

**Town of Andover**  
Board of Selectmen  
Monday, February 10, 2020 at 6:30 P.M.  
Town Hall Community Room, 17 School Road

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

Adrian Mandeville called the Regular Meeting to order at 6:35 P.M.

Members Present: Vice First Selectman Adrian Mandeville, Paula King, Jeff Murray, Scott Person

Members Absent: First Selectman Jeff Maguire

Town Administrator: Eric Anderson

Administrative Assistant/Board Clerk: Amanda Gibson

Public Present: *\*See included for the sign-in sheet.*

2. Public Speak

Municipal Agent Roberta Dougherty: Shared written concerns from Sarah Hill the Community Network Builder of Foodshare regarding the need for a van for the Andover Food Pantry volunteers to serve the community with.

*\*See included letter.*

Jennifer Burdette: Read her letter aloud regarding a past sexual harassment case involving her daughter, expressing gratitude for how the Town of Andover handles sexual harassment cases. *\*See included letter.*

Wally Barton: Stated that he was glad to see that the BOS is taking on many important projects but is concerned at how many committees are being created and worried volunteers are taking on too much at once.

Dianne Grenier: Shared that since Andover was incorporated in 1848, our town will be celebrating 175 years in 2023! She would love to see a committee formed and funds be reserved to plan a special celebration.

3. Additions/Deletions to the Agenda

Jeff Murray MOVED to add item under New Business 7a.iii. Mountain Bike Series and 7a.v. Tree Work on Long Hill Road.

Eric Anderson MOVED to add Item 4a. US Census Bureau Presentation and move item 7d. Executive Session to item 17. and add to include discuss upcoming contract negotiations since it is an FOIA requirement to include reasoning.

4. Board and Commission Presentations and Appointments

- a. Census Bureau Presentation - Catherine Marx the Partnership Specialist from the US Census Bureau provided a brief presentation to the Board of Selectmen.

5. Town Administrator's Report *\*See included for the report.*

6. Old Business

Discuss and act upon the following:

- a. Town's Personnel Policies  
Town Administrator: Eric Anderson's goal is to get to the updated draft of the Personnel Policy to the Town Attorney Dennis O'Brien by March 1<sup>st</sup>, 2020 for review.
- b. Community Connectivity Grant  
The Inland Wetlands and Watercourses Commission have approved the town's application.
- c. BOE Shared Educational Services Committee

Adrian Mandeville provided an update: The committee is working through the RHAM Charter to see limitations. The committee is requesting for the Board of Education to define the offer for the combined finance department position with the town.

- d. BOS Shared Services Committee to include road maintenance and trail services  
Adrian Mandeville MOVED to dismiss the BOS Shared Services Committee and have Eric Anderson move forward with the work and research he is already currently conducting.  
Paula King SECONDED  
Discussion: Jeff Murray suggested for Eric Anderson to present his findings to the Board of Selectmen.  
MOTION CARRIED 4:0:0
- e. BOS Community/Senior Center Building Committee  
Jeff Murray: Shared that the initial meeting is set for Wednesday, April 1<sup>st</sup> at 7:00 P.M. in the Town Hall Community Room.
- f. Replacement Purchase of Cameras at the Athletic Fields  
Eric Anderson: Shared that the cameras have been purchased, the batteries were set up and they were given to the Resident State Trooper to install.
- g. Budget Review – BOS decided to discuss later on the agenda, see below.
  - i. Capital Funds
  - ii. Discussion of 2020-21 Budget
  - iii. Schedule Workshop Dates

## 7. New Business

Discuss and act upon the following:

- a. Events Permits Applications:
  - i. Saturday, August 29<sup>th</sup> RiMaConn Relay from 2:00 P.M. to 6:15 P.M.  
Eric Anderson: Spoke to Karen Zito from the town's Certified Emergency Response Team (CERT) and has no issue with the event. Her only concern is she would like to be notified of the accurate time windows for road closures and monitors.  
Adrian Mandeville: Requested notification request in writing from Karen Zito.
  - ii. Sunday, April 12<sup>th</sup> at 8:00 A.M. Hoppin Hodges Rails to Trails 5K in memory of Jim Hodges. Proceeds to support the Friends of Valley Falls and Town of Andover to support the upkeep of the Rails to Trails.  
Jeff Murray: Received the request from event organizer Ken Platt to move the event from Vernon to Andover. The event has approval from Benjamin Franklin and will acquire a Certificate of Insurance.  
Adrian Mandeville MOVED to support the Hoppin' Hodges 5K and approve with conditions of acquiring insurance.  
Scott Person SECONDED  
MOTION CARRIED 4:0:0
  - iii. 5K Summer Series: Thu 8/6, Thu 8/13, Thu 8/20 at 6:00 P.M.  
Jeff Murray: The event will be hosted the same as 2019. The event has approval from Benjamin Franklin and will acquire a Certificate of Insurance.  
Adrian Mandeville MOVED to support the 5K Summer Series and approve with conditions of acquiring insurance.  
Paula King SECONDED  
MOTION CARRIED 4:0:0
  - iv. Saturday, May 23<sup>rd</sup> Mountain Bike Race with the Exposition Wheelmen Cycling Club  
Stan Lezon, President of the Exposition Wheelmen Cycling Club: Presented details of the event and announced the following; their group will acquire a Certificate of Insurance through USA Cycling, they

would like to partner with the Andover Volunteer Fire Department, are estimating approximately 150 participants, to determine which entity/organization the proceeds will benefit.

John Tarbox, Trail Builder through Exposition Wheelmen Cycling Club: He has worked with the town's natural landscape to build the trails and since they are being used very regularly, there are minimal areas for improvement.

Adrian Mandeville MOVED to support the Mountain Bike Race and approve with conditions of acquiring insurance and for the town to provide 2 portable toilets, the town would dedicate any event donations to trail maintenance and the town will notify the Board of Education and Fire Department of parking.

Scott Person SECONDED

MOTION CARRIED 4:0:0

v. Tree Work on Long Hill Road.

Jeff Murray: Expressed concerns of hazardous tree condition left by Eversource on Long Hill Road.

Board of Selectmen suggested for the town to send a letter to Eversource to address the issue.

b. Establishment of budget targets for all Town Entities - To address during Budget Review.

c. Potential establishment of a combined Financial Department - To address during the Executive Session.

8. Approval of Meeting Minutes

a. Approval of Monday, January 13, 2020 Regular Meeting Minutes

Adrian Mandeville MOVED to approve the Monday, January 13, 2020 Regular Meeting Minutes

Jeff Murray SECONDED

MOTION CARRIED 4:0:0

9. Assessor's Report

a. Revaluation Services RFP **\*See included for the Monday, February 10<sup>th</sup> Bid Sheet.**

10. Treasurer's Report

a. Revenue Summary

b. Town Budget Summary

Barbara Griffin: The town is utilizing the new over expenditure report system and the budget is under control since overages are being approved to overspend. Any over expenditures are being accounted for by the Town Administrator.

c. Town Aid Road (TAR) Update

The account is still positive. The state funds are the bulk of the revenue.

d. Town Cash Report

e. Tax Collections YTD

Audit Update: The town's auditor, Mahoney Sabol, has requested information from the Board of Education last week. Barbara Griffin will be sending the system reports very soon. The auditor is hoping to come to the Town Hall soon but has already started the process.

11. Budget

a. Transfers

b. Refunds

12. Tax Collector's Report

a. Refunds Requests

Adrian Mandeville MOVED to approve the February Tax Refunds as outlined by Andover's Tax Collector.

Paula King SECONDED

MOTION CARRIED 4:0:0

First Selectman Jeff Maguire is required to sign the refund requests. Amanda Gibson to request his signature during his next visit to the Town Hall.

### 13. Department Reports

- a. Fire Department *\*See included report.*
- b. Resident State Trooper *\*See included report.*  
Town Administrator: To meet with Darrell Tetreault's boss at Troop K to discuss any issues. Invite the Board of Selectmen to the quarterly meeting on February 20<sup>th</sup> from 1:30-2:30 P.M. in the Town Administrator's Office.
- c. Town Clerk *\*See included report.*
- d. Building Department
- e. Assessor's Office *\*See included report.*
- f. Town Garage
- g. Transfer Station
- h. Library *\*See included report.*
- i. Senior Transportation *\*See included report.*
- j. Registrars

### 14. Resignations

Town Administrator: Eric Anderson shared that the Wetlands Agent Josh Snarski has resigned and Zoning Enforcement Officer Jim Hallisey has agreed to take over the responsibilities temporarily in order to help the town. Suggested for the Board of Selectmen and Board of Finance to make the decision whether or not to allocate additional hours for the position.

Adrian Mandeville MOVED to request an increase from the Board of Finance from 5 hours per week to 10 hours per week for the Wetlands Agent position.

Paula King SECONDED

MOTION CARRIED 4:0:0

### Budget Review

- i. Capital Funds - To discuss at a later date.
- ii. Discussion of 2020-21 Budget

Adrian Mandeville: Suggested for the BOS to focus on any major increases or decreases.

Eric Anderson: Reviewed his budget notes for 2020-21. *\*See included for the budget notes.*

Jeff Murray MOVED to leave the Board of Selectmen member salaries as they currently exist.

Scott Person SECONDED

Adrian Mandeville MOVED to amend the original motion to cut the Board of Selectmen salaries in half.

Paula King SECONDED

MOTION CARRIED 4:0:0 to table the motion.

BOS members questioned decreases and increases on each page of the printed proposed budget document. On discussing personnel changes, Adrian Mandeville suggested for the Board of Finance to address contracted position adjustments first.

Board of Assessment Appeals requested funds to support a hired Board Clerk for their meetings.

Adrian Mandeville MOVED to recommend for the Board of Finance to change sub account 0120 to \$400 to cover 4 meetings per year.

Paula King SECONDED

MOTION CARRIED 4:0:0

Adrian Mandeville MOVED to recommend for the Board of Finance to condense 0501 Public Welfare and move to 0145, changing the name from Senior Citizens to Resident Services Coordinator.

Paula King SECONDED

MOTION CARRIED 4:0:0

Adrian Mandeville MOVED to recommend for the Board of Finance to take 0203 Visiting Nurse and 0205 Mental Health and condense into the Resident Services line item.

Paula King SECONDED

MOTION CARRIED 4:0:0

Adrian Mandeville MOVED to recommend for the Board of Finance to add 0313 Grounds Care for Sprinkler Maintenance and Service.

Paula King SECONDED

MOTION CARRIED 4:0:0

Jeff Murray MOVED to recommend for the Board of Finance to create a budget line item in 0603 Recreation Commission for Trails Maintenance.

Adrian Mandeville SECONDED

Discussion: To request the Board of Finance to set up a Trail Maintenance Fund instead.

MOTION CARRIED 4:0:0

Adrian Mandeville MOVED to request an increase from the Board of Finance from 5 hours per week to 10 hours per week for the Zoning Enforcement Officer position.

Scott Person SECONDED

MOTION CARRIED 4:0:0

iii. Schedule Workshop Dates – See below.

15. Correspondence – None.

16. Public Speak – None.

Dianne Grenier gave a friendly reminder for the 175<sup>th</sup> anniversary of the Town of Andover in 2023.

Schedule Budget Workshops:

Adrian Mandeville MOVED to schedule a budget workshop on Monday, February 24<sup>th</sup> at 7:00 P.M. with the location TBD.

Paula King SECONDED

MOTION CARRIED 4:0:0

Adrian Mandeville MOVED to amend the Board of Selectmen Regular Meetings start times back to 7:00 P.M.

Jeff Murray SECONDED

MOTION CARRIED 4:0:0

Adrian Mandeville MOVED to invite Marc Brinker to the Executive Session at 10:00 P.M.

Paula King SECONDED

MOTION CARRIED 4:0:0

17. Executive Session to discuss upcoming contract negotiations.

The BOS entered Executive Session at 10:02 P.M.

The BOS Executive Session ended at 10:57 P.M.

18. Adjournment

Adrian Mandeville adjourned the Regular Meeting at 10:58 P.M.

Helpfully submitted by the Board Clerk/Administrative Assistant, Amanda Gibson. *Amanda Gibson*

*Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.*

# SIGN IN SHEET

Town of Andover

Board of Selectmen

Monday, February 10, 2020 at 6:30 P.M.

Town Hall Community Room, 17 School Road

1. Catherine Palazzi
2. John Hamfield
3. Karen Hunter
4. Dianne Grenier
5. Jennifer Burdette
6. Roberta Dougherty
7. Joe King
8. Louise Goodwin
9. Elaine Buckhardt
10. Wallace Barton
11. Art Dawley
12. Stan Lezan
13. Marc Brinker
14. David Kluczwski
- 15.
- 16.
- 17.
- 18.

## Assistant Assessor

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**From:** Sarah Hill <sehill@foodshare.org>  
**Sent:** Thursday, February 6, 2020 11:30 AM  
**To:** assistantassessor@andoverct.org  
**Subject:** Van for Andover Food Pantry

Good Morning Roberta,

It was great to speak with you this morning.

The Andover Food Pantry serves on average 120 households each week.

The van is currently used to pick up food each week from Foodshare, Big Y in Mansfield, Big Y in Tolland, and a private donor (quarterly). Along with to purchase filing supplies including paper, ink, folders, etc.

The van is currently on its last legs and if the pantry does not have a vehicle it will significantly impact the pantry's ability to feed residents.

We are asking for funding from the Town to purchase/use towards a newer van.

Ideas:

- I plan to bring it up to the HAT next Wednesday.
- We are thinking about writing a letter to the car dealerships in town to see if we can get a trade-in and we would add sponsorship to the side of the van.

Thank you,

**Sarah Hill**

Community Network Builder  
(860) 856-4347  
[www.foodshare.org](http://www.foodshare.org)

**FOODSHARE**



Hartford Courant

**Hunger is big. Our community is bigger.**

*Help your neighbors get the food they need today. [Take Action >](#)*

Thank you Andover Selectman for letting me speak tonight.

My name is Jennifer Burdette, I have lived in Andover for the last 28 years. As you may have seen in the news or read in the newspaper the last few weeks, my daughter was sexually harassed when she was 15 years old by Coventry Police Officer Michael Hicks. As well, other persons have come forward at this point with other allegations that the state police are investigating.

I know in recent years Andover faced their own decisions in how to handle sexual harassment at the town hall. I know Andover is still knee deep in litigation in regards to some of those incidents. And truly, it was a great shame this happened in our absolutely amazing town.

This person was someone who many people loved, myself included. When the truth came out about his behavior at town hall, I know many of us were absolutely shocked and horrified. I didn't want to believe it. But it was true.

I commend the women working in our town who came forward and stood tall. And I commend the people who did not sweep it under the rug. It was the right thing to do to remove him from the town hall office. I commend the new leadership formed that are working hard to change old habits and step into the new day.

Andover learned the hard way, it was time to shed old ways, and old tolerances. Andover learned the woman of today will not tolerate such blatant disrespect.



I find it ironic, that in 2017 as both Coventry and Andover were dealing with sexual harassment issues amongst town employees, both towns choose to handle it very differently.

Andover chose to ask their animal control officer, selectman and member of many other groups in town to resign in 2017.

Coventry made a choice to allow Officer Michael Hicks to receive a police officer of the year award in 2017, and proudly post his photo all over their Facebook page receiving it.

For that reason, I am proud to live in Andover. Thank you to the brave women in Andover who stepped forward and refused to tolerate such behavior. You blazed a strong path for others. And thank you for the administration who sent a strong message finally this will not be tolerated.

As well, I would like to show my absolute appreciation for the exceptional work of Trooper Daniel Collin, who was the Initial State Trooper to take my daughters report. SGT Craig Fox who communicated with me throughout the process of the case being sent to Major Crimes. Both Trooper Collin and Sgt Fox were informative, thorough, and very respectful to both myself and my daughter. They went above and beyond to provide a safe atmosphere for my daughter to come forward.

Detective Stephen McManaway, Major Crimes then reached out and began working on the case, as well as SGT Mathew Asselin. With LT Jay Delgrosso all from Major Crimes. My daughter and I were treated with absolute respect and Dignity at every stage of the investigation. These members of Major Crime have gone above and beyond to inform us of law, policy and procedure. I would also like to thank States Attorney

Mathew Gedansky for his hard work as well on the investigation.

I find it shocking, that if I lived just two miles north, how very different this whole experience would have been.

Thank you Andover, I am proud to be a resident. And I'm eternally grateful we have such fine troopers available to us in Andover, and that Andover itself is moving ahead in how it handles sexual harassment in the workplace.

Lets keep up the progressive work.

Judy Butta 2/10/20

## **Town Administrator's Report – February 2020**

### **for the 2.10.20 Board of Selectmen Regular Meeting**

#### **Budget**

I sent the BOS a budget synopsis that outlines the major changes recommended in this year's budget.

#### **Building and Land Use Department**

Josh Snarski is resigning effective mid Feb. as the Inland wetlands Agent. I have temporarily appointed Jim Hallisey as the interim wetlands agent.

Susan M has pulled all of the expense and permitting information for the office so that we can begin to adjust fees for land use and building department. My goal would be to cover about 80% of the total cost of the department in fees.

#### **Personnel Policy**

Received some feedback from employees on the proposed policies some positive some negative. There is a lot of ambiguity in our current policy which makes fair comparisons difficult. Next major step is to send it to the Unions and Towns Attorney for review. This is a complete overhaul of the towns Personnel Policy based on the CT Conference of Municipalities guidelines.

#### **Swatting Incident**

Andover had 2 instances of Juveniles calling 911 and reporting fake emergencies which had multi town mutual aid responses. These are serious felonies, and our resident State Trooper has worked hard and identified the individuals but due to their age and state law, no arrests or prosecution is possible through the courts.

#### **Annual Report Andover Audit**

Amanda Gibson is finishing up the Annual Report that has to be filed with the Audit. The Auditor has indicated that they are behind again this year due to an employee on maternity leave but expect to start on our audit in the next week or so.

#### **Letter to AES Superintendent Sally Doyen and BOE**

Per a Request from Adrian Mandeville, I sent Dr. Sally Doyen and the chair of the BOE 2 letters describing the Motions made by the Board of Selectmen at the January meeting requesting consideration of a combined town- AES finance board, as well as a request to reduce the AES budget to 3.6 Million for the 20-21 fiscal year .

## Meetings

I met with Hebron's town manager, Andy Tierney

1. We are still planning on subbing all athletic field work out to Hebron Parks and Rec Department.
2. Hebron is not able to share crews for tree work with Andover this year due to the volume of tree work that Hebron has to do for themselves We will need to submit an RFP for that depending on budget.
3. Hebron BOF did not fund the budget request for a Sweeper so any combined purchase needs to be put off for at least 2 years.
4. They will not be able to share a wetlands agent.

### Roadwork Meeting

1. I reviewed road projects with Indus in CT and MA including Cape seal, micro surfacing and fog sealed roads.
2. Met with Comer Contracting Rep to discuss projects in Andover including options to chipseal and rubber coated chip sealing roads
3. I am waiting on roadwork pavement condition index report from Streetscan

### Bridges and Culverts

I met with Brandon Handfield of Yantic river consultants discussing culvert work in Andover trying to identify candidates for a LOTSIP grant. Ongoing effort.

Other Meetings I have attended recently.

Inland Wetlands and Watercourses

Board of Fire Commission

Capital Improvement (CIP)

Economic Development Commission

CIRMA Annual meeting and Legal training

Eastern Highlands Health district board Meeting

CRCOG transportation Meeting

CRCOG Policy Meeting

Shared Services in Education Committee

Website and Communication Committee

Safety Committee

Senior Transportation Committee

Board of Education

## **RFP for Reval**

We had an issue with the RFP that Andover issued for reval. Because of procedural errors and on the advice of the towns attorney we canceled the original RFP, and returned the Bids. We have subsequently re issued the RFP.

## **Grand List**

The Grand List is out for the year ~1.1% increase in grand list

## **Burning Official**

We currently do not have a certified burning official. Apparently Ed Kasek's certificate expired in 2017. He re took certification 2/3/20 and we sent in the paperwork. Additionally I asked the fire department if they have anyone that wants to get certified.

## **It Upgrades**

It upgrades are ongoing met with Lenco Electric about upgrading the structured wiring for the building at the same time we are changing servers.

I should have prelim estimates for the wiring and VOIP and can order all the hardware in the next week or so.

Town of Andover  
17 School Road  
Andover, CT 06232  
(860)742-7305, Fax (860) 742-7535



**BID OPENING:** RFP AN2020-21 #2 Assessor's Office, Revaluation Services

**DATE:** Monday, February 10<sup>th</sup>, 2020

**TIME:** 5:00 P.M.

**LOCATION:** Town Administrator's Office, Town Hall, 17 School Road, Andover CT 06232

**BID OPENING:** 5:05 PM

**IN ATTENDANCE FOR THE TOWN:**

Name: Eric Anderson Position: Town Administrator

Name: John Chaponis Position: Assessor

Name: Amanda Gibson Position: Admin Assistant

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Town Administrator, Eric Anderson's Signature: [Signature]

Assessor, John Chaponis' Signature: [Signature]

The following companies submitted bids. Those in attendance were advised that the decision to award the bid would be made at the later date by the Assessor's Office.

**COMPANY:**

Tyler Technologies

Vision

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BID AMOUNT:**

\$87,500 informal hearings  
at \$700 per day

\$77,500 informal hearings  
at \$500 per day

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\_\_\_\_\_



## **ANDOVER VOLUNTEER FIRE DEPARTMENT**

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

January 5, 2020

The Andover Volunteer Fire Department Inc. responded to 346 calls in 2019. We also had 2 fund raisers. The members participated in 28 scheduled training drills. Also many members completed hours of training outside of the firehouse taking EMT and Firefighter 1 classes. We had 12 scheduled work details which are nights that we do apparatus and equipment maintenance. We also participated in multiple community events such as Andover Fun Day, Make A Wish truck convoy, Stuff a Truck/Cruiser, and Fire Prevention at the school. Also with the help of our mutual aid partners with their UTV's we stood by for many scheduled races on the rail trail and trails behind the school. As always we would like to thank the residents in town for their support. Here is the breakdown of calls.

Medical Calls 216

Motor Vehicle Accidents 41

Structure Fires 15

Wire Related Incidents 20

Fire Alarms 30

Service Calls or Investigations 7

Haz Mat Incidents 5

Car Fires 1

Chimney Fires 2

Cover Assignments 4

Brush Fire 1

Outside Fire 1

Officer Calls 2

Appliance Fire 1

Ron Mike

Andover Fire Chief



Commanding Officer  
Lt. Marc Petruzzi #037

# State of Connecticut



## Connecticut State Police Troop K - Colchester



Executive Officer  
Master Sergeant Eric Peck #085

Date: 1/1/2020

Jeff J. Maguire  
Town Manager  
17 School Road  
Andover CT 06232

Dear: Jeff J. Maguire,

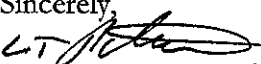
This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Andover.

During the month of **December 2019** the Andover Resident Trooper as well as Troop K Troopers responded to **142** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 7  
Burglaries: 1  
Larcenies: 3  
Narcotic Cases: 0  
Other Criminal: 1  
Other Non-Criminal: 2  
Non Reportable Matters: 110  
Other Noteworthy Events (List):

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

On-Sight DWI: 0  
Traffic Citations: 12  
Written Warnings: 6

Sincerely,  
 #037  
Lt. Marc Petruzzi #037  
Commanding Officer  
Troop "K" Colchester, CT

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



## TOWN CLERK MONTHLY REPORT

**January 2020**

Total Town Clerk Receipts	\$4,789.10
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Dog License Receipts	\$ 28
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Town PA 09-228	\$ 253
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Town Clerk Preservation Fund	\$ 163
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Customer Service	1698
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Documents	44
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Dog License	4
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Reports Submitted	11
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Notarization	22
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Sport License	12
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Vital Copies	18
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Pistol Permits	0
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Scanning	777
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Transfer Station Sticker Revenue	\$420
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Assessor's office monthly activity – DECEMBER 2019	
Processing conveyances	11
Processing building permits	8
Prorating motor vehicle grand list	1
Updating field cards	
Correspondence	48
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	29
Providing assistance to other departments	5
Researching mapping issue or questions	
Reports and communication with the state of connecticut	2
MIs research	5
Scheduling meeting and appointments	
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	Processed declarations with extension for the 2019 GL
Personal Property Discovery	
Homeowner's program	

Veteran's program	1
Income & expenses	
Renter's rebate program	
Tax exemptions	
Adds to the re, pp or mv grand list	
Pa 490	
Provided assistance to baa	
Researching and providing requested information to auditor	
Real property inspections	
Personal property inspections	1
Real property appraisals	1
Taxpayer correspondence	3
Attorney correspondence	
Tax appeal review/appraisal	
MIs review	5
Town board/dept assistance	
Review & Approve C of Cs	1
Review & Approve Farmland & Forestland Assessment Applications	
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

UNIQUE ID

COC#

BAA

80262	HARDISTY GERALD E	80262		07788S	C	6,130	-6,130	0
1	203 BOSTON HILL RD	2001 03	TOYOT	TACOMA X	2017 12/04/2019	0	0	0
	ANDOVER CT 6232-1417		5TEWN72N51Z724202	IMPORT FROM DMV FILE PRICED		6,130	-6,130	0
TOTAL						6,130	-6,130	0
# Of Accts 1						0	0	0
						6,130	-6,130	0
YEAR 2017						6,130	-6,130	0
# Of Accts 1						0	0	0
						6,130	-6,130	0
GRAND TOTAL						6,130	-6,130	0
# Of Accts 1						0	0	0
						6,130	-6,130	0

ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - January 2020					
	Jan-20	YTD 19-20 (July 1, 2019 - June 30, 2020)			
Adult:					
Fiction	491	3395			
Non-fiction	83	612			
Video	135	863			
Audio	36	331			
Magazines	3	32			
E-reader (Kindle)	0	0			
Total Adult	748	5233			
Children:					
Fiction	154	1430			
Non-fiction	15	196			
Video	13	111			
Audio	1	59			
Total Children	183	1796			
Young Adult:					
Fiction	21	246			
Non-fiction	3	14			
Audio	0	1			
Magazines	0	0			
Total Young Adult	24	261			
Total Fiction	666	5071			
Total Non-fiction	101	822			
Total Video	148	974			
Total Audio	37	391			
Total Magazines	2	32			
Total Uncategorized**	12	180			
Total Passes	1	12			
Total OverDrive	151	983			
Total E-readers	0	0			
Total Circulation	1118	8465			
Out-of-town circ.	125	802			
Ref. questions	71	347			
Patrons registered:					
Andover	3158				
Out-of-town	462				
Total Patrons	3620				
Collection size *	19757				
Public Computer Usage (hrs.)	59	430			
ILL provided	57	403			

[illegible]

ANDOVER SENIOR TRANSPORTATION  
MONTH OF JANUARY 2020

Dated 2/4/2020  
Cathy Palazzi  
Senior Coordinator

Month of January:

1) Drug tests – none.

2) List of Clients Serviced January :

• Medicals	34
• Shopping	181
(includes Food Pantry/Food Share/Friday Lunch)	
• Special Events	2
• Maintenance	0
• Incident Log	0
• Disabled	8
• Veterans	2
• Meetings	4
(includes YAH and Transportation Meetings)	
Total Passengers	231

Dated 2/4/2020  
Cathy Palazzi  
Senior Coordinator

# **Budget Notes for 2020-21**

## **by the Town Administrator, Eric Anderson**

### **Executive Summary**

This budget is designed to address the town of Andover's most pressing priorities while realizing that there are many items that will be unfunded. We are proposing major increases in infrastructure spending to address longer term issues with aging infrastructure. The Broad Categories are:

1. Roadwork
2. Tree work
3. Bridges and Culvert replacement
4. Buildings and Structures
5. Town Equipment

These will be addressed by establishing and funding Permanent funds for these Categories. See the Excel spreadsheet labeled fund balance recommendations for notes on these funds. The town will work with CIP on establishing the spending priorities for each of these budgets

This budget includes the following Personnel Changes

1. Add a 4<sup>th</sup> full time Public works employee
2. Add a part time Senior services coordinator
3. Increase hours to the Zoning Enforcement Officer
4. Increase hours for the Inland Wetlands Enforcement Officer
5. Increase compensation for the Administrative Assistant
6. Decrease hours for Tax collector to a part time position
7. Combine the budget departments for the Andover Town Hall and Andover Elementary School resulting in a full time budget director and a part time assistant.

### **Andover Elementary School Budget.**

This is not the responsibility of the Town Administrator, I am simply listing their information. The initial budget proposed by AES is \$ 4.39 Million up from \$4.065 million. This is a \$326,000 increase or Approx. 8% This is just the start of their budget process so there is a lot of flux

### **RHAM budget**

As of the 2/3/20 budget workshop RHAM is proposing a 3.71% budget increase. Andover's fraction of the student population is increasing ~ 7% so if the current RHAM budget is approved Andover's costs for RHAM will increase 10.8% to approx. \$5.42 million from the current \$4.89 million.

The total Population if RHAM Middle and High school is expected to decrease ~90 students total or 6.8% However Andover will go from 236 students to 245. This means that the per pupil costs will rise ~10.5 % this year at the current budget.



## **Total Educational spending**

These are preliminary numbers. AES and RHAM are not done with their budget workshops. This is a total increase in the educational spending of 531.8K +326K or \$857,000, with a decrease in ECS funding of \$67,300 for a total increase of **\$926,000**

## **Additional changes Recommended on revenue side.**

Per guidance of the board of selectman the Building department and land Use fees will be increased to cover the costs of the building department.

## **Details in Town General Budget**

### **Roadwork**

The town should allocate ~\$400,000 per year for roadwork

Andover had been underfunding the road network for years. A maximum of \$100,000 of this should come from Town Aid Road to allow the other expenses that are paid from town aid road to continue. The town has hired Streetscan to provide an overall road assessment and provide better guidance for the best allocation for resources for roadwork. The intention is to implement a Pavement Preservation Program

Best estimate is that we are behind on Roadwork by 2-4 million dollars. At \$400,000 per year we can prevent the road network from deteriorating further while slowly improving the road surface. This level of spending over a 15-year period should get most of our roads into an acceptable range.

Currently the last allotment of town aid road was last January. The state is a year behind on funding it. Latest word is that the bond commission will take it up in April- this is a big unknown since it represents ~\$195,000 in funding per year

**Tree Work** The town should allocate ~\$100,000 for tree work this year.

We currently budget \$10,000 annually for tree work. Andover can probably cut it down to \$50,000 next year, and then \$50,000 the year after before returning to a \$15,000 yearly budget. We have had a huge spike in tree die off the past 2 years with the ash borer and gypsy moths. These trees will be impacting our roads at an accelerated rate and need to be dealt with. Assuming that we can fund this in the next 2 years, in the third year we would make a major effort to trim back the canopy over the roadway on the non-utility side of the roadway. This has not been done for many years. Basically now we address canopy only when the school bus drivers complain that they keep hitting branches on the bus routes. The CROG as well as the other COGs are asking the state for money for towns for treework, but so far no progress with any sort of state funding

## **Bridge and Culvert Work**

Andover has a number of bridges and culvers that need attention. We have hired Brandon Hanfield as an engineering consultant to the town. We are developing a 10-15 year plan to replace the culverts that are in the worst shape. We will jumpstart this by putting money in a permanent fund for it, but plan on spending out taxation to add to it each year.

This cost basis for this varies by location. In most locations an engineered box culvert is the lowest cost solution.

Andover has 5 bridges of which two will need replacement over the 15-year plan, as well as ~20 significant culverts of which 7 appear to be in poor condition.

The immediate priority is to restart the process for using federal bridge program for replacing Bunker Hill Bridge. Ultimate cost to the town of Andover is in the \$400,000 range. Upon completion of the Bunker Hill bridge, the next major bridge will be Long Hill Rd. We can set aside this money from unexpended fund balance.

Budget money for at least one medium culvert replacement per year or a large culvert replacement every 2<sup>nd</sup> or third year for the upcoming years. This should let us address the culverts in the next 15 years. Cost per culvert is a minimum of \$80,000 and can run \$400,000 for a complicated one like the one on Lake road near Basola.

Note that this does not cover culverts under 30" which we will replace as needed as part of PW general road maintenance.

## **Buildings and Structures**

Establish a single building renovation and major maintenance fund. Budget approximately \$100,000 per year for the foreseeable future for building maintenance and renovation. The biggest single priority for this is the public works building. Money should be spent to redo failing sections of brickwork and repoint, as well as electrical work for code Compliance. Town Hall needs an additional oil tank as well as HVAC work.

CIP will be used to prioritize the funding expenditures from the capital renovation Maintenance

## **Personnel**

### Public Works:

The Town of Andover needs more total man hours of labor at public works. Over time the town has reduced the size of the Public works crew from 5 full time personnel and 2 fulltime summer only employees to just 3 full time employees. Adding a new employee allows (2) two person work crews.

For comparison Colombia has roughly the same number of road miles to deal with and has 8 full time PW employees Marlborough has 6 Public works employees+ 2 supervisors + 2 mechanics

### Senior Services:

Every town surrounding us has a full time senior Services Director. Andover by comparison budgets ~\$3000 for Social Services and Senior services combined. We are doing a poor job of providing services for the seniors, and we are mostly running this on a volunteer basis. This change represents us providing minimal services to senior community, but having a staff person on hand part time for coordination.

### ZEO/IWWC Andover lost its long time ZEO/Wetlands Agent:

We replaced him by splitting the position. There are not enough hours assigned to the position to effectively carry out the roll of ZEO. This is a modest increase from 5 hours to 8 hours per week.

Note: The Inland Wetlands Agent just Resigned so we will need to replace him again also. At the same time that position should be bumped up from 5 to 8 hours per week also.

### Administrative Assistant:

The Administrative assistant to the Administrator is currently a part time position. I am recommending the work hours for the position be increased to 19 hours and pay be increased to 21\$ per hour in lieu of benefits.

### Town Board Clerks:

Increased compensation for the clerks

### Tax Collector:

Per the direction of the board of Selectmen, this position will be reduced to part time 19 hours per week on average with the tax collector working 34 hours per week during peak collections months of July and January and 16 hours per week on the other 10 months. This will reduce the hours the tax collector is available to the public significantly.

An alternative approach would be to reduce it to 24 hours per week- 34 hours per week the 2 collection months and ~22 hours per week the rest of the year. This is likely a better long term approach for retaining the current tax collector.

### Finance Office:

Per the Motion passed by the board of Selectmen at the Jan 13 Meeting, the town will budget for a combined finance office between AES and Town Hall consisting of a Fulltime Finance director and part time book keeper/ accounts receivable assistant. The likely salary range for the Finance Director would be \$95,000-115,000 + benefits (Based on the municipal salary ranges for nearby towns) and for the Assistant would be ~ \$ 20,000-25,000 assuming part time no benefits. This should be discussed at our Feb meeting.