

ANDOVER BOARD OF SELECTMEN

Regular Meeting Minutes

June 5, 2019 6:00 P.M.

Town Hall Community Room

Members Present: First Selectman Robert F. Burbank, Selectman Jeff Maguire, Selectman Julia Haverl and Selectman Cathleen Desrosiers

Members Absent: Selectman Jay Linddy

Others Present: Town Administrator Joseph Higgins, Recording Secretary Linda McDonald, Journal Inquirer reporter Chris McDermott, Dianne Grenier, Catherine Palazzi, Mike Palazzi, John Handfield, Scott Person, Curtis Dowling, Wallace Barton, Deborah Scanlon, Linda Fish, Daniel Foran, Paula King and others.

1. Call to Order/ Pledge of Allegiance: R. Burbank called the meeting to order at 6:02 p.m. The Pledge of Allegiance was recited.

C. Desrosiers MOVED to enter Executive Session at 6:03 p.m. with Town Administrator Joseph Higgins invited. J. Haverl SECONDED. MOTION CARRIED 4:0:0.

2. Executive Session per State Statutes Section 1-200(6)(A): Personnel- Town Administrator Contractual Closeout

J. Higgins exited Executive Session at 6:45 p.m.

Executive session ended at 6:55 p.m.

3. Act upon Town Administrator Contractual Closeout: No action taken.

4. Public Speak:

C. Palazzi read a letter of thanks into the record for each BOS member and the Town Administrator.

J. Maquire read a letter into the record thanking and in appreciation of the other Selectmen for their service to the Town on the BOS and other boards and commissions. He also thanked J. Higgins.

5. Additions/Deletions to the Agenda:

C. Desrosiers MOVED to add agenda items 8.j: Advertising for at-large members to be on the search committee for the hiring of new Town Administrator and 8.k: Appointment of an Interim Town Administrator. J. Haverl SECONDED. MOTION CARRIED 4:0:0.

J. Haverl MOVED to delete agenda items 7.i, 7.k and 8.d. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

6. Town Administrator's Report:

- Town has received a compensation check from CIRMA in the amount of \$4,690.31 from the insurance company of the driver who damaged the guardrail on Wales Road.
- Three bids were received for the electrical work on the new compactor at the Transfer station. The bid was awarded to C. Ward Electric in the amount of \$3,200.00. Work will begin June 26<sup>th</sup>.

## 7. Old Business

Discuss and act upon:

- 7.a Submittal of FY 2018 Annual Report to Office of Policy and Management Update: L. McDonald reported the auditor has not yet submitted the 2018 audit, so the 2018 Annual Report has not yet been submitted. An extension from OPM has been granted to June 28, 2019.

- 7.b Times Farm Bridge Update: J. Higgins reported the project still needs to be closed out. There is a paperwork issue between CME and CT Department of Transportation.

- 7.c Lake Road Bridge at Cheney Brook: J. Higgins reported there is not update at this time.

- 7.d Ordinance Authorizing Penalties for Local Parking and Traffic Violations:

J. Haverl MOVED to approve the Local Parking and Traffic Violations Ordinance and (authorize) recommend to the incoming BOS to appoint a citation hearing officer. C. Desrosiers SECONDED.

R. Burbank amended the motion to add the incoming BOS do the follow-up, determine the fee schedule and set the Town meeting date. MOTION CARRIED 4:0:0.

- 7.e Architectural Feasibility Study Draft Report from Silver/Petrucelli and Associates for AES Wing Renovation for Shared Space Use- dated April 5, 2019:

J. Maguire reported that the architect came back and said, if the waivers of the code are granted, the cost of the project would be in the range of \$130,000.00. The Board of Education (BOE) has not approved the MOA. C. Desrosiers said Building Official is looking into lowering costs. No action.

- 7.f Procedure for requests to use Town land for building trails (i.e. walking, biking) and for the preservation of sensitive habitats. (John Valente):

J. Haverl read the following draft **Procedure for Requesting Approval to Conduct Activities on Town Land** sent to her by J. Valente:

“After initial project review by the Board of Selectmen (BOS), the Individual/Organization will be authorized to proceed to the Andover Land Use Department for Review, with LU department Recommendations to be forwarded to the BOS.

The Land Use Department will process the request for use of or construction on Town Land like any other request for a Building Permit or Use Permit. The request will be evaluated by the Land Use Department to determine if either a Planning and Zoning or Inland Wetlands and Watercourse

Commission Permits are required. As proposed activities will occur on town land, the process will involve more oversight than a typical building permit; the type of activity proposed will determine which Agencies/Departments will be asked to review the Application.

A Standing Review Committee will be asked for their comments as the project pertains to their jurisdiction. This committee will consist of:

- Inland Wetlands and Watercourses Commission Chairman
- Planning & Zoning Commission Chairman
- Zoning Enforcement Officer
- Conservation Commission

After review, this Committee will forward the application to any additional Committees/Boards/Agencies of the Town determined by a member of the Standing Committee to be appropriate. Such request for additional review may include but not be limited to the following:

- Andover Lake Management Association
- Andover Lake Property Owners Association
- Bike Walk Andover
- Building Official
- Fire Commission/Department
- Fire Marshall
- Historic Commission
- Inland Wetlands and Watercourses Agent
- Recreation Commission
- Senior Citizens

The anticipated response time for the Review process would be approximately one (1) month, with a goal of submitting Recommendations at or before the next regularly scheduled BOS meeting. This process will be expedited when deemed necessary by the Board of Selectman. "

J. Haverl MOVED to accept the Procedure for Requesting Approval to Conduct Activities on Town Land as read. C. Desrosiers SECONDED. Discussion followed. MOTION CARRIED 3:1:0 with J. Maguire opposed.

- 7.g Approval of Proposed Property Tax Liability Draft Ordinance, Repealed and Replaced and set Public Hearing Date:

No action.

- 7.h Contract Proposal for IT Support at Town Hall: Discussion followed. J. Higgins recommended continuing with the current vendor Town of South Windsor with a three-year contract.

J. Haverl MOVED to accept the three-year IT support contract proposal from the Town of South Windsor from July 1, 2019 to June 20, 2022, pending review from Town Attorney. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

- 7.i ~~Proposal from Tax Collector to turn over Collection of Motor Vehicle and Personal Property Delinquencies to Nationwide Credit Corporation:~~

- 7.j Approval of Tax Collector's Motor Vehicle and Personal Property Suspense Lists: No action needed.

~~7.k Copier Contract Proposals:~~

8. New Business

Discuss and act upon:

- 8.a Quotes for Pole Mounted Graphic Display Speed Signs:

Discussion followed on the three options for pole mounted graphic display speed signs from Stalker Radar. No action.

- 8.b Conservation Commission Inland Wetlands & Watercourses Commission Application for Permit for two 100' wetland crossings across the Algonquin easement, using geo textiles and stone to have access to trails without crossing school property on Town property, Assessors map 33, lot 33:

Carrie Crompton from the Conservation Commission explained there is \$20,000.00 available to the Conservation Commission in this year's budget. The commission is proposing to use \$10,000.00 to go into trail maintenance to provide two alternatives to access the Percy Cook Trail behind the Elementary School. One trail is behind the fire house across the gas line and the other is from the Chamberlain parking lot. Some of the money (\$4,000.00) would be spent on crushed stone and geotextile cloth for erosion protection along the trails. The Conservation Commission has received written permission from Algonquin Gas Company to cross their easement.

C. Crompton explained the remaining funds would be used to improve a parking lot and for rail trail maintenance with stone dust for a total of approximately \$7,200.00.

Discussion followed on contacting DEEP to provide the stone dust material for the rail trail. Town DPW would have to do the grading. Other labor would be volunteer.

J. Maguire MOVED to approve the Conservation Commission Chamberlain Pond Trail Proposal. J. Haverl SECONDED. MOTION CARRIED 4:0:0.

- 8.c Hire of Transfer Station Attendant:

J. Haverl MOVED to approve the hire of Steve Motyl as part-time Transfer Station Attendant up to eight (8) hours on Saturdays at an hourly rate of \$15.00. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

- 8.d ~~Adoption of "A Resolution Adopting the Capitol Region Hazard Mitigation Plan Update 2019-2024":~~

- 8.e Approval of Conservation Commission Chamberlain Pond Trail Proposal. (Michael Palazzi): This agenda item was addressed in item 8.b.

- 8.f Authorize the First Selectman to Execute the Purchase of 2020 Fire Tanker for the Town of Andover from New England Fire Equipment & Apparatus Inc at the purchase price of \$411,418.00:

J. Haverl MOVED to authorize the First Selectman to Execute the Purchase of 2020 Fire Tanker for the Town of Andover from New England Fire Equipment & Apparatus Inc at the purchase price of \$411,418.00. J. Maguire SECONDED. MOTION CARRIED 4:0:0.

- 8.g Approval of \$25,000.00 Bond for Gravel Operation on State Route 6. (John Valente):

J. Haverl MOVED to approve a \$25,000.00 Performance Bond for the gravel operation on State Route 6, approved by IWWC and PZC at their special meetings on June 3, 2019. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

- 8.h Executing Memorandum of Agreement Resolution for Homeland Security Grant Funds:

J. Maguire MOVED to approve the signing of the Memorandum of Agreement Resolution for Homeland Security Grant Funds. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

- 8.i Contract Between Foundation Soccer Club North and the Town of Andover for Use of the Soccer Field:

R. Burbank recommended notifying the Foundation Soccer Club (FSC) North (for-profit organization) to cease all operations and not utilize the fields until a formal agreement is in place to indemnify the Town and to charge the club for use of the soccer field (to cover costs of turf maintenance). Discussion followed on obtaining insurance coverage and executing a better contract with FSC. J. Maguire commented FSC provides all the mowing on the field for the entire year and the program is great marketing for the community. Consensus of the board is to re-negotiate contract for the fall program.

- 8.j Advertising for two at-large members to be on the search committee for the hiring of a Town Administrator:

The board directed staff to advertise for two at-large members to be on the search committee for the hiring of a Town Administrator.

- 8.k Appointment of an Interim Manager:

C. Desrosiers said, in case of emergency and to cover day-to-day operations, an interim person is needed and recommended asking Robert Burbank to fill-in full-time until a new Town Administrator is hired. R. Burbank said he would accept the full-time position with compensation.

J. Haverl MOVED to appoint R. Burbank as Interim Town Administrator covering Town Administrator's office full-time until a new Town Administrator is hired at the current Town Administrator pay rate minus benefits and retirement that has already been budgeted. There was no second. MOTION FAILED. Discussion followed on number of hours to be worked and compensation.

J. Haverl MOVED to appoint Robert Burbank as Interim Town Administrator covering Town Administrator's office full-time until a new Town Administrator is hired at the current Town Administrator pay rate minus benefits and retirement that has already been budgeted. C. Desrosiers SECONDED. MOTION CARRIED 2:1:1 with R. Burbank abstaining and J. Maguire opposed.

9. Tax Collector's Monthly Reports: The board asked that future reports contain explanations of the data.

10. Treasurer's Monthly Report

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

11. Budget

- 11.a Transfers: No transfers
- 11.b Refunds: J. Haverl MOVED to approve the following tax refund as recommended by the Tax Collector: Leslee Sage - \$493.15 C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

12. Minutes

- 12.a Approval of May 1, 2019 Regular Meeting Minutes:

J. Haverl MOVED to approve the May 1, 2019 regular meeting minutes as presented. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

13. Department Reports

- 13.a Fire Department
- 13.b Resident State Trooper
- 13.c Town Clerk
- 13.d Building Department
- 13.e Assessor's Office
- 13.f Town Garage
- 13.g Transfer Station
- 13.h Library

14. Appointments: No appointments.

15. Resignations

- 15.a Resignation of Kathy Luntta as Building Department Administrative Assistant, effective June 27, 2019: R. Burbank accepted Kathy's resignation with regret and appreciation. He spoke kindly of her service to the Town.

16. Correspondence:

17. Public Speak:

C. Dowling inquired when the signed contract for the purchase of the 2020 Fire Tanker would be available for him to pick-up. R. Burbank responded the document would be ready tomorrow afternoon.

18. Adjournment: C. Desrosiers MOVED to adjourn the meeting at 9:13 p.m. J. Maguire 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.

## SIGN IN SHEET

June 5, 2019 REGULAR BOS MEETING

1. John Handfield
2. Dianne Grenier
3. Linda Fish
4. Scott Person
5. Paula King
6. "The" Catherine Lewis
7. Deborah Scanlon
8. GT Day
9. Jeff Murrain
10. Daniel Foran
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_





## **ANDOVER VOLUNTEER FIRE DEPARTMENT**

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

May 1, 2019

The Andover Fire Department responded to 29 calls for service for the month of April. Here is the breakdown.

Medical Calls 20

Fire Alarms 4

Brush Fire 1

Haz Mat 2

Service Call 1

Officer Call 1

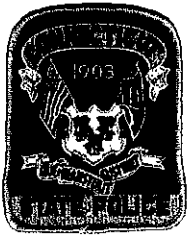
Drills 2

Meetings 1

Work Detail 1

Ron Mike

Andover Fire Chief



Commanding Officer  
Lt. Marc Petruzzi #037

# State of Connecticut



## Connecticut State Police Troop K - Colchester



Executive Officer  
Master Sergeant Eric Peck #085

Date: 5/1/19

Joseph Higgins  
Town Manager  
17 School Road  
Andover CT 06232

Dear Joseph Higgins,

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

During the month of **April 2019** the Andover Resident Trooper as well as Troop K Troopers responded to **162** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 1  
Burglaries: 0  
Larcenies: 0  
Narcotic Cases: 0  
Other Criminal: 2  
Other Non-Criminal: 0  
Non Reportable Matters: 131  
Other Noteworthy Events (List):

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

On-Sight DWI: 0  
Traffic Citations: 20  
Written Warnings: 7

Sincerely,

 #037

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

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

## BUILDING DEPARTMENT MONTHLY REPORT

April 2019

Permits issued -	12
Permits issued, not picked up -	0
Inspections done -	23
Customer service -	213
EHHD -	7 - money collected, receipts issued and accompanying forms dated in
Reports -	3 - monthly, 1 federal report
New House Permits -	1
New House open permits -	6
PZC -	1
IWWC -	3
ZBA	2
Fire Marshal -	correspondence
Public Works -	correspondence
Scanning -	53 pages scanned

**Assessor's office monthly activity –APRIL 2019**

Processing conveyances	14
Processing building permits	12
Prorating motor vehicle grand list	20
Updating field cards	3
Correspondence/Phone	54
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	84
Providing assistance to other departments	10
Researching mapping issue or questions	4
Reports and communication with the State of Connecticut/ US Census	2
MLS research	6
Scheduling meeting and appointments	1
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	
Personal Property Discovery	22
Homeowner's program	16

Veteran's program	1
Income & expenses	3
Renter's rebate program	
Tax exemptions	1
Adds to the re, pp or mv grand list	2
Pa 490	
Provided assistance to BAA	
Researching and providing requested information to auditor	
Real property inspections	1
Personal property inspections	
Real property appraisals	1
Taxpayer correspondence	11
Attorney correspondence	
Tax appeal review/appraisal	
MLS review	6
Town board/dept assistance	3
Review & Approve C of Cs	20
Review & Approve Farmland & Forestland Assessment Applications	
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

					ORIGINAL		ADJUSTMENT		NEW	
					GR/EX/NET		GR/EX/NET		GR/EX/NET	
50150	AUER RICHARD S	50158	07596M	C	500		-208		292	
1	58 MERRITT VALLEY RD	1947 25	FORD COUPE	2018 04/18/2019	0		0		0	
	ANDOVER CT 6232-1326	799A1640800		SOLD 4/19	500		-208		292	
50541	CAPOLDO BEVERLY A	50547	07591M	C	2,450		-1,022		1,428	
1	5 SUNSET LN	2003 01	HONDA CIVIC LX	2018 04/10/2019	0		0		0	
	ANDOVER CT 6232-1527	2HGES16563H510377		SOLD 4/19	2,450		-1,022		1,428	
50716	COUTURE MARGUERITE R	50723	07593M	C	500		-208		292	
1	25 RIVERSIDE DR APT 2F	1996 01	HONDA CIVIC DX	2018 04/17/2019	0		0		0	
	ANDOVER CT 6232-1117	1HGESJ6624T1020447		TOTALED 4/19	500		-208		292	
50892	DOPPESS GLENN R	50899	07586M	C	2,850		-2,850		0	
1	7 W STREET EXT	2006 01	NISSA SENTRA S	2018 04/08/2019	0		0		0	
	ANDOVER CT 6232-1717	3N1AB51D26LS20728		TOTALED 7/18	2,850		-2,850		0	
50901	DOPPESS GLENN R	50910	07585M	C	3,060		-511		2,549	
1	7 W STREET EXT	2006 01	NISSA SENTRA S	2017 04/08/2019	0		0		0	
	ANDOVER CT 6232-1717	3N1AB51D26LS20728		TOTALED 7/18	3,060		-511		2,549	
50935	DUNNACK ALAN E	50942	07595M	C	2,050		-1,537		513	
1	195 LAKE RD	2000 01	SUBAR FORESTER	2018 04/17/2019	2,050		-1,537		513	
	ANDOVER CT 6232-1514	JF1SF6353YH728786		SOLD 12/18	0		0		0	
51407	HARDISTY GERALD E	51412	07592M	C	6,200		-5,165		1,035	
1	203 BOSTON HILL RD	2011 01	TOYOT PRIUS	2018 04/11/2019	0		0		0	
	ANDOVER CT 6232-1417	JTDKN3DU1B1378270		SOLD 11/18	6,200		-5,165		1,035	
51564	HIVATIN LUCIANO	51569	07587M	C	5,970		-5,474		496	
1	342 HEBRON RD	2002 03	FORD F350 SUP	2018 04/08/2019	0		0		0	
	ANDOVER CT 6232-1718	1FTSW31S42ER86365		SOLD 10/18	5,970		-5,474		496	
51811	KOWALCZYK BOZENA M	51818	07590M	C	29,400		-29,400		0	
1	164 BEAR SWAMP RD	2015 03	AUDI Q7 TDI P	2017 04/08/2019	0		0		0	
	ANDOVER CT 6232-1121	WAL1MAFE4FD021794		MOVED TO POLAND 4/16	29,400		-29,400		0	
51822	KOWALCZYK BOZENA M	51822	07588M	C	23,800		-23,800		0	
1	164 BEAR SWAMP RD	2016 01	VOLVO XC60 T5	2016 04/08/2019	0		0		0	
	ANDOVER CT 6232-1121	YV4612RR1G2792503		MOVED TO POLAND 4/16	23,800		-23,800		0	
51823	KOWALCZYK BOZENA M	51823	07589M	C	30,400		-30,400		0	
1	164 BEAR SWAMP RD	2015 03	AUDI Q7 TDI P	2016 04/08/2019	0		0		0	
	ANDOVER CT 6232-1121	WAL1MAFE4FD021794		MOVED TO POLAND 4/16	30,400		-30,400		0	
52093	LOUNSBURY CHRISTINE A	52097	07600M	C	11,920		-11,920		0	
1	PO BOX 246	2016 01	NISSA ROGUE S/	2018 04/30/2019	0		0		0	
	HEBRON CT 6248-246	KNMAT2MV3GP664968		WRONG TT SENT TO MANSFIELD	11,920		-11,920		0	
52203	MARC SERVICES LLC OR	52206	07599M	C	3,400		-1,418		1,982	
1	316 HEBRON RD	2000 03	FORD RANGER	2018 04/23/2019	0		0		0	
	ANDOVER CT 6232-1718	1FTZR15V6YTE27000		SOLD 4/19	3,400		-1,418		1,982	
53059	ROACHE DEBORAH A	53063	07597M	C	11,290		-4,708		6,582	
1	457 LAKE RD	2011 01	FORD MUSTANG	2018 04/23/2019	0		0		0	
	ANDOVER CT 6232-1532	1ZVBP8F3B5148810		SOLD 04/19	11,290		-4,708		6,582	
53062	ROACHE JOHN F	53066	07598M	C	8,240		-3,436		4,804	
1	457 LAKE RD	2005 03	TOYOT TACOMA A	2018 04/23/2019	0		0		0	
	ANDOVER CT 6232-1532	5TEU042N45Z069651		SOLD 04/19	8,240		-3,436		4,804	

BAA/COC Listing Report TYPE : ALL ANDOVER YEAR : 2004 TO : 2018 DATE : 05/23/2019  
 Conditions: District: Reported Type: All Order By : List No

PAGE : 2

LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
53632	TOYOTA LEASE TRUST 3200 W RAY RD CHANDLER AZ 85226-2455	53632 2015 01	TOYOT 2T3DFREV1FW286972	C 2017 04/01/2019 SOLD 1/18	16,330 0	-10,892 0	5,438 0
54002	WILSON RICHARD C 428 LAKE RD ANDOVER CT 6232-1534	16A023 2011 01	GMC 1GKKRPED6BJ300534	C 2016 04/04/2019 MISSING FROM 16 GL	16,330 0	-10,892 0	5,438 0
54038	WILSON RICHARD C 428 LAKE RD ANDOVER CT 6232-1534	18A014 2011 01	GMC 1GKKRPED6BJ300534	C 2018 04/04/2019 MISSING FROM 18 GL	0 0	11,025 0	11,025 0
54052	WILSON RICHARD C 428 LAKE RD ANDOVER CT 6232-1534	17A065 2011 01	GMC 1GKKRPED6BJ300534	C 2017 04/04/2019 MISSING FROM 17 GL	0 0	7,105 0	7,105 0
80175	DUNNACK ALAN E 195 LAKE RD ANDOVER CT 6232-1514	80175 2000 01	SUBAR JF1SF6353YH728786	C 2017 04/17/2019 ADD VET EXMPT	913 913	0 -913	913 0
TOTAL	# Of Accts 20				159,273 2,050 157,223	-105,841 -624 -105,217	53,432 1,426 52,006
YEAR 2017	# Of Accts 20				159,273 2,050 157,223	-105,841 -624 -105,217	53,432 1,426 52,006
GRAND TOTAL	# Of Accts 20				159,273 2,050 157,223	-105,841 -624 -105,217	53,432 1,426 52,006

# TOWN GARAGE LOG

Employee Name: Ed Kasack Initials: \_\_\_\_\_

Week Ending 6-1-19

Date	Job/ Project (Be as detailed as possible)	Road/Building/Truck #	Start Time	End Time	Total Time
------	--	-----------------------	------------	----------	------------

Monday

/ /  
Hol

Tuesday	Crush Dump	Pave Townsend + Ryan + Traffic Control			
5/28/19	Basin Cleaning				

Wednesday

	Dump Run	Paving Townsend + Ryan	Traffic Control		
5/29/19	Basin Cleaning				

Thursday

	Crush Dump	Paving Townsend + Ryan			
5/30/19	Basin Cleaning				

Friday

	Basin Cleaning	Townsend + Ryan Drive work + Curbing			
5/31/19					

Saturday

/ /

Sunday



# TOWN GARAGE LOG

Employee Name: Ed Kasack Initials: \_\_\_\_\_

Week Ending 6-8-19

Date	Job/ Project (Be as detailed as possible)	Road/Building/Truck #	Start Time	End Time	Total Time
Monday					
6/3/19	Basin Cleaning Crash Dump	Gravel Bike Job (Office)			Weed wack site lines etc.
Tuesday					
6/4/19	Basin Cleaning	shop work oil changes #4 + 6/10. Rel Mowing			Weed wack site lines + guard rails

Wednesday					
6/5/19	Basin Cleaning Dump Run	Townsend + Ryan Backfill + Fologging			

Thursday					
6/6/19	Basin Cleaning Crash Dump	Townsend work + Ryan			Weed wack site lines

Friday					
6/7/19	Basin Cleaning	Townsend + Ryan			Weed wack

Saturday					
/ /					
Sunday					

# TOWN GARAGE LOG

Employee Name: Ed Kasack Initials: \_\_\_\_\_

Week Ending 6-15-19

Date	Job/ Project (Be as detailed as possible)	Road/Building/Truck #	Start Time	End Time	Total Time
Monday	Crash Dump	Townsend + Ryan work			
6/10/19	Basin Cleaning				
Tuesday	Basin Cleaning	Townsend + Ryan work			
6/11/19	Weed wack	Ed Mowing			
Wednesday	Dump Run	Ed mowing town + Ryan work			
6/12/19	Basin Cleaning?	Possible finish -			
Thursday	Crash Dump	Ryan + Townsend			
6/13/19	Basin Cleaning?	Sweeping Mowing			
Friday	Townsend + Ryan				
6/14/19	Sweeping	Mowing			
Saturday					
/ /					
Sunday					

<b>ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - March 2019</b>					
	<b>Mar-19</b>	<b>YTD 17-18 (July 1, 2018 - June 30, 2019)</b>			
<b>Adult:</b>					
Fiction	498	4832			
Non-fiction	111	941			
Video	182	1322			
Audio	77	628			
Magazines	6	95			
E-reader (Kindle)	0	0			
<b>Total Adult</b>	<b>874</b>	<b>7818</b>			
<b>Children:</b>					
Fiction	123	1643			
Non-fiction	23	252			
Video	12	162			
Audio	2	8			
<b>Total Children</b>	<b>160</b>	<b>2065</b>			
<b>Young Adult:</b>					
Fiction	39	325			
Non-fiction	1	14			
Audio	0	7			
Magazines	0	0			
<b>Total Young Adult</b>	<b>40</b>	<b>346</b>			
<b>Total Fiction</b>	<b>660</b>	<b>6800</b>			
<b>Total Non-fiction</b>	<b>135</b>	<b>1207</b>			
<b>Total Video</b>	<b>194</b>	<b>1484</b>			
<b>Total Audio</b>	<b>77</b>	<b>643</b>			
<b>Total Magazines</b>	<b>6</b>	<b>95</b>			
<b>Total Uncategorized**</b>	<b>22</b>	<b>204</b>			
<b>Total Passes</b>	<b>2</b>	<b>23</b>			
<b>Total OverDrive</b>	<b>154</b>	<b>1248</b>			
<b>Total E-readers</b>	<b>0</b>	<b>4</b>			
<b>Total Circulation</b>	<b>1250</b>	<b>11708</b>			
Out-of-town circ.	134	1172			
Ref. questions	35	374			
Patrons registered:					
Andover	3148				
Out-of-town	564				
<b>Total Patrons</b>	<b>3712</b>				
Collection size *	19543				
Public Computer Usage (hrs.)	95	697.75			
ILL provided	77	669			
ILL received	56	490			
<b># Patrons (inc. programs):</b>	<b>842</b>	<b>6883</b>			
<b>PROGRAM ATTENDANCE</b>	<b>129</b>	<b>1450</b>			
<b>Number of programs:</b>	<b>15</b>	<b>128</b>			

<b>ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - May 2019</b>					
	<b>May-19</b>	<b>YTD 17-18</b>			
<b>Adult:</b>					
Fiction	447	5279			
Non-fiction	106	1047			
Video	135	1457			
Audio	62	690			
Magazines	1	96			
E-reader (Kindle)	1	1			
<b>Total Adult</b>	<b>752</b>	<b>8570</b>			
<b>Children:</b>					
Fiction	104	1747			
Non-fiction	15	267			
Video	11	173			
Audio	1	9			
<b>Total Children</b>	<b>131</b>	<b>2196</b>			
<b>Young Adult:</b>					
Fiction	41	366			
Non-fiction	0	14			
Audio	0	7			
Magazines	0	0			
<b>Total Young Adult</b>	<b>41</b>	<b>387</b>			
<b>Total Fiction</b>	<b>592</b>	<b>7392</b>			
<b>Total Non-fiction</b>	<b>121</b>	<b>1328</b>			
<b>Total Video</b>	<b>146</b>	<b>1630</b>			
<b>Total Audio</b>	<b>63</b>	<b>706</b>			
<b>Total Magazines</b>	<b>1</b>	<b>96</b>			
<b>Total Uncategorized**</b>	<b>21</b>	<b>225</b>			
<b>Total Passes</b>	<b>1</b>	<b>24</b>			
<b>Total OverDrive</b>	<b>163</b>	<b>1411</b>			
<b>Total E-readers</b>	<b>1</b>	<b>1</b>			
<b>Total Circulation</b>	<b>1109</b>	<b>12813</b>			
Out-of-town circ.	106	1278			
Ref. questions	32	406			
Patrons registered:					
Andover	3148				
Out-of-town	568				
<b>Total Patrons</b>	<b>3716</b>				
Collection size *	19470				
Public Computer Usage (hrs.)	61.5	759.25			
ILL provided	64	733			
ILL received	47	537			
# Patrons (inc. programs):	671	7554			
<b>PROGRAM ATTENDANCE</b>	<b>119</b>	<b>1569</b>			
<b>Number of programs:</b>	<b>14</b>	<b>142</b>			