

ANDOVER BOARD OF SELECTMEN

Regular Meeting Minutes

February 6, 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, Superintendent of Schools Dr. Sally Doyen, Recording Secretary Linda McDonald, Dianne Grenier, Linda Fish, Catherine Palazzi, Mike Palazzi, John Handfield, Eric Anderson, Curtis Dowling, Scott Warren, Elizabeth Houle, Mark Houle, Carrie Crompton, Resident State Trooper Darrell Tetreault, and others.

1. Call to Order: R. Burbank called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.
2. Public Speak:

Scott Warren commented on a recent incident he had in Town with two State Troopers and wanted to bring it to the attention of the Board.

Mark Houle said he was present with S. Warren during the incident and commented on how he felt the Resident State Trooper handled the situation.

Catherine Palazzi reminded the Board of the upcoming 2nd annual senior fundraiser on Feb 10 from 10:00 a.m. to 2:00 p.m.

3. Additions/Deletions to the Agenda: J. Haverl MOVED to add the following agenda items:

- 6.c Approve moving forward with tax sales as recommended by the Tax Collector
- 6.d Send BOS member to AHM Oversight Committee Meeting
- 6.e Quote for design and development of new Town Website

C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

J. Maguire MOVED to add agenda item 6.f: Discuss ordinance issue regarding parking after dark on Town property. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

4. Town Administrator's Report: J. Higgins reported on the following:

- Eversource will be conducting extensive tree trimming in March.
- The Tax Collector is caught up with postings.
- Foreman Ed Kasacek worked the Transfer Station today and it will take a little time to figure out coverage for Wednesdays.
- He has officially accepted the CT Community Connectivity Grant.

5. Old Business

Discuss and act upon:

- 5.a Hire of Architectural firm for School Wing Renovation. (Silver/Petrucelli & Associates):

J. Maguire MOVED to hire the architectural firm of Silver/Petrucelli & Associates for preliminary estimate of the school wing renovation not to exceed \$10,000.00, funds to come from account 3949-039, School Improvement fund. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

- 5.b Authorizing First Selectman to sign Memorandum of Agreement (MOA) between the Andover Board of Education and the Town of Andover Regarding Shared Use of Andover Elementary School:

Dr. Doyen provided the latest version of the MOA to the members.

J. Haverl MOVED to authorize the First Selectman to sign Memorandum of Agreement (MOA) between the Andover Board of Education and the Town of Andover Regarding Shared Use of Andover Elementary School. C, Desrosiers SECONDED.

Dr. Doyen was asked if the concerns raised by the PTA representative Paula King at the public meeting on January 17, 2019 regarding the use of the school by community groups regarding the safety of the students are addressed in the MOA just distributed.

Dr. Doyen responded that the BOE has not addressed this specifically, but there is a lot of detail about security, with many different ways security would be provided in that wing of the school, (i.e. backgrounds checks needed, very limited access to that wing, no access to the rest of the school), in the shared space agreement dated January 31, 2019

She went on to say addressing security issues and safety of the students are issues the architect has been charged with. As per the agreement, any changes to security would be discussed between the Town and BOE.

J. Haverl said, after reading the draft agreement, this more than covers security concerns and the PTA should be given a copy to see the security measures outlined. Dr. Doyen concurred the agreement is very thorough in addressing the primary issue of security and safety of the students.

J. Maguire stated that he contacted the Town Attorney Dennis O'Brien today and learned the he has not done a legal review of the agreement on behalf of the Board. R. Burbank responded that he spoke with Attorney O'Brien late this afternoon who said he had been in constant contact with the BOE attorney and Dr. Doyen and had finished the final review of the latest document he had been sent.

Dr. Doyen referenced the language changes in section 3.9 of the latest version of the MOA which states:

"The BOE shall have authority to determine security requirements for the Program Space. Such security shall include, at a minimum, electronic security monitoring of the Program Space by the Town in accordance with applicable laws, rules, and regulations."

Dr. Doyen also stated that the section on fingerprinting and background checks (2.4) had been re-written.

J. Maguire was concerned that the latest version did not include language that for the initial year of the agreement, only the senior organization would have access to the space during school hours.

R. Burbank said most of the questions would be answered under Section 4.4 which he read into the record as follows:

"The parties expressly acknowledge, understand, and agree that the Board (BOE) has and reserves the right to reclaim part or all of the Program Space during the Term of this Agreement in order to meet operational needs of the Andover Public Schools. If the Board determines that it will reclaim part or all of the Program Space during the Term of this Agreement, the Board will provide the Town with written notice of its decision to reclaim part or all of the Program Space no later than November 1 of any year during the Term of this Agreement, and the Board will reclaim such part or all of the Program Space effective July 1 of the following year."

R. Burbank said the way he sees it, this gives the BOE the right to terminate this program to all or any part of people who happen to be using that facility at any time.

He said the agreement specifies that the BOE can state, at any time, that they have a problem with anything going on in that building that they are not comfortable with and ask the Town to cease that particular part of that operation.

C. Desrosiers said the concern the PTA had was with community space where there would be having events where people from other towns would be involved in and having these events during school hours. Dr. Doyen responded that the agreement calls for a monthly calendar of events to be set up and the events would have to be approved by the BOE.

R. Burbank stated, "From his reading for all practical purposes, the BOE has almost full control over that space. The Town is agreeing to pay for the assets or the additions that the Town specifically wants for specific programs, such as putting air conditioning in one or more of the rooms that is in a section of the building that is not used by the school children, at the Town's expense. But, for the most part, that whole facility is still controlled by the Board of Education."

J. Haverl MOVED to Authorize the First Selectman to sign the Memorandum of Agreement (MOA) between the Andover Board of Education and the Town of Andover regarding Shared Use of Andover Elementary School as presented at tonight's meeting. C. Desrosiers SECONDED. Discussion followed on security issues and safety of the students discussed at the public hearing on January 17, 2019.

J. Haverl MOVED to withdraw the motion and to put discussion of this item on the BOS agenda for the February 11, 2019 meeting to give the Board time to review the document and to clarify which document had been reviewed by the Town's Attorney. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

- 5.c Hire of Part-time Transfer Station Attendant: J. Higgins explained that J. Lanagan had been hired as Transfer Station Attendant on Saturdays. Given the current situation since the Lead Transfer Station has resigned, J. Lanagan has been taking on the responsibilities of the previous lead employee. J. Higgins said the attendant position for Saturdays has been re-posted and Candidates will be reviewed next week. Discussion followed on hiring J. Lanagan as Lead Transfer Station Attendant.

J. Haverl MOVED to authorize the Town Administrator to hire John Lanagan as Part-time Lead Transfer Station Attendant on Wednesdays and Saturdays from 7:30 a.m. to 4:00 p.m. at an hourly rate of \$15.00. (17 hours). R. Burbank SECONDED. MOTION CARRIED 4:0:0.

- 5.d Submittal of FY 2018 Annual Report to Office of Policy and Management Update: J. Higgins reported that an extension of time to March 1, 2019 for the auditor to submit the audit has been granted by the State Office of Policy and Management. The FY 2018 Annual Report to Office of Policy and Management cannot be submitted until the audit is completed.

- 5.e Request from Board of Finance regarding Purchase Amounts for Volvo L-60H Wheel Loader and Plow Truck:

J. Maguire MOVED to submit a formal supplemental request to the Board of Finance with the final purchase prices for the Department of Public Works loader and plow truck and attached costs for lease options for the loader and the plow truck as available. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

- 5.f Approval to purchase Volvo L-60H Wheel Loader upon completion of lease and setting Town Meeting Date:

J. Maguire MOVED to set a special Town meeting for Wednesday, February 27, 2019, 7:00 p.m. in the Community Room to approve the purchase of Volvo L-60H Wheel Loader and Peterbilt plow truck. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

- 5.g Times Farm Bridge Update: J. Higgins reported the paperwork has been submitted and he is waiting for review from DOT to close out the project. R. Burbank recommended that J. Higgins check that the Town is adhering to the statutory timeline for this project.

- 5.h Lake Road Bridge at Cheney Brook –Grants Update: J. Higgins reported the FY 2020 grant bridge applications are not yet available on the DOT website.

- 5.i Judicial Revenue Distributions to Cities and Towns: Consensus of the Board was to table discussion on this agenda item.

- 5.j Hop River Trail Agreement: Discussion on this agenda item was tabled to a future meeting.

- 5.k Veterans Memorial Field Paving Update - J. Higgins said there is no update.

- 5.l Quotes for Insuring Underground Fuel Tanks: Discussion followed on insuring the two underground fuel tanks. J. Higgins explained that the Board of Education (BOE) sent this to the BOS to find out if the Board concurs with covering the tanks.

The consensus of the Board was that the two tanks should be insured and be paid from the Board of Education (BOE) budget.

- 5.m Renovation of Old Firehouse –J. Higgins reported that he and C. Desrosiers will meet with contractor Mike Dion at 9:30 a.m. on Thursday, February 14 for a walk-through of the building and invited any other Board members to attend as well. C. Desrosiers said this is only a first step and funds would be needed for an architectural review.

- 5.n Volunteer Appreciation Night Update: C. Desrosiers reported she is looking at a Monday night in late March.

6. New Business

Discuss and act upon:

- 6.a Museum Roof RFP:

The members reviewed the RFP for the replacement of the Andover Museum roof.

J. Maguire MOVED to approve the RFP for the replacement of the Andover Museum roof as written. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0. Staff will post the RFP on the Town's website, in the Rivereast and on the Department of Administrative Services construction site.

- 6.b Transfer Station Financials: Tabled for discussion at Feb 11, 2019 budget meeting.

- 6.c Approve moving forward with tax sales as recommended by the Tax Collector:

J. Maguire moved to approve the tax sales as recommended by the Tax Collector. J. Haverl SECONDED. Discussion followed. The Board asked that the Tax Collector follow Town policy that properties on the tax sale list must have had delinquent taxes for at least a year and that the property owners be contacted before to see if a payment schedule could be arranged. MOTION CARRIED 4:0:0.

- 6.d Send BOS member to AHM Oversight Committee Meeting:

R. Burbank volunteered to attend the AHM Oversight Committee Meeting as the BOS representative in March.

- 6.e Quote for design and development of new Town Website:

L. McDonald commented on the issues with the current Town website. She said she has reached out to a local website developer and received a quote to develop a new website for the Town. She asked the Board if this is something they would approve for her to continue to pursue. Discussion followed.

J. Maguire MOVED to move forward with the development of a new town website. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

6.f Discuss ordinance issue regarding parking after dark on Town property:

J. Maguire MOVED to have the Town Administrator re-evaluate the Town parking ordinance and bring to Town counsel for review. J. Maguire expressed his concern that residents should be able to utilize Town property in winter months and suggested adding a winter rule to the ordinance. Discussion followed.

J. Maguire withdrew his motion after J. Higgins explained he has had a conversation with the Resident State Trooper on acceptable practices when residents are on Town property.

7. Tax Collector's Monthly Reports

7.a Tax Collector October, November, December 2018, January 2019 Summaries: This item was discussed under Town Administrator's report, item 4. J. Higgins said he would forward the reports to the BOS members by email.

8. Treasurer's Monthly Report

8.a Revenue Summary: The Board asked J. Higgins to provide the following:

- The schedule for ECS dollars to come to the Town.
- An explanation regarding the YTD debits of \$1,596,896.80.

8.b Town Budget Summary:

9. Budget

9.a Transfers:

J. Maguire MOVED to approve the following Transfers:

Transfer \$120.00 from 1-100-01-0111-109 (DMV fees) to 1-100-01-0111-438 (Equipment Maintenance (QDS)

Transfer \$240.00 from 1-100-01-0111-901 (Equipment) to 1-100-01-0111-330 (Conferences & Seminars)

Transfer \$275.00 from 1-100-01-0111-610 (Office Supplies) to 1-100-01-0111-580 (Mileage)

Transfer \$100.00 from 0815-330 (membership), \$90.00 from 0815-330 (training), and \$50.00 from 0815-609 (equipment) to 0815-810 (Conservation Commission Conferences)

R. Burbank SECONDED. MOTION CARRIED 4:0:0.

9.b Refunds: J. Haverl MOVED to approve the following tax refunds totaling \$240.70 as recommended by the Tax Collector:

Ari Fleet LT	\$126.56	Sec 12-129 Refund of excess payment
William Larson	\$114.14	Sec 12-129 Refund of excess payment

C. Desrosiers SECONDED. MOTION CARRIED 3:0:1 with J. Maguire opposed.

10. Minutes

10.a Approval of January 9, 2018 Regular Meeting Minutes:

C. Desrosiers MOVED to approve the January 9, 2018 regular meeting minutes as presented. J. Maguire SECONDED. MOTION CARRIED 3:0:1 with R. Burbank abstaining.

10.b Approval of January 14, 2019 Special Meeting Minutes:

C. Desrosiers MOVED to approve the January 14, 2018 special meeting minutes as presented. J. Maguire SECONDED. MOTION CARRIED 3:0:1 with R. Burbank abstaining.

10.c Approval of January 17, 2019 Special Joint Meeting /Public Hearing Minutes:

C. Desrosiers MOVED to approve the January 17, 2018 special meeting minutes as presented. J. Maguire SECONDED. MOTION CARRIED 2:0:2 with R. Burbank and J. Haverl abstaining.

10.d Approval of January 28, 2019 Special Meeting Minutes:

C. Desrosiers MOVED to approve the January 28, 2018 special meeting minutes as presented. J. Maguire SECONDED. MOTION CARRIED 4:0:0.

10.e Approval of February 4, 2019 Special Meeting Minutes: tabled

11. Department Reports

11.a Fire Department

11.b Resident State Trooper

11.c Town Clerk

11.d Building Department

11.e Assessor's Office

11.f Town Garage: R. Burbank explained the process for sending out the DPW workers during winter storm events. Discussion followed on DPW operations.

11.g Transfer Station

11.h Library

12. Appointments (for informational purposes)

12.a Appointment of Meghan Moriarty as Alternate to the Farmers Market Committee, term to expire 6/30/19:

12.b Appointment of James Hallisey as Alternate to the Inland Wetlands & Watercourses Commission, term to expire 6/30/2019:

12.c Appointment of George Elliot as Alternate to the Inland Wetlands & Watercourses Commission, term to expire 6/30/2019:

12.d Appointment of Ed Sarisley as Member-at large to the Capital Improvements Planning Committee, term to expire 6/30/19.

13. Resignations

- 13.a Resignation of Sandra Nichols as Secretary for the Planning & Zoning Commission, Secretary for the Inland Wetlands & Watercourses Commission, Board Clerk for the Zoning Board of Appeals, and part-time Monday night Clerk in the Building Department effective January 31, 2019:

R. Burbank MOVED to accept, with regret, the resignation of Sandra Nichols as Secretary for the Planning & Zoning Commission, Secretary for the Inland Wetlands & Watercourses Commission, Board Clerk for the Zoning Board of Appeals, and part-time Monday night Clerk in the Building Department. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0. The Board wished her the best and thanked her for her work for the Town.

- 13.b Resignation of David Sarisley as Transfer Station Attendant, effective January 27, 2019:

R. Burbank MOVED to accept, with regret, the resignation of David Sarisley as Transfer Station Attendant. J. Haverl SECONDED. MOTION CARRIED 4:0:0. The Board expressed appreciation of David's work at the Transfer Station.

- 13.c Resignation of Ed Sarisley as back-up Transfer Station Attendant, effective January 22, 2019:

R. Burbank MOVED to accept, with regret, the resignation of Ed Sarisley as back-up Transfer Station Attendant. J. Maguire SECONDED. MOTION CARRIED 4:0:0.

- 13.d Resignation of Ed Sarisley as member of Planning and Zoning Commission:

R. Burbank MOVED to accept, with regret, the resignation of Ed Sarisley as member of Planning and Zoning Commission with a thank you for a job well-done. J. Maguire SECONDED. MOTION CARRIED 4:0:0.

14. Correspondence

- 14.a Farmers Market Committee 1.16.19 Meeting Minutes

15. Public Speak:

D. Grenier recommended that the (MOA) between the Andover Board of Education and the Town of Andover Regarding Shared Use of Andover Elementary School be run by senior coordinator for comment.

16. Adjournment: J. Maguire MOVED to adjourn the regular meeting at 8:28 p.m. C. Desrosiers 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

FEBRUARY 6, 2019 REGULAR BOS MEETING

1. Mike Palazzi
2. Catherine Palazzi
3. John Handfield
4. Scott Warren
5. Elizabeth Houle
6. Mark Houle
7. Sally Dayum
8. Carrie Grompton
9. Linda Fish
10. Dianne Grenier
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____



Commanding Officer
Lt. Christopher Sharland #039

State of Connecticut



Connecticut State Police Troop K - Colchester



Executive Officer
Master Sergeant William Kittle #091

Date: 1/1/19

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 **December 2018** the Andover Resident Trooper as well as Troop K Troopers responded to **220** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 3
Burglaries: 1
Larcenies: 0
Narcotic Cases: 0
Other Criminal:
Other Non-Criminal: 1
Non Reportable Matters: 178
Other Noteworthy Events (List):

Andover Structure Fire/State Police Fire Marshall Unit Investigating

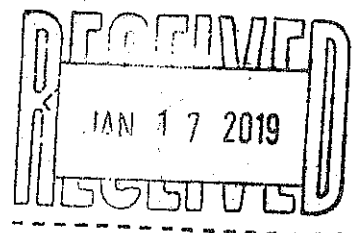
In addition to the above investigations Troopers conducted the following motor vehicle enforcement:

On-Sight DWI: 0
Traffic Citations: 30
Written Warnings: 8

Sincerely,

Lt. Christopher Sharland #039
Commanding Officer
Troop "K" Colchester, CT

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



Town Clerk Monthly Report

January, 2019

Total Town Clerk's Receipts	\$4,290.50
Dog License Receipts	\$ 39.50
Town PA 09-228	\$ 337.00
Town Clerk Preservation Fund	\$ 157.00

Customer Service	1652
Documents	46
Dog License	4
Reports Submitted	12
Notarization	18
Sport Licenses	3
Vital Copies	14
Pistol Permits	5
Scanning	675

BUILDING DEPARTMENT MONTHLY REPORT

December 2018

Permits issued -	9
Permits issued, not picked up -	3
Inspections done -	31
Customer service -	103
EHHD -	3 - money collected, receipts issued and accompanying forms dated in
Reports -	2 - monthly, 2 quarterly. 1 monthly federal
New House Permits -	0
New House open permits -	6
PZC -	correspondence
IWWC -	0
ZBA	0
Driveway apron permits -	0
CO's issued -	2-1 new single family, 1 rebuild
Fire Marshal -	0
Public Works -	correspondence
Scanning -	210 pages scanned

Assessor's office monthly activity – DECEMBER 2018	
Processing conveyances	12
Processing building permits	9
Prorating motor vehicle grand list	7
Updating field cards	2
Correspondence	24
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	43
Providing assistance to other departments	7
Researching mapping issue or questions	9
Reports and communication with the state of connecticut	
Mls research	5
Scheduling meeting and appointments	
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	Processed all declarations for the 2018 GL
Personal Property Discovery	
Homeowner's program	

Veteran's program	1
Income & expenses	
Renter's rebate program	
Tax exemptions	
Adds to the re, pp or mv grand list	
Pa 490	
Provided assistance to baa	
Researching and providing requested information to auditor	
Real property inspections	63
Personal property inspections	
Real property appraisals	68
Taxpayer correspondence	14
Attorney correspondence	2
Tax appeal review/appraisal	1
Mls review	5
Town board/dept assistance	
Review & Approve C of Cs	7
Review & Approve Farmland & Forestland Assessment Applications	
Review, Approve, & create/data entry on land splits & mergers	9
Mapping Research/Discrepancies	

LIST NO	NAME / ADDRESS	UNIQUE ID	CO#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
51661	JP MORGAN CHASE BANK NA PO BOX 901098 FORT WORTH TX 76101-2098	51669	07466M	C	11,290	-11,290	0
1		2015 01	SUBAR JF1GPAC68F8205967	2017 12/11/2018 SOLD 9/17	0	0	0
51880	LAGACE SCOTT 215 LONG HILL RD ANDOVER CT 6232-1126	51880	07469M	C	11,290	-11,290	0
1		2011 12	FLHX 1HDIKBM15BB609961	2016 12/20/2018 SOLD 6/2017	0	0	0
53539	STIVESTER ANDREA G 70 HEBRON RD ANDOVER CT 6232-1311	53539	07465M	C	10,130	-2,532	7,598
1		2007 01	NISSA IN4AL21E87N493320	2017 12/10/2018 SOLD 7/18	0	0	0
53590	TOUFENCE AMANDA M 67 TIMES FARM RD ANDOVER CT 6232-1033	53590	07464M	C	3,520	-588	2,932
1		2012 01	NISSA 3NIAB6AP2CL632795	2016 12/05/2018 SOLD 10/16	0	0	0
80061	BRAULT DAVID J 209 LAKE RD ANDOVER CT 6232-1514	80061	07467S	C	6,020	-5,520	500
1		2018 11	LOOK 53BLTEAB26JF00194	2017 12/18/2018 OWNER PROVIDED BILL OF SALE	0	0	0
80217	FUSS STEVEN D 145 LAKE RD ANDOVER CT 6232-1513	80217	07470S	C	5,320	-280	5,040
1		2015 01	FORD 1FMSK8F8XFGA11420	2017 12/27/2018 VET EXEMPTION APPLIED TO SMV	0	6,000	20,720
80444	MUSLER MARK A 25 ASPINALL DR ANDOVER CT 6232-1002	80444	07468S	C	20,720	-6,000	6,000
1		2003 11	RELIA 1R9FD18213S000944	2017 12/20/2018 OWNER PROVIDED ADDITIONAL INFO	0	-8,070	14,720
TOTAL	# Of Accts 7				8,640	-8,070	570
YEAR 2017	# Of Accts 7				65,640	-28,280	37,360
GRAND TOTAL	# Of Accts 7				0	6,000	6,000
					65,640	-34,280	31,360
					65,640	-28,280	37,360
					0	6,000	6,000
					65,640	-34,280	31,360
					65,640	-28,280	37,360
					0	6,000	6,000
					65,640	-34,280	31,360

TOWN GARAGE LOG

Employee Name: Ed Kasack Initials: _____

Week Ending 2-2-19

Date	Job/Project (Be as detailed as possible)	Road/Building/Truck #	Start Time	End Time	Total Time
Monday	Crush n Dump. CK Ice Spots. Scrape Ice				
1/28/19	Shop work CK TRKS Paper work				
Tuesday	Sand Ice spot Scrape Ice.				
1/29/19	Possible Storm				
Wednesday	Possible Storms				
1/30/19	Dump Run. Paper work				
Thursday	Possible Storm Crush Dump.				
1/31/19					
Friday	CK Plow Routes Sand as needed Clean TRKS + Repair Ice need.				
2/1/19					
Saturday					
1/1					
Sunday					

TOWN GARAGE LOG

Employee Name: Ed Kasack Initials: _____

Week Ending 2-9-19

Date	Job/ Project (Be as detailed as possible)	Road/Building/Truck #	Start Time	End Time	Total Time
Monday	Crush Dump	CK Ice Spots. Sand + Seeps.			
2/4/19	Mix S+S.				
	Drainage Pricing plans.				
Tuesday	CK Ice Spots + Sand	Mix S+S. Clean Basins			
2/5/19	Shop work	Clean + Repair #4 flow. Sand Del.			
Wednesday	Work Dump Possibility.	Mix S+S.			
2/6/19	Possible Storm.	CK Rds fix quarrel to East St			
	Sand Del.				
Thursday	Crush Dump	CK Times if cut RK up wood.			
2/7/19	Drainage Pricing	CK Rds Ice Spots			
Friday	CK Rds Ice Spots.	Pick up wood			
2/8/19	Shop work	Mix S+S Possible Storm.			
Saturday					
1/1					
Sunday					

[illegible]

**ANDOVER PUBLIC LIBRARY -
LIBRARIAN'S REPORT - December
2018**

	Dec-18	YTD 17-18 (July 1, 2018 - June 30, 2019)			
Adult:					
Fiction	406	3037			
Non-fiction	72	536			
Video	152	748			
Audio	68	379			
Magazines	4	65			
E-reader (Kindle)	0	0			
Total Adult	702	4765			
Children:					
Fiction	171	1110			
Non-fiction	12	165			
Video	16	96			
Audio	0	4			
Total Children	199	1375			
Young Adult:					
Fiction	7	180			
Non-fiction	1	8			
Audio	2	6			
Magazines	0	0			
Total Young Adult	10	194			
Total Fiction	584	4327			
Total Non-fiction	85	709			
Total Video	168	844			
Total Audio	70	389			
Total Magazines	4	65			
Total Uncategorized**	26	124			
Total Passes	4	17			
Total OverDrive	107	725			
Total E-readers	0	0			
Total Circulation	1048	7200			
Out-of-town circ.	106	694			
Ref. questions	35	219			
Patrons registered:					
Andover	3104				
Out-of-town	557				
Total Patrons	3661				
Collection size *	19484				
Public Computer Usage (hrs.)	52.25	437.49			
ILL provided	59	351			
ILL received	32	264			

[illegible]

ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - October 2018					
		YTD 17-18 (July 1, 2018 - June 30, 2019)			
	Oct-18				
Adult:					
Fiction	490	2205			
Non-fiction	80	391			
Video	102	423			
Audio	50	259			
Magazines	12	50			
E-reader (Kindle)	0	0			
Total Adult	734	3328			
Children:					
Fiction	172	842			
Non-fiction	25	144			
Video	9	69			
Audio	0	4			
Total Children	206	1059			
Young Adult:					
Fiction	36	154			
Non-fiction	0	7			
Audio	0	2			
Magazines	0	0			
Total Young Adult	36	163			
Total Fiction	698	3201			
Total Non-fiction	105	542			
Total Video	111	492			
Total Audio	50	265			
Total Magazines	12	50			
Total Uncategorized**	18	85			
Total Passes	0	12			
Total OverDrive	137	513			
Total E-readers	0	0			
Total Circulation	1131	5160			
Out-of-town circ.	97	486			
Ref. questions	50	143			
Patrons registered:					
Andover	3116				
Out-of-town	553				
Total Patrons	3669				
Collection size *	19546				
Public Computer Usage (hrs.)	66.5	301.75			
ILL provided	74	220			
ILL received	62	168			
# Patrons (inc. programs):	983	2796			

[illegible]

**ANDOVER PUBLIC LIBRARY -
LIBRARIAN'S REPORT - November
2018**

	Nov-18	YTD 17-18 (July 1, 2018 - June 30, 2019)			
Adult:					
Fiction	426	2631			
Non-fiction	73	464			
Video	173	596			
Audio	52	311			
Magazines	11	61			
E-reader (Kindle)	0	0			
Total Adult	735	4063			
Children:					
Fiction	97	939			
Non-fiction	9	153			
Video	11	80			
Audio	0	4			
Total Children	117	1176			
Young Adult:					
Fiction	19	173			
Non-fiction	0	7			
Audio	2	4			
Magazines	0	0			
Total Young Adult	21	184			
Total Fiction	542	3743			
Total Non-fiction	82	624			
Total Video	184	676			
Total Audio	54	319			
Total Magazines	11	61			
Total Uncategorized**	13	98			
Total Passes	1	13			
Total OverDrive	105	618			
Total E-readers	0	0			
Total Circulation	992	6152			
Out-of-town circ.	102	588			
Ref. questions	41	184			
Patrons registered:					
Andover	3120				
Out-of-town	553				
Total Patrons	3673				
Collection size *	19552				
Public Computer Usage (hrs.)	82.5	384.25			
ILL provided	72	292			
ILL received	64	232			

[illegible]