

Town of Andover
Board of Selectmen
Monday, January 13, 2020 at 7:00 P.M.
Town Hall Community Room, 17 School Road

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

The Pledge of Allegiance was recited.

Board of Selectmen members: First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, Paula King, Scott Person, Jeff Murray.

Town Administrator: Eric Anderson

Board Clerk/Administrative Assistant: Amanda Gibson

Economic Development Chair / Community Voice Channel Liaison: Elaine Buchardt

Public Present: ***See included sign-in sheet.**

2. Public Speak

None.

3. Additions/Deletions to the Agenda

Jeff Maguire MOVED to add the following agenda items: 11.c. Request for Over Expenditures and 11d. Request for Senior Transportation.

Paula King SECONDED

MOTION CARRIED 5:0:0

4. Board and Commission Presentations and Appointments

a. Economic Development Commission

i. New committee update

ii. Signage

Chair Elaine Buchardt: Shared an update on the newly reestablished committee with ideas for training and marketing opportunities. Presented 'Welcome to Andover' signage options with estimates from two companies. Jeff Maguire suggested for the commission to submit an expenditure request to Fred Oliver on the Capitol Improvement Planning Commission.

b. Website Development Committee

i. Share the chosen vendor

Adrian Mandeville: Presented that after viewing multiple proposals the committee has chosen Civic Plus to include both Civic CMS website development and the Civic Ready mass communication technology.

Amanda Gibson: Shared that the vendor was chosen due to its vast municipal website experience, success of numerous CT town websites, the customer service accessibility and its planning phase and launch plan. Eric Anderson will be sending the final contract to the Town's Attorney, Dennis O'Brien to review prior to signing and moving forward. Jeff Maguire requested to review the feedback from the attorney's office.

c. Memorial Day Committee

i. Appoint the following members: John McCall, Gerard Scagliola, Wayne Thorpe, Amy Knox

ii. Searching for 1 at large member.

Paula King MOVED to appoint the following members to the Memorial Day Committee: John McCall, Gerard Scagliola, Wayne Thorpe, Amy Knox with the term ending on 6/30/21.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

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

- Public Works Roof: Adrian Mandeville requested that a before and after photo be posted on the town's Facebook page.
- Public Works Winter Road Maintenance: Eric Anderson has concerns about the ability to accurately gage how much salt is put down and is working on a system to track winter maintenance.
- Personnel Policies: Ongoing project.
- Athletic Fields Tree Removal: Eric Anderson recommends over expending tree budget to remove the dead trees between the Athletic Fields and the Hop River.
- Town's Technology Upgrade with the Town of South Windsor: He is ready to order the equipment this week and the goal is to be set up by end of February.
- Auditor from Mahoney Sabol: Announced that the Town Treasurer Barbara Griffin is waiting to hear back from the auditor on when start date will be.

6. Old Business

Discuss and act upon the following:

- a. Town's Personnel Policies
Already addressed in the Town Administrator's Report.
- b. Community Connectivity Grant
Eric Anderson: Shared that the Town Engineer Gerry Hardisty will submit information to the Department of Transportation. Eric Anderson went before the Inland Wetlands and Watercourses Commission for approval.
- c. Town Hall Community Room Usage
Eric Anderson: The room has been used for various senior activities including Young at Heart, etc. The next step is to get the Wii device setup.
- d. Proposal of the Transfer Station 'Dump Swap' Program - construction & use of trailer
Board of Selectmen requested to remove this item from the agenda until the construction projects at the Transfer Station have been addressed.

7. New Business

Discuss and act upon the following:

- a. Proposed 2020 BOS Meeting Packet Calendar
Amanda Gibson created a schedule to help all of the departments, the board and residents to confirm when the monthly Board of Selectmen meeting packet will be posted to the town website.
- b. Replacement Purchase of Cameras at the Athletic Fields
Adrian Mandeville MOVED to authorize the Town Administrator to spend \$1k+ on cameras from an appropriate budget line item.
Scott Person SECONDED
MOTION CARRIED 5:0:0
- c. Saturday, August 29th RiMaConn Relay. Permit for use of Town Property.
Eric Anderson and Jeff Murray met with the representative from the Hartford Marathon Foundation. The organization requested to use the Benjamin Franklin business property for their event parking and field. The Board of Selectmen have requested that the applicant receive a Certificate of Insurance and ensure that there is proper parking and safety plan in place, and provide instructions for participants on parking, etc.
No motion made.

- d. Sunday, April 12th Hoppin Hodges Rails to Trails 5K in memory of Jim Hodges. Proceeds to support the nonprofit Friends of Valley Falls and Town of Andover to support the upkeep of the Rails to Trails.
Jeff Murray: Shared that the event organizer Ken Platt had hosted the summer race series on Center Street with approximately \$600+ donated to the town's Rails to Trails. The Friends of Valley Falls would like to host the Hoppin Hodges 5K in Andover. Board of Selectmen agreed that the applicant will need to be approved at the next Board of Selectmen Regular Meeting.
- e. Andover District Shared Educational Services Committee
- i. Appointed: Neil Weathers, Kate Marino, Caitlin McIntosh Greenhouse, Danny Holtsclaw
 - ii. BOE Members: Shannon Loudon, Gerry Crème, Daniel Foran, Steven Fuss
 - iii. 2 BOS Members: Adrian Mandeville and Paula King
 - iv. 1 BOF Member: Marc Brinker
- Board of Selectmen inferred that the Board of Education will be reaching out to the members soon to plan meeting dates and times. No action necessary.
- f. Appointment of a Shared Services Committee to include road maintenance and trail services
- i. Applicants: Susan England, Amy March
 - ii. 2 BOS Members: Board of Selectmen decided to wait to appoint until the next Regular Meeting.
 - iii. 1 BOF Member: TBD
- Paula King MOVED to approve the following members to a Shared Services committee: Susan England and Amy March with the term ending 7/1/2021. The committee will examine ways that the Town of Andover can save money and better serve the town by sharing services with other towns and entities. Adrian Mandeville SECONDED
- Discussion: Jeff Maguire and Adrian Mandeville suggested an initial meeting to be set up on Tuesday, February 11th in the Town Hall Community Room. Requested that Amanda Gibson send a doodle poll to all members to confirm a time that works for all. The BOF to determine a volunteer member.
- MOTION CARRIED 5:0:0
- g. Appointment of a Community/Senior Center Building Committee
- i. Applicants: Karen Hunter, Ed Sarisley, Curt Dowling, Susan England, Irv Stanley, Don Denley
 - ii. 2 BOS Members: Scott Person and Jeff Murray
 - iii. 1 BOF Member: Diane Choquette
- Jeff Maguire: Announced that Curt Dowling submitted a letter asking to remove his name from the committee's applicants.
- Members agreed that since Susan England has already been chosen for the Shared Services Committee, to only appoint the remaining four applicants.
- Paula King MOVED to appoint the following members: Karen Hunter, Ed Sarisley, Irv Stanley, Don Denley and Board of Selectmen members Scott Person and Jeff Muray with the term ending on 7/1/21. Adrian Mandeville SECONDED
- MOTION CARRIED 5:0:0
- h. Charter Revision Commission
- i. Discussion and possible action to dissolve and terminate the CRC created on June 6, 2018
 - ii. Discussion and possible action to create a new CRC
- Adrian Mandeville MOVED for the Board of Selectmen to dissolve the Charter Revision Commission formed on 6/6/18 and to sign and date the attached Resolution of Authorization to dissolve the Charter Revision Commission. **See included.*
- Scott Person SECONDED
- MOTION CARRIED 5:0:0
- i. Establishment of budget targets for all Town Entities

Jeff Maguire: Explained reasoning behind the discussion...

Members of the board attended the State Department of Education meeting at RHAM on Municipal Budgeting Requirements (MBR). Attendees received documentation that the Town of Andover is not subject to the municipal budgeting requirements that minimizes the amounts of reduction that can happen at the BOE level. Even if the Town of Andover was subject to MBR, the documentation from the State Department of Education states that the total educational budget could be reduced by \$622,646k. Since the town is not subject to MBR, the community could make additional cuts yet that is not what the BOS would recommend. The BOS will ask for budget cuts per their recommendations to the BOE members. Last year's budget was \$400,065,000. AES preliminarily requested an 8% increase for this next year's budget. The BOS are starting the discussion so that the BOE can be more responsive to the overall community needs.

Adrian Mandeville: Does not believe that AES can cut over \$600k with students still receiving a good quality education. Suggested cutting \$2k per student, which is approximately \$400k.

Paula King: Suggested waiting for the establishment of the Shared Services Committee.

Jeff Maguire MOVED that they request the Board of Education's proposed 2020-2021 budget be reduced to approximately \$3M+ with a cost reduction of approximately \$400k.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

j. Potential establishment of a combined Financial Department

Adrian Mandeville MOVED to appoint a combined finance position for both the Andover Elementary School and the Town Hall.

Scott Person SECONDED

Jeff Maguire MOVED to amend the motion to establish a finance department that coordinates all financial activities between the Andover Elementary School and the Town of Andover.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Amended motion:

MOTION CARRIED 5:0:0

k. Proposed Budget

Adrian Mandeville: Requested that Eric Anderson and Barbara Griffin annotate reasoning and goals for changes made in the proposed budget.

Paula King: Suggested to host budget workshops prior to the next Regular Meeting. Members decided to wait until the Board of Education responds regarding the combined finance department. No budget workshops were scheduled.

Eric Anderson: Inquired on the structure of the staffed positions of the finance department with Adrian Mandeville suggesting potentially one full time position and one part time position.

8. Approval of Meeting Minutes

a. Approval of Wednesday, December 4, 2019 Regular Meeting Minutes

Adrian Mandeville MOVED to approve the Wednesday, December 4, 2019 Regular Meeting Minutes

Paula King SECONDED

MOTION CARRIED 5:0:0

9. Assessor's Report

a. Revaluation Services RFP

Eric Anderson announced that the Request For Proposal has been posted to the town's website and is due on Monday, January 27th, 2020 at 5:00 P.M. at the Town Hall.

10. Treasurer's Report -

a. Revenue Summary

Provided by the Town Treasurer Barbara Griffin.

b. Town Budget Summary

Provided by the Town Treasurer.

c. Town Aid Road (TAR) Update

Provided by the Town Treasurer.

Eric Anderson: Attended a recent CRCOG meeting and learned that the state has not yet announced when they will be releasing the funds. The state should have dispersed both payments at this point. The governor is in contest with the legislation with road work in general.

Adrian Mandeville: Suggested to plan accordingly next year in order to have the funds to cover that account.

d. Town Cash Report

Provided by the Town Treasurer.

e. Tax Collections YTD

Provided by the Town Treasurer and Tax Collector.

The town has collected \$5+ million in taxes for the year with approximately \$3+ million remaining.

11. Budget

a. Transfers

b. Refunds

c. Request for Over Expenditures

Scott Person MOVED to authorize the over expenditure of budget code 0301-646 by \$4000 to allow the removal of trees along the Hop river next to the Athletic Fields.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

Scott Person MOVED that the Board of Selectmen approves and then forwards to the Board of Finance for approval the over expenditure of budget code 0303-390 by \$20,000 to Purchase Salt.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

Adrian Mandeville MOVED to approve both motions as amended:

to authorize the over expenditure of budget code 0303-390 by \$4,000 to allow the removal of trees along the Hop river next to the Athletic Fields.

that the Board of Selectmen approves and then forwards to the Board of Finance for approval the over expenditure of budget code 0301-646 by \$20,000 to Purchase Salt.

Paula King SECONDED

MOTION CARRIED 5:0:0

d. Request for Senior Transportation

Adrian Mandeville MOVED to transfer Adrian Mandeville's selectman salary to the senior fund.

Scott Person SECONDED

MOTION CARRIED 5:0:0

12. Tax Collector's Report

- a. Refunds Requests
No requests.

13. Department Reports

- a. Fire Department - **See included.*
- b. Resident State Trooper - **See included.*
- c. Town Clerk - **See included.*
- d. Building Department - **See included.*
- e. Assessor's Office - **See included.*
- f. Town Garage - Not submitted.
- g. Transfer Station - Not submitted.
- h. Library - **See included.*
- i. Senior Transportation - **See included.*
- j. Registrars - **See included.*

Animal Control Officer: Submitted a 2019 Report. **See included.*

14. Resignations - None.

15. Correspondence - None.

16. Public Speak

Linda Fish: Inquired on the tree removal at the Athletic Fields and Hop River with concern of it affecting the stability of the bank.

Eric Anderson: Shared that it is not ideal however, the trees are dead with branches already coming down. Based on the tree species, the larger limbs will begin to fall down as well. Therefore, it is a safety hazard to the visitors, field, fence and track. He conducted a Site Walk with the Inland Wetlands and Watercourses Commission and they determine that they are not claiming jurisdiction. The plan is not to grind the stumps in order to protect the river bank. Suggested that the town consider replanting trees and would be a wonderful project for the Conservation Commission.

Amy March: Inquired on which board determines the budget for the Board of Education. The Board of Selectmen members suggested reaching out to the Board of Education with any questions as they manage their own budget.

Ed Sarisley: Expressed thanks to the Board of Selectmen members and Eric Anderson for all working together to help the community.

Dianne Grenier: Shared the Public Library's new outdoor lighting. Delighted that Elaine Buchardt, the town's liaison for the Community Voice Channel is videotaping the meeting.

Eric Anderson: Glad to hear that the microphones used by himself and the members helped the audience hear better.

17. Adjournment

Jeff Murray MOVED to adjourn the Regular Meeting.

Paula King SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire adjourned the Regular Meeting at 9:24 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, January 13, 2020 at 7:00 P.M.

Town Hall Community Room, 17 School Road

Regular Meeting Agenda

1. W Barton
2. L. Kish
3. MIKE PALAZZI
4. Curt Dawling
5. Louise Goodwin
6. Joe King
7. Karen Hunter
8. Elaine Buchardt
9. ED SARISLEY
10. Mare Braker
11. Latherine Palazzi
12. Marcie Miner
13.
14.
15.
16.
17.
18.

Town Administrator's Report Jan 2019

Public Works

Public Works re roof is basically complete by shoreline restoration. Just awaiting removal of dumpsters to sign off on it.

We expended quite a bit of the snow plowing budget early due to the freezing rain. \$6,280 in overtime costs and we have spent \$28,000 in salt so far.

For your interest, each time the plow trucks do a pass of the town roads and apply salt, it costs the town ~\$1100 \$700 in salt and \$360 in labor (assuming it is after hours.)

So far there have been very few weather related complaints about the roadway We have had some issues with ice buildup from driveways or water flowing on the roadways. These require longer term fixes.

Trees

We need to overspend the Tree budget to remove the dead trees at the athletic fields. I would like authorization to over expend this budget line item by \$4000 to cover the cost of this. Because of location it can't be taken from Town Aid Rd. There is a motion included for this.

12 Center St

12 Center Street was sold.

Town Hall

We have run out of oil several times this year. I have switched us to a weekly filling schedule. Bottom line we need a second or a larger tank for the town hall. I had Tim K. from Public works install an electronic monitor so I can see oil levels from my office. Very Helpful.

We have hopefully fixed our phone system. A combo of both Procom working on our internal system and Frontier working on the junction. It has been 2 whole weeks with functional phones.

Personal Policy

I am expending a lot of time trying to get our policies straightened out. It is a bigger task than I first thought. I am trying for a permanent fix and to begin to set us up for the next union contract.

Goals for the policy:

1. Make the vacation, personal day and sick time accrual fair for all employees. Basically have everything scale with number of hours worked
2. Get all employees on the same system- union, non-union, Library, and Elected. Or were we do not do that get it enshrined in an employment contract.

3. Simplify the system so that it is easier to administrate in payroll.

Currently, there is no written documentation for the town clerk's Hours and Benefits- this needs to be done by the Board of Selectmen. Simplest is just to mirror the proposed town personnel policies for all employees.

There is also a separate arrangement with the Library- apparently the Head Librarian works 26 hours per week but gets Sick time which is different from all other employees. We are kind of treating the librarian as a full time employee.

Our current policy has employees working 26 hours per week actually work more hours per year than a full time employee working 30 hours per week.

I am making a series of assumptions about how we do things that are not explicitly in our policy.

1. Personal Days are translated into hours and are scaled by actual workweek, IE if you work 4 days per week and 30 hours per week, you get $3 \text{ Days} * 30 \text{ Hours per week} / 4 \text{ day work week} = 22.5$ hours of personal time. This is not how the policy is actually written.
2. Vacation = number of weeks allowed * average work week= hours of vacation

Basic Proposed Schedule mirrors much of what is in our current policy but accounts for everything as PTO

0-19 hours per week Gets PTO only no holidays- wrapped up in PTO time

20-30 hours per week gets PTO + Major Medical P+ MERF no holidays- wrapped up in PTO time

30+ Hours per week gets PTO + family Medical Plan + MERF+ Holidays

PTO for employees working less than 30 hours per week includes compensation for Holidays

Budget notes for 2020-21

Very Preliminary budget numbers

See Separate Document on Revamping Permanent funds. See also Preliminary budget from the treasurer's office

Major cost Increases:

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. 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.

Andover can probably cut it down to 50,000 next year before returning to a \$10-15,000 yearly budget. We currently budget \$10,000 annually for tree work. 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. The CRCOG as well as the other COGs are asking the state for money for this, but so far no progress

Bridge and Culvert Work

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 bridge

We need to Budget for at least one large culvert per year for the upcoming years. Planning still in the works with Brandon Hanfield.

CIP Related Costs

Buildings

Continued work on Public Works Building- Masonry Repair, Electrical work.

HVAC work on Public Works and Town Hall

Personnel Changes

1. Add a 4th full time Public works employee
2. Add a part time Senior Services Coordinator
3. Add a few hours per week to the ZEO
4. Increase compensation and hours for the Administrator's Assistant
5. Decrease hours for the Treasurer's office Assistant to part time
6. Decrease hours for Tax collector to a part time position

**TOWN OF ANDOVER
BOARD OF SELECTMEN
RESOLUTION OF AUTHORIZATION**



RESOLUTION

WHEREAS, on June 6, 2018, as authorized by General Statutes section 7-188(b), the Board of Selectmen of the Town of Andover duly initiated Charter Revision; and

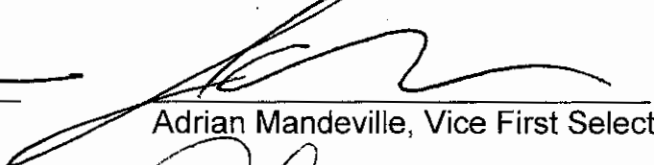
WHEREAS, on June 28, 2018, pursuant to General Statutes section 7-190(a), the Board of Selectmen appointed seven (7) electors of the Town to membership on the Charter Revision Commission, and per General Statutes section 7-190(b) directed the Commission "to submit a draft report to the Board of Selectmen no later than August 30, 2018"; and

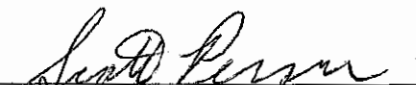
WHEREAS, for unforeseen reasons, the Charter Revision Commission was unable to submit its draft report by the August 30, 2018 deadline, and the maximum deadline set by General Statutes section 7-190(b) of 16 months from the date of appointment was October 28, 2019;

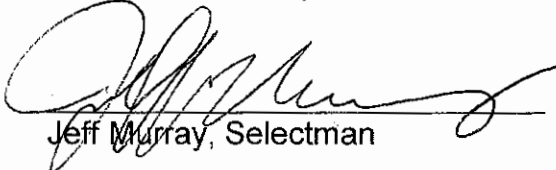
WHEREFORE, for all of the foregoing reasons, it is hereby **RESOLVED** that:
The Charter Revision Commission initiated on June 6, 2018, and appointed on June 28, 2018, is dissolved and terminated, effective immediately.

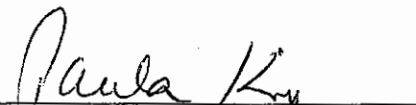
Be it hereby resolved this 1 day of 13 2020.


Jeff Maguire, First Selectman


Adrian Mandeville, Vice First Selectman


Scott Person, Selectman


Jeff Murray, Selectman


Paula King, Selectman



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: 12/1/19

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.

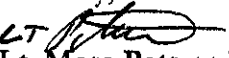
During the month of **November 2019** the Andover Resident Trooper as well as Troop K Troopers responded to **130** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 3
Burglaries: 0
Larcenies: 0
Narcotic Cases: 0
Other Criminal: 0
Other Non-Criminal: 2
Non Reportable Matters: 108
Other Noteworthy Events (List):

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

On-Sight DWI: 0
Traffic Citations: 13
Written Warnings: 4

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

December 2019

Total Town Clerk Receipts	\$4,443.50
Dog License Receipts	\$ 35
Town PA 09-228	\$ 485
Town Clerk Preservation Fund	\$ 154

Customer Service	1599
Documents	39
Dog License	3
Reports Submitted	11
Notarization	16
Sport License	6
Vital Copies	12
Pistol Permits	1
Scanning	598
Transfer Station	280

Building & Land use Department

Monthly Report

November 2019

T.O.A. Fees – Collected fees, completed and submitted weekly fee reports.

E.H.H.D. Fees – Collected fees, completed and submitted monthly reports.

Planning & Zoning Applications

Inland Wetlands Applications 2

Zoning Board of Appeals Applications

EHHD Correspondences & time spent with Sanitarian

Driveway Permits 1

E & S Bond Permits 1

Fire Marshal Reviewed a few items with Mike Lester – Composed Letters

Public Works

Scanning & Filing Hours – 10

- Worked on Bond Report for Treasurers Office
- Creating/Editing Applications and Forms – Building, Land Use
- Worked with Meghan & Amanda on Land Use Applications, Correspondence, Assisting applicants
- Administrative tasks for Land Use Applications
- Clean and organized office (this will be ongoing for a bit)
- Assisted the Zoning Agent with applications & Co's
- Worked with IWWC Agent, IWWC & Applications/Permits

RECEIPT NO.	DATE	ADDRESS	L.U.A.	APPLICANT	ACTIVITY DESCRIPTION	BLDG	E	P	H	M	BOND	PERMIT VALUE	STATE ED FEE	LAND USE	ZONING FEE	TOTAL	TOTAL DUE
230417	11/4/2019	40 Townsend Rd	IWWC	Mr. Jandzinski	IWWC-Demo/Burn									\$ 150.00	\$ 60.00		\$ 210.00
230418	11/4/2019	410 Lake Rd	IWWC	Mr. Miher-H.O.-Mr. Lykot	IWWC-Excavating									\$ 150.00	\$ 60.00		\$ 210.00
230419	11/4/2019	Copies			Copies											\$ 1.00	\$ 1.00
230420	11/4/2019	146 Lakeside Dr		Millstream Const	Roof Replacement	1						\$ 7,900.00	\$ 2.08			\$ 80.00	\$ 82.08
230421	11/7/2019	153 Wheeling Rd		KRL Builders	Roof	1						\$ 6,200.00	1.61			\$ 62.00	63.61
230422	77/7/19	299 Lake Rd		Wyman Energy	Install Oil Fired Boiler			1		1		\$ 5,583.00	0.53			\$ 60.00	60.53
230423	11/12/2019	40 Long Hill Rd		Mr. Jarvis	Pellet Stove				1			\$ 3,000.00	0.78			\$ 30.00	30.78
230424	11/13/2019	Copies														\$ 1.00	\$ 1.00
230425	11/7/2019	3 Sunset Ln		Allstar Electrical	Electrical Upgrade		1					\$ 1,500.00	\$ 0.52			\$ 20.00	20.52
230426	11/18/2019	43 Juravoty Rd		Ben Franklin Plumbing	Propane Tank & Boiler		1	1	1	1		\$ 1,200.00	\$ 3.12			\$ 120.00	\$ 123.12
230427	11/7/2019	142 Wales Rd		Joseph Mott	Woodstove				1	1		\$ 1,500.00	\$ 0.52			\$ 20.00	\$ 20.52
230428	11/18/2019	119 Lakeside Dr		Richard & Ellen Repay	Garage addition/Bed Conversion1	1	1	1	1	1		\$ 71,900.00	\$ 18.72		\$ 60.00	\$ 720.00	\$ 798.72
230429	VOID																\$ -
230430	VOID																\$ -
230431	11/19/2019	89A Lakeside Dr		Lukos Electrical LLC	Wire New 200 AMP Service		1					\$ 12,000.00	\$ 3.12			\$ 120.00	\$ 123.12
230432	11/20/2019	274 Boston Post Rd		Joseph Kaulback	Boiler, Windows & Doors	1			1	1		\$ 8,500.00	\$ 2.21			\$ 85.00	\$ 87.21
n/a	11/21/2019	33 Route 87		Kurt Boehm	Addition (permit separated)												\$ -
n/a	11/21/2019	33 Route 87		Kurt Boehm	Shed (permit separated												\$ -
				B.O. separated projects from original permit pulled on 9/9												\$ -	
				Original Pmt. Applied to abc REC#797275												\$ -	
230433		191 Bunker Hill Rd		Eric Shevchenko	Strip & Reroof	1						\$ 10,000.00	\$ 2.60			\$ 100.00	\$ 102.60
230434	11/25/2019	255 Long Hill Rd		Home Depot	Replacement Windows	1						\$ 635.00	\$ 0.52			\$ 20.00	\$ 20.52
230435		copy														\$ 1.00	\$ 1.00
230436	11/26/2019	109 Juravoty Rd		Kristin Veenema	Delete windows, add door to porch	1						\$ 4,100.00	\$ 1.06			\$ 41.00	\$ 42.06
230437	11/26/2019	89A Lakeside Dr		Sterling Security	Burglar & Fire Alarm		1				1	\$ 4,200.00	\$ 1.09			\$ 42.00	\$ 43.09
230438	11/26/2019	89A Lakeside Dr		Osterman Propane	LP Tank, Generator, Gas Line		1	1	1	1	1	\$ 500.00	\$ 0.52			\$ 20.00	\$ 20.52
230439	11/26/2019	20 Wheeling Dr		Window World	Install Door	1						\$ 3,576.00	\$ 0.93	\$ 36.00			\$ 36.93
						8	6	4	6	6	2	\$ 142,294.00	\$ 39.93	\$ 336.00	\$ 180.00	\$ 1,543.00	\$ 2,098.93
					IWWC	2											
					Planning & Zoning												
					ZBA												
					State Zoning Fees	3											
					Permit Intake	18											
					Permits Issued	17											
					NEW HOMES												
					Driveway/P&Z Bonds	2											

November				
DATE ISSUED	PERMIT NO.	PROPERTY OWNER	PROPERTY LOCATION	DESCRIPTION
11/5/2019	4376	Mr. Jarvis	40 Long Hill Rd	Installation of Pellet Stove
11/5/2019	4375	George Parker	153 Wheeling Rd	Re-Roof
11/5/2019	4371	Erika Rzegocki	146 Lakeside Dr	Replace Roof
11/5/2019	4374	NCE Builders	47 Skinner Hill Rd	Furnace
11/7/2019	4377	Maureen Kolb	3 Sunset Ln	Electrical Upgrade
11/13/2019	4379	Joseph Mott	142 Wales Rd	Install Woodstove
11/13/2019	4378	Charlie Basile	299 Lake Rd	Install Oil Fired Boiler
11/13/2019	4381	T.O.A.	12 Long Hill Rd	Repairs to Town Garage
11/16/2019	4384	Evan Aguirre	43 Juravoty Rd	Propane Tank & Boiler
11/20/2019	4386	Joseph Kaulback	274 Boston Post Rd	Replace Windows & Doors
11/20/2019	4387	Richard Risely	89A Lakeside Dr	Wire 200 AMP Service
11/25/2019	4390	Eric Shevechenko	191 Bunker Hill Rd	Roof
11/25/2019	4391	Robert Woodward	255 Long Hill Rd	Window
11/26/2019	4396	Michael Fitzpatrick	20 Wheeling Rd	New Door
11/26/2019	4393	Daniel Adams	738 East St	Connect House to Foundation
11/26/2019	4392	Kristin Veenema	109 Juravoty Rd	Add/Delete Doors & Windows
11/26/2019	4395	Richard Risely	89A Lakeside Dr	Install Burglar & Fire Alarm
TOTAL PERMITS ISSUED = 17				

Date November	Property Location	DESCRIPTION	Comm/ Industrial	Residential	Building	Electrical	Plumbing	HVAC	Mech	Pass	Fail	Re-Inspect	Total	CO ISSUED
11/5/2019	15 Erodoni Rd	Rebar		1	1					1			1	
11/5/2019	738 East St	Foundation, Walls & Rebar		1						1				
11/5/2019	99 Townsend Rd	Single Family Dwelling		1	1	1	1	1	1	1			1	11/5/2019
11/7/2019	11 Old Farms Rd	Furnace						1		1			1	
11/7/2019	3 Sunset Dr	Electrical Upgrade		1		1				1			1	
11/4/2019	97 Longhill Rd	Woodstove		1				1		1			1	
11/12/2009	36 Ridge Rd	Electrical for shed		1		1				1			1	
11/12/2019	184 Wheeling Rd	Meter Change		1		1				1			1	
11/13/2019	738 East St	Foundtion waterproof & Drain Tile		1						1			1	
11/18/2019	43 Juravoty Rd	Pressure Test		1					1	1			1	
11/18/2019	40 Longhill Rd	Pellet Stove		1				1		1			1	
11/25/2019	299 Lake Rd	Oil Burner		1				1		1			1	
11/19/2019	53 Juravoty Rd	Bath Remodel Final Inspection		1	1	1	1	1	1		1		1	
11/27/2019	123 Long Hill Rd	New Residential Home CO		1	1	1	1	1	1	1			1	11/27/2019
11/27/2019	335 Lake Rd	Electric in Garage GFI		1		1				1			1	
11/27/2019	191 Bunker Hill Rd	Roof		1						1			1	
11/27/2019	33 Rte 87	Joist-addition		1						1			1	
11/27/2019	738 East St	LP Line		1					1	1			1	
11/27/2019	31 Skinner Hill Rd	New Residential Home CO		1	1	1	1	1	1	1			1	11/27/2019
		Totals		18	5	8	4	8	6	18	1	0	18	

Register Report 10/24/19 - Nov 2019

11/1/2019 through 11/30/2019

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12/4/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 10/31/2019								21,559.82
11/4/2019	Building Department		146 Lakeside Dr	[Permit receipts]				82.08✓
11/4/2019	Building Department		410 Lake Rd.	[Permit receipts]				210.00✓
11/4/2019	Building Department		40 Townsend Rd.	[Permit receipts]				210.00✓
11/4/2019	Building Department		Copies	[Permit receipts]				1.00✓
11/13/2019	Building Department		153 Wheeling Rd	[Permit receipts]				63.61
11/7/2019	Building Department		40 Long Hill Rd	[Permit receipts]				30.78
11/7/2019	Building Department		3 Sunset Ln	[Permit receipts]				20.52✓
11/7/2019	Building Department		299 Lake Rd. {299 Lake Rd}	[Permit receipts]				60.53
11/13/2019	Building Department		Copies					1.00✓
11/14/2019	Building Department		43 Juravoty Rd	[Permit receipts]				123.12✓
11/14/2019	Building Department		142 Wales Rd	[Permit receipts]				20.52✓
11/19/2019	Building Department		119 Lakeside Dr	[Permit receipts]				798.72✓
11/20/2019	Building Department		274 Boston Hill Rd	[Permit receipts]				87.21✓
11/20/2019	Building Department		89A Lakeside Dr	[Permit receipts]				123.12✓
11/25/2019	Building Department		191 Bunker Hill Rd	[Permit receipts]				102.60✓
11/25/2019	Building Department		255 Long Hill Rd.	[Permit receipts]				20.52✓
11/25/2019	Building Department		Copies					1.00✓
11/26/2019	Building Department		109 Jurovaty Rd.	[Permit receipts]				42.06✓
11/26/2019	Building Department		89A Lakeside Dr	[Permit receipts]				20.52✓
11/26/2019	Building Department		89A Lakeside Dr	[Permit receipts]				43.09✓
11/26/2019	Building Department		20 Wheeling Rd	[Permit receipts]				36.93✓
11/1/2019 - 11/30/2019								2,098.93

BALANCE 11/30/2019

23,658.75

OVERALL TOTAL	2,098.93
TOTAL INFLOWS	2,098.93
TOTAL OUTFLOWS	0.00
NET TOTAL	2,098.93

11/1/2019 through 11/30/2019

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	CI	Amount
11/4/2019	Permit receipts	4372	...40 Townsend Rd.	State Fee	State Zoning Fee		Schedule ...	c	60.00
11/4/2019	Permit receipts	4373	...410 Lake Rd.	State Zoning Fee	State Zoning Fee		Schedule ...	c	60.00
11/21/2019	Permit receipts	4385	...119 Lakeside Dr	State Zoning Fee	State Zoning Fee		Schedule ...	c	60.00
11/1/2019 - 11/30/2019									180.00
TOTAL INFLOWS									180.00
TOTAL OUTFLOWS									0.00
NET TOTAL									180.00

State Ed Report - Quarterly - Last month

11/1/2019 through 11/30/2019

12/4/2019

Page 1

Category	11/1/2019- 11/30/2019
INFLOWS	
Ed Fee - State	39.93
TOTAL INFLOWS	39.93
OVERALL TOTAL	39.93

Weekly Register Report - Last 30 days

11/5/2019 through 12/4/2019

12/4/2019

Page 1

Date	Account	Description	Memo	Category	Clr	Amount
11/28/2019	BONDS	123 Long Hill Rd	ROW Bond Release - Mr. LaCroix	Driveway:bond		-500.00
12/3/2019	BONDS	31 Skinner Hill Rd	S&E Bond CK#029246924-Mr. Bugnacki	PZC:bond		1,000.00
11/5/2019 - 12/4/2019						500.00
TOTAL INFLOWS						1,000.00
TOTAL OUTFLOWS						-500.00
NET TOTAL						500.00

Building & Land use Department

Monthly Report

December 2019

T.O.A. Fees – Collected fees, completed and submitted weekly fee reports.

E.H.H.D. Fees – Collected fees, completed and submitted monthly reports.

Planning & Zoning Applications

Inland Wetlands Applications 2

Zoning Board of Appeals Applications

EHHD Correspondences & time spent with Sanitarian

Driveway Permits 1

E & S Bond Permits 1

Fire Marshal Reviewed a few items with Mike Lester – Composed Letters

Public Works

Scanning & Filing Hours – 11

- Worked on Bond Report for Treasurers Office
- Creating/Editing Applications and Forms – Building, Land Use
- Worked with Meghan & Amanda on Land Use Applications, Correspondence, Assisting applicants
- Worked with Jim & Josh on Landuse tasks
- Administrative tasks for Land Use Applications
- Clean and organized office (this will be ongoing for a bit)
- Assisted the Zoning Agent with applications & Co's
- Worked with IWWC Agent, IWWC & Applications/Permits

Dec-19																		
RECEIPT NO.	Date		ADDRESS	L.U.A.	APPLICANT	ACTIVITY DESCRIPTION	BLDG	E	P	H	M	BOND	PERMIT VALUE	STATE ED FEE	LAND USE	ZONING FEE	TOTAL	TOTAL DUE
230440	12/3/2019	53	School Dr		Jon & Ruth Kirkpatrick	Connect house to garage	1						\$ 12,000.00	\$ 3.12		\$ 60.00	\$ 120.00	\$ 183.12
230441	12/3/2019	22	Hickory Hill Ln		Justin Breault	A/G LP Tank					1		\$ 793.00	\$ 0.52		\$ 60.00	\$ 10.00	\$ 70.52
230442	12/3/2019	71	Lake Rd		Paul Lewis	Install Wood Stove				1	1		\$ 3,200.00	\$ 0.83			\$ 32.00	\$ 32.83
230443	12/3/2019	4	Shadblow Ln		Eric Nune	Generator Line & Switch		1			1		\$ 2,000.00	\$ 0.52			\$ 20.00	\$ 20.52
230444	12/4/2019	322	Lake Rd		Charles & Janice Apmann	Chimney Liner	1						\$ 3,750.00	\$ 0.98			\$ 38.00	\$ 38.98
230445	12/4/2019	11	Rose Hill Ln		Homestead LLC	HVAC				1	1		\$ 12,600.00	\$ 3.00			\$ 127.00	\$ 130.00
230446	12/4/2019	27	Townsend Rd		High Grade Gas	Install Gas Line, LP & Generator		1		1	1		\$ 1,000.00	\$ 0.52			\$ 20.00	\$ 20.52
230447	12/4/2019	41	Burnap Rd		Rising Star Roofing	Roof	1						\$ 17,874.00	\$ 4.63			\$ 178.00	\$ 182.63
230448	12/4/2019	22	Hickory Hill Ln		Addt Fee Owed	Addt Fee owed											\$ 10.00	\$ 10.00
230449	12/5/2019	15	Windrush Ln		Best Way Roofing	Roof	1						\$ 16,000.00	\$ 4.64			\$ 160.00	\$ 164.64
230450	12/5/2019	89	Lakeside Dr		All American Heating	Install Warm & AC System				1	1		\$ 12,000.00	\$ 3.12			\$ 120.00	\$ 123.12
	12/5/2019	89	Lakeside Dr		All American Heating	Plumbing			1				\$ 13,000.00				\$ 130.00	\$ 130.00
230451	12/9/2019	212	Gilead Rd		Millstream Construction	Roof	1						\$ 15,000.00	\$ 3.90			\$ 150.00	\$ 153.90
230452	12/10/2019	141	Wales Rd		Millstream Construction	Roof	1						\$ 13,000.00	\$ 3.38			\$ 130.00	\$ 133.38
230255	12/12/2019	294	Lake Rd		Mr. Chris Morrell	IWWC FEES OWED (RM)									\$ 70.00	\$ 60.00		\$ 130.00
230556	12/12/2019	153	Wheeling Rd		KRL Builders	Lower Ceiling	1						\$ 1,500.00	\$ 0.56			\$ 20.00	\$ 20.56
230557	12/12/2019	52	Lakeside Dr		Daniels Oil	Furnace Replacement				1			\$ 7,649.00	\$ 2.00			\$ 77.00	\$ 79.00
230459	12/18/2019	6	Stanley Drive		Trinity Solar	23 Rood Mounted Solar Panels	1				1		\$ 22,097.00	\$ 5.98			\$ 230.00	\$ 235.98
230460	12/18/2019	160	Hendee Rd		Imperial Plumbing	Propane Tanks, Piping	1				1		\$ 3,000.00	\$ 1.79			\$ 30.00	\$ 31.79
230461	12/19/2019	62	Hendee Rd		Mr. Galvez	Pellet Stove				1	1		\$ 1,000.00	\$ 0.52			\$ 20.00	\$ 20.52
230462	12/23/2019	103	Longhill Rd		Mr. Betucei	Electrical Upgrade							\$ 8,000.00	\$ 2.08			\$ 80.00	\$ 82.08
230463	12/23/2029	117	Lakeside Dr		Mr. Repay	IWWC FEES OWED (RM)									\$ 150.00	\$ 60.00		\$ 210.00
230464	void																	\$ -
230465	12/25/2019	4	Shadblow Ln		Mr. Nunes	Electric Fan & Circuit		1			1		\$ 700.00	\$ 0.52			\$ 20.00	\$ 20.52
230466	12/26/2019	146	Lakeside Dr		Mr. Renacci	Boiler			1		1		\$ 8,000.00	\$ 2.08			\$ 80.00	\$ 82.08
230467	12/30/2019	153	Wheeling Rd		Nyzio HVAC	Repair Plumbing			1				\$ 3,500.00	\$ 0.91			\$ 35.00	\$ 35.91
230468	12/31/2019	241	Lake Rd		Power Supply	Electrical		1					\$ 5,500.00	\$ 1.43			\$ 55.00	\$ 56.43
							9	4	3	6	11	0	\$ 183,163.00	\$ 47.03	\$ 220.00	\$ 240.00	\$ 1,772.00	\$ 2,399.03
						IWWC	2											
						Planning & Zoning												
						ZBA												
						State Zoning Fees	4											
						Permit Intake	22											
						Permits Issued	22											
						NEW HOMES												
						Driveway/P&Z Bonds												

DECEMBER 2019+A68:F93					
DATE ISSUED	PERMIT NO.	PROPERTY OWNER	PROPERTY LOCATION		DESCRIPTION
12/3/2019	4405	Lynn Licaletta	15	Windrush Ln	Roof
12/4/2019	4407	First CT Bldrs	85	Lakeside Dr	Install Warm & AC System
12/5/2019	4399	Joan Merritt	41	Burnap Rd	Roof
12/5/2019	4400	Ron Parkyn	27	Townsend Rd	Install Gas Line for LP Tanks & Generator
12/5/2019	4401	Charlie Wilcox	11	Rose Ln	Install Oil Fired Water Boiler & Tank
12/5/2019	4402	Charles & Janice Apmann	322	Lake Rd	Install Liner to Chimney
12/5/2019	4403	Eric Nunes	4	Shadblow Ln	Generator Line & Switch & Blown Insulation in Attic
12/5/2019	4397	Jon & Ruth Kirkpatrick	53	School Road	12x25 Deck
12/10/2019	4408	William Penn	141	Wales Rd	Roof
12/5/2019	4406	First CT Bldrs	85	Lakeside Dr	Plumbing for New Home
12/10/2019	4409	Brian & Patricia Rufini	212	Gilead Rd	Roof
12/10/2019	4389	Kurt Boehm	33	Rte 87	12x12 Addition
12/12/2019	4414	Jeff Tracey	554	Lake Rd	U/g Electric
12/12/2019	4413	Brian Trzcinski	52	Lakeside Dr	Furnace Replacement
12/12/2019	4412	George Parker	153	Wheeling Rd	Lower Ceiling
12/16/2019	4415	Donal Roser	79	South Rd	Install 200 Amp Service
12/16/2019	4417	Paul Betts	6	Stanley Dr	Roof Mounted Solar
12/16/2019	4416	Alex & Sam Christy	160	Hendee Rd	Propane Tanks
12/19/2019	4418	Christian Galvez	62	Hendee Rd	Pellet Stove
12/19/2019	4423	Mr. Rzegacki	146	Lakeside Dr	Boiler
12/24/2019	4420	Howard Bidwell	103	Longhill Dr	Generator
12/30/2019	4424	George Parker	153	Wheeling Rd	Plumbing & Pipe Replacement
TOTAL PERMITS ISSUED = 22					

Date Dec-19	Property Location	DESCRIPTION	Comm/ Industrial	Residential	Building	Electrical	Plumbing	HVAC	Mech	Pass	Fail	Re-Inspect	Total	CO ISSUED
12/4/2019	153	Wheeling Rd	Floor Joist & Plywood		1	1				1			1	
12/4/2019	43	Jurovaty Rd	Gas Pipe & Boiler		1		1		1	1			1	
12/4/2019	554	Lake Rd	Footing		1	1				1			1	
12/9/2019	4	Shadblow Rd	Insulation & Generator Switch		1	1	1			1			1	
12/10/2019	335	Lake Rd	Electric for Garage		1		1			1			1	
12/11/2019	142	Wales Rd	Woodstove		1			1		1			1	
12/12/2019	15	Windrush Rd	Roof		1	1				1			1	
12/12/2019	3/25/1900	Lakeside Rd	Water Line		1				1	1			1	
12/12/2019	27	Townsend Rd	Pressure Test		1				1	1			1	
12/12/2019	69	Burnap Brook Rd	U/G Electric Conduit		1		1			1			1	
12/12/2019	47	Skinner Hill Rd	Rough Frame & Mechanical		1	1			1	1			1	
12/16/2019	554	Lake Rd	Rebar		1					1			1	
12/19/2019	85	Lakeside Rd	Insulation		1	1				1			1	
12/19/2019	241	Lake Rd	New 200 Amp Electrical Service		1		1			1			1	
12/19/2019	112	Lakeside Rd	CO For Addition		1	1	1	1	1	1			1	12/27/2019
12/19/2019	85	Lakeside Rd	Rough Frame & Mechanical		1	1	1	1	1	1			1	
12/22/2019	160	Hendee Rd	Propane Tank		1				1	1			1	
12/22/2019	41	Burnap Brook Rd	Roof		1					1			1	
12/30/2019	554	Lake Rd	Electric Grounding		1		1			1			1	
					19	8	6	3	3	6	19	0	0	19

Register Report 10/24/19 - MTD

12/1/2019 through 12/31/2019

12/31/2019

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Date	Account	Num	Description	M	Category	Tag	Clr	Amount
BALANCE 11/30/2019								23,658.75
12/2/2019	Building Department	53	School Rd.{53 Sc...		[Permit receipts]			183.12
12/3/2019	Building Department	22	Hickory Hill Dr		[Permit receipts]			80.52
12/3/2019	Building Department	41	Burnap Brook Rd.		[Permit receipts]			182.63
12/3/2019	Building Department	27	Townsend Rd.		[Permit receipts]			20.52
12/3/2019	Building Department	11	Rose Lane		[Permit receipts]			130.00
12/3/2019	Building Department	322	Lake Rd.		[Permit receipts]			38.98
12/3/2019	Building Department	4	Shadblow Lane		[Permit receipts]			20.52
12/3/2019	Building Department	71	Lake Rd		[Permit receipts]			32.83
12/5/2019	Building Department	15	Windrush Ln		[Permit receipts]			164.16
12/5/2019	Building Department	89A	Lakeside Dr		[Permit receipts]			123.12
12/10/2019	Building Department	141	Wales Rd.		[Permit receipts]			133.38
12/10/2019	Building Department	212	Gilead Rd.		[Permit receipts]			153.90
12/12/2019	Building Department	294	Lake Rd.		[Permit receipts]			130.00
12/12/2019	Building Department	52	Lakeside Dr		[Permit receipts]			79.00
12/18/2019	Building Department	160	Hendee Rd.		[Permit receipts]			30.78
12/18/2019	Building Department	6	Stanley Dr		[Permit receipts]			235.98
12/18/2019	Building Department	153	Wheeling Rd		[Permit receipts]			20.56
12/19/2019	Building Department	62	Hendee Rd.		[Permit receipts]			20.52
12/23/2019	Building Department	103	Longhill Rd		[Permit receipts]			82.08
12/23/2019	Building Department	117	Lakeside Dr{woo...		[Permit receipts]			210.00
12/24/2019	Building Department	146	Lakeside Dr		[Permit receipts]			82.08
12/25/2019	Building Department	4	Shadblow Lane Lot...		[Permit receipts]			20.52
12/30/2019	Building Department	153	Wheeling Rd		[Permit receipts]			35.91
12/31/2019	Building Department	241	Lake Rd		[Permit receipts]			56.43
12/31/2019	Building Department	85	Lakeside Dr		[Permit receipts]			131.49
12/1/2019 - 12/31/2019								2,399.03

BALANCE 12/31/2019	26,057.78
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OVERALL TOTAL	2,399.03
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TOTAL INFLOWS	2,399.03
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TOTAL OUTFLOWS	0.00
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NET TOTAL	2,399.03
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12/1/2019 through 12/31/2019

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Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amo...
12/2/2019	Permit recei...	4397	S 53 School Rd.{53 School Dr}	State Zoning Fee	State Zoning Fee		Schedule C:...	c	60.00
12/3/2019	Permit recei...	4398	S 22 Hickory Hill Dr	State Zoning Fee	State Zoning Fee		Schedule C:...	c	60.00
12/12/2019	Permit recei...	4411	S 294 Lake Rd.	State Zoning Fee	State Zoning Fee		Schedule C:...	c	60.00
12/23/2019	Permit recei...	4421	S 117 Lakeside Dr{wood furna...		State Zoning Fee		Schedule C:...	c	60.00
12/1/2019 - 12/31/2019									240.00
TOTAL INFLOWS									240.00
TOTAL OUTFLOWS									0.00
NET TOTAL									240.00

State Ed Report - 12/24/19 - MTD
12/1/2019 through 12/31/2019

12/31/2019

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Category	12/1/2019- 12/31/2019
INFLOWS	
Ed Fee - State	47.03
TOTAL INFLOWS	47.03
OVERALL TOTAL	47.03

BAA/COC Listing Report					PAGE : 1		
Conditions:		District:		TYPE : All		ANDOVER	
Order By :		List No		YEAR : 2004		TO : 2018	
DATE : 01/07/2020		Reported Type: All		Order By :		List No	
LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
848	LINDEN KATHERINE H TRUSTEE	1474	07783R	P	144,400	2,020	146,420
1	430 LAKE RD			2018 11/04/2019	0	0	0
	ANDOVER CT 6232-0	THE KATHERINE H LINDEN REVOCABLE TRUST			144,400	2,020	146,420
52601	NISSAN INFINITI LT	52602	07786M	C	16,050	-9,357	6,693
1	PO BOX 254648	2015 03	NISSA MURANO S	2017 11/13/2019	0	0	0
	SACRAMENTO CA 95865-4648	5N1AZ2MH0FN264896	SOLD 2/18		16,050	-9,357	6,693
52607	NISSAN INFINITI LT	52608	07787M	C	8,800	-5,870	2,930
1	PO BOX 254648	2016 01	NISSA SENTRA S	2017 11/13/2019	0	0	0
	SACRAMENTO CA 95865-4648	3N1AB7AP3GY335131	SOLD 1/18		8,800	-5,870	2,930
52610	NISSAN INFINITI LT	52611	07785M	C	17,540	-5,841	11,699
1	8900 FREEPORT PKWY	2015 01	INFIN Q50/PREM	2017 11/13/2019	0	0	0
	IRVING TX 75063-2409	JN1BV7AR5FM394292	SOLD 5/18		17,540	-5,841	11,699
52611	NISSAN INFINITI LT	52612	07784M	C	12,020	-12,020	0
1	8900 FREEPORT PKWY	2015 01	NISSA ROGUE S/	2017 11/13/2019	0	0	0
	IRVING TX 75063-2409	5N1AT2MV0FC803424	SOLD 9/17		12,020	-12,020	0
TOTAL # Of Accts 5					198,810	-31,068	167,742
					0	0	0
					198,810	-31,068	167,742
YEAR 2017 # Of Accts 5					198,810	-31,068	167,742
					0	0	0
					198,810	-31,068	167,742
GRAND TOTAL # Of Accts 5					198,810	-31,068	167,742
					0	0	0
					198,810	-31,068	167,742

Assessor's office monthly activity – NOVEMBER 2019	
Processing conveyances	8
Processing building permits	17
Prorating motor vehicle grand list	4
Updating field cards	5
Correspondence	70
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	51
Providing assistance to other departments	10
Researching mapping issue or questions	
Reports and communication with the state of connecticut	1
MLS research	4
Scheduling meeting and appointments	1
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	Received, process, personal property declarations
Personal Property Discovery	
Homeowner's program	

Veteran's program	
Income & expenses	
Renter's rebate program	
Tax exemptions	
Adds to the re, pp or mv grand list	
Pa 490	3
Provided assistance to baa	
Researching and providing requested information to auditor	
Real property inspections	1
Personal property inspections	
Real property appraisals	1
Taxpayer correspondence	7
Attorney correspondence	
Tax appeal review/appraisal	
MLS review	4
Town board/dept assistance	3
Review & Approve C of Cs	5
Review & Approve Farmland & Forestland Assessment Applications	3
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

[illegible]

ANDOVER SENIOR TRANSPORTATION
MONTH OF DECEMBER 2019

Dated 12/31/2019
Cathy Palazzi
Senior Coordinator

Month of December:

- 1) Drug tests – none.
 - 2) Annual Driver Safety class held December 6 for three drivers. Results: Excellent all passed. Driving tests will be completed early January.
 - 3) Oil Maintenance and Inspection done on small bus 12/11/2019.
 - 4) Inspection, and maintenance done on big bus rear rotors, rear pads 12/13/2019.
 - 5) List of Clients Serviced in November :
 - Medicals 51
 - Shopping 154
(includes Food Pantry/Food Share/Friday Lunch)
 - Special Events 8
 - Maintenance 2
 - Incident Log 0
 - Disabled 17
 - Veterans 5
 - Meetings 11
(includes YAH and Transportation Meetings)
- Total Passengers 248
- Four trips canceled due to bad weather.

Dated 12/30/2019
Cathy Palazzi
Senior Coordinator

- Wallace Barton, Jr. Republican Registrar of Voters
 - Elinor Skoog Republican Deputy Registrar of Voters
 - Linda Derick Democratic Registrar of Voters
 - Julie Victoria Democratic Deputy Registrar of Voters
-
- Regular office hours: Linda on Mondays from 10-12 and Wally on Wednesdays from 10-12 and/or as needed
 - Monthly voter processing:
 - Additions 15
 - Changes 6
 - Removals 13

Andover Animal Control Officer Report 2019

I have responded to over 37 calls during the 2019 calendar year. This does not include several more phone calls that I had to answer as well. When responding to a call, I have to leave my business or family. The average time to handle a call that responded to was 2.5 hours.

On three occasions, I was called to assist the state police. One of those calls required me to remove deceased animals from a burnt out home. On another occasion I had to catch several cats in a home where a deceased person lived. The home was in a condition of squalor. The animals were hiding throughout the home and it took several hours to make sure I had retrieved all the pets. I did not have a hazmat suit or respirator when working in those conditions. I also had to rescue a cat from a tree. It took three days to complete that rescue.

I responded to a bear sighting on Hickory Hill Rd. I also have responded to calls for loose cows and horses.

I needed to respond to a home and capture a bat. Since, the bat had possible human contact, it required me to have the bat put to sleep and transport it to the State Department in Rocky Hill for rabies testing.

I also responded to four calls involving raccoons. Two which I have to dispose of the bodies and two which I had to remove from barns.

I share this information with you to inform of the scope of my job. I am on call 24 hours a day, seven days a week, 365 days a year. My job goes far beyond returning lost dogs to their owners. I have to deal with quarantining animals, rabid animals, wild animals, angry town residents, and public safety.

This job requires knowledge of the law, ongoing professional development, and being a mandated state reporter.

I also have generated income for the town by writing citations for centralized infractions. I understand this was not done previously.

In performing my position for the town, I am using my personal cell phone, transporting animals in my personal vehicle, putting the animals in crates owned by

my business. All the equipment, I have used with the exception of a newly purchased rabies pole also is owned by me or my business.

When dogs are impounded, I need to bring the food with me each time I go and feed. I can not leave the food at the pound because of mice living there.

While I do enjoy my job, I am not sure that some people understand the scope of my duties as well as the time involved in returning and answering phone calls. I hope to continue to provide our town with the best service I can. I also look to move our program forward. I appreciate the support Eric has given to me since he has taken over, as well as the support Carol Lee and other staff at the Andover Town Hall provide.

If the board needs any further information or would like to meet with me in person please let me know and I will make myself available to do so.

Respectfully submitted,

Scott W. Beebe
Andover Animal Control Officer
(860) 428-7684