

**Town of Andover**  
Board of Selectmen  
November 6, 2019 at 7:00 P.M.  
Town Hall Community Room, 17 School Road

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

First Selectman Jeff Maguire called the Regular Meeting to order at 7:02 P.M.

The Pledge of Allegiance was recited.

Public Present: See included sign-in sheet.

Jeff Murray MOVED to move Item 5. Assessor's Report, Item 6. Treasurer's Report prior and New Business Item 9g. Appointment of a Shared Services Committee, to be addressed prior to Public Speak.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

2. Treasurer's Report

a. Revenue Summary

b. Town Budget Summary

Treasurer Barbara Griffin presented the reports to the BOS.

c. Update on FY 2019 Revenue/Expenditures

Treasurer Barbara Griffin presented the preliminary and un-audited reports to the BOS.

Expenditures have been accounted for with the exception of the pending request from the Board of Education that the Board of Finance (BOF) transfer 2% of budget into the school improvement fund.

d. Proposed Policy on Overspending Accounts

Shared the Board of Finance draft form Request for Overexpenditure of Budget Appropriation. The town needs a tracking mechanism of approval for overspending. The BOF is working to finalize the form soon and would be the authorized board for approvals.

3. Assessor's Report

a. Revaluation RFP

b. Revaluation Software

Assessor John Chaponis presented the proposed contracts to the BOS. The software the town has utilized for the past 20 years is becoming obsolete. The software company has converted 50 clients in the state of CT with 9 more currently under contract. The Town of Andover has to make a decision.

Adrian Mandeville MOVED to authorize the Town Administrator to enter into a contract with Vision

Government Solutions to purchase Vision 8 Appraisal software for \$5,000 to replace the previous version that is no longer supported. This would over expend line item 100-01-0113-438 (Software Assessor).

Paula King SECONDED

MOTION CARRIED 5:0:0

Adrian Mandeville MOVED to have the Town Assessor prepare an RFP for the 2021 Revaluation with the following conditions attached. The revaluation will be a full inspection requiring interior access, and will be conducted after the town transitions to Vision 8 software.

Scott Person SECONDED

MOTION CARRIED 5:0:0

4. Appointment of a Shared Services Committee to include school, road maintenance and trail services.

a. Discussion of Bolton's proposal for school consolidation 34:41

Adrian Mandeville MOVED for the BOS to form a Shared Services Committee to seek shared services with surrounding towns: Bolton, Hebron, Coventry and Columbia. The BOS to appoint 2 BOS members, 2 BOE members, 1 BOF member and direct the Town Clerk to advertise for 2 at large members from the community. The Town Administrator would have a non-voting seat on the committee. The committee would meet monthly or as needed and provide a monthly report to the BOS. All meetings will be Public Meetings with posted Meeting Minutes. The committee to seek proposals from surrounding towns for Public Works, Personnel, Community Buildings, Contract Services and Educational Services. Committee will not be permanent, but exist for 1 year from the first meeting.

Paula King SECONDED

Discussion:

Jeff Murray MOVED to amend the motion to exclude Educational Services and instead send as a Memorandum to the BOE to explore themselves as it is not privy to BOS to discuss Educational Services.

Scott Person SECONDED

Discussion:

Adrian Mandeville wants more input from the community throughout the whole process. Committee will have to come back to all of the boards and the community in order to make any decisions. Believes there was not enough community outreach for the previous shared space discussion.

Jeff Murray: Any shared services for Educational Services should be done through the BOE. Referred to the Town Charter and believes BOS would be overstepping their bounds if the BOS formed a committee explored shared Educational Services.

Jeff Maguire: If the committee were to be established by the BOE, would the BOE reach out to BOS, BOF and at large members to form the committee?

Jeff Murray: If the Memorandum were sent to the BOE, the town could see what they would propose.

Dan Foran: Announced a point of order. Questioned why Public Speak was skipped over. Proposed a shared BOS and BOE meeting to discuss this.

Jeff Maguire: Explained reasoning to bring forth correct information to the community prior to Public Speak.

Jeff Maguire: Explained frustrations with changing information regarding finances from the Andover Elementary School.

Jeff Maguire: It will be very difficult to move forward during the next budgeting process without confirmed financial information from the BOE.

MOTION CARRIED 3:2:0 (Paula King and Adrian Mandeville opposed)

## 5. Public Speak

Mary Douval: Explained that she is being discriminated against with the transfer station ordinance. Since she cannot drive and does not have a vehicle, she cannot utilize the transfer station for which she pays. She needs a sticker to use on another vehicle when family and friends can bring her, requesting equal access to the Transfer Station. Applauded the BOS for all they do and thanked them for their consideration.

Dianne Grenier: Questioned why Public Speak is not at the bottom of the agenda.

Jeff Maguire: Public Speak to be added to the agenda.

Joel Landry: Opposed to combining educational services. His family did not move to Andover to send their children to a different school. Questioned why the town is even exploring this option.

Cathy Desrosiers: Opposed to combining educational services. Only town to combine with would be Hebron as we are part of Region 8 and are already invested in AHM and RHAM. Families move to this community because Andover has a great educational system and recommends for everyone to have the same opportunities as her own 3 children. The BOS should be looking to outsource Public Works.

Dan Foran: Town needs to bring positive industry to offset our taxes. There are residents who live in poverty in this town but education is important too. What is being done to bring in more revenue?

Adrian Mandeville: Andover does not have large companies to bring in more tax revenue.

Dan Foran: Voiced frustration on progress of the Economic Development Commission.

Steven Fuss: Questioned what the formal path to be followed in order to bring concerns to the BOS and the BOE. How do we ensure information is correctly relayed?

Jeff Maguire: Believes the superintendent and BOE needs to be notified if information is being discussed at the BOS meetings.

Jeff Murray: Believes a combined meeting with both the BOS and BOE is a great idea.

Gerard Crème: Thanked Jeff Murray for giving the responsibility back to the BOE. As a BOE member, believes there should be open communication. Made a suggestion based on other school districts presenting 3 different budgets and then deciding what the community wants. The full BOE needs to be involved and listening to the community, functioning as one town and united with the same goals. Thanked the BOS for their work.

Amanda Gibson: Read letter on behalf of Wendy and Eric Kopp regarding a proposed 'Dump Swap' program at the Town Transfer Station requesting to be discussed in detail at the next BOS Regular Meeting. \*See included letter.

Jeff Murray: Founder of the Give and Take Facebook page. It would be an added burden for town employees and people hanging around at the Transfer Station. Item will be added to the next Regular Meeting agenda.

## 6. Additions/Deletions to the Agenda

Jeff Maguire MOVED to add Public Speak prior to the Executive Session and Community Room Adaption under New Business.

No member seconded.

All members voted in favor of adding items to the agenda.

## 7. Board and Commission Presentations and Appointments

### a. Economic Development Commission

- i. Re-appointments of Elaine Buchardt, Patrick Dougherty, and Catherine Palazzi to the Economic Development Commission, terms to expire 6/30/21.
- ii. 'Welcome to Andover' Signage
- iii. CT Economic Resource Center (CERC) EDC 101 Class
- iv. Updates on the Community Voice Channel Board and Vernon Area Cable Advisory Committee

Chair Elaine Buchardt presented on behalf of the EDC.

There is no staffed position in the Town of Andover for economic development. It is a volunteer run commission.

Projects have been initiated from the commission such as: seasonal monthly Andover Farmers' Market and Business Directory. The Business Directory has been recently updated by EDC Member Cathy Palazzi and is currently being updated by Administrative Assistant Amanda Gibson. It is uploaded to the town website and is an ongoing project.

Town of Andover is a member of the Tolland County Chamber of Commerce. Membership cost is \$400 annually. Elaine is on the chamber's EDC Board (along with Ellington, Tolland, Vernon) and meets every other month to share ideas.

The Long Term Planning Committee's Town-Wide Survey results recommended 'Welcome to Andover' signage. Elaine received advice from the Chamber EDC Board to find a sign maker and it was proposed for \$4-5k. EDC needs funds approved from the BOS prior to receiving approval from the BOF.

Chamber EDC Board introduced our EDC to the CT Economic Resource Center (CERC). Elaine would like to orchestrate a municipal training workshop, EDC 101 Class, for our community members to attend.

Adrian Mandeville: Town needs to provide resources for finding available commercial real estate. The EDC would love the opportunity to have more of a platform on the town website and the new town Facebook page.

Through the Chamber, EDC discovered Sustainable CT ([www.sustainablect.org](http://www.sustainablect.org)) which certifies and recognizes municipalities for their ongoing sustainability achievements. 50% of towns are certified including neighboring towns such as Coventry.

Jeff Maguire: Hopes to fund the EDC in the future and promote Andover. Requested a more detailed plan of economic development for the town. There are no sewers on Route 6.

Elaine Buchardt: Previously created was the \*CRCOG Route 6 Hop River Corridor Transportation Study Executive Summary and the \*LADA Route 6 Hop River Corridor Executive Summary. \*On the town website. There could be a packaged sewer system available for a shared industrial park which needs to be researched.

Steve Willard: As a former member of EDC, the town previously solicited companies/organizations (such as Key Bank, Walgreens, ECHN) but they were not interested.

The EDC has 2 vacancies they have been working to fill.

Lori Blake and Catherine Magaldi-Lewis volunteered to fill the vacancy and serve on the EDC.

Scott Person MOVED to appoint Elaine Buchardt, Patrick Dougherty, Catherine Palazzi, Catherine Magaldi-Lewis and Lori Blake to the Economic Development Commission, terms to expire 6/30/21.

Paula King SECONDED

MOTION CARRIED 5:0:0

Elaine Buchardt is on the Community Voice Channel (CVC) Board as the Andover representative. The local channel offers studio time for towns to host programs. She is planning to have Eric Anderson host and has also researched how to air town meetings on the CVC website which would require purchasing cameras or borrowing from CVC and coordinating volunteers.

b. Library Board of Directors

- i. Re-appointments of Cathleen Desrosiers, Linda Fish, Dianne Grenier, Lisa Kurtz, Julie Victoria, Sharon Shevchenko (Alternate), and Jeff Ballard (Alternate) to the Library Board of Directors, terms to expire 6/30/21.
- ii. Review the Mission Statement, Accomplishments and Future Goals, By Laws, FY 2017-2018 Annual Report, 2019-2020 Budget.
- iii. Review the Surveillance Sign Installation Request.

Cathy Desrosiers presented the Andover Library Board of Directors reports. Goal is to continue focusing on library services and building maintenance. The painted mural will be done in approximately 2 weeks. With the upcoming Connectivity Grant, the front step area will need to be addressed. First Selectman Jeff Maguire commended the Library Board of Directors for excellence.

Scott Person MOVED to appoint Cathleen Desrosiers, Linda Fish, Dianne Grenier, Lisa Kurtz, Julie Victoria, Sharon Shevchenko (Alternate), and Jeff Ballard (Alternate) to the Library Board of Directors, terms to expire 6/30/21.

Paula King SECONDED

MOTION CARRIED 5:0:0

c. Website Development Committee

- i. Appointments of 2 at large members Scott Chalfant and Amy March along with Administrative Assistant Amanda Gibson, BOS Member Adrian Mandeville and Long Term Planning Committee Chair Wendy Kopp.

Adrian Mandeville MOVED to appoint 2 at large members Scott Chalfant and Amy March to join current members Amanda Gibson, BOS Member Adrian Mandeville and Long Term Planning Committee Chair Wendy Kopp. Terms to expire 11-6-2020.

Scott Person SECONDED

MOTION CARRIED 5:0:0

8. Town Administrator's Report

Town Administrator Eric Anderson presented highlights of his report.

\*Please see attached for the extensive report in the meeting packet.

9. Old Business

Discuss and act upon the following:

a. Pavement Management System Evaluation

Paula King MOVED to authorize the Town Administrator to enter into a 3-year contract with Streetscan for \$6,000 per year to provide pavement evaluation and pavement management services to the Town of Andover as outlined in the proposal dated September 12, 2019.

Scott Person SECONDED

MOTION CARRIED 5:0:0

b. Quotes for Pole Mounted Graphic Display Speed Signs

Town Administrator received a proposal for a street speed sign. Requested data from the Resident State Trooper on the recently installed speed sign on Lake Road. Darrell Tetreault offered to retrieve the data from the borrower, the Town of Hebron. The speed sign only detects one way in the direction it is facing. BOS to refer to the data downloaded from the borrowed sign in order to decide on the purchase of a speed sign.

c. Town Aid Road (TAR) Update

Town Administrator Eric Anderson announced that the town has not received funding for this year as the state has not yet released the bond for Town Aid Road.

d. Town's Personnel Policies

Town Administrator Eric Anderson announced that the draft Personnel Handbook is preliminary and needs to be reviewed by the town attorneys and unions.

Adrian Mandeville MOVED to adopt the Policy on Town Hall Closures and Holiday Dismissal as presented.

Paula King SECONDED

MOTION CARRIED 5:0:0

Adrian Mandeville MOVED to adopt the Policy on Senior Transportation driver position requirements as presented.

Paula King SECONDED

MOTION CARRIED 5:0:0

e. Community Connectivity Grant

Conversations occurring between the DOT and the Town of Andover. Need to submit the application to the town's Inland Wetlands and Watercourses Commission for approval. The Town will go to Request for Proposal (RFP) in the spring.

10. New Business

Discuss and act upon the following:

a. Overspending Accounts – Previously discussed.

b. Brandon Handfield for Town Engineering Services, Yantic River Consultants, LLC

Adrian Mandeville MOVED to authorize the Town Administrator to hire the civil engineering firm Yantic River Consultants to act in the capacity of the town engineer to conduct an assessment of the bridges and culverts in Andover and assist the town in developing a plan for their maintenance and replacement as outlined in a proposal dated October 30, 2019.

Paula King SECONDED

MOTION CARRIED 5:0:0

c. Meeting Dates 2020

Adrian Mandeville MOVED to move the Board of Selectmen Regular Meetings to the 2<sup>nd</sup> Monday of the month for the year 2020.

Paula King SECONDED

MOTION CARRIED 5:0:0

d. BOS Planning Meeting Date

Jeff Maguire MOVED to hold a Board of Selectmen Special Meeting on Tuesday, November 12, 2019 at 7:00 P.M. in the Town Hall Community Room.

Paula King SECONDED

MOTION CARRIED 4:0:1 (Adrian Mandeville abstained)

e. Memorandum of Understanding with the Board of Education

The BOS signed the Memorandum of Understanding to the Board of Education regarding evening meeting space in Andover Elementary School from 5:00 to 10:00 P.M. \*See included for the MOU.

f. Appointment of a Community/Senior Center Committee

Scott Person MOVED for the BOS to form a committee to move forward with the planning for constructing a community/senior center in Andover. The Community/Senior Center Committee would confirm the design, location and costs. The committee will not be permanent and exist for one year from its first meeting unless extended by the BOS. All proposals will be brought back to the appropriate administrative town bodies for evaluation and voting as required.

Jeff Murray SECONDED

Discussion:

Jeff Murray suggested to table until the next meeting. BOS decided to move forward since the first committee meeting won't occur until January 2020.

MOTION CARRIED 5:0:0

g. Hiring of New Employees:

- i. Zoning Enforcement Officer
- ii. Wetlands Agent
- iii. Elderly and Social Services Coordinator
- iv. Senior Transportation CDL Driver

Adrian Mandeville MOVED to authorize the Town Administrator to hire the following positions:

James Hallisey for a part time position as the Zoning Enforcement Officer for the terms and conditions in the offer letter;

Joshua Snarski for a part time position as the Wetlands Agent for the terms and conditions in the offer letter;

Roberta Dougerty to a part-time non-union position as the Elderly and Social Services Coordinator subject to the terms and conditions in the Memorandum of Agreement between the Town of Andover and MEIU, local 506 AFL-CIO;

Kathy Bishop to a part time position as a CDL Senior Transportation Driver for the terms and conditions in the offer letter.

Scott Person SECONDED

MOTION CARRIED 5:0:0

h. Adapting Town Hall Community Room for senior usage:

Town Administrator Eric Anderson: Goal is to better furnish and utilize the community room to better meet the needs of the senior population. To check with the Town Attorney Dennis O'Brien on if the BOF can approve funds out of the contingency fund or multiuse building fund and whether or not it needs to go to a Special Town Meeting.

11. Approval of Meeting Minutes

a. Approval of Wednesday, October 2<sup>nd</sup>, 2019 Regular Meeting Minutes

Jeff Maguire MOVED to approve the Wednesday, October 2<sup>nd</sup>, 2019 Regular Meeting Minutes

No member SECONDED

Members voted to approve 5:0:0

12. Budget

- a. Transfers
- b. Refunds

13. Tax Collector's Report

a. Refunds Requests – None.

Town Administrator included two reports of the past 2-3 years from the Treasurer's Office.

14. Department Reports

a. Fire Department – report attached.

Town Administrator Eric Anderson thanked the Fire Department for all of their hard work the past month with road closures due to storms and a house fire.

- b. Resident State Trooper – report attached.
- c. Town Clerk – report attached.
- d. Building Department – report attached.
- e. Assessor's Office – report attached.
- f. Town Garage
- g. Transfer Station
- h. Library – report attached.
- i. Senior Transportation – report attached.
- j. Registrars – report attached.

Jeff Maguire thanked the Registrars for all of the hours they put in on Tuesday, November 5, 2019 for the Technology Update Referendum Voting.

15. Resignations – None.

16. Correspondence – None.

17. Public Speak

Dianne Grenier: Town received a large turnout yesterday. Many residents who came thought they were voting for the Board of Selectmen.

Inquired on the crumbling concrete at the Town Transfer Station.

Adrian Mandeville: Believes the blocks were not treated for salt and new blocks are being treated with a sealer prior.

Town Administrator Eric Anderson: However, the representative from DCE Concrete kicked blocks and stated it was classic pyrite damage and block pattern was made by Moodus. There are no purchasing records from 15 years prior.

Linda Fish: Townsend Road looks great though it was filled with knotweed.

Eric Anderson: Due to lack of funds, Public Works goes down to the pit and back fills with existing material.

Curt Dowling: The large bus needs a CDL licensed driver and would suggest parking the bus until an employee is hired with a CDL.

Eric Anderson: Town is not hiring any more senior drivers without a CDL license. Hourly rate will increase due to this qualification. Senior Transportation volunteer Cathy Palazzi is working to apply for a grant for another bus and specifically choosing one under the 16-passenger limit.

Curt Dowling: Highly recommended for Andover to only work together with other Region 8 towns to explore shared educational services.

Dianne Grenier: Would appreciate that all meeting reports are uploaded to the town website.

Curt Dowling: Provided an update on the house fire at Rockledge Drive. The volunteer firefighters did a great job stopping the fire.

Dianne Grenier: The Fire Department just offered the CPR/First Aid Course on Saturday, November 2, 2019. The Library Board encouraged staff to attend and would recommend encouraging town staff to attend future trainings. She is very happy with the Fire Department members' service.

Joel Landry: Highly recommended for Andover to work together with other Region 8 towns to explore shared educational services. Suggested for the Economic Development Commission to explore options of a shared sewer system on Route 6.

Kevin Reagan: Restaurants/businesses on the westbound lane would benefit since traffic is traveling that direction in the morning. Andover Plaza would benefit from a traffic light.

18. Executive Session to discuss contracts

Executive Session opened at 10:00 P.M. No motion taken.

19. Adjournment

First Selectman Jeff Maguire adjourned the Regular Meeting and Executive Session at 10:21 P.M.

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



# SIGN IN SHEET

Town of Andover  
Board of Selectmen  
November 6, 2019 at 7:00 P.M.  
Town Hall Community Room, 17 School Road

## Regular Meeting Agenda

1. Dana Ming
2. Daniel Faron
3. Catherine Magaldi Lewis
4. Linda Fish
5. Kevin Ragan
6. Julie Victoria
7. Jessica Talaga
8. Elaine Buckhardt
9. Nair Viveiros
10. James Azarova
11. Amy L. Bna
12. Stacey Bigley
13. Cathy I. Desrosier
14. Laurel Jordan
15. Joe King
16. Anna I. Ier
17. Lauren Graham
18. Joel Landy

# SIGN IN SHEET

Town of Andover  
Board of Selectmen  
November 6, 2019 at 7:00 P.M.  
Town Hall Community Room, 17 School Road

## Regular Meeting Agenda

1. Mike PALAZZI
2. Sally Doyen
3. Karen Hunter
4. Catherine Colazzi
5. Mary J. Damp
6. Kevin Smith
7. Dianne Stenier
8. Judy Knopf
9. George Knopf
10. Curt Dawkins
11. Steve Willett
12. STEVEN FESS
13. Anne Crene
14. GERARD CREMÉ
15. Michael Kline
16. Michelle Vale
17. Kisa Knub
18. Erin Boris

# SIGN IN SHEET

**Town of Andover**

Board of Selectmen

November 6, 2019 at 7:00 P.M.

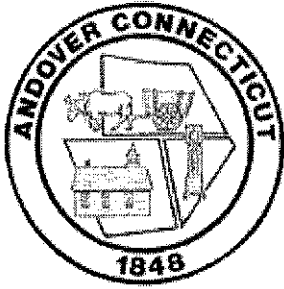
Town Hall Community Room, 17 School Road

Regular Meeting Agenda

1. Kristen Solloway
2. Lon Blake
3. David Kluczwski
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This letter is from Wendy and Eric Kopp who could not be here tonight due to the RHAM Sports Banquet.

We would like to ask for a "Dump Swap" program to be executed at the Town Transfer Station. The premise of the program is to put less into the bulky waste bin which would benefit the town for two reasons, 1. LESSEN the load, thus decreasing how much the town is charged by Willimantic Waste and 2. ALLOW for other residents to take and reuse items which could be useful to them. The SWAP would be located in the garage on the transfer station property. We are asking to have this concept added put on next Board of Selectmen meeting agenda so we can present a more detailed plan as to how this program can run along with the help of volunteers. Thank you, Wendy and Eric Kopp



TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CT 06232  
PHONE: 860.742.7305 x210 FAX: 860.742.7535  
E-MAIL: [jmaguire@andoverCT.org](mailto:jmaguire@andoverCT.org)  
[www.andoverct.org](http://www.andoverct.org)

Andover Board of Selectmen

Nov 6, 2019

Memorandum To: Board of Education:  
From: Board of Selectmen  
Regarding: Memorandum of Understanding for use of space for evening meetings

The Board of Selectmen would like to have a class room, or the music room available in the evenings for public meetings. The town of Andover is very short of meeting space, until a new community center is built. This memorandum would supplant the previous Memorandum of Understanding for the 3-4 wing. The conditions that the Board of Selectman would like are as follows:

1. Room to be available Monday, Tuesday Wednesday and Thursday from 5- 10 PM.
2. Scheduling for the room would be done at the Town Hall with the town clerk and would appear on the town's calendar.
3. The town would have either a keycode that was active Between 5-9 pm or would have a key to room.
4. No events or access during the school day.
5. Room should accommodate at least 25 people for a meeting so that the space can accommodate public hearings.
6. There should be a bathroom facility available for meeting participants.
7. The Town of Andover would pay for the costs of an electronic lock if necessary.

Jeff Maguire, First Selectman

Adrien Mandeville, Vice First Selectman

Scott Person, Selectman

Jeff Murray, Selectman

Paula King, Selectwoman



## **ANDOVER VOLUNTEER FIRE DEPARTMENT**

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

November 1, 2019

The Andover Fire Department responded to 37 calls for service for the month of October. Here is the breakdown.

Medical Calls 15

Wires Related 7

MVA 8

Structure Fire 4

Haz Mat 1

Car Fire 1

Outside Fire 1

Drills 3

Meetings 1

Work Detail 1

Special Event 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: 10/1/19

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 **September 2019** the Andover Resident Trooper as well as Troop K Troopers responded to **136** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 3  
Burglaries: 1  
Larcenies: 1  
Narcotic Cases: 0  
Other Criminal: 3  
Other Non-Criminal: 1  
Non Reportable Matters: 121  
Other Noteworthy Events (List):

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

On-Sight DWI: 1  
Traffic Citations: 25  
Written Warnings: 3

Sincerely,

*LT Marc Petruzzi #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

OCTOBER 2019

Total Town Clerk Receipts	\$9,512
Dog License Receipts	\$ 57
Town PA 09-228	\$ 564
Town Clerk Preservation Fund	\$ 207

Customer Service	1798
Documents	51
Dog License	8
Reports Submitted	11
Notarization	19
Sport License	5
Vital Copies	6
Pistol Permits	
Scanning	598



## **Building & Land use Department**

### **Monthly Report**

**September 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** 1

**Zoning Board of Appeals Applications** 1

**EHHD** Correspondences & time with Sanitarian

**Driveway Permits** 2

**P&Z Bond Permits** 1

**Fire Marshal** Reviewed a few items with Mike Lester

#### **Public Works**

**IT David** Spent time with David working with all computers & scanner

**Scanning & Filing** Hours – 8

- Cleaning Office – Re-arranging files
- Creating/Editing Applications and Forms – Building, Land Use
- Creating & Maintaining various spreadsheets – Building, Land Use and Health Department, Misc.
- Worked with John & 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)

September	2019																	
RECEIPT NO.	DATE	ADDRESS	L.U.A.	APPLICANT	ACTIVITY DESCRIPTION	BLDG	E	P	H	M	BOND	PERMIT VALUE	STATE ED FEE		ZONING FEE	TOTAL	TOTAL DUE	
797271	9/1/2019	119 Lakeside Dr	ZBA	Mr. Repay	Garage Addition										\$ 60.00	\$ 140.00	\$ 200.00	
797272	9/4/2019	32 Hebron Rd		Mr. Celio	Repairs, walls, stairs, overhang	1						\$ 4,200.00	\$ 0.03			\$ 49.00	\$ 49.03	
797273	9/4/2019	93 Gilead Rd	IWWC	Ms. Moore	IWWC - Greenhouse										\$ 60.00	\$ 150.00	\$ 210.00	
79774		VOID															\$ -	
797275	9/4/2019	33 Rte 87		Mr. Boehm	12x12 Addition	1	1	1	1	1		\$ 7,500.00	\$ 3.90		\$ 60.00	\$ 150.00	\$ 213.90	
797276	9/5/2019	325 Lake Rd		Suburban Propane	A/G Propane Tank					1		\$ 700.00	\$ 0.56		\$ 60.00	\$ 20.00	\$ 80.56	
797277	9/5/2019	22 Rte 87		E-Z Oil	Oil Tank					1		\$ 3,295.00	\$ 1.00			\$ 39.00	\$ 40.00	
797278	9/6/2019	197 Hebron Rd		Ms. Crompton	Stainless Steel Chimney Liner					1		\$ 2,600.00	\$ 0.77			\$ 26.00	\$ 26.77	
797279	9/9/2019	Copies														\$ 1.00	\$ 1.00	
797280	9/9/2019	16 West St Ext		Mr. & Mrs. Berry	Propane Tank Install	1		1		1		\$ 1,000.00	\$ 0.52		\$ 60.00	\$ 20.00	\$ 80.52	
797281	9/10/2019	45 Lakeside Dr		Nutmeg Mech.	HVAC A/C, Furnace	1	1	1	1	1		\$ 6,000.00	\$ 1.56			\$ 60.00	\$ 61.56	
797282	9/10/2019	71 Bausola Rd		So. N.E. Windows	Replacement Windows	1						\$ 13,069.00	\$ 3.38			\$ 130.00	\$ 133.38	
797283	9/10/2019	654 Route 6		So. N.E. Windows	Replacement Windows	1						\$ 12,752.00	\$ 3.38			\$ 130.00	\$ 133.38	
797284	9/11/2019	31 Ridge Rd		Mr. Aguiar	New Bathroom	1	1	1	1			\$ 10,000.00	\$ 2.60			\$ 100.00	\$ 102.60	
797285	9/11/2019	112 Lakeside Dr		Ms. Remesch	Deck	1						\$ 3,000.00	\$ 0.78		\$ 60.00	\$ 30.00	\$ 90.78	
797286	9/1/2016	31 Skinner Hill Rd		High Grade Gas	U/G Propane Tank Installation	1				1		\$ 3,000.00	\$ 0.78		\$ 60.00	\$ 30.00	\$ 90.78	
797287	9/1/2016	123 Long Hill Rd		CT Permitting	Generator	1				1		\$ 7,100.00	\$ 1.85			\$ 71.00	\$ 72.85	
797288	9/1/2016	123 Long Hill Rd		CT Permitting	Generator	1				1					\$ 60.00		\$ 60.00	
797289	9/16/2019	void				1											\$ -	
797290	9/17/2019	325 Lake Rd		Paquette Electric	A/G Generator	1				1		\$ 8,500.00	\$ 2.21		\$ 60.00	\$ 85.00	\$ 147.21	
797291	9/17/2019	264 Long Hill Rd		Fuller Paving	Driveway Bond Fee	1					\$ 500.00					\$ 50.00	\$ 50.00	
797292	9/18/2019	5 Woodside Ln		Valley Oil	Replace 275 Gallon Oil Tank	1				1		\$ 3,200.00	\$ 0.83			\$ 32.00	\$ 32.83	
797293	9/18/2019	377 Lake Rd		Mr. Linden/Fuller Paving	Driveway Bond Fee	1					\$ 500.00						\$ 50.00	
797294	9/23/2019	45 Old Farms Rd		Kurt & Jessica Surdam	A/G Propane Tank	1				1		\$ 1,000.00	\$ 0.52		\$ 60.00	\$ 20.00	\$ 80.52	
						16	2	3	2	8	\$ 1,000.00	\$ 86,916.00	\$ 24.15		\$ 600.00	\$ 1,333.00	\$ 2,007.67	
					IWWC	1												
					Planning & Zoning													
					ZBA	1												
					State Zoning Fees	10												
					Permit Intake	31												
					Permits Issued	21												
					NEW HOMES	0												
					Driveway/Landscape Bonds	2												

SEPTEMBER 2019				
DATE ISSUED	PERMIT NO.	PROPERTY OWNER	PROPERTY LOCATIOIN	DESCRIPTION
9/11/2019	4336	Eric & Heather Berry	16 West Rd Ext	Install Propane Tank
9/11/2019	4333	Kathleen Killarnes	22 Rte 87	275 Gallon Oil Tank
9/11/2019	4334	Georgia O'Brien	325 Lake Rd	A/G Propane Tank
9/11/2019	4337	Steven Rocketteller	45 Lakeside Dr	Install Propane Tank
9/11/2019	4331	Pierce Carpentry	327 Hebron Rd	Repairs, Walls, Overhang, Staircase
9/12/2019	4339	Joseph Aguiar	31 Ridge Rd	Replacement Windows
9/12/2019	7340	Sean Murphy	654 Rte 6	Replacement Windows
9/12/2019	4341	Peter Maneggia	71 Bausola Rd	New Bathroom in Besant.
9/12/2019	4338	Debra Remesch	112 Lakeside Dr	Deck
9/12/2019	4329	Eric Shevchenko	191 Bunker Hill Rd	Steam Boiler
9/12/2019	4330	Robert Merry	104 Wheeling Rd	Hot Water Tank
9/12/2019	4339	Joseph Aguiar	31 Ridge Rd	New Bathroom in Besant.
9/12/2019	4341	Peter Maneggia	71 Bausola Rd	Replacement Windows
9/12/2019	4340	Sean Murphy	654 Route 6	Replacement Windows
9/18/2019	4344	Georgia O'Brien	325 Lake Rd	Standby Generator
9/19/2019	4345	Paul Lacroix	123 Long Hill Rd	Install Generator
9/19/2019	4346	Edward Bosk	5 Woodside Ln	Replace 275 Gallon Oil Tank
9/23/2019	4343	Eric Wagner	31 Skinner Hill Rd	U/G 1000 gallon propane tank
9/23/2019	4338	Debra Remesch	112 Lakeside Dr	Deck
9/26/2019	4347	Kurt Surdam	45 Old Farms Rd	Propane Tank
<b>TOTAL PERMITS ISSUED = 21</b>				

Building Department Inspection Log														
September 2019			Comm/ Industrial	Residential	Building	Electrical	Plumbing	HVAC	Mech	Pass	Fail	Re-Inspect	Total	CO ISSUED
Date	Property	DESCRIPTION												
September	Location													
9/12/2019	241 Lake Rd	Footing		1	1					1			1	
9/11/2019	27 Hendee Rd	Foundation For Garage		1	1					1			1	
9/12/2019	78 School Rd	Electrical		1		1					1		1	
9/12/2019	127 Bear swamp Rd	Insulation		1	1					1			1	
9/12/2019	475 Lake Rd	Furnace A/C		1				1	1	1			1	
9/12/2019	7 Ryan Rd	Rough Frame		1	1					1			1	
9/16/2019	89A Lakeside Dr	Footing		1						1			1	
9/16/2019	53 Juravoty Rd	Bath Remodel		1		1	1	1	1	1			1	
9/16/2019	69 Burnap Rd	Rebar		1	1					1			1	
9/16/2019	74 Hendee Rd	Framing		1	1					1			1	
9/16/2019	47 Skinner Hill Rd	Rebar		1	1					1			1	
9/18/2019	31 Ridge Rd	Bath Remodel		1	1	1	1	1		1			1	
9/18/2019	16 West St Ext	Renovation		1	1	1	1	1	1		1		1	
9/16/2019	127 Bear swamp Rd	Insulation		1	1					1			1	
9/18/2019	69 Burnap Rd	Footing Drains & sealer		1	1					1			1	
9/19/2019	47 Skinner Hill Rd	Footing		1	1					1			1	
9/19/2019	285 Boston Hill Rd	Final LP Tank		1	1			1		1			1	
9/19/2019	112 Lakeside Dr	Piers for deck		1	1					1			1	
9/19/2019	363 Lake Rd	Framing Deck		1	1					1			1	
9/19/2019	191 Bunker Hill Rd	Furnace		1	1			1		1			1	
9/23/2019	89A Lakeside Dr	Foundation for New House		1	1					1			1	
9/24/2019	47 Skinner Hill Rd	Drain Tile & Foundation		1	1					1			1	
9/25/2019	16 West St Ext	Remodel		1	1	1	1	1	1	1			1	1
9/30/2019	74 Hendee Rd	Electrical		1	1	1				1			1	1
9/30/2019	267 Hebron Rd	Electrical for Barn		1	1	1							1	
				<u>25</u>	<u>17</u>	<u>3</u>	<u>45</u>	<u>1</u>	<u>1</u>	<u>22</u>			<u>25</u>	<u>2</u>

# Register Report 7/5/19 - Sep 2019

9/1/2019 through 9/30/2019

Page 1

10/23/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 8/31/2019</b>								<b>14,557.04</b>
9/4/2019	Building Department	327 Hebron Rd			[Permit receipts]			49.03
9/9/2019	Building Department	... Gilead Rd.		IWWC APP	IWWC	272994		150.00
				State Zoning	State Zoning Fee			60.00
9/9/2019	Building Department	33 Rte 87			[Permit receipts]			213.90
9/9/2019	Building Department	22 Rte 87			[Permit receipts]			40.00
9/9/2019	Building Department	325 Lake Rd.			[Permit receipts]			80.56
9/9/2019	Building Department	Copies		Copies	copies			1.00
9/9/2019	Building Department	197 Hebron Rd.			[Permit receipts]			26.77
9/10/2019	Building Department	16 West St. Ext			[Permit receipts]			80.52
9/10/2019	Building Department	45 Lakeside Dr			[Permit receipts]			61.56
9/12/2019	Building Department	112 Lakeside Dr.			[Permit receipts]			90.78
9/12/2019	Building Department	31 Ridge Rd.			[Permit receipts]			102.60
9/12/2019	Building Department	654 Route 6			[Permit receipts]			133.38
9/12/2019	Building Department	71 Bausola Rd.			[Permit receipts]			133.38
9/17/2019	Building Department	31 Skinner Hill Rd			[Permit receipts]			90.78
9/17/2019	Building Department	325 Lake Rd.			[Permit receipts]			147.21
9/17/2019	Building Department	264 Long Hill Rd		Driveway Bond _ Fuller ...	Driveway:bond			50.00
9/17/2019	Building Department	123 Long Hill Rd			[Permit receipts]			132.85
9/20/2019	Building Department	5 Woodside Lane			[Permit receipts]			32.83
9/19/2019	Building Department	377 Lake Rd		Fuller Paving/ Mr. Linde...	Driveway:bond			50.00
9/26/2019	Building Department	45 Old Farms Rd			[Permit receipts]			80.52
9/4/2019	Building Department	ZB... 119 Lakeside Dr		ZBA APPLICATION	ZBA			140.00
				State Zoning Fee	State Zoning Fee			60.00
<b>9/1/2019 - 9/30/2019</b>								<b>2,007.67</b>
<b>BALANCE 9/30/2019</b>								<b>16,564.71</b>

OVERALL TOTAL 2,007.67

TOTAL INFLOWS 2,007.67

TOTAL OUTFLOWS 0.00

NET TOTAL 2,007.67

9/1/2019 through 9/30/2019

Page 1

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State Ed Report - Quarterly19/19/19 - Sep 2019  
9/1/2019 through 9/30/2019

10/23/2019

Page 1

Category	9/1/2019- 9/30/2019
<b>INFLOWS</b>	
Ed Fee - State	24.11
<b>TOTAL INFLOWS</b>	<b>24.11</b>
<b>OVERALL TOTAL</b>	<b>24.11</b>

## 9/1/2019 through 9/30/2019

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
9/17/2019	BONDS		264 Long Hill Rd	Driveway Bond _ Full...	Driveway:bond		500.00
9/19/2019	BONDS		377 Lake Rd	Fuller Paving/ Mr. Lin...	Driveway:bond		500.00
<b>9/1/2019 - 9/30/2019</b>							<b>1,000.00</b>
<b>TOTAL INFLOWS</b>							<b>1,000.00</b>
<b>TOTAL OUTFLOWS</b>							<b>0.00</b>
<b>NET TOTAL</b>							<b>1,000.00</b>



Assessor's office monthly activity –SEPTEMBER 2019		
Processing conveyances		13
Processing building permits		21
Prorating motor vehicle grand list		14
Updating field cards		2
Correspondence/Phone		103
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)		78
Providing assistance to other departments		14
Researching mapping issue or questions		3
Reports and communication with the State of Connecticut/ US Census		2
MLS research		5
Scheduling meeting and appointments		4
Office work – ie filing, updating sales book, scanning documents etc		14
Personal property grand list	All pp declarations processed, labeled, folded, stamped & mailed.	
Personal Property/Discovery		26
Homeowner's program		
Veteran's program		
Income & expenses		
Renter's rebate program		18
Tax exemptions		2
Adds to the re, pp or mv grand list		2
Pa 490		
Provided assistance to BAA		3
Researching and providing requested information to auditor or software vendor (for grand list files or tax bills)		
Real property inspections		4
Personal property inspections		
Real property appraisals		4
Taxpayer correspondence		9
Attorney correspondence		
Tax appeal review/appraisal		
Mls review		5
Town board/dept assistance		
Review & Approve C of Cs		17
Review & Approve Farmland & Forestland Assessment Applications		
Review, Approve, & create/data entry on land splits & mergers		
Mapping Research/Discrepancies		1

BAA/COC Listing Report		TYPE : All	ANDOVER	YEAR : 2004	TO : 2018	DATE : 11/04/2019	PAGE : 1		
Conditions:		District:	Reported Type: All	Order By : List No			ORIGINAL	ADJUSTMENT	NEW
LIST NO	NAME / ADDRESS		UNIQUE ID	COC#	BAA		GR/EX/NET	GR/EX/NET	GR/EX/NET
1084	PATCH ALBERT R		598	07771R	C		101,800		101,800
1	75 PINE RIDGE DR		C C		2018 09/25/2019		15,000	0	15,000
	ANDOVER CT 6232-0				PRORATE ELDERLY BENEFIT		86,800	0	86,800
1244	SAGLIO ARLENE INEZ		175	07772R	C		93,800	0	93,800
1	11 HICKORY HILL DR		C C		2018 09/25/2019		0	0	0
	ANDOVER CT 6232-0				PRORATE ELDERLY BENEFIT		93,800	0	93,800
1537	WILSON SUSAN POHL		1425	07761R	C		304,500	-45,000	259,500
1	37 LYMAN RD				2018 09/12/2019		0	0	0
	BOLTON CT 6043-0				CORECTED SQ FT LIV AREA AFTER INSPECTION		304,500	-45,000	259,500
50070	ANDERSON JAMES E		50078	07758M	B		5,990	-2,140	3,850
1	222 LAKE RD		1999 02	DODGE RAM 2500	2018 09/12/2019		0	0	0
	ANDOVER CT 6232-1708			1B7KC2367XJ548416	BAA		5,990	-2,140	3,850
50876	DICKINSON MARGARET K		50885	07756M	C		3,620	-2,415	1,205
1	28 RIVERSIDE DR APT 2		2006 01	FORD ESCAPE X	2017 09/05/2019		0	0	0
	ANDOVER CT 6232-0			1FMCU93176KD25456	SOLD 1/18		3,620	-2,415	1,205
51239	GIROUX RONALD W		51246	07765M	C		21,320	-15,990	5,330
1	16 WOOD FERN WAY		2016 01	BUICK ENCLAVE	2018 09/16/2019		0	0	0
	ANDOVER CT 6232-1132			5GAKVCKD2GJ106483	REG IN FL 12/18		21,320	-15,990	5,330
51240	GIROUX RONALD W		51247	07764M	C		11,600	-8,700	2,900
1	16 WOOD FERN WAY		2010 01	CHEVR K1500 SU	2018 09/16/2019		0	0	0
	ANDOVER CT 6232-1132			1GNUKJE39AR272538	REG IN FL 12/18		11,600	-8,700	2,900
51241	GIROUX RONALD W		51248	07763M	C		2,170	-1,627	543
1	16 WOOD FERN WAY		2001 01	VOLVO V70 AWD	2018 09/16/2019		0	0	0
	ANDOVER CT 6232-1132			YV1SZ58D011004042	REG IN FL 12/18		2,170	-1,627	543
52008	LEE KENNETH E		52012	07760M	B		5,930	-2,535	3,395
1	24 WEBSTER LN		2000 02	FORD F350 SUP	2018 09/12/2019		0	0	0
	BOLTON CT 6043-7825			1FTSF31F6YEB04678	BAA		5,930	-2,535	3,395
53205	RYDER PAUL J		18A010	07766M	C		4,550	-4,550	0
1	P.O. BOX 134		2009 01	TOYOT CAMRYSE	2018 09/17/2019		0	0	0
	ANDOVER CT 6232-0			4T1BE46K39U846408	WRONG TT SENT TO COVENTRY		4,550	-4,550	0
53481	STRATTON CHRISTOPHER T		53481	07770M	C		2,640	-879	1,761
1	706 EAST ST		2005 01	NISSA ALTIMA S	2017 09/24/2019		0	0	0
	ANDOVER CT 6232-1407			1N4AL11D15C100963	SOLD 5/18		2,640	-879	1,761
53746	USB LEASING LT		53745	07762M	C		25,970	0	25,970
1	1850 OSBORN AVE		2018 03	RAM 2500 SLT	2018 09/16/2019		0	25,970	25,970
	OSHKOSH WI 54902-6197			3C6UR5DJ7JG232574	CGS 12-81 (53)		25,970	-25,970	0
54054	MANSELLE TIMOTHY C		18A030	07759M	B		20,020	-1,375	18,645
1	8 KINGSLEY DR		2015 03	CHEVR SILVERAD	2018 09/12/2019		0	0	0
	ANDOVER CT 6232-0			3GCUKREC0FG51507	BAA		20,020	-1,375	18,645
54056	GILBERT RYAN		17A069	07768M	C		0	32,480	32,480
0	PO BOX 205		2014 04	RAM RAM TRUC	2017 09/23/2019		0	0	0
	ANDOVER CT 6232-0			3C63RRKL5EG161582	ADD FROM MANSFIELD		0	32,480	32,480
54058	GILBERT RYAN		18A034	07769M	C		0	30,450	30,450
0	PO BOX 205		2014 04	RAM RAM TRUC	2018 09/23/2019		0	0	0

	ANDOVER CT 6232-0		3C63RRKL5EG161582	ADD FROM MANSFIELD	0	30,450	30,450
80159	DICKINSON MARGARET K	80159	07757S	C	4,035	-1,348	2,687
1	28 RIVERSIDE DR APT 2	2012 01	HONDA ACCORD E	2017 09/05/2019	0	0	0
	ANDOVER CT 6232-0		1HGCP2F74CA232495	SOLD 7/18	4,035	-1,348	2,687
80233	GILBERT RYAN G	80233	07767S	C	18,936	-18,936	0
1	44 WALES RD	2014 02	RAM RAM TRUC	2017 09/23/2019	0	0	0
	ANDOVER CT 6232-1219		3C63RRKL5EG161582	DUPLICATE - ADD FROM MANSFIELD 17 GL	18,936	-18,936	0
TOTAL # Of Accts 17					626,881	-42,565	584,316
					15,000	25,970	40,970
					611,881	-68,535	543,346
YEAR 2017 # Of Accts 17					626,881	-42,565	584,316
					15,000	25,970	40,970
					611,881	-68,535	543,346
GRAND TOTAL # Of Accts 17					626,881	-42,565	584,316
					15,000	25,970	40,970
					611,881	-68,535	543,346

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ANDOVER SENIOR TRANSPORTATION  
MONTH OF OCTOBER 2019

Dated 11/4/2019  
Cathy Palazzi  
Senior Coordinator

Month of October:

- 1) CDL driver hired. Andover will qualify with DOT for another van or bus in 2020.
- 2) Senior Transportation is now in compliance with DOT regarding Title VI.
- 3) Drug tests – one driver – okay.
- 4) Town Administrator and Senior Coordinator completed a document for Driver Position Requirements. Each driver has signed.
- 5) Annual Driver Safety classes scheduled for December. To be completed by end of January.
- 6) All town senior vehicles information compiled and sent to Town Administrator/ and Assistant.
- 7) BOS Liaison appointed. Paula King to report any vital information to BOS.
- 8) Maintenance line has \$1383.74 remaining and will keep updating Town Administrator as needed.
- 9) New timesheets presented by Treasurer's office.
- 10) Number of people serviced in October:
  - Medicals 44
  - Shopping 51  
(includes Food Pantry/Food Share/Friday Lunch)
  - Special Events 10
  - Maintenance 2
  - Incident Log 1
  - Disabled 30
  - Veterans 9
  - Passengers 150

Dated 11/4/2019  
Cathy Palazzi  
Senior Coordinator

11/4/2019

- 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
- 
- ROV Tolland County Meeting on October 2
  - Town Meeting on October 23, 2019
  - Changed election workers (not ROV or Deputy ROV) to regular paycheck; no longer payroll
  - Regular office hours: Linda on Mondays from 10-12 and Wally on Wednesdays from 10-12 and/or as needed
  - Monthly voter processing:
    - Additions 19
    - Changes 5
    - Removals 10