

Town of Andover
Board of Selectmen
Regular Meeting
Monday, June 13th 2022 at 7:00 P.M.
Location: virtual Zoom meeting

Regular Meeting Agenda DRAFT

Zoom Directions:

Click here to join by computer for video/audio: <https://us02web.zoom.us/j/84917663317>

Call-in from your phone for audio: +1 646 558 8656.

Meeting ID: 849 1766 3317

Passcode: 120468

*Please mute yourself unless you are a commission member or during Public Speak.

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions to the Agenda
4. Board and Commission Presentations
 - a. Recommendations from the Charter Revision commission
 - b. Planning and Zoning
 - i. Current demographics and affordable housing
 - ii. Opting out of public act 21-29 Accessory Dwelling Units
5. Appointments
6. Resignations
7. Town Administrator's Report
8. Old Business

Discuss and act upon the following:

 - a. Renewal of Tax Abatement for Hop River Homes and Softball Field Renewal
 - b. Community Center RFP for Design Build
 - c. Authorize UCONN Energy Benchmarking Study
 - d. Town Personnel Policy
 - i. Part time employee status (health care and MERF)
 - ii. Return to work after injury
 - iii. Longevity payments
 - iv. Senior Transportation Drivers
 - e. Finance Department Office Structure
 - f. Board Clerk Employment
 - g. Senior Transportation Vehicle Parking
9. New Business

Discuss and act upon the following:

 - a. Fiscal Year 2022-2023 Proposed Town Budget
 - b. Demolition estimates for old Fire House
 - c. Construction Estimates for Garage Building at Public Works or other location
 - d. STEAP Grant submission
 - e. Purchase of a Portable PA system.
 - f. Car Charging Installation at town Hall
 - g. Resolution regarding driveway Apron permits
 - h. Employee Educational funding for Job skills

10. Approval of Meeting Minutes
 - a. Monday, April 11th, 2022 Regular Meeting Minutes
 - b. Monday, May 16th, 2022 Regular Meeting Minutes
11. Finance Department Report
 - a. Revenue Summary
 - b. Town Budget Summary
 - c. Town Aid Road (TAR) Update
 - d. Town Cash Report
 - e. Over Expenditure Report
12. Budget
 - a. Appropriation Transfers
 - b. Over Expenditure Requests
13. Tax Collector's Report
 - a. Refunds Requests
14. Assessor's Report
 - a. Revaluation Services
15. Department Reports
 - a. Fire Department
 - b. Burning Official
 - c. Resident State Trooper
 - d. Town Clerk
 - e. Building Department
 - f. Assessor's Office
 - g. Public Works
 - h. Transfer Station
 - i. Library
 - j. Senior Transportation
 - k. Registrars
 - l. AHM
16. Correspondence
17. Public Speak
18. Executive session to discuss Union contract
19. Adjournment

Board and Commission Presentations

4

TOWN OF ANDOVER CHARTER REVISION COMMISSION
Draft BALLOT QUESTIONS FOR November 8, 2022 Charter Revision Referendum Vote

1. Shall the Charter of the Town of Andover be revised to provide that if the budget is defeated at a first referendum or for a second time at town meeting, it shall be bifurcated into two separate simultaneous votes on the Town Budget and on the local Board of Education budget, and the approval process shall begin again with the Board of Finance and continue until each bifurcated budget is finally approved, while either bifurcated budget may be separately implemented once it is enacted?
2. Shall the Town Charter be revised to add a provision requiring that if any Town budget fails to gain final approval of the voters before the start of the applicable new fiscal year, the Town shall timely implement a temporary substitute for any such budget in the manner required by the General Statutes and the case law decided thereunder?
3. Shall the Town Charter be revised to delete the requirement that a person must possess a "baccalaureate degree" to be chosen for the position of Town Administrator when "educational background" is listed among several qualifications for the position as stated in the Charter?
4. Subject to the limitations of Federal, State and local law including Town Personnel Policies and collective bargaining and special contractual agreements, shall the Town Charter be amended to increase Board of Selectmen authority and discretion to appoint, contract with or dismiss persons or entities performing or applying to perform Town administrative functions?

**DRAFT REPORT
ANDOVER CHARTER REVISION COMMISSION
June 7, 2022**

**FINAL DRAFT REPORT FOR SUBMISSION TO THE BOARD OF SELECTMEN OF THE TOWN OF
ANDOVER**

In full satisfaction of the requirements of State law governing Charter Revision, namely, the Connecticut Home Rule Act, General Statutes section 7-187, et seq., and the Resolutions of the Board of Selectmen of the Town of Andover, we, the duly appointed Charter Revision Commission hereby presents this, our Final Draft Report to you, the Board of Selectmen for further action by the Board:

The final sentences of both Sections **803C** and **803D** of the Charter shall be deleted, and the following shall replace the deleted final sentence of Section **803D**:

If the budget is defeated at a first referendum or for a second time at Town Meeting, the budget will be bifurcated into separate votes on the Town Budget and on the local Board of Education Budget individually, and the process shall begin again with the Board of Finance as set forth in Section 803B, above, and continue until each bifurcated budget is passed. If only one of the two bifurcated budgets is passed, it is final and may be implemented for the new Fiscal Year, but the process must continue for any failed budget until it is passed.

1. The following shall be inserted into the Charter as a new Section **803G**.

Should any budget fail to gain final approval prior to the beginning of the new Fiscal Year, the Town must implement a substitute for any such failed budget at the beginning of the Fiscal Year pursuant to General Statutes sections 7-405 and 12-123 and the court cases decided thereunder, and in the case of the Board of Education budget, in compliance with the Minimum Budget Requirement (MBR) of State law.

2. The following language shall replace Section **701C** in its entirety:

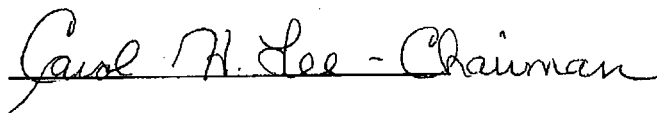
The Town Administrator shall be chosen by the Board of Selectmen exclusively on the basis of executive, technical and administrative qualifications, character, educational background, training/certification and professionally related experience. The Town Administrator shall devote full working time to the duties of the office.

4. The following shall be substituted for the first paragraph of Section **701** of the Charter, and Section **702** of the Charter shall be deleted in its entirety, including subsections A to O:

In the best interest of the people and the Town of Andover, by vote of at least three selectmen, the Board of Selectmen may employ, appoint or contract with qualified persons or entities to perform the duties of the following requisite administrative positions, offices or departments in a manner that is consistent with the powers and duties conferred and imposed upon them by the General Statutes and ordinances of the Town, and also by a minimum of three votes remove any such person or entity from any such position, office or department, subject to any applicable provision of the Town of Andover Personnel Policies or any collective bargaining agreement or other contract:

Town Assessor, Building Official, Municipal Agent for the Aging, Director of Health, Animal Control Officer, Tree Warden, Sanitarian/Wetlands Enforcement Officer, Treasurer, Town Attorney, Zoning Enforcement Officer, Town Engineer, Police Service such as the Resident State Trooper Program, Public Works Supervisor and Tax Collector.

Respectfully submitted this 8th day of June, 2022.

 Carol H. Lee - Chairman

Charter Revision Commission

Carol H. Lee, Chairman
Donald Denley, Vice Chairman
George Knox
Patricia Billings
Karen Madore

The BOS needs to have just one public hearing and they can do it any time after their meeting next Monday so, you may want to put "Set date for Charter Revision Public Hearing" on the agenda.

If they have a public hearing and do nothing within 15 days thereafter, then the Draft Report becomes the final report and the four questions can be placed on the ballot.

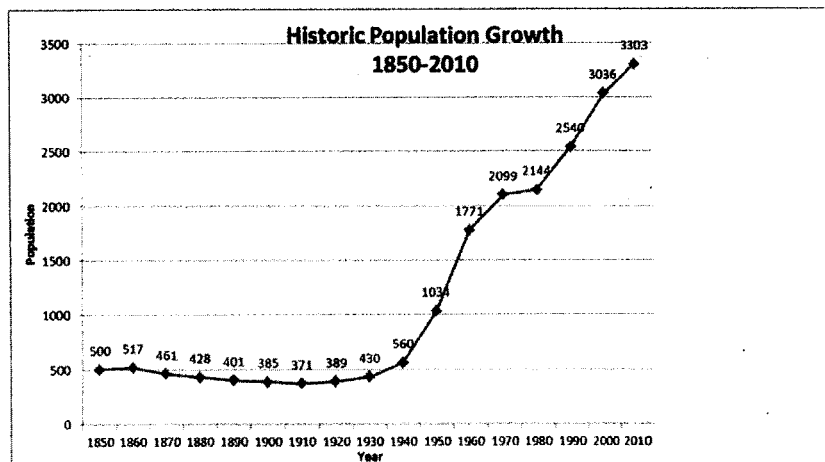
If they have any issues at all with the draft report the Commission will need to meet with them and try to come to an agreement.

Andover Population Demographics

Is population increasing, decreasing or staying the same?

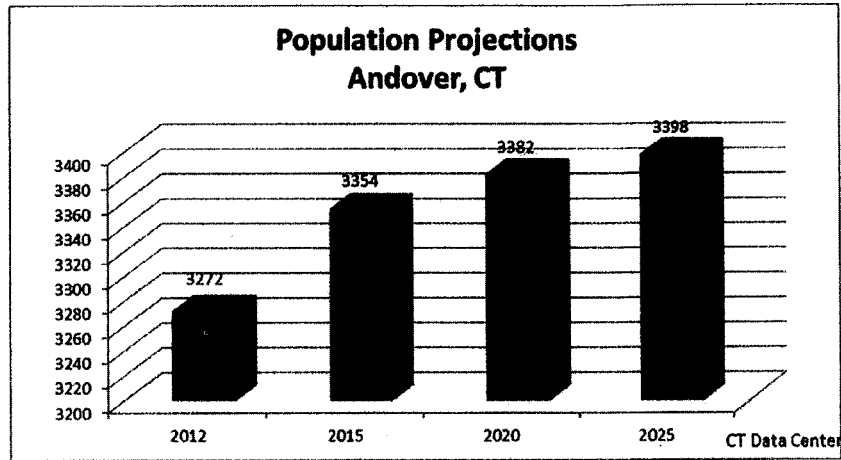
1

Andover historic population growth

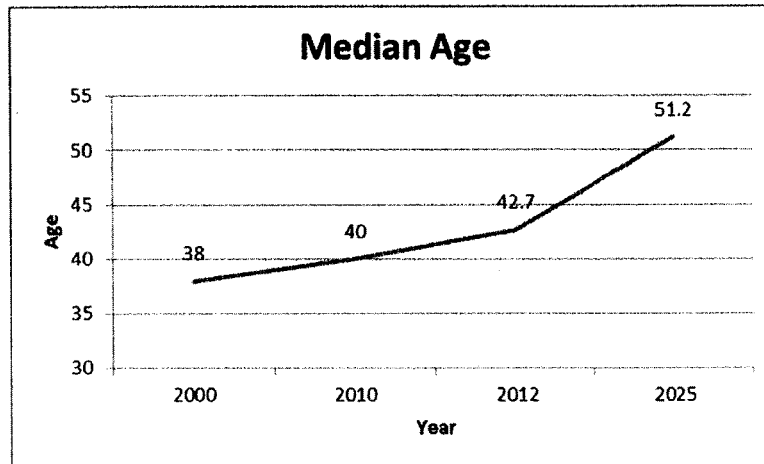


2

Projection from 2015 POCD



3

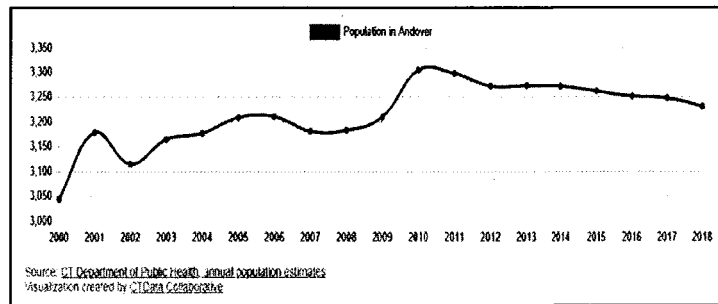


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Population Growth (Decline)

Between 2000 and 2018, Andover's population increased by 187 people, or 6.1%.

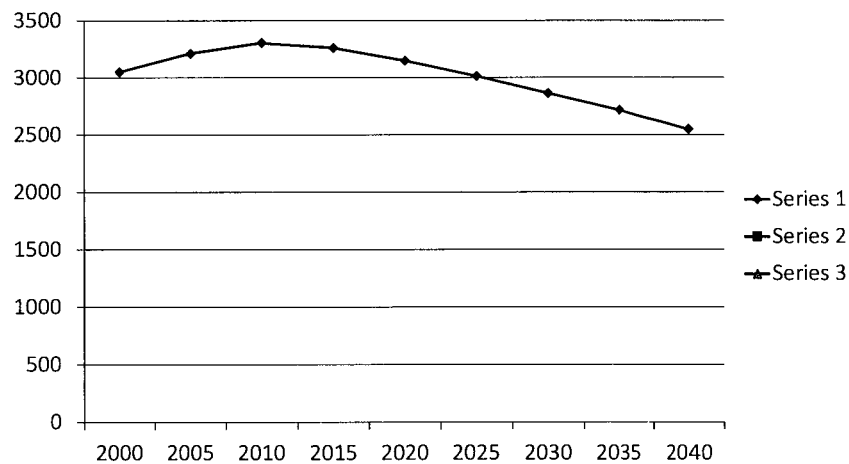
Between 2010 and 2020 Andover's population declined by 4.5%



Data from - Census.gov, CT Data Center, American City and County
CT Data Collaborative, DataHaven

5

Andover population projection



6

Opting out of PA 21-29 Accessory Dwelling Unit Requirements.

1

Why opt out?

- PA 21-29 requires that each town:
 - Designate locations or zoning districts within the municipality in which accessory apartments are allowed, provided at least one accessory apartment shall be allowed as of right on each lot that contains a single-family dwelling and no such accessory apartment shall be required to be an affordable accessory apartment.

2

Why opt out?

- Current Accessory Dwelling Unit regulations allow ADU's on lots in the lake district which are greater than 3 acres in an effort to maintain the water quality of Andover Lake.
- Andover has several very small building lots in the Lake District. Allowing ADU's on these lots would not be conducive to maintaining the water quality of the lake.

3

Process to opt out

- PZC or ZC, by 2/3 vote, votes to initiate the opt-out process.
- Public hearing is held.
- The commission decides to opt out within the ordinary statutory deadlines for considering an application (65 days after close of hearing) stating on the record the reasons for the decision (although the 2/3 vote is required to "initiate" the procedure, we believe a 2/3 vote is required to approve).
- Publishes notice of decision.
- The opt out is ratified by a 2/3 vote of the town's legislative body or its board of selectman if the town meeting is the legislative body.

4

Process to opt out

- If not completed by 1 January 2023, the PA 21-29 requirements go into effect regardless of our regulations.
- Discussions concerning modification of regulations to be held at some future date.

Town Administrators Report

7

Town Administrator's Report for the 6.13.22 Board of Selectmen Regular Meeting

Town Hall Operations:

Cleaning/Custodian: William Bell has the building looking better than it has in recent memory. He has done a lot of interior painting in the town hall. We installed a new hose reel and hose at the request of the Beautification committee. Next up this week is window cleaning inside and out as well as clearing the gutters which need it.

Gazebo looks great with plantings and mulch.

Fun day June 25 starting at 4 pm at the town hall area

1 employee currently has covid some impact to financial operations at the moment

Assessor's Office:

Awaiting a revised quote from SHI for the server license I will execute it as soon as I get it

Administrator's Office:

Generally busy we have a lot of projects going right now. See the list of ongoing projects at the end of this report

We have the RFP for the paving closes as of 2 pm on 6/13. More details later as I get them

Town Clerks office

We are issuing transfer station stickers getting ready for the issuing of transfer station stickers. Working on a plan so that it is easy to administer, and any employee can help out if the office is backed up.

We are planning on doing one Saturday June 25th from 9-2 pm sticker issuing day in June at the town hall for those that work on the weekdays

Finance Office:

Major effort this period has been complying with the auditor to get the required info for the audit. It is not going well. The server that the old financial software was on (Phoenix) crashed. This is causing us a lot of problems trying to get the data back necessary for the audit

The finance director is out this week

Per the board of selectman, the finance office will revert back to an independent office with the new fiscal year. Treasurer advertisement will go out on 6/13

Reconciliations up to date through April.

Edmunds is functional on the computers directly without a remote server

Unfortunately this is causing us a problem with access to Phoenix which we are not trying to resolve.

Building Department:

We are live with online payments, and it appears to be going smoothly

At this point the only thing we are planning on not running through permit link will be bond payments for driveway

aprons, etc. as these are tracked separately in a bond account.

There is an item in the packet under 9G regarding signing off on driveway aprons as well as contractor work in the towns ROW.

Town Engineer:

The town consulting engineer, Brandon Hanfield of Yantic River consulting is dropping all municipal work as of July 1.

The RFQ for Engineering services is due back on 6/15. We have had a lot of interest in it from 6-8 firms

How would the BOS like to review the qualifications and pick a new Vendor? Can you empower myself or pick a group to follow up interview a few firms and then pick?

I asked Rob Newton- the project engineering for the community center design to give us an estimate for design and possibly cost for a new foundation inside the footprint of the existing old fire house for a smaller, 4 bay building there for senior transportation

Public Works:

We should have all the information back for the RFP for reclamation

Drainage work underway on Shoddy Mill Rd and Birch Dr. Working on the 6th basin now. Approval by IWWC for the rest of the project

Abbey Contracting is hard a work shimming, they should be finished with Hendee as of 6/7 and Starting on Long Hill Rd

Completed parking area on Lake Rd and connection to trail. This is an improved gravel surface.

Tree Work:

None currently on the schedule- there are a lot of singletons that need to be addressed. We did reach out to Distinctive Tree care. They are willing to honor the pricing from our original bid in 2020 so we are not sending this back to RFP. There is now a second company that has a Senebogen Grapple saw so their should be competition moving forward

Bunker Hill Bridge Design:

Now we wait on the project to get state approval for the 30% design stage

Small Bridges and Culverts:

Waiting on selection of new Engineering firm to get an RFP together for a final design for Hutchinson Rd culvert replacement

Andover Proposed Community Senior Center:

Public informational meeting held. Lots of community interest and feedback. developing the RFP for a design build firm to complete the project.

Andover Veterans Monument:

All bricks are in and installed along with the soldiers cross and reseeding and benches. No other significant work is proposed. W are working with Randazzo design on the fertilization and weed eradication program and will plan on slit seeding in August at some point. Overall it looks very nice

Times Farm Bridge:

Working on the final close out.

Received what should be the final state change order paperwork from the State DOT 3/15/2022 so they may finally be closing the project out.

STEAP Grant:

Full approval of STEAP grant Next up develop the RFP for the work. RFP active and due back on the 15th of June

Connectivity Grant:

Contractor has restarted work. New Ramp to front door is poured and grind stone recovered for the andover museum. They will be starting on the granite steps are now finished. There is a temp railing going up. Currently they are working on the walkway along Route 6. The retaining wall near the andover Library is complete. Project should be complete in the next few months so we should plan on a dedication sometime In August. We have ordered and received signage for the project that will be installed on the rail trail. See walkway pictures

We do have an issue with the project and state law regarding minority set aside for the project. I am working with the contractor to rectify this now.

Town-Wide Alarm Monitoring and Repair:

FPT repaired alarm systems in the town hall and Library. Next up is Public Works. Install scheduled for 6/8 and 6/9

There was a secondary request by Jeff Murray based on feedback from employees that they wanted panic buttons installed.

Possibility 1. Our existing phone systems have an alert feature that lets other offices know there is a problem. Option 2 tie panic buttons into a new Bugler alarm installed for that purpose. I asked Bob Downer for some guidance on this. He gave me a contractor to talk to. We are putting together what a package would be to do this. We would need another cellular modem, a monitoring service separate from the fire alarm. Likely we would use a double button or a latch release system to cut down on false trips

Affordable Housing Grant:

Grant completed and Affordable Housing plan adopted to meet state law. We were one of ~40 out of 169 towns that actually made the state deadline to have a plan in place. We have submitted for the cost reimbursement but have not yet received it.

Excellent work by Bill Warner and the Planning and Zoning Commission to get this done. The plan as well as the youtube presentation as part of the public hearing are on the towns website.

Budget:

Continues to be very tight

American Recovery Act Funding:

We have first allotments of **\$478,848.04** We should be getting our second allotment sometime soon

The board of selectman have voted to devote all of the American recovery act funding to construction of the community center.

Town Hall Projects"

At this point we are on hold because the architect for the new building is proposing that they use a ductless split AC system for the proposed community center. That will potentially change the plan for the town Hall.

The water bottle filler is on hold due to supply issues.

The VOIP system is up and running smoothly.

The AC system in the community room is not working currently was working up to yesterday. I called D & S to examine it 6/8

Transfer Station

The compactors have all be modified to cycle 2-3 times per button push.

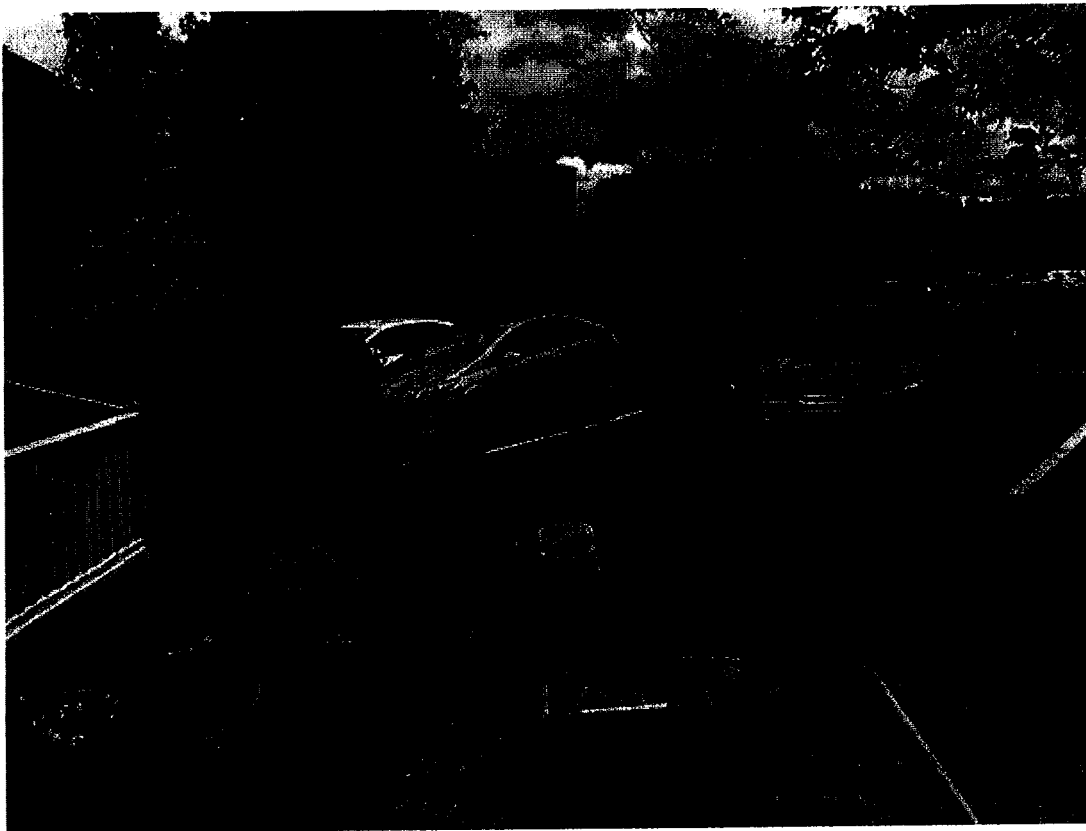
Stickers are being handed out now for the transfer station. Transfer Station continues to run fairly smoothly. We are waiting on the eagle scout project to complete the sorting station before relocating to the blue building

Safety committee quarterly

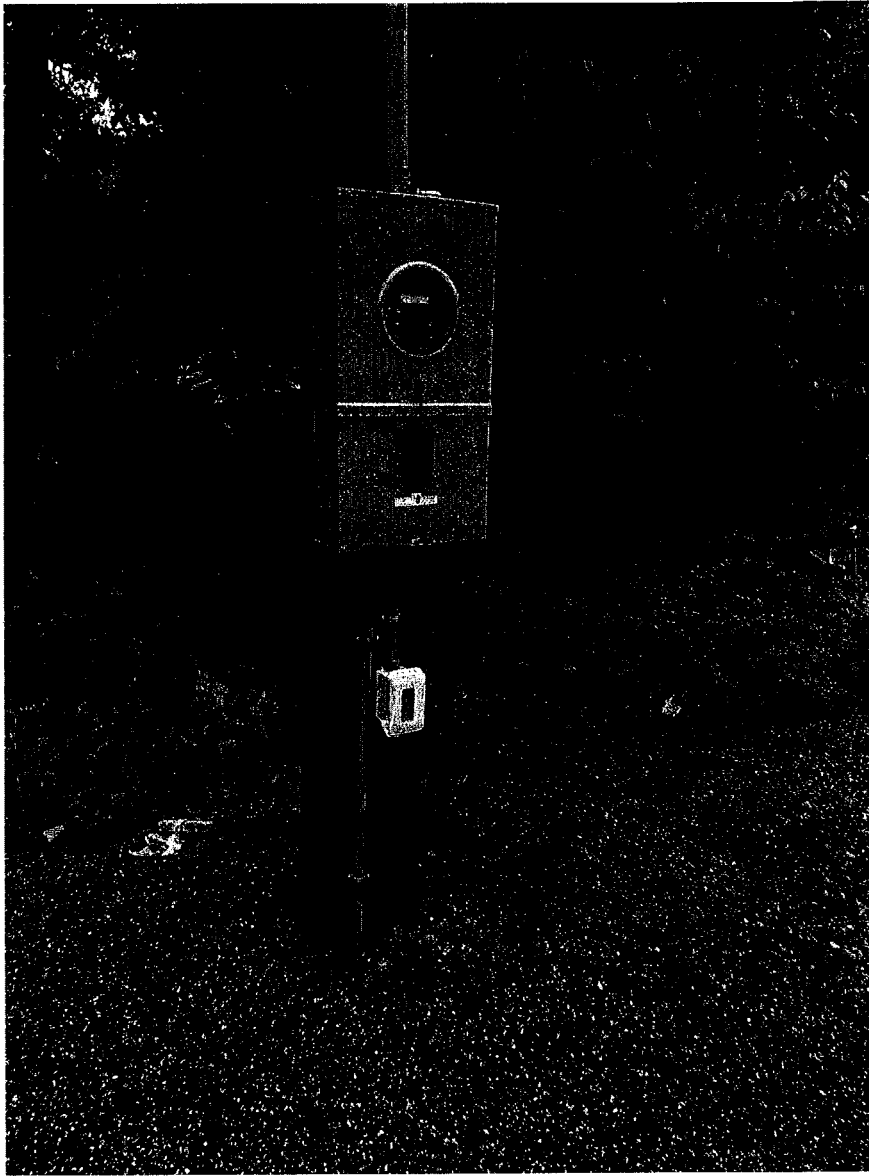
Met 5/10/2022 nothing significant to report school and town have elevated levels of covid infections but none are significant.
Minutes posted

Gazebo plantings and Mulching by the Derosiers and Liswells looking awesome

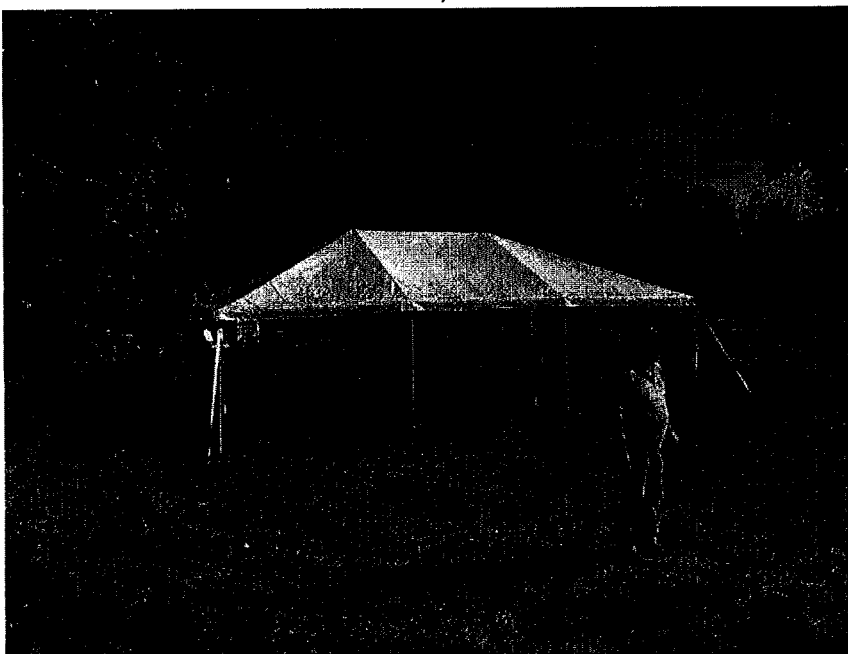




New electrical installation for the DATTCO buses



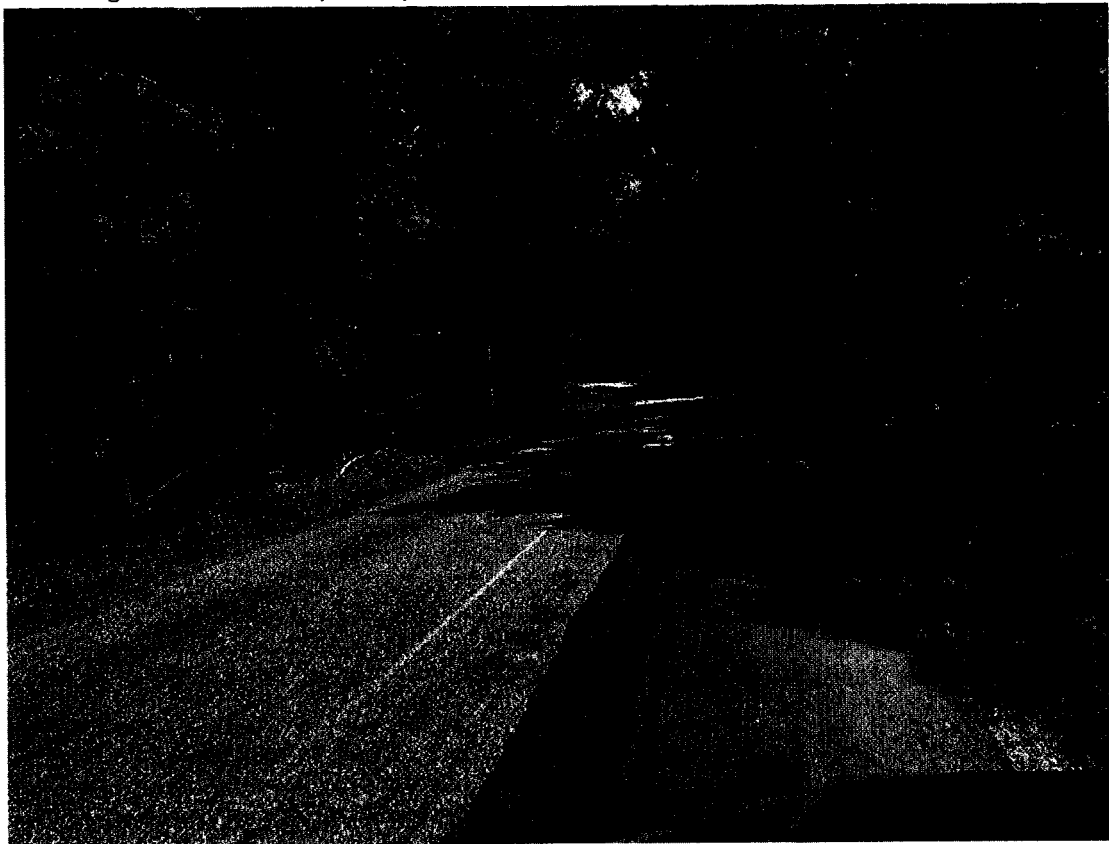
Town Tent erected for the summer by Public Works



Garden Shed Restored by the Community Garden Group



Shimming on Hendee Rd by Abbey Construction



7

Projects Current Status

Community Center

- Initial design study complete proposed design
- Public Informational meeting and feedback held
- Survey and sitework engineering complete
- Awaiting Design build RFP

Connectivity Grant

- Project 75% complete work is going well
- I need to bear down on paperwork
- Need minority subs for 6 ½% of the total job costs

EV charger for town office complex

- Met with Rick Langly regarding project outcome
- Use Eversource rebate structure
- 2-4 chargers at town Hall

Voip Upgrade for Town Phone Systems

Project complete and functional

Chimney repair for Library

Alarm Repair at Public Works

- Scheduled for this week
- Delayed extensively for supplier issues

Electrical at Long Hill Garage for Dattco

- New Pole and service drop
- New meter and enclosure
- New security Lighting
- Ongoing 6/13

Electrical work at Andover Veterans Memorial field

- Install the overcurrent/ lighting protection system work started 6/13
- Replace grounding rods with grid system

Replace Gazebo Roof

Not Started

Road Shimming and Chipseal

- Shimming underway with Abby Construction

Shoddy Mill Drainage work

- Working on 6th basin now Project is on track
- IWWC approval for remaining work as of 6/6/2022

Rear parking area public works

- Graded and resurface with milling surface
- Millings from the RT 316 paving project (free)

Reclaim and repave

- RFP is due 6/13
- Need STEAP grant Paperwork

Final Close out for Bridge at Times Farm

Bridge at Bunker Hill Rd

- 30% design phase complete

Bridge at Long Hill Rd

- Submitted to federal Local Bridge program

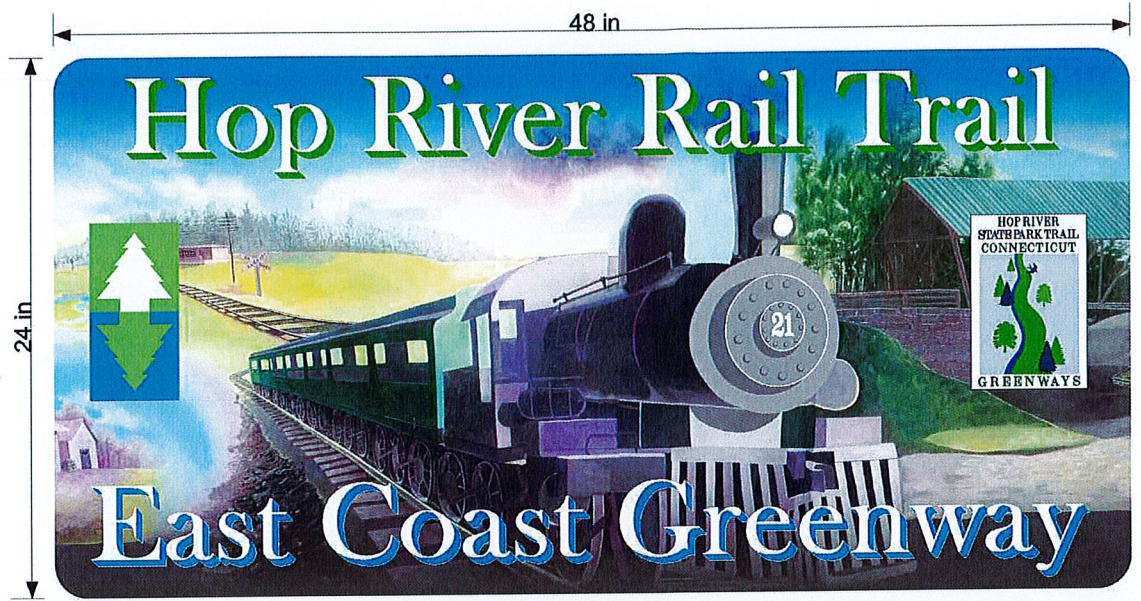
Culvert at Hutchinson Rd

- Survey and wetlands study complete

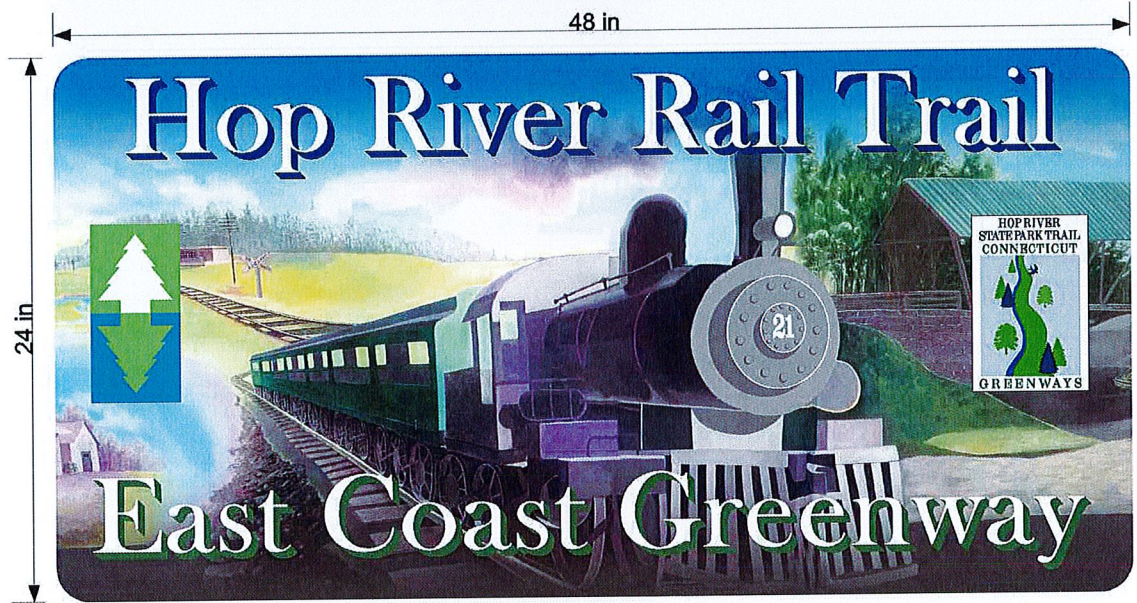
Culvert at Lake Rd near Basola

- Survey and wetlands study complete

OPTION 1



OPTION 2



6-6-2022

Digitally printed cast vinyl face graphics
applied to customer provided .080 Aluminum panel
with 1.5" radius corners

Single Sided

Qty

OPTION 3



CRCOG Tax Parcel Viewer



4075
-72.376 41.742 Degrees

Old Business

8

8A

LEASE AGREEMENT

THIS AGREEMENT is made and executed this 24th day of May, 2022, by and between the Eastern Connecticut Housing Organization, Inc. (ECHO), hereinafter referred to as the "LESSOR" and the Town of Andover, Connecticut, a State of Connecticut municipal corporation situated in the County of Tolland, hereinafter referred to as the "LESSEE".

WHEREAS, Lessor is the owner of a parcel of land approximately 250' by 250' located in Andover, Connecticut at the intersection of Riverside Drive and the entrance to Hop River Homes and known as "the Ball Field", and;

WHEREAS, the Lessor, ECHO, previously leased "the Ball Field" to the Lessee for recreational purposes for nominal consideration for a period of three years; and

WHEREAS, said prior lease is expired; and

WHEREAS, the Lessor wishes to reestablish a lease agreement with the Lessee to let the Lessee use "the Ball Field" for recreational purposes for nominal consideration; and

WHEREAS, the Lessor agrees to lease "the Ball Field" to the Lessee in accordance with the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto intending to be legally bound hereby, in consideration of the above covenants and conditions, and those hereinafter stated, and in consideration of One Dollar, mutually agree as follows:

1. Lessor hereby leases said premises to Lessee, and Lessee rents from Lessor for recreational purposes the premises known as "the Ball Field".

2. Terms: The term of this agreement shall be for an initial term of one year, starting on the 24th day of May, 2022 and terminating on the 30th day of June, 2023.

3. Upon the expiration of the initial 1 year term of this lease, the lease agreement may be renegotiated. Prior to expiration of this agreement, the parties shall meet to negotiate terms of possible renewal. At any time, for valid reason, this lease agreement may be terminated by either party. At the termination of the lease, all structures originally erected and installed on "the Ball field" by the Town during the original Lease Agreement (fencing, bleachers, dugouts, backstop) shall be removed by the Lessee, and "the Ball Field" shall be restored to substantially the same condition it was in at the commencement of the original Lease Agreement.

4. Rent: Lessee shall pay Lessor without demand the sum of One Dollar per year.

5. Usage: "The Ball Field" shall be used for children in elementary through middle school. Activities shall terminate no later than 8:30 p.m. each evening. No new softball/baseball inning shall commence after 8:15 pm.

6. Posting of Signs: The Town shall post signs stating "No vehicular use shall be permitted including parking, driving, or turning around" in conjunction with use of "the Ball Field" at Hop River Homes entry drive.

7. Improvements: Lessee shall not have the right to make any changes to the "the Ball Field" or construct any additional structures without the written permission and consent of the Lessor.

8. Maintenance of Premises: Lessee hereby covenants and agrees that it will use due care on the premises and that it will be responsible to maintain the leased property. The Town shall mow the grassy area adjacent to "the Ball Field", including both sides of the driveway entrance to Hop River Homes.

9. Insurance: Lessee is responsible for insuring against any and all casualty and loss incurred by Lessee or any of its employees, agents, invitees, occupants, customers, or any other persons at or on said premises, and hereby holds the Lessor harmless for same. Security of the premises is completely and solely the responsibility of the Lessee, and the Lessor will not be held liable due to theft or vandalism of property on the premises. The Lessor shall be designated as an additional insured on all policies. A certificate of such insurance shall be furnished to Lessor.

10. Indemnification by Lessee: Lessee hereby covenants and agrees to indemnify, defend and hold the Lessor harmless from any and all claims, demands, suits, causes of action, losses, damages, expenses and/or any and all litigation arising out of occurrences, in or at "the Ball Field" or as occasioned or suffered by the Lessee or any of its employees, agents, invitees, customers, occupants, or other persons in attendance in or at said premises, and also for any damages awarded for such claims, demands, causes of action, losses, damages and expenses or for costs or attorney's fees, due to the error, act or omission of the Lessee.

11. Waste and Nuisance: Lessee hereby covenants and agrees not to commit waste on or at said premises or allow it to be committed, nor permit maintenance of a nuisance or any other noxious matter there.

12. This Lease Agreement is subject to approval by USDA-RD

13. Counterparts: This Agreement may be executed simultaneously in one or more copies or counterparts, each of which shall be deemed an original, but all of which together shall constitute and be one and the same Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day, month and year first above written.

WITNESSED BY:

Robert Dougherty
Robert Dougherty

LESSOR:

Maria C. Tulman
Maria Tulman, Vice President
Eastern Connecticut Housing Organization, Inc.
Duly Authorized

WITNESSED BY:

Robert Dougherty
Robert Dougherty

LESSEE:

Eric Anderson
Eric Anderson, Town Administrator
Town of Andover
Duly Authorized

WITNESSED BY:

USDA Representative:

Susan Gregware
Susan Gregware, Area Specialist
USDA - RD

New Business

9

9 D

STEAP grant application new round announced yesterday

The town can submit one or more grants totaling 500,000 dollars this year due on Aug 15. There are 30 million in funding and 130 towns eligible to apply so we have at least a 50:50 chance of getting it if we apply with a good grant.

The town has to match 20% so the town would need to spend 100,000 to get the 500,000 in order to have a good chance of getting it. Per the NOFO all grants with a 20% match get evaluated first. The funding has to be in place by Aug 15 when the grant is submitted.

Basically, that means that it has to be something that is budgeted already or one of our funds.

Projects must be shovel ready or near shovel ready.

They will not fund design work or studies

We are just over 2 months out for submission, so I need direction at the next Board of Selectman's meeting to begin preparations

I am not advocating any particular projects- I am just listing what I could conceive of as reasonable projects for the STEAP program. If the board has other things they want to pursue let me know.

List of possibilities.

1. Roadwork If we did this all for roadwork this would let us undertake a ~600,000 dollar reconstruction Project next spring
 - a. Worst High Volume section would be Hendee and the rest of Long Hill- with Drainage that would be in that ballpark
2. Alternatively we could submit for less than 500K and submit a second project for some subset of that funding.
 - a. One option would be to rebuild Ridge Road which is a big ticket problem that the town has to deal with at some point
3. Improvements to the Athletic field Area
 - a. Better field Lighting
 - b. Handicap access to the walking track
 - c. Pave the parking lots?
 - d. Other improvements considered?
4. A drainage Project
 - a. Could we get an engineering firm to design either the Hutchinson Rd or Lake Rd at Basola in time to be Shovel Ready We could use our design costs with the engineering firm as our 20% match.
5. Building improvements
 - a. Go for a major upgrade for the town Hall
 - i. HVAC- Ductless split
 - ii. Propane
 - iii. Electrical
 - iv. Carpeting?

- b. New storage garage for Senior Transportation?
 - i. Where would we locate it
 - ii. Can we get solid cost estimates in time
- 6. School
 - a. Handicap accessible playground upgrades. Also usable as part of community center/ campus area. This would solve some problems with a new to town disabled student.

Eric

Can we make an appointment or get put on the agenda with Jeff McGuire to ask permission to apply for the STEAP grant? I believe we could get approved or at least have a chance to get approved for one.

Valerie

Statement of Need

We are fundraising for the Andover Elementary school playground and will utilize all funds received through grants to help purchase playground equipment and have it installed. This will defray the cost of the estimated budget of the playground and help create a safe public space for both the school community and the community who will utilize the new community/senior center.

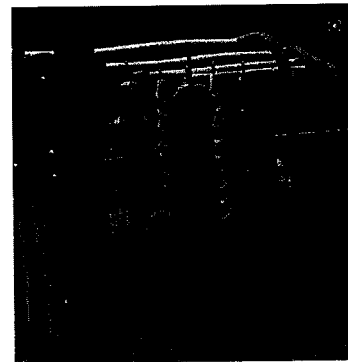
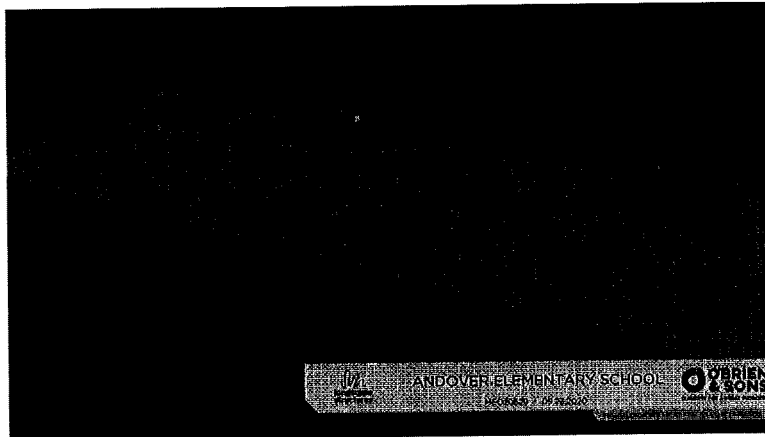
Andover has seen a lot of social and demographic change over the past 30 years. It is home to over 3,500 individuals and includes seniors, individuals with disabilities, and children of all ages. Currently, there isn't a public park or playground the size of AES's and no playground that is ADA/handicapped equipped to service our children or to allow senior citizens and those with disabilities to play with their children in a place they can accompany them. The AES playground Refurbishment and Expansion Project will help construct a local community space intentionally designed to help children build relationships. Andover will have one student in a wheelchair joining the school community for the 2022-2023 school year.

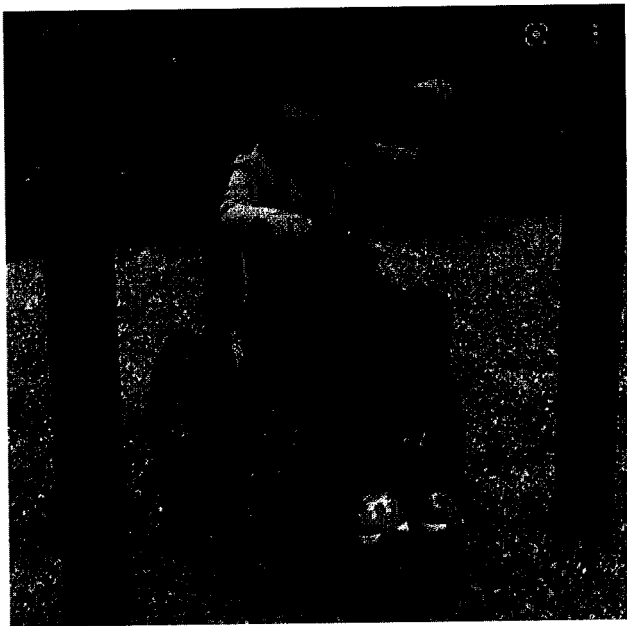
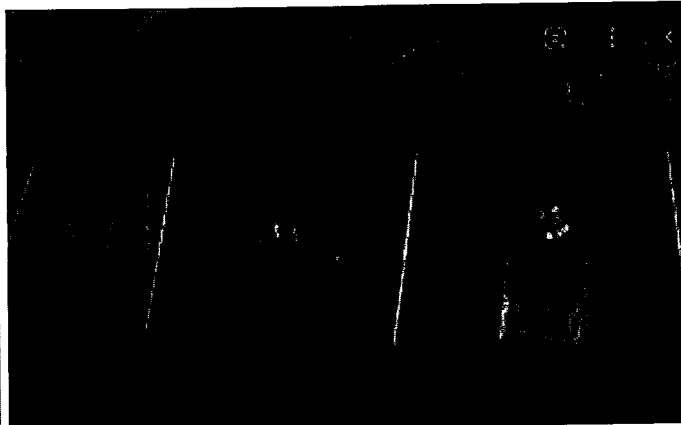
Project Description / Plan of Work

Proposed location: 35 School Road, Andover, CT, United States

This location is 10 square acres. An existing playground stands on the grounds and is “shovel ready” because of this foundation.

The design will be incorporate into the existing structure. This project is for renewal, refurbishing and handicap equipping. There will continue to be integral shade structures, multiple slides, and climbing pieces, in addition to ADA wheelchair accessible equipment and other sensory structures. The project cost is \$248,000. This includes every phase. We certainly can discuss doing a smaller version of less phases of the “Wishlist”.





Timeline:

September/October 2022: Ordering of materials

Removal of old equipment and installation of new equipment for phase 1.

Budget

The total budget for the AES playground project is \$248,000. We have already been granted \$10,000 from the Hartford Foundation through our PTA.

of the children. The playgrounds designed by Lifelong Friends has shown to improve children interaction by 45%

Conclusion

As you can see, with the STEAP grant, we would be able to improve the social and physical ability children and residents in Andover as well as to accommodate the newest handicapped students who will be attending AES next year.

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Connecticut Electric Vehicle Charging Program (Commercial)

2022 Participation Guide for Customers and Vendors Commercial EV Charging Program

Version: 05/19/22

Paid for by Eversource and UI customers



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1.0 Background

Eversource and United Illuminating (UI) are offering the CT Electric Vehicle (EV) Charging Program to incentivize the installation of EV supply equipment (EVSE) charging stations, including:

- Level 2 charging stations to charge light-duty EVs, and
- Direct current fast chargers (DCFCs) to charge light-duty EVs.

The CT EV Charging Program (Program) is available for all commercial and industrial Eversource and UI electric service customers who purchase and install qualified EVSE charging stations at facilities including workplace, light-duty fleets, public charging, and multifamily properties with five or more units.

The goal of the Program is to support the development of electric infrastructure and equipment necessary to accommodate an increased deployment of EVs within Connecticut by reducing the upfront costs of building charging stations for light-duty EVs. Through the Program, business entities seeking to install or participate in the installation of Level 2 and/or DCFC chargers can earn incentives that will offset a large portion of the electrical infrastructure and equipment costs associated with EVSE charging stations.

This Program Guide for Customers and Vendors (Guide) outlines important details of the Program, such as eligibility criteria, enrollment process, project planning, and post-enrollment requirements. Definitions of terms used herein are provided in the final section of this Guide. The Guide will be revised as the Program and/or the application process evolve. Revised versions of this Guide will be posted on eversource.com and uinet.com/EVProgramsForYourBusiness.

Due to global climate and local air pollution concerns, as well as advancing technology and rapidly declining costs, the transportation sector is accelerating its transition towards zero emission vehicles. In support of this transition, Connecticut has committed to deploying approximately 150,000 EVs by 2025, as part of a broader ten-state agreement aiming to achieve the deployment of 3.3 million EVs among the participating states. The Governor's Council on Climate Change has also estimated that electrifying at least 20 percent of light-duty vehicles in the state (approximately 500,000 vehicles) is necessary for the state to achieve its 2030 greenhouse gas emissions target. The Connecticut Public Utilities Regulatory Authority recently concluded a proceeding focused on supporting the EV goal through the development and implementation of this EV Charging Program. The EV Charging Program Order in Docket 17-12-03RE04, and subsequently in Docket No. 21-08-06, incentivizes site hosts and developers to expand the number of public destination, workplace, and multi-unit dwelling charging locations.

Having EV charging at Connecticut businesses can offer many benefits, from convenience to cost savings and emission reductions. Whatever the motivation, the Program team welcomes participation and looks forward to supporting Connecticut businesses.

2.0 Program Overview and Customer Eligibility

The Program is open to all Eversource and UI Commercial customers in Connecticut. Commercial customers (also referred to as non-residential or business customers) must be new or existing Eversource and UI customers who do not meet the Residential customer definition (i.e., single family homes or multifamily dwellings with four or fewer units on the property). The service address for the customer's electric account must be for a physical address located in Eversource or UI territory. A Commercial customer may also apply for new electric service at a location within Eversource's and UI's service territory in Connecticut, as long as the planned use of the property does not fall under the Residential customer definition.

Project eligibility and procedures differ for Residential and Commercial customers; **this Guide is for Commercial customers.**

The charging stations must be installed at facilities including workplace, light-duty fleets, public charging, and multifamily properties with five or more units. The charging station will be owned, operated, and maintained by the Site Host (see Definitions).

The Program includes incentives for EVSE charging stations and the electrical infrastructure from the distribution system to the charging station, known as “make-ready infrastructure”. The Program also allows the ability to install make-ready infrastructure in anticipation of additional EVSE charging stations being installed in the future. Three categories of equipment or infrastructure are eligible for incentives under the Program.

- **Utility-Side Make-Ready Infrastructure (New or Upgraded Service):** Utility electric infrastructure needed to connect and serve a new EVSE charging station. This may include traditional distribution infrastructure such as step-down transformers, overhead or underground service lines, and utility meters that will continue to be owned and operated by the utility.
- **Customer-Side Make-Ready Infrastructure (Existing Service):** EV equipment or infrastructure necessary to make a site ready to accept a new EV charger that is owned by the charging station Developer, Equipment Owner, or Site Host Refer to Section 4 for eligible infrastructure costs.
- **EVSE Charging Station:** In addition to the make-ready infrastructure investment, the Program provides an incentive, via a rebate, to Site Hosts to partially offset the costs of purchasing a Level 2 or DCFC EVSE charging station.

To receive incentives through the Program, a project must satisfy the following criteria (see Program Process below for more details):

- **Approved Application:** Customer must apply to be accepted into the Program. Eversource or UI will review, evaluate, and, if appropriate, approve applications.
- **Eversource or UI Customer:** Eligible customers must be a Commercial electric customer of either Eversource or UI. Service address for customer’s electric account must be a physical address located in utility territory. Customer eligibility will be confirmed during the application process based on the utility account number or eligible location for a new, non-residential service.
- **Site Hosts** must sign application attesting to the following:
 - Ownership of the land for the EVSE installation;
 - Possession of a site lease for 10 years or longer, or;
 - Written consent from landowner for the EVSE installation.
- **Station Maturity:** Purchase of the EVSE and construction of the EV charging station must have commenced no sooner than January 1, 2022. Site Hosts must agree to operate and maintain EVSE’s installed through this Program for a minimum of 5 years.
- **EVSE Charging Station:** Only new EV chargers listed in the Program’s EV Charger Qualified Product List are eligible for incentives. For a complete list of qualifying EV chargers, check eversource.com or uinet.com/EVProgramsForYourBusiness.
- **Multifamily Locations (Apartments, Condominium, Cooperatives):** Site must have a minimum of five residential units. Multifamily located EV charging stations participating in the commercial EV Charging Program cannot be assigned to an individual tenant or

deeded parking spaces. Individual tenant or deeded parking spaces can participate in the residential EV Charging Program

- **Ports per Site:** EV charging stations must conform to per-site port requirements:
 - Individual EV charging sites must have a minimum of two ports.
 - Workplace Level 2 sites require a minimum of four ports.
- **DCFC Chargers:** DCFC charging stations can include both SAE J1772 Combined Connector System (CCS) and IEEE 2030.1.1 (CHAdeMO) charging ports. Having both port types is not a requirement. Simultaneous charging on both ports is not a requirement. However, a station capable of simultaneous charging on each port may qualify as two ports as long as each port charges at 50kW or greater.
- **Proprietary Plugs:** Proprietary plugs are eligible for Program incentives as long as any EVSEs installed with proprietary plugs are co-located with standardized plugs (i.e., CCS and/or CHAdeMO) and meet all other Program requirements. The incentives will not be applied to offset EVSE costs for proprietary plugs, although make-ready incentives can be applied to sites with co-located standardized and proprietary plugs.
- **Dedicated Parking:** Site Hosts must provide dedicated parking spaces for the number of charging ports installed.
- **Charger Data:** All customers who receive incentives must allow Eversource and UI access to charger data. Although the Program requires networked chargers to share data, any fees associated with software and monitoring costs will be the responsibility of the Site Host and are not a cost that the Program incentives are eligible for.
- **Electrical Work:** Electrical work must be completed by a qualified professional, in full compliance with laws and regulations.

Customers must also abide by the requirements and procedures discussed in this Guide as well as Program terms and conditions listed in the application to maintain eligibility.

3.0 EVSE Charger Eligibility

Only applications including eligible devices that are listed on the Program's EV Charger Qualified Products List will be accepted by the Program.

- **Qualified Product List:** For a complete list of qualifying EV chargers, check eversource.com or uinet.com/EVProgramsForYourBusiness.

Eligible devices are selected via a request for qualifications (RFQ) that is opened periodically. Vendors who wish to qualify devices for the Program should register their interest by sending an email to CTEVCharging@eversource.com with the subject line "EV Charging Vendor Qualification" and firms will be notified of the next qualification cycle. Evaluation of the vendor and device capabilities include, but are not limited to:

- Product safety
- Suitability for environmental conditions
- Network communications
- Data collection and reporting

Vendors with qualifying devices must accept the Program vendor agreement before those devices will be added to the Qualified Product List.

The vendors will differ on charger models, software, costs, and manufacturer details. Eversource and UI do not offer preferences or recommendations for any of the approved Program vendors, and customers are responsible for determining the suitability of these products and services.

4.0 Incentive Amounts

Incentives will be either 50% of eligible EVSE charger costs plus 100% eligible make-ready installation costs or the Per Site Maximum Rebate, whichever is less (see Table 1 below). Incentives rates are subject to change at Eversource's and UI's sole discretion, except where incentive rates have been committed in an incentive reservation (see Incentive Reservation section below). Maximum rebates for EV charger installation vary by customer type, location, and equipment installed. For projects in Underserved Communities, the maximum incentive levels are increased.

Table 1. Commercial Incentives

Baseline	Level 2	\$20,000	Multifamily	Must install at least 2 ports
			Public	Must install at least 2 ports
			Workplace	Must install at least 4 ports
	DCFC	\$150,000	Any	Must install at least 2 ports
Underserved	Level 2	\$40,000	Multifamily	Must install at least 2 ports
			Public	Must install at least 2 ports
			Workplace	Must install at least 4 ports
	DCFC	\$250,000	Any	Must install at least 2 ports

To receive the incentive, customers must submit itemized project-cost documentation to substantiate project costs. Each of the following will be considered as eligible costs when determining the incentive amount:

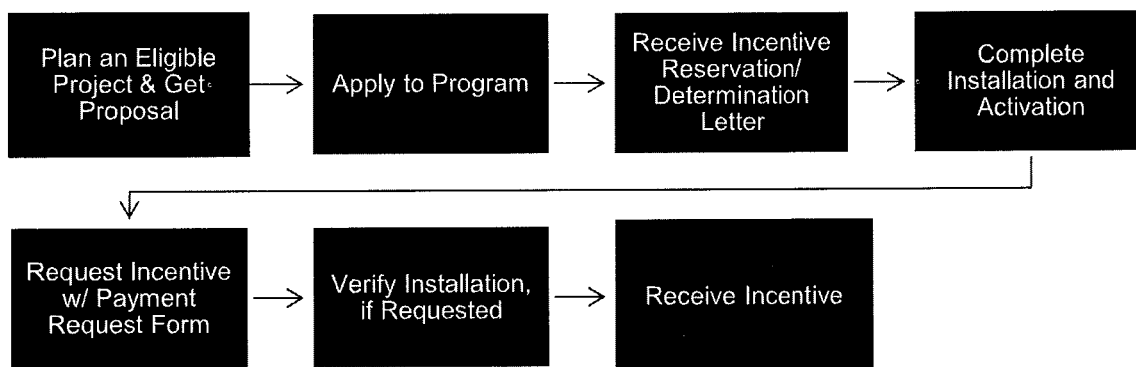
- **EVSE Charging Station:** The total purchase price of the equipment, mounting hardware, charging cable, and cable management device, plus sales tax, shipping and handling.
- **Make-Ready Infrastructure:**
 - Design and engineering services,
 - Permitting fees,

- Contribution in aid of construction paid to Eversource or UI for new or upgraded electrical service,
- Labor, material and equipment costs to construct the site electrical system, and
- Trenching, backfill, restoration and concrete work necessary for the electrical system or EVSE installation.

Ancillary equipment associated with EVSE installation, such as bollards, stripping, and/or signage, is not eligible for incentives. In addition, co-located distributed generation or energy-storage material do not qualify for incentives.

5.0 Program Process

The following figure summarizes the key steps for a Commercial customer to participate in the Program. Each step is described below.



Project Planning

Customers are responsible for defining an eligible project scope that is appropriate for their site and vehicles. The Program does not offer any customer-side site design assistance.

Eversource and UI do provide utility service interconnection design. Customers should carefully review the sections in this Guide on customer eligibility, incentives, and device eligibility when defining the project. EVSE vendors identified within this Program may also be a useful source of information when planning the project.

Hosting capacity maps may help to encourage EVSE deployment in underutilized circuits. The state encourages all EVSE vendors and other potential Site Hosts to utilize the hosting capacity maps as an integral tool. Capacity maps can be found for [Eversource HERE](#) and [UI HERE](#).

When planning for any futureproofing (i.e., site design to allow for future charging infrastructure expansion), customers should consider what futureproofing is prudent given the eligible per-site incentive cap. Any futureproofing costs will be included in the determination of total project incentives. Eversource or UI will consult with the customer and evaluate futureproofing requests to determine the feasibility and appropriateness of the plans and eligibility for incentives. Futureproofing costs may include: oversized or additional conduit; oversized panels; additional conduit; trenching; connection points to additional parking spaces; service for the station; and/or larger or additional transformers and pads.

Program Application

A Program application should be submitted when a customer has completed planning and before any equipment purchase or installation. Customers who purchase equipment or installation services before submitting the Program application will not be eligible for installation incentives.

If a project is determined that a new or upgraded electrical service from Eversource or UI is necessary, it is highly recommended to submit the new/upgraded service request to the respective utility company before submitting your program application. This will allow you to determine full scope of work and any costs associated with running new/upgraded service.

Below are links to each of the utilities new service information:

Eversource: <https://www.eversource.com/wam/ServiceRequest/CreateElectricServiceRequest>

UI: https://www.uinet.com/wps/portal/uinet/account/moving/account_install_upgrade_service

For Eversource, the application can be found at: <https://www.eversource.com/content/ct-c/business/save-money-energy/clean-energy-options/business-ev-charging>. Applications should be submitted as a PDF to: EversourceEVAApplications@clearesult.com.

For UI, the application can be found at: uinet.com/EVProgramsForYourBusiness. Applications should be submitted as a PDF to: UIEVAApplications@clearesult.com.

Customers should carefully review the instructions on the form, complete all required inputs, and attach all required documentation when submitting to avoid processing delays. The following supporting documentation will be required:

- Contractor proposal (including EVSE charging station and make-ready infrastructure cost)
- Site plan showing proposed circuits including but not limited to:
 - Conduit path
 - Wire size
 - Wall/floor penetrations
 - Disconnecting means
 - Location of charging stations
 - Any future proofing measures

Errors or omissions in customers' application may lead to delay or cancellation of the application. Upon identifying any such issues, the Program team will attempt to contact the customer using the information supplied in the application. If Eversource or UI are unable to reach the customer or the customer does not respond with the information needed to correct the application within 10 business days, the application will be cancelled.

Incentive Reservation

Upon approval of an application, the Program team will issue the customer an email notification indicating the approval, the reserved incentive amount, a reservation number, and an incentive payment request form to be submitted after installation and activation. The Program Team typically provides an incentive reservation letter to customers within 15

business days of receipt of an application in good order. The incentive reservation is valid for 1 year from the date of the incentive reservation letter.

Installation and Activation

Customers, with their chosen vendor(s) and contractor(s), are responsible for completing installation of the project within the incentive reservation period and in a manner consistent with the application's approved project scope. Eversource or UI's Program team can provide support; however, it is the customer's responsibility to initiate any required new electric service or electric service upgrades. Electrical work must be completed by a qualified professional, in full compliance with local laws and regulations.

Incentive Payment Request

Upon completion of installation and activation, customers must submit final project documentation with their completed payment request form. Customers should carefully review the instructions on the form, complete all required inputs, and attach all required documentation to avoid processing delays. Please refer to application "Post Application Checklist" for complete list of documentation.

Installation Verification

Projects may be selected for installation verification which is a post inspection of the final installed scope of work. If the project is selected for installation verification, the Program team will contact the customer to schedule the time. An inspector will visit the customer site to confirm project details and complete visual inspection. These brief visits are used to ensure and help maintain the overall quality and integrity of the Program. If the inspector identifies any material differences in the installed scope from what the Program has approved, two scenarios can occur. Either the customers will be required to make corrections before the incentive payment is released or the incentive amount will be revised based on changes in the final scope of work.

Installation Incentive

The installation incentive is the financial incentive that a qualified customer receives for installing and activating eligible EV chargers in the Program. The installation incentive is paid by check to the account holder associated with the application unless the customer designates an alternate payee when submitting the Program application. Payment for complete and accurate applications are typically issued within 10-20 business days. Payments are sent via US Postal Service, which requires several more days for delivery. Customers may check the status of their payment on their dashboard in the online application portal.

Extensions

The Program acknowledges that circumstances beyond the customer's control may sometimes delay projects and in such cases, exceptions may be made to the Program's required timeframes. Extension requests will be reviewed, but there is no guarantee that an extension will be granted. Customers should submit extension requests to EversourceEVApplications@clearesult.com for Eversource or to UIEVApplications@clearesult.com for UI. Be sure to include the subject "Extension Request", the number of days' extension requested, and a summary of the reason the extension is needed. Customers will receive an email response confirming if reservation extension has been granted. This should be completed at least 14 days prior to a deadline.

IRS 1099 Reporting

Program rebates are taxable to the entity that receives the benefits of the Program, which is the customer. If the customer releases the rebate to the contractor, the contractor must show a reduction in the invoice. Rebates greater than \$600 (including annual cumulative incentives for different projects) will be reported to the IRS unless proof of tax-exempt status is provided.

Limited Funding

Incentives under the Program are available on a first-come, first-served basis until allocated funds are depleted and only for measures performed during the term of the Program. The Program may be modified or terminated without notice.

Program Help Desk

Customers can contact Program staff for questions using the contact information below. Please allow two business days for a response to your email or voicemail.

Eversource

Phone: (888) 978-1440

Hours of availability: 8:30am – 5:00pm, Monday – Friday excluding holidays.

Email: EversourceEVSsupport@clearesult.com

UI

Phone: (888) 978-1440

Hours of availability: 8:30am – 5:00pm, Monday – Friday excluding holidays.

Email: UIEVSupport@clearesult.com.

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6.0 Definitions

The following definitions apply to this Program:

- **Site:** Prewiring of electrical infrastructure at a set of parking spaces to facilitate cost-efficient installation of a bank of EVSE, either Level 2 or DCFC, on a property within Eversource's or UI's electric service territory owned or controlled by the Site Host. A site may include a service panel, junction boxes, conduit, wiring and other components necessary to make a particular location able to accommodate a bank of EVSE. The maximum incentives shall apply to each site. A Site Host may have more than one site at a single property to the extent that each site meets the specific electrical infrastructure criteria as defined.
- **Public Site:** A site where the general public is permitted by the owner and operator to access and use the EV charger 24 hours per day, 365 days per year.
- **Port:** A J1772, CCS, or CHAdeMO connector that can provide power to charge a connected EV regardless of whether other ports at the same site are simultaneously in use.
- **Electric Vehicle Supply Equipment (EVSE):** Level 2 or DCFC charger. Level 2 requires 208/240-Volt input with J1772 connection. DCFC requires 208 or 480-volt, 3-phase input, with CCS and/or CHAdeMO connections. EVSE includes the charger, EV charge cords and plugs, and charge stands.
- **EV Commercial Infrastructure Program:** A Program that provides incentives for the installation of electric infrastructure and EVSE to support the deployment of Level 2 and

DCFC light-duty EV chargers for multifamily properties, public destination locations, workplace, and light-duty fleets in Connecticut.

- **Site Host:** The fee owner or long-term (10 years or longer remaining term) lessee of the Site.
- **Developer:** An entity responsible for designing, constructing, and commissioning an EV charger site installation. This entity may also be responsible for owning, managing, and operating the chargers.
- **Equipment Owner:** The entity that purchases and owns the EV charging equipment once it is installed.
- **Customer:** An entity taking service from the utility.
- **Underserved Communities:** A location that meets one or more of the following criteria:
 - Within a United States census block group, as determined in accordance with the most recent United States census, for which thirty percent or more of the population consists of low-income persons who are not institutionalized and have an income below two hundred percent of the federal poverty level.
 - Includes “distressed municipalities,” “environmental justice communities,” and “public housing authorities” as defined in the Connecticut General Statutes.
 - Within a distressed municipality included on the list published by the Department of Economic and Community Development at <https://portal.ct.gov/DEEP/Environmental-Justice/Environmental-Justice-Communities#Map>.
 - A multifamily property under the jurisdiction of the public housing authorities.
 - UI customers: Please refer to [capacity map HERE](#) to determine if your location is in an underserved community.
 - Eversource customers: Please refer to [capacity map HERE](#) to determine if your location is in an underserved community.
- **Baseline:** All locations that do not meet the definition of “Underserved”.
- **Futureproofing:** Make-ready infrastructure upgrades included in site design that would allow for future charging infrastructure upgrades. Futureproofing costs could include the following: oversized or additional conduit; oversized panels; additional conduit, trenching, connection points to additional parking spaces; service for the station; and larger or additional transformers and pads. Futureproofing detail provided by applicant is for informational purposes only. It will inform the Program of potential future incentives that may be considered for the applicant’s future expansion plans.
- **Light Duty:** Cars and trucks with maximum Gross Vehicle Weight Rating (GVWR) < 8,500 lbs.

7.0 Commercial EV Charging FAQs

What is “Make-Ready” Infrastructure?

“Make-Ready” infrastructure includes the electrical infrastructure that supports an EV charging station. This includes service connection upgrades between the local substation and transformer and electric vehicle (EV) supply infrastructure between the meter and service panel. The Program’s rebate helps reduce some of the upfront costs to making the site ready for charging station installation, and in some cases covers up to 100% of the cost.

What are the incentives and rebates available through this program?

Please refer to the [Commercial Rebate Application](#) for Eversource or [uinet.com/EVProgramsForYourBusiness](#) for UI to view available incentives.

Note: the amount of incentive dollars available per solution does not imply one setup is inherently better than another. Depending on the particulars of your EV and technology setup, the cheapest and best option might receive the fewest incentive dollars. Please see the Program Participant Guide to understand which of the possible eligible technologies is best for you.

Can I use these incentives for my existing charging stations?

Existing equipment is not eligible for these incentives. Existing charger owners might be eligible to participate in the Managed Charging program which offers incentives for enrollment and ongoing participation in Managed Charging if they choose. Please see our Commercial Participation Program Guide for more information.

How do I qualify for the “Make-Ready” program?

You must be a non-residential customer or be the owner/manager of a multi-unit dwelling (MUD) in Eversource or UI territory. Customers who lease the property where EV chargers will be installed can still participate in the program, however, the landowner will be required to execute a land rights document (easement). Program includes EV charging incentives for public parking areas, retail and mall parking, workplaces and fleets, colleges and universities, government properties, and MUDs.

Who is eligible to participate in this program?

Commercial and industrial or multifamily property owners/managers who are electric customers of Eversource or UI are eligible. Qualifying equipment must be installed and activated to qualify for the incentives available through this program. Customers who lease the property where the EV chargers will be installed can still participate in the program, however, the landowner must sign application acknowledging their approval.

What work will Eversource and UI manage?

If you require a new service for your project, Eversource and UI will manage the new utility service and make the final connection to your service point after it has been inspected by the Authority Having Jurisdiction (AHJ). Eversource and UI will provide rebates for eligible infrastructure (up to specified cap, see the Make-Ready Program Guide for details) that will connect to your chargers. This includes, but is not limited to trenching, a transformer, dedicated service meter, panel(s) if deemed necessary, and all conduits and necessary wiring to support the approved number of charging stations. Eversource and UI will also provide rebates for up to 50% of electric vehicle supply equipment (EVSE) costs (up to specified cap, see the Make-Ready Program Guide for details).

What costs am I responsible for?

You are responsible for the cost of purchasing and installing the charging station(s) over and above the specified cap for eligible rebates. You own the charger and are responsible for maintaining and servicing the charger for a minimum of five years.

Are there any additional requirements for participating in program?

Yes. All chargers will be required to be networked to gather usage data. This will require an ongoing networking fee, determined by the vendor you select, that would be paid by you. In some cases (i.e. Fleets and MUDs) there is a requirement to participate in a Managed Charging Program like Demand Response or other custom program. Please see our Make-Ready Program Guide for more information.

Can I charge drivers to recoup costs of charging station operations?

Yes, your organization can bill drivers for charging station services subject to any applicable laws or regulations. Business and property owners have the final say on how their EV charging equipment is utilized. Before selecting a charging vendor for your project, see their supported billing methodologies to ensure your intended billing strategy is possible on their platform.

What type of charging stations are right for me/my property?

This will depend on how long your customers will be parked at your location. There are two types of chargers included in this program, Level II and Direct Current Fast Chargers (DCFC). Level II requires 240-volt power and is ideal for workplaces, destination, and multi-unit developments or anywhere in which the user will be at the location for at least an hour in duration. DCFC requires 480-volt power and charges for 30 minutes or less than 1 hour. DCFC is ideal for highway, near-highway, dense urban locations, as well as for Workplace/Fleets where vehicle volume will be high and frequent.

Where do I purchase my charging station?

Customers must install approved charging stations to be eligible for incentives. Qualified charging station vendors can be found on the Business section of our website at eversource.com/electric-vehicles or uinet.com/ProgramsForYourBuiness under EV Charger Qualified Product List.

Do I hire my own contractor to install the charger?

Yes. You must hire a qualified, state-licensed, and insured contractor. The design and construction must comply with all local, state, and federal electrical standards to be eligible for the program.

How long does the Make-Ready program process take?

The total estimated timeline for electrification is 3–6 months from the initial step of application submission to the activation of the site (assuming permitting, inspections and the installation of the charging stations are done in a timely manner). This timeline also varies depending upon your requirements for new service from the utility. Incentive payment will be approximately one month from install completion and EVSE activation. Note: any errors or omissions, or any clarifications and/or corrections on the application necessary to confirm eligibility can delay your project beyond this rough timeline.

How can I get in touch with a program representative if I have a question(s)?

Eversource customers: You can contact a program specialist by emailing EversourceEVSsupport@clearesult.com.

UI customers: You can speak to a Program representative by emailing UIEVSupport@clearesult.com.

A representative will get back to you within 1-2 business days.

Where do I apply?

You can find the Make-Ready Application on the Business section of eversource.com/electric-vehicles or UI's website uinet.com/ProgramsForYourBusiness. Be sure to fully complete the application and provide all necessary documentation outlined in the application.

How can I understand Connecticut's existing electrical hosting capacity?

Hosting Capacity refers to an estimated maximum amount of power that can be accommodated on the distribution system at a given location under existing grid conditions and operations, without adversely impacting safety, power quality, reliability or other operational criteria, and without requiring significant infrastructure upgrades.

Customers can [view this map](#) for Eversource territory or [view this map](#) for UI territory to get a general understanding of where there is currently more electrical load capacity in Eversource's or UI's grid in Connecticut. This map provides approximate values of Hosting Capacity measured in Megawatts (MW) by particular circuits in the distribution system. Note that circuits colored in gray (red for UI) have limited capacity or the information on the circuit capacity is not available. This does not mean that an EV charging station cannot be located on those circuits. Please request a verification for projects to be considered on those circuits.

Please note that this map is being provided for informational purposes and is not intended as a substitute for filing an application with the utility. It is intended to guide developers to three phase circuits which may have underutilized capacity for large scale EVSE projects, particularly DC fast charger projects. The map will be updated regularly; however, the information provided is non-binding. Proposed projects will need further analysis and may need detailed engineering studies to determine whether such EVSE projects can be accommodated on the system.

8.0 Commercial EV Charging Application

UI Application

Eversource Application

EVERSOURCE

Connecticut Electric Vehicle Charger Qualified Product List (Level 2 & DCFC) Commercial Locations

AmpedUp!	Atom Power	AP3P400
AmpedUp!	BTCPower	EVP-2001-30*, EVP-2002-30*
AmpedUp!	BTCPower	EVP-2002-30*
AmpedUp!	Siemens	Versicharge G3
AmpedUp!	Wallbox	Pulsar Plus
AmpUp	EVSE LLC	3703
AmpUp	EVSE LLC	3704
AmpUp	EVSE LLC	3722
AmpUp	BreezeEV (Light Efficient Design)	EVC-L2-48A-L1-1*
AmpUp	BTCPower	EVP-2001-30*
AmpUp	BTCPower	EVP-2002-30*
AmpUp	JuiceBar	JB3.0 32, 40, 48, 80
Blink	Blink (Lite-On)	HQ 200 Smart (HQP2-50C*)
Blink	Blink (Lite-On)	MQ 200 (MQW2-50C*)
Blink	Blink (Lite-On)	IQ200 Advanced (IQW2)
ChargePoint	ChargePoint	CPF50
ChargePoint	ChargePoint	CT4000
Enel X	Enel X	JuicePedestal 32, 40, 48
Enel X	Enel X	JuiceBox Pro 32, 40, 48
EV Connect	BTCPower	EVP-2001-30*
EV Connect	BTCPower	EVP-2002-30*
EV Connect	EVSE LLC	3703
EV Connect	EVSE LLC	3704
EV Connect	EVSE LLC	3722
EV Connect	JuiceBar	JB3.0 32, 40, 48, 80
EV Connect	Blink (Lite-On)	IQ200 Advanced (IQW2)
EV Connect	EvoCharge	iEVSE
EV Connect	EvoCharge	iEVSE Plus
EV Connect	PowerCharge	E20 XXE/XXP
EV Connect	JuiceBar	JB3.0 32, 40, 48, 80
EV Gateway	Loop	EVS-32A-L2*
EV Gateway	Tellus Power Green	UP 160J
EV Gateway	Siemens	Versicharge G3

EVERSOURCE

Evoke	FLO	CoRE+ MAX
EVPassport	EVPassport (Phihong)	Ezra (AW Series)
EVPassport	EVPassport (Phihong)	Rosa (AX Series)
FLO	FLO	CoRe+
FLO	FLO	CoRE+ MAX
Leviton	Leviton	EVR Green 4000
Livingston Energy Group	Livingston Energy Group (EVSE LLC)	3703-103+ IHD (3703)
Livingston Energy Group	Livingston Energy Group (EVSE LLC)	3704-10 IHD (3704)
Livingston Energy Group	Livingston Energy Group	CP-203
Livingston Energy Group	Livingston Energy Group	CP-208
Loop	Loop	EVS-32A-L2*
Loop	Loop	EVS-80A-L2*
Nuvve	Nuvve	Power Port
SemaConnect	SemaConnect	Series 630
SemaConnect	SemaConnect	Series 7 – 30A, 80A
SemaConnect	SemaConnect	Series 8
Shell Recharge Solutions	EVSE LLC	3703
Shell Recharge Solutions	EVSE LLC	3704
Shell Recharge Solutions	EVSE LLC	3722
SWTCH	Phihong	AX Series
Xeal	Clipper Creek	HCS-40R
Zevtron	BTCPower	EVP-2001-30*
Zevtron	BTCPower	EVP-2002-30*
Zevtron	Phihong	AX Series
Zevtron	Phihong	AW Series
Zevtron	EVSE LLC	3703
Zevtron	EVSE LLC	3704
Zevtron	EVSE LLC	3722

AmpedUp!	BTCPower	L3S-50-208
AmpedUp!	BTCPower	L3S-50-480
AmpedUp!	BTCPower	HPC 100, 150, 200
AmpUp	ABB	Terra 184, 124, 94, 54
AmpUp	Tritium	RTM 50, 75
AmpUp	Tritium	RT 175-S

EVERSOURCE

Blink	Tellus Power Green	TP-EVPD 60kW, 120kW, 160kW, 180kW
Blink	Tritium	RTM 75
ChargePoint	ChargePoint	Express Plus ¹
ChargePoint	ChargePoint	Express 250
Driivz	BTCPower	HPC 150
Driivz	BTCPower	HPCD1-350
Enel X	Enel X	JuicePump 50, 75
EV Connect	ABB	Terra 184, 124, 94, 54
EV Connect	BTCPower	L3S-50-480
EV Connect	BTCPower	L3R-50-208
EV Connect	BTCPower	L3R-100-480
EV Connect	Tritium	RTM 75
EV Connect	FreeWire	Boost Charger 150
EV Connect	ABB	T54 HV
EV Connect	ABB	HVC 100, 150
EV Connect	ABB	Terra HP 175, 350
EV Connect	BTCPower	HPC 100, 150, 200
EV Connect	Rhombus	RES-DCVC- 60, 125
EV Gateway	Tellus Power Green	TP-EVPD 60kW, 120kW, 160kW, 180kW, 200kW, 240kW, 300kW, 360kW
EVgo	Delta	100kW, 350kW
EVgo	Signet	350kW
Evoke	Tritium	RT 50, 75, 150, 175
EVPassport	EVPassport (Phihong)	Larry (DSWU601*)
EVPassport	EVPassport (Phihong)	Ruth (DSWU122*)
EVPassport	EVPassport (Phihong)	Zeus (DSWU182*)
Leviton	Leviton	EVR Green DCFC
Livingston Energy Group	BTCPower	L3S-50-208
Livingston Energy Group	BTCPower	L3S-50-480
Livingston Energy Group	BTCPower	HPC 200
Livingston Energy Group	Tritium	RTM 50, 75
Livingston Energy Group	Tritium	RT 50, 175-S
Loop	Tritium	RT 50
Loop	Tritium	RTM 50, 75
Loop	Tritium	PKM 100, 150
Loop	Tritium	PKM 360-PU
Nuvve	Rhombus	Res-HD60-V2G
Nuvve	Rhombus	Res-HD125-V2G

EVERSOURCE

SemaConnect	ABB	Terra 184, 124, 94, 54
Shell Recharge Solutions	FreeWire	Boost Charger 150
Shell Recharge Solutions	Phihong	DSWU601*
Shell Recharge Solutions	Phihong	DSWU901*
Shell Recharge Solutions	Phihong	DSWU122*
SWTCH	Tritium	RTM 50, 75
Zevtron	BTCPower	L3R-50-208
Zevtron	BTCPower	L3S-50-480
Zevtron	BTCPower	L3R-100-480
Zevtron	Phihong	DSWVU601*

*ChargePoint's Express Plus must be installed with a minimum of two power modules per application

Qualifying equipment must be a match of the software and hardware vendor listed above. The equipment will differ on charger models, software, costs and manufacturer details. Eversource does not offer preferences or recommendations for any of the approved equipment. Program participants are responsible for determining the suitability of these products and services.

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**RESOLUTION DELEGATING BOARD OF SELECTMEN AUTHORITY FOR PERMITS REGARDING DRIVEWAYS
CONNECTING WITH TOWN ROADS TO THE PUBLIC WORKS SUPERVISOR OF THE TOWN**

WHEREAS, On May 7, 1960, the Town Meeting of the Town of Andover duly enacted the "**Ordinance Regulations Concerning Installations of Driveways Connecting with Highways Maintained by the Town of Andover,**" **Ordinance # 60-03**, Revisions voted at the Annual Budget Meeting May 3, 1969, and slightly revised again at a Special Town Meeting held on September 28, 2021; and

WHEREAS, in pertinent part, said **Ordinance** and revisions authorize the Board of Selectmen to approve or refuse to approve plans and specifications for the installation of any driveway connecting with any highway maintained by the Town of Andover, issue a permit after approving any such plans and specifications, and to approve and accept a performance bond prior to any such approval or issuance of a permit to ensure completion of the work in accordance with such plans and specifications; and

WHEREAS, at the time Ordinance #60-03 was originally enacted and then revised in 1969, the Town of Andover apparently had no person in the employ of the Town to whom responsibility for the foregoing actions could be efficiently and effectively delegated; and

WHEREAS, the Town now employs a professional "Public Works Supervisor" deemed fully capable by the Town Administrator and Board of Selectmen of fulfilling all of the aforementioned responsibilities of the Board of Selectmen assigned to the Board by Ordinance #60-03 and its 1969 revision, and

WHEREAS, all things considered, after due consideration the Board of Selectmen and the Town Administrator have determined for a variety of reasons that it will be the best practice of the Town for the Board of Selectmen to delegate said responsibilities to the Public Works Supervisor; and

THEREFORE BE IT RESOLVED by the Board of Selectmen of the Town of Andover that the authority and responsibility of the Board to approve or refuse to approve plans and specifications for the installation of any driveway connecting with any highway maintained by the Town of Andover, issue a permit after approving any such plans and specifications, and to approve and accept a performance bond prior to any such approval or issuance of a permit to ensure completion of the work in accordance with such plans and specifications, be officially, legally and permanently delegated to the Public Works Supervisor of the Town of Andover, effective immediately.

Moved by Selectman _____. Seconded by Selectman _____.

SO MOVED and VOTED this _____ day of _____, 2022

Approval of Minutes

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10 A
**Town of Andover Board
of Selectmen Regular
Meeting**

Monday, April 11th 2022 at 7:00 P.M.
Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance-

Jeff Maguire called the meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.

Members: First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, Paula King, Jeff Murray, Scott Person. Town

Administrator: Eric Anderson, Board Clerk: Marina Pandolfi

Assistant Finance Officer: Marina Pandolfi, Public Works Supervisor: Jay Tuttle

Senior Services Coordinator: Cathy Palazzi

Town Attorney Dennis O'Brien

Library Board of Directors: Dianne Grenier.

Planning and Zoning Commission: Leigh Ann Hutchinson

Board of Finance: Diane Choquette, Joanne Hebert

RHAM Board of Education: Eric Shevchenko

Veteran's Monument Park Director: Gerry Wright

Public Present: Mike Palazzi, Steve & Linda Fish, Susan Camoroda

2. Public Speak

Mike & Cathy Palazzi – nothing at this time

Linda Fish asked if signs can be put up on roadways for pedestrians to walk against traffic instead of with traffic.

Gerry Wright reiterated Linda Fish's comment, adding that some walkers wear dark clothes and are hard to see.

Gerry Wright announced he will be stepping down as the Director for the Veteran's Services advisor, and would like Susan Camoroda to take over.

Jeff Maguire and Scott Person thanked Gerry Wright for his time he has dedicated to the Town.

Susan Camoroda also commented about walking on Town roads and signs for motorists to adhere to the speed limit. Jeff Murray stated that reflective vests are being ordered and will be available at Town Hall. Public will be notified when they are available.

Dianne Grenier agreed that the reflective vests are a good idea. Also stated agenda items 10(b) and 10(c) should be changed from "Long Hill Field" to the "Veteran's Memorial Field"

Leigh Ann Hutchinson had a question about the Charter Revision agenda item.

Eric Shevchenko wanted to give an update on the RHAM budget. The budget proposal has been completed. Relative to last year the budget has decreased 1.22% = \$375,000. Andover's bill for RHAM will be \$215,000 LESS. There will be \$8,000 returned to Andover from the surplus. Asked for support on the RHAM budget.

Gerry Wright gave an update on the Community Garden shed project – there is one partially rotted beam, the shed will be fixed where it currently is and then will be transported.

Susan Camoroda introduced herself, she is a newer Andover resident – she met Gerry Wright, she would like to be involved in veteran's matters and to help Andover and surrounding areas.

3. Additions/Deletions to the Agenda

Jeff Maguire MOVED to add Board and Commission Presentations 4i. AHM Capital Request for HVAC Repairs – Steve Fish

Scott Person SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire MOVED to add New Business 10j. Community Center RFP for Design Build

Scott Person SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire MOVED to add New Business 10k. Authorize UCONN Energy Benchmarking Study

Scott Person SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire MOVED to add New Business 10l. Town Personnel Policy

Scott Person SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire MOVED to add New Business 10m. Request to Sign Agreement for Connecticut Department of Emergency Management Services to allow Town to utilize State Radio Frequencies and Towers.

Scott Person SECONDED

MOTION CARRIED 5:0:0

4. Board and Commission Presentations

i. AHM Capital Request for HVAC Repairs

Steve Fish stated that the AHM building in Hebron suffered severe damage from a water coil failure two months ago. The damages are currently being repaired – and are somewhat covered by insurance. AHM is making an effort to communicate to Andover and Marlborough to ask if these Towns can apply any extra funds to this project. AHM has been applying for grants – Representative Joe Courtney visited the building – Courtney's office has community grants. AHM has put in a grant request for \$55,000. \$55,000 was also approved by the Hebron Board of Selectmen to be added into the Hebron budget.

Jeff Maguire stated that the Andover Board of Selectmen would like to participate and help out – would like some additional information and answers to some outstanding questions. Steve Fish will provide.

5. Public Works

a. Current 2022 Roadwork Plan

Jay Tuttle shared his screen and discussed the Roadwork Plan. There are 8 miles of Road Improvement Preservation planned. These roads include Long Hill Road, Skinner Hill Road, Wheeling Road, Bear Swamp Road, Hendee Road, Old Farms Road, Shadblow Lane, Dogwood Drive, and Woodfern Way.

Adrian Mandeville asked to have a schedule/time line made up for road repairs – suggested it be posted on the Town's Facebook page and website to let residents know.

Jay Tuttle discussed work the Public Works Department has been doing to the roads, as well as specific roads that needed attention.

Adrian Mandeville asked if the current Public Works road crew can handle the amount of work – and if this crew has the time to complete the work upon other tasks

Scott Person asked what the worst roads in Andover were – and that they need to be prioritized

Jeff Murray asked to have an update each month on the progress made

6. Appointments

a. Charter Revision Commission

i. Receive Applications

5 applications have been received

- Carol Lee (U)
- Pat Billings (D)
- Karen Madore (D)
- Don Denley (R)
- George Knox (D)

Adrian Mandeville is concerned with Don Donnelly's application, he was appointed to the Community Center Committee and did not attend one or two meetings.

Jeff Murray seconded Adrian's concern.

Scott Person stated he spoke with Denley – he will attend all meetings and wants to be on this commission.

Attorney Dennis O'Brien added that the Town needs to be careful about political party affiliation as well as if any of the applicants are sitting on any other boards, commissions, or are a public official (Carol Lee). He also stated that the appointments need to be done within 30 days of the commission being initiated (March 24, 2022). A Special Meeting will be held to finalize.

Adrian Mandeville asked if an alternate or replacement could be appointed.

Attorney Dennis O'Brien said a replacement could be appointed only if a member resigns. The additional person would need to comply with the above requirements.

Adrian Mandeville MOTIONED to appoint Carol Lee (U), Pat Billings (D), Karen Madore (D), Don Denley (R), and George Knox (D) to the Charter Revision Commission.

Scott Person SECONDED

Adrian Mandeville amended his MOTION to include the resolution as it is written on Page 14 of the meeting packet, filling in the five applicant's names.

Scott Person SECONDED

MOTION CARRIED 5:0:0

7. Resignations – None

8. Town Administrator's Report

Nothing additional from Town Administrator.

Scott Person asked a question about the letters for the Veteran's Memorial benefactors – have been sent out
Adrian Mandeville gave an update regarding the Finance Department transition – they are working on a job posting for the Treasurer position.

Adrian Mandeville also asked about the Town Hall server – Eric Anderson has been in contact with the network administrators, who have also been in contact with the IT Department for the Andover Elementary School. They will be working together for the Town Hall to have a direct connection to the new Edmunds accounting software instead of accessing it through the Andover Elementary School server.

Jeff Maguire asked for an update on the grant work being done at the Andover Public Library – Eric Anderson replied that the contractor is currently working on the sidewalk, and the Center Street project should also be complete within two months.

9. Old Business

a. Renewal of Tax Abatement for Hop River Homes and Softball Field Renewal

Jeff Maguire stated the Board of Selectmen do not have all the necessary information to discuss this agenda item.

They are missing information from Hop River Homes and the lease agreement for the ball fields.

b. Town Hall Upgrades

Eric Anderson stated the Town Hall upgrades are on hold until the new Community Center HVAC system is in the works – approved site plan is needed.

c. Edmunds Financial Software Status

The Town was asked if there was a possibility of moving to a "Cloud Based" version of the software – Eric Anderson stated with the changes to the server it can be functional from Town Hall.

10. New Business

a. Fiscal Year 2022-2023 Proposed Town Budget

i. Wednesday, April 13th Board of Finance Budget Public Hearing

ii. Set a date for the Town-Wide Budget Meeting

Jeff Maguire MOTIONED to set the Town-Wide Budget Meeting on May 4th, 2022 at 7pm in the Andover Elementary School Gymnasium.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

Paula King wanted to note that the DARE Graduation for the 6th grade class is also May 4th, 2022 at the Andover Elementary School.

b. Long Hill (Veteran's Memorial) Field Turf Contract

c. Long Hill (Veteran's Memorial) Field Usage and Calendar

Eric Anderson sent a copy of the contract and field use schedule to the Board of Selectmen. (Included in meeting packet)

d. DOT Local Bridge Program Preliminary Application

Scott Person MOTIONED to authorize the Town Administrator to sign the Connecticut Department of Transportation Federal Local Bridge Program preliminary application for Bridge #04582 located on Long Hill Road over the Hop River.

Paula King SECONDED

MOTION CARRIED 5:0:0

e. Town of Bolton Building Official Services Contract

Scott Person MOTIONED to authorize the Town Administrator to sign a contract with the Town of Bolton for shared Building Official services from January 1, 2022 through June 30, 2023

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

f. Finance Department Office Structure

A job description and hours are in the works for the new Treasurer position. Eric Anderson is working on better access for the Edmunds accounting software in the Town Hall building

g. Municipal Veteran's Contact Person

Adrian Mandeville suggested to put an offer out for this position to other veteran's in Town. It can be advertised in the Riverast for two weeks and voted on next month.

h. CIRMA Annual Meeting

Eric Anderson stated he may not be able to attend the meeting, extended the invite to the Board of Selectmen members if they wish to attend. The meeting is on May 26th, 2022 at the Hartford Marriott. The first seminar is at 9:30am. Registration at 9am.

i. Upcoming In-Person Town Meetings

Attorney Dennis O'Brien will be looking into a pending bill regarding meetings returning to in-person

10. New Business - Continued

j. Community Center RFP for Design Build

The Community Senior Center Building Committee is looking for approval from the Board of Selectmen to take the next steps of soliciting design builds and quotes. The Committee is working on RFP's. Adrian Mandeville MOTIONED to allow the Community Senior Center Building Committee to move the project forward in asking for RFP's for design builds.

Scott Person SECONDED

MOTION CARRIED 5:0:0

k. Authorize UCONN Energy Benchmarking Study

Cathy Palazzi has been in contact with Amy Thompson from UCONN Engineering – this department would like to complete a free of charge study on Town buildings to provide advice on how to make the Town buildings more energy efficient.

Scott Person MOTIONED to allow Amy Thompson of UCONN Engineering to complete this Benchmarking Study.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

l. Town Personnel Policy

Eric Anderson stated he would like to revisit the Town Personnel Policy. Some items he would like to update is the Return to Work policy – Adrian Mandeville will speak to Superintendent Bruneau to see how this policy is stated for the Andover Elementary School staff. He would also like to make sure the Longevity policy is included, as well as stating the 26-hour per week benefit inclusion for new employees.

m. Request to Sign Agreement with Connecticut Department of Emergency Management Services

The Board of Selectmen members and Eric Anderson discussed how Town departments could participate in this new radio program which will allow Andover to utilize State frequencies and towers

11. Approval of Meeting Minutes

a. Monday, March 14th, 2022 Regular Meeting Minutes

b. Thursday, March 24th, 2022 Special Meeting Minutes

Paula King MOTIONED to approve the Monday, March 24th, 2022 Regular Meeting Minutes and the Thursday, March 24th, 2022 Special Meeting Minutes

Scott Person SECONDED

MOTION CARRIED 5:0:0

12. Finance Department Report

a. Revenue Summary – Provided.

b. Town Budget Summary – Provided.

c. Town Aid Road (TAR) Update

d. Town Cash Report - Provided

e. Over Expenditure Report

Adrian Mandeville questioned two line items on the Revenue Summary – 100.30.0000.303 and 100.10.0000.103 – these accounts are under budgeted. Marina Pandolfi will look into it with Sherry Holmes.

Jeff Maguire asked about the Transfer Station Permit revenue line seeming to have a low amount – Eric Anderson replied that many residents will purchase Transfer Station Permits before the end of the fiscal year

13. Budget

a. Appropriation Transfers – none

b. Over Expenditure Requests – none

14. Tax Collector's Report – provided

a. Refund Requests

Paula King MOTIONED to authorize the First Selectman to sign the authorization to refund Thomas Talbott in the amount of \$130.22 for taxes paid in advance on property he donated to the Town of Andover, located near Boston Hill Road

15. Assessor's Report – none
a. Revaluation Services

16. Department Reports
a. Fire Department – Provided
b. Burning Official – Provided
c. Resident State Trooper – Provided
d. Town Clerk – none
e. Building Department – Provided
f. Assessor's Office – none
g. Public Works – none
h. Transfer Station – none
i. Library – Provided
j. Senior Transportation – Provided
k. Registrars – none
l. AHM – none

17. Correspondence – none

18. Public Speak

Joanne Hebert commented regarding RHAM's budget.

Leigh Ann Hutchinson commented that there are a small, but diverse group of applicants for the Charter Revision Commission.

19. Adjournment

Adrian Mandeville MOTIONED to adjourn the meeting at 9:31pm

Paula King SECONDED

MOTION CARRIED 5:0:0

* The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates! Helpfully submitted by the Board Clerk Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

10 D

**Town of Andover Board
of Selectmen Regular
Meeting**

Monday, May 16th 2022 at 7:00 P.M.

Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance-
Jeff Maguire called the meeting to order at 7:02 P.M. The Pledge of Allegiance was recited.
Members: First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, Paula King, Jeff Murray, Scott Person.
Town Administrator: Eric Anderson, Board Clerk: Marina Pandolfi
Assistant Finance Officer: Marina Pandolfi
Senior Services Coordinator: Cathy Palazzi
Town Attorney Dennis O'Brien
Library Board of Directors: Dianne Grenier.
Board of Finance: Diane Choquette, Joanne Hebert
Veteran's Monument Park Director: Gerry Wright
Economic Development Commission: Elaine Buchardt, Catherine Magaldi-Lewis
CERT Coordinator: Amber Armitage
Public Present: Mike Palazzi, Maria Tulman, Elisabeth Houle, Cathy Desrosiers
2. Public Speak
Mike & Cathy Palazzi – none
Dianne Grenier – none
Elaine Buchardt – none
Catherine Magaldi- Lewis – none
Gerry Wright- updated the Board that the walkway at the Veteran's Memorial Park will be finished Saturday 5/21/2022, the battlefield cross will be installed as well as three benches
Joanne Hebert – none
Maria Tulman – stated that the Hop River Homes Tax Abatement and the Softball Field Renewal are two separate and unrelated issues
Diane Choquette – would like to address questions on the Expenditure Report in agenda item 10 (Finance Department)
Elisabeth Houle – none
Cathy Desrosiers – none
Attorney Dennis O'Brien – none
Marina Pandolfi - none
3. Additions/Deletions to the Agenda
Jeff Maguire MOTIONED to add agenda item 8L – Memorial Day Parade
MOTION PASSED 5:0:0
4. Board and Commission Presentations
 - a. Economic Development Commission

Elaine Buchardt and Catherine Magaldi-Lewis discussed that UCONN students will be doing a planning class in the fall in Andover. A walk through will need to be set up so the professor can collect information. The students will complete research, site visits, training, and planning workshops – will also be working with Town officials. Students will come up with 12 planning proposals, request feedback from the Town, and have a final presentation. A walkthrough needs to be done before August 29th 2022.

Suggestions were made for a communications and information section on the Town website for Boards and Commissions. Potentially have meetings every three months with Commission chairs to talk about ongoing projects.
5. Appointments - none
6. Resignations – Abbie Winter, Land Use Board Clerk has resigned
7. Town Administrator's Report

Eric Anderson discussed the 2022 Governor's Emergency Planning and Preparedness Initiative Meeting on Tuesday 5/24/2022 from 5pm to 8pm. Town Engineer Brandon Hanfield will no longer serve municipal clients – Eric will be putting out an RFQ for a new Town Engineer, also researching other firms as well. Adrian Mandeville suggested reaching out to the engineer working on the Community Center.

An RFP will be going out for the reclaiming and repaving for portions of Shoddy Mill Road and Long Hill Road.

A Public Works crew member had a minor injury on 5/16/2022, Jay Tuttle DPW Supervisor will file an injury report.

The Affordable Housing Public Hearing meeting will be up on YouTube in the coming days.

Transfer Station – Contract Renewal for textile recycling. Currently use BayState Textiles, Town receives about \$450 per year in revenue. New vendor CMRK Inc. offered to pay \$1000 per year for a recycling bin at the Transfer Station, can also place an additional bin on Town Hall property, and pay \$2000 per year additional. Eric will reach out to CMRK Inc. to see what can be done for the Town.

Nature Pond – Mr. Farrod will no longer be maintaining the Nature Pond, Eric will talk to Jay Tuttle about possible maintenance by DPW.

Connectivity project at the Library should have the majority completed by the end of the week (5/22/2022) – waiting on railing to be fabricated. The Center Street project will begin 5/19/2022 – DEEP will need to do a walkthrough. Hopeful to have project wrapped up within a month.

Board Members discussed snow removal on new walkways.

Town Clerk's Office –

Jeff Maguire MOTIONED to approve the Memorandum of Understanding with AFSCME to extend the probationary period with the Assistant Town Clerk. Adrian Mandeville SECONDED. MOTION PASSED 5:0:0

Jeff Maguire MOTIONED to appoint Adrian Mandeville as the Board of Selectmen representative for Union negotiations with AFSCME. Scott Person SECONDED. MOTION PASSED 5:0:0

8. Old Business

a. Renewal of Tax Abatement for Hop River Homes and Softball Field Renewal

The Chairperson for Hop River Homes will extend the prior lease until June 30th, 2023

b. Town Hall Upgrades

Discussion about new water cooler – quoted product is no longer available, Eric is having Rick (My-Tech LLC) look into a lower cost product. Employee bathroom still being used by public – Adrian Mandeville will donate lock and install for employee bathroom.

c. Edmunds Financial Software Status

Eric updated the Board that Edmunds connection is now sitting on the Town server, working great. Current issue with Phoenix (previous accounting software) – trying to resolve with IT

d. Community Center RFP for Design Build

RFP's still in process – hoping to have things to approve in next few weeks

e. Municipal Veteran's Service Contact Person

Jeff Maguire MOTIONED to appoint Susan Camoroda of Jurovaty Road and John Botti of Woodford Way to a committee to act as the Municipal Veteran's Contact coordinators to act as the coordinating contact for all matters concerning Veteran's and their dependents in Andover. This will be effective as of 5/16/2022 with a term expiring on 7/1/2024. Scott Person SECONDED. MOTION PASSES 5:0:0

f. Authorize UCONN Energy Benchmarking Study

Eric met with principal and students from UCONN – need to get additional information from Finance Department for study

g. AHM Capital Request for HVAC Repairs

Eric Anderson and Jeff Maguire submitted letters in support of AHM's grant applications

h. Confirmation of Letter and Settlement for Amanda Gibson, Admin Assistant

Board Members discussed settlement letter and language in letter with Attorney Dennis O'Brien

Jeff Maguire MOTIONED to authorize the settlement for Amanda Gibson for \$11,236.50 as well as authorize the First Selectmen to sign the general releasing settlement agreement. Adrian Mandeville SECONDED. MOTION PASSES 5:0:0

i. Town Personnel Policy

i. Part Time Employee Status (health care and MERF)

To be discussed in Executive Session

ii. Return to work after injury

Discussed language for personnel policy

iii. Longevity Payments

Discussion – policy employee was hired under should be honored, will discuss and approve next month – need time to read through details and changes

iv. Senior Transportation Drivers

No discussion

j. Finance Department Structure

No major changes – Eric will give Selectmen notes from weekly transition meetings. Updated Board on audit status, will review Treasurer job description

k. Upcoming In-Person Town Meetings

Online Special Meetings will now need 48-hour notice to committee members, and posted within 24 hours. Board members think virtual meetings are working better

l. Memorial Day Parade

Discussion about Memorial Day Parade location – concern is being able to hear over Route 6 traffic; Jeff Maguire will talk to committee. Paula King will bring a speaker and microphone to be used for the ceremony.

9. New Business

a. US Army Donations Program – Qualification Checklist

Checklist needs to be signed by the First Selectman every 3 years, stating the Town would like to still pursue the program, and keeps Town on the list when new pieces of Army material become available.

Scott Person MOTIONED to authorize either the First Selectman or Town Administrator to file paperwork to authorize the acceptance of donations of Army material through the US Army Donation Program for combat materials. Adrian Mandeville SECONDED. MOTION PASSES 5:0:0

b. Fiscal Year 2022-2023 Proposed Town Budget

i. Referendum on Tuesday May 17th from 6am to 8pm – no discussion

c. Longevity Bonus for Town Employees per old contract – previously discussed in agenda item 8i. iii.

d. Vision Government Solutions

i. Discussion of local hosting vs Cloud hosting for data base

Eric discussed that the Town will need to purchase an additional server license or use a cloud hosting site. The cloud would cost around \$2500 per year – the best route would be to host locally.

Adrian Mandeville MOTIONED to authorize the Town Administrator to have the Town's IT professionals secure a license for Vision, to install software on our local server and use remaining money from the revaluation to accomplish this. Paula King SECONDED. MOTION PASSES 5:0:0

e. Board Clerk Employment

Discussion of pay via 1099 or W2.

Adrian Mandeville MOTIONED to have all Board Clerk pay switched to 1099's, effective immediately – as well as the Town Administrator advertise for additional Board Clerks. Paula King SECONDED. MOTION PASSES 5:0:0

f. Town Communications Policy

Town Communications Procedure produced – Page 48 of the meeting packet, effective 4/20/2022

g. AHM Mental Health Little Library

Decision to place Little Library at near the Community Room entrance at Town Hall

h. Senior Transportation Vehicle Parking

Concern for current parking of vehicles at Old Senior Center – DPW may be able to clear an area behind the locked gate until a new location is determined. Discussion of possible new location, repairs to a current Town location, and explore other ideas

10. Approval of Meeting Minutes

a. Monday, April 11th, 2022 Regular Meeting Minutes

No action taken – correction to format of minutes to be done

11. Finance Department Reports
 - a. Revenue Summary
 - b. Town Budget Summary
 - c. Town Aid Road (TAR) Update
 - d. Town Cash Report
 - e. Over Expenditure Report

Diane Choquette had questions regarding Grants being listed in the Expenditure Report – should not have been listed, formatting error. Marina Pandolfi updated Board about a new product from Edmunds Financial Software – ViewPoint Dashboard that would allow Board or Commission members to view data updated through the Financial Software.

Discussion about remaining dollars in budgeted expense accounts, if there is a cutoff date for funds to be used by. Eric reviewed potential budget transfers for the Board of Finance to approve.

12. Budget
 - a. Appropriation Transfers
 - b. Over Expenditure ReportReviewed in agenda item 11e.

13. Tax Collector's Report
 - a. Refunds RequestsPaula King MOTIONED to authorize the First Selectman to sign the authorization to refund excess tax payments to Kevin Shea of \$544.50 and Kristin McGregor of \$28.80, for a total of \$573.30. Scott Person SECONDED. MOTION PASSES 4:0:1 with Adrian Mandeville abstaining.

14. Assessor's Report
 - a. Revaluation ServicesDiscussed in agenda item 9d.

15. Department Reports
 - a. Fire Department
 - b. Burning Official
 - c. Resident State Trooper
 - d. Town Clerk
 - e. Building Department
 - f. Assessor's Office
 - g. Public Works
 - h. Transfer Station
 - i. Library
 - j. Senior Transportation
 - k. Registrars
 - l. AHM

16. Correspondence – none

17. Public Speak

Amber Armitage –none
Elaine Buchardt – none
Joanne Hebert – happy that the Board of Selectmen is reviewing the Town's Personnel Policy
Diane Choquette – none

18. Executive Session to Discuss
 - a. Consider Renewal of Town Administrator's contract
 - b. Union contracts discussion

Adrian Mandeville MOTIONED for Executive Session at 9:19pm to discuss "Consider Renewal of Town Administrator's contract" and Union contracts. Attorney Dennis O'Brien was asked to be included. Scott Person SECONDED. MOTION PASSES 5:0:0

Executive Session ended at 11:07pm

19. Adjournment

Adrian Mandeville MOTIONED to adjourn the meeting at 11:08pm. Paula King SECONDED. MOTION PASSES 5:0:0

* The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates! Helpfully submitted by the Board Clerk Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.