

**Town of Andover**  
Board of Selectmen  
Wednesday, December 4, 2019 at 7:00 P.M.  
Town Hall Community Room, 17 School Road

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

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

Town Administrator: Eric Anderson

Board Clerk/Administrative Assistant: Amanda Gibson

Public Present: See attached sign-in sheet.

2. Public Speak

Cathy Palazzi: Seniors had a fantastic senior gathering today on Wednesday, December 5, 2019.

Curt Dowling: Roads have never looked better and clear. Expressed appreciation on the switch from sand to salt.

Kim Bednar: Concerned with the spending of the school budget.

Ed Sarisley: Encouraged others to bicycle and walk to the town meetings.

3. Additions/Deletions to the Agenda

Jeff Maguire MOVED to add 14b. Resignation of Elaine Buchardt from the Senior Transportation Committee

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

4. Board and Commission Presentations and Appointments - None.

5. Town Administrator's Report

The report will be uploaded to the town website prior to the Board of Selectmen meetings.

Town Administrator Eric Anderson reviewed the details of his report. \*See attached for the report.

In addition to his report, he shared the following new information:

Frontier technician evaluated the system on Wednesday, December 4, 2019 and the outdoor system needs to be worked on by a different branch of Frontier. This has been an ongoing issue of Town Hall phones not working.

Town Administrator and Kim Zito are attending the Emergency Management meeting next week.

Town Administrator to host an Employee Meeting on Tuesday, December 17<sup>th</sup>, 2019 to review policies and receive feedback.

6. Old Business

Discuss and act upon the following:

- a. Decide on October 2020 meeting date (2<sup>nd</sup> Monday 10/12 is Indigenous People's Day)

Adrian Mandeville MOVED to move the Monday, October 12, 2019 Board of Selectmen Meeting to Wednesday, October 14, 2019.

Scott Person SECONDED

MOTION CARRIED 5:0:0

- b. Town's Personnel Policies

Town Administrator to host an Employee Meeting on Tuesday, December 17<sup>th</sup>, 2019 to review policies and receive feedback.

- c. Community Connectivity Grant

Ongoing.

- d. Website Development Committee Update  
Administrative Assistant Amanda Gibson, member of the Website Development Committee, provided an update. The committee is hosting it's initial Special Meeting on Wednesday, December 11<sup>th</sup>, 2019. Regularly scheduled meeting has been proposed and will be voted on at the Special Meeting. Committee to decide how to move forward with current information provided.

## 7. New Business

Discuss and act upon the following:

- a. Permit for use of Town Property, 2020 RiMaConn Relay on Saturday, August 29<sup>th</sup>  
Town Administrator to setup up a meeting with the Hartford Marathon Foundation and Board of Selectman Jeff Murray in order to discuss better logistics for this year and address that the construction for the Community Connectivity Grant may be ongoing during the time of the event.
- b. Authorized Signatory for State of CT Grants  
Jeff Maguire MOVED to accept and sign the AUTHORIZED SIGNATORY: Be it resolved, by the Board of Selectmen, as the legislative body of the Town of Andover, CT that Eric Anderson, Town Administrator of the Town of Andover is the Representative vested with the power to commit the Town of Andover to a binding agreement.  
Adrian Mandeville SECONDED  
MOTION CARRIED 5:0:0
- c. Resolution for State of CT Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security  
Jeff Maguire MOVED to accept and sign the RESOLUTION: Be it Resolved, by the Board of Selectmen, as the legislative body of the Town of Andover, CT that Eric Anderson, Town Administrator may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate.  
Adrian Mandeville SECONDED  
MOTION CARRIED 5:0:0  
  
Adrian Mandeville MOVED to authorize Town Administrator Eric Anderson to sign for any grants that do not require matching funds.  
Paula King SECONDED  
MOTION CARRIED 5:0:0
- d. Town Hall Community Room Usage  
Jeff Maguire MOVED to approve the proposal and authorize Paula King to purchase the furniture.  
Adrian Mandeville SECONDED  
MOTION CARRIED 5:0:0
- e. Memorandum of Understanding with the Board of Education  
Town Administrator Eric Anderson shared that the BOE has agreed to allow the town to use the space as outlined in the MOU. Jeff Maguire offered for the BOS to host their next Special Meeting in the AES space.
- f. Andover District Shared Educational Services Committee  
Jeff Murray MOVED to nominate the Board of Selectmen Members Adrian Mandeville and Paula King to the Andover District Shared Educational Services Committee.

Scott Person SECONDED

MOTION CARRIED

- g. Appointment of a Shared Services Committee to include school, road maintenance and trail services  
Board of Selectmen decided to wait to appoint until the next Regular Meeting.
- h. Appointment of a Community/Senior Building Center Committee  
Adrian Mandeville MOVED to nominate the Board of Selectmen Members Scott Person and Jeff Murray to the Community/Senior Building Center Committee.  
Paula King SECONDED  
MOTION CARRIED 5:0:0
- i. Proposal of the Transfer Station 'Dump Swap' Program  
Wendy and Eric Kopp presented their proposal presented in the Board of Selectmen meeting packet which shared their program ideas and how it will work.  
Jeff Murray explained his ideas presented in the Board of Selectmen meeting packet on how to help institute a successful program.  
Board of Selectmen shared the logistical and budgetary issues to address, requesting a thorough plan to be presented to address these issues. (i.e. shipping container instead of utilizing existing building)

8. Approval of Meeting Minutes

- a. Approval of Wednesday, November 6, 2019 Regular Meeting Minutes  
Paula King MOVED to approve the Wednesday, November 6, 2019 Regular Meeting Minutes  
Scott Person SECONDED  
MOTION CARRIED 5:0:0
- b. Approval of Wednesday, November 12, 2019 Special Meeting Minutes  
Adrian Mandeville MOVED to approve the Wednesday, November 12, 2019 Special Meeting Minutes  
Scott Person SECONDED  
MOTION CARRIED 5:0:0

9. Assessor's Report

- a. Revaluation RFP  
BOS requested that the Town Administrator send a copy of the final RFP to the BOS.

10. Treasurer's Report

Provided by Barbara Griffin in the meeting packet.

- a. Revenue Summary
- b. Town Budget Summary
- c. Town Aid Road (TAR) Update
- d. BOF Policy on Overspending Accounts & Attachments
- e. Proposed schedule for upcoming budget season  
Jeff Maguire would like clarification regarding the cash accounts. Eric Anderson clarified there are checks listed that have been issued that have not been cashed yet. BOS requested further clarification.  
Jeff Maguire is happy with the proposed schedule presented.

BOS members discussed Town Mailbox Damage by Town Plow's Policy

11. Budget

- a. Transfers

b. Refunds

12. Tax Collector's Report

a. Refunds Requests

Adrian Mandeville MOVED to approve the refunds as submitted by the Tax Collector Eileen Curtin.

Jeff Murray SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire signed the refund requests presented.

13. Department Reports

a. Fire Department – see included.

b. Resident State Trooper

c. Town Clerk

d. Building Department – see included.

Jeff Maguire appreciated the extensive reports provided.

e. Assessor's Office – see included

f. Town Garage

Town Administrator addressed:

The past couple of weeks, work has been done on the Public Works vehicles to prepare for the season ahead.

The main office area in Public Works will be worked on soon.

Shared that reasoning behind why the new truck has not been used: Public Works is waiting for the final installment of the radio antennas as they did not want responsibility of drilling into the vehicle roof. J&S is scheduled for next week. Public Works wishes to undercoat the truck before it goes into the salt environment.

g. Transfer Station

h. Library – see included.

i. Senior Transportation – see included.

j. Registrars

14. Resignations

a. Susan Schmidt, Senior Transportation Driver

b. Elaine Buchardt, Senior Transportation Committee

15. Correspondence

16. Public Speak

Wendy Kopp: Expressed appreciation that the RiMaConn Relay is hosted in and passes through Andover and hopes it can continue.

17. Adjournment

Adrian Mandeville MOVED to adjourn the Board of Selectmen Regular Meeting.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire adjourned the Regular Meeting at 8:35 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

Wednesday, December 4, 2019 at 7:00 P.M.

Town Hall Community Room, 17 School Road

Regular Meeting

1. Carol Barton

2. Wally Barton

3. Mike Paluzzi

4. Katherine Paluzzi

5. Kim Bednar

6. Curt Dowling

7. Ed Saxley

8. Wendy Kopp

9. Eric Kopp

10. Emily Timbek

11. Michelle France

12.

13.

14.

15.

16.

17.

18.

# **Town Administrator's Report**

## **December 4, 2019 Board of Selectmen Meeting**

### **CIRMA**

We had a report on a Slip/Fall injury on Times Farm bridge that resulted in multiple broken bones. Referred it to CIRMA. Resident indicated it was black ice on the bridge resulting in the injury. Lawsuit with old Tax collector still ongoing.

### **RHAM**

RHAM Meeting NOV 7<sup>th</sup> 6:30 pm At RHAM Media Center to discuss the MBR. Attendance is important to understand the effects of this on Andover. Basic result is MBR does not apply to Andover.

### **Andover BOE**

Superintendent Sally Doyen asked me to go to the next BOE meeting to answer questions about the memo I submitted to the Board of Selectmen. I am presenting the document on the relative cost of education vs general budget. General conclusion is that Andover's spending relative to education and the general budget are out of line with other towns.

### **State Trooper**

No major Reports working a mix of nights and days. The speed sign is on Hutchinson Rd It was a wakeup for me the first time I saw it (I was speeding).

### **Transfer Station**

I authorized a longtime resident of Andover that is now legally blind to obtain a laminated pass to the transfer station. That person will be able to have a friend from Coventry's truck, or her son bring some stuff to the transfer station. She currently has trash pick up, but needs to get rid of stuff. Dominic (Transfer Station Manager) is aware of the situation and the procedure.

Left side block walls are in place Tom (Public works) is working on a solution to replace the old upright guardrails with something that will last better than the previous railings.

We need a better block for the other side or we need to use a poured wall. Ledge is not as much of a problem on that side so a poured wall is workable. I am looking at other options.

I decided to hold off on paving the left side before spring- the fill is too wet and until it drains it will settle too much. The reality is that the whole lot needs to be repaved so we would be smarter to do it all at once.

After discussing it with Dominic D. We will open the Transfer Station Dec 26, and Jan 2<sup>nd</sup> instead of the Holidays. We will publicize it on the town website, facebook page etc.

### **TOWN HALL**

#### **Payroll**

We are still planning on transitioning to electronic submission of records for payroll. This is the first step in changing to automated clock in/ clock out.

As of Jan 1 we will eliminate paystubs and employees will access the info online. There will be more information from the treasurer.

Ultimate goal. Ease of use- empower employee's accountability and tracking.

#### **Employee Related Matters**

Resignation of one of the senior transportation drivers (Sue Schmidt) due to Illness. We will try to hire one new driver. Josh Snarski IWWC, James Hallisey ZEO, Roberta Dougherty Elderly and Social Services Coordinator are all hired and on board.

Kathy Bishop hired as a CDL driver 15\$ per hour probationary and \$18 per hour after 90 days

Joe Higgins has escalated the payroll dispute with the Department of Labor and is appealing their ruling in our favor. We may still owe him an additional \$224.45. This is the conclusion with DOL. Stay tuned.

### **Financial**

Account overages Policy BOF See the minutes from the Board of Finance Meeting. The basic premise is instead of doing mid-year transfers, I as administrator will be allowed to run accounts negative, but will do so under strict guidelines and oversight. \$0-2000 department head and Town Administrator approval. \$2000-5000 department head, Town Administrator, BOS approval. \$5000+ department head and Town Administrator then BOF approval.

### **Assessor's Office**

RFP for Reval is in your packet. Any comments on the document? This is preliminary, and I am making some small changes to it, but here is the major document. I will send it to town attorney for review. Goal will be to Post it around Dec 11th

### **Times Farm Bridge**

Still waiting on CME. The times Farm Bridge Account currently has \$171,647.81 so probably we will end up with around 160,000\$ in the account after everything is concluded.

### **Public Works Facility**

Rusty Billings repaired the soffit's where the sheds were removed.

Contract signed with shoreline restoration for roof replacement-work imminent.

I will begin working on the next round of funding and also look at the remaining budget to try to finish some electrical work in the building where we have unsafe situations.

### **Roads and Bridges**

Brandon Handfield of Yantic River Consultants is evaluating all the problem culverts prior to spring budget season with the goal of preparing a plan to correct the deficiencies

Streetscan has been Hired on a 3-year contract to help us with a Pavement evaluation and Pavement Management Plan.

Indus has done Pavement preservation work for Andover this fall. Work includes Crack sealing as well as Mastic road sealing. I chose to seal roads that needed extensive cracksealing but were still structurally sound. Still evaluating our cost per SF for these treatments. Because I chose to seal older roads that cost per mile is higher.

Mastic sealing we tried 2 different compounds, (but not on purpose) The major goal of it was to address very wide cracks 4-5" wide on Stanly Drive that are not easily addressed any other way. We also treated some potholes on school rd and tried skim patching several alligator sections. Time will tell if this is worthwhile. There is no good way to deal with wide roadside cracks- regular crack seal will not work- we tried that- You can't pave over them as the new pavement will fail so the only options are to cut them out one at a time and patch, grind the whole road up and start over, or Mastic.

Indus Crack sealed Jurovaty Road, School Road, most of Lakeside Drive, Bunker Hill Road from the bridge to Route 6, Stanly Drive, Chesterbrook and Oak Road.

Meeting with Rob Aloise of CRCOG transportation is scheduled.

### **Budget**

I am working on budget big picture and capital spending Priority's for CIP. I am also looking at the capital funds and how to maximize the use of our existing funds. I am attaching an excel spreadsheet with the current list of capital funds and recommendations for future capital funds.

### **12/4/19 update\***

Contains information since my report was given to the board last Wednesday.

I am working with Jeff Murray to get an RFP published to switch over the transfer station to a 3 Phase rotary converter. We are not delivering the correct power to the compactors with our existing static converters. As part of the upgrade to the walls, we can also insure we have at least 2 compactors working at all times if we do the power changeover at the same time.

I am also going to put out an RFP for an on call Electrician, Plumber, Carpenter and Mason. The goal is to know ahead of time who we are going to call and what the arrangement will be.

We are working to get the 22 passenger Bus back in service for Senior Transportation. Lapsed Registration and needs inspection.

We are going to have to reconcile all of our town employee vacation, personal and Sick Leave Policy's. They are inconsistent with the union contracts as well as how we actually conduct business. What we have been actually doing is using the calendar year as the reference point. Per our policy's and contracts in some cases we should be using anniversary dates, in others fiscal year and in others calendar year. My goal is to codify one Calendar year for all personal, sick and vacation days.

Assessors Reval. I have reviewed the Reval RFP. The town's attorney has reviewed and made minor corrections. If the Board of Selectmen has no objections, the corrected RFP will be posted in the next week.

We are also having problems with the light at Route 6 and Long Hill Rd: It is being addressed. DOT did not initially have the parts to fix the problem.

Issue with the Transfer Station: Household garbage full, multiple angry residents. We are working on preventing this from ever happening again.

Cheers,  
Eric Anderson



## AUTHORIZED SIGNATORY

**BE IT RESOLVED**, by the Board of Selectmen, as the legislative body of the Town of Andover, CT that Eric Anderson, Town Administrator of the Town of Andover is the Representative vested with the powers to commit the Town of Andover to a binding agreement.

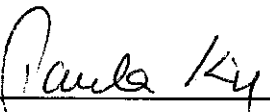
**BE IT FURTHER RESOLVED**, that Eric Anderson is empowered to enter into agreements with the State of Connecticut agencies in the application process for any grant that doesn't require matching funds. In the event that a grant requires matching funds, the Board of Selectmen will draft a separate resolution to empower said Town Administrator to sign.

This authorization will remain in effect until revoked by the Board of Selectmen.

Adopted and Signed this 4th day of December, 2019.

  
Jeffrey McGuire – First Selectman

  
Jeffrey Murray – Selectman

  
Paula King - Selectman

  
Scott Person – Selectman

  
Adrian Mandeville - Selectman

## RESOLUTION

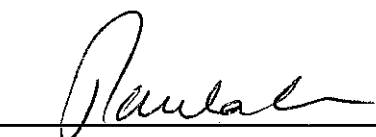
**BE IT RESOLVED**, by the Board of Selectmen, as the legislative body of the Town of Andover, CT that Eric Anderson, Town Administrator may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED that Eric Anderson, as Town Administrator of Andover, is authorized and directed to execute and deliver any and all documents on behalf of the Andover Board of Selectmen and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Signed this 4th day of December, 2019

  
Jeffrey McGuire – First Selectman

  
Jeffrey Murray - Selectman

  
Paula King – Selectman

  
Scott Person - Selectman

  
Adrian Mandeville - Selectman



## ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

December 2, 2019

The Andover Fire Department responded to 30 calls for service for the month of November. Here is the breakdown.

Medical Calls 20

Wires Related 2

MVA 1

Structure Fire 1

Haz Mat 1

Chimney Fire 1

Fire Alarm 4

Drills 1

Meetings 1

Work Detail 1

Ron Mike

Andover Fire Chief

## **Building & Land use Department**

### **Monthly Report**

**October 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** 1

**Inland Wetlands Applications** 1

#### **Zoning Board of Appeals Applications**

**EHHD** Correspondences & time spent with Sanitarian

**Driveway Permits** 1

#### **E & S Bond Permits**

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

**Public Works** 1

**Scanning & Filing** Hours – 12

- 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



10/1/2019				
DATE ISSUED	PERMIT NO.	PROPERTY OWNER	PROPERTY LOCATION	DESCRIPTION
10/7/2019	4352	Steven Rockefeller	45 Lakeside Dr	A/G Propane Tank
10/7/2019	4355	John Bentley	36 Ridge Rd	Roof
10/7/2019	4352	Charles Casisse	184 Wheeling Rd	24 Solar Roof Panels
10/7/2019	4347	Keith & Sarah Pedro	98 Bear Swamp Rd	Roof Shingles & New Water Heater
10/7/2019	4351	Daniel Adams	738 East St	Replace Crumbling Foundation
10/7/2019	4352	Charles Casisse	184 Wheeling Rd	24 Solar Roof Panels
10/21/2019	4358	Kristina Prichard	142 Wales Rd	Electrical Service Change
10/21/2019	4361	Donna Carr	288 Boston Hill Rd	Remodel/Repair Bathroom
10/21/2019	4360	Thomas Stratten	706 East St	Siding
10/21/2019	4368	Barbara Close	79 Gilead Rd	Siding
10/21/2019	4362	Kevin Vieten	11 Old Farms Rd	Replace Boiler
10/21/2019	4365	John Kristoff	20 Times Farm Rd	Install 39 Solar Modules
10/22/2019	4366	Dan Adams	738 East St	Remove U/G Service for Demo
10/28/2019	4367	Lynn Dove	294 Lake Rd	Relocate Service Entrance for Electrical
10/2/2019	4368	George Parker	153 Wheeling Rd	Repair for Fire Damage
10/30/2019	4370	Gary & Betty Partridge	151 Lakeside Dr	HVAC

Date	Property Location	DESCRIPTION	Comm/Industrial	Residential	Building	Electrical	Plumbing	HVAC	Mech	Pass	Fail	Re-Inspect	Total	CO ISSUED
October														
10/3/2019	45 Lakeside Dr	Pressure Test		1					1	1			1	
10/3/2019	475 Lake Rd	Bond Gas Pipe		1					1	1			1	
10/3/2019	84 Long Hill Rd	Addition		1							1		1	
10/3/2019	377 Lake Road	Residential Home		1	1	1	1	1	1	1			1	10/3/2016
10/8/2019	45 Old Farms Rd	Bonding Re-Inspect		1		1				1		1	1	
10/7/2019	47 Skinner Hill Rd	Buried Utility		1		1				1			1	
10/7/2019	45 Old Farms Rd	Pressure Test		1						1			1	
10/7/2019	335 Lake Rd	Framing for Garage		1	1					1			1	
10/9/2019	84 Long Hill Rd	GFI & Smoke & CO Detector		1	1	1				1			1	
10/9/2019	104 Wheeling Rd	Furnace		1				1		1			1	
10/9/2019	127 Bear Swamp Rd	Electrical		1		1					1		1	
10/9/2019	127 Bear Swamp Rd	Electrical		1		1				1			1	
10/10/2019	325 Lake Rd	Generator		1		1					1		1	
10/14/2019	31 Ridge Rd	Bath Remodel		1		1	1	1		1			1	
10/14/2019	5 Woodside Rd	Oil Tank		1				1		1			1	
10/14/2019	31 Skinner Hill Rd	Well Line		1					1	1			1	
10/14/2019	36 Ridge Rd	Electrical Conduit		1		1				1			1	
10/15/2019	98 Bear Swamp Rd	Roof & Water Tank		1	1		1			1			1	
10/15/2019	31 Skinner Hill Rd	Propane Tank		1					1	1			1	
10/15/2019	325 Lake Rd	Pressure Test		1						1			1	
10/15/2019	112 Lakeside Dr	Rough Electric & Plumbing		1		1	1			1			1	
10/21/2019	27 Gilead Rd	Bldg. Trench Electrical		1		1				1			1	
10/22/2019	112 Lakeside Dr	Electrical Service		1		1				1			1	
10/24/2019	7 Stanley Dr	Install new meter		1		1				1			1	
10/28/2019	738 East St	Footing for Foundation Repair		1	1					1			1	
10/28/2019	7 Shoddy Mill Rd	Meter Change		1		1				1			1	
10/30/2019	15 Erdoni Rd	Footing for Foundation		1	1						1		1	
10/30/2019	197 Hebron Rd	Chimney Liner		1					1				1	
10/30/2019	288 Boston Hill Rd	Stairs & Bath Remodel		1	1	1	1			1			1	
10/30/2019	363 Lake Rd	Porch		1						1			1	
10/30/2019	325 Lake Rd	Electrical for Generator		1		1				1			1	
10/31/2019	99 Townsend Rd	Final for Fire Damage Repairs		1	1	1	1	1	1	1	1		1	11/5/2019
10/31/2019	84 Long Hill Rd	CO for Addition		1	1	1	1	1	1	1		1	1	
				33	9	18	7	6	11	28	5	1	33	

BALANCE 9/30/2019			16,515.68
10/7/2019	Building De...	45 Lakeside Dr	[Permit rec... 80.52
10/7/2019	Building De...	184 Wheeling Rd	[Permit rec... 246.24
10/7/2019	Building De...	36 Ridge Rd.	[Permit rec... 51.30
10/8/2019	Building De...	98 Bear Swam...	[Permit rec... 30.78
10/10/2019	Building De...	19 Merrit Valley...	[Permit rec... 150.00
10/15/2019	Building De...	142 Wales Rd	[Permit rec... 20.52
10/16/2019	Building De...	9 Oak Farms Rd,	[Permit rec... 218.38
10/16/2019	Building De... ZBA	...294 Lake Rd.	IWWC:Ad... 65.00
			State Zonin... 60.00
10/16/2019	Building De...	40 Townsend ...	[Permit rec... 20.52
10/17/2019	Building De...	706 East St.	[Permit rec... 82.08
10/17/2019	Building De...	288 Boston Hill...	[Permit rec... 41.04
10/21/2019	Building De...	11 Old Farms Rd	[Permit rec... 102.60
10/21/2019	Building De...	79 Gilead Rd.	[Permit rec... 123.12
10/22/2019	Building De...	20 Times Farm...	[Permit rec... 461.70
10/22/2019	Building De...	738 East St.	[Permit rec... 20.52
10/23/2019	Building De...	69 Burnap Bro...	[Permit rec... 2,112.00
10/28/2019	Building De...	294 Lake Rd.	[Permit rec... 20.52
10/28/2019	Building De...	153 Wheeling Rd	[Permit rec... 974.70
10/28/2019	Building De...	233 Route 6{23...	[Permit rec... 111.30
10/29/2019	Building De...	15 Lakeside Dr	[Permit rec... 51.30
10/1/2019 - 10/31/2019			5,044.14
BALANCE 10/31/2019			21,559.82
OVERALL TOTAL			5,044.14
TOTAL INFLOWS			5,044.14
TOTAL OUTFLOWS			0.00
NET TOTAL			5,044.14



State Ed Report 10-25-19 - Oct 2019  
10/1/2019 through 10/31/2019

Category

10/1/2019-  
10/31/2019

INFLOWS	
Ed Fee - State	114.14
TOTAL INFLOWS	114.14
OVERALL TOTAL	114.14

# State-IWMC-PZC-ZBA - Oct 2019

10/1/2019 through 10/31/2019

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	CI	Amount
10/16/2019	Building Department ZBA	S	294 Lake Rd.		State Zoning Fee				60.00
10/7/2019	Permit receipts	S	45 Lakeside Dr	State Zoning Fee	State Zoning Fee		Schedule ... c		60.00
10/10/2019	Permit receipts	S	9 Oak Farms Rd,	State Zoning	State Zoning Fee		Schedule ... c		60.00
10/22/2019	Permit receipts	S	69 Burnap Brook Rd	State Zoning Fee	State Zoning Fee		Schedule ... c		60.00
10/28/2019	Permit receipts	S	233 Route 6{233 Route 6}	State Zoning Fee	State Zoning Fee		Schedule ... c		60.00
10/1/2019 - 10/31/2019									300.00

TOTAL INFLOWS 300.00

TOTAL OUTFLOWS 0.00

NET TOTAL 300.00

Assessor's office monthly activity – October 2019

Processing conveyances	9
Processing building permits	15
Prorating motor vehicle grand list	10
Updating field cards	3
Correspondence	79
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	112
Providing assistance to other departments	
Researching mapping issue or questions	3
Reports and communication with the state of connecticut	2
Mls research	3
Scheduling meeting and appointments	1
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	RECEIVE AND PROCESS PERSONAL PROPERTY DECS
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	2
Pa 490	3
Provided assistance to baa	
Researching and providing requested information to auditor	
Real property inspections	
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	4
Attorney correspondence	
Tax appeal review/appraisal	
Mls review	3
Town board/dept assistance	
Review & Approve C of Cs	10
Review & Approve Farmland & Forestland Assessment Applications	3
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	



<b>ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - November 2019</b>					
	Nov-19	YTD 19-20 (July 1, 2019 - June 30, 2020)			
<b>Adult:</b>					
Fiction	384	2511			
Non-fiction	63	474			
Video	104	560			
Audio	37	273			
Magazines	5	27			
E-reader (Kindle)	0	0			
<b>Total Adult</b>	<b>593</b>	<b>3845</b>			
<b>Children:</b>					
Fiction	127	1129			
Non-fiction	17	167			
Video	0	72			
Audio	0	57			
<b>Total Children</b>	<b>144</b>	<b>1425</b>			
<b>Young Adult:</b>					
Fiction	12	211			
Non-fiction	2	9			
Audio	0	1			
Magazines	0	0			
<b>Total Young Adult</b>	<b>14</b>	<b>221</b>			
<b>Total Fiction</b>	<b>523</b>	<b>3851</b>			
<b>Total Non-fiction</b>	<b>82</b>	<b>650</b>			
<b>Total Video</b>	<b>104</b>	<b>632</b>			
<b>Total Audio</b>	<b>37</b>	<b>331</b>			
<b>Total Magazines</b>	<b>5</b>	<b>27</b>			
<b>Total Uncategorized**</b>	<b>19</b>	<b>151</b>			
<b>Total Passes</b>	<b>1</b>	<b>12</b>			
<b>Total OverDrive</b>	<b>128</b>	<b>710</b>			
<b>Total E-readers</b>	<b>0</b>	<b>0</b>			
<b>Total Circulation</b>	<b>899</b>	<b>6364</b>			
Out-of-town circ.	102	550			
Ref. questions	29	246			
<b>Patrons registered:</b>					
Andover	3142				
Out-of-town	460				
<b>Total Patrons</b>	<b>3602</b>				
<b>Collection size *</b>	<b>19778</b>				
<b>Public Computer Usage (hrs.)</b>	<b>60</b>	<b>310.5</b>			
<b>ILL provided</b>	<b>43</b>	<b>316</b>			

[illegible]

ANDOVER SENIOR TRANSPORTATION  
MONTH OF NOVEMBER 2019

Dated 12/1/2019  
Cathy Palazzi  
Senior Coordinator

Month of November:

- 1) Drug tests – one driver – okay.
  - 2) Annual Driver Safety classes to be held December 6. Driving test will be completed by end of January.
  - 3) Oil Maintenance to be done on small bus in December.
  - 4) New Driver log sheets redesigned for more efficiency.
  - 5) New Driver Pre-Inspection forms and Incident Log forms recreated in November.
  - 6) Driver Safety Manuals compiled for all drivers.
  - 7) List of Clients Serviced in November :
- Medicals 45
  - Shopping 131  
(includes Food Pantry/Food Share/Friday Lunch)
  - Special Events 58
  - Maintenance 0
  - Incident Log 1
  - Disabled 32
  - Veterans 6
  - Meetings 12  
(includes YAH and Transportation Meetings)
- Total Passengers 285

Dated 12/1/2019  
Cathy Palazzi  
Senior Coordinator

11/4/2019