

## SIGN IN SHEET

August 7, 2019 REGULAR BOS MEETING

1. Carol Barton
2. Wally Barton
3. Mike Pelz
4. Fatherine Palazzio
5. Dianne F. Thompson
6. John Handford
7. Judy Krueger
8. Cathy Desrosiers
9. Debbie Scanlon
10. J. Klucznicki
11. Amy L. Knox
12. Paula King
13. David Kluczwski
14. Daniel Faran
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_

August 7, 2019

To: Board of Selectmen

From: Cathy Palazzi,  
Senior Coordinator

Re: Survey sent to Senior Citizens

Regarding the one question survey (see back of paper) mailed out on July 22<sup>nd</sup> and July 29<sup>th</sup> to 385 seniors as requested by the Board of Selectmen the findings are as follows:

- 140 Yes
  - 25 No
  - 4 No Opinion
- 169

I'm sure there will be more replies coming in but I want to make the BOS aware of the current results. Basically, the seniors would like to be at the AES 3 – 4 wing if it is voted on by the BOE/BOS and Town Residents and becomes available to them. There were some comments and I will be compiling those as well. However; seniors would like to have a temporary site at the AES until a Community Building/Senior Center is built.

There were 25 no answers and of those several mentioned their concern if the seniors do go to the AES wing would the BOS just drop the matter of a new Community Building/Senior Center in the future.

Thank you.

Fiscal Year 2019  
Appropriation transfer requests

8/5/2019

Acct#	Description	from	to
<b>The following have back up from Department Heads attached</b>			
0111-580	mileage - tax collector	25	
0111-330	conf seminar - tax collector		25
0117-810	dues - town clerk	40	
0117-616	maps, indexing - town clerk		40
0121-438	equip maint - elections	920	
0121-100	salaries - elections		250
0121-335	training - elections		670
0125-335	training - registrars	325	
0125-580	mileage - registrars		325
0117-612	land records - town clerk	405	
0131-140	wages - asst town clerk		405
0301-100	salary - public works	2,875	
0143-100	salaries - sr trans drivers/dispatch		2,875
0143-435	vehicle maint - senior trans	1,450	
0143-380	comm drivers test - senior trans		100
0143-603	fuel - senior trans		1,350
0303-646	salt - snow removal	2,450	
0301-622	tires - public works		2,450

<b>The following resulted from incorrect budgeting for some salary line items</b>			
0113-580	mileage - assessor	325	
0131-142	wages - admin asst assessor		325
0501-100	social worker salary - social services	250	
0145-100	municipal agent - salary		250
0805-100	wages - ZBA	120	
0805-115	board clerk - ZBA		120
0803-310	legal/professional - PZC	4,800	
0817-100	salary - zoning agent		4,800
0807-100	wages - bldg dept	600	
0807-120	clerk's wages - bldg dept	420	
0131-141	wages - admin asst bldg dept		1,020

<b>Certain employee benefit line items were underbudgeted due to not including snow removal wages in calculations</b>			
<b>Also, dental premium was paid from health insurance necessitating a transfer between these two items.</b>			
<b>Health insurance was under budget due to not including new full time tax collector</b>			
0141-220	dental - employee benefits	12,000	
0141-221	longevity - employee benefits	1,000	
0141-280	physicals - employee benefits	880	
0107-310	legal retainer - legal counsel	4,950	
0141-205	soc sec - employee benefits		690
0141-207	medicare - employee benefits		225
0141-210	unempl comp - employee benefits		295
0141-215	hlth insurance - employee benefits		14,965
0141-230	retirement - employee benefits		2,650

Fiscal Year 2019  
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The following are budgets developed and monitored by the Town Administrator.

0129-444	copier rental - town office	455	
0129-315	payroll service - town office		270
0129-432	bldg maint - town office bldg		185
0129-537	internet cable - town office bldg	1,245	
0129-530	telephone - town office bldg		1,245
0129-610	office supplies - town office bldg	35	
	janitorial supplies - town office		35
0149-601	electricity - old fire house	40	
0149-434	furnace maint - old fire house		40
0151-580	mileage - ACO	170	
0151-434	furnace maint - dog pound		170
0309-215	medical drug test - town garage	555	
0309-537	internet cable - town garage		150
0309-603	fuel oil - town garage		380
0309-610	office supplies - town garage		25
0701-601	electricity - transfer station	270	
0701-803	compactor lease - transfer station		270
0703-484	antifreeze pickup - recycling	90	
0703-485	used oil pickup - recycling		40
0703-488	tire pickup - recycling		50



Commanding Officer  
Lt. Marc Petruzzi #037

# State of Connecticut



## Connecticut State Police Troop K - Colchester



Executive Officer  
Master Sergeant Eric Peck #085

Date: 7/1/19

Robert Burbank  
Town Manager  
17 School Road  
Andover CT 06232

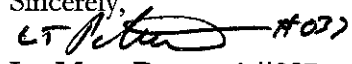
Dear Robert Burbank:

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

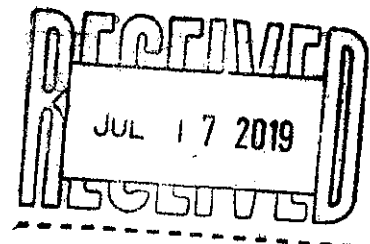
During the month of **June 2019** the Andover Resident Trooper as well as Troop K Troopers responded to **158** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 2  
Burglaries: 0  
Larcenies: 3  
Narcotic Cases: 2  
Other Criminal: 2  
Other Non-Criminal: 2  
Non Reportable Matters: 103  
Other Noteworthy Events (List):

In addition to the above investigations Troopers conducted the following motor vehicle enforcement:  
On-Sight DWI: 0  
Traffic Citations: 34  
Written Warnings: 9

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

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



## Town Clerk Monthly Report

June, 2019

Total Town Clerk's Receipts	\$9,587.25
Dog License Receipts	\$ 1,636.00
Town PA 09-228	\$ 431.00
Town Clerk Preservation Fund	\$ 164.00

Customer Service	2,244
Documents	79
Dog License	187
Reports Submitted	12
Notarization	22
Sport Licenses	6
Vital Copies	4
Pistol Permits	2
Scanning	890

## Town Clerk Monthly Report

July, 2019

Total Town Clerk's Receipts	\$28,355.13
Dog License Receipts	\$ 564.00
Town PA 09-228	\$ 627.00
Town Clerk Preservation Fund	\$ 165.00

Customer Service	2,842
Documents	51
Dog License	65
Reports Submitted	12
Notarization	8
Sport Licenses	1
Vital Copies	8
Pistol Permits	0
Scanning	590

## BUILDING DEPARTMENT MONTHLY REPORT

June 2019

Permits issued -	11
Permits issued, not picked up -	2
Inspections done -	21
Customer service -	212
EHHD -	4 - money collected, receipts issued
accompanying forms dated in	
Reports -	4 - 2 Quarterly, 2 monthly
New House Permits -	1
New House open permits -	6
PZC -	0 applications/correspondence
IWWC -	1 applications/correspondence
ZBA	2 applications/correspondence
Driveway apron permits -	2
CO's issued -	0
Fire Marshal -	correspondence
Public Works -	correspondence
Scanning -	233 pages scanned



Assessor's office monthly activity –JUNE 2019	
Processing conveyances	15
Processing building permits	11
Prorating motor vehicle grand list	7
Updating field cards	3
Correspondence/Phone	23
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	32
Providing assistance to other departments	4
Researching mapping issue or questions	
Reports and communication with the State of Connecticut/ US Census	2
MLS research	9
Scheduling meeting and appointments	1
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	1
Personal Property Discovery	
Homeowner's program	11

Veteran's program	
Income & expenses	13
Renter's rebate program	
Tax exemptions	20
Adds to the re, pp or mv grand list	3
Pa 490	
Provided assistance to BAA	
Researching and providing requested information to auditor or software vendor (for grand list files or tax bills)	4
Real property inspections	1
Personal property inspections	
Real property appraisals	1
Taxpayer correspondence	5
Attorney correspondence	
Tax appeal review/appraisal	
Mls review	9
Town board/dept assistance	2
Review & Approve C of Cs	27
Review & Approve Farmland & Forestland Assessment Applications	
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

GRAND TOTAL	# Of Accts 27	2,494,070	59,724	2,553,794
		29,000	227,000	256,000
		2,465,070	-167,276	2,297,794

<b>ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - July 2019</b>					
	<b>Jul-19</b>	<b>YTD 19-20 (7.1.19 to 6.30.20)</b>			
<b>Adult:</b>					
Fiction	611	611			
Non-fiction	129	129			
Video	154	154			
Audio	64	64			
Magazines	6	6			
E-reader (Kindle)	0	0			
<b>Total Adult</b>	<b>964</b>	<b>964</b>			
<b>Children:</b>					
Fiction	344	344			
Non-fiction	78	78			
Video	27	27			
Audio	0	0			
<b>Total Children</b>	<b>449</b>	<b>449</b>			
<b>Young Adult:</b>					
Fiction	62	62			
Non-fiction	2	2			
Audio	1	1			
Magazines	0	0			
<b>Total Young Adult</b>	<b>65</b>	<b>65</b>			
<b>Total Fiction</b>	<b>1017</b>	<b>1017</b>			
<b>Total Non-fiction</b>	<b>209</b>	<b>209</b>			
<b>Total Video</b>	<b>181</b>	<b>181</b>			
<b>Total Audio</b>	<b>65</b>	<b>65</b>			
<b>Total Magazines</b>	<b>6</b>	<b>6</b>			
<b>Total Uncategorized**</b>	<b>37</b>	<b>37</b>			
<b>Total Passes</b>	<b>5</b>	<b>5</b>			
<b>Total OverDrive</b>	<b>145</b>	<b>145</b>			
<b>Total E-readers</b>	<b>0</b>	<b>0</b>			
<b>Total Circulation</b>	<b>1665</b>	<b>1665</b>			
Out-of-town circ.	134	134			
Ref. questions	71	71			
Patrons registered:					
Andover	3163				
Out-of-town	572				
<b>Total Patrons</b>	<b>3735</b>				
Collection size *	19625				
Public Computer Usage (hrs.)	62.25	62.25			
ILL provided	63	63			
ILL received	53	53			
<b># Patrons (inc. programs):</b>	<b>1057</b>	<b>1057</b>			
<b>PROGRAM ATTENDANCE</b>	<b>255</b>	<b>255</b>			
<b>Number of programs:</b>	<b>20</b>	<b>20</b>			