

Town of Andover

Board of Selectmen

Wednesday, October 2, 2019 at 7:00 P.M.

Town Hall Community Room at 17 School Road

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

First Selectmen, Jeff Maguire called the BOS Regular Meeting to order at 7:01 P.M.

The Pledge of Allegiance was recited.

BOS Members: First Selectman Jeff Maguire, Jeff Murray, Paula King, Scott Person

Town Administrator: Eric Anderson

Board Clerk: Amanda Gibson

Public Attendees: Jessica Rickert, Jessica Talaga, Nancy Dooley, David Kluczowski, Ava Kluczowski, Vera Kluczowski, Steve Willard, Mike Talaga, Michael Greenhouse, Linda Fish, Michelle France (Journal Inquirer), Heidi Hines, Sheila Patrizz, Wendy Kopp, Amy Knox, Dorothy Yeomans, Ron Yomglar, Suzanne Yomglar, Carol Barton, Wally Barton, Joe King, Louise Goodwin, Karen Zito, Tanya Luczka, Dianne Grenier, Betty Kerr, Catherine Palazzi, Karen Hunter, Sarah Warner, Dana Ming, Marianella Chalfant, Erin Boris, Daniel Foran, Derek Jellquist, Catherine Magaldi-Lewis, Lori Blake, Kelly Allard.

2. Public Speak

Daniel Foran (Parent of 4 children): Read a letter aloud to the BOS, directed at Jeff Maguire, stating that he was astonished by the content of the recent Rivereast newspaper article regarding the Monday, September 23rd, 2019 BOS Special Meeting as the account doesn't match what he recalled. He also asked the BOS to treat our community members with respect.

Wally Barton: Made a suggestion to book the AES Gym for the upcoming proposed Town Meeting.

Catherine Magaldi-Lewis: Read letter aloud to the BOS concerning her reservations for rehiring Town Attorney Dennis O'Brien. She submitted the letter to the Board Clerk, Amanda Gibson to be included in the meeting minutes.

Cathy Palazzi (Senior Coordinator): Addressed questions following the Monday, September 23rd, 2019 BOS Special Meeting. She announced that the Bolton and Columbia Senior Centers welcome any senior from any town to join their activities. However, Andover seniors recently voted not to join the Bolton or Columbia Senior Center on a permanent basis. She requested that the Town Administrator discuss potential costs of joining other groups and legal arrangements with the town attorney. Approximately 22 years ago, the seniors met at the First Congregational Church of Andover but are currently not interested in meeting at the church.

Heidi Hines: Voiced that she is against placing the senior/community center in the AES 3-4 wing.

Mike Greenhouse (Resident of 4 years, Parent of 2 children, first meeting attended): Voiced that he is against placing the senior/community center in the AES 3-4 wing. Requested that it be brought to Referendum for the community to vote on. Also requested a new senior/community center Referendum for the community to vote on.

Marianella Chalfant (Parent of 2 children): Voiced that she is against placing the senior/community center in the AES 3-4 wing due to safety concerns. Our community needs a long term solution.

Lori Blake (Parent 2 children at AES, PTA member): Voiced that she is against placing the senior/community center in the AES 3-4 wing due to safety concerns and that it would compromise educational decisions. She

asked the BOS to be visionaries and solve decades of having no senior/community center. Our community needs to say no to this band-aid solution and say yes to a permanent solution.

Erin Bois (Parent of 3 children): Voiced that she is against placing the senior/community center in the AES 3-4 wing due to safety concerns. She is supportive of taxpayer money to support the future new senior/community center. Pretending the school is vacant is appalling.

Jessica Rickert: Voiced that she is against placing the senior/community center in the AES 3-4 wing due to security concerns.

Dave Kluczowski (Resident of 5 years, Parent): Voiced that he is against placing the senior/community center in the AES 3-4 wing. Announced that Tolland County has no other school with shared space, as they all have own senior center. If our community has a shared school space, potential future residents may decide not to move here. It would not be something to market or be proud of. He also followed up on Daniel Foran's comment regarding the content of the recent Rivereast newspaper article on the Monday, September 23rd, 2019 BOS Special Meeting, to clarify his intention that he believes parents may move out of town or may not move to town because of a shared school space.

Linda Fish: Announced that she believes that the school AES Superintendent Sally Doyen offered up the space to the town.

Jeff Maguire (First Selectman): Asked the community to understand that the BOS is working through a solution for an Memorandum of Understanding that was presented by the previous BOE and BOS. He is looking out for the parents and children of town. He apologized to Daniel Foran. Seniors have never been taken care of in our community. Grateful that the taxpayers would support a new senior/community center. Shared that Jeff Murray visited the Bolton Senior Center.

Adrian Mandeville: Shared that himself and Paula King wrote an article that will be posted on Facebook including the issues that need to be addressed. There is lots of misinformation and negativity currently on Facebook.

Daniel Foran: Thanked Jeff Maguire for the apology.

Steve Willard (Parent of 1 child): Every person in the room is responsible for this town. Wants people to get involved.

Amy Knox (Director of the C.O.O.L. Program): Believes the BOS have a tough job and hopes they put extra time into it. Seniors and children both deserve to stay in town. Wishes best of luck!

Jeff Maguire (First Selectman): Encouraged attendees to get involved. There will be changes to work together on.

Kelly Allard (Parent of 3 children): Questioned where regionalization discussion begins.

Jeff Maguire: It is the BOE's responsibility to address.

Kelly Allard: At the expense of the town, her child is being sent to Coventry since Andover cannot provide for their needs. Does not believe space is available in the school.

Adrian Mandeville (BOS Member): The previous BOS had been presented the MOU by the BOE. BOS members recently sat down with AES Superintendent Sally Doyen and were not excited about answers they received. He understands the frustrations and believes that parents have been left out of the process. The PTA needs to be utilized. BOS will do everything we can to get answers. Next month, he requested that the community attend the Town Meeting to push the Technology Improvement forward in order to get important information to parents in the future. Expressed appreciation for everyone coming. The BOS are listening. The more people that show up in the meeting, the more pulse we get from the community.

Kelly Allard: Appreciates all of the work done by the BOS. There is a false impression about the available space in the school and parents need answers.

Paula King (BOS Member): The BOS is putting a document together in order to get questions answered. Discovered that the answers are conflicting, so please stay tuned. She loves that the community is voicing their opinions. Thanked everyone!

Karen Zito: In favor of new senior/community center but needs won't be fulfilled at the AES space. Town needs to come up with creative funding. Wasting a lot of money outsourcing a child when there are still rooms to use in the school.

Lori Blake: Announced that animosity comes from not being included in discussions. Thanked the BOS for acknowledging that. Parents are torn between all activities and most are unable to attend meetings. It is lovely to be invited to a meeting. Encourages the board to be creative about how they can reach out. Come to a PTA meeting, surveys for parents, coming to AES during hours, etc.

Eric Anderson: Offered an opportunity for a second Public Speak at the end of the meeting.

Stacy Kluczowski: BOS tone speaks volumes. As the third smallest town in the state, Andover is CT's best kept secret. Needs to know the timeline as this is exhausting for all.

Jeff Maguire (BOS Member): Explained the process of meeting schedules. Process allows everyone to have a voice.

Stacy Kluczowski: Negativity needs to stop now.

Adrian Mandeville: The BOS will be voting tonight for the MOU to go back to the BOE.

Jeff Maguire (First Selectman): No matter what we do as a BOS or community, we could be spending money that is wasted. From a business perspective, he wants to use funds in the best possible manner.

3. Additions/Deletions to the Agenda

Adrian Mandeville MOVED to add under Old Business, Item 4.b. Memorandum of Understanding (MOU) Referral back to the Board of Education (BOE) and Item 4.c. Senior/Community Center Committee and to add Item 17. Executive Session to discuss New Business, Item 9.a. Wage dispute with previous Town Administrator, Joe Higgins.

Scott Person SECONDED

Discussion: None.

MOTION CARRIED 5:0:0

4. Board and Commission Presentations and Appointments

a. Recreation Commission

Adrian Mandeville MOVED to nominate the following regular members to the Recreation Commission; Annmarie Daigle, Joe King, Carol Lee, Michelle Lorentz and Brian Briggs, with Kimberly Hawes and Amy Knox as Alternate Members, with Jeff Murray as the BOS liaison. Terms to expire 6/30/21.

Scott Person SECONDED

Discussion: Jeff Murray believes Amy Knox as a Member/Alternate Member is a conflict of interest.

MOTION TABLED

Jeff Maguire MOVED to appoint Annmarie Daigle, Joe King, Carol Lee, Brian Briggs and Michelle Lorenz as Regular Members, with Kim Hawes as an Alternate Member, with Jeff Murray as the BOS liaison. Terms to expire 6/30/21.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

b. BOE Memorandum of Understanding (MOU) Referral:

Adrian Mandeville MOVED to refer the MOU back to the BOE in order to withhold the matter until AES can commit to a 3 year plan of access and to request that the revised MOU include evening access to the 3-4 wing space for town meetings from 5-10 P.M. to be held on non school function nights.

Paula King SECONDED

Discussion:

Adrian Mandeville: There is confusion as to how much space AES has for a temporary solution. MOU was signed by the previous two BOS and BOE boards.

Jeff Murray: BOS is under informed. BOE does not have information to provide yet.

Jeff Maguire: The MOU needs to be revised regardless.

Adrian Mandeville: Needs to be a community conversation.

Jeff Murray: BOE is supposed to have a Safety Committee.

Eric Anderson: Spoke with Resident Trooper to discuss the AES Safety Plan. It is not a publicly available document since it includes a response to a crisis at the AES. There are 3 hard copies: 1 resides in Superintendent's Office, 1 in the Resident State Trooper's Office and 1 in the Colchester State Police Barracks.

MOTION TABLED

Jeff Murray MOVED to amend the previous motion regarding shared space, for the BOS to ask the BOE for an MOA to access the 3-4 wing space for town meeting space from 5-10 P.M. to be held on non school function nights.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

c. Senior/Community Center Committee

N/A

5. Town Administrator's Report

DATTCO:

- Company has not responded regarding security lighting at the bus depot. Town will need to submit a Special Permit application to the Planning and Zoning Commission. Tabled until DATTCO responds.

Asbestos: Abatement:

- Work permit has been filed with EPA & DEEP along with Building Permit for the Public Works Building, with a tentative 10/14 start date.

Safety Committee:

- Previous meeting minutes have been provided.

- Eric Anderson was chosen to appoint the following Regular Members to the Safety Committee: Eric Anderson, Sally Doyen, Carol Lee, Resident State Trooper Darrell Tetreault, Curt Dowling, Ed Kasacek and Diane Grenier. Terms to expire 6/30/21.

Town Culverts:

- Inland Wetlands and Watercourses Commission hosted a Site Walk on Monday, September 30th, 2019 for the Hutchinson Road culvert. Town application was approved.
- To schedule a Site Walk with DEEP for town-wide culverts. Timeline is to have a solid plan for all the town culverts for budget season in March. Some may need to be surveyed. To consider hiring an outside engineering firm for dealing with town culverts. Preliminary discussions with head of Lebanon Public Works engineer who charges \$85/hour.

Pavement Management Services:

- Started conversation with 3 companies (Streetscan, Beta, VBH) that provide pavement management services. Cost is between 10-23,000\$. Would like to get more information before spending funds. Companies said there may be a second window after the leaves come down in November.
- Adrian Mandeville: Suggested to be paid for out of Town Aid Road Fund.

Road Shimming:

- Met with Fuller Paving to receive on a quote for set pricing per day for paving services for shimming.
- Adrian Mandeville: Suggested setting up a day break to line up projects. Shimming needs to be less than 2".
- Eric Anderson: Shimming is a stop gap to get us through winter as the town has no time or manpower to cut sections and repave.
- Adrian Mandeville: Happy to discuss adding another PW employee.

Fire Dept

- Working to get ID cards for town employees that work off premises.

Building Dept:

- Working with Susan Magri, the Building Dept Administrative Assistant to update fees and policies.

Legal Services:

- Dennis O'Brien would prefer to be on a retainer for exclusive legal services to the town to provide legal opinions, availability to attend meetings, etc.

Adrian Mandeville MOVED to hire Dennis O'Brien to be on a retainer for 9,000\$ per year or 750\$/ month instead of hourly billing.

Jeff Maguire SECONDED

Discussion: Jeff Maguire believes that the Town Attorney Dennis O'Brien had taken instruction from the previous First Selectman and the charter revision would have been different if there was a different BOS. From a professional standpoint, he has provided reasonable services as a member of the BOS.

MOTION CARRIED 5:0:0

Library Well Repair:

Adrian Mandeville MOVED to authorize the Town Administrator to spend up to 2400\$ to replace the failed pressure tank with a new 20 composite gallon tank and a Franklin Subdrive for constant pressure,

leakbreaker without the WiFi enabled Alerts. Funds will be spent from the Library Boards existing maintenance budget.

Jeff Murray SECONDED

MOTION CARRIED 5:0:0

Security Cameras:

- Town Hall: Working with Bob Downer on the Town Hall security systems. New camera to be installed downstairs to increase coverage and older cameras have now been swapped out. The system is fully internet capable. IT Tech David Hicks will finish the connections and install. Will be viewable on my cell phone and for the Resident State Trooper.
- Town Garage: Walked the Town Garage to determine a security camera installation plan. Ideally we would install a 16 camera unit, provide exterior coverage of the buses and gas pumps, rear of building, interior coverage of the entrances, animal care facility and main bay. We would use an internet capable unit so that it could be remotely viewed similar to AES and Town Hall.
- Athletic Fields: It would be expensive to install a stand alone WiFi enabled system at the athletic fields to provide coverage. Bob Downer has proposed using 3 camera channels from the Town Garage system and stringing aerial cables from the building across the river and to the affected areas as the least cost solution.
- Museum: Install the older system that was in the town hall and cameras and install it in the museum. This would include at least one exterior camera covering the parking lot. Cost for this is ~500\$ needs to be viewed to be final for costs.
- Still researching vehicle tracking devices/services for town vehicles. Assuming initial list would be F250, F550, 3 large plow trucks, Loader and backhoe loader with 7 devices. From researching the units, there are 2 reasonable vendors I am exploring with Verizon and AwareGPS.

BOS requested written agreements from Bob Downer.

Vehicle Tracking:

- Between \$21-23/month per vehicle at \$1680 per year.

Adrian Mandeville MOVED to authorize the Town Administrator to spend up to \$1700 on WiFi tracking on system of his choice for Public Works vehicles from the Contingency Fund.

Paula King SECONDED

Discussion: Jeff Maguire believes it should come out of the Town Aid Road Fund.

MOTION TABLED

Jeff Maguire MOVED to amend the motion to authorize the Town Administrator to spend up to \$1700 on WiFi tracking on system of his choice for Public Works vehicles from the Town Aid Road Fund.

Paula King SECONDED

Discussion: Jeff Murray does not believe it should come out of the TAR Fund.

MOTION CARRIED 4:1:0 (Jeff Murray opposed)

Website Committee:

- Town has not received any applications yet.
- Committee consists of the following members: Adrian Mandeville, BOS Member; Amanda Gibson, Administrative Assistant; and Wendy Kopp, Chair of the Long Term Planning Committee.

Long Term Planning Committee:

- The BOS reappointed the LTPC and should advertise for new members.

Assessor's Revaluation:

- Discussion for next month.

Town Administrator's Report:

- Jeff Maguire requested written submission by Friday before the Wednesday meeting.

Town Emails on Website:

- The BOS decided to have the Board of Selectmen and Board of Finance town emails be made public on the town website.

Transfer Station:

- Sent two attendants to a CT Conference of Municipalities training program.
- Going back and forth with manufacturer of the concrete blocks. Shed has not been ordered because the shed needs to go in when we repair the right side. Earliest is in the spring. Still wants an electrical review, as lots of wiring will be moved when blocks are changed. Walked with DCE, to find solution in next couple days.

Public Works:

- Large truck is going into equipment services. F250 radios are getting torn out tomorrow and getting new one tomorrow. Timmy is conducting the work.

Sunset Lane:

- Sunset Lane is paved and set. Public Works will fill.
- Adrian Mandeville stated he believes that part of RFP was for the company to do the apron/fill.

6. Treasurer's Report by Town Treasurer, Barbara Griffin

a. Revenue Summary

Barbara Griffin presented reports. BOS shared their requests.

b. Town Budget Summary

7. Budget

a. Transfers

b. Refunds

8. Old Business

Discuss and act upon the following:

a. Times Farm Bridge Update

- Eric Anderson: Town is waiting for the engineer and the bill for final sign offs as the engineer had issues with the state who is asking for paperwork which they should have had several years ago. Final invoice has already been expected.

b. Lake Road Bridge at Cheney Brook

- No progress since last meeting. May end up giving to a different engineering firm to deal with.
- c. Set the time, date and place for a Special Town Meeting, including a Public Hearing to:
- Vote to possibly Repeal, Amend or Replace the previously enacted Property Tax Liability Ordinance.
 - Vote to send the proposal to Town Meeting to allocate 40,000\$ from the general fund for technology upgrades to the Andover Town Hall.
 - Vote to send to Town Meeting a proposal to spend up to 80,000\$ for Asbestos Abatement and Re Roofing of the Andover Public Works Building.
- Paula King: Shared that the RHAM chorus concert is on Thu 10/24 but there is no school conflict on Wed 10/23.
 - BOS Members: Agreed to host the Special Town Meeting on Wednesday, October 23rd, 2019 in the AES Gym and signed the form.
 - Jeff Maguire: Requested a presentation with visual aids to make appropriate for all.
- d. Quotes for Pole Mounted Graphic Display Speed Signs.
- None.
- e. Town Aid Road (TAR) Update.
- Already discussed.
- f. Town of Andover Personnel Policies.
- Need to be updated.
- g. Community Connectivity Grant Update.
- The Inland Wetlands and Watercourses Commission rejected the application as being incomplete. Commission was unhappy with what the Town Engineer submitted. The Town of Andover will resubmit the application.
- h. Reexamine the RFP Bids for Public Works Roofing Project (AN-2019-20 #2)
- Scott Person MOVED to authorize the Town Administrator to award the RFP for Roof Replacement at Andover Public Works Facility Bid Number AN-2019-20 #2 to Shoreline Restoration Services for as the Lowest Qualified Bidder for 53,800\$, with additional scope of work to include replacing Fascia with 1x12 Aztec trim board on eaves, and 1x6 Aztec on Rake edges per email confirmation dated August 6th, 2019 as the lowest qualified bidder. The award is subject to approval at a Town Meeting authorizing the funds.
- Paula King SECONDED
- Discussion: None.
- MOTION CARRIED 5:0:0

9. New Business

Discuss and act upon:

- a. Pavement Management Systems
 - Already covered in the Town Administrator's Report.
- b. Meeting Dates 2020

- Tabled until next meeting.
- c. Wage dispute with previous Town Administrator, Joe Higgins.
 - Moved to the Item 17. Executive Session.
- d. Request for a joint informational Public Meeting with BOE. Determine a date & location.
 - Bypass the request as it is unnecessary at this point.
- e. Software transition from Phoenix to a new system.

Jeff Maguire MOVED to appoint Barbara Griffin, Marc Brinker, Adrian Mandeville, Jeff Maguire, Eric Anderson and Laura Edwards to the Software Committee and name Laura Edwards as the Chairperson.

Adrian Mandeville SECONDED

Discussion: Barbara Griffin reached out to CT Conference of Municipalities and is compiling a list based off of feedback received.

MOTION CARRIED 5:0:0

10. Approval of Meeting Minutes

- a. Approve the Wednesday, September 11, 2019 Regular Meeting Minutes
- b. Approve the Monday, September 23, 2019 Special Meeting Minutes

Adrian Mandeville MOVED to approve the Wednesday, September 11th, 2019 Regular Meeting Minutes and the Monday, September 23rd, 2019 Special Meeting Minutes.

Paula King SECONDED

MOTION CARRIED 5:0:0

11. Tax Collector's Report

- a. Refund Requests
 - Jeff Maguire requested the summaries from the Tax Collector to include names and reasons.

Adrian Mandeville MOVED to accept the tax refunds as held by Jeff Maguire in the provided envelope.

Jeff Murray SECONDED

Discussion: None.

MOTION CARRIED 5:0:0

Jeff Maguire signed the tax refunds.

12. Department Reports

- a. Fire Department
- b. Resident State Trooper*
- c. Town Clerk
- d. Building Department*
- e. Assessor's Office*
- f. Town Garage*

- g. Transfer Station*
- h. Library
- i. Senior Transportation
- j. Registrars*

*BOS received monthly report.

13. Resignations

None.

14. Correspondence

None.

15. Public Speak

Sheila Patriz: Suggestion to ask our town insurance company to reduce the premiums for the library as many carriers are starting to implement risk controls at a discount.

Kelly Allard: Thank you to the BOS!

Dianne Grenier: Concerned about the vague language of the Town Meeting memo.

Paula King MOVED to edit the Town Meeting memo to include 'Vote to change the property tax collection from 4 times a year to 2 times a year'.

Jeff Maguire SECONDED

Discussion: BOS agreed that all Town Meeting information needs to be shared in a simple way for the community to understand.

MOTION CARRIED 5:0:0

Steve Willard: Thanked BOS for their patience with everything going on.

16. Adjournment

Carried over to the end of the Executive Session.

17. Executive Session:

Jeff Maguire adjourned the Regular Meeting and Executive Session at 10:22 P.M.

Helpfully submitted by Board Clerk, 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, October 2nd, 2019 7:00 p.m.

Town Hall Community Room, 17 School Road

Regular Meeting

1. James Rickup
2. Jessica Telaga
3. Carol Cooke
4. J. Kuczwski
5. David Kuczwski
6. Ava Kuczwski
7. VERA Kuczwski
8. Steve Wilk
9. Mike Talaga
10. Michael Greenhouse
11. Linda Fish
12. Michelle France
13. Heidi Nines
14. Sheila Patrizz
15. Wendy Kopp
16. Amy L. Kuy
17. Dorothy Zeomans
18. Ron Englar + Suzanne Englar

SIGN IN SHEET

Town of Andover

BOARD OF SELECTMEN

Wednesday, October 2nd, 2019 7:00 p.m.

Town Hall Community Room, 17 School Road

Regular Meeting

1. Carol Boston
2. Wally Boston
3. Joe King
4. Lase Gordini
5. Karen Zito
6. Tanya Luczka
7. Dianne Grenier
8. Betty Kerr
9. Fatherine Galazzi
10. [Signature]
11. Karen Hunt
12. Erin Warner
13. Dana Ming
14. Marianella Chalfant
15. Erin Boris
16. Daniel Foran
17. Doreen Kellquist
18. Carlene Magolda Lewis
19. Lois Blak

VOTE “NO” ON REVISED ANDOVER TOWN CHARTER
November 2011

As Vice Chair of the now defunct Andover Charter Commission, I am advising Andover residents to vote NO to the proposed charter. The Charter Commission worked diligently for sixteen months re-writing the document in clear, concise, exact language. After completion, we emailed a copy to the town attorney. *The town attorney was asked to review our completed charter for legality.* We wanted to ensure our new charter was legally sound.

The town attorney, Dennis O'Brien, did not review our charter. Mr. O'Brien wrote his own version and presented it at the final public meeting of the Andover Charter Commission. The First Selectman (Bob Burbank) was asked to let another attorney review our charter. Bob Burbank stated that he would “not allow” another attorney to look at the commissions charter.

The First Selectman and Town Attorney violated Sec. 7-191 of Chapter 99, Municipal Charters and Special Acts by not giving the Andover Charter Commission the opportunity to present their final version at that public meeting. The “decision” by the Charter Commission to present the attorney’s version to the BOS was strictly because our version had not been approved by an attorney.

“Supporters of a town assembly emphasize that it is the *purest form of democracy, ensuring that all policy decisions are in the public interest* since no intermediaries are placed between the voters and public decisions.” (Institute for Local Self-Reliance).

Andover had an opportunity to set a new standard for how a Town Charter should read in the 21st century. Andover could have set the example for other towns who may feel their charter needs updating. We lost that opportunity when the Charter Commission’s revision of the Charter was confiscated by the First Selectman and Town Attorney.

Catherine Magaldi Lewis

October 2, 2019
Request to Remove Dennis O'Brien
as Town Attorney for Andover, CT

In May, 2010, the Andover Charter Commission was charged with revising the town charter. I was vice chair for the Commission. Before undertaking this task, we requested and received suggestions from Andover residents regarding what they felt was important and any changes they would like to include.

We received many suggestions to update the language of the charter. Residents wanted simple terminology rather than legalese. Since I had written numerous training manuals, I volunteered to undertake this process.

During 2010-2011, the Andover Charter Commission held a total of 24 meetings. When the charter was completed in September 2011, the revised charter was emailed to attorney Dennis O'Brien to review. Mr. O'Brien was charged with ensuring the charters updated language was legally sound.

Instead of reviewing our new charter as he was required to do, Mr. O'Brien arrived *the evening the commission was set to present our charter to the public* with his own copy of the charter stating that his revised version was the one the commission should use. The committee was very flustered, we did not know how to respond, and believed that we had to accept the attorney's version. In subsequent phone calls to the Secretary of State Office, I was informed that *"nothing in CT State Statutes require the charter go through an attorney"* (Statute Title 9-188 to 9-191).

In November 2011, Andover residents voted down Attorney O'Brien's version and signed a petition to remove Mr. O'Brien as town attorney. Andover residents also requested that the revision by the charter commissions be sent to a vote. First Selectman Bob Burbank rejected residents' requests, refused our petition and Jay Linndy, Vice Selectman, who recorded the minutes, did not enter this into the minutes of the meeting.

Bob Burbank and Dennis O'Brien proceeded to lie to the public and the newspapers stating the charter received by Mr. O'Brien had been sent as a PDF file and Mr. O'Brien was unable to open it. In fact, the charter was attached as a Word document and Mr. O'Brien told me that *he had been on vacation, his cat was sick, therefore, he could not review the charter. Our request to remove Dennis O'Brien as town attorney was ignored.*

After sixteen months of work and 24 meetings, Mr. O'Brien and Mr. Burbank robbed the town of Andover from having an updated Town Charter. The Charter Commission and Andover residents acted in good faith. The first selectman and town attorney did not. Essentially, the residents of Andover were told that that their opinion meant nothing.

Dennis O'Brien was never admonished and continues in his capacity as town attorney despite the requests of Andover residents that he be removed. Mr. O'Brien's contract is again being considered for renewal despite the objections of town residents.

Based on the facts that Attorney O'Brien violated state statute, hijacked the towns charter, lied to the public, and did not perform his duty as charged yet received payment, *we* request that the current Board of Selectman refrain from re-hiring Mr. O'Brien and, as stated in the Andover

Town Charter, Section 702 J, conduct a review of Attorney O'Brien's work and interview other attorneys for this position. *We would also like the dates and copies of the annual reviews conducted for Attorney O'Brien.

Catherine Magaldi-Lewis

10.2.19

Catherine Magaldi-Lewis

Andover Resident, former vice chair of Andover Charter revision Committee 2010-2011

*Since residents were not aware of the BOS intent to rehire Attorney O'Brien, many residents have not had the time to sign this request for removal

Included are documents that substantiate this request.

Document 1. Andover Charter Revision Commission Meeting Minutes 24 May, 2010

Document 2. Andover Town Charter Public Comments & Suggestions

Document 3. Questions for the Andover CT Board of Selectman

Document 4. Sept 9, 2011 Letter to Andover Charter Commission & Related Statutes

Document 5. Dennis O'Brien Draft changes & My Responses

Attached Documents:

Andover Town Charter Chapter VII, Section 702 J

CT State Statute Section 7-191

Vote "NO" on Revised Andover Town Charter letter, November 2011

Document 1.

Andover Charter Revision Commission
Meeting Minutes from 24 May, 2010
Town Office Building Community Room
17 School Road, Andover, CT 06232

Type of Meeting: Public Hearing

Members Present: Carol Lee, Chair; Penny Auer (entered 7:02 pm), Marie Burbank, Donald Denley, Donald Keener, and Gary Gile.

Not Present: Catherine Lewis, Vice Chair

Town Officials: Robert Burbank, First Selectman; Jay Linddy, Vice Selectman.

Other Attendees:

Wally Barton

Jeanne Person

Joan Foran

Edward J. Nagy

Georgette M. Conrad

Robert Wanagel

Virginia Wanagel

Leigh Ann Hutchinson

Cathy Palazzi

Call to Order: Carol Lee, Commission Chair called the meeting to order at 7:00 pm.

Suggestion or Comment on Revision(s) To the Charter by Members of the Public:

Wally Barton presented the following:

1. Chapter VI Section 606: recommended listing duties for each board or Commission and list a dollar threshold that would trigger the need for contacting the CIP.
2. Chapter VIII Section 806: recommended increasing the threshold that would trigger CIP from \$3,000.00 to \$5,000.00.
3. Chapter X Section 1008: recommended an enforcement clause for failure to take action.
4. Chapter VI Section 606: recommended amendment of committee make-up to include the Library Board of Directors instead of the Board of Education due to the fact that the BOE does not go before CIP and the Library does.
5. Chapter VI Section 606: recommended amending Appointed Town Boards to include an Ethics Commission that would establish and enforce Town ethics rules.
6. Chapter IV Section 401: recommended adding a removal for cause clause to include elected Board members to include not attending meetings.
7. Chapter IV Section 402 E: recommended expanding the compiling of the Annual Town Report to include annual publishing.
8. Chapter III Section 303: recommended changing the date of the Annual Town Budget meeting to allow for a single referendum on the RHAM and Town Budget.
9. Chapter II Section 203: recommended moving the General Election date from May to November to align with the State and Federal Elections.

Mr. Barton submitted more recommendations in written form only, see attached.

Robert Wanagel submitted the following questions for the member's consideration:

1. What are the Commissions expectations for input from the public, such as will public speak be included at each meeting?
2. Does the Commission have a mission?
3. Will there be another public hearing?

Jeanne Person submitted the following:

1. Chapter X Section 1003: recommended that Conflict of Interest regulations that had been addressed and then tabled by the Ethics Commission need to be incorporated in the Charter.

Joan Foran submitted the following composite from Andover residents:

1. Consider moving May elections to November.
2. Change Board of Selectmen terms from 4 years to 2 years.
3. Include strong language that if a Town budget does not pass, the existing budget and mil rate will remain unchanged and in place until a budget is passed and that only the Board of Finance may set the mil rate.
4. Consider a Town Administrator while still maintaining the Selectman/Town Meeting form of Government.
5. Consider combining duties and responsibilities of staff and departments to promote efficiency.
6. Consider regional sharing.
7. Consider revising Ordinance 91-02 section 5 that will not allow for the Municipal Agent to receive a salary.
8. Develop a process for notification and publication of all available positions allowing for current position holders and the public to be aware of the need and process for application.
9. Recommended Town's people input be accepted at all meetings.

Mrs. Foran submitted more recommendations in written form only, see attached.

Jay Linddy made the following comments and recommendations:

1. Consider making the Municipal Agent a paid position.
2. Consider giving the CIP more power and add the Library to the CIP while maintaining the BOE representation.
3. Recommended combining the RHAM budget vote with the Town budget vote.
4. Recommended establishing regular intervals for elected official raises.
5. Consider changing the Town Clerk position from elected to an appointed position.

Leigh Ann Hutchinson made the following comments and recommendations:

1. Consider a 2-year term for the Board of Selectmen.
2. Maintain the May election process.
3. Consider separating the budget votes for the Town and Elementary School.
4. Maintain the Town Clerk position as an elected position.

Cathy Palazzi submitted the following recommendations:

1. Keep the Town Clerk position as an electoral vote.
2. Move May referendum to November or combine both RHAM and Town budget votes together in May.

Joan Foran added the following recommendation:

Establish a way that salaries for all non-union and elected employees be set for a time periods that would allow for regular increase.

Leigh Ann Hutchinson added the following recommendation:

Establish a system that allows the Board of Selectmen to appoint new people to inactive Commissions instead of dissolving them and starting over.

Carol Lee, Commission Chair closed the public hearing at 7:28 pm.

A special meeting immediately followed. Separate minutes were filed.

Minutes respectfully submitted by: Dawn D. Quint, May 25, 2010

ANDOVER TOWN CHARTER PUBLIC COMMENTS & SUGGESTIONS

1. Rewrite in plain English
 - a. Done
2. Remove historical notes – just keep copy for town records.
 - a. done
3. Felt strongly that duties of BOF remain in force. Below are changes to 802-804
 - Changes to 802**
 - a. “appointed” officials give estimated budget to First Selectman
 - b. “elected” officials give estimate to BOS
 - c. BOF still “may review budget requests with the head of each department, board and commission including the local Board of Education. “
 - d. from 120 days to 150 days
 - e. BOF after completion has 75 days to the public hearing
 - f. BOE is now included in changes the BOF can make
 - g. Rather than “additional duties” - all BOF duties are listed under duties of BOF
 - Changes to 803**
 - h. No change – BOF still meets asap to set mill rate
 - Changes to 804**
 - i. July 1 changed to June 15th
 - j. BOF still sets mill rate
4. Can the BOF lay taxes on Andover citizens
 - a. Let’s make sure this is a NO
5. Chapter 606 “appointed boards” spell out duties
6. In 601 General states “Town Boards will have the authority and duties described in the General Statutes and/or as designated by an appointing authority.”
7. Dollar threshold that triggers CIP?
 - a. Dollar amount was removed, new verbiage:
 - i. Board of Selectmen, in consultation with the Capital Improvement Plan Committee and the Board of Finance will establish and maintain written purchasing procedures and policies for capital equipment requests to the Board of Finance. These may include, but are not limited to time lines and procedures. All town departments, boards, and agencies will adhere to these procedures and policies, as modified.
8. Separate AES budget from Town budget – would only require a referendum on budget(s) that did not pass. One referendum that includes
 - a. Town budget
 - b. AES budget
 - c. RHAM budget
9. Streamline public hearing, budget meeting and referendum, process.
10. Enforcement provision for BOS to follow Town Charter to ensure Charter is updated **every 5 years as well as publishing the Annual report.** Impose personal fine for repeated non-compliance
11. 402 E – add time requirement (2yrs?) to publish Annual Report
 - a. No time currently stated

12. Keep Town Clerk as elected;
 - a. done
13. Move May referendum to Nov / combine RHAM & Town Budget
 - a. Referendum moved to Nov
14. Allow BOS to appoint new people to inactive positions
 - a. Not sure?
15. Include strong language stating that mill rate remains unchanged if budget does not pass
 - a. 804 does not state this – allows BOF to change mill rate – do we need to revisit?
16. Town Administrator position
 - a. No role of administrator added
17. Combining responsibilities of staff/departments
18. Combine Tax Assessor and Collector positions
 - a. This was discussed – do not remember why we chose not to?
19. Consider regional sharing
 - a. Unclear of meaning?
20. Salary for Municipal Agent
 - a. Do not see salary.
21. Develop process of notification/publication of available positions
 - a. Do not see this
22. Recommend people's input be accepted at all meetings
 - a. Not sure what is meant – that people be allowed to speak at all meetings?
23. Increase power of CIP/ add library to CIP while maintaining BOE representation.
 - a. remove requirement of BOE & library board from CIP
 - b. increase \$\$ threshold
 - c. delete BOE from CIP replace with Library Board – BOE does not need to come before CIP.
24. Establish regular intervals for elected officials raises
 - a. Not done
25. Change BOS term to yrs.
 - a. Voted no – BOS need time to institute changes
26. Institute Salary pay scale – union and non-union; new vs. established employees
 - a. May be necessary but not in Charter

Document 3.

October 6, 2011

Questions for the Andover, CT Board of Selectman

From Catherine Magaldi Lewis, Vice Chair, Andover Charter Commission

1. Who does the Town Attorney represent?
2. Who was the Town Attorney representing when asked by the Charter Commission to review the commission's new charter?
3. Is the Town Attorney legally allowed to dismiss questions put to him by the Andover Charter Commission?
4. Is the Town Attorney legally allowed to ignore the requests of the Andover Charter Commission, who are acting on behalf of the citizens of the Town of Andover?
5. May the Town Attorney choose to act on his own and not execute the job he was asked to do by the Charter Commission? Specifically, may the Town Attorney legally elect to write the charter for the Town of Andover without the request of the voters of Andover or the Andover Charter Commission?
6. Lastly, may the Town Attorney present his own version of an Andover Town Charter at the Public Meeting of the Andover Charter Commission without the knowledge, request, or desire of the Charter Commission?

In addition, I agree with Mr. and Mrs. Foran comment stating; "due process was denied the Charter Review Commission when the Town Attorney did not review their work in a timely manner and presented his own version in the manner he did."

The following excerpts from the Fourteenth Amendment as well as articles from the National Law Review and Cornell Law University give support that the charter from the Town Attorney be disregarded and the charter written by the Andover Charter Commission be put in place for review.

The Fourteenth Amendment in 1868 ratified the Due Process Clause to describe a legal obligation of all states. These words have as their central promise an assurance that *all levels of American government must operate within the law ("legality") and provide fair procedures.* The Supreme Court found that the Due Process Clause "incorporated" most of the important elements of the Bill of Rights and made them applicable to all states. If a Bill of Rights guarantee is "incorporated" in the "due process" requirement of the Fourteenth Amendment, state and federal obligations are exactly the same.

The promise of legality and fair procedure

Citizens may also be entitled to have the government observe or offer fair procedures, whether or not, those procedures have been provided for in the law on the basis of which it is acting. **Action denying the process that is "due" would be unconstitutional.**

Due process is best defined in one word-fairness. Throughout U.S. history, its constitutions, statutes and case law have provided standards for fair treatment of citizens by federal, state and local governments. These standards are known as due process. When a person is treated unfairly by the government, including the courts, he is said to have been deprived of or denied due process"

Document 4.

Document 4.

September 9, 2011 Letter to Andover Charter Commission/Statutes

Dennis O'Brien and Bob Burbank craftily chose not to look at our revised charter. An hour before our last commission meeting, Mr. O'Brien handed the town clerk another version, giving the committee no time to evaluate the new version. We were all too upset and tired to make a rational decision. They backed us into a corner and we allowed them to do so. We had been going under the premise that we must have a public hearing and finish the charter by Sep.5th. This was not the case. Here are the CT Statutes related to the commission:

1. CT Statute 7- 190 reads: the appointing authority shall specify by resolution when the commission shall submit its draft report, which shall be not later than sixteen months from the date of its appointment.
 - a. This was accomplished. Our draft was submitted the end of July to Bob and Dennis.
2. Also, Statute 7-190c states (c) The commission shall terminate upon acceptance or rejection of its final report by the appointing authority.
 - a. We were not dissolved by September 5th – just needed to ensure the draft was completed and submitted by that date- which it was.
3. CT Statute 7-191a states: commission shall hold at least two public hearings on the proposed charter.... one prior to the beginning of any substantive work on such charter.... and one after the draft report to the appointing authority has been completed, but not submitted, after which hearings the commission may amend such report. The commission may hold such other public hearings as it deems necessary.
 - a. This was done, and we were not given the opportunity to amend our document based on suggestions from the public.
4. CT Statute 7-191b states: If the appointing authority makes recommendations for changes in the draft report to the commission, the commission shall confer with the appointing authority... the commission may "reject" such recommendations. In either case the commission shall make its final report to the appointing authority not later than thirty days (30 days) after receiving such recommendations.
 - a. Therefore, we had 30 days to amend our charter and submit it to the town of Andover and first selectman. According to the statute we could amend our draft with the changes that were asked for at the meeting.
5. Statute 7-191d states: Not later than fifteen days after receiving the final report, the appointing authority, by a majority vote of its entire membership, shall either approve the proposed charter.... or reject the same or separate provisions thereof. Not later than forty-five days after a vote of the appointing authority to reject such matter, a petition for a referendum thereon, signed by not less than ten per cent of the electors of such municipality... may be presented to the appointing authority. Not later than thirty days after approval by the appointing authority or the certification of such a petition (1) the proposed charter shall be published in full at least once in a newspaper having a general circulation in the municipality.

Based on these CT State Statutes,

- The commission should not have confused the public by submitting a different charter.
- Given our charter took over a year of disciplined work to ensure the intent and verbiage is correct, we should NOT have had to make a decision on a new version of the charter offered at the last minute at the time of our presentation to the public.
- The opinion of the commission should have been that we did “consider the alternate version”, but we rejected it.
 - The decision to stay with our proposed revision should have held. We worked on the charter for over a year, had a better understanding and knowledge of the content and felt comfortable presenting it. We were not obligated to consider Mr. O'Brien's draft.
- Bob Burbank and Dennis O'Brien should have been the ones to explain to the public why:
 - our revised charter was not reviewed as requested especially since they had plenty of time to do so (Dennis had the final draft in June – we made only small changes after that draft).
 - Dennis refused to answer our questions in writing as requested by Carol Lee months in advance.
 - Dennis would not give us a definition of “minor ordinances” though he was asked more than once beginning last May to do so. Yet, he was able to write a definition in the version he offered at the meeting.
 - did Bob reject our request to send sections of the working charter to Dennis as they were completed rather than waiting until the entire document was complete?

Questions:

1. Were the town attorney and first selectman aware that we had 16 months to complete the draft – not that the commission would be dissolved?
2. Should the town attorney and first selectman have known or at least taken the time to look up the statutes regarding accepting recommendations to our charter?
3. How did Bob know what was in the town attorney's version and that it was fine to accept, if no one had read it? Remember, we had only received it directly before our meeting.

DRAFT

**FINAL REPORT of the Charter Revision Commission of the Town of ANDOVER
Proposed by Dennis O'Brien, Town Attorney
August 22, 2011**

**IMPORTANT: The Following Proposed Additions and Deletions
are addressed to the Charter of the Town of Andover as it is currently written.**

Section 105: (Replace subsection 105H with the following):

H. "Minor Ordinances" shall mean those ordinances that are necessary to ensure the orderly day to day maintenance or implementation of the business and order of the Town as generally required by law. "Minor ordinances" include, **inter alia**, the setting of speed limits on Town roads and the hours of operation of Town facilities. "Minor ordinances" also include ordinances or amendments to or replacements of ordinances expressly mandated by State or federal law. Any issue presented regarding whether any such proposed initiative is "minor" shall be directed to the Town Attorney for expeditious final determination.

CML This section was Deleted - No longer exists

Section 105: (Replace subsection K with the definition of "Related" written by the Charter Revision Commission as follows:

K. "Related" shall mean people who share one or more of the following relationship(s): spouse, son, daughter, father, mother, sister, brother, grandchild, grandparent, brother-in-law, sister-in-law, father-in-law, mother-in-law, first or second cousin, and people who reside in the same dwelling unit.

CML Already done in rewrite

Section 203A: Delete Subsection A and replace it with the following:

"A. Beginning in 2013, the biennial municipal election, which has been held on the first Monday in May through 2011, shall instead be held on the Tuesday after the first Monday in November. Accordingly, per Connecticut General Statutes sections 9-164, **et seq.**, the term of any Town officer elected per this Section or Section 1013 of this Charter to a two year term in 2011, shall be extended to January 1, 2014, and the term of any Town officer elected per this Section or Section 1013 of this Charter to a four year term in 2011, shall be extended to January 1, 2016."

CML Section 203A no longer exists - biennial elections is written in section 202 and changes to dates already made

Section 203B: Add to the end of subsection B the following sentence: The term of the Town Clerk elected in 2011 shall be extended to January 1, 2016.

CML 203A-F no longer exists

Section 203D: Change "July . . ." to "January . . ."

Section 203E: Delete the second sentence in the subsection regarding reimbursement of expenses.

Section 203F: Delete this subsection regarding mailing of notice of elections.

CML No longer applicable.

Section 206: (Add "Party" between "Minority" and "Representation.")

CML This is section is now 205 and I agree should state "party" representation.

Section 302A: (Delete the following)

"In addition, the Board of Selectmen shall send notices indicating the date, location and agenda of all town meetings to eligible voters via US mail, at least five (5) days prior to the meeting. If the Town Meeting action sends a matter to referendum vote, notices indicating the time, date and location of the referendum vote shall be mailed, via US mail to eligible voters at least five (5) days prior to the referendum. Information shall be included whether absentee voting is permitted and the procedure for obtaining such absentee ballot."

Section 302B: (Delete the following

" . . . providing that a quorum is present equal to at least Twenty five (25) of the electors of the Town as determined from the latest official list of the registrar of Voters. **Then also Delete:** "Immediately upon calling the meeting to order, the First Selectman or designated alternate shall ascertain if a quorum is in attendance. If a quorum is present the meeting shall proceed with the election of a moderator. If a quorum is not present, the First Selectman shall recess the meeting to the same day of the next following week. If a quorum is present at the recessed meeting, the meeting shall proceed. If a quorum is not present at the subsequent Town Meeting, all matters on the call of the Town Meeting shall revert to the Board of Selectmen who shall have final authority over such matters, except for action on the budget, which shall be accomplished in accordance with Section 803 of this Charter."

Section 302B: (After making the immediately foregoing deletion, add the following right after the second sentence ending with "Registrar of Voters.":

"The meeting shall proceed with the election of a moderator."

Section 303B: (Substitute: "the last Tuesday of April" for "one of the first business days of May. . .")

CML None of the new charter reads as shown above. 302 A is notification. We already voted and changed this information. We took a long time deliberating exactly how the voting and referendums should read.

Section 304K: Delete this subsection (regarding mailing of notices of special town meetings) in its entirety. CML Already done.

Section 402A: Delete "and not inconsistent with Ordinances adopted at prior Town Meetings, . . ."

Section 402: Add a subsection H as follows:

"H. To make and implement any resolutions regarding matters not inconsistent with State or federal law or reserved by Charter Section 304 to the authority of the Town Meeting."

CML This was already done and the first sentence takes care of what used to be H; *Effective the date of this Charter, the Board of Selectmen will have powers and duties granted to them by the Constitution and General Statutes of the State of Connecticut.* Continues with list of duties.

Section 605: Delete "of 1999". . .

CML already deleted

Section 701: Delete all but the first sentence of the first paragraph of Section 701.

Section 701: Add at the very end of Section 701, the following:

"Removal of any such Administrative Officer may be made for just cause only upon the vote of a majority of the Board of Selectmen, including the First Selectman."

CML Already reworded and already stated.

Section 702A: Delete the second sentence, and the fourth (last) sentence of the subsection.

Section 702B: Delete the second sentence and the fourth (last) sentence of the subsection.

Section 702H: Delete, starting in the second line, only the following:

" , and by a four-fifths (80%) vote of the entire Board be enabled to remove . . . "

Section 702I: Delete the second and fourth (last) sentences of this subsection.

Section 702J: Delete, everything in the first sentence but the following:

"The town attorney shall be an attorney-at-law, or a firm of attorneys-at-law, admitted to practice in this State."

Section 702J: Delete "on an annual basis conduct a . . ." from the last sentence in the subsection.

Section 702M: Delete the second and fourth (last) sentences of this subsection.

Section 702N: Delete the second and fourth (last) sentences of this subsection.

CML -- All unnecessary and incorrect sentences were already deleted

Section 802A: Delete the entire subsection A, and replace it with the following:

A.At least one hundred and fifty days before the end of the fiscal year, the head of each Town Department or office supported by Town funds shall file a detailed estimate of expenditures and revenues for the next fiscal year with the First Selectman. The First Selectman shall review all such submissions forthwith and present them along with his recommendations to the Board of Selectmen. No later than 45 days after receiving such information from the First Selectman, the Board of Selectmen shall present their budget to the Board of Finance for final adjustment if need be and approval.

CML aThis was already rewritten with necessary changes for BOS and BOF

Section 802B: Replace "only comment and make recommendations on" with "not increase or decrease individual line items of. . ." in the fourth line from the bottom of subsection 802B.

CML this was already reworded and why couldn't it be decreased? Is this legal or opinion? I DID however as of today 8/22/11 change the remaining list to A thru D because we did not have an A- the chapter started with an intro paragraph, then the list started with B.(Voting on Ann...when quorum present...) this should have been A and is now correct.

Section 803A: Replace "one of the first ten business days of May." with "the last Tuesday in April."

Section 803B: Delete the first sentence in the subsection.

Section 803C: Delete the first sentence in the subsection.

Section 803D: Delete the first sentence in the subsection.

Section 803F should be Deleted in its entirety.

CML All already done.

Section 804 should be deleted and replaced as follows:

If a budget has not been adopted by the first day of July in any year, after consultation with the Board of Selectmen, the Board of Finance may authorize expenditures per section 7-405 of the General Statutes and the Board of Selectmen may establish a mill rate and provide for the raising of necessary revenues pursuant to the provisions of section 12-123 of the General Statutes.

CML we changed the date to June 15 and wrote that BOF after consultation with BOS...

Section 805C: Add a subsection C.4 to Section 805C as follows:

CML there are no subsections just duties of BOS and BOF

4. Supplemental taxation in the current fiscal year.

Section 806C: Change "\$2,000.00" to "\$3,000.00 in both subsections C1 and C2.

CML - No longer applicable.

Section 806C2: Delete "who shall forward such requests to the Board of Finance. . ."

CML - No longer applicable.

Section 807: Delete, in the first paragraph, the following: ", except the local Board of Education, . . ."; and also **Delete** the last two paragraphs of **Section 807** regarding the authority of the Capitol Improvement Plan Committee.

CML - No longer applicable.

Section 809: Delete the following sentence:

Said appropriations shall not exceed \$10,000 for any one occurrence.

Section 810: Delete the final sentence in Section D.

CML - Both no longer applicable.

Section 903: Delete "the method of holding competitive examinations, ..."

CML Already done.

Section 1001: Delete the first paragraph of **Section 1001.**

CML - No longer applicable.

Section 1011: Insert "revised" between "This" and "Charter" and update all dates that appear in the section to reflect this Charter revision.

CML - No longer applicable.

Section 1014: Change "2002" in the title of the section to "2011" or "2012," whichever ultimately is applicable.

CML - No longer applicable.

ORIGINAL TOWN CHARTER

Chapter VII. ADMINISTRATIVE OFFICERS

Section 702. Administrative Positions.

J. A Town Attorney

The town attorney shall be an attorney-at-law, or a firm of attorneys-at-law, admitted to practice in this State, who shall serve for a **two (2) year term of office** commencing on the first day of July following the Town election 1999 and thereafter, biennially, in odd numbered years.

He shall appear for and protect the rights of the Town in all actions, suits or proceedings brought by or against it or any officers, employees or agencies acting in the course of duty in all matters affecting the Town.

He shall, upon written request of the First Selectman or Board of Selectmen, provide a written opinion to any official of the Town on any question of law involving their respective powers and duties. He shall, upon request of the First Selectman or the Board of Selectmen, prepare or approve forms or contracts or other instruments to which the Town is a party. He shall have the power, with the approval of the Board of Selectmen, to compromise and/or settle all claims by or against the Town.

Upon request of the Board of Selectmen, he shall attend Town Meetings. Nothing in this section shall prevent the Selectmen, the Board of Education, the Planning and Zoning Commission, or the Zoning Board of Appeals from retaining Special Counsel when the needs of the Town so require. **The Board of Selectmen shall on an annual basis conduct a review of the work of the Town Attorney.**

CT STATE Statute 7-191

Sec. 7-191. Charters, charter amendments and home rule ordinance amendments: Hearings; draft and final report; public notice; referendum; effective date; filing of copies with Secretary of the State; file maintained by State Library. (a) The commission shall hold at least two public hearings on the proposed charter, charter amendments or home rule ordinance amendments; one prior to the beginning of any substantive work on such charter, charter amendments or home rule ordinance amendments, and one after the draft report to the appointing authority has been completed, but not submitted, after which hearings the commission may amend such report. The commission may hold such other public hearings as it deems necessary.

(b) The commission shall submit its draft report, including the proposed charter, charter amendments or home rule ordinance amendments, to the clerk of the municipality, who shall transmit such report to the appointing authority. The appointing authority shall hold at least one public hearing on the draft report and shall hold its last hearing not later than forty-five days after the submission of the draft report to such clerk. Not later than fifteen days after its last hearing, the appointing authority shall make recommendations to the commission for such changes in the draft report as it deems desirable.

(c) If the appointing authority makes no recommendations for changes in the draft report to the commission within such fifteen days, the report of the commission shall be final and the appointing authority shall act on such report. If the appointing authority makes recommendations for changes in the draft report to the commission, the commission shall confer with the appointing authority concerning any such recommendations and may amend any provisions of the proposed charter, charter amendments or home rule ordinance amendments, in accordance with such recommendations, or the commission may reject such recommendations. In either case the commission shall make its final report to the appointing authority not later than thirty days after receiving such recommendations.

(d) Not later than fifteen days after receiving the final report, the appointing authority, by a majority vote of its entire membership, shall either approve the proposed charter, charter amendments or home rule ordinance amendments or reject the same or separate provisions thereof. Not later than forty-five days after a vote of the appointing authority to reject such matter, a petition for a referendum thereon, signed by not less than ten per cent of the electors of such municipality, as determined by the last-completed registry list thereof, and filed and certified in accordance with the provisions of section 7-188, may be presented to the appointing authority. Not later than thirty days after approval by the appointing authority or the certification of such a petition (1) the proposed charter shall be published in full at least once in a newspaper having a general circulation in the municipality, or (2) the portion of the charter or home rule ordinance being amended shall be published at least once in a newspaper having a general circulation in the municipality with a notice that a complete copy of the charter or home rule ordinance and amendment is available in the town clerk's office and that a copy shall be mailed to any person who requests a copy. The town clerk shall mail or otherwise provide such copy to any person who requests a copy.

(e) The appointing authority shall, by a majority vote of its entire membership, determine whether the proposed charter, charter amendments or home rule ordinance amendments shall be submitted to the electors for approval or rejection at a regular election or at a special election warned and held for that purpose, which shall be held not later than fifteen months after either the approval by the appointing authority or the certification of a petition for a referendum.

(f) The proposed charter, charter amendments or home rule ordinance amendments shall be prepared for the ballot by the appointing authority and may be submitted in the form of one or several questions; and, if approved by a majority of the electors of the municipality voting thereon at a regular election or if approved by a majority which number equals at least fifteen per cent of the electors of the municipality as determined by the last-completed active registry list of such municipality at a special election, such proposed charter, charter amendments or home rule ordinance amendments shall become effective thirty days after such approval unless an effective date or dates are specified therein, in which event the date or dates specified shall prevail.

(g) Not later than thirty days after the approval by the electors of any proposed charter, charter amendments or home rule ordinance amendments, the town or city clerk shall file, with the Secretary of the State, (1) three certified copies thereof, with the effective date or dates indicated thereon, and (2) in the case of the approval of charter or home rule ordinance amendments, three certified copies of the complete charter or ordinance incorporating such amendments. The Secretary of the State shall distribute two copies, whether tangible or intangible in form, to the State Library, where a file of such charters, charter amendments and home rule ordinance amendments shall be kept for public inspection.

Conditions: District: 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
302 1	CONNECTICUT HOUSING FINANCE AUTHORITY 999 WEST ST ROCKY HILL CT 6067-0	1342	07752R	P 2018 08/29/2019	140,600 0 140,600	2,585 0 2,585	143,185 0 143,185
524 1	GIGGIE MARK 60 SCOTLAND RD CHAPLIN CT 6232-0	12A001	07722R	P 2018 08/01/2019 CLERICAL ERROR	132,400 0 132,400	60,095 0 60,095	192,495 0 192,495
1224 1	ROY DANIEL & JOAN (SURV) 4626 COLONY RD CHARLOTTE NC 28226-0	1453	07723R	P 2018 08/01/2019	234,000 0 234,000	81,183 0 81,183	315,183 0 315,183
1246 1	SAMMARTINO CHRISTINE PO BOX 52 ANDOVER CT 6232-0	102266	07724R	P 2018 08/01/2019	126,700 0 126,700	89,025 0 89,025	215,725 0 215,725
50016 1	ACAR LEASING LTD 4001 EMBARCADERO DR ARLINGTON TX 76014-4106	50016 2015 03 GMC	07741M SIERRA K 1GTV2UEC1FZ337422	C 2018 08/08/2019 SOLD 12/18	18,800 0 18,800	-14,100 0 -14,100	4,700 0 4,700
50590 1	CARSO KYLE T 31 LAKESIDE DR ANDOVER CT 6232-1516	50596 1999 01 MERCE	07725M E320 4MA WDBJH82FXXX026974	C 2018 08/01/2019 SOLD 8/19	2,310 0 2,310	-192 0 -192	2,118 0 2,118
50591 1	CARSON DIANE E 1 SILO CIR APT A106 STORRS CT 6268-2041	50597 2017 01 MAZDA	07727M 3 GRAND 3MZBN1W33HML36792	C 2018 08/01/2019 WRONG TT - SENT TO MANSFIELD	13,910 0 13,910	-13,910 0 -13,910	0 0 0
50623 1	CHEMERKA MICHAEL T 177 HEBRON RD ANDOVER CT 6232-1707	50630 1995 03 FORD	07743M F150 1FTEF14Y6SLB75204	C 2018 08/19/2019 SOLD 8/19	500 0 500	-41 0 -41	459 0 459
50785 1	DAMICOL MICHAEL J 70 ROUTE 87 ANDOVER CT 6232-1331	50792 2012 01 HONDA	07718M CR-V EX JHLRM4H50CC006745	C 2018 08/01/2019 CGS12-81(53)	9,120 0 9,120	0 9,120 -9,120	9,120 9,120 0
50885 1	DONNELLY HEIDI M PO BOX 356 ANDOVER CT 6232-356	50892 2016 01 FORD	07748M TAURUS S 1FAHP2H84GG156585	C 2018 08/21/2019 SOLD 8/19	12,150 0 12,150	-1,008 0 -1,008	11,142 0 11,142
51458 1	HEARN WILLIAM G JR 253 GILEAD RD ANDOVER CT 6232-1605	51463 2008 01 ACURA	07750M TSX JH4CL96928C010200	C 2018 08/27/2019 SOLD 8/19	5,010 0 5,010	-416 0 -416	4,594 0 4,594
51481 1	HEWETT DAVID S 52 BOSTON HILL RD ANDOVER CT 6232-1402	51486 2004 03 CHEVR	07744M SILVERAD 1GCEK14V14Z151796	C 2018 08/19/2019 SOLD 8/19	4,520 0 4,520	-375 0 -375	4,145 0 4,145
51670 1	JP MORGAN CHASE BANK NA PO BOX 901098 FORT WORTH TX 76101-2098	51675 2017 01 SUBAR	07745M OUTBACK 4S4BSENC7H3236024	C 2018 08/19/2019 SOLD 10/18	20,210 0 20,210	-18,533 0 -18,533	1,677 0 1,677
51951 1	LAWSON LAUREN K 261 LAKE RD ANDOVER CT 6232-1711	51956 1981 31 VOLKS	07717M CAMPER WV22A0258BH030138	C 2018 08/01/2019 SOLD 01/19	4,500 0 4,500	-3,001 0 -3,001	1,499 0 1,499
52057 1	LINDEN RICHARD P 430 LAKE RD ANDOVER CT 6232-1534	52061 2014 01 SUBAR	07747M IMPREZA JF1GPA161E9248511	C 2018 08/20/2019 REG IN FL	9,450 0 9,450	-2,362 0 -2,362	7,088 0 7,088

Conditions: District: 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
52103 1	LUNDBERG BETHLEAH J 17 BURNAP BROOK RD ANDOVER CT 6232-1232	52106 1987 12	SUZUK LS650 JS1NP41A4H2102136	07742M 2018 08/08/2019 ANTIQUE MV 12-71 (B)	3,610 0 3,610	-3,110 0 -3,110	500 0 500
52307 1	MCENTIRE LUCAS A 74 WINDRUSH LN ANDOVER CT 6232-1610	52308 2006 01	HONDA CIVIC SI 2HGFG21596H712007	07729M 2017 08/05/2019 TRADED IN - 6/18	4,460 0 4,460	-1,115 0 -1,115	3,345 0 3,345
52319 1	MCENTIRE LUCAS A 74 WINDRUSH LN ANDOVER CT 6232-1610	52322 2006 01	HONDA CIVIC SI 2HGFG21596H712007	07730M 2018 08/05/2019 TRADED IN 6/18	4,320 0 4,320	-4,320 0 -4,320	0 0 0
52374 1	MERRY ROBERT K JR 104 WHEELING RD ANDOVER CT 6232-1113	52377 2000 11	COLEM SEA PINE 4CP688F1247289842	07749M 2018 08/22/2019 SOLD 8/19	850 0 850	-71 0 -71	779 0 779
52712 1	PALMER SHERI A PO BOX 261 ANDOVER CT 6232-261	52715 2005 01	AUDI A4 1.8T WAULC68E95A011732	07728M 2018 08/01/2019 SOLD 1/19	2,680 0 2,680	-1,788 0 -1,788	892 0 892
52869 1	POMPA WILLIAM K 1 DILAJ DR COLUMBIA CT 6237-1048	52873 2009 01	JEEP WRANGLER 1J4FA24199L721719	07726M 2018 08/01/2019 WRONG TT - SEND TO COLUMBIA	9,640 0 9,640	-9,640 0 -9,640	0 0 0
53015 1	REZMAN IRENE A 3 LAKESIDE DR ANDOVER CT 6232-1548	53019 2001 01	CHEVR LUMINA 2G1WL52J611207754	07746M 2018 08/19/2019 SOLD 7/19	1,580 0 1,580	-264 0 -264	1,316 0 1,316
53665 1	TOWNSEND CRAIG R 37 BIRCH DR ANDOVER CT 6232-1203	53666 2016 01	TOYOT 4RUNNER JTEBU5JR1G5364265	07716M 2018 08/01/2019 CGS 12-81 (53)	21,910 0 21,910	0 21,910 -21,910	21,910 21,910 0
53769 1	VANTY CHRISTINE 226 HEBRON RD ANDOVER CT 6232-1706	53768 2009 01	HONDA CIVIC LX 2HGFA16579H500814	07751M 2018 08/29/2019 SOLD 8/19	4,110 0 4,110	-341 0 -341	3,769 0 3,769
54003 0	SUTHERLAND DAWN M 108 SHODDY MILL RD ANDOVER CT 6232-1218	16A039 2005 01	NISSA MURANO S JN8AZ08W05W420286	07753M 2016 08/29/2019 ADD FROM DMV	0 0 0	5,110 0 5,110	5,110 0 5,110
54045 0	UDVARDY MICHAEL A P.O BOX 9316 BOLTON CT 6043-0	18A021 2015 01	HONDA PILOT 5FNYF4H61FB001718	07719M 2018 08/01/2019 ADD FROM DMV	0 0 0	16,205 0 16,205	16,205 0 16,205
54046 0	FULOP CASSANDRA L 504 LAKE RD ANDOVER CT 6232-0	18A022 2006 01	SUBAR LEGACY 2 4S3BP626867313550	07720M 2018 08/01/2019 WRONG TT - ADD FROM NEWINGTON	0 0 0	3,960 0 3,960	3,960 0 3,960
54047 0	ROSSIGNOL ALLEN R 112 WILLOW DR HEBRON CT 6248-0	18A024 2015 03	GMC SIERRA K 1GTV2UEC1FZ386037	07721M 2018 08/01/2019 WRONG TT - ADD FROM HEBRON	0 0 0	18,800 0 18,800	18,800 0 18,800
54048 0	ROSSIGNOL ALLEN R 112 WILLOW DR HEBRON CT 6248-0	18A025 2012 01	DODGE CHALLENG 2C3CDYBT7CH278728	07731M 2018 08/05/2019 WRONG TT - ADD FROM HEBRON	0 0 0	10,710 0 10,710	10,710 0 10,710
54049 0	NUNES ERIC A 4 SHADBLOW LN ANDOVER CT 6232-0	18A023 2011 01	HYND SONATAS 5NPEC4AB8BH192763	07732M 2018 08/05/2019 WRONG TT - ADD FROM NEWINGTON	0 0 0	2,880 0 2,880	2,880 0 2,880

BAA/COC Listing Report					PAGE : 3		
Conditions: District:		TYPE : All		ANDOVER	YEAR : 2004 TO : 2018		
Order By : List No		Reported Type: All			DATE : 09/26/2019		
LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
54050 0	VEGA IRIS N 25 RIVERSIDE DR ANDOVER CT 6232-0	18A026 2014 01	HONDA 1HGCR2F52EA154455	07733M ACCORD S 2018 08/05/2019 WRONG TT - ADD FROM EAST HARTFORD	C 0 0 0	10,030 0 10,030	10,030 0 10,030
54051 0	LEMASURIER DOUGLAS H 209 HEBRON RD ANDOVER CT 6232-1722	18A027 2004 11	KARAV 5KTBS23244F141517	07734M UST5000 2018 08/05/2019 WRONG TT - ADD FROM VERNON	C 0 0 0	1,340 0 1,340	1,340 0 1,340
54052 0	MAINES RAYMOND 53 SKINNER HILL RD ANDOVER CT 6232-0	18A028 2011 03	FORD 1FTNE2EW3BDA92457	07735M ECONOLN 2018 08/05/2019 WRONG TT - ADD FROM HEBRON	C 0 0 0	8,280 0 8,280	8,280 0 8,280
54053 0	GRAVWES BRIAN M 15 PINE RIDGE DR ANDOVER CT 6232-0	18A029 2006 01	MAZDA JM1BK12F461410846	07736M MAZDA 2018 08/05/2019 WRONG TT - ADD FROM MANCHESTER	C 0 0 0	2,630 0 2,630	2,630 0 2,630
54054 0	MANSELLE TIMOTHY 8 KINGSLEY DR ANDOVER CT 6232-0	17A067 2015 03	CHEVR 3GCUKREC0FG51507	07738M SILVERAD 2017 08/06/2019 WRONG TT - ADD FROM EAST HARTFORD	C 0 0 0	21,610 0 21,610	21,610 0 21,610
54054 0	MANSELLE TIMOTHY C 8 KINGSLEY DR ANDOVER CT 6232-0	18A030 2015 03	CHEVR 3GCUKREC0FG51507	07737M SILVERAD 2018 08/05/2019 WRONG TT - ADD FROM EAST HARTFORD	C 0 0 0	20,020 0 20,020	20,020 0 20,020
54055 0	HARRISON PHILIP A 38 SCHOOL RD ANDOVER CT 6232-0	18A031 2008 01	VOLVO YV1MK672382068826	07739M C30T5 2018 08/06/2019 WRONG TT- ADD FROM ENFIELD	C 0 0 0	4,590 0 4,590	4,590 0 4,590
54055 0	SUTHERLAND DAWN M 108 SHODDY MILL RD ANDOVER CT 6232-1218	17A068 2005 01	NISSA JN8AZ08W05W420286	07754M MURANO S 2017 08/29/2019 ADD FROM DMV	C 0 0 0	4,670 0 4,670	4,670 0 4,670
54056 0	BRINKER MARC 504 LAKE RD ANDOVER CT 6232-0	18A032 2010 12	YAMAH JYAP15EXAA006926	07740M FJR1300A 2018 08/06/2019 ADD FROM DMV	C 0 0 0	4,290 0 4,290	4,290 0 4,290
54057 0	SUTHERLAND DAWN M 108 SHODDY MILL RD ANDOVER CT 6232-1218	18A033 2005 01	NISSA JN8AZ08W05W420286	07755M MURANO S 2018 08/29/2019 ADD FROM DMV	C 0 0 0	4,250 0 4,250	4,250 0 4,250
TOTAL # Of Accts 40					787,340 0 787,340	297,676 31,030 266,646	1,085,016 31,030 1,053,986
YEAR 2018 # Of Accts 40					787,340 0 787,340	297,676 31,030 266,646	1,085,016 31,030 1,053,986
GRAND TOTAL # Of Accts 40					787,340 0 787,340	297,676 31,030 266,646	1,085,016 31,030 1,053,986

Assessor's office monthly activity –AUGUST 2019

Processing conveyances	19
Processing building permits	
Prorating motor vehicle grand list	46
Updating field cards	3
Correspondence/Phone	53
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	64
Providing assistance to other departments	10
Researching mapping issue or questions	
Reports and communication with the State of Connecticut/ US Census	2
MLS research	4
Scheduling meeting and appointments	
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	
Personal Property Discovery	
Homeowner's program	

Veteran's program	
Income & expenses	
Renter's rebate program	8
Tax exemptions	
Adds to the re, pp or mv grand list	3
Pa 490	
Provided assistance to BAA	2
Researching and providing requested information to auditor or software vendor (for grand list files or tax bills)	
Real property inspections	3
Personal property inspections	
Real property appraisals	3
Taxpayer correspondence	5
Attorney correspondence	
Tax appeal review/appraisal	
Mls review	4
Town board/dept assistance	
Review & Approve C of Cs	40
Review & Approve Farmland & Forestland Assessment Applications	
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0101-100 First Selectman Salary	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
1-100-01-0101-105 Selectmen Salary	\$4,800.00	\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00	0.00%
1-100-01-0101-115 Board Clerk BOS	\$1,500.00	\$1,500.00	\$397.50	\$0.00	\$0.00	\$1,102.50	26.50%
1-100-01-0101-330 CONF. SEMINARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-381 Moving	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-580 Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-810 Dues/ Memberships	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0101-836 Veteran's Day Committee	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
01 General Government	\$9,400.00	\$9,400.00	\$397.50	\$0.00	\$0.00	\$9,002.50	4.23%
1-100-01-0102-100 Town Administrator Salary	\$87,550.00	\$87,550.00	\$5,937.39	\$0.00	\$0.00	\$81,612.61	6.78%
1-100-01-0102-120 Adminstrative Assistant	\$13,840.00	\$13,840.00	\$2,985.46	\$0.00	\$0.00	\$10,854.54	21.57%
1-100-01-0102-150 Merit Based Compensation Adj Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0102-330 Conference/Seminars	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0102-535 Mobile Phone	\$650.00	\$650.00	\$157.80	\$0.00	\$0.00	\$492.20	24.28%
1-100-01-0102-580 Mileage	\$1,600.00	\$1,600.00	\$100.00	\$0.00	\$0.00	\$1,500.00	6.25%
1-100-01-0102-810 Dues/Memberships	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
01 General Government	\$104,290.00	\$104,290.00	\$9,180.65	\$0.00	\$0.00	\$95,109.35	8.80%
1-100-01-0103-121 Board Clerk Wages-BOF	\$1,715.00	\$1,715.00	\$0.00	\$0.00	\$0.00	\$1,715.00	0.00%
1-100-01-0103-310 Legal	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
1-100-01-0103-610 Office Supplies-BOF	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
01 General Government	\$6,765.00	\$6,765.00	\$0.00	\$0.00	\$0.00	\$6,765.00	0.00%
1-100-01-0105-320 Annual Audit-Auditor	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$32,000.00	0.00%
1-100-01-0105-322 Accounting Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0105-325 Actuarial Services	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.00%
01 General Government	\$35,500.00	\$35,500.00	\$0.00	\$0.00	\$0.00	\$35,500.00	0.00%
1-100-01-0107-310 Legal Retainer	\$19,000.00	\$19,000.00	\$0.00	\$0.00	\$0.00	\$19,000.00	0.00%
1-100-01-0107-311 P & Z-Legal Counsel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0107-312 Assessor - Legal Counsel	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
01 General Government	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
1-100-01-0109-100 Salary-Treasurer	\$61,800.00	\$61,800.00	\$13,073.06	\$0.00	\$0.00	\$48,726.94	21.15%
1-100-01-0109-120 Assistant Treasurer	\$28,388.00	\$28,388.00	\$5,953.20	\$0.00	\$0.00	\$22,434.80	20.97%
1-100-01-0109-155 FY18 Treasurer Office Supplement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0109-330 Conference/Seminars	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0109-438 Equip. Maint.-Treasurer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0109-580 Mileage	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0109-609 Equipment-Treasurer	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
1-100-01-0109-735 Computer Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$92,388.00	\$92,388.00	\$19,026.26	\$0.00	\$0.00	\$73,361.74	20.59%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0111-100 Salary-Tax Collector	\$43,941.00	\$43,941.00	\$9,293.91	\$0.00	\$0.00	\$34,647.09	21.15%
1-100-01-0111-109 DMV Fees	\$850.00	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00	0.00%
1-100-01-0111-330 Conf. & Seminars-Tax Collector	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
1-100-01-0111-371 Bounced Check Fee-Tax Collector	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0111-438 Equip. Maint.-Tax Collector	\$8,500.00	\$8,500.00	\$7,301.65	\$0.00	\$0.00	\$1,198.35	85.90%
1-100-01-0111-580 Mileage-Tax Collector	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
1-100-01-0111-610 Office Supplies-Tax Collector	\$680.00	\$680.00	\$195.00	\$0.00	\$0.00	\$485.00	28.68%
1-100-01-0111-810 MEMBERSHIP	\$100.00	\$100.00	\$20.00	\$0.00	\$0.00	\$80.00	20.00%
1-100-01-0111-901 Tax Collector-Equipment	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
01 General Government	\$55,121.00	\$55,121.00	\$16,810.56	\$0.00	\$0.00	\$38,310.44	30.50%
1-100-01-0113-100 Salary-Assessor	\$28,374.00	\$28,374.00	\$6,002.25	\$0.00	\$0.00	\$22,371.75	21.15%
1-100-01-0113-120 Salary-Asst. Assessor	\$34,765.00	\$34,765.00	\$7,352.85	\$0.00	\$0.00	\$27,412.15	21.15%
1-100-01-0113-335 Training/Assessor	\$610.00	\$610.00	\$0.00	\$0.00	\$0.00	\$610.00	0.00%
1-100-01-0113-438 Software-Assessor	\$16,162.00	\$16,162.00	\$13,962.00	\$0.00	\$0.00	\$2,200.00	86.39%
1-100-01-0113-580 Mileage-Assessor	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0113-610 Office Supplies-Assessor	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
1-100-01-0113-612 Books / Subs.-Assessor	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	0.00%
01 General Government	\$81,261.00	\$81,261.00	\$27,317.10	\$0.00	\$0.00	\$53,943.90	33.62%
1-100-01-0115-100 Salaries-BAA	\$656.00	\$656.00	\$0.00	\$0.00	\$0.00	\$656.00	0.00%
1-100-01-0115-120 BAA-Clerk	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0115-335 BAA-Training	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
01 General Government	\$906.00	\$906.00	\$0.00	\$0.00	\$0.00	\$906.00	0.00%
1-100-01-0117-100 Salary-Town Clerk	\$46,731.00	\$46,731.00	\$9,885.48	\$0.00	\$0.00	\$36,845.52	21.15%
1-100-01-0117-120 Asst. Salary-Town Clerk	\$21,940.00	\$21,940.00	\$4,241.82	\$0.00	\$0.00	\$17,698.18	19.33%
1-100-01-0117-330 Conf. / Seminars-Town Clerk	\$1,000.00	\$1,000.00	\$430.00	\$0.00	\$0.00	\$570.00	43.00%
1-100-01-0117-335 Training-Town clerk	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-01-0117-438 Equip. Maint.-Town Clerk	\$540.00	\$540.00	\$0.00	\$0.00	\$0.00	\$540.00	0.00%
1-100-01-0117-580 Mileage-Town Clerk	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0117-610 Office Supplies-Town Clerk	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	0.00%
1-100-01-0117-612 Land Records-Town Clerk	\$10,100.00	\$10,100.00	\$1,839.60	\$0.00	\$0.00	\$8,260.40	18.21%
1-100-01-0117-616 Maps Fiming & Indexing-Town Clerk	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-01-0117-810 Dues / Memberships-Town Clerk	\$500.00	\$500.00	\$40.00	\$0.00	\$0.00	\$460.00	8.00%
1-100-01-0117-865 Vital Statistics-Town Clerk	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0117-885 Restoration-Town Clerk	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
01 General Government	\$85,611.00	\$85,611.00	\$16,436.90	\$0.00	\$0.00	\$69,174.10	19.20%
1-100-01-0119-800 Misc. Expenses-Probate Court	\$3,054.00	\$3,054.00	\$3,054.00	\$0.00	\$0.00	\$0.00	100.00%
01 General Government	\$3,054.00	\$3,054.00	\$3,054.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0121-100 Salaries-Elections	\$14,095.00	\$14,095.00	\$0.00	\$0.00	\$0.00	\$14,095.00	0.00%
1-100-01-0121-335 Training - Elections	\$550.00	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00	0.00%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0121-438 Equip. Maint.-Elections	\$3,000.00	\$3,000.00	\$600.00	\$0.00	\$0.00	\$2,400.00	20.00%
1-100-01-0121-610 Supplies-Elections	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0.00%
1-100-01-0121-800 MISC/CANV	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.00%
1-100-01-0121-830 Meals-Elections	\$550.00	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00	0.00%
01 General Government	\$25,315.00	\$25,315.00	\$600.00	\$0.00	\$0.00	\$24,715.00	2.37%
1-100-01-0123-432 Building Maint.- Old Town Hall	\$3,200.00	\$3,200.00	\$250.00	\$0.00	\$0.00	\$2,950.00	7.81%
1-100-01-0123-490 Alarm System-Old Town Hall	\$800.00	\$800.00	\$345.70	\$0.00	\$0.00	\$454.30	43.21%
1-100-01-0123-530 Telephone-Old Town Hall	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0123-601 Electricity-Old Town Hall	\$570.00	\$570.00	\$97.54	\$0.00	\$0.00	\$472.46	17.11%
1-100-01-0123-603 Fuel Oil-Old Town Hall	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
01 General Government	\$4,970.00	\$4,970.00	\$693.24	\$0.00	\$0.00	\$4,276.76	13.95%
1-100-01-0125-100 Salary-Registrars	\$7,712.00	\$7,712.00	\$0.00	\$0.00	\$0.00	\$7,712.00	0.00%
1-100-01-0125-120 Asst. Salary-Registrars	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-01-0125-330 CONF & SEMINARS	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
1-100-01-0125-335 Registrar-Training	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.00%
1-100-01-0125-580 Mileage-Registrars	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0125-610 Office Supplies-Registrars	\$600.00	\$600.00	\$11.50	\$0.00	\$0.00	\$588.50	1.92%
1-100-01-0125-810 Dues / Memberships-Registrars	\$200.00	\$200.00	\$170.00	\$0.00	\$0.00	\$30.00	85.00%
01 General Government	\$14,512.00	\$14,512.00	\$181.50	\$0.00	\$0.00	\$14,330.50	1.25%
1-100-01-0127-540 Legal Ads-Advertising	\$5,500.00	\$5,500.00	\$1,238.89	\$0.00	\$0.00	\$4,261.11	22.53%
01 General Government	\$5,500.00	\$5,500.00	\$1,238.89	\$0.00	\$0.00	\$4,261.11	22.53%
1-100-01-0129-315 Payroll Service-Town Office	\$7,185.00	\$7,185.00	\$461.26	\$0.00	\$0.00	\$6,723.74	6.42%
1-100-01-0129-330 CONFERENCES & SEMINARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0129-350 Water Testing	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0129-365 Elevator-Service Contract	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	0.00%
1-100-01-0129-401 Elevator Permit	\$240.00	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00	0.00%
1-100-01-0129-430 ProComm.Maint. Agr.-Town Office Building	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-01-0129-432 Building Maint.-Town Office Building	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.00%
1-100-01-0129-434 Furnace Maint.-Town Office Building	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0129-439 Software Maint.-Town Office Building	\$4,000.00	\$4,000.00	\$2,192.00	\$0.00	\$0.00	\$1,808.00	54.80%
1-100-01-0129-442 Computer Tech Support	\$8,000.00	\$8,000.00	\$562.50	\$0.00	\$0.00	\$7,437.50	7.03%
1-100-01-0129-444 Copier Rental-Town Office	\$2,600.00	\$2,600.00	\$410.62	\$0.00	\$0.00	\$2,189.38	15.79%
1-100-01-0129-490 Alarm System-Town Office	\$300.00	\$300.00	\$250.00	\$0.00	\$0.00	\$50.00	83.33%
1-100-01-0129-493 TN 911	\$10,069.00	\$10,069.00	\$10,068.80	\$0.00	\$0.00	\$0.20	99.99%
1-100-01-0129-530 Telephone-Town Office Building	\$10,600.00	\$10,600.00	\$2,876.34	\$0.00	\$0.00	\$7,723.66	27.14%
1-100-01-0129-531 Postage-Town Office	\$7,500.00	\$7,500.00	\$500.00	\$0.00	\$0.00	\$7,000.00	6.67%
1-100-01-0129-533 Postage Meter Rental-Town Office	\$600.00	\$600.00	\$150.00	\$0.00	\$0.00	\$450.00	25.00%
1-100-01-0129-537 Internet Cable-Office Building	\$1,650.00	\$1,650.00	\$335.55	\$0.00	\$0.00	\$1,314.45	20.34%
1-100-01-0129-550 Printing-Town Office Building	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	0.00%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0129-601 Electricity-Town Office Building	\$7,700.00	\$7,700.00	\$1,691.48	\$0.00	\$0.00	\$6,008.52	21.97%
1-100-01-0129-603 Fuel Oil-Town Office Building	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
1-100-01-0129-609 Equipment-Town Office Building	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
1-100-01-0129-610 Office Supplies-Town Office Building	\$2,000.00	\$2,000.00	\$1,005.68	\$0.00	\$0.00	\$994.32	50.28%
1-100-01-0129-611 Office Furniture	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-01-0129-652 Janitorial Supplies-Town Office Building	\$1,000.00	\$1,000.00	\$214.46	\$0.00	\$0.00	\$785.54	21.45%
1-100-01-0129-735 Computer Repl. & Service Town Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$79,844.00	\$79,844.00	\$20,718.69	\$0.00	\$0.00	\$59,125.31	25.95%
1-100-01-0131-100 Adm. Asst. Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-140 Wages-Administrative Asst I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-141 Wages-Administrative Asst II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-142 Wages-Administrative Asst III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-360 Web Site	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0133-815 Dog Damage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0135-100 Salary-Civil Preparedness	\$515.00	\$515.00	\$0.00	\$0.00	\$0.00	\$515.00	0.00%
1-100-01-0135-335 Civil Preparedness Training	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
1-100-01-0135-435 Vehicle Maintenance	\$1,000.00	\$1,000.00	\$157.26	\$0.00	\$0.00	\$842.74	15.73%
1-100-01-0135-535 Mobil Phone-Civil Prep	\$750.00	\$750.00	\$268.27	\$0.00	\$0.00	\$481.73	35.77%
01 General Government	\$2,615.00	\$2,615.00	\$425.53	\$0.00	\$0.00	\$2,189.47	16.27%
1-100-01-0137-500 Insurance	\$109,252.00	\$109,252.00	\$63,731.00	\$0.00	\$0.00	\$45,521.00	58.33%
01 General Government	\$109,252.00	\$109,252.00	\$63,731.00	\$0.00	\$0.00	\$45,521.00	58.33%
1-100-01-0141-205 Social Security-Employee Benefits	\$46,500.00	\$46,500.00	\$9,555.53	\$0.00	\$0.00	\$36,944.47	20.55%
1-100-01-0141-207 Medicare-Employee Benefits	\$10,800.00	\$10,800.00	\$2,234.73	\$0.00	\$0.00	\$8,565.27	20.69%
1-100-01-0141-210 Unempl. Comp.-Employee Benefits	\$7,500.00	\$7,500.00	\$1,001.64	\$0.00	\$0.00	\$6,498.36	13.36%
1-100-01-0141-215 Health Insurance-Employee Benefits	\$205,000.00	\$205,000.00	\$45,280.31	\$0.00	\$0.00	\$159,719.69	22.09%
1-100-01-0141-220 Dental-Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0141-221 Longevity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0141-223 Disability-Employee Benefits	\$2,100.00	\$2,100.00	\$644.50	\$0.00	\$0.00	\$1,455.50	30.69%
1-100-01-0141-225 Life Ins.-Employee Benefits	\$1,200.00	\$1,200.00	\$266.00	\$0.00	\$0.00	\$934.00	22.17%
1-100-01-0141-230 Retirement-Employee Benefits	\$80,000.00	\$80,000.00	\$14,075.88	\$0.00	\$0.00	\$65,924.12	17.59%
1-100-01-0141-280 Physicals-Employee Benefits	\$2,500.00	\$2,500.00	\$160.00	\$0.00	\$0.00	\$2,340.00	6.40%
1-100-01-0141-290 Amort. Merf-Employee Benefits	\$131.00	\$131.00	\$131.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0141-295 Adm. Fee Merf.-Employee Benefits	\$2,990.00	\$2,990.00	\$2,990.00	\$0.00	\$0.00	\$0.00	100.00%
01 General Government	\$358,721.00	\$358,721.00	\$76,339.59	\$0.00	\$0.00	\$282,381.41	21.28%
1-100-01-0143-100 Salaries-Drivers/Dispatch	\$15,107.00	\$15,107.00	\$3,022.89	\$0.00	\$0.00	\$12,084.11	20.01%
1-100-01-0143-380 Comm. Drivers Test-Dial a Ride	\$1,000.00	\$1,000.00	\$300.00	\$0.00	\$0.00	\$700.00	30.00%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0143-435 Vehicle Maint.-Dial a Ride	\$3,000.00	\$3,000.00	\$1,240.35	\$0.00	\$0.00	\$1,759.65	41.35%
1-100-01-0143-580 Dial-A-Ride Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0143-603 Fuel-Dial a Ride	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
1-100-01-0143-630 Oil-Dial a Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0143-810 Due / Memberships-Dial a Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$21,107.00	\$21,107.00	\$4,563.24	\$0.00	\$0.00	\$16,543.76	21.62%
1-100-01-0145-100 Municipal Agent-Salary	\$2,265.00	\$2,265.00	\$220.52	\$0.00	\$0.00	\$2,044.48	9.74%
1-100-01-0145-330 Municipal Agent-Conferences	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-531 Postage-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-537 Internet Cable-Seniors Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-580 Municipal Agent-Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-610 Municipal Agent-Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-800 McSweeney Center-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-820 Senior Lunch-Senior Citizens	\$1,080.00	\$1,080.00	\$710.00	\$0.00	\$0.00	\$370.00	65.74%
1-100-01-0145-840 Municipal Agents-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-870 Programs-Senior Citizens	\$2,000.00	\$2,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	50.00%
1-100-01-0145-875 Trips-Senior Citizens	\$4,000.00	\$4,000.00	\$709.00	\$0.00	\$0.00	\$3,291.00	17.73%
1-100-01-0145-901 Equipment-Municipal Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$9,345.00	\$9,345.00	\$2,639.52	\$0.00	\$0.00	\$6,705.48	28.25%
1-100-01-0147-365 Cleaning Service	\$10,000.00	\$10,000.00	\$1,675.00	\$0.00	\$0.00	\$8,325.00	16.75%
01 General Government	\$10,000.00	\$10,000.00	\$1,675.00	\$0.00	\$0.00	\$8,325.00	16.75%
1-100-01-0149-432 Building Maint.-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0149-434 Furnace Maint.-Old Fire House	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0149-490 Alarm Maint.-Old Fire House	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-01-0149-530 Telephone-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0149-601 Electricity-Old Fire House	\$2,200.00	\$2,200.00	\$198.03	\$0.00	\$0.00	\$2,001.97	9.00%
1-100-01-0149-603 Fuel Oil-Old Fire House	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0149-605 Propane-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$3,250.00	\$3,250.00	\$198.03	\$0.00	\$0.00	\$3,051.97	6.09%
1-100-01-0151-100 Dog Warden Salary-Dog Fund	\$3,500.00	\$3,500.00	\$740.80	\$0.00	\$0.00	\$2,759.20	21.17%
1-100-01-0151-434 Furnace Maintenance - Dog Pound	\$165.00	\$165.00	\$0.00	\$0.00	\$0.00	\$165.00	0.00%
1-100-01-0151-580 Dog Warden-Mileage	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
1-100-01-0151-610 Dog Warden - Supplies	\$750.00	\$750.00	\$273.90	\$0.00	\$0.00	\$476.10	36.52%
01 General Government	\$4,815.00	\$4,815.00	\$1,014.70	\$0.00	\$0.00	\$3,800.30	21.07%
1-100-01-0153-800 Historical Society	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
01 General Government	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-01-0155-800 TOWN ETHICS COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-02-0201-841 Health Director	\$17,600.00	\$17,600.00	\$4,401.04	\$0.00	\$0.00	\$13,198.96	25.01%
1-100-02-0201-999 EASTERN HIGHLANDS HEALTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 Conservation	\$17,600.00	\$17,600.00	\$4,401.04	\$0.00	\$0.00	\$13,198.96	25.01%
1-100-02-0203-842 Visiting Nurse Assoc.	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
02 Conservation	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-02-0205-843 N.C. Mental Health	\$231.00	\$231.00	\$231.00	\$0.00	\$0.00	\$0.00	100.00%
02 Conservation	\$231.00	\$231.00	\$231.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-02-0207-844 AHM Youth Services	\$41,503.00	\$41,503.00	\$20,729.60	\$0.00	\$0.00	\$20,773.40	49.95%
02 Conservation	\$41,503.00	\$41,503.00	\$20,729.60	\$0.00	\$0.00	\$20,773.40	49.95%
1-100-03-0301-100 Salary-Public Works	\$168,833.00	\$168,833.00	\$35,442.01	\$0.00	\$0.00	\$133,390.99	20.99%
1-100-03-0301-111 Temp/PW	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
1-100-03-0301-112 Overtime/PW	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
1-100-03-0301-390 Tree Removal-Public Works Department	\$10,000.00	\$10,000.00	\$4,610.00	\$0.00	\$0.00	\$5,390.00	46.10%
1-100-03-0301-391 Fire Ext. Ck.-Public Works	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-03-0301-392 Welding Supply-Public Works	\$850.00	\$850.00	\$178.70	\$0.00	\$0.00	\$671.30	21.02%
1-100-03-0301-431 Tires Maint.-Public Works	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-03-0301-435 Vehicle Maint.Public Works	\$12,000.00	\$12,000.00	\$11,919.56	\$0.00	\$0.00	\$80.44	99.99%
1-100-03-0301-437 Sweeper Exp.-Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0301-448 Misc. Labor/Rental-Town Garage	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
1-100-03-0301-535 Mobile Phone-Public Works	\$400.00	\$400.00	\$89.21	\$0.00	\$0.00	\$310.79	22.30%
1-100-03-0301-602 Diesel-Public Works	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
1-100-03-0301-603 Fuel-Public Works	\$4,000.00	\$4,000.00	\$537.78	\$0.00	\$0.00	\$3,462.22	13.44%
1-100-03-0301-620 Brooms-Public Works	\$950.00	\$950.00	\$0.00	\$0.00	\$0.00	\$950.00	0.00%
1-100-03-0301-622 Tires-Public Works	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
1-100-03-0301-630 Lub Oils Engine-Public Works Department	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-03-0301-632 Trans. Oil-Public Works Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0301-633 Filters/antifreeze-Public Works Department	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
1-100-03-0301-634 Grease-Public Works Department	\$130.00	\$130.00	\$0.00	\$0.00	\$0.00	\$130.00	0.00%
1-100-03-0301-635 J.D. Oil-Public Works Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0301-636 Hyd. Oil-Public Works Department	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-03-0301-637 Fuel Add.-Public Works Department	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
1-100-03-0301-638 Shop Supplies-Public Works	\$2,600.00	\$2,600.00	\$589.27	\$0.00	\$0.00	\$2,010.73	22.66%
1-100-03-0301-640 Sweeper Supplies-Public Works	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-03-0301-654 Uniforms & Shoes-Town Garage	\$2,700.00	\$2,700.00	\$442.58	\$0.00	\$0.00	\$2,257.42	16.39%
1-100-03-0301-730 Radios-Public Works	\$1,000.00	\$1,000.00	\$55.00	\$0.00	\$0.00	\$945.00	5.50%
1-100-03-0301-732 Signs-Public works	\$2,150.00	\$2,150.00	\$0.00	\$0.00	\$0.00	\$2,150.00	0.00%
1-100-03-0301-734 Tools-Public Works	\$2,700.00	\$2,700.00	\$39.99	\$0.00	\$0.00	\$2,660.01	1.48%
1-100-03-0301-810 Dues/ Memberships-Public Works	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
03 Public Works	\$242,563.00	\$242,563.00	\$53,904.10	\$0.00	\$0.00	\$188,658.90	22.22%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-03-0303-130 Overtime Wages-Snow Removal	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
1-100-03-0303-365 Contracted Snow Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0303-436 Ice Maint. Bldg.--Snow Removal	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
1-100-03-0303-624 Paint-Snow Removal	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-03-0303-642 Plow Blades-Snow Removal	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	0.00%
1-100-03-0303-643 Sanding Equip-Snow Removal	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-03-0303-644 Sand-Snow Removal	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$24,000.00	0.00%
1-100-03-0303-646 Salt-Snow Removal	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%
1-100-03-0303-830 Meals-Snow Removal	\$650.00	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00	0.00%
03 Public Works	\$88,550.00	\$88,550.00	\$0.00	\$0.00	\$0.00	\$88,550.00	0.00%
1-100-03-0305-410 Street Lighting	\$7,500.00	\$7,500.00	\$1,163.19	\$0.00	\$0.00	\$6,336.81	15.51%
03 Public Works	\$7,500.00	\$7,500.00	\$1,163.19	\$0.00	\$0.00	\$6,336.81	15.51%
1-100-03-0307-451 Road Maintenance-Town Aid Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0307-716 Times Farms Rd Bridge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0307-999 Town Aid Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03 Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0309-215 Medical / Drug-Town Garage	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-03-0309-330 Conf/Seminars-Town Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0309-432 Building Maint.-Town Garage	\$4,000.00	\$4,000.00	\$855.00	\$0.00	\$0.00	\$3,145.00	21.38%
1-100-03-0309-434 Furnance Maint.-Town Garage	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
1-100-03-0309-490 Alarm Systems-Town Garage	\$300.00	\$300.00	\$250.00	\$0.00	\$0.00	\$50.00	83.33%
1-100-03-0309-530 Telephone-Town Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0309-537 Internet Cable-Town Garage	\$1,200.00	\$1,200.00	\$231.70	\$0.00	\$0.00	\$968.30	19.31%
1-100-03-0309-601 Electricity-Town Garage	\$3,600.00	\$3,600.00	\$486.91	\$0.00	\$0.00	\$3,113.09	13.53%
1-100-03-0309-603 Fuel Oil-Town Garage	\$5,100.00	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00	0.00%
1-100-03-0309-610 Office Supplies-Town Garage	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-03-0309-618 Computer Supplies-Town Garage	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
03 Public Works	\$15,750.00	\$15,750.00	\$1,823.61	\$0.00	\$0.00	\$13,926.39	11.58%
1-100-03-0311-370 Consulting Fees-Engineer	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
03 Public Works	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
1-100-03-0313-420 Mowing-Ground Care	\$14,000.00	\$14,000.00	\$7,454.64	\$0.00	\$0.00	\$6,545.36	53.25%
1-100-03-0313-422 Beautifications-Ground Care	\$1,500.00	\$1,500.00	\$73.36	\$0.00	\$0.00	\$1,426.64	4.89%
1-100-03-0313-424 Old Cemetary - Maintenance	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
03 Public Works	\$17,000.00	\$17,000.00	\$7,528.00	\$0.00	\$0.00	\$9,472.00	44.28%
1-100-04-0401-121 Board Clerk Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0401-438 Equip. Maint.-Fire Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0401-800 Fire Department	\$136,650.00	\$136,650.00	\$68,325.00	\$0.00	\$0.00	\$68,325.00	50.00%
04 Public Safety	\$136,650.00	\$136,650.00	\$68,325.00	\$0.00	\$0.00	\$68,325.00	50.00%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-04-0403-130 Overtime-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-375 Contract St. Fee-Law Enforcement	\$175,356.00	\$175,356.00	\$0.00	\$0.00	\$0.00	\$175,356.00	0.00%
1-100-04-0403-535 Mobile Phone / Pager-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-610 Office Supplies-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-810 Dues/Fees-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-901 Office Equipment-Law Enforcement	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
04 Public Safety	\$175,556.00	\$175,556.00	\$0.00	\$0.00	\$0.00	\$175,556.00	0.00%
1-100-04-0405-100 Salary - Fire Marshall	\$7,500.00	\$7,500.00	\$1,586.53	\$0.00	\$0.00	\$5,913.47	21.15%
1-100-04-0405-110 Deputy Salary	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
1-100-04-0405-335 Training-Fire Marshall	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-04-0405-535 Pager / PHONE-Fire Marshall	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.00%
1-100-04-0405-610 Office Supplies-Fire Marshall	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-04-0405-612 Subscriptions/Fire Marshall	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
1-100-04-0405-810 Dues / Memberships-Fire Marshall	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0.00%
1-100-04-0405-901 Equipment-Fire Marshall	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
04 Public Safety	\$10,395.00	\$10,395.00	\$1,586.53	\$0.00	\$0.00	\$8,808.47	15.26%
1-100-05-0501-100 Social Worker Sal.-Welfare	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-05-0501-530 Social Services Phone	\$350.00	\$350.00	\$88.56	\$0.00	\$0.00	\$261.44	25.30%
1-100-05-0501-580 Social Services-Mileage	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-05-0501-830 Food & Clothing	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-05-0501-845 Social Services-ACCESS	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
05 Public Welfare	\$1,600.00	\$1,600.00	\$88.56	\$0.00	\$0.00	\$1,511.44	5.54%
1-100-06-0601-800 Misc. Exp-Memorial Day	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-06-0601-835 Memorial Day Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
06 Recreation	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-06-0603-436 Outside Maintenance-Recreation Comm	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-06-0603-493 Outside Facility-Recreation Comm	\$2,630.00	\$2,630.00	\$0.00	\$0.00	\$0.00	\$2,630.00	0.00%
1-100-06-0603-601 Electricity - Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-06-0603-870 Programs-Recreation Comm	\$5,835.00	\$5,835.00	\$1,588.77	\$0.00	\$0.00	\$4,246.23	27.23%
06 Recreation	\$8,465.00	\$8,465.00	\$1,588.77	\$0.00	\$0.00	\$6,876.23	18.77%
1-100-07-0701-100 Wages-Transfer Station	\$20,000.00	\$20,000.00	\$4,233.30	\$0.00	\$0.00	\$15,766.70	21.17%
1-100-07-0701-350 Water Testing-Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-438 Maintence-Transfer Station	\$4,800.00	\$4,800.00	\$75.40	\$0.00	\$0.00	\$4,724.60	1.57%
1-100-07-0701-442 Brush Pile Removal	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0.00%
1-100-07-0701-480 Hauling Fees-Transfer Station	\$40,000.00	\$40,000.00	\$7,314.48	\$0.00	\$0.00	\$32,685.52	18.29%
1-100-07-0701-481 Bulky Waste-Transfer Station	\$25,000.00	\$25,000.00	\$7,188.21	\$0.00	\$0.00	\$17,811.79	28.75%
1-100-07-0701-493 Outdoor Facility-Transfer Station	\$900.00	\$900.00	\$225.00	\$0.00	\$0.00	\$675.00	25.00%
1-100-07-0701-530 Telephone-Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-580 Transfer Station-Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-07-0701-601 Electricity-Transfer Station	\$2,700.00	\$2,700.00	\$254.17	\$0.00	\$0.00	\$2,445.83	9.41%
1-100-07-0701-800 Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-803 Compactor Lease Transfer Station	\$3,000.00	\$3,000.00	\$750.00	\$0.00	\$0.00	\$2,250.00	25.00%
1-100-07-0701-810 Dues / Membership-Transfer Station	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-07-0701-998 Tipping Fees-Transfer Station	\$55,000.00	\$55,000.00	\$9,060.62	\$0.00	\$0.00	\$45,939.38	16.47%
07 Sanitation and Waste	\$159,100.00	\$159,100.00	\$29,101.18	\$0.00	\$0.00	\$129,998.82	18.29%
1-100-07-0703-482 Hazardous Waste-Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0703-484 Antifreeze Pickup-Recycling	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-07-0703-485 Used Oil Pickup-Recycling	\$500.00	\$500.00	\$52.25	\$0.00	\$0.00	\$447.75	10.45%
1-100-07-0703-486 Freon Removal-Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0703-488 Tire Pickup-Recycling	\$550.00	\$550.00	\$465.00	\$0.00	\$0.00	\$85.00	84.55%
1-100-07-0703-631 Oil Filters-Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0703-807 Transfer Station-Permits	\$800.00	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-07-0703-810 Dues / Memb.-Recycling	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
07 Sanitation and Waste	\$2,550.00	\$2,550.00	\$1,317.25	\$0.00	\$0.00	\$1,232.75	51.66%
1-100-08-0801-800 Economic Development Comm.	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-08-0801-999 Economic Development Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-08-0803-100 Wages-Planning & Zoning	\$1,350.00	\$1,350.00	\$75.00	\$0.00	\$0.00	\$1,275.00	5.56%
1-100-08-0803-115 Board Clerk - PZC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0803-310 Legal/Professional P&Z	\$5,000.00	\$5,000.00	\$625.00	\$0.00	\$0.00	\$4,375.00	12.50%
1-100-08-0803-320 Contract Planner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0803-335 Training-Planning & Zoning	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
1-100-08-0803-340 Planning & Zoning - Mapping	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0803-610 Office Supplies-Planning & Zoning	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0803-810 Dues / Memberships-Planning & Zoning	\$110.00	\$110.00	\$0.00	\$0.00	\$0.00	\$110.00	0.00%
08 Planning and Land Use	\$7,010.00	\$7,010.00	\$700.00	\$0.00	\$0.00	\$6,310.00	9.99%
1-100-08-0805-100 Wages-Zoning Board of Appeals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0805-115 Board Clerk - ZBA	\$500.00	\$500.00	\$60.00	\$0.00	\$0.00	\$440.00	12.00%
1-100-08-0805-610 Supplies	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
08 Planning and Land Use	\$600.00	\$600.00	\$60.00	\$0.00	\$0.00	\$540.00	10.00%
1-100-08-0807-100 Wages - Building Department	\$8,360.00	\$8,360.00	\$1,337.20	\$0.00	\$0.00	\$7,022.80	16.00%
1-100-08-0807-120 Clerk's Wages-Building Department	\$34,230.00	\$34,230.00	\$7,125.89	\$0.00	\$0.00	\$27,104.11	20.82%
1-100-08-0807-285 Substitute Coverage	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-08-0807-330 Conf. / Seminars-Building Department	\$75.00	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00	0.00%
1-100-08-0807-438 Equipment maint.-Building Dept.	\$900.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0.00%
1-100-08-0807-455 LAND USE FEES/STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0807-580 Mileage-Building Department	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-08-0807-610 Office Supplies-Building Department	\$500.00	\$500.00	\$204.71	\$0.00	\$0.00	\$295.29	40.94%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-08-0807-612 Bks. & Manuals-Building Department	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-08-0807-810 Dues / Membership-Building Department	\$155.00	\$155.00	\$0.00	\$0.00	\$0.00	\$155.00	0.00%
1-100-08-0807-901 Building Dept.-Equipment	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
08 Planning and Land Use	\$46,270.00	\$46,270.00	\$8,667.80	\$0.00	\$0.00	\$37,602.20	18.73%
1-100-08-0809-100 Wages-Inland/Wetlands	\$4,600.00	\$4,600.00	\$1,874.35	\$0.00	\$0.00	\$2,725.65	40.75%
1-100-08-0809-115 Board Clerk - IWC	\$1,000.00	\$1,000.00	\$213.75	\$0.00	\$0.00	\$786.25	21.38%
1-100-08-0809-335 Training-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-350 Water Testing-Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-365 Purchased Services-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-580 Mileage-Wetlands	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-08-0809-610 Office Supplies-Inland/Wetland	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-08-0809-614 Maps-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-800 Inland Wetland Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-810 Dues / Memberships-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$5,950.00	\$5,950.00	\$2,088.10	\$0.00	\$0.00	\$3,861.90	35.09%
1-100-08-0815-330 Conservation-membership	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	(\$65.00)	0.00%
1-100-08-0815-335 Conservation-training	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-08-0815-609 Conservation-equipment	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0815-800 Conservation Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0815-810 Conservation-conferences	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-08-0815-811 Conservation - POCD Implementation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0815-813 Conservation - Trail Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$600.00	\$600.00	\$65.00	\$0.00	\$0.00	\$535.00	10.83%
1-100-08-0817-100 Salary-Zoning Agent	\$10,600.00	\$10,600.00	\$1,971.43	\$0.00	\$0.00	\$8,628.57	18.60%
1-100-08-0817-580 Mileage-Zoning Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0817-610 Office Supplies-Zoning Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$10,600.00	\$10,600.00	\$1,971.43	\$0.00	\$0.00	\$8,628.57	18.60%
1-100-08-0819-810 Capital Region Council of Govt.	\$7,861.00	\$7,861.00	\$7,136.00	\$0.00	\$0.00	\$725.00	90.78%
08 Planning and Land Use	\$7,861.00	\$7,861.00	\$7,136.00	\$0.00	\$0.00	\$725.00	90.78%
1-100-09-0901-527 Education-RHAM/AES Retirement Ben	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-09-0901-590 RHAM Payment	\$4,890,623.00	\$4,890,623.00	\$632,658.00	\$0.00	\$0.00	\$4,257,965.00	12.94%
1-100-09-0901-595 Board of Education Expenses	\$4,065,000.00	\$4,065,000.00	\$288,054.91	\$0.00	\$0.00	\$3,776,945.09	7.09%
09 Education	\$8,955,623.00	\$8,955,623.00	\$920,712.91	\$0.00	\$0.00	\$8,034,910.09	10.28%
1-100-10-1001-100 Library Payroll	\$71,800.00	\$71,800.00	\$15,123.04	\$0.00	\$0.00	\$56,676.96	21.06%
1-100-10-1001-800 Library	\$26,079.00	\$26,079.00	\$13,039.50	\$0.00	\$0.00	\$13,039.50	50.00%
10 Library	\$97,879.00	\$97,879.00	\$28,162.54	\$0.00	\$0.00	\$69,716.46	28.77%
1-100-11-1101-451 Road Improvement	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00	0.00%
1-100-11-1101-700 Old Fire House-Capital Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-11-1101-701 Town Garage-Capital Expenditure	\$32,615.00	\$32,615.00	\$0.00	\$0.00	\$0.00	\$32,615.00	0.00%
1-100-11-1101-702 Highway Dept-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-703 Fire Dept.-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-704 Old Town Hall-Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-707 Library-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-714 Revaluation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-715 P & Z-Capital POCD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-717 Reval Printer, Software-Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-718 Public Work-Capital Expenditures	\$0.00	\$0.00	\$95,124.00	\$0.00	\$0.00	(\$95,124.00)	0.00%
1-100-11-1101-719 Town Clerk - Wide Format Printer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-720 Senior-Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-721 AES CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-722 Open Space Commitments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-723 Pedestrian Bridge Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-724 Transfer Station Shed	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
1-100-11-1101-725 F250 Plow Truck	\$39,000.00	\$39,000.00	\$0.00	\$0.00	\$0.00	\$39,000.00	0.00%
1-100-11-1101-861 Severance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11 Capital Outlay	\$296,615.00	\$296,615.00	\$95,124.00	\$0.00	\$0.00	\$201,491.00	32.07%
1-100-12-1201-960 School-Debt	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-12-1201-961 Safety Complex-Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
12 Debt Service	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-12-1203-950 School Interest-Interest	\$10,845.00	\$10,845.00	\$6,491.25	\$0.00	\$0.00	\$4,353.75	59.85%
1-100-12-1203-951 Safety Complex Interest-Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
12 Debt Service	\$10,845.00	\$10,845.00	\$6,491.25	\$0.00	\$0.00	\$4,353.75	59.85%
1-100-13-1305-860 Insurance Severance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-890 POCD Implementation Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-891 Community Improvement Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-898 Working Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-899 Contingency	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
1-100-13-1305-900 Recloass of transfers for Statement D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-901 Town Owned Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-902 Resv. Non-Recurring-Capital Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-905 Transfer - Remaining School Surplus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-906 Transfer - Public Works Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-907 Transfer - Multi Use Public Building	\$250,000.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0.00%
1-100-13-1305-908 Fire Engine/Tanker Truck	\$412,000.00	\$412,000.00	\$0.00	\$0.00	\$0.00	\$412,000.00	0.00%
1-100-13-1305-909 Transfer Station Repair	\$25,000.00	\$25,000.00	\$970.31	\$0.00	\$0.00	\$24,029.69	3.88%
1-100-13-1305-910 Web Site	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
13 Transfers to other funds	\$757,000.00	\$757,000.00	\$970.31	\$0.00	\$0.00	\$756,029.69	0.13%

TOWN BUDGET SUMMARY

Andover Town & School 2019-2020

09/30/2019

Fiscal Year 2019-2020

		Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
FUND	100 General Fund - Town	\$12,368,158.00	\$12,368,158.00	\$1,620,179.07	\$0.00	\$0.00	\$10,747,978.93	13.10%
Grand Total for Report		\$12,368,158.00	\$12,368,158.00	\$1,620,179.07	\$0.00	\$0.00	\$10,747,978.93	13.10%

Building & Land use Department

Monthly Report

August 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 1 Correspondence

Inland Wetlands 2 Correspondence

Zoning Board of Appeals Several correspondences with 3 possible applicants and 2 confirmed ZBA applicants. Worked with applicants, John and Amanda regarding all 5 residents on several administrative tasks. Assisted with ZBA administrative tasks involving the applicants and meeting. Started to work on a ZBA packet for applicants.

EHHD Spent time working with the new sanitarian, Thad King

Driveway Permits 1

Fire Marshal Reviewed a few items with Mike Lester

Public Works 4 – Worked with Ed regarding admin. Tasks

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

Scanning & Filing Hours – 12

- Cleaning Office
- Creating/Editing Applications and Forms – Building, Land Use
- Creating spreadsheets – Building, Land Use and Health Department
- Worked on Bond List for Barbara
- Worked on organizing administrative process for Land Use Applications
- Clean and organized office (this will be ongoing for a bit)

Building Department Inspection Log

[illegible]

Register Report by Year - Last month

8/1/2019 through 8/31/2019

9/3/2019

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Cl	Amount
BALANCE 7/31/2019									
8/1/2019	Building D...	S	HWY RTE 6 M33b36123		[Permit receipts]				40.00
				state zoning fee	State Zoning Fee				60.00
8/1/2019	Building D...		Copies		copies				12.00
8/1/2019	Building D...		113 Boston Hill Rd		[Permit receipts]				138.51
8/5/2019	Building D...		285 Boston Hill Rd		[Permit receipts]				41.04
8/5/2019	Building D...	S	184 Wheeling Rd		[Permit receipts]				80.52
				state zoning fee					0.00
8/6/2019	Building D...	S	102 Shoddy Mill Rd		[Permit receipts]				30.00
					Ed Fee - State				0.78
					State Zoning Fee				60.00
8/6/2019	Building D...		Copies		copies				10.00
8/6/2019	Building D...		1 West Rd		[Permit receipts]				30.78
8/12/2019	Building D...		9 West St		[Permit receipts]				20.78
8/12/2019	Building D...		326 Lake Rd.		[Permit receipts]				179.55
8/12/2019	Building D... IWWC		Lakeside Dr		IWWC:Administrativ...				65.00
				State Zoning Fee					60.00
8/13/2019	Building D...		7 Shoddy Mill Rd.		[Permit receipts]				69.77
8/13/2019	Building D...		7 Stanley Dr.		[Permit receipts]				256.50
8/13/2019	Building D...	S	241 Lake Rd		[Permit receipts]				880.80
				State Zoning Fee					0.00
8/13/2019	Building D...		Copies		copies				1.00
8/14/2019	Building D...		47 Rockledge Dr		[Permit receipts]				20.52
8/21/2019	Building D...		78 School Drive		[Permit receipts]				20.52
8/21/2019	Building D...		120 Wheeling Rd.		[Permit receipts]				51.30
8/21/2019	Building D...		7 Ryan Rd.		[Permit receipts]				25.00
8/21/2019	Building D...		48 Windrush Lane		[Permit receipts]				73.87
8/21/2019	Building D...		7 Ryan Rd		[Permit receipts]				75.00
8/21/2019	Building D...		51 Windrush Ln		[Permit receipts]				69.76
8/21/2019	Building D...		191 Bunker Hill Rd		[Permit receipts]				70.79
8/28/2019	Building D...		104 Wheeling Rd.		[Permit receipts]				126.20
8/28/2019	Building D...		Copies		copies				10.00
8/28/2019	Building D... pmt		115 Lakeside Dr.		State Zoning Fee				60.00
8/28/2019	Building D...	S	Ms. Willard		ZBA				140.00
					State Zoning Fee				60.00
8/1/2019 - 8/31/2019									2,839.99

11,717.05

9/3/2019

Register Report by Year - Last month

8/1/2019 through 8/31/2019

Page 2

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Cl	Amount
------	---------	-----	-------------	------	----------	-----	----------	----	--------

BALANCE 8/31/2019

14,567.04

OVERALL TOTAL 2,839.99

TOTAL INFLOWS 2,839.99

TOTAL OUTFLOWS 0.00

NET TOTAL 2,839.99



ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

October 7, 2019

The Andover Fire Department responded to 20 calls for service for the month of September. Here is the breakdown.

Medical Calls 13

Fire Alarms 2

Wires Related 1

MVA 4

Drills 2

Meetings 1

Work Detail 1

Special Event 1

Ron Mike

Andover Fire Chief



ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

October 7, 2019

The Andover Fire Department responded to 20 calls for service for the month of September. Here is the breakdown.

Medical Calls 13

Fire Alarms 2

Wires Related 1

MVA 4

Drills 2

Meetings 1

Work Detail 1

Special Event 1

Ron Mike

Andover Fire Chief

ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - September 2019					
	Sep-19	YTD 19-20 (July 1, 2019 - June 30, 2020)			
Adult:					
Fiction	475	1632			
Non-fiction	89	321			
Video	102	348			
Audio	56	181			
Magazines	5	21			
E-reader (Kindle)	0	0			
Total Adult	727	2503			
Children:					
Fiction	241	827			
Non-fiction	24	133			
Video	14	68			
Audio	1	2			
Total Children	280	1030			
Young Adult:					
Fiction	40	152			
Non-fiction	0	4			
Audio	0	1			
Magazines	0	0			
Total Young Adult	40	157			
Total Fiction	756	2611			
Total Non-fiction	113	458			
Total Video	116	416			
Total Audio	57	184			
Total Magazines	5	21			
Total Uncategorized**	42	106			
Total Passes	1	6			
Total OverDrive	144	448			
Total E-readers	0	0			
Total Circulation	1234	4250			
Out-of-town circ.	93	333			
Ref. questions	61	179			
Patrons registered:					
Andover	3171				
Out-of-town	580				
Total Patrons	3751				
Collection size *	19688				
Public Computer Usage (hrs.)	64.5	188.75			
ILL provided	69	208			

[illegible]

ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - September 2019					
	Sep-19	YTD 19-20 (July 1, 2019 - June 30, 2020)			
Adult:					
Fiction	475	1632			
Non-fiction	89	321			
Video	102	348			
Audio	56	181			
Magazines	5	21			
E-reader (Kindle)	0	0			
Total Adult	727	2503			
Children:					
Fiction	241	827			
Non-fiction	24	133			
Video	14	68			
Audio	1	2			
Total Children	280	1030			
Young Adult:					
Fiction	40	152			
Non-fiction	0	4			
Audio	0	1			
Magazines	0	0			
Total Young Adult	40	157			
Total Fiction	756	2611			
Total Non-fiction	113	458			
Total Video	116	416			
Total Audio	57	184			
Total Magazines	5	21			
Total Uncategorized**	42	106			
Total Passes	1	6			
Total OverDrive	144	448			
Total E-readers	0	0			
Total Circulation	1234	4250			
Out-of-town circ.	93	333			
Ref. questions	61	179			
Patrons registered:					
Andover	3171				
Out-of-town	580				
Total Patrons	3751				
Collection size *	19688				
Public Computer Usage (hrs.)	64.5	188.75			
ILL provided	69	208			

[illegible]

September 30, 2019

Registrar of Voters

1. Current staff:

- Wally Barton, Republican Registrar
- Elinor Skoog, Republican Deputy Registrar
- Linda Derick, Democratic Registrar
- Julie Victoria, Democratic Deputy Registrar

2. Department Activity:

- Quarterly County Meeting: October 2, 2019 (Linda & Wally will attend)
- Several of our moderators are updating their certifications this month.
- All will be working at the Town Meeting on October 24, 2019
- 50 Voters processed (removed, added or changed on the voter list)

SW - Rev Summary
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
	10 Property Taxes								
PROGRAM	101 Current Year Taxes	\$0.00	\$0.00	\$0.00	\$3,579.17	\$3,579.17	\$0.00	(\$3,579.17)	--
PROGRAM	102 COC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	103 Interest on Active	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$7,017.05	(\$27,982.95)	20.05%
PROGRAM	104 Lien on Active Taxes	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,113.00	(\$87.00)	92.75%
PROGRAM	105 Principle on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	106 Interest on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	107 Lien on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	108 Prior Year Taxes	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	(\$100,000.00)	0.00%
PROGRAM	109 NSF/DMV/Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	110 Supplemental MV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	900 Reclass of Transfers for Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0000 General Revenue	\$136,200.00	\$0.00	\$136,200.00	\$3,579.17	\$3,579.17	\$8,130.05	(\$131,649.12)	3.34%
OBJECT	10 Property Taxes	\$136,200.00	\$0.00	\$136,200.00	\$3,579.17	\$3,579.17	\$8,130.05	(\$131,649.12)	3.34%
	20 Intergovernmental Revenues								
PROGRAM	203 Boat Registrations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	209 PILOT State Property	\$9,631.00	\$0.00	\$9,631.00	\$0.00	\$0.00	\$0.00	(\$9,631.00)	0.00%
PROGRAM	211 Vetern's Tax Relief	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	213 Property Tax Relief and Circuit Bre	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	221 Manufacturers Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	222 Municipal grants in aid	\$2,620.00	\$0.00	\$2,620.00	\$0.00	\$0.00	\$0.00	(\$2,620.00)	0.00%
PROGRAM	223 Mashantucket-Pequot Grant	\$6,680.00	\$0.00	\$6,680.00	\$0.00	\$0.00	\$0.00	(\$6,680.00)	0.00%
PROGRAM	226 State Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$1,035.00	(\$1,965.00)	34.50%
PROGRAM	227 Municipal Revenue Sharing	\$43,820.00	\$0.00	\$43,820.00	\$0.00	\$0.00	\$0.00	(\$43,820.00)	0.00%
PROGRAM	238 Disabled Program	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	(\$450.00)	0.00%
PROGRAM	239 Telephone Access	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)	0.00%
PROGRAM	418 FEMA-1/FY13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--

SW - Rev Summary
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
PROGRAM	419 FEMA-2/FY13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0000 General Revenue	\$71,201.00	\$0.00	\$71,201.00	\$0.00	\$0.00	\$1,035.00	(\$70,166.00)	1.45%
PROGRAM	231 Historic Documents Preservation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0100 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	201 Federal Highway Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	215 Local Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	227 Municipal Revenue Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0300 Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	207 Law Enforcement Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	237 DOT Moving Violations Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0400 Public Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	217 Special Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	219 Education Cost Sharing	\$1,921,253.00	\$0.00	\$1,921,253.00	\$0.00	\$0.00	\$0.00	(\$1,921,253.00)	0.00%
PROGRAM	225 Transportation Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0900 Education	\$1,921,253.00	\$0.00	\$1,921,253.00	\$0.00	\$0.00	\$0.00	(\$1,921,253.00)	0.00%
OBJECT	20 Intergovernmental Revenues	\$1,992,454.00	\$0.00	\$1,992,454.00	\$0.00	\$0.00	\$1,035.00	(\$1,991,419.00)	0.05%
	30 Investment Income								
PROGRAM	303 Interest	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$2,449.08	\$13,884.13	(\$13,564.95)	45.74%
FUNCTION	0000 General Revenue	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$2,449.08	\$13,884.13	(\$13,564.95)	45.74%
OBJECT	30 Investment Income	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$2,449.08	\$13,884.13	(\$13,564.95)	45.74%
	40 Licenses, Fees and Charges for Good								
PROGRAM	401 Permits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0.00%
PROGRAM	407 Town Clerks fees, licenses, and p	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$14,430.38	(\$30,569.62)	32.07%
PROGRAM	408 Town Clerk PA05228	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	409 Dial-A-Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	417 Selectman's Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0100 General Government	\$45,500.00	\$0.00	\$45,500.00	\$0.00	\$0.00	\$14,430.38	(\$31,069.62)	31.72%

SW - Rev Summary
Andover Town & School 2019-2020

09/30/2019
Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
PROGRAM	413 Transfer Station Receipts	\$36,000.00	\$0.00	\$36,000.00	\$0.00	\$40.00	\$19,420.00	(\$16,620.00)	53.83%
PROGRAM	415 Waste Redemption	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$83.20	(\$416.80)	16.64%
FUNCTION	0700 Sanitation and Waste	\$36,500.00	\$0.00	\$36,500.00	\$0.00	\$40.00	\$19,503.20	(\$17,036.80)	53.32%
PROGRAM	405 Building Department Receipts	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$13,209.29	(\$18,790.71)	41.28%
FUNCTION	0800 Planning and Land Use	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$13,209.29	(\$18,790.71)	41.28%
OBJECT	40 Licenses, Fees and Charges for G	\$114,000.00	\$0.00	\$114,000.00	\$0.00	\$40.00	\$47,142.87	(\$66,897.13)	41.32%
	80 Other Revenues								
PROGRAM	801 Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$307.84	\$5,390.54	\$2,082.70	169.42%
PROGRAM	803 Rentals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$600.00	(\$900.00)	40.00%
FUNCTION	0000 General Revenue	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$307.84	\$5,990.54	\$1,182.70	126.28%
OBJECT	80 Other Revenues	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$307.84	\$5,990.54	\$1,182.70	126.28%
FUND	100 General Fund - Town	\$2,272,154.00	\$0.00	\$2,272,154.00	\$3,579.17	\$6,376.09	\$76,182.59	(\$2,202,347.50)	3.07%
Grand Total for Report		\$2,272,154.00	\$0.00	\$2,272,154.00	\$3,579.17	\$6,376.09	\$76,182.59	(\$2,202,347.50)	3.07%

Town Aid Road

FY 2019-2020

[illegible]

General Ledger Detail
Andover Town & School 2019-2020
From 7/1/2019 To 9/30/2019 (Effective Date)

Account Number		Account Key		Account Description		Debits	Credits	Balance	OldBal
Effective Date	Type	Ven #	Check #	POL/Line	Tran #	Transaction Description			
L-100-00-3700-006			L-100-00-3700-006		0	DT/DF-Farm.-Town Aid Roads		\$99,509.35	
8/13/2019	Expend	HAIN	20157552	/ 0	373	CLASS 2 MIX	\$393.70	\$99,509.35	
8/21/2019	Expend	21364	20157590	/ 0	482	ROAD MARKING PAINT	\$50.88	\$99,115.65	
8/21/2019	Expend	HAIN	20157577	/ 0	505	CLASS 2 MIX	\$77.50	\$99,064.77	
8/21/2019	Expend	HAIN	20157577	/ 0	506	CLASS 2 MIX	\$76.73	\$98,987.27	
9/17/2019	Expend	26578	20157626	/ 0	705	BLADES	\$723.00	\$98,910.54	
9/25/2019	Expend	HAIN	20157679	/ 0	794	SUNSET/TOWNSEND LOAM	\$334.00	\$97,853.54	
							\$1,655.81	\$0.00	\$97,853.54
									End Bal

TAX COLLECTION YTD SUMMARY

SCHEDULE OF PROPERTY TAXES LEVIED, COLLECTED AND OUTSTANDING
FOR FISCAL YEAR 2020

Grand List Year	Balance Uncollected June 30, 2019	Current Levy	Taxes Collected YTD	Balance Uncollected August 31, 2019
2018		9,152,376	3,109,584	6,042,792
2017	142,063		32,322	109,741
2016	33,097		2,264	30,833
2015	22,002		0	22,002
2014	14,977		118	14,859
2013	8,365		121	8,244
2012	8,853		57	8,796
2011	7,517		0	7,517
2010	1,462		0	1,462
2009	580		0	580
2008	548		0	548
2007	548		0	548
2006	207		0	207

AUG. 2019

Deposits

	ON-LINE	OFFICE	RECEIPT	TOTAL	DIFFERENCE	
8/1	19,052.54			19,052.54	-	
8/1	(466.77)			(466.77)	-	online reject 7/31
8/1		(1,892.96)		(1,892.96)	(1,892.96)	NSF from 7/24
8/1	9,288.11	70,273.38	70,273.43	79,561.49	(0.05)	bank error 368.79 part
8/2	1,670.79			1,670.79	-	
8/3				-	-	
8/4	1,802.74			1,802.74	-	
8/5	(368.79)			(368.79)	-	void online payment 7,
8/5		101,759.65	101,749.65	101,759.65	10.00	bank discrepancy
8/5	1,388.79	9,305.92	9,305.92	10,694.71	-	
8/6	2,275.91	6,101.57	6,101.57	8,377.48	-	
8/7	567.01	5,726.95	5,726.95	6,293.96	-	466.77 part of 5,726.95
8/8		404.85		404.85	404.85	check deposited 7/15
8/8	1,148.33	2,903.88	2,903.88	4,052.21	-	
8/9	2,199.70			2,199.70	-	
8/10	1,223.69			1,223.69	-	
8/11	990.24			990.24	-	
8/12		1,892.96	1,892.96	1,892.96	-	to re-deposit NSF from
8/12	1,674.48	2,796.56	2,796.56	4,471.04	-	
8/13		1,728.59	1,728.59	1,728.59	-	
8/14	3,566.86	4,067.57	4,067.57	7,634.43	-	
8/15	949.55			949.55	-	
8/16	1,534.47			1,534.47	-	
8/17	(366.01)			(366.01)	-	NSF from 7/24
8/18				-	-	
8/19		3,012.58	3,012.58	3,012.58	-	
8/20		302.30	302.30	302.30	-	
8/21	29.99	1,438.05	1,438.05	1,468.04	-	
8/22	1,358.61			1,358.61	-	
8/23	1,344.45			1,344.45	-	
8/24	655.16			655.16	-	
8/25				-	-	
8/26	19,341.61	7,878.97	7,878.97	27,220.58	-	
8/27	803.55	5,448.49	5,448.49	6,252.04	-	
8/28	1,065.87	4,521.04	4,521.04	5,586.91	-	
8/29		6,486.48	6,486.48	6,486.48	-	
8/30		932.26	932.25	932.26	0.01	
8/31				-	-	
Total	72,730.88	235,089.09		307,819.97		

COLLECTIONS BY TAX YEAR:

RE	PP	MV	MVS	INTEREST	FEE	TOTAL
----	----	----	-----	----------	-----	-------

2012							
2013				121.41	101.98	5.00	228.39
2014			117.66		88.25	6.00	211.91
2015							0.00
2016	735.00			116.58	99.97		951.55
2017	1,161.12	435.71	10,867.76	904.23	2,586.03	96.00	#####
2018	104,048.13	61,318.35	124,398.48		2,126.27	745.00	#####
NSF							
2018	(1,892.96)						(1,892.96)
2017		(366.01)					(366.01)
TOTAL	105,944.25	61,754.06	135,383.90	1,142.22	5,002.50	852.00	#####

UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MV	MVS	TOTAL	
2006				207.27	207.27	
2007			476.65	71.26	547.91	online cash A-100-00-0
2008			520.26	28.15	548.41	office cash A-100-00-0
2009			579.60		579.60	online DIT A-100-00-1
2010		390.00	1,003.63	67.89	1,461.52	office DIT A-100-00-1
2011		1,142.97	6,124.97	249.48	7,517.42	misc inc 2-100-80-0
2012		3,031.88	5,315.89	448.66	8,796.43	Other A/R A-100-00-1
2013	12.13	4,234.19	3,031.77	904.44	8,182.53	online DIT Other A/R
2014	1,199.59	5,249.63	4,430.22	3,980.62	14,860.06	office DIT Other A/R
2015	1,679.64	6,018.82	11,240.91	3,062.81	22,002.18	2013 taxes
2016	9,335.21	7,835.29	10,561.09	3,266.88	30,998.47	2014 taxes
2017	60,797.79	10,329.59	31,296.19	11,394.34	113,817.91	2016 taxes
2018	5,706,201.31	201,313.05	135,854.24		6,043,368.60	2017 taxes
						2018 taxes
TOTAL	5,779,225.67	239,545.42	74,581.18	23,681.80	6,252,888.31	interest
						liens/fees
						tax check f

t of 70,273.38

/26

5
but not posted until 8/8

7/24

<u>4254</u>	<u>5129</u>
5419.31	-1892.96
19766.34	492894
9,536.11	11828.52
3225.53	703766.2
1388.79	193.54
1809.14	0.02
-146.79	13389.56
1266.14	-351803
4295.82	4752.93
1674.48	17848.5
3566.86	
949.55	
1534.47	
-366.01	
29.99	
1358.61	
1999.61	
19341.61	
803.55	
1065.87	

	78518.98	#####
121.41		
117.66		
0.00		
851.58		
13,368.82		
289,764.96		

	78,518.98	
	890,977.26	
400-001		
	7,418.84	
	30.51	
	404.85	
A-100-00-1400-001	5,788.10	
A-100-00-1400-001	663,548.84	
A-100-00-1200-019	121.41	
A-100-00-1200-020	117.66	
A-100-00-1200-023	851.58	
A-100-00-1200-024	13,002.81	
A-100-00-1200-025	287,872.00	
2-100-10-0000-103	5,002.50	
2-100-10-0000-104	852.00	
2-100-80-0000-801	193.54	

977,350.44	977,350.44
------------	------------

JULY 2019

Deposits

	ON-LINE	OFFICE	RECEIPT	TOTAL	DIFFERENCE
7/1	6,484.09			6,484.09	0.00
7/1	1,198.54	104,353.42	104,353.42	105,551.96	0.00
7/1	1,130.79			1,130.79	0.00
7/1	2,613.75			2,613.75	0.00
7/2	2,479.22	53,869.47	53,869.47	56,348.69	0.00
7/3	2,396.12	100,701.01	100,701.01	103,097.13	0.00
7/4	3,200.95			3,200.95	0.00
7/5	1,554.26			1,554.26	0.00
7/6	3,299.03			3,299.03	0.00
7/7	668.31			668.31	0.00
7/8	1,219.22	122,886.26	122,886.26	124,105.48	0.00
7/9	3,977.67	64,013.00	64,013.20	67,990.67	(0.20)
7/10	21,633.73	84,174.05	84,174.06	105,807.78	(0.01)
7/10				0.00	0.00
7/11		56,138.31	56,138.31	56,138.31	0.00
7/12	3,420.38			3,420.38	0.00
7/13				0.00	0.00
7/14	5,490.84			5,490.84	0.00
7/15	3,106.69	59,712.65	60,033.50	62,819.34	(320.85)
7/16	2,528.38	130,869.58	130,869.58	133,397.96	0.00
7/17	4,120.08	49,701.37	49,701.37	53,821.45	0.00
7/18	1,633.34	81,030.48	81,030.48	82,663.82	0.00
7/19	2,792.21	(822.18)		1,970.03	(822.18)
7/20	12,074.69			12,074.69	0.00
7/21				0.00	0.00
7/22	8,261.26	178,667.18	178,667.18	186,928.44	0.00
7/23		581,676.24	581,676.24	581,676.24	0.00
7/23	1,257.89	45,160.18	45,160.18	46,418.07	0.00
7/24		122,839.28	122,839.28	122,839.28	0.00
7/24		822.18	822.18	822.18	0.00
7/24		92,358.62	92,358.62	92,358.62	0.00
7/24	6,889.38	116,101.53	116,101.53	122,990.91	0.00
7/25	3,541.70	108,003.04	108,002.44	111,544.74	0.60
7/26	10,360.02			10,360.02	0.00
7/27				0.00	0.00
7/28	8,039.99			8,039.99	0.00
7/29		70,977.53	70,977.56	70,977.53	(0.03)
7/29	5,814.55	111,671.95	111,571.93	117,486.50	100.02
7/30	5,788.10	61,261.60	61,261.60	67,049.70	0.00
7/30		141,080.51	141,080.51	141,080.51	0.00
7/31		170,554.21	170,554.21	170,554.21	0.00
		663,548.84			
Total	136,975.18	2,707,801.47	2,708,844.12	2,844,776.65	(1,042.65)

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST
2012			56.89		66.04
2013					
2014					
2015					
2016			1,056.91	355.71	446.77
2017	13,386.62		4,417.23	1,515.62	1,501.74
2018	2,064,860.32	57,761.91	699,912.07		
NSF					
2018	(695.52)		(126.66)		
TOTAL	2,077,551.42	57,761.91	705,316.44	1,871.33	2,014.55

UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MV	MVS	TOTAL
2006				207.27	207.27
2007			476.65	71.26	547.91
2008			520.26	28.15	548.41
2009			579.60		579.60
2010		390.00	1,003.63	67.89	1,461.52
2011		1,142.97	6,124.97	249.48	7,517.42
2012		3,031.88	5,315.89	448.66	8,796.43
2013	73.52	4,234.19	3,031.77	1,025.85	8,365.33
2014	1,199.59	5,249.63	4,547.88	3,980.62	14,977.72
2015	1,679.64	6,018.82	11,240.91	3,062.81	22,002.18
2016	10,070.21	7,835.29	10,395.01	3,383.46	31,683.97
2017	59,066.06	10,765.30	41,007.11	12,298.57	123,137.04
2018	5,803,088.79	262,631.40	259,107.49		6,324,827.68
TOTAL	5,875,177.81	301,299.48	343,351.17	24,824.02	6,544,652.48

FEE	TOTAL	
5.00	127.93	56.89
	-	
	-	
	-	
	1,859.39	1,412.62
216.00	21,037.21	19,319.47
40.00	2,822,574.30	
	(822.18)	2,821,712.12
261.00	2,844,776.65	2,842,501.10

online cash	A-100-00-0000-990	131,187.08
office cash	A-100-00-0000-990	2,045,395.87
online DIT	A-100-00-1400-001	5,788.10
office DIT	A-100-00-1400-001	663,548.84
misc inc	2-100-80-0000-801	83.79
tax check fee	2-100-80-0000-801	193.54

Other A/R	A-100-00-1400-001	404.85
2012 taxes	A-100-00-1200-018	56.89
2016 taxes	A-100-00-1200-023	1,412.62
2017 taxes	A-100-00-1200-024	19,319.47
2018 taxes	A-100-00-1200-025	2,821,712.12
interest	2-100-10-0000-103	2,014.55
liens/fees	2-100-10-0000-104	261.00
tax NSF	A-100-00-0000-990	822.18
tax check fee	A-100-00-0000-990	193.54

2,846,197.22 2,846,197.22

Anderson, James	74.88	Sec 12-129 Refund of excess payment
Bona Edward J Estate	1065.18	Sec 12-129 Refund of excess payment
C. Folsom Company, LLC	14.63	Sec 12-129 Refund of excess payment
JP Morgan Chase Bank	57.07	Sec 12-129 Refund of excess payment
JP Morgan Chase Bank	383.30	Sec 12-129 Refund of excess payment
JP Morgan Chase Bank	648.47	Sec 12-129 Refund of excess payment
Rabbett, Michele	94.47	Sec 12-129 Refund of excess payment
Rimsa Thomas & Helen	12.42	Sec 12-129 Refund of excess payment
Rimsa Thomas & Helen	17.46	Sec 12-129 Refund of excess payment
		Sec 12-129 Refund of excess payment
		Sec 12-129 Refund of excess payment
The total for refund requests for September is \$2,350.42.		

10/02/19 Tax Refunds

Sec. 12-129. Refund of excess payments. Any person, firm or corporation who pays any property tax in excess of the principal of such tax as entered in the rate book of the tax collector and covered by his warrant therein, or in excess of the legal interest, penalty or fees pertaining to such tax, or who pays a tax from which the payor is by statute exempt and entitled to an abatement, or who, by reason of a clerical error on the part of the assessor or board of assessment appeals, pays a tax in excess of that which should have been assessed against his property, or who is entitled to a refund because of the issuance of a certificate of correction, may make application in writing to the collector of taxes for the refund of such amount. Such application shall be delivered or postmarked by the later of (1) three years from the date such tax was due, (2) such extended deadline as the municipality may, by ordinance, establish, or (3) ninety days after the deletion of any item of tax assessment by a final court order or pursuant to subdivision (3) of subsection (c) of section 12-53 or section 12-113. Such application shall contain a recital of the facts and shall state the amount of the refund requested. The collector shall, after examination of such application, refer the same, with his recommendations thereon, to the board of selectmen in a town or to the corresponding authority in any other municipality, and shall certify to the amount of refund, if any, to which the applicant is entitled. The existence of another tax delinquency or other debt owed by the same person, firm or corporation shall be sufficient grounds for denying the application. Upon receipt of such application and certification, the selectmen or such other authority shall draw an order upon the treasurer in favor of such applicant for the amount of refund so certified.

Any action taken by such selectmen or such other authority shall be a matter of record, and the tax collector shall be notified in writing of such action. Upon receipt of notice of such action, the collector shall make in his rate book a notation which will date, describe and identify each such transaction. Each tax collector shall, at the end of each fiscal year, prepare a statement showing the amount of each such refund, to whom made and the reason therefor. Such statement shall be published in the annual report of the municipality or filed in the town clerk's office within sixty days of the end of the fiscal year. Any payment for which no timely application is made or granted under this section shall permanently remain the property of the municipality. Nothing in this section shall be construed to allow a refund based upon an error of judgment by the assessors. Notwithstanding the provisions of this section, the legislative body of a municipality may, by ordinance, authorize the tax collector to retain payments in excess of the amount due provided the amount of the excess payment is less than five dollars.

ANDOVER BOARD OF SELECTMEN
Regular Meeting Minutes
September 11, 2019 7:00 P.M.
Town Hall Community Room

Members Present: First Selectman Jeff Maguire, Vice First Selectman Adrian Mandeville and Selectman Scott Person, (Paula King appointed, sworn in and seated during the meeting)

Members Excused: Selectman Jeff Murray

Others Present: Catherine Palazzi, Michael Palazzi, Dianne Grenier, Rivereast Reporter Sloan Brewster, Curt Dowling, Paula King, Amy Knox, Daniel Foran, Shannon Loudon, Amanda Gibson, Meghan Lally, George Elliott, Carrie Crompton, Therese Gorry, Scott Warren, Hank Gruener, Michelle France, Elaine Buchardt, Bob Hamburger, Catherine Magaldi-Lewis, Karen Hunter, Recording Secretary Linda McDonald and others.

1. Call to Order/ Pledge of Allegiance: J. Maguire called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Public Speak:

Elaine Buchardt, Economic Development Commission Chair, said the commission will be available to meet with BOS in November.

R. Hamburger, Chair of PZC, reminded residents of the upcoming PZC public meeting presentation for shared space at the school on Monday, September 16th.

C. Palazzi reviewed the final results of the survey sent to the seniors in Andover regarding a shared space at the Andover Elementary School (AES) for senior activities. (Report attached)

3. Additions/Deletions to the Agenda: None.

4. Appointment of Board of Selectmen Member:

A. Mandeville MOVED to appoint Paula King to the Board of Selectmen. S. Person SECONDED. Board members commented that P. King has a technology background, school involvement, and brings a perspective the board does not have. MOTION CARRIED 3:0:0.

Assistant Town Clerk Therese Gorry swore in Paula King and she took her seat as a member of the Board of Selectmen.

5. Board and Commission Presentations

- 5.1 Inland Wetlands and Watercourses Commission:

Meghan Lally and George spoke about materials presented to the board which included recommendations for member appointments. J. Maguire complimented M. Lally on the information provided to the board, especially discrepancies regarding board memberships in the Town Charter. M. Lally said IWWC bylaws were revised based on the Charter. George stated he wants to make sure the IWWC doesn't operate outside

regulatory statutes. Discussion followed on the difficulty filling board vacancies. E. Anderson asked the board if the IWWC can appoint their own member. He noted the Town Charter states the IWWC makes their appointments, but Town ordinance says the BOS makes IWWC appointments. Discussion followed. Consensus of the board is to have IWWC recommend their appointment to the BOS.

A. Mandeville MOVED to appoint George Elliot, Jed Larson (PZC Representative), Meghan Lally, James Hallisey, and Ed Smith as regular members to the IWWC and Rick Osborne and Wayne Thorpe as Alternates to the IWWC, terms to end 6//30/21. S. Person SECONDED. MOTION CARRIED 4:0:0.

5.2 Conservation Commission:

Michael Palazzi said the Conservation Commission bylaws have not yet been finalized or approved by the commission. He noted there are two vacancies, one for full member and one alternate position. H. Gruener said the Commission is looking to compliance with the plan of Conservation and Development (POCD) specifically in the area of natural resources. He said goals of the commission include providing more input into projects associated with natural resources. E. Anderson said the Town is working to aid the volunteers in their work around town. The volunteer work is appreciated by the Town.

A. Mandeville MOVED to appoint Michael Palazzi, Hank Gruener, Carrie Crompton, and Maryann Gile as regular members to the Conservation Commission and Gary Gile as Alternate to the Conservation Commission, terms to expire 6/30/21. S. Person SECONDED. MOTION CARRIED 4:0:0.

5.3 Norton Children's Fund Commission:

Dianne Grenier, Commission Chair, explained the purpose of the Commission is to spend the \$3,000.00 Andover farmer Chester Norton left in his will to the poor children of Andover. She said the commission holds fundraisers to help fulfill his wishes. D. Grenier said there are not enough funds in the account to give out a scholarship for continual education for an Andover high school senior. A. Mandeville explained the Town is limited by the State as to how their money can be invested. Members asked D. Grenier to let the board or Town Administrator know if there is anything the Town can help with.

S. Person MOVED to re-appoint Dianne Grenier, Sarah Shapiro, Cheryl Mayhew, Heidi Xenophontos, and Jan Neumuth to the Norton Children's Fund Commission, terms to expire 6/30/21. A. Mandeville SECONDED. MOTION CARRIED 4:0:0.

A. Mandeville MOVED to instruct the Town Clerk to advertise for alternate on IWWC. S. Person SECONDED. MOTION CARRIED 4:0:0.

Consensus of the board was to address agenda items 13.b 7.c, and 7.g at this time.

6. Town Administrator Report: E. Anderson reported on the following:

- A special Town meeting will have to be scheduled to address several items. He presented several dates for consideration. Pressing items include the roof replacement at Town Garage and technology and IT security improvements at Town Hall.
- Meeting with the RHAM superintendent and RHAM board members, who are recommending rebuilding their main playing field with artificial turf. There are 3 public meetings scheduled, one in each town. The Andover public meeting is scheduled for September at 4:00 p.m. in the community room at Town Hall.
- Linda McDonald will resign as Administrative Assistant to the Town Administrator, effective end of business September 16, 2019. E. Anderson recommended the hiring of Amanda Gibson as Administrative Assistant for up to 15 hours per week at the current salary of \$17.51 hourly. A. Gibson's Monday evening hours in the Building Department will be covered by Building Department Administrative Assistant Susan Magri starting this week at an additional salary of \$2,000.00 per year for 4 extra hours per week.

After discussion, the consensus of the Board was for the Town Administrator to work with S. Magri to allow her flexibility to adjust (shorten) her weekly hours Tuesday through Thursday by four hours instead of increasing her weekly hours by four on Mondays.

- A. Gibson will clerk for the BOS and BOF. The Town is advertising for a Land Use Board Clerk.
- Laurel Andrews has resigned as Elderly and Social Services Coordinator. E. Anderson said he made the temporary appointment of Assistant Assessor Roberta Dougherty to fill the role and process renters' rebates. He asked R. Dougherty to do some legwork and meet with other towns to see what the job should be doing. E. Anderson prepared a job description for posting next week and he could look internally due to the low funding for the position. The State recommends (but does not mandate) 10 hours per week for this position. Town ordinance specifies this position is unpaid (needs to be corrected), although it is funded minimally at \$3,065.00 per year which includes the social services budget. Current state minimum wage will go up to \$11.00/hour in October. E. Anderson asked for guidance from the Board. J. Maguire asked that E. Anderson find out what services are required to be provided in the position.

S. Person MOVED to have the Town Administrator evaluate and try to fill the Elderly and Social Services Coordinator job internally. A. Mandeville SECONDED. Discussion followed. A. Mandeville MOVED the motion be withdrawn. No vote taken.

- Efforts are underway to find a replacement for Zoning Officer and Wetlands Agent John Valente. There has been some interest in ZEO by Jim Hallisey, a former Andover ZEO and community Planner and some interest by Town Engineer Gerry Hardisty and one other applicant. E. Anderson said he will try to set up an interview schedule in the next few weeks. E. Anderson said he has not had success in reaching out to other towns to help fill the Wetlands Agent position.
- The Town is still having issues hiring a CDL driver for the Senior Transportation program.
- There have been some complaints from residents regarding the Transfer Station, road conditions, traffic safety mostly in the lake district, blight, dangerous trees (referred to Tree Warden), land clearing in the lake district, noise, and trash burning (referred to Burning Official).
- Several meetings have been attended since his hire.

- The Town has to go to out RFP for Revaluation Services in the next 2-3 months. Revaluation will start in October 2020 and completed by October 2021. He said he asked to the Assessor to prepare the Revaluation RFP and will forward it to the board when available. Vision Appraisal, the company that is providing the appraisal software platform, has notified the Town that the platform that the software used is based off of is no longer supported and we will need to transition to a new software. J. Maguire asked that the Assessor research if there are other revaluations options that are less costly for the Town.
- E. Anderson asked if the members had no issues with the Social Media Policy and guidelines he sent for review, the policy will be published and effective Tomorrow. The Town of Andover will roll out a Facebook page prior to the October 2019 meeting.
- He has inquired with a number of other towns about websites. One good solution may be to use Civic, a company who has a platform developed exclusively for municipalities and have around 3,500 municipal websites they administer.
- Recommendation that the BOS appoint a small website committee, consisting of a BOS member, the Administrative Assistant, a Long- Term Planning Committee (LTPC) member, and two at-large members.

A. Mandeville MOVED to create a Town Website Development Committee, consisting of a BOS member, the Administrative Assistant, a Long- Term Planning Committee (LTPC) member, and two at-large members. S. Person SECONDED. MOTION CARRIED 4:0:0.

- The Senior transportation is likely going to be over budget. This budget was approximately \$4,000.00 over budget last year and ride demand has increased this year, but the budget has not. Options to offset costs include charging drivers for some medical trips.
- Public works has had a large vehicle maintenance expense. There may be another on the horizon.
- He has started a road condition survey. The contract for road crack sealing has been signed and mastic sealing will start late September. Bids were received for the Sunset Lane paving project. Hain Paving was selected and will complete the project the week of September 23. Public Works employee Tim Higley will oversee as the Town's representative. The recommendation for the roof replacement of the public works building needs to go to town meeting. The closing date for the Asbestos Abatement RFP is September 17th and will need to go to town meeting. E. Anderson reported on an emergency guide rail repair on Gilead Road due to an auto crash. CIRMA has begun the process to seek reimbursement of the repair cost which will be billed to insurance company.

Discussion followed on the condition of the hickory tree outside Town Hall. A. Mandeville MOVED that the BOS authorize the removal of hickory tree overhanging the roof at Town Hall. J. Maguire SECONDED. MOTION CARRIED 4:0:0.

- The Department of Transportation (DOT) will be adding some signage at curves on some state roads in Town.
- E. Anderson conducted an initial survey of Andover's major culverts those greater than 30" in diameter. He referred five culverts to the Town Engineer for evaluation. The

Town will need to allocate significant money for culvert repair. Discussion followed. J. Maguire said the residents will need to see a detailed list of needed repairs.

- There has been a temporary fix to replace four blocks in a wall at the Transfer Station. He is working on a staging plan for block replacement, with project renovations to start October 1st.

The Board complimented E. Anderson on his comprehensive and informative report.

7. Old Business

Discuss and act upon:

- 7.a Times Farm Bridge Update: No update.
- 7.b Lake Road Bridge at Cheney Brook:
- 7.c Approval of Hearing Procedure for Citations Ordinance for Ordinance Authorizing Penalties for Local Parking and Traffic Violations- Citation Officer Letters of Interest.

RST Tetreault said he cannot provide an accurate accounting of money collected from each \$92.00 speeding fine. This ordinance would be the first in this area. This ordinance is usually used in towns with a local police force. The Town currently gets, at most, \$10.00 per ticket. Discussion followed.

A. Mandeville MOVED to approve the "Approval of Hearing Procedure for Citations Ordinance for Ordinance Authorizing Penalties for Local Parking and Traffic Violations". P. King SECONDED. Discussion followed. E. Anderson has asked the Town Attorney to look into the prior ordinance "Ordinance Authorizing Penalties for Local Parking and Traffic Violations" which had been approved by the prior BOS. He said he would like to combine the "Hearing Procedure for Citations Ordinance for Ordinance Authorizing Penalties for Local Parking and Traffic Violations" with a revised version of the "Ordinance Authorizing Penalties for Local Parking and Traffic Violations".

A. Mandeville amended his prior motion to include "authorizing the Town Administrator to complete a legal review of the "Ordinance Authorizing Penalties for Local Parking and Traffic Violations" and to bring the legal review back to the board. S. Person SECONDED. MOTION CARRIED 4:0:0.

- 7.d AES Wing Renovation for Shared Space Use Fully Executed MOA-modified June 6, 2019: waiting on PZC CGS 8-24 Report.
- 7.e Set the time, date and place for a Special Town Meeting for a Public Hearing and Vote to possibly Repeal, Amend or Replace the previously enacted Property Tax Liability Ordinance, vote on Ordinance Authorizing Penalties for Parking and Traffic Violation, and vote on Hearing Procedure for Citation Ordinance. (Possibly for the end of October)

A. Mandeville MOVED to schedule a special town meeting for October 24, 2019 at 7:00 p.m. in the Community Room. J. Maguire SECONDED. MOTION CARRIED 4:0:0.

- 7.f Copier Contract Proposals:

A. Mandeville MOVED to authorize the Town Administrator to sign a five-year contract with The Office Works, 45 Corporate Avenue, Plainville, CT 06062 for the buyout lease of a Toshiba E Studio 4515 color copier for the terms outlined in the bid documents, as the lowest cost bidder and to sign a one-year lease renewal on the existing Toshiba Studio 457 black and white copier. P. King SECONDED. Discussion followed. MOTION CARRIED 4:0:0.

7.g Quotes for Pole Mounted Graphic Display Speed Signs:

RST Tetreault said it would not be difficult to move the speed signage around Town. He said the sign would be moved to locations that would keep the solar power charged. Upon request of the board, RST Tetreault will research a battery-operated option offered by All Traffic Solutions, currently used in the Town of Columbia.

7.h Town Aid Road (TAR) Update: E. Anderson reported the TAR account currently has \$98,000.00. He said there are no current expenses pending or expected.

7.i Town of Andover Personnel Policies: Discussion was tabled. No action taken.

7.j Community Connectivity Grant Update: E. Anderson reported an application is before IWWC as wetlands are involved in the project. When IWWC application comes back, the Town Engineer will provide a full costing and the Town will then re-apply to the State with the final plan.

7.k Technology Review from Town of South Windsor:

A. Mandeville MOVED to send the technology and IT infrastructure review conducted by the Town of South Windsor to the Board of Finance to review as a request for a supplemental appropriation for \$40,000.00. P. King SECONDED. MOTION CARRIED 4:0:0.

7.l Bids for Public Works Roofing Project (AN-2019-20 #2): Discussion was tabled to the September special BOS meeting.

7.m Approval of Credit Card Usage Policy: E. Anderson explained the need for the policy as the Town is applying for credit cards with higher credit limits. P. King expressed concern with the security issue of taking cell phone photos of the credit cards.

S. Person MOVED to adopt the Town Credit Card Usage Policy as presented. P. King SECONDED. MOTION CARRIED 4:0:0.

8. New Business

Discuss and act upon:

8.a Authorize the First Selectman to Sign the Commercial Card Resolution Form for the Municipality of Town of Andover, Connecticut:

A. Mandeville MOVED to Authorize the First Selectman to Sign the Commercial Card Resolution Form for the Municipality of Town of Andover, Connecticut. P. King SECONDED. MOTION CARRIED 4:0:0.

- 8.b Signing the Resolution Regarding Business Card or Corporate Card Agreement Authorization Authorize the First Selectman to Sign the Commercial Card Resolution Form for the Municipality of Town of Andover, Connecticut:

A. Mandeville MOVED that the Board of Selectmen sign the Resolution Regarding Business Card or Corporate Card Agreement Authorization Authorize the First Selectman to Sign the Commercial Card Resolution Form for the Municipality of Town of Andover, Connecticut. P. King SECONDED. MOTION CARRIED 4:0:0.

- 8.c Authorize the Town Administrator to Sign the Corporate and Business Credit Card Maintenance Form Exhibit B to Master Terms and Conditions:

A. Mandeville MOVED to Authorize the Town Administrator to sign the Corporate and Business Credit Card Maintenance Form Exhibit B to Master Terms and Conditions. P. King SECONDED. MOTION CARRIED 4:0:0.

- 8.d Set Special Meeting Date (September 23 or 24) for Board and Commission presentations, including Long Term Planning Committee recommendations, and possible appointments:

A. Mandeville MOVED to set a special meeting date of the Board of Selectmen for September 23, 2019 at 7:00 p.m. in the Community Room at Town Hall for the following purposes: Long Term Planning Commission report, reports from two additional commissions and appointments, and discussion of RPF's for Asbestos Abatement and Roof Replacement at the Public Works facility. P. King SECONDED. MOTION CARRIED 4:0:0. at 7:00 p.m. in the Community Room at Town Hall.

- 8.e Upcoming Tax Sales: Discussion was tabled to October meeting. No action taken.

- 8.f Hire of Administrative Assistant to Town Administrator:

A. Mandeville MOVED to authorize the Town Administrator to hire Amanda Gibson as part-time Administrative Assistant to the Town Administrator at an hourly rate of \$17.51 effective September 17, 2019 and also as the Board Clerk for the Board of Selectmen and Board of Finance. This is a part-time position not to exceed 20 hours per week combined. P. King SECONDED. MOTION CARRIED 4:0:0.

- 8.g Revision to 2019 BOS Regular Meeting Schedule (change November date):

J. Maguire MOVED to amend the 2019 BOS regular meeting schedule as follows: The November meeting date changed to Wednesday, November 6th at 7:00 p.m. S. Person SECONDED. MOTION CARRIED 4:0:0.

- 8.h 2020 Regular Meeting Schedule: Discussion followed on changing calendar year 2020 BOS meeting dates to the second or fourth Monday of each month. Further discussion tabled to the October meeting. No action taken.

9. Tax Collector's Monthly Reports: No report filed.

A. Mandeville MOVED to ask the Treasurer to be present for the October regular BOS meeting.
J. Maguire SECONDED. MOTION CARRIED 4:0:0.

10. Treasurer's Monthly Report

- 10.a Revenue Summary
10.b Town Budget Summary

11. Budget

- 11.a Transfers: No transfers submitted.
- 11.b Refunds: A. Mandeville MOVED to approve the following transfers totaling \$3,582.17 as presented by the Tax Collector:

ACAR Leasing	\$493.36	Sec 12-129 Refund of excess payment
Adams, Meahhan	31.47	Sec 12-129 Refund of excess payment
Bourey, Mark S.	14.35	Sec 12-129 Refund of excess payment
Burke, Charles S	27.86	Sec 12-129 Refund of excess payment
Boxall Robert & Ann	10.21	Sec 12-129 Refund of excess payment
Conte, David & Tricia	18.80	Sec 12-129 Refund of excess payment
Delventhal, Sofia G	15.95	Sec 12-129 Refund of excess payment
Donnelly, Heidi M. & Michael P.	35.27	Sec 12-129 Refund of excess payment
E Tech	190.31	Sec 12-129 Refund of excess payment
Enterprise FM Trust	130.41	Sec 12-129 Refund of excess payment
Hearn, William & Kim	48.92	Sec 12-129 Refund of excess payment
Heise, Suzanne L	79.71	Sec 12-129 Refund of excess payment
Keener, Daniel	41.55	Sec 12-129 Refund of excess payment
Kerekes, Thomas	76.06	Sec 12-129 Refund of excess payment

McEntire, Lucas	151.16	Sec 12-129 Refund of excess payment
McEntire, Lucas	37.86	Sec 12-129 Refund of excess payment
Morin, Aida	54.65	Sec 12-129 Refund of excess payment
Palmer, Sheri A	62.56	Sec 12-129 Refund of excess payment
Repoli, Donald	200.84	Sec 12-129 Refund of excess payment
Soucy, Gilbert A. & Joaneen	12.02	Sec 12-129 Refund of excess payment
Stephenson Kenneth	46.99	Sec 12-129 Refund of excess payment
Toyota Lease Trust	96.25	Sec 12-129 Refund of excess payment
Toyota Lease Trust	637.39	Sec 12-129 Refund of excess payment
Toyota Lease Trust	1031.16	Sec 12-129 Refund of excess payment
Vanty, Christine	11.93	Sec 12-129 Refund of excess payment
Winne Tawnya	10.45	Sec 12-129 Refund of excess payment
Zito, Karen	11.78	Sec 12-129 Refund of excess payment

9/11/19 Tax Refunds totaling \$3,582.17

P. King SECONDED. MOTION CARRIED 4:0:0.

12. Minutes

- 11.a Approval of August 7, 2019 Regular Meeting Minutes: A. Mandeville MOVED to approve the August 7, 2019 regular meeting minutes as presented. J. Maguire SECONDED. MOTION CARRIED 3:0:1 with P. King abstaining.

13. Department Reports

13.a Fire Department

- 13.b Resident State Trooper: RST Trooper Darrell Tetreault spoke about the report he submitted to the board regarding infractions (156), (including tickets submitted on Town roads), that he issued from May through August 2019. RST Tetreault said he called the State Traffic Authority to find out the procedure to change speed limits on Town roads and learned the Town would need a traffic study and permission from the State. Signage or speed bumps (with Town Administrator and BOS approval) would not require State approval.

13.c Town Clerk

- 13.d Building Department
- 13.e Assessor's Office
- 13.f Town Garage: A. Mandeville MOVED to have the Town Administrator research a bolts and parts supply program for the Public Works Department, reaching out to parts companies and gathering information from other towns in order to submit an RFP. J. Maguire SECONDED. MOTION CARRIED 4:0:0.
- 13.g Transfer Station
- 13.h Library
- 13.i Senior Transportation

14. Appointments

15. Resignations

- 14.1 Resignation of Meghan Lally from the Conservation Commission: The board accepted, with regret and appreciation, the resignation of Meghan Lally from the Conservation Commission.

16. Correspondence

- 16.a Prescription Drug Card Savings Report
- 16.b CT Siting Council – T-Mobile Modifications to Antenna on Bunker Hill Road

17. Public Speak

M. Lally urged the Board to use caution when considering increasing speed limits on Town roads. She said she feels like a hostage on her road.

R. Hamburger said sidewalks would help toward a walkable town.

Audience members recommended wasted space on the back wall in the community room could be used to hold white boards or smart boards.

S. Loudon announced Brendan Lorenz was appointed as a member to the Board of Education (BOE) tonight.

- 18. Adjournment: J. Maguire MOVED to adjourn the regular meeting at 9:37 p.m. A. Mandeville SECONDED. MOTION CARRIED 4:0:0.

Respectfully submitted by Linda H. McDonald

Linda H. McDonald

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

Town of Andover
Board of Selectmen
Monday, September 23, 2019 7:00 p.m.
Town Hall Community Room, 17 School Road

Special Meeting Minutes

1. Call to Order

First Selectmen, Jeff Maguire called the meeting to order at 7:01 P.M.

The Pledge of Allegiance was recited.

BOS Members: First Selectman Jeff Maguire, Adrian Mandeville, Jeff Murray, Paula King, Scott Person

Town Administrator: Eric Anderson

AES Superintendent: Sally Doyen

Board Clerk: Amanda Gibson

Long Term Planning Committee: Chair Wendy Kopp, Vice Chair Ed Sarisley, Elaine Buchardt, Amanda Gibson

Public Attendees: Carol Barton, Wally Barton, Catherine Magaldi Lewis, Judy Knox, George Knox, Dianne Grenier, Betty Kerr, Catherine Palazzi, Lorraine Liswell, Bill Liswell, Daniel Foran, Ryan Warrine, Steve Willard, Derek KJeliquist, David Kluczewski, Lucie Wilson, Jess Currier, Karen Hunter.

2. Olde Andover Burial Ground Committee

- a. Goals
- b. Mission Statement
- c. Annual Report
- d. Reappointment of Members

Cathy Palazzi represented the committee.

3. Senior Transportation Committee

- a. Goals
- b. Mission Statement
- c. Annual Report
- d. Reappointment of Members

Cathy Palazzi represented the committee.

4. Town Administrator's Report: Eric Anderson presented on the following-

- Town is working with DATTCO to address a long-standing problem with security lighting at the bus depot. He filed a Special Permit with the Planning and Zoning Commission on behalf of the Town of Andover to install lighting fixtures.
- Filed a Permit Application with the Inland Wetlands and Watercourses Commission for a small failed culvert on Hutchinson Rd.
- Large culverts now require Army Corps approval, then DEEP water quality, then DEEP fisheries approval. Will be an ongoing process.
- Started conversation with the 3 companies (Streetscan, Beta and VBH) that provide Pavement Management Services for Andover. To be done with Town Aid Road fund money, will provide more info next month.
- Working with FD to get the ID cards for town employees that work off premises.
- Working with the Building Department on updating fees and policies.

- Legal Services: Attorney Dennis O'Brien would prefer to be on a retainer for 9,000\$ per year or 750\$/month instead of hourly billing. Good deal for the town as it would be 19,000\$ allotted for legal.

5. Long Term Planning Committee

a. 'Final Report' Presentation

Chair Wendy Kopp presented the PowerPoint presentation on behalf of the committee. Elaine Buchardt, Ed Sarisley and Amanda Gibson also helped to present.

The report included a summary and recommendations on the following items: demographics; town-wide survey; senior/community center; communication plan; marketing strategy; public amenities; town staffing needs; public works department; connectivity, transportation & safety; town buildings & public spaces.

Amanda Gibson: Announced that the website will soon be updated with the LTPC Final Report.

Adrian Mandeville: Happy to share that some of the action items are already coming to fruition.

Jeff Maguire: Thanked the LTPC committee for all of their hard work as a great example of volunteering and demonstrating efforts to make Andover an even better place.

6. Public Works Department

a. RFP Bids for Roofing Project (AM-2019-20 #2)

The Town of Andover received 9 bids total. Eric Anderson recommended using Shoreline Restoration. He confirmed that the time frame of the project depends when we go through to a Public Meeting. The company can get in late fall, early winter.

Adrian Mandeville: Requested the Public Works employees take photos before, during and after the project to verify the work.

Adrian Mandeville MOVED to authorize the Town Administrator to award the RFP for the Roof Replacement at Andover Public Works Facility, Bid Number AN-2019-20 #2 to Quality Roofing Services of West Haven, CT as the lowest qualified bidder for 60,540\$, with additional scope of work to include replacing fascia with 1x12 PVC trim board on eaves, and 1x6 PVC on rake edges per email confirmation dated August 6, 2019. The award is subject to approval at a Town Meeting authorizing the funds, with the agreement to have Public Works conduct work inspections on the project twice daily administered by the Town Administrator.

Paula King SECONDED

MOTION CARRIED 5:0:0

b. RFP Bids for Asbestos Abatement (AM-2019-20#1)

The Town of Andover received 3 bids total. Eric Anderson recommended using ServPro. Once the Town Administrator is authorized and contract is signed, the company will immediately submit the paperwork to the state and can most likely begin work on October 9th. Suggested for the BOS to authorize the Town Administrator to sign a contract with them immediately, with the understanding that if it fails at a Town Meeting, the town would allocate from the contingency fund to keep from waiting until another month. There is a reasonable chance that the project can get done in November.

Adrian Mandeville: Suggested that the town allocate funds from the Town Aid Road (TAR) fund.

Eric Anderson: Has not considered this possibility and does not know if possible to pull from that fund. Only concern is that the state still has not done bonding for TAR fund and therefore does not know when TAR will be reimbursed.

Adrian Mandeville MOVED to authorize the Town Administrator to award the RFP for Asbestos Abatement and Disposal at the Andover Public Works Facility, Bid Number AN-2019-20 #1 and Addenda #1, and #2 to ServPro of Bloomfield, CT for 15,000\$ as the lowest qualified bidder. The award will be paid after approval at a Town Meeting authorizing the funds to be paid from the Town Aid Road Fund.

Scott Person SECONDED

Discussion: Jeff Maguire confirmed the bid only includes the asbestos abatement.

MOTION CARRIED 5:0:0

7. Resolution of authorization for neglected cemetery account

Adrian Mandeville MOVED for the BOS to authorize Town Administrator, Eric Anderson to submit the reimbursement for the funds for the cemetery repairs and allow the BOS to sign the Resolution Authorization Form.

Jeff Maguire SECONDED

MOTION CARRIED 5:0:0

The BOS proceeded to sign the Resolution Authorization Form.

Scott Person MOVED to reappoint the Olde Andover Burial Ground Committee members: Mike Kurdzo, Chair/Building Maintenance; Bob Post, Vice Chairman/Building Maintenance; Cathy Palazzi, Secretary; Maria Tulman, Treasurer; Steve Fish/Building Maintenance; Jeff Ballard/Building Maintenance Alternate.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

Scott Person MOVED to reappoint the Senior Transportation Committee members: George Knox, Chair/Driver; Mike Wallace, Secretary/Treasurer; Elaine Buchardt, Judy Knox, Cathy Palazzi, Elinor Skoog, Susan Schmidt.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

8. Adjournment

Adrian Mandeville MOVED to adjourn the Special Meeting.

Jeff Murray SECONDED

MOTION CARRIED 5:0:0

First Selectman, Jeff Maguire adjourned the Special Meeting at 9:02 P.M.

Helpfully submitted by Board Clerk, Amanda Gibson.

Amanda Gibson

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