnelly, Elisabeth Houle (Chairperson), Sue Schmidt, Gayle Mulligan (Rep. 55th), Heidi Xenophontos



PLANNING AND ZONING COMMISSION

Annual Report 2014-2015

This Board met a total of twelve times and held four (4) public hearings. This Commission holds public hearings for all applications for Special Permits and can determine to hold a hearing with regard to a Site Plan Review application in accordance with the Andover Zoning Regulations.

The Commission spent much of the year reviewing the current Zoning Regulations. The Plan of Conservation and Development is currently being updated as required by CT State Statute. This review included public meetings and sessions with other Commissions and Boards. The Town was successful in acquiring an Incentive Housing grant to study development along the Route 6 corridor and whether there are appropriate areas for multi-family housing. There were also many discussions over the ongoing Route 6 Corridor Study and incorporating recommendations from the study into the POCD and Commission Regulations. There were many discussions over the ongoing Route 6 corridor study and the Plan of Conservation and Development.

This Commission meets the third Monday of each month at 7:00pm in the Community Room. Please contact the Zoning Agent with any questions regarding this Commission. Below is a summary of the Commission's permits for the year:

Subdivision - 4 lot

Small Business Repair

Food Cart

Respectfully,

Eric Anderson, Chairman



**Scott Person, Leigh Ann Hutchinson, Michael Palazzi, Patrick Dougherty,
(Missing from photo: Eric Anderson (Chairman), Gerry Hardisty, Ed Sarisley)**

RECREATION COMMISSION

Annual Report 2014-2015

The Recreation Committee is responsible for developing programs to promote the health, welfare and community spirit of all Andover residents. The Recreation Commission has sponsored various programs ranging from the Halloween Fun Night, to the Holiday Sing-Along and the Summer Concerts series.

The Recreation Commission is responsible for the management of access to the AES gymnasium for local groups outside of the school. The commission hopes to maximize utilization to promote physical fitness and health.

The Recreation Commission is also responsible for the maintenance and management of access to Long Hill Fields. The commission is looking forward to providing a first rate recreational facility when renovations are complete in the summer of 2017.

New programs will continue to be added to the Recreation Commission calendar with an emphasis on community involvement. All interested residents are encouraged to attend the regularly scheduled monthly meetings and participate in as many recreation commission events as possible.



REGIONAL SCHOOL DISTRICT NO. 8

Annual Report 2014-2015

The 2014/15 academic year was a time of healing for Regional School District #8. After the tragedies of the previous year, the year was one of recovery and the initiation of many new and exciting programs. First and foremost RHAM High School was named one of the 1,000 best high schools in the country according to US News and World Report; additionally the College Board presented an award to RHAM. The College Board award recognizes that an increasing number of students are taking the AP (Advanced Placement) examinations. These awards would not have been possible without the dedication and hard work of staff in both the high school and middle school.

There were significant changes in the administrative structure of the district. A fulltime business manager, Jane Neel, was hired along with a curriculum director, Lauren Fierman. The curriculum director will assist in the implementation of the Connecticut State Curriculum for English Language Arts, math and science. The implementation of the State curriculum is a project that will be completed over time. The curricula must be revised along with the methods of assessment in each of the subject areas. Students will have to demonstrate that they have mastered the standards of each of the core subjects and apply them to real world problems. The other disciplines will play a supportive role in implementing the state curriculum. They will emphasize the usage of skills; the way instruction is delivered will change to prepare to answer test questions that require the application of skills outlined in the curriculum.

Testing of students continued, the Smarter Balance Assessment was used in grades 7 and 8. The tests were taken on line therefore the results were available sooner. This was important; instruction could be modified to better meet student needs. This test was for Language Arts and math. The testing of science continued in grade 8 using the CMT. That is the test previously used. The results of the SBAC testing were encouraging in grades 7 and 8. Grade 7 students achieved a score of 79.1 % at levels 3 and four, and grade 8 students achieved a score of 73.5% at levels 3 and four. The RHAM scores compared favorably to the average state scores 57.1% and 54.0% respectively at level 3 and 4. The test was graded on a four point scale. This test will continue to be used to evaluate grade 7 and 8 students.

High School Smarter Balanced Assessment (SBAC) testing for grade 11 was completed in the spring. The test was not without controversy, students in many districts opted out of the test, but approximately 99% of Region 8 students took the test. The discussion centered on replacing the SBAC test with the College Board Examination. The RHAM scores were: English 68.8% and math 52.7% and levels 3 and 4. The state average for English was 55.4% and for math the score was 39.1 % at levels 3 and 4. This test was also graded on a 4 point scale. High school students continued to perform well on the Advanced Placement exams. There were 332 AP tests taken with 84% receiving a 3, 4, or 5. This means that the students with those test scores will receive college credit for the AP courses they have taken.

Congratulations to the Valedictorian, Timothy Brieckel and the Salutatorian, Maeve Howard for their fine academic achievement. Seventy one percent of the class of 2015 will attend 4year colleges, 15% will attend 2 year colleges, 1 % will continue on to a technical school, 4 % will enter the military and 6 % will join the workforce. There was another change in the manner RHAM graduates are recognized. Class rank will not be published, but will be available to colleges upon request of the student. In the future class rank will, however, be calculated for the purposes of determining valedictorian and salutatorian.

Hiring of a business manager helped the district implement the uniform chart of accounts as proposed by the state. Additionally the charge of the business manager was to update all practices that take place in the business office. After the first year on the job, much was accomplished, but much remains to be done.

The position of Director of Pupil Personnel Services was vacant for most of the year and was filled through the appointment of existing staff. We all thank Ms. Danielle Mooney for providing the hard work to fill the position on an interim basis.

Last year, a number of individuals who devoted many years of service to RHAM retired. The teachers that retired collectively served the RHAM community for a total of 127 years. The retirees are Mary Ellen Cowles (26 years), Ken Giella (37 years), Barbara Hitchcock (19 years), Valerie Schaus (12 years), and Kathy Skopas (33 years). We sincerely thank them for their dedicated service to the RHAM Community. A special mention must be made of a long serving Member of the Board of Education. Mr. Ken Lee served on the RHAM Board as a representative from Andover. Mr. Lee was a tireless advocate for all the children attending RHAM schools. He sought to ensure that all students receive a quality education and have opportunities to participate in a variety of sports and extra curricula activities.

Financially, the difficult economic times in the state continued to have an impact in on the district. Bonds that were issued in 2007 were re-financed. The refinancing saved the district approximately \$237,999 over a two year period. The budget was approved with an increase of 3.49%. The results of the referendum were, Andover (173 yes, 45 no), Hebron (749 yes, and 762), Marlborough (310 yes, and 392 no). There are other issues that the Board began to address; counsel was hired to assist the Board to find a solution to the problem of the failing windows at the high school. Money was included in the budget for the express purpose of repairing equipment that became obsolete. Finally, money was appropriated for a School Resource Officer, but because of issues surrounding the hiring of a constable or a state trooper, the position was put on hold.





REGISTRARS OF VOTERS

Annual Report June 30, 2014 - July 1, 2015



December 21, 2015

Registrars in Connecticut are elected positions, governed by the Connecticut General Statutes and financially supported by their municipality. Each major political party has a Registrar to represent it. It is the responsibility of the registrars to understand existing election laws and ensure fair and equitable implementation of those laws.

Currently, the town of Andover has a total of 2051 active voters consisting of:

Democrats	663
Republicans	539
Unaffiliated	822
Other	27

Along with Federal elections held every four years, we hold municipal elections for offices such as the Board of Selectmen, Board of Finance, Board of Education, etc. Each May we also hold Town Meetings regarding the Town Budget and referendums to vote on the proposed Town Budget for the upcoming year. In May 2014, Municipal Elections were held. A total of 999 Andover residents voted in that election.

This past summer the Registrars purchased a new PC and laptop for their office and two additional laptops to use at the polls. Updated versions of Microsoft Office and Adobe were also purchased since we had been running with twelve year old software. We will be purchasing new election software for the polls to replace printed voter checklists. The new software will allow names to be checked off electronically and updated directly to the Secretary of State rather than having to enter the list of names manually. Training will be required for poll workers on the new software.

As of the above date, we still do not have adequate office space which we have repeatedly requested for two years. Space is needed and *required by state law* for Election Day Registration. Voters must have sufficient area in the registrar’s office to cast their ballot. Also, the Town of Andover is *currently in violation of state statute* for not giving the town clerks access to the report section of the registrar’s voting system. We have written numerous emails to both the state and First Selectman regarding this issue with no response. In addition, we cannot access any wiring and therefore cannot install our new equipment. Our new hardware and software are still sitting in file cabinets. The current decision put forth by the First Selectman to “add a 5th person” to our office defies reason.

Respectfully submitted, Wallace E. Barton Jr.

Catherine Magaldi-Lewis, Democratic Registrar of Voters
Catherine Palazzi, Republican Registrar of Voters



Joan Foran Deputy



Wallace Barton Jr. Deputy



Julie Victoria (Democrat), Cathy Palazzi (Republican)



RESIDENT STATE TROOPER

TOWN OF ANDOVER
17 SCHOOL ROAD
ANDOVER CONNECTICUT 06232

Annual Report
2014-2015 Fiscal Year

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

For the time period from July 1, 2014 through June 30, 2015 the Andover Resident Trooper as well as Troop K Patrol Troopers responded to 2,535 Calls for Service in the Town of Andover. (This number includes self-initiated activity). Of these Calls for Service the most notable are:

Accidents: 52
Fatal Accidents: 2
Burglaries: 8
Larcenies: 12
Disturbances: 19
Emergency Committals: 10
Untimely Deaths: 4

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

Total DWI: 6
Traffic Infractions: 707
Seat Belt Infractions: 49
Written Warnings: 42
M/V Summons: 11

Respectfully Submitted,

TFC Robert O'CONNOR #1011
Andover Resident State Trooper
robert.j.oconnor@ct.gov
860-742-0235



SAFETY COMMITTEE

**For Workers Compensation
Annual Report July 1, 2014 - June 30, 2015**



Under the Connecticut State Statutes all towns must establish a Safety Committee for Worker Compensation. The members are: Jay Linddy, Chairman, Kathy Luntta (Administrative Secretary), Carol Lee (Town Clerk), Robert Burbank (First Selectman), Ed Kasacek (Public Works), Donna Doyker (Tax Collector), Sally Doyen (Andover School Superintendent), John Briody (Andover School Principal).

The main charge of the Committee is that all public areas are safe for employees and the public. The Committee meets four times per year, unless more frequent meetings are required. Our concerns for 2014 – 2015 were having at least two employees who are certified in first aid and the use of a defibrillator at the Town Office Building, presently there are over 25 certified people at Andover Elementary School. The fire alarms at the library and the town garage have been updated. Presently working on emergency evacuation plans that include the school and Town Office Building, having lock down and Fire drills. We are working on outside lighting at Town Office Building.

SENIOR LUNCHEON

Annual Report 2014-2015

The senior luncheon program began its fifth year September 2014. All seniors and ADA individuals are welcome. We provide bus service for those who do not drive and want to attend. We sponsor this program with no funds from the town budget. Seniors pay \$4.00 each for their hot meal and the difference comes from money raised by private donations or fundraisers. Our vendors charge us \$6.50 to \$8.00 depending on the lunch. The main fundraiser for 2014 was put on by Tobias and raised \$1500 for our program. When our fund is getting a little low we put a letter into the local papers to ask for donations of money or paper goods for our program to keep it running. We do not want to see this program fail as it means a lot to seniors who would otherwise stay at home by themselves. This is an opportunity for seniors to get together for little cost. Our meals are provided locally from Andover Restaurant, Subway, Thunderbird Café in Columbia, Joe's Deli in Hebron, Chinese from the Oriental Restaurant, and Tina Marie's in Hebron.

During 2014-2015 year our luncheon began at 12:00 p.m. and following that we had a variety of speakers who donate their time for outreach and offer many interesting subjects for the seniors. We always open our fall program with State Senator Steve Cassano speaking to us on the many issues coming up in Hartford. For our second week we invite State Representative Gayle Mulligan to speak to us. Some of our speakers have been from the light company, banking industry, Justice Department, UCONN students, Therapy Doctors, dentists, Podiatrists, and insurance companies who talk to us on many choices for our yearly medical insurance. While the VNA comes each month to check blood pressures they also offer a flu clinic in the fall so that our seniors are well protected.

Prior to each Municipal Election we invite all candidates to join us for lunch and talk to us on their political views and why they want to serve us in Andover. This is an excellent opportunity for seniors to hear important first-hand information from each of the candidates. The various programs are very helpful and are enjoyed by all. Seniors receive many benefits from these talks including literature, helpful hints and offers of free or discounted services.

Our committee consists of Tiiu Anson, Frank and Pat Chaves, Betty Davis, Mary Duval, Barbara Foran, George and Judy Knox, Georgia O'Brien, Pat Porter, Bob and Evie Russell, and Arlene Saglio. Kaye Cardin decorates the tables each holiday.

Our report would not be complete if we did not thank our town clerk, Carol Lee, Ken Lee, and Selectman Jay Linddy for their support to help us keep this program running.

Respectfully Submitted,

Cathy Palazzi, Senior Coordinator



SENIOR TRANSPORTATION COMMITTEE



Andover Senior Transportation

Phone #: 860-742-0188 Monday 9-10 am to schedule rides to events (when a holiday falls on a Monday, call for reservations the Thursday before)

Medical reservations: Cathy Palazzi 860-916-6122

2014-2015

The Andover Senior Transportation Mission statement states: that the town will provide transportation to any Senior, ADA and or Vet to functions, medical appointments, staple shopping opportunities, Community functions and special outings for entertainment.

It has been a very busy year by servicing 1167 clients, 1391 hours spent, 8268.9 miles put on three vehicles; 251 trips, 752.5 volunteer hours donated (In Kind) and 665.613 gallons used (Diesel and regular). There is a decline of total numbers by 10% due to weather conditions and cancellations, aging clients that can't get out as easily as before. A breakdown follows:

Medical Transportation: We had 168 clients which is an increased by 102% from last year's figures. We service 13 plus towns in the immediate area of 35 miles. The majority of the medical clients are taken in the new Dodge Caravan which has conserved gasoline, also by using regular gas. The van is easier to move around the Doctor offices, Hospital alcoves, parking places etc. A great addition to our fleet.

Weekly shopping opportunities for groceries and necessities: carried 250 clients which was down 24%. We travel to 10 plus venues within the Willimantic, Hebron, Columbia and Manchester area, from grocery stores, banks, super stores. There is a rotation of weeks between the towns to insure we hit favorite shopping venues.

Food Share and Pantry transportation is every week but Share is one week and Pantry is another. Food Share is a truck that comes from Bloomfield, delivers produce, vegetables, breads, dairy and essentials, Pantry is run by the town at Andover Congregational Church, open to the seniors on Wednesday.

Community Functions 15 clients were transported to Voting booths, town meetings, town veteran service.

Senior Socials: is the majority of the activity. Senior and ADA clients attend a bi monthly Young at Heart meeting that celebrates birthdays, usually a guest speaker and on the second meeting some type of a luncheon – the buffets are delicious, Entertainers have been, musicians, wood carvers, dancers, Girl Scout Bingo, Story tellers, singers, geriatric exercise. Weekly there is a Friday Senior/ADA luncheon, generally provided by a local food establishment at a minimal cost to a client, followed by a multitude of speakers, entertainers, medical/pharmaceuticals/exercise/aging topics that provides into to new rulings, services and availability for anyone interested. 364 clients, down 8.7%. Again many things cancelled during the winter months (lunches, entertainment programs).

Special Trips/Holiday activities: Entertainment numbers were rolled into Senior Socials. The special events we attended were Little Theater of Manchester (South Pacific); New Britain Rock Cats; Sr. Christmas Party at Georgina's; RHAM Trinity concert; Bushnell (Camelot); Holiday Shopping; In House Movies monthly; Good Speed (Guys and Dolls); AHM play- How to Succeed in Business; Manchester Band Shell – Sweet Adeline's; October Fest at East Side in New Britain and Good Speed (Holiday). What a year.



SENIOR TRANSPORTATION COMMITTEE CONTINUED

Increases have been seen in the driver's hours to service the clients by 24%, mileages on the vehicles have increased by 16% but fuel has decreased by 5% and volunteer service has increased 31%. Drivers are very conscientious of the town dollar and adjust their hours for the betterment of the town.

The Andover Senior Transportation responsibilities have grown again this year due to the aging population. We are carrying more equipment (walkers and wheel chairs), requiring aides and assistance support staff to assist with the equipment. The awareness through word of mouth, newspaper announcements, visibility of the bus passing through town and venues has made awareness to its clients of what they can now do. (Includes those that can no longer drive or drive in the dark or in traffic). Other towns complement us for the services that we offer. It keeps our seniors busy and active during the long days and many days of loneliness.

Approximately \$10,000 has been spent on the buses that are over 13 years old. Mileage is low on the busses and they have been garaged during this time frame but we are finding that over the years the road treatment standards have eaten the pieces and parts.

Very proud of what we do.

Respectfully submitted,

George Knox Chairman, Sr. Transportation Committee



Kelvin Abrams, Elaine Buchardt, Sue Schmidt, George Knox, Judy Knox, Michael Wallace

TAX COLLECTOR'S OFFICE

Annual Report July 1, 2014 - June 30, 2015

I would like to thank the citizens of Andover Connecticut for their diligence and sacrifice in the payment of their town taxes. We all feel the pinch of stagnant wages, fixed incomes and higher costs, so the town's collection rate is one to be admired. Our current tax collection rate for the year of July 1, 2014 to June 30, 2015 is 99.27% of the total collectibles for last year.

Our collectible total was \$8,120,578.00 (including Motor Vehicle Supplemental) and as of June 30th 2015 we had collected \$8,061,770.00. This amount does not even include prior year delinquents.

Andover Connecticut had 1,509 real estate accounts as of October 1, 2014 and calculated \$16,500.00 in Real Estate Town Benefits and \$4,215.00 in Motor Vehicle Town Benefits. The State of Connecticut reimbursed the town \$15,000.00 of this total amount. This aid is to help our most vulnerable citizens contribute to the town without undue burden to them.

Our Tax office procedures are continually evaluated for efficiency and accuracy and we are hoping to implement an in office credit/debit/ATM card machine for your convenience before July.

Please remember that the only "stupid" question is the one you don't ask. Someone is always here to try to answer your questions or find out who you should contact if we don't know the answer.

Respectfully Submitted,

A handwritten signature in black ink that reads "Donna F. Dwyer CMC". The signature is written in a cursive style.

Tax Collector



TOWN CLERK

Annual Report FISCAL YEAR JULY 1, 2014 TO JUNE 30, 2015

Annual Town Budget Meeting Highlights

May 7, 2015

1. To increase the salary of Elected Officials by 2%

Yes 27 No 16

2. To approve the budget for the Fiscal Year July 1, 2015 to June 30, 2016

Yes 34 No 11

Meeting adjourned to Referendum

Budget Referendum

May 19, 2015

Shall the budget approved at the Annual Town Budget Meeting for the Fiscal Year July 1, 2015 to June 30, 2016 be adopted?

Yes 192 No 41

Special Town Meeting Highlights

June 30, 2015

1. To determine if the Town will approve the moving the purchase of 12 Center Street to Referendum

Yes 71 No 44

2. To determine if the Town will approve moving the granting of an easement over Town property to the owners of 64 Long Hill Road

Yes 76 No 28

Referendum

July 14, 2015

To purchase the property at 12 Center Street

Yes 155 No 194

To grant an easement to owners of 64 Long Hill Road

Yes 211 No 133

Historical Document Preservation Grant

A map machine that will be networked to the Building Department, Assessor's Office, Town Clerk's Office and the Town Garage was purchased with this grant. This new machine will allow these departments to create and reproduce maps that were being outsourced.

Dog Licensing

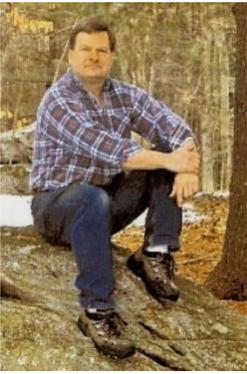
257 Dog and 3 Kennel Licenses were issued

Respectively submitted
Carol H. Lee, Town Clerk



Milda Powers Carol Lee

TOWN HISTORIAN



Town Report – Town Historian 2014-2015



The office of the Town Historian continued to work closely with the Andover Historical Society to maintain and expand an archive of items pertinent to Andover's past. Those items are used to educate the town's people about their heritage through the Museum of Andover History, a revolving display at the library, a website (andoverconnecticut.homestead.com) and via printed publications.

If you have any questions about Andover's past, have any items that you would like to have included in the archive, or are interested in helping preserve and document Andover's rich heritage, please contact me.

Scott Yeomans

Town Historian, President/Archivist Andover Historical Society



TRANSFER STATION

Annual Report July 1, 2014 - June 30, 2015



Hours Open: Wednesday & Saturday 8:00 AM – 3:50 PM

Located at 155 Shoddy Mill Road. It is owned and operated by the Town of Andover. Services are provided through Andover tax dollars. Permits may be obtained at the Transfer Station with proof of vehicle registration showing Andover as the tax Town. For more information please call 860-742-4049.

The Andover Transfer Station is available to Andover residents for non-commercial trash disposal and recycling. Composting at home is encouraged.

Household Hazardous Waste - The Town of Andover Transfer Station does not accept hazardous waste. Household hazardous waste can be brought to the Mid-Neroc Chemical Waste Drop-off Facility on Hancock Road, Willington, CT. The facility is open from 9 AM until 2 PM on the first and third Saturday of each month from mid-April to early November. They can be reached at 860-684-3163.

Household Waste – Your household waste must be bagged and separated. This means no glass or cans in your bags, which could result in a fine and a possibility of the Town losing its contract with American Refuel. The end results would mean higher costs to the taxpayers.

Single stream recycling – All newspaper, chipboard, bottles and cans, plastics number 1 thru 7 can be grouped together. This has shown over 29% increase in recycling in Andover.

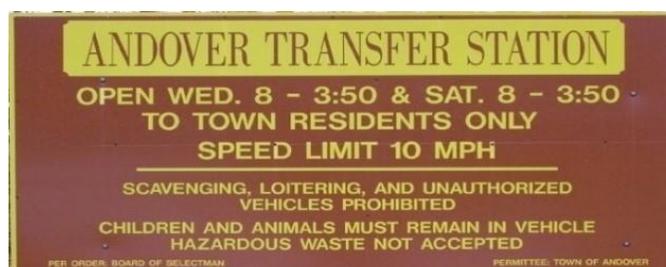
Bulky waste – Please check with attendant for proper disposal. On large items please break down as much as possible and separate when possible (like storm windows, take glass out and put metal in metal bins and glass in bulky waste). By breaking up tables and chairs and other large items it gives us more space in the container.

Electronic E-Waste – Electronics are now recyclable. Please see attendant with computers, monitors and other electronics.

Brush – We take brush, please no brush after 3 PM.

Please Read - Doors must be completely from all refrigerators and freezers. All paints must be dried up to be disposed of at the land fill. If paint is not dried up you can take to a paint store and they will recycle for you. Air Conditions, mattresses, box springs, television and refrigerators can be disposed at no charge to the homeowner. At present there is no charge as the Federal and State grants pay for these services. We do hope this continues.

Your cooperation in performing all of the above before you come to the Transfer Station will help us serve you better while reducing operating costs. The cost of the land fill has not increase in 10 years. The cost of the land fill has not increased in 10 years because of everyone working together and recycling.





Vernon Area Cable Advisory Council

Andover, Bolton, Ellington,
Hebron, Marlborough, Tolland,
and Vernon

VERNON AREA CABLE ADVISORY COUNCIL

According to the State of CT, each cable TV company, in our case Comcast, must maintain an advisory council for each franchise area. We represent the seven towns in Comcast's Vernon area franchise: Andover, Bolton, Ellington, Hebron, Marlborough, Tolland and Vernon. This Council was created to serve as a liaison between subscribers and the cable TV company. We deal with both suggestions and complaints, and make recommendations to Comcast on your behalf. In addition, we review and work to resolve concerns and complaints with respect to programming and operations of Public Access, Educational and Government access channels. We meet at the Community Voice Channel building in Bolton about five times a year and talk directly to a Comcast representative and CVC. We also pass on information from Comcast to the local schools concerning contests and subsidized cable access for low income students.

Money comes to the council from Comcast every year which sets aside a fee paid from each subscriber. There is information on the Comcast bills that indicates how to get in touch with us.

For 2014-2015 the Vernon Area Cable Advisory Council decided to give out awards to high school seniors in the five high schools in the towns we represent. We sent a letter to the principals looking for deserving students who have contributed to the media department during their high school careers and/or who plan to further their education in this field. The schools picked the students.

I was presented the award to the Bolton High School winner. Another member presented the award to the RHAM High School Winner.

Feel free to contact me with any questions about this committee. Andover could use another representative.

Respectfully Submitted,

Elaine Buchardt
Member of the VACAC





ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

January 6, 2016

2015 was a very busy year for The Andover Volunteer Fire Department Incorporated. We responded to 378 calls for 911 service. The forty active members also participated in 28 training activities ranging from live fire training to emergency medical training. This roughly translates to 100 hours of departmental training as a team. Many members completed individual courses on their own including Firefighter 1 and Emergency Medical Technician . These members sacrificed hundreds of hours from their families and sometimes jobs to better themselves in their abilities. We also had two very successful fundraisers, our Easter Plant Sale and Steak Dinner. All the members would like to thank the residents for their support. Below is a breakdown of the calls we had for services this past year:

Medical Calls 248

Service Calls 5

Motor Vehicle Accidents 50

Hazardous Material Incidents 2

Structure Fires 17

Brush Fires 1

Fire Alarms 17

Smoke Investigation 1

Standby Assignments 14

Lifestar Landing Zone 1

Chimney Fires 7

Boat Accident 1

Wire Related Calls 7

Officer Calls 7

Ron Mike

Andover Fire Chief

YOUTH AND FAMILY SERVICES AHM

Andover Data Summary

During the 2014-2015 fiscal year, the residents of your community utilized the services and programs of AHM Youth and Family Services as listed below:

Program	Family Resource Center	
	Children Served	Adults Served
Play & Learn	8	5
Home Visits	3	3
Lanterns Mentoring	4	0
FRC Field Trips	14	6
Total:	29 children	14 adults

Andover Elementary School		
Program	Children Served	
Individual In School Counseling / Case Management	28	
Support Groups	9	
Playground Mentoring and Friendship Groups	72	
IROC Internet Safety Presentation	170	
Human Growth and Development Workshops	12	16 adults
Boys Group	5	
Total:	296 children 16 adults	

RHAM Middle School		
Program	Youth Served	
Individual In School Counseling / Case Management	9	
Power of Words 8 th Grade	32	
7 th Grade Team Building	44	
Peers Are Wonderful Support Conference	2	
IROC Internet Safety Presentation	76	
Total:	163 youth	

RHAM High School		
Program	Youth Served	
Individual In School Counseling / Case Management	16	
Peer Helpers	6	
Power of Words Team	6	
Power of Words	39	
Freshmen Orientation	36	
Peer Helpers Retreat	5	
Peers Are Wonderful Support Conference	2	
Stress Management Workshop	6	
KinderRhama Classroom Aides	8	
Total:	124 youth	

YOUTH AND FAMILY SERVICES AHM CONTINUED

Individual and Family Therapy, Psychiatric Evaluation	
Program	Clients Served
Individual Therapy	5 children
Family Therapy	4 children and 4 adults
Psychiatric Evaluation	1 child
Resources, Crisis and Referrals Services	41 adults
Total:	10 children 45 adults

Community Services		
Program	Youth Served	Adults Served
Positive Youth Development		
Lanterns Mentoring Celebration	5	29
Teen Center Field Trips	3	0
Rally Group	2	0
Juvenile Review Board	3	0
Project Graduation	23	0
Summer Youth Theater	5	0
Summer Youth Theater Audience	57	92
Chores Employment Program	8	8
Girl Power Camp	1	0
YSB Day at the Capitol	2	0
Marijuana Prevention Forum	2	12
Drive To Save Lives Forum	2	2
IROC Parent Internet Safety Presentation	0	5
Bolokada African Drumming Program	0	3
Total:	113 youth	151 adults

In total, Andover residents accessed the services provided by AHM 961 times in individual and/or large group settings. Families often receive multiple services from our agency.



ZONING BOARD OF APPEALS

Annual Report 2014-2015

According to Section 22.0.4 of The Andover Zoning Regulations (amended to 4/18/11) the Andover Board of Appeals is charged, “to authorize upon appeal in specific cases variances from the terms of these regulations, where by reason of exceptional shape, size, or topography of lot, or other exceptional situation or condition of the building or land, exceptional difficulty or unusual hardship would result to the owners of said property from strict enforcement of these regulations.”

This Board met two times to consider applications. The Board considered two applications for variances, one relating to a property located in the AL District and one in the Industrial Zone.

This Board meets the third Wednesday of each month at 7:00pm in the Community Room. Please contact the Zoning Agent with any questions regarding this Board. Below is a summary of the Board’s activities for the year.

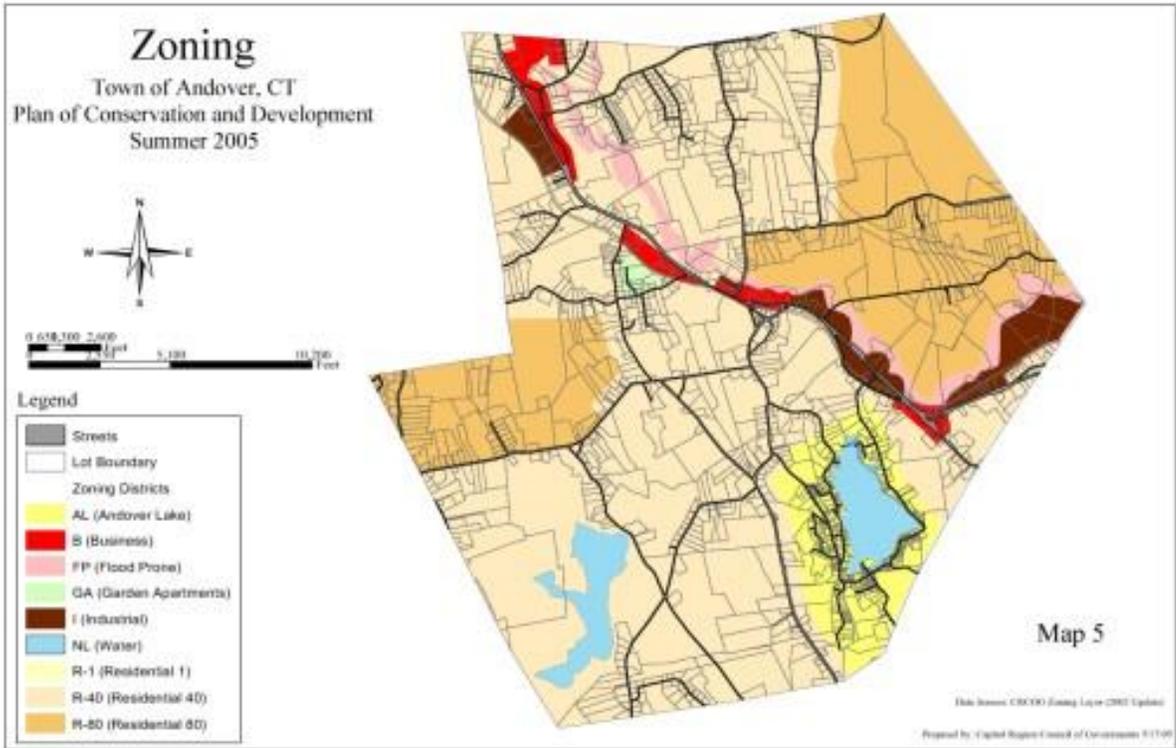
Variance Applications Received: 2

Variance Applications Received regarding the Andover Lake District: 1

Variance Applications Granted: 2

Variance Applications Denied: 0

-
- | | |
|--|----------------|
| Evelyn Russell | John Handfield |
| Dorothy Yeomans | Edward Nagy |
| Walter Weir, Jr. | David Hewett |
| Wallace Barton, III | Donald Keener |
| John Valente, Zoning Enforcement Agent | |



AUDITORS REPORT

Stephen T. Hopkins, CPA, PC

Auditing , Accounting , and Consulting Services

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

Independent Auditors' Report

Board of Finance
Board of Selectmen
Town of Andover , Connecticut

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Andover, Connecticut, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the basic financial statements of the Town's primary government as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and the fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Single Audit Act (C.G.S. Sections 4-230 to 236). Those standards and the State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. Accordingly, we express no such opinion. 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 believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Basis for Adverse Opinion on the Aggregate Discretely Presented Component Units

The financial statements do not include the financial information of an entity determined to be a component unit. Accounting principles generally accepted in the United States of America require that the financial reporting entity consist of the primary government and its component units, organizations for which the primary government is financially accountable or for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. In addition, accounting principles generally accepted in the United States of America require the financial data for component units to be reported with the financial data of the Town's primary government unless the Town also issues financial statements for the financial reporting entity that include the financial data for its component units. The Town has not issued such reporting entity financial statements. Information regarding the assets, liabilities, net position, revenues and expenses of this discretely presented component unit were not provided so therefore the financial effect of this exclusion cannot be determined.

Adverse Opinion on Aggregate Discretely Presented Component Units

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on the Aggregate Discretely Presented Component Units" paragraph, the financial statements referred to above do not present fairly, the financial position of the aggregate discretely presented component units of the Town of Andover, Connecticut, as of June 30, 2015, or the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Andover, Connecticut, as of June 30, 2015, and the respective changes in financial position thereof and the respective budgetary comparison for the general fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the schedule of proportionate share of the net pension liability and contributions as listed in the table of contents be presented to supplement the 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about 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 do 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Andover, Connecticut's basic financial statements. The accompanying combining and individual fund financial statements, the schedule of property taxes levied, collections and outstanding balances, the schedule of debt limitation, and the schedule of expenditures of state financial assistance as required by the State Single Audit Act are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying combining and individual fund financial statements, the schedule of property taxes levied, collections and outstanding balances, the schedule of debt limitation, and the schedule of expenditures of state financial assistance as required by the State Single Audit Act are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information described above is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 19, 2016, on our consideration of the Town of Andover, Connecticut's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Andover, Connecticut's internal control over financial reporting and compliance.

Stephen T. Hopkins, CPA, PC



Scarborough, Maine
April 19, 2016

Town of Andover, Connecticut
Management's Discussion and Analysis
June 30, 2015

Our discussion and analysis of the Town of Andover, Connecticut's financial performance provides an overview of the Town's financial activities for the fiscal year ended June 30, 2015. Please read this analysis in conjunction with the basic financial statements, notes to the basic financial statements, and required supplementary information of the Town. This management discussion and analysis is being presented for the current fiscal year with a focus on the comparative analysis of the information on the governmental activities of the Town as found in the government-wide financial statements.

Financial Highlights - Government-wide financial statements

- The Town's total assets exceeded its total liabilities by \$8,958,020 (net position) as of the end of the current fiscal year. This compares to the prior fiscal year when total assets exceeded total liabilities by \$8,511,719 as restated. This represents a favorable increase of \$446,301 or approximately 5.24%.
- The Town's net investment in capital assets net position balance is used to account for the total capital assets of the Town reduced by the total accumulated depreciation on those assets, reduced by the total outstanding debt incurred to purchase those assets. The total net investment in capital assets net position balance of the Town was \$5,822,109 (64.99% of total net position) as of the end of the current fiscal year. This compares to the prior fiscal year balance of \$5,771,769 (64.22% of total net position). This represents an increase of approximately .87% which is the result of a decrease in the related bond payable of \$90,000, a decrease in the related capital lease payable of \$28,375 and the incursion of a new note payable in the amount of (\$13,580) and principal payments thereon of \$6,790, current year depreciation in the amount of (\$491,141), and current year capital asset additions in the amount of \$429,896. These current year additions represent the current expenditure for the times farm bridge road project, a new senior van, school computer purchases and a number of other items as well as current year paving and related costs which are classified as infrastructure asset additions.
- The Town's restricted net position is used to account for funds received with constraints imposed by grantors and contributors. This net position *cannot* be used to finance the day-to-day activities and operations of the Town. The total restricted net position balance of the Town was \$130,433 (1.46% of total net position) as of the end of the current fiscal year. This compares to the prior fiscal year balance of \$121,427 (1.35% of total net position). This represents an increase of approximately 7.42% and is made up in part by an increase in town permanent fund balances in the amount of \$3,167. The restricted contribution funds balance of the Town is made up of the total restricted fund balance amounts shown in the fund financial statements less the amount of any remaining unearned grant funds in the government-wide financial statements.
- The Town's unrestricted net position balance is the component of net position which is used to finance the day-to-day activities and operations without constraints imposed by creditors, grantors, contributors, or other rules and regulations as imposed by other governments or enabling legislation. The total unrestricted net position balance of the Town was \$3,005,478 (33.55% of total net position) as of the end of the current fiscal year. This compares to the prior fiscal year balance of \$3,094,930 (34.43% of total net position). This represents an unfavorable decrease of approximately 2.89%.
- The Town's total revenues for its governmental activities were \$11,810,212 for the current fiscal. This revenue balance includes \$8,096,164 in property tax revenue, \$3,465,476 in operating grants and \$25,632 in capital grants. The amount of capital grants decreased from \$44,754 in the prior fiscal year due in part to the amount of expenditures incurred for work in progress on the times farm bridge road project which is being funded by a federal pass-through grant and a State Steap grant.
- The cost of the Town's governmental activities was \$11,363,911 for the current fiscal year. The amount of these costs ultimately financed by general revenues of the Town, however, was only \$7,751,003 due to a portion of these costs being paid for by individuals receiving certain benefits through charges for services in the amount of \$121,800, and through operating and capital grants received from the State (state and federal dollars) in the amount of \$3,491,108. This amounts to approximately 68.21% of the cost of these governmental activities actually being financed by general revenues of the Town. The individual breakdown of how these charges for services and operating and capital grants were received by department for the current fiscal year is shown in the Statement of activities on page 11.
- The Board of Education of the Town received approximately \$256,110 in grant dollars from a number of sources including State grant funds and Federal pass-through grant funds to assist in a number of educational programs, from improving basic programs to enhancing education through technology. This balance excludes \$31,891 in excess special education cost reimbursements received from the State. This compares to approximately \$218,620 in the prior fiscal year which excluded \$132,562 in excess special education cost reimbursements received from the State. These revenue amounts represent the amounts recorded by the Town in the fund financial statements. The amounts shown in the government-wide financial statements have been adjusted for unearned amounts which are recorded as unearned revenues on the Statement of net position.

Town of Andover, Connecticut
Management's Discussion and Analysis
June 30, 2015

Using this annual report

This annual report consists of a series of financial statements. The government-wide financial statements consist of the Statement of net position and the Statement of activities which are shown on pages 10 and 11 and which provide information about the activities of the Town as a whole and present a longer-view of the Town's finances. The fund financial statements consist of the Balance sheet and the Statement of revenues, expenditures, and changes in fund balances which are shown on pages 12 and 14 and tell how the services of the Town were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Town's operations in more detail than the government-wide financial statements by providing information about the Town's most significant funds. Budget to actual information is reported in these fund financial statements for the general fund on pages 16 and 17. The remaining statement provides financial information about activities for which the Town acts solely as a trustee or agent for the benefit of groups outside of the Town. These statements report the fiduciary activities of the Town of which the Town only operates in an agency fund capacity.

Reporting the Town as a whole

Our analysis of the Town as a whole begins on page 10 with the Statement of net position. One of the most important questions asked about the Town's finances is, "Is the Town as a whole better off or worse off as a result of the current fiscal year's activities?" The statement of net position and the statement of activities report information about the Town as a whole and about its activities in a way that helps answer this question. The statement of net position includes all of the assets and liabilities of the Town using the accrual basis of accounting. This basis of accounting is similar to the accounting policies and procedure utilized by most private-sector (for profit) companies. All of the current fiscal year revenues and expenses are taken into account regardless of when cash is received or paid in the Statement of activities.

These two statements report the Town's net position and the changes in this net position. You can think of this net position as one way to measure the financial health and financial position of the Town. The net position balance is made up of the difference between the assets and liabilities of the Town. Over time, increases and decreases in the Town's net position is one indicator of whether its financial health is improving or deteriorating. However, you also need to consider other non-financial factors which affect the overall financial health of the Town such as changes in the property tax base, the conditions of the infrastructure of the Town, and the general economy present at the time. These two statements are divided into three different kinds of activities on the reporting level. These categories are governmental, business-type, and discretely presented component units. The Town's activities are classified solely as governmental activities and are characterized as follows:

- **Governmental activities** - All of the Town's basic services are reported here, including general government, public works, public safety, sanitation and waste services, building planning and zoning services, community services, health and welfare services, recreation services, education, and other unclassified programs and activities. Property taxes, charges for services, State and Federal operating and capital grants and other funding, and other miscellaneous revenues finance most of these activities in whole or in part.

Reporting the Town's most significant funds

Our analysis of the Town's major funds begins on page 12 with the Balance sheet. The fund financial statements provide detailed information about the most significant funds of the Town but not a combined picture of the Town as a whole. Some of these funds are required to be established by State law or by bond covenants. In addition, the Board of Finance of the Town has the authority to establish many other funds which it uses to help control and manage money for particular purposes (such as town aid roads and the dog fund) or to show that it is meeting legal responsibilities for using certain taxes, grants, or other money (such as the grant revenue received and expended for school grants). The Town uses governmental funds which are characterized as follows:

- **Governmental funds** - All of the Town's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at fiscal year-end that are available for spending. These funds are reported using a current financial resources measurement focus and the modified accrual basis of accounting. This basis of accounting measures cash and all other financial assets that can readily be converted into cash. The governmental fund financial statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs and activities. The relationship between governmental activities and governmental funds is presented in a reconciliation at the bottom of the fund financials.

Town of Andover, Connecticut
Management's Discussion and Analysis
June 30, 2015

The Town as a trustee

Fiduciary fund reporting focuses on net position and changes in net position. Fiduciary funds are used by the Town to report assets held in a trustee or agency capacity for other groups and therefore cannot be used to support the Town's own programs. The type of fiduciary funds for which the Town is the trustee are agency funds. Agency funds are used by the Town to report resources held by the Town or resources under the tax identification number of the Town and the Board of Education. These resources are held in a purely custodial capacity in which assets equal liabilities. These funds are typically characterized by the receipt, temporary investment, and remittance of the fiduciary resources of other individuals, student groups, private organizations, or other governments. Town agency funds consist of different types of building, planning and zoning bonds being held by the Town until certain requirements have been met by either the individual or company as well as senior group funds. The Board of Education fiduciary funds consist of student activity accounts.

The Town as a whole - Assets, liabilities, and net position

The information provided below represents government-wide information for the governmental activities of the Town for the current fiscal year as compared to the prior fiscal year. The current ratio compares the current assets of the Town to its current liabilities and gives an indication of the Town's ability to pay current obligations. As of the end of the current fiscal year the current ratio of the Town was 5.14 to 1 compared to the end of the prior fiscal year when the current ratio was 4.47 to 1. This current and prior fiscal year ratio is considered very strong. Another indication of the Town's ability to meet its current obligations with current assets is called its working capital. This is calculated by subtracting the current liabilities from the current assets. As of the end of the current fiscal year the Town's positive working capital balance was \$3,238,943. This compares to the prior fiscal year positive balance of \$2,830,503. This represents a favorable increase of approximately 14.43%.

	Governmental activities		Percentage of total	
	2015	2014	2015	2014
Current assets	\$ 4,020,877	\$ 3,645,107	36.19%	33.72%
Other assets	537,358	553,368	4.84%	5.12%
Capital assets	6,550,949	6,612,194	58.97%	61.16%
	<u>11,109,184</u>	<u>10,810,669</u>	<u>100.00%</u>	<u>100.00%</u>
Deferred outflows of resources	107,504	-	100.00%	-
Current and other liabilities	781,934	814,604	36.80%	44.70%
Long-term liabilities outstanding	1,342,880	1,007,939	63.20%	55.30%
	<u>2,124,814</u>	<u>1,822,543</u>	<u>100.00%</u>	<u>100.00%</u>
Deferred inflows of resources	133,854	-	100.00%	-
Net position:				
Net investment in capital assets	5,822,109	5,771,769	64.99%	64.22%
Restricted	130,433	121,427	1.46%	1.35%
Unrestricted	3,005,478	3,094,930	33.55%	34.43%
	<u>\$ 8,958,020</u>	<u>\$ 8,988,126</u>	<u>100.00%</u>	<u>100.00%</u>
Restricted net position:				
Expendable:				
Restricted contribution funds	\$ 33,432	\$ 29,630		
Non-principal portion of permanent funds	28,092	24,925		
	<u>61,524</u>	<u>54,555</u>		
Non-expendable:				
Prepaid items	10,114	8,077		
Principal portion of permanent funds	58,795	58,795		
	<u>68,909</u>	<u>66,872</u>		
	<u>\$ 130,433</u>	<u>\$ 121,427</u>		

Town of Andover, Connecticut
Management's Discussion and
Analysis June 30, 2015

The Town as a whole - Revenues, expenses, and changes in net position

The information provided below represents government-wide information for the governmental activities of the Town for the current fiscal year. The revenues and expenses shown below are recorded on the accrual basis of accounting. Program revenues received by the Town specifically relating to or generated by individual departments are applied to the departmental expenditures to determine the amount and percentage of total Town expenditures actually financed by the general revenues of the Town. This amount and percentage is shown at the bottom of this schedule and can be used to give the reader an indication of how the Town's activities were financed during the current fiscal year. The expenses shown below indicates the general make-up of the Town's spending by department and as a percentage of total spending.

	Governmental activities		Percentage of total	
	2015	2014	2015	2014
Program revenues				
Charges for services	\$ 121,800	\$ 120,231	103%	1.03%
Operating grants	3,465,476	3,400,233	2934%	29.00%
Capital grants	25,632	44,754	0.22%	0.38%
General revenues				
Property taxes revenues	8,096,164	8,045,027	68.55%	68.62%
State property tax relief revenues	35,950	32,993	0.30%	0.28%
Other unclassified state revenues	20,178	18,716	0.17%	0.16%
Net change in the fair value of investments	2,461	3,338	0.02%	0.03%
Interest and dividends	8,114	4,016	0.07%	0.03%
Miscellaneous	34,437	54,994	0.30%	0.47%
Total revenues	<u>11,810,212</u>	<u>11,724,302</u>	<u>100.00%</u>	<u>100.00%</u>
Expenses				
General government	887,062	870,768	7.81%	7.43%
Public works	468,378	453,616	4.12%	3.87%
Public safety	358,352	334,894	3.15%	2.86%
Sanitation and waste	135,363	139,125	1.19%	1.19%
Building, planning and zoning	71,184	63,902	0.63%	0.55%
Community services	136,357	136,876	1.20%	1.17%
Health and welfare	55,039	56,161	0.48%	0.48%
Recreation	15,316	16,292	0.13%	0.14%
Education	8,598,398	9,007,207	75.66%	76.91%
Education - on behalf	533,260	528,540	4.69%	4.51%
Unclassified and program	1,632	1,000	0.01%	0.01%
Capital outlay	38,597	45,790	0.34%	0.39%
General infrastructure depreciation	28,839	22,573	0.25%	0.19%
Debt service:				
Interest	36,134	35,235	0.34%	0.30%
Total expenses	<u>11,363,911</u>	<u>11,711,979</u>	<u>100.00%</u>	<u>100.00%</u>
Change in net position	446,301	12,323		
Net position -July 1-restated	8,511,719	8,975,803		
Net position -June 30	<u>\$ 8,958,020</u>	<u>\$ 8,988,126</u>		
Expenses financed by general revenues.				
Total expenses	\$ 11,363,911	\$ 11,711,979		
Total program revenues	<u>-3,612,908</u>	<u>-3,565,218</u>		
	<u>\$ 7,751,003</u>	<u>\$ 8,146,761</u>	<u>68.21%</u>	<u>69.56%</u>

Town of Andover, Connecticut
Management's Discussion and Analysis
June 30, 2015

Capital assets

The capital assets of the Town include land, land improvements, buildings, building improvements, vehicles, equipment, and infrastructure assets that are used in the operations of the Town and that have an initial useful life extending beyond a single fiscal year. Infrastructure assets and improvements thereto are long-lived capital assets that are normally stationary in nature and can normally be preserved for a significantly greater number of years than most capital assets. The types of infrastructure assets recorded by the Town include but are not limited to improved town roads, unimproved town roads, and bridges. The infrastructure assets shown below include the current and prior fiscal year expenses of the Town for improvements to roads within the Town recorded at their actual historical cost or estimated historical cost when the actual costs were not available. More detailed information on the capital assets of the Town can be found in note 1K on page 23 and note 5 on page 31.

	Governmental Activities		Percentage of total	
	2015	2014	2015	2014
Land and improvements	\$ 1,175,732	\$ 1,175,732	8.27%	8.53%
Construction in progress	72,109	46,477	0.51%	0.34%
Buildings and improvements	9,376,429	9,326,018	65.94%	67.63%
Vehicles	1,712,777	1,663,427	12.04%	12.06%
Equipment	447,901	378,728	3.15%	2.75%
Infrastructure	1,435,435	1,200,105	10.09%	8.69%
Total historical cost	<u>14,220,383</u>	<u>13,790,487</u>	<u>100.00%</u>	<u>100.00%</u>
Less accumulated depreciation	<u>-7,669,434</u>	<u>-7,178,293</u>		
Total capital assets (net)	<u>\$ 6,550,949</u>	<u>\$ 6,612,194</u>		

Debt administration

The types of long-term debt normally incurred by the town include bonds, notes, and capital leases payable and the types of other debt related liabilities or the town include accrued compensated balances (accumulated vacation and sick time) in accordance with the established personnel policies of the Town and Board of Education and other post employment benefit liabilities and net pension liabilities in accordance with generally accepted accounting principles. All long-term debt is incurred through the approval of the inhabitants of the Town in accordance with applicable state statutes. The applicable state debt limitations as set forth in the Connecticut General Statutes, Section 7-374 (b) and the towns outstanding balances in comparison to these limitations can be found in the schedule of debt limitations, Sub-schedule B on page 57. The comparison of the outstanding debt shown below indicates that the general make-up of the Town's different types of debt as a percentage of total debt was consistent for the current fiscal year in comparison to the prior fiscal year. The net pension liability was added as part of a prior period adjustment in accordance with generally accepted accounting principles. The portion due within one year and due after one year changed based on variations in the applicable payment schedules as well as the incursion of one new notes payable. More detailed information on the debt of the Town can be found in note 6 on page 32.

	Governmental Activities		Percentage of total	
	2015	2014	2015	2014
Outstanding payables:				
Portion due within one year	\$ 122,894	\$ 118,376	8.38%	6.92%
Portion due after one year	605,946	722,049	41.34%	42.20%
Other liabilities:				
Accrued compensated balances - school	84,525	76,289	5.77%	4.46%
Accrued compensated balances - town	18,359	22,601	1.25%	1.32%
Other post employment benefits	216,000	187,000	14.74%	10.93%
Net pension liability	418,050	584,673	28.52%	34.17%
Total debt	<u>\$ 1,465,774</u>	<u>\$ 1,710,988</u>	<u>100.00%</u>	<u>100.00%</u>

Town of Andover, Connecticut
Management's Discussion and Analysis
June 30, 2015

The previous sections of this management discussion and analysis have been presented for the current fiscal year with a focus on the comparative analysis of the information on the governmental activities of the Town as found in the government-wide financial statements. Comparative financial information has not been included for the fund financial statements of the Town. The following financial highlights, however, do relate to the balances and results of the activities of the Town's individual funds as found in its fund financial statements. Detailed current year information on the Town's individual funds can be found on the Balance sheet on page 12 and the Statement of revenues, expenditures, and changes in fund balances on page 14.

Financial highlights - Fund financial statements

- The total assets of the Town's governmental funds exceeded the total liabilities by \$4,192,211 which represents the fund balance of these funds as of the end of the current fiscal year. This compares to the prior fiscal year when total assets exceeded total liabilities by \$3,802,037, a favorable increase of \$390,174 or approximately 10.26%. This favorable increase is due to the positive results of the general fund of \$309,843, the positive results of the town capital reserves fund of \$84,195 and the negative results of the non-major governmental funds of (\$3,864).
- The total revenues of the Town's governmental funds were \$11,803,438 for the current fiscal year. This revenue balance includes property tax revenues of \$8,103,671 and intergovernmental revenues of \$3,531,448. The amount of property tax revenues recognized by the Town increased from \$8,027,284 in the prior fiscal year to \$8,103,671 in the current fiscal year. This increase was due in part to an increase in the actual commitment of \$45,913 and a decrease in the annual unearned revenue amount of \$3,098 which is applied as an increase to property tax revenues.
- The total expenditures of the Town's governmental funds were \$11,426,844 for the current fiscal year. This expenditure balance includes education expenditures of \$8,367,177 for elementary and secondary education and programs and \$533,260 as recorded on-behalf State Department of Education payments for teachers into the State Teacher's Retirement System. Also included in this expenditure balance is \$381,373 in capital outlay expenditures including \$235,330 in paving and infrastructure costs, \$49,350 for the purchase of a new senior activities van for the town, and a number of other items. The above State on-behalf payment of \$533,260 compares to \$528,540 during the prior fiscal year. This increase is due in part to the State increasing its funding or appropriation percentage from 24.79% in the prior fiscal year to 25.60% in the current fiscal year.
- The net change in fund balance (excess or deficiency of revenues over-under expenditures) for the Town's general fund was a positive \$309,843 for the current fiscal year. This positive change in fund balance includes the fact that \$163,329 of the current year tax commitment was recorded as a specific revenue source in a number of special revenue funds relating to the approved budgeted transfers. This positive change relates in part to the following selected budgetary highlights.
- The actual revenues received in the Town's general fund were \$19,559 higher than the budget revenues for the current fiscal year which is a favorable variance. This "over collection" of budgeted revenues relates to a number of budgeted revenue categories. Property tax revenue was (\$40,578) under the budget amount, State education revenue receipts were \$20,385 over the budgeted amount, state tax relief revenues were \$18,876 over the budgeted amount and state other revenue receipts were \$9,648 over the budgeted amount. This over collection of revenues in the current fiscal year compares to an under collection of revenues during the prior fiscal year of (\$47,437) which was an unfavorable variance.
- The actual program expenditures in the Town's general fund were \$310,978 lower than the budgeted expenditures for the current fiscal year which is a favorable variance. This under expenditure is mostly due to the elementary education budget which was under expended by \$160,665. In addition, insurance expense was under-expended by \$31,987, library salary costs were under-expended by \$23,385, contingency was under-expended by \$15,000, new town hall expense was under-expended by \$9,281 and the building department was under-expended by \$8,174. In addition, individual line item amounts were transferred within departments to cover over expended budget line items. Transfers between departments and line items of approximately \$75,434 were made during the current fiscal year. Transfers between departments and line items of approximately \$66,161 were made in the prior fiscal year as adjusted. All of the budgeted line item transfers were approved by the Board of Selectmen and Board of Finance as required. In addition, a portion of the remaining unspent elementary education appropriation in the amount of \$42,950 was transferred to the school improvement capital reserve fund in accordance with State legislature section 10-248a.
- In the current fiscal year, the inhabitants of the Town did not approve the use of any of its unassigned general fund balance to offset current year budgeted expenditures in order to lower the amount of revenues that would need to be raised with the annual tax commitment. This would have been in effect be the same as budgeting for a loss due to the fact that prior year accumulated balances cannot be shown as current year revenues. In the prior fiscal, the inhabitants of the Town approved the use of \$166,103 of its unassigned general fund balance in this same manner.

Town of Andover, Connecticut
Management's Discussion and Analysis
June 30, 2015

Economic factors and next year's budgets and rates

The Town believes it has steadily maintained a sufficient unrestricted net position and unassigned fund balance to sustain the governmental activities and operations for an estimated two month period of time. The Town sees this trend continuing through future fiscal years. There are no currently known facts, decisions or conditions that the Town believes will significantly effect the financial position or results of the operations of the Town in the future.

Contacting the Town's financial management

This financial report is designed to provide a general overview of the Town's finances, comply with finance-related laws and regulations, and demonstrate the Town's commitment to public accountability. If you have questions about this report or need additional financial information, contact the Town Finance Department at 17 School Road, Andover, Connecticut 06232.

Town of Andover, Connecticut
Statement of net position
June 30, 2015

	<u>Governmental activities</u>
Assets	
Current assets:	
Cash	\$ 3,843,789
Property taxes receivable	125,414
Intergovernmental receivables	31,743
Other receivables	9,817
Prepaid items	10,114
Total current assets	<u>4,020,877</u>
Capital assets	
Non-depreciable	1,247,841
Depreciable (net)	5,303,108
Total capital assets	<u>6,550,949</u>
Other assets	
Restricted cash	490,560
Restricted investments	22,637
Long-term accounts receivable	24,161
Total other assets	<u>537,358</u>
Total Assets	<u>11,109,184</u>
Deferred outflows of resources	
Pensions	<u>107,504</u>
Liabilities	
Accounts payable	63,989
Accrued payroll	57,318
Other liabilities	792
Unearned revenues	536,941
Long-term debt	
Portion due within one year	122,894
Portion due after one year	605,946
Accrued compensated balances	102,884
Other post-employment benefit liability	216,000
Net pension liability	418,050
Total liabilities	<u>2,124,814</u>
Deferred inflows of resources	
Pensions	<u>133,854</u>
Net position	
Net Investment in capital assets	5,822,109
Restricted	
Expendable	61,524
Non-expendable	68,909
Unrestricted	3,005,478
Total net position	<u>\$ 8,958,020</u>

See the accompanying notes to the basic financial statements.

Town of Andover, Connecticut
Statement of activities
For the year ended June 30, 2015

	Expenses	Program Revenues			Net (expense) revenue and changes in net position
		Charges for services	Operating grants and contributions	Capital grants and contributions	Total governmental activities
Primary government:					
Governmental activities:					
General government	\$ -887,062	\$ 54,544	\$ 5,000	\$ -	\$ -827,518
Public works	-468,378	-	224,098	-	-244,280
Public safety	-358,352	-	1,740	-	-356,612
Sanitation and waste	-135,363	1,008	-	-	-134,355
Building, planning and zoning	-71,184	16,627	-	-	-54,557
Community services	-136,357	-	13,214	-	-123,143
Health and welfare	-55,039	-	-	-	-55,039
Recreation	-15,316	10,040	-	-	-5,276
Education	-8,598,398	39,581	2,688,164	-	-5,870,653
Education - on behalf	-533,260	-	533,260	-	-
Unclassified and program	-1,632	-	-	-	-1,632
Capital outlay	-38,597	-	-	25,632	-12,965
Depreciation					
General infrastructure	-28,839	-	-	-	-28,839
Debt service					
Interest	-36,134	-	-	-	-36,134
	<u>\$ -11,363,911</u>	<u>\$ 121,800</u>	<u>\$ 3,465,476</u>	<u>\$ 25,632</u>	<u>\$ -7,751,003</u>

General revenues:

Property tax revenues, interest, and liens	8,096,164
State property tax relief revenues	35,950
Other unclassified state revenues	20,178
Net change in fair value of investments	2,461
Interest and dividends	8,114
Miscellaneous	34,437
Total general revenues	<u>8,197,304</u>

Change in net position	<u>446,301</u>
Net position - July 1	8,988,126
Prior period adjustment - Note 16	<u>-476,407</u>
Net position - July 1 - restated	<u>8,511,719</u>
Net position - June 30	<u>\$ 8,958,020</u>

See the accompanying notes to the basic financial statements.

Town of Andover, Connecticut
Balance sheet - Governmental funds
June 30, 2015

	General fund	Town capital reserves fund	Non-major governmental funds	Total governmental funds
Assets				
Cash	\$ 3,367,216	\$ 523,328	\$ 443,805	\$ 4,334,349
Investments	-	-	22,637	22,637
Receivables (net of allowance)				
Property taxes	125,414	-	-	125,414
Intergovernmental	30,693	-	1,050	31,743
Other	9,242	-	575	9,817
Prepaid items	10,114	-	-	10,114
Due from other funds	16,989	55,450	457,908	530,347
Total assets	\$ 3,559,668	\$ 578,778	\$ 925,975	\$ 5,064,421
Liabilities				
Accounts payable	\$ 58,509	\$ -	\$ 5,480	\$ 63,989
Accrued payroll	48,931	-	8,387	57,318
Other liabilities	792	-	-	792
Unearned revenues	96,375	-	14,256	110,631
Due to other funds	512,976	-	17,371	530,347
Total liabilities	717,583	-	45,494	763,077
Deferred inflows of resources				
Unavailable revenue - property taxes	109,133	-	-	109,133
Total deferred inflows of resources	109,133	-	-	109,133
Fund balances				
Nonspendable	10,114	-	58,795	68,909
Restricted	-	-	487,834	487,834
Committed	-	578,778	325,075	903,853
Assigned	59,600	-	20,310	79,910
Unassigned	2,663,238	-	-11,533	2,651,705
Total fund balances	2,732,952	578,778	880,481	4,192,211
Total liabilities, deferred inflows of resources and fund balances	\$ 3,559,668	\$ 578,778	\$ 925,975	\$ 5,064,421

See the accompanying notes to the basic financial statements.

Town of Andover, Connecticut
Schedule of findings and questioned costs
June 30, 2015

15-01 - Account reconciliations

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:

For the current fiscal year there did not appear to be an adequate system of internal controls in place to ensure that all of the asset and liability accounts on the trial balance of the Town were reconciled. In addition, it did not appear that there was an adequate system of internal controls in place to review revenue and expenditure accounts to determine if any transactions had been mis-posted and therefore needed to be corrected. Without an adequate system of internal controls in place to ensure that all asset and liability accounts are being reconciled and documenting that all revenue and expenditure accounts are being reviewed, there is no way to ensure that items that need to be corrected will be prevented or even detected and corrected on a timely basis. We do consider this condition to represent a material weakness in internal control over financial reporting.

Context:

It does appear as though monthly bank reconciliations were prepared for the cash accounts of the Town during the current fiscal year. However, it would appear as though the majority of the remaining balance sheet accounts went unreconciled during the current fiscal year. If reconciliations were prepared on these remaining balance sheet accounts, we were unable to find any documentation of the reconciliations and the results of the reconciliations. As a result of the audit, 51 adjusting journal entries were proposed for the Town. Not all of these adjustments were necessarily correcting items that would have been found if reconciliations had been completed but a large number of them should have been found if reconciliations had been completed. In addition, we were unable to find any documentation showing that revenue and expenditure account had been reviewed for mis-postings during the current fiscal year and a number of the aforementioned adjustments were necessary to correct recorded revenue and expenditure account balances on the trial balance of the Town.

Effect:

Without account reconciliations being prepared for all asset and liability accounts as well as periodic documented reviews of the transactions recorded in the revenue and expenditure accounts, it is difficult to have an accurate financial picture of the Town during the fiscal year. Without an accurate financial picture there can be no reasonable assurance present that the Town's specific objectives 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 finance department of the Town. This would appear to make it difficult to apportion the time needed to effectively reconcile all of the asset and liability accounts as shown on the trial balance and to perform and document the reviews of the revenue and expenditure accounts.

Recommendation:

We recommend that the Town develop an adequate system of internal controls to ensure that all asset and liability accounts are being reconciled and that an adequate system of internal controls are in place to document the revenue and expenditure account reviews and that these reviews are completed and documented at least on a quarterly basis if not a monthly basis.

Views of responsible officials and planned corrective actions:

We have discussed this finding with our auditor and we do agree with his recommendations as described above. We believe that the accounting policies and procedures manual which is in the final stages of review will adequately address the completion and documentation of the reconciling of all asset and liability accounts as well as the performance and documentation of the reviews of all revenue and expenditure accounts in a timely manner. We hope that this internal control deficiency will be adequately addressed during the upcoming fiscal year and hope that this finding will no longer be applicable going forward.

Town of Andover, Connecticut
Schedule of findings and questioned costs (continued)
June 30, 2015

15-02 - Inadequate segregation of duties

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 and correct misstatements on a timely basis in addition to ensuring that the assets of the Town are being safeguarded.

Condition:

In reviewing the cash activity of the separate checking accounts of the Andover Fire Commission, the Andover Public Library, the Town Clerk checking account and the Andover Youth Basketball program it appears as though all of the cash processing is performed in each case by one individual with limited or no apparent internal controls in place to govern those processing activities. In reviewing the invoices paid by the Andover Fire Commission we were unable to find any approving signature or initials on the majority of the invoices processed for payment which does not allow an individual outside of the accounting function to determine whether anyone other than the individual writing the checks had reviewed the details of the invoices being paid. In reviewing the invoices paid by the Andover Public Library we were only able to find the approving signature or initials of the individual that processes the invoices and writes the checks which does not allow an individual outside of the accounting function to determine whether anyone other than the individual writing the checks had reviewed the details of the invoices being paid. For the Town Clerk and the Andover Youth Basketball program checking accounts, the individual processing the payments is also the individual writing and signing the checks. These situations create a significant lack of segregation of duties as it relates to the cash balances of the Town. We do consider this condition to represent a material weakness in internal control over financial reporting.

Context:

This lack of segregation of duties is common in small municipalities where only a small number of individuals are employed by the governmental unit and where separate checking accounts are used to account for activities. However, in order to ensure that the cash balances and in turn the assets of the Town are being safeguarded, an adequate set of internal controls should be developed to address the fact that there are limited resources or processes available to the town due to a small number of employees.

Effect and cause:

Without adequate segregation of duties, it is difficult to be confident that an accurate financial picture of the Town is available at all times during the fiscal year. Without an accurate financial picture there can be no reasonable assurance present that the Town's specific objectives are being achieved or that its' assets are being safeguarded. The reason for this condition would appear to be simply a lack of available resources within the Town which is common for relatively small municipalities with relatively small operating and administrative budgets.

Recommendation:

We recommend that a more adequate set of policies and procedures be developed to overcome this inherent lack of segregation of duties. In addition, all invoices paid by the Town and through the cash accounts of the Town should contain either the signature or initials of an approving individual outside of the processing function, invoices should never be processed by the individual writing and signing the related checks and controls should be in place to ensure that any separate checking accounts of the Town are adequately reconciled on a monthly basis and reviewed by an individual outside of the accounting function of the account.

Views of responsible officials and planned corrective actions:

We have discussed this finding with our auditor and we do agree that these situations, as described above, do present a significant lack of segregation of duties as they apply to the four separate cash accounts mentioned above. We agree that all invoices paid through the cash accounts of the Town should contain either the signature or initials of an approving individual outside of the processing function. We also agree with the recommendations of the auditor relating to the processing of invoices by the individual writing and signing the related checks and those relating to the monthly bank reconciliation process. We do plan on reviewing these situations further in order to determine how an adequate segregation of duties can be achieved given the small size of the Town and the inherent limitations on the time and resources available to the individuals responsible for these cash accounts. We believe that an adequate system of internal controls can be developed and implemented that will either eliminate or lessen the potential effects of this lack of segregation of duties.

Town of Andover, Connecticut
Schedule of findings and questioned costs (continued)
June 30, 2015

15-03 - 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 have completed a draft of the manual which is ready for a final review. We hope to have the final review and any necessary adjustments completed and the manual 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.

Town of Andover, Connecticut
Schedule of findings and questioned costs (continued)
June 30, 2015

15-04 - Capital assets and inventory record keeping

Criteria:

The Town is required to report capital assets as accurately as possible in its financial statements in accordance with generally accepted accounting principles. As such, annual capital asset additions, deletions and capital asset balances would be reported in the financial statements and disclosed in the notes to the financial statements.

Condition:

The Town does not keep a detailed listing of its' capital assets or other inventory items which may fall below the capitalization threshold of the Town but which may be useful to keep track of for future planning and capital improvement purposes. As such, accurate dollar amounts for annual capital asset additions, deletions and capital asset balances would not be known to the Town during the fiscal year and most likely not until the completion of the annual audit. We do consider this condition to represent a significant deficiency in internal control over financial reporting.

Context:

The Town has established a capital assets capitalization policy that states it will capitalize all expenses for property, plant, and equipment in excess of \$5,000. During the current fiscal year the only items capitalized consisted of items noted during the audit. A complete listing of new capital assets was not presented to be capitalized and no listing of capital assets being disposed of during the fiscal year was presented. At this time, the only way to record current year additions would be to scan the cash disbursements journal for items in excess of this amount and then select the invoices to determine whether they meet the definition of a capital asset and in turn whether or not they should be capitalized. In addition, the aforementioned process is in many cases unable to determine whether any items have or have not been disposed of during the current fiscal year. This procedure does however fall outside the scope of the current audit. In regard to other inventory items not meeting the \$5,000 capitalization threshold, the Town should have some system in place to keep track of certain items that may need to be replaced at some future point in time.

Effect:

Without these steps being taken and detailed listings being kept it is difficult for the Town to have an accurate financial picture in relation to their current capital assets and inventory and their potential future needs. As a result, there can be no reasonable assurance present that the Town's specific objectives are being achieved both in the short term and in the long term 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 and outside of the accounting function of the Town.

Recommendation:

We recommend that the Town implement some type of system to track and record the additions and deletions of capital assets when they are purchased and when they are disposed of. This system should consist of an initial recognition of items being purchased fitting the definition of a capital asset and a periodic inventory of capital assets to ensure that any items being disposed of have been recorded as such.

Views of responsible officials and planned corrective actions:

We have discussed this audit finding with our auditor and we do understand the importance of keeping a detailed listing of our capital assets and other inventory items as described above. We also agree that the main reason that this type of detailed listing has not been completed is due to a lack of available time and available resources within and outside of the accounting function of the Town. We do plan on reviewing this situation further in order to determine how the internal control procedures currently in place for other asset and transaction accounts of the Town can most effectively be applied to capital assets and inventory record keeping. We hope that this internal control deficiency will be adequately addressed during the upcoming fiscal year and hope that this finding will no longer be applicable going forward.

Town of Andover, Connecticut
Schedule of findings and questioned costs (continued)
June 30, 2015

15-05 - Town grant and award balances

Criteria:

The Town receives a number of grants and awards from a number of different funding sources for a number of different purposes. The responsibility of the Town is to spend and account for these grants and awards in such a way as to both ensure that the funds are being used as prescribed in the funding agreement and also to ensure that the use and burden on Town resources is as reasonable and necessary as possible. One way to lessen the burden on Town resources would be to have an adequate system of internal controls in place to ensure that those charged with the spending and reporting of grants and award balances work effectively with the finance office of the Town to ensure that these expenditures are being accurately reflected within the accounting software of the Town and that funds are being requested from the funding source in a timely manner.

Condition:

The Town uses liability accounts within its accounting software to account for the revenues and expenditures of certain state, federal and other grant and award agreements. The activity of these grants and awards are accounted for separately from the general fund so that the expenditures being recorded within the general fund reflect the true operating costs of the Town. Grants and awards are often received to fund projects which fall outside of these true operating costs and therefore the revenues and expenditures are tracked separately as described above. The Town does appear to have an adequate system of internal controls in place to ensure that these grant and award balances are being used as prescribed in the funding agreement and that they are being accurately reflected within the accounting software of the Town. However, a review of the activity and balances within these individual liability accounts showed that in October of 2014 the Town received a notification of grant award relating to the State of Connecticut Local Capital Improvement Program in the amount of \$15,000. Expenditures were incurred for this approved project throughout the remainder of the fiscal year totaling \$11,250 by the end of the fiscal year. Through a review of the cash receipts of the Town subsequent to the end of the fiscal year we were unable to determine that any of the funds due under this award agreement had been received. In addition, the Town was unable to provide a copy of any reimbursement request submitted to the state relating to this award. We do consider this condition to represent a significant deficiency in internal control over financial reporting.

Context and effect and cause:

The Town received an additional notification of grant award in June of 2015 relating to the State of Connecticut Local Capital Improvement Program in the amount of \$44,750. Through a review of the financial activity subsequent to the end of the fiscal year it was determined that expenditures relating to this award were incurred and paid during November of 2015 and that a reimbursement request was submitted to the state during February of 2016. The fact that reimbursement for a subsequent grant award was requested prior to the aforementioned grant award shows a lack of internal controls over the award billing and request process. As a result, the expenditure of town funds relating to the aforementioned award does appear to have created an unnecessary burden on the assets of the Town. We were unable to determine the cause for a reimbursement request not being submitted as a simple review of the general ledger of the Town does show a deficit balance within this liability account.

Recommendation:

We recommend that the Town contact the specific awarding agency within the State of Connecticut to determine that reimbursement for the expenditures under the aforementioned award agreement can still be requested. If it is determined that a reimbursement request can still be made, we recommend that the Town complete the necessary request form and backup documentation and submit it to the state as soon as possible. We also recommend that the Town develop a system of internal controls whereby the balances within these grant and award liability accounts are periodically reviewed to determine the status of each grant and award project. Any unexpected balances within these grant and award liability accounts should be reviewed and acted upon in a timely manner.

Views of responsible officials and planned corrective actions:

We have discussed this audit finding with our auditor and we do understand the importance of having an adequate system of internal controls relating to the grant and award agreements of the Town. We intend to follow up on this item with the applicable awarding agency at the State of Connecticut and put together and submit the necessary reimbursement request form and backup documentation.

Town of Andover, Connecticut
Schedule of findings and questioned costs (continued)
June 30, 2015

15-06 - Internal control over and compliance with Connecticut General Statutes Sec. 8-215

Criteria:

Sec. 8-215 of the Connecticut General Statutes addresses tax abatements and the process by which a municipality would give and document such tax abatements for housing for low or moderate-income persons. The statute states, "Any municipality may by ordinance provide for the abatement in part or in whole of real property taxes on any housing solely for low or moderate-income persons or families and may by ordinance classify the property on which such housing is situated as property used for housing solely for low or moderate-income persons or families. Such tax abatement shall be used for one or more of the following purposes: (1) To reduce rents below the levels which would be achieved in the absence of such abatement and to improve the quality and design of such housing; (2) to effect occupancy of such housing by persons and families of varying income levels within limits determined by the Commissioner of Economic and Community Development by regulation, or (3) to provide necessary related facilities or services in such housing. Such abatement shall be made pursuant to a contract between the municipality and the owner of any such housing, which contract shall provide the terms of such abatement, that moneys equal to the amount of such abatement shall be used for any one or more of the purposes herein stated, and that such abatement shall terminate at any time when such housing is not solely for low or moderate-income persons or families."

Condition:

The Town presently grants a tax abatement to an organization which does provide housing for low or moderate-income housing. A tax abatement agreement between the Town and this organization is in place, however, we were unable to find within the agreement the specific types of purposes as outlined within the above criteria paragraph. The agreement does state in part that the organization, "needs to continue to provide housing for low and moderate income elderly residents." This statement does not specifically state that the housing needs to be provided to residents of the Town of Andover as a previous abatement agreement did and it seems far less specific and far less in depth than the aforementioned state statute would appear to require. We do consider this condition to represent a significant deficiency in internal control over compliance.

Context:

Given the context of the current abatement agreement in place and the fact that it would appear to be missing certain representations as outlined in the aforementioned state statute it would appear to demonstrate a lack of internal controls over the required content of the agreement.

Effect:

If the required tax abatement agreement which is in place does not include all of the required aspects of the aforementioned state statute, then the Town may not be in compliance with the aforementioned statute.

Cause:

The reason for the current tax abatement agreement not containing this specific information is unknown.

Recommendation:

We recommend that the Town look into whether the current tax abatement agreement which is in place should be modified to incorporate the specific items outlined in the aforementioned state statute. We also recommend that the Town develop some type of internal controls over these types of agreements to ensure that any required items are contained in similar future agreements.

Views of responsible officials and planned corrective actions:

We have discussed this finding with our auditor and we understand his concerns regarding the language and the content of the current abatement agreement. We do feel that the current abatement agreement in place is adequate given our current interpretation of the aforementioned statute but we do agree that it would be beneficial to look into whether the current tax abatement agreement which is in place should be modified to incorporate the specific items outlined in the aforementioned state statute. We will provide the results of this review to the auditor during the upcoming fiscal years audit for an evaluation of our findings.

Town of Andover, Connecticut
Schedule of findings and questioned costs (continued)
June 30, 2015

15-07 - Internal control over and compliance with Connecticut General Statutes Sec. 9-210

Criteria:

Sec. 9-210 of the Connecticut General Statutes addresses the compatibility of town offices within a municipality. The statute states, "No selectman shall hold the office of town clerk, town treasurer or collector of town taxes during the same official year, nor that of judge of probate for the district within which such town is located; no town treasurer shall hold the office of collector of town taxes during the same official year; nor shall any town clerk or selectman be elected a registrar of voters; and no registrar of voters shall hold the office of town clerk. No assessor shall act as a member of the board of assessment appeals. No member of the board of finance of any town shall hold any salaried town office unless otherwise provided by special act. If any registrar of voters is elected to the office of town clerk or selectman and accepts the office, he shall thereupon cease to be a registrar; and, if any town clerk or selectman is elected registrar of voters, the election shall be void; and in either of said cases the selectmen shall forthwith appoint another registrar by a writing signed by them and filed with the town clerk; but the person so appointed shall be a member of the same political party as that to which the person so elected belongs.."

Condition:

Subsequent to the end of the current fiscal year but prior to the completion of the audit, the Board of Selectmen of the Town appointed a member of the Board of Selectmen to be the temporary town treasurer. The above referenced state statute seems to very clearly describe the compatibility of town offices within a municipality. As the statute states in part that no selectmen can hold the office of town treasurer it would appear clear that the town was not in compliance with this state statute. The statute does not appear to include any circumstances under which a selectman can be appointed as the town treasurer on a temporary basis. We were unable to find nor were we provided with any subsequent Board of Selectmen meeting minutes in which this appointment was rescinded so therefore it would appear that the town is still currently not in compliance with this state statute.

Context:

Given that a specific state statute was present governing the appointment of a member of the Board of Selectmen to the position of town treasurer, it would appear that this situation not only shows that the Town is not in compliance with the applicable state statute but that there is also a lack of internal controls over compliance. We do consider this condition to represent a significant deficiency in internal control over compliance.

Effect:

The simple effect is that the Town is not in compliance with the aforementioned state statute. We are unaware of any ramifications that may result from this instance of non-compliance.

Cause:

We are unaware as to why this particular state statute was not considered when appointing a member of the Board of Selectmen to the position of town treasurer.

Recommendation:

We recommend that the Town take whatever steps it deems necessary in order to be in compliance with the aforementioned state statute. We also recommend that the Town develop some type of internal controls to ensure that all applicable state statutes are being followed.

Views of responsible officials and planned corrective actions:

We have discussed this finding with our auditor and we understand his concerns regarding the level of compliance that the town has currently displayed regarding the aforementioned state statute. We intend to fully research the topic and determine the correct course of action to ensure that we are correctly following the parameters of the aforementioned state statute going forward.

Thank You What you do makes a difference



TOWN OFFICES AND TELEPHONE DIRECTORY

Andover Town Office Building	860 742-0188	Emergency FIRE/POLICE/MEDICAL 911	
	Fax 860 742-7535	Fire Department-Routine Business	860 742-7477
First Selectman	860 742-7305	Fire Marshall	860 742-0040
Animal Control Officer	860 742-0188 ext. 214	Resident State Trooper	860 742-0235
Building and Zoning Dept.	860 742-4036 ext. 3	State Police Troop K	860 537-7500
Registrar of Voters	860-742-0188 ext. 2	CERT	860 748-2562
Tax Assessor	860-742-7305 ext. 5		
Tax Collector	860 742-4035 ext. 4	AHM Youth Services	860 228-9488
Town Clerk	860 742-0188 ext. 2	Municipal Agent for the Aging	860 798-6583
		Senior Center	860 643-6824
Public Works Department	860 742-4048	Social Services	860 798-6583
Burning Official and Tree Warden	860 742 4048	Visiting Nurse	860 456-7288
Public Health Contact Sanitarian	860 429-3325	Hop River Elderly Housing	860 647 3227
Eastern Highlands Health District	860 429-3325	Senior Transportation	860 742-0188
Transfer Station and Recycling	860 742-4049	Senior Transportation Medical	860 916-6122
		Food Bank	860 742-8882
Judge of Probate	860 647-3227		
Public Schools		Andover US Post Office	860 742-7756
Andover Elementary	860 742-7339	Andover Public Library	860 742-7428
RHAM Middle School	860 228-9423		
RHAM High School	860 228-9474		
RHAM Superintendent	860 228-2115		
AHM Youth Services	860 228-9488		

HOURS OF OPERATION

Andover Town Office Building 17 School Road Andover CT

Monday	8:15 a.m. to 6:45 p.m.
Tuesday – Thursday	8:15 a.m. to 3:45 p.m.
Friday- Sunday	Closed

Transfer Station

Wednesday & Saturday 8:00 a.m. to 3:50 p.m.

Andover Public Library 355 RT 6 Andover CT

Monday and Wednesday	10:00 a.m. to 8:00 p.m.
Tuesday and Thursday	noon to 8:00 p.m.
Friday and Sunday	closed
Saturday	10:00 a.m. to 2:00 p.m.

Closed Saturday in July & August

TOWN OFFICE BUILDING HOLIDAY CLOSINGS

New Year's Day	Good Friday	Columbus Day	Christmas Day
Martin Luther King Day	Memorial Day	Veteran's Day	Day After Christmas
Lincoln's Birthday	Independence Day	Thanksgiving Day	
Washington's Birthday	Labor Day	Day after Thanksgiving	

WEB SITES

Town of Andover <http://andoverct.org/> Elementary School <http://www.andoverelementary.com/>
 RHAM Middle School http://www.rhamms.reg8.k12.ct.us/pages/Rham_Middle_School
 RHAM High School http://www.rhamhs.reg8.k12.ct.us/pages/Rham_High_School
 AHM Youth Services <http://ahmyouth.org/> Volunteer Fire Department <http://www.andoverfire.org/>
 Eastern Highlands Health District <http://ehhd.org/>