



Town of Andover, CT  
Board of Selectmen

# **Regular Meeting Packet**

Monday, January 10th 2022  
at 7:00 P.M.

Location: virtual Zoom meeting

**Town of Andover  
Board of Selectmen  
Regular Meeting**  
Monday, January 10<sup>th</sup>, 2022 at 7:00 P.M.  
Location: virtual Zoom meeting

Regular Meeting Agenda

**Zoom Directions:**

Click here to join by computer for video/audio: <https://us02web.zoom.us/j/81542180940>

Call-in from your phone for audio: +1 646 558 8656.

Meeting ID: 815 4218 0940, Passcode: 447223

\*Please mute yourself unless you are a commission member or during Public Speak.

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions to the Agenda
4. Board and Commission Presentations
  - a. PZC and EDC Recommendation for a Town Planner/EDC Coordinator
5. Appointments
  - a. Memorial Day Committee
  - b. Citation Hearing Officer
  - c. Ethics Commission
  - d. Emergency Management Coordinator
6. Resignations
7. Town Administrator's Report
8. Old Business

Discuss and act upon the following:

  - a. Veterans Monument Park Upgrades
    - i. Presentation from Gerry Wright on Status
  - b. Connectivity Grant Construction Progress
  - c. Electrical and HVAC Upgrades at Town Hall
  - d. Transfer Station
  - e. Formation of Museum of Andover History Committee
  - f. Pedestrian Safety Initiative
9. New Business

Discuss and act upon the following:

  - a. Town Covid Status Mask/COVID test kit Distribution
  - b. Budget
    - i. Format and overview
    - ii. Workshop Schedule
    - iii. Budget Book preliminary draft
    - iv. Permanent Funds Discussion
  - c. VOIP System
  - d. Resolution for CT Department of Emergency Services
  - e. Grant of Covenant and Easements - Loteczka Acres
  - f. Renewal of Tax Abatement for Hop River Homes and Softball Field Renewal
10. Approval of Meeting Minutes
  - a. Monday, December 13<sup>th</sup>, 2021 Regular Meeting Minutes

11. Finance Department Report
  - a. Revenue Summary
  - b. Town Budget Summary
  - c. Town Aid Road (TAR) Update
  - d. Town Cash Report
  - e. Over Expenditure Report
12. Budget
  - a. Appropriation Transfers
  - b. Over Expenditure Requests
13. Tax Collector's Report
  - a. Refunds Requests
14. Assessor's Report
  - a. Revaluation Services
15. Department Reports
  - a. Fire Department
  - b. Burning Official
  - c. Resident State Trooper
  - d. Town Clerk
  - e. Building Department
  - f. Assessor's Office
  - g. Public Works
  - h. Transfer Station
  - i. Library
  - j. Senior Transportation
  - k. Registrars
  - l. AHM
16. Correspondence
17. Public Speak
18. Adjournment

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

# **1. Call to Order Pledge of Allegiance**

## **2. Public Speak**

### **3. Additions/Deletions to the Agenda**

## **4. Board and Commission Presentations**

- a. PZC and EDC Recommendation for a Town Planner/EDC Coordinator**

# Recommendation for Town Planner/ Economic Development Coordinator

Presented by

Jed Larson and Elaine Buchardt



# Andover's 2015 POCD- Chapter One Statement of Issues and Opportunities

- Andover has tremendous potential to define itself as a unique place in the region. Andover is an affordable, attractive and almost crime free location for those working in the Hartford region and looking for a more rural setting. **The town is interested in promoting a type of development which is sustainable, environmentally friendly and preserves the town's rural landscape.**

# Conclusion and last paragraph of the POCD:

The plan identifies a number of recommendations which will be very difficult for a volunteer commission, like the Planning and Zoning Commission, to implement. After the plan is formally adopted, the Commission should seek funding to retain professional planning assistance to:

- Prepare the recommended zoning text amendments
- To work with developers proposing projects in the town to insure compliance with the plan.
- To apply for the many grants currently available
- To prepare and coordinate formal Requests for Proposals (RFP) with the Board of Selectman
- Perhaps, most importantly, to promote the goals and policies to the Planning and Zoning Commission to elected officials, town staff and other boards and commissions.

# Specifically:

- Encourage housing development to attract young families to move into and live in Andover.
- Develop and implement a marketing strategy designed to attract commercial businesses in town for services most desired by residents.
- Develop the Town Center
- Protect our rural character

# Long Term Planning Committees

## Final Report 2019

- **Purpose:** The Long Term Planning Committee was formed in the spring of 2018 to help the Town of Andover to shift its focus from a short term mindset to establishing long term goals to guide the growth and governance of Andover.

# Recommendations from the Long Term Plan

- Andover should fund an economic development coordinator staff position to accomplish the following objectives:
  - Develop and implement a marketing strategy designed to attract commercial businesses in town for services most desired by residents.
  - Create a marketing strategy designed to showcase Andover as a desirable place to live.
  - Town-wide branding and gateway signage.
- Hire a part time individual for 16 hours per month as the Town Planner with potential job sharing as Economic Development Coordinator.

# Conclusions

- A Town Planner/Economic Development Coordinator should be hired on a part time basis to:
  - Execute the upcoming affordable housing plan and bring younger family's to Andover.
  - Attract commercial businesses to Andover for services most desired by residents.
  - Realize Andover's tremendous potential to define itself as a unique place in the region.

## **5. Appointments**

- a. Memorial Day Committee**
- b. Citation Hearing Officer**
- c. Ethics Commission**
- d. Emergency Management Coordinator**

## **6. Resignations**

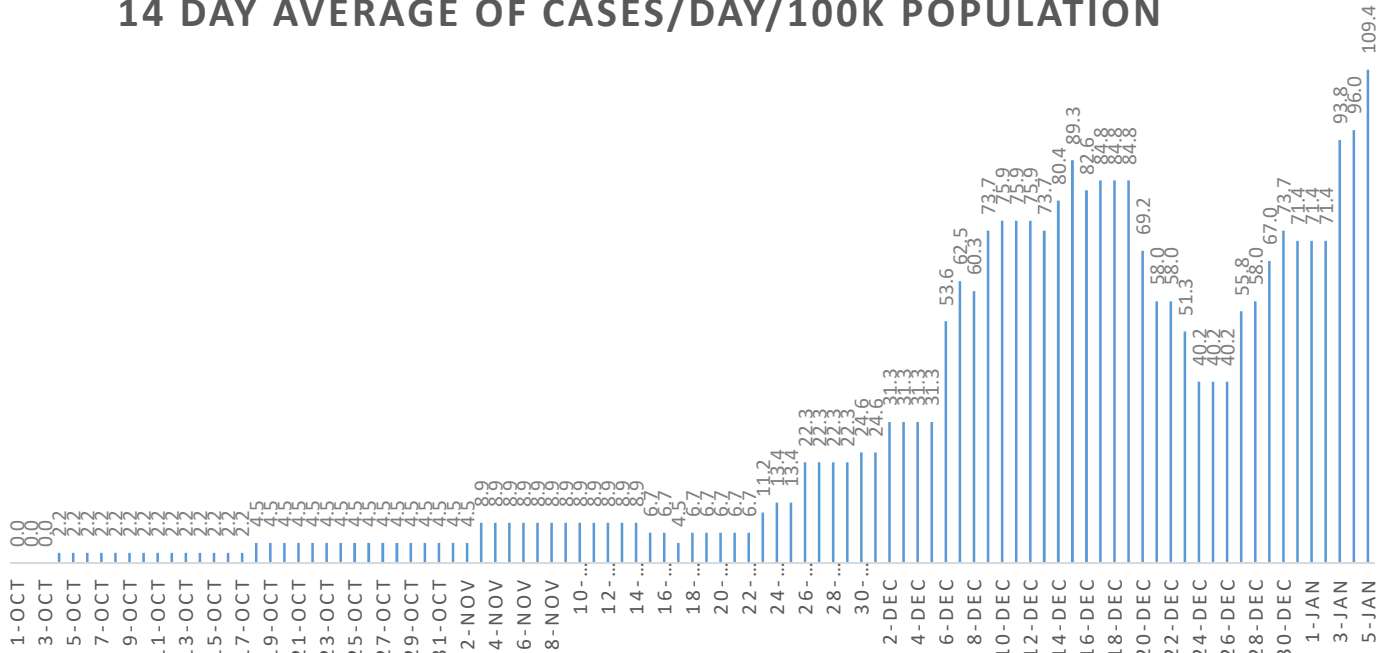


## **7. Town Administrator's Report**

# Town Administrator's Report for the 1.10.22 Board of Selectmen Regular Meeting

COVID Update as of Jan 5:

## ANDOVER COVID 19 INFECTION RATE 14 DAY AVERAGE OF CASES/DAY/100K POPULATION



COVID cases are spiking in Andover again after Christmas and New Years. Currently we are approaching a 14 day avg of 110 and we have had 90 cases in andover so far

For those seeking a COVID-19 booster shot, or a vaccination for ages 5 to 11 here is the link to find vaccine providers in the area – [www.vaccines.gov](http://www.vaccines.gov)

On 12/3 there were 420 patients hospitalized with Covid, currently there are 1676 so this is overwhelming the hospitals in the coming weeks.

That is the bad news, The good news is this spike is likely to be short lived based on other countries results and by mid feb we should be transitioning from Pandemic mode to an endemic virus similar to influenza.

**Town Hall Operations:**

Furnace in Community room is fixed and fire damper repaired

**Cleaning/Custodian:**

William Bell is working out very well and has done a nice job on the gazebo. He has also fixed all the windows at the library which need the interior storm windows worked on and re installed. He has done some interior painting and drywall repair in the town hall.

**Assessor's Office:**

Reval published and informal hearings are being conducted this week. Assessor is doing interior inspections as fast as he can, with the revised grand list out at the end of January.

**Administrator's Office:**

I am planning on going on vacation to race in the DN US Nationals and off from Jan 21 through Jan 30.

**Town Clerks office**

New assistant clerk is settling in.

**Finance Office:**

Working on budget stuff as well as the Audit. Sherry will be at the BOS meeting

**Building Department:**

The building dept assistant is working out well. I am bringing back the rep from permit link for some additional training requested by Lynn.

**Public Works:**

CT will get funding under federal transportation bills \$1 billion in Culvert grants to remove/replace/restore culverts and address the flow of water through roads, bridges, railroads, tracks, and trails. I am keeping an eye on this as nothing has been put out on this yet.

**Tree Work:**

Tree work done for the fall except for the new turn around on Basoula Road. We will use Tennant tree service for that one and potentially emergency stuff.

There are some trees that need to be removed along Lake Rd for the improved rail trail parking area. Public works will do this as time allows.

**Snow Plowing Budget:**

Plowed over the holidays several days- OK on salt and budget currently with the warmer weather

**Bunker Hill Bridge Design:**

CJM scheduling a design meeting with the town.

Wednesday, February 9, 2022 10:30 AM-12:00 PM design review meeting Microsoft teams all BOS members are encouraged to attend

**Small Bridges and Culverts:**

Working with Brandon Handfield to get an RFP together for a final design for Hutchinson Rd culvert replacement

**Andover Proposed Community Senior Center:**

Committee had a productive meeting with Architect and site design firm and is making progress

**Andover Veterans Monument:**

Installation of the flagpoles is complete as is the installation of the POW monument Waiting on brick and weather

**Times Farm Bridge:**

Working on the final close out.

We are making progress with the state and contractor. All paperwork is at DOT for final review, we settled the final bill with the engineering firm including retainage, and we have a final reimbursement to request from the federal DOT. No Dot final approval yet.

**STEAP Grant:**

Full approval of STEAP grant Next up develop the RFP for the work. Starting this with Brandon Handfield

**Connectivity Grant:**

Contractor poured sidewalks for the connectivity grant and regraded Also poured the pads for benches and bike repair stand for next years installation as well as worked out the drainage ditch regrading.

**Town-Wide Alarm Monitoring and Repair:**

FPT repaired alarm systems in the town hall and Library Next up is Public Works. Still not scheduled which is annoying.

**Affordable Housing Grant:**

Bill Warner hired and is working with PZC on this project for the grant

**Budget:**

Going to be super tight

**American Recovery Act Funding:**

We have first allotments of **\$478,848.04**

**Town Hall Projects”**

The electrical RFP for redoing the town hall electrical system has suffered from mission creep.

**Goal:**

1. Electrical Replace the stabloc electrical panel with a 40-place electrical panel and reconfigure the circuits on the back up power
  - a. The location of the existing stabloc panel is not large enough for a 40 circuit GE series panel to match existing equipment even with the oil fill lines removed. We could use a 30-circuit panel and another sub panel if needed
  - b. Reconfigure the circuits that are on back up power
  - c. Alternatively, we are back to moving to an alternate location
  - d. We would need to remove all the telephone wiring from this location
2. HVAC Goal is even heat distribution in the building
  - a. I worked a bit with Mytech on this. It turns out we do have Mono-t's on the whole systems, it is just that some rooms have controllers, and some do not. Before we go further, I had Mytech flush and drain the system replace all the radiator air separators including the main one at the boiler and check that all the zone valves were working properly. Along the way we realized the thermostat in the building dept office is right next to the building camera control unit and has an exhaust fan blowing on it. That thermostat will be fixed.
  - b. Price out repair of existing system with mono T's in rooms that do not have them, Insure all mono T controllers are set properly. It turns out we do have mono T's on all rooms they do not all have controllers though
  - c. Purge all registers and clean system to insure it is working properly Done
  - d. Reroute the fresh air intake for the existing boiler which does not meet code
  - e. Asked for quotes from M and M as well as Mytech plumbing
3. Oil Storage Replace existing oil tank and fill pipe with larger capacity tank.
  - a. Per Charley M. two common suppliers today Roth and Granby. He does not like Granby tanks but will see if they have a larger one that will fit as well as look at the option for Roth. Dual tanks will not fit in that location and have code clearance to the boiler No response from M and M oil I also asked Mytech to quote the tank install as well as John Kaulback
  - b. Replace fill lines. Only code compliant option is to use the opening where the window used to be. This would avoid all the electrical equipment.
4. Masonry Redo Masonry Block and Brick the old window opening
  - a. Reach out to MG masonry for a cost estimate for that. ~\$1400 est from MG
  - b. Must be blocked in per code so we can reroute the fill pipes.
5. VOIP Evaluate and move phone wiring and potentially relocate fiber optic equipment
  - a. Quote from granite
  - b. Getting other estimates from other options via South Windsor.
  - c. Met with IP Gennie this week- I will work on a quote from them. They are the CRCOG preferred vendor and do Hebron and RHAM with good results. This is the last quote I need to make a decision
  - d. Remove existing telephone wiring after transition to VOIP
  - e. I would really like to pull the trigger on this in the next month
6. Utilize LOCIP funds to pay for the upgrades- Per BOS

- a. We should talk about this at the meeting. I think we should just pay for these upgrades from the building maintenance fund and save Locip to pay culvert replacement costs.
- b. Will need to have preliminary cost estimates
- c. Rewrite the towns buildings plan
- d. CIP approval via Minutes for revised plan and proposal
- e. BOS approval and LOCIP application

## Public Works Priorities List

Speed Signs

Basola turn around

Lake road Parking Area

Drainage on Shoddy Mill Rd for Reclaiming

Potential drainage for Long Hill Road for Reclaiming.

Rail Trail Drainage area between museum and Lake Road

Improvements to Public Works Building

- Electrical
- Fire Alarm systems
- Overhead doors

Light for bus depot

**Proposed Road Work 2022-23:**

Long Hill Rd Reclaim 0.5 miles

Shoddy Mill Reclaim 0.5 miles

1 mile \$265,000 128,000 STEAP grant

Bear Swamp Rd Crackseal, shim, chipseal 1.91 miles

Wheeling Rd Crackseal, shim, chipseal 1.33 miles

Skinner Hill Rd Crackseal, shim, chipseal 0.96 miles ( share costs with Coventry?)

Long Hill rd remainder Crackseal, shim, chipseal 1.3 miles

Hendee Rd. Crackseal, shim, chipseal 1.21 miles

Old Farms Rd Crackseal, shim, double chipseal 0.38 miles

Shadblow Crackseal, shim, chipseal 0.35 miles

Dogwood Crackseal, shim, chipseal 0.38 miles

Woodfern Crackseal, shim, chipseal 0.16 miles

7.62 miles \$304,000

If possible:

Hutchinson North 0.4 miles

Times Farm 0.52 miles

Old Coventry 0.25 miles

## **8. Old Business**

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# Town of Andover

## 2022-23 Budget Book

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## **Suggested schedule for Fiscal Year 2022-23 budget process**

This is the proposed budget schedule. This pretty much follows the process used the last 3 years,

**Week of December 06, 2021:** Budget worksheets distributed to Department Heads, Board & Commission Chairs, and outside agencies.

**January 03, 2022:** Deadline to return completed budgets to Finance office.

**January 17, 2022:** Distribute draft budget workbook Ready for the Board of Selectmen members.

**January – February 2022:** BOS budget hearings on individual budgets.

**February 28, 2022:** Distribute budget workbooks, as approved by BOS, to Board of Finance members. This conforms to Charter requirement that budget requests be submitted to the Board of Finance **at least 120 days before the end of the fiscal year.**

**April 25-26, 2022:** Finance Board public budget Hearing

And, since the Charter requires a **Finance Board public hearing on the budget not less than 60 days before the end of the fiscal year**, this would give the Finance Board close to two months to review the budget. This would mean the BOF would have to vote to send the budget to town meeting on the 26<sup>th</sup> so that mailers could go out on time

**May 3 or 4, 2022:** Town wide budget Meeting #1

Per the Charter, must be in **the first 10 business days of May ie between May 2<sup>nd</sup> and May 13<sup>th</sup>**. By Charter, The referendum is then on **the second following Tuesday** so you don't want to do it on a Monday.

**May 17<sup>th</sup>, 2022:** Town wide Budget Referendum #1

This schedule allows one budget meeting failure and 1 referendum failure and still getting the tax bills out on time.

## Andover Elementary School Budget Schedule

AES Budget Schedule for the planning of 2022-2023 budget

Andover Board of Education

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### Proposed Schedule

1. December 1, 2021 @ 7:30 -9:00 PM (via Zoom)
2. December 15, 2021 @ 7:30 -9:00 PM (via Zoom)
3. January 5, 2022 @ 7:30 -9:00 PM (via Zoom)
4. January 19, 2022 @ 7:30 -9:00 PM (via Zoom)
5. January 26, 2022 @ 7:30 -9:00 PM (via Zoom)
6. February 2, 2022 @ 7:00 PM (AES Gymnasium)

### Budget Building Seminar Topics/ Potential Line Items to Be addressed

1. Professional Services/ Special Education/ Transportation/ Dues and Fees/ Administration/ Outplacements
2. Custodial/ Repairs and Maintenance/ Utilities/ Building Contracts
3. General Supplies/ Curriculum/ Library/ Professional Development
4. Technology Contracts/ Communications/ Travel/ Print
5. Salary/ Insurance/ Staffing Levels/ Pre-K
6. Public Forum

## **RHAM Budget Schedule**

## How the budget process actually works.

There are 3 main parts of the Overall Andover Budget:

1. Town General Budget
2. Andover Elementary School Budget (AES)
3. RHAM Budget

I am going to talk about these three separately and then discuss what happens after the 3 budgets are rolled into the town budget presented; the Town Budget Meeting and Budget Referendum.

### 1. Town General Budget

The town budget process starts in Mid-November and has 3 initial phases before we get to the Town Budget Meeting.

#### Staff Phase

- a. First, all the departments produce their own initial budget priorities and requests. All the boards and commissions that have a budget submit one and they get collated by the town administrator and finance director.
- b. Additionally estimates for many of the outside services and vendors that the town uses are provided
- c. A chart is developed showing all employees, their current wages and what the salary scale is per union contract if applicable the impact of various % increases for non-union employees as well as what mandatory raises are needed to stay above minimum wage.
- d. We make the best initial estimates for health care costs, retirement, and indirect benefits.
- e. We forecast our costs for fuel, heating oil and diesel and gas
- f. On the revenue side, we forecast what we are going to take in through grants, state aid, town fees and permits. This is often difficult because prior to the enactment of a state budget, many of these are unknown
- g. We estimate the unexpended fund balance and any surplus we may have available
- h. We put together the capital expense requests. This is done using the capital plans for public works, roadwork, fire department, etc.
- i. We compile a list of areas where we felt funding was either too high, or too low the previous year and try to understand any significant cost over runs in the budget. Generally we are doing this when the budget year is only ½ complete so it is difficult to forecast sometimes so we look back at previous budgets to try to understand the trends.
- j. All of this gets collated into one budget document
- k. If there are areas where the administrator and finance director disagree with department budgets, we present that in addition to the department budget
- l. In either the December or January meeting, the BOS votes on Salary recommendations for non-elected employees that are not governed by Existing union contracts.
- m. The goal of this phase is to present to the Board of Selectman a budget around the 2<sup>nd</sup> week of January

#### Board of Selectman Phase:

- a. Starting mid-January, the Board of Selectman hold a series of budget workshops
- b. At the same time, staff is refining some of the cost estimates as other agencies develop their budgets and contracts are signed.
- c. The budget is modified based on the priorities of the Board of Selectman.
- d. The Goal of this phase is to produce a more refined budget to present to the Board of Finance by around March 1

#### Board of Finance Phase:

- a. Sometime in March, the Board of Selectman present their modified budget to the Board of Finance
- b. The AES Board of Education also presents its budget to the BOF
- c. The Board of Finance holds another series of budget workshops to discuss and modify the budget
- d. These workshops cover both the AES as well as the Town general budget
- e. Based on what the overall combined budget is looking like, further modifications are made to the budget.
- f. When the BOF is ready they make a version of the budget public for a public hearing

- g. The Board of Finance holds a Budget Public hearing in April. By this time, most contracts are in place and the formal budget feedback process begins. The BOF presents the budget and then listens to public comment at the hearing.
- h. After the public hearing the BOF re examines the budget and makes whatever final changes they think are appropriate before voting to send the budget to the official town wide Budget Meeting.

## **2. Andover Elementary School (AES) Budget**

- a. The AES budget is the responsibility of the AES Board of Education
- b. The AES budget goes through a very similar trajectory as the town budget with similar steps.
- c. First the Superintendent- Valerie Bruno and the finance director put together the initial budget
- d. Next, the Board of Education reviews and holds a series of budget workshops to understand and refine the Budget.
- e. The Board of Education (BOE) then votes to recommend a budget.
- f. That budget is then presented to the Board of Finance usually sometime in March
- g. The AES BOE budget goes into the overall budget as a single expense line item. This is because the Board of Finance may adjust the bottom-line expenditure for the BOE but cannot tell the BOE how to spend the money. The Board of Education has the legal responsibility to budget and spend their allotment however they chose.

## **3. RHAM Budget**

- a. Andover middle and high school students attend RHAM which is a regional school district composed of the towns of Hebron, Andover and Marlborough. Andover is the smallest town in the district and is about 17% of the student population.
- b. The RHAM budget is the responsibility of the RHAM Board of Education (RHAM BOE)
- c. The RHAM BOE is composed of members elected from the 3 towns based on their relative populations. Andover has 2 Board Members out of 11 total.
- d. The RHAM budget goes through a very similar initial trajectory as the town budget with similar steps.
- e. First the RHAM Superintendent and the RHAM finance director put together the initial budget
- f. Next, the RHAM BOE reviews and holds a series of budget workshops to understand and refine the Budget.
- g. That budget is then presented to the Boards of Finance in each of the 3 towns for input, usually sometime in March
- h. The RHAM BOE holds an official public hearing on their budget and then meets to review public comments
- i. The RHAM BOE then votes to recommend a budget to send to Referendum.

### **RHAM Referendum**

- j. The RHAM BOE budget goes directly to a Referendum in all three towns and the public get to vote on it in early May.
- k. If the budget is passed at referendum it goes into effect, if it fails the RHAM BOE must rework the budget and then send it back to Referendum
- l. Once the RHAM budget is passed at Referendum, Andover's portion of the expenses, called the "Levy" is included into the overall Andover budget as a single expense line item. After a successful referendum, that budget is adopted and becomes part of the towns overall budget. It cannot be reduced at a subsequent town budget meeting.

## **Public Voting - Meeting and Referendum**

Now that all 3 budgets have been developed, and the RHAM budget is adopted, the overall combined budget goes to the voters for approval in a two-step process- budget meeting, and then budget referendum.

### **Town Budget Meeting**

- a. During the first 10 business days in May the town must hold a town budget meeting. The is governed by the town charter. Every voter in town can attend.
- b. A presentation is made with the details of the budget (non-tax Revenue and Expense) and what the projected total taxes to be collected are and what the projected Mil rate will be.
- c. At that meeting members of the public can ask questions and can make motions to reduce but not increase the town budget. They can reduce or eliminate individual line items they disagree with or request an overall budget reduction. They can not make motions relative to the RHAM budget because that is determined separately. They can not make changes to individual parts of the AES budget but can motion to reduce the overall AES budget.

- d. If someone make a motion and it is seconded, it gets discussed, and voted on immediately
- e. After all motions are made and passed or rejected, a motion is made to send the budget to town Referendum. If the motion passes- it goes to the whole town to vote.
- f. It is important to realize that the only thing the public is voting on here is the overall budget expenditures.
- g. Although the mill rate is presented, it is not final until the BOF meets after the referendum and adopts a mil rate. This is because external factors such as the RHAM budget or state appropriations may change after the adoption of the budget.

**Budget Referendum**

- a) After the town budget meeting if the budget is approved to go to referendum, the referendum is scheduled on the second Tuesday after the meeting
- b) If it passes- the budget is adopted, and the BOF meets to set a mill rate.
- c) If it fails it goes back to the Board of Finance and then to another budget meeting.

## How Budgets translate into Taxes

The amount of taxes collected in Andover is simply the total dollar amount of the budget, minus any non-tax Revenue.

### Taxes:

Taxes are the moneys paid to fund the government. In Andover they are collected by the Tax Collector and paid directly to the town.

How are taxes determined? Taxes are equal to the **assessed value** of real property, autos and business assets multiplied by the Mil rate and divided by 1000.

*As an example of someone had 100,000 of assessed value of their home and the mill rate is 30, the taxes are 100,000 \*30/1000 = \$3,000*

The tax bills generally get sent to the public in late June and are due July 1. There is a one-month grace period for all taxes so taxes must be paid within a month of when they are due.

Motor vehicles and personal property are taxed once per year due July 1.

Real Estate taxes are due in 4 installments; July 1, October 1, January 1, and April 1.

### Fair Market Value:

The fair market value is the average cost a person would have to pay to purchase a property or vehicle.

### Assessments or Assessed Value:

- a. All property is Assessed at 70% of the **fair market value**
- b. For Automobiles, those values are from the NADA (National Automotive Dealers Association) guideline published the previous October. Basically the "Clean Retail Value" for the vehicle is multiplied by 0.7 to determine the assessment. This process is what the State of Connecticut Requires.
- c. Real estate assessments come from the Revaluation Process

### Revaluation:

For Real estate, residential and commercial, appraisals are redone every 5<sup>th</sup> year. This process is referred to as "Revaluation" or "Reval".

The appraisal process takes about 18 months and is done by a commercial company. Andover is using Vision Appraisal for this process. Once the valuation is established, it stays the same for 5 years, unless something on the property changes. For example, if an addition is added, or a basement was finished it would increase the assessment. If a garage burned down, it would decrease the assessment. But the change in assessment would be relative to the value established in the previous Revaluation. In those 5 years the real estate market may go up or down, but the assessments stay the same. The Assessment for a property is 70% of the appraised value of the property

### Grand List:

Each individual assessment is added up and then the total dollar amount of everything that is taxable and assessed in town is determined. This is called the Grand List. Andover's Grand List is currently \$271,445,000

### Mil:

A mil is defined as 1/1000 of the Assessed value of something.

### Mil Rate:

- a) When the Board of Finance sets a "mill rate" each mil equals 1/1000 of the grand list so if the grand list is \$250 million, each mil equals \$250K in total taxes collected.
- b) The mill rate is the total amount of taxes to be raised divided by 1/1000 grand list



- c) As an Example (using fictional numbers) of how this works:
  - a. if the town needs to raise 10 million in taxes and the grand list is 250 million dollars, the mil rate would be \$10 million divided by  $(1/1000 * 250 \text{ million dollars}) = 40 \text{ mil rate}$
  - b. If a person has a 250,000-dollar assessment on their property, each mil results in 250 dollars in taxes (1/1000 of the assessment)
  - c. A mil rate of 40 would mean their taxes are  $\$250,000 \text{ Assessment} * 40/1000 = \$10,000$

**Revaluation Years:**

- a) Every 5<sup>th</sup> year when property is re assessed there is usually a decrease in the mill rate.
- b) As an example, if house prices go up a lot in 5 years (like now) the average assessment increases. In this next example let's say Reval has happened and everyone's assessments are increased and the grand list is now increased from 250 to 325 million:
  - c) if the town needs to raise \$10 million in taxes and the grand list is \$325 million, the mil rate would be \$10 million divided by  $(1/1000 * \$325 \text{ million}) = 30.77 \text{ mil rate}$
  - d) If that same person had their house assessment increased to \$325,000, each mil now results in \$307.70 in taxes collected (1/1000 of the assessment)
  - e) A mil rate of 30.77 would mean the homeowners taxes for the  $\$325,000 \text{ Assessment} * 30.77/1000 = \$10,000$  in taxes

The bottom line is that if everyone's assessment goes up equally- the taxes stay the same, if the amount raised stays the same- regardless of the "Mil Rate"

Since 1986 the mil rate has fluctuated between 26.3 and 46.90. It is currently at 35.88 right in the middle.

**How do I get involved?**

This process is open to everyone. Every meeting by the Board of Selectman, Board of Finance, Board of Education and RHAM Board of Education is a public meeting, and anyone can attend.

**Stay connected!**

- Like the Town's Facebook page at [www.facebook.com/townofandoverct](http://www.facebook.com/townofandoverct)
- Sign up for updates from the town via email/text at [www.andoverct.org](http://www.andoverct.org)
- Attend a board meeting. All schedules and Zoom directions are posted on the town website.

## **Unexpended Fund Balance**

The town of Andover Maintains an emergency fund balance. This fund is kept at 10% of the total annual budget. If the last audited budget had a surplus, ie revenues from all sources exceeded expenses than the fund balance increases. The dollar amount that exceeds the emergency fund balance is called the Unexpended Fund Balance and can be used to offset taxation or spent on capital projects.

In years past the surplus had been allowed to grow significantly, but over the last 5 years, the town has spent that surplus down for capital expenditures.

The Town of Andover is anticipating having approximately \$100,000 in unexpended fund balance that can be spent on the 2022-23 budget cycle

# Revenue

Revenue is simply the money paid to the Town of Andover. It includes money received from the State of Connecticut, as well as town fees collected for services.

## Revenue from the State of Connecticut:

The Largest single Revenue source is Educational Cost Sharing (ECS). This is money is provided by the state of Connecticut and used to offset the Cost of Education. This is expected to be **\$2,004,782**

The town also receives annual funding from the State of Connecticut to maintain public roads. This fund is called Town Aid Road (TAR) and is approximately **\$193,000** per year.

The State of Connecticut also provides several small funds that collectively add up to around **\$70,000**

## Revenue from prior year taxes:

Annually the town collects back taxes and interest owed from prior years. The town anticipates collection approximately 150,000 in back taxes and fees from previous years.

## Town Fees

The town collects fees for various services they provide. Anticipated Revenue from services include

Building and Land Use Department	\$55,000
Town Clerks Office	\$50,000
Miscellaneous Fees	\$3,000

## Unexpended Fund Balance

\$100,000 from Unexpended fund Ballance

## Active and Proposed Grants

One way that towns reduce taxes is by writing grants to produce additional revenue for the Municipality.

### Current Grants include:

Community Connectivity Grant Award: **\$297,000** Funds improvements to make the town of Andover more Walkable Bikeable, and handicap accessible concentrating on the Long Hill Road- Route 6, Center Street Area. This is in addition to the completed Signalized crosswalk and camera signal upgrade which was a **\$150,000** DOT funded Project.

STEAP grant (Small Town Economic Assistance Program) Grant **\$128,500** to pay for ½ the Cost of Road reconstruction on Shoddy Mill Rd and Long Hill Road

ARPA Funding from Federal Coronavirus State and Local Fiscal Recovery Funds total of **\$478,848** in 2021-22 and **\$478,848** in 2022-23.

Grant to develop an Affordable Housing Plan **\$9,500** HUD funding

### Additional Grants Applied for that may impact 2022-23 Budget

DEEP Recreational trails Grants

Grant with Coventry for creating new walking trails in Nathan Hale Forest as well as a road linked loop through andover. ~\$500,000 Primary recipient is Coventry. Andover would get some funds for signs and Sharrows for the On Road Connections

Feasibility Study to connect the Rail Trail to The Town Municipal campus along Route 316. **\$40,000**

Senior Transportation

Grant to fund the Purchase of a new 12 passenger Van for Senior Transportation, **\$78,000**

### Anticipated Grant Submissions

We anticipate Submitting a DEEP grant to fund the Installation of Level 2 Charging Stations at Municipal Facilities.

We are always looking for other grant opportunities

## Bonding and Lease Payments

The town is retiring a bond for the Andover Elementary School Wing Expansion. It was \$90,000 + interest. This results in a **\$93,000** savings for the 2022-23 budget.

There currently are no other town Issued Bonds.

The town Has one remaining lease payment on the Public works Loader. This will cost **\$32,614.50** in FY 22-23. This will be the last payment on the Loader

RHAM still has a bond on the High School. However this year the bond payment

Debt Services for RHAM were assumed from the large capital renovation of the campus in 2004. Below is the schedule of debt services through 2027. Refinancing of the bonds over the years has reduced principal and interest payments. For the 2020-21 school year, the total principal and interest is \$2,560,963. The table below provides an overview of the bond debt for the district.

Fiscal Year EOY Principal Balance Principal Payment Interest Total Principal & Interest

- 2012-13 \$ 21,690,000 \$ 1,560,000 \$ 943,531 \$ 2,503,531
- 2013-14 \$ 20,075,000 \$ 1,615,000 \$ 885,006 \$ 2,500,006
- 2014-15 \$ 18,400,000 \$ 1,675,000 \$ 821,357 \$ 2,496,357
- 2015-16 \$ 16,550,000 \$ 1,855,000 \$ 681,645 \$ 2,536,645
- 2016-17 \$ 14,645,000 \$ 1,905,000 \$ 627,463 \$ 2,532,463
- 2017-18 \$ 12,260,000 \$ 2,095,000 \$ 455,136 \$ 2,550,136
- 2018-19 \$ 10,100,000 \$ 2,160,000 \$ 400,313 \$ 2,560,313
- 2019-20 \$ 7,870,000 \$ 2,230,000 \$ 330,213 \$ 2,560,213
- 2020-21 \$ 5,565,000 \$ 2,305,000 \$ 255,963 \$ 2,560,963
- 2021-22 \$ 3,180,000 \$ 2,385,000 \$ 174,138 \$ 2,559,138
- **2022-23 \$ 2,195,000 \$ 985,000 \$ 91,863 \$ 1,076,863**
- 2023-24 \$ 1,180,000 \$ 1,015,000 \$ 62,313 \$ 1,077,313
- 2024-25 \$ 795,000 \$ 385,000 \$ 36,413 \$ 421,413
- 2025-26 \$ 405,000 \$ 390,000 \$ 24,863 \$ 414,863
- 2026-27 \$ - \$ 405,000 \$ 13,163 \$ 418,163

So this year the bond payment+ interest for RHAM decreases from 2,559,138 to 1,076,863 a net savings of 1,481,825.

Andover is responsible for about 17% of this debt payment. This should result in a savings to andover of **\$252,000**

**Andover's total Bond Expenses in 2022-23 should decrease \$345,000.**

# Expenses:

## Capital Fund Requests:

A capital fund is a fund dedicated to a specific project or class of projects. These funds do not expire at the end of the year and have revenues and expenses each year. The town transitioned to using capital funds two years ago to smooth out the annual costs associated with large projects and expenditures. The Capital Funds are generally developed by forecasting 10-15 years of expenses and then determining what yearly contributions are needed to meet the long-term needs.

## Capital Funds Allocation for 2022-2023 Budget Season

Fund	2020-21	Amount	2021-22	2021-22	2022-23	Current balance
	Proposed	2020-21 Funded Adjusted	Proposed	funded	Proposed	
Public Works Capital Equipment***	110,000	350,000	110,000	100,000	115,000	29205
Fire Engine fund	100,000	50,000	100,000	60,000	100,000	40380
Building Maintenance	100,000	60,000	60,000	40,000	60,000	98384
Multi Use building fund	181,000	0	50,000	50,000	0	498202
Bunker Hill Bridge Replacement**	250,000	160,000	120,000	120,000	120,000	278096
Bridge and Culvert fund	160,000	60,000	100,000	90,000	100,000	127225
Tree Fund	100,000	75,000**	75,000	50,000	75,000	18055
Roadwork fund	400,000	350,000**	300,000	290,000	300,000	148789
Town Aid road*	193,000	193,000	193,000	193,000	193,000	94450
Reval	16,500	16,500	16,500	16,500	16,500	10520
POCD implementation fund	5,000	5,000	5,000	5,000	5,000	
*Note						

\*Town Aid Road funds directly from State of Connecticut will be combined this year into the roadwork fund instead of accounting for it separately

## Additional Funding Sources

Updated November 2021 EA

**LOTICIP:** Currently \$112,958, around March 15<sup>th</sup> will probably have an additional \$28,000 added to fund. This will net ~\$141,000 when we get the next allotment available in March 2022.

**STEAP Grant:** Town of Andover has a \$128,500 grant to help pay for road reconstruction this year.

## Capital Funding Details

### Public Works Capital Equipment Fund:

This is based off of the PW 15-year capital equipment plan and replacement schedule. This is the average capital equipment costs for the department. See the Public Works Capital Plan for details.

IN 2021-22 PW purchased/competed the following:

1. rust repair of plow truck #3 (2004 International) ~8K instead of dump body replacement ~40K.
2. Small Excavator \$96,135
3. Plate compactor \$9,500 Used

### Fire Department Engine Fund:

Although this is called the engine fund, this covers the capital requirements for the public works department. This is based off of the Fire Departments 15-year capital plan. As presented to CIP approximately 70,000\$ in expenses anticipated in 2021-22 budget to utilize funding available in current budget.

1. Replacement of the jaws of life set up,
2. turn out gear washer/ dryer,

The Fire Department anticipates spending approximately \$70,000 to replace the SCBA air compressor and building up the fund to eventually replace a 1991 Engine Tanker truck and a 1998 Heavy Rescue truck with a single Rescue/Tanker combo Vehicle.

### Building Maintenance:

As of 2020-21 budget season, the town implemented a single building maintenance fund to cover all larger scale building maintenance projects. Our current maintenance and upgrade backlog is in excess of \$200,000 so allocating 60,000 per year is appropriate. BOS voted to reduce this to \$40,000 for 2021-22. The town was able to supplement this with \$44,000 covid relief funding reallocated from public safety.

### 2021-22 Completed Projects

1. Electrical and plumbing work at veteran's monument park total cost to town of \$26,000
  - a. Re do electrical to supply power from existing meter in museum
  - b. Low voltage lights
  - c. Sprinkler system
  - d. Reroute water from upper well trench to sprinkler system
  - e. Install sand filter and backflow preventer and blow out and drainback valves.
2. Fire Alarm upgrades and change to new monitoring system
  - a. Test Monitor and repair town hall, fire dept, library and public works bldg., and AES
3. New door for transfer station blue building

Updated November 2021 EA

4. add personnel door in rear of public works building.
5. Concrete work for public works Pour new slab.
6. Redo Gutter at town hall
7. Re do downspout at town hall to reduce mold buildup in troopers' office
8. Maintenance of hydronic system for town hall building to get more even heat distribution.
9. Electrical work at public works
10. Remove oil tank for animal control facility and re plum from main tank in public works
11. Gazebo- electrical upgrade and light fixture, power wash and repaint, remove shrubbery from front of building.

### **Town Hall Anticipated Projects**

12. Electrical Replace the stabloc electrical panel with a 40-place electrical panel and reconfigure the circuits on the backup power
  - a. The location of the existing stabloc panel is not large enough for a 40 circuit GE series panel to match existing equipment even with the oil fill lines removed. We could use a 30-circuit panel and another sub panel if needed
  - b. Reconfigure the circuits that are on backup power
  - c. Alternatively, we are back to moving to an alternate location
  - d. We would need to remove all the telephone wiring from this location
13. HVAC Goal is even heat distribution in the building
  - a. Reroute the fresh air intake for the existing boiler which does not meet code
14. Oil Storage Replace existing oil tank and fill pipe with larger capacity tank.
  - a. two common suppliers today Roth and Granby. He does not like Granby tanks but will see if they have a larger one that will fit as well as look at the option for Roth. Dual tanks will not fit in that location and have code clearance to the boiler
  - b. Replace fill lines. Only code compliant option is to use the opening where the window used to be. This would avoid all the electrical equipment.
15. Masonry Redo Masonry Block and Brick the old window opening
  - a. Reach out to MG masonry for a cost estimate for that.
  - b. Must be blocked in per code so we can reroute the fill pipes. \$1400
16. VOIP Evaluate and move phone wiring and potentially relocate fiber optic equipment
  - a. Quote from granite
  - b. Quote from IP genie
  - c. Getting other estimates from other options via South Windsor.
  - d. Remove existing telephone wiring after transition to VOIP
17. electrical work \$8,500 quote from Lenco,

### **Other Projects Anticipated**

1. Replace roof on public works cold Storage ~\$20K,
2. Address roof leak in cold storage sign area,
3. repoint public works main building out for multiple quotes,
4. salt storage shed metal wall repair and address concrete spalling.

Updated November 2021 EA



5. Library Chimney cap water leaking between brick and liner, needs the upper Brick from the roofline up removed to repair
6. Generator for Public works (current generator is from 1969),

**Multi Use Building Fund:**

This fund was set up for the building of a senior/ community center. Currently it has a balance of \$447k with an anticipated construction cost of a new Center in excess of 1,000,000.

Town has contracted with **BSC group** for survey and sitework design for the new center, as well as an architectural firm **Moser Pilon Nelson, Architects,**

**Bunker Hill Bridge Replacement:**

The replacement of the bunker hill bridge is critical It is rated as a 3 structurally at the last DOT inspection and will likely be unusable in the near future. The town of Andover is using a federal bridge replacement program that pays for 80% of the total costs along with a special Connecticut DOT Design program which pays for 20% of the design costs. The town will still have to contribute around \$400,000 to the total cost of the replacement. We will have firmer estimates for total costs after design is complete. We are assuming that construction will start April of 2022. \$160,000 has already been allocated for this and we are recommending that we add an additional \$120,00 to the fund in the 2020-23 budget cycle. This budget cycle should complete the funding for this project. Starting the 2023-24 cycle we start putting money aside to replace the Long Hill Rd Bridge.

**Bridge and Culvert Fund:**

The Town of Andover has 8 large culverts that are structurally deficient based on a survey by Yantic River consultants. Of these 2 are in critical condition, one on Hutchinson Rd and one on Lake Road near Basola Rd. Currently we have contracted for the survey and wetlands flagging as well as preliminary design for the Hutchinson Rd Culvert replacement. We currently have \$60,000 in the fund and propose to add \$100,000 in this budget cycle. We will hope to complete the Hutchinson Rd culvert with this funding and in the 2022-23 budget cycle begin design work on the Lake Road Culvert replacement. This culvert will require us using the State Local bridge program with a 50% state match of funds. So with allocating 100,000 per year we can potentially replace this one in 2024-25 budget year.

**Roadwork Fund:**

The recommendation based on the pavement management plan is to allocate \$300,000 to the pavement management fund. This will be leveraged by adding \$193,000 from the state grant town aid road fund as well as a \$128,000 STEAP grant for the rehabilitation of parts of Long Hill Rd and Shoddy Mill Rd. Roughly 50% of available funds will be spent on Preservation and the rest on repaving/ reconstruction.

**Tree Fund:**

\$50,000 2020-21 year the town initially funded \$50,000 into the tree removal fund. The Board of Finance was able to add an additional \$25,000 to the fund from surplus, and in 2 budget cycles the town has removed removed approximately 1500 dead trees from the town roadway right of ways. Partly this has been done in cooperation with Eversource as a collaboration.

2022-23 the town will continue to concentrate on the roads with the highest concentration of dead ash and oak trees, this gives us the greatest bang for the buck. Since the ash have been dead longer and are more brittle, the cost per tree for removing them has increased since the process is slower. We will again be reserving some money to deal with the worst individual trees.

**Assessor's Revaluation:**

The town is required by law to conduct a revaluation of all property in the town of Andover. This is expensive and the town contributes to the cost of revaluation yearly so there is no sudden budget increase.

**POCD Implementation Fund:**

By state law the town of Andover must complete a *Comprehensive Plan of Conservation and Development* every 10 years. By contributing \$5,000 yearly to the fund it is fully funded when required. This year the Planning and Zoning Commission will also need to hire a consultant to help prepare an **affordable housing plan** which is now required by state Law. This will be paid for by a grant the town wrote and recieved.

**Senior Transportation Fund**

The Town is suggesting that we set up a new fund for senior transportation capital needs. If we set aside 10,000 per year and continue to get state grant funding for handicap vehicle replacement, this should be sufficient.

## Personnel Costs

Wages Other than Capital expenses, wages and benefits are the largest expense in the town Budget. By Charter, the Board of selectman determine the wages for all non-elected employees. The Board of Finance determine the wages for elected officials, however the Board of Selectman usually make recommendations for this.

### Benefits

FICA is Social Security and Medicare contributions. The town pays 7.65% of an employee salary for this.

Health Care The town of andover is part of the RHAM health care consortium and is self-insuring through Anthem blue cross. Employees that are full time are eligible for coverage for themselves and family members. Employees that are Part time at least 20 hours per week are eligible for coverage for themselves.

Retirement The town participates in MERF, a state run defined Benefits plan. The town contributes XXX of salary per year and the employee contributes XXX. This is for full time and permanent part time employees working over 20 hours per week.

Union employees The town currently has two different unions representing a total of 9 employees. These employees are governed by contracts which are typically 3-4 years in duration.

MEIU contract runs from July 1 2021-July 2024 and will be finalized shortly

AFSCME contract runs from July 1 2022- July 2024 and is up for negotiation this spring

## Outside Services

Because Andover is a small town it is not cost efficient for us to have our own Staff perform all the tasks we are required to have. In most states, these functions would be done at the county level, but since Connecticut does not have county governments, this is not an option. We use Shared Services with other towns and entities to cover these gaps. These are some of the outside services we use

Name	Function	Cost annually
CT State Police	Resident State Trooper	
AHM Youth Services	Youth service Bureau	
Eastern Highland Health District	Health Services for town	
Hebron Parks and Rec	Athletic field maintenance	
Bolton Building Office	Building Official Services	
Tolland dispatch center	911 dispatch for fire/ambulance/police	
NECCOG	Animal control Officer and Kennel	
South Windsor IT Dept	IT and Network Support for Town Hall	
Northeast Recycling Center	Hazardous waste, tires, oil, etc. recycling	
Dennis O'Brien	Town Attorney	
Other Law firms	Specialized legal council	
Yantic River consultants	Town engineer	
Town of Colombia	Fire Marshal and Assistant	
Mahoney Sable	Town+ AES Auditor	
Willimantic Waste	Trash and Bulky Waste Removal	
Vision Gvt Solutions	Assessor and Tax collector software provider	

## Appendix - Capital Plans

- Andover Town Buildings and Properties
- Public Works Equipment
- Andover Fire Department Equipment
- Senior Transportation
- Roadwork Plan

## Buildings and Properties

### Andover owns the following Major Buildings and Structures:

1. Andover Elementary School at 35 School Road
2. Andover Town Hall at 17 School Road
3. Andover Fire Department at 11 School Road
4. Andover Public Library at 355 Route 6
5. Andover Public Works Building at 12 Long Hill Road
6. Andover Senior Center/Old Fire Station at 15 Center Street
7. Andover Transfer Station Facility at 155 Shoddy Mill Road
8. Museum of Andover History (Old Town Hall) at 1 Monument Lane

### Condition Scale 1-10

#### Building Scoring:

8-10

They are in excellent condition and shall receive only annual preventive maintenance.

5-7

They have deficiency's that should be resolved as time and money is available. Should have money set aside to renovate and bring up to acceptable standard.

3-4

They are in deteriorating condition should be a priority for immediate repair or at a minimum should be stabilized to prevent further deterioration.

0-2

They are considered to be past their service life and the cost of renovation exceeds their value. Properties should be demolished and replaced.

# 1. Andover Elementary School at 35 School Rd

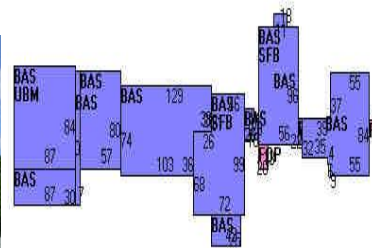
## History, Features, Deficiencies:

- The original wing of AES was built in 1940’s to replace a one-room schoolhouse that is no longer town property. The school was expanded in the 1956s, and again in 1967.
- A gymnasium was added in the 1980’s and it was further expanded in the early 2000’s.
- A new roof was put on in 2017 and the building is currently in excellent shape. It is a mix of flat epdm roof, and asphalt shingled sloped roof.
- It is 52,000 sf, and has Oil Heat. Some areas of the school have AC.
- The building has a replacement cost of 9 million dollars. Current capacity ~ 470 children. Actual occupancy is 180 students. Current Needs and Upcoming Projects:

In 2021-22 the school commissioned work on the air handling system to add ventilation to some classrooms along with ductless split Ac systems

The school also constructed an outdoor classroom with grant funds.

**Current Condition = 9**



## 2. Andover Town Hall at 17 School Road

### History, Features, Deficiencies:

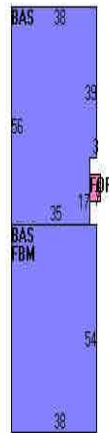
- Main administrative building for Town of Andover. Oil Heat, Central AC for Community Room. Main building offices have older through wall AC Units 6,200 SF.
- The building was originally built in 1960's with an addition of a Community/Meeting Room in 2006. Asphalt shingled roof is 12 years old. Main building has homosote roof decking over 4x10 beams. With a secondary roof over it with a ~5/12 pitch roof.
- Walls are CMU with brick facings. Walls have poor thermal characteristics. Ceilings are OK with unknown insulation, but looks okay on thermal imager.
- Heating system of the main building is a system 2000 oil boiler, DHW is an electric unit.
- The community room/side entrance has a Carrier, oil fired furnace and AC unit.
- Cramped working environment, poor climate control and energy efficiency. Includes poor AC in main building. Cramped size for number of employees that work there. Good Candidate for Ductless Split AC/ Heatpump systems. Initial estimate for ductless heat pump install is approximately \$65,000 (Quote from Nutmeg Mechanical).
- Bike Rack installed at main entrance in the summer of 2019.
- Gutter on front entrance needs to be reset, as it was installed out of level and functions poorly.
- Parking lot crack sealed and fog sealed 2019.
- Some electrical work conducted in 2019-20.
- Fire alarms tested and repaired 2020-21 changed to cellular monitoring

### Current Needs and Upcoming Projects:

1. No capital expenditure in 2021-2 due to potential future addition of Community Center. It is anticipated that in Fall 2020 the town will replace the roof on the Town Gazebo. Initial cost estimates ~ 5000 from Klotter Farms, the original manufacturer. Adrian Mandeville wants to do this as a community project Spring 2022
2. Electrical Replace the stabloc electrical panel with a 40-place electrical panel and reconfigure the circuits on the back up power
  - a. The location of the existing stabloc panel is not large enough for a 40 circuit GE series panel to match existing equipment even with the oil fill lines removed. We could use a 30-circuit panel and another sub panel if needed
  - b. Reconfigure the circuits that are on backup power
  - c. Alternatively, we are back to moving to an alternate location
  - d. We would need to remove all the telephone wiring from this location
3. HVAC Goal is even heat distribution in the building
  - a. Reroute the fresh air intake for the existing boiler which does not meet code
4. Oil Storage Replace existing oil tank and fill pipe with larger capacity tank.
  - a. Two common suppliers today Roth and Granby. He does not like Granby tanks but will see if they have a larger one that will fit as well as look at the option for Roth. Dual tanks will not fit in that location and have code clearance to the boiler
  - b. Replace fill lines. Only code compliant option is to use the opening where the window used to be. This would avoid all the electrical equipment.
5. Masonry Redo Masonry Block and Brick the old window opening

- a. Reach out to MG masonry for a cost estimate for that.
  - b. Must be blocked in per code so we can reroute the fill pipes. \$1400
6. VOIP update to phone system
  - a. Quote from granite
  - b. Getting other estimates from other options via South Windsor.
  - c. Remove existing telephone wiring after transition to VOIP
7. After extended power outage from Storm in August of 2020, electrical work will need to be done to the Town Hall based on deficiency's found:
8. Main Service panel #2 is an old Stabloc, panel needs replacement. Server Room Plugs need to be on the back-up system. Administrator/s office Lighting needs to be backed up. Multiple plugs for AC units need work. We still need to try to address whole building backup including the Community Room.
9. We need to build an exterior potable water setup for the Town Hall and possibly other locations.
10. We need to build 2-3 charging stations that we can install on the outside of the building that are backed up.

**Current Condition = 6**



**3. Andover Fire Station at 11 School Road**

History, Features, Deficiencies:

- Built in 1990 to replace old firehouse.
- 9,600 sf masonry construction asphalt shingled roof.
- Converted to Propane heat in 2020.
- Overall condition excellent.
- Appraised at 1.3 million dollars.
- Fire alarms tested and repaired 2020-21 changed to cellular monitoring

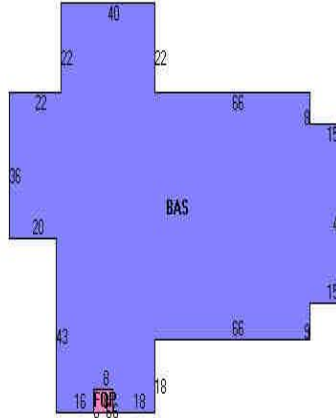


- Storage Shed Added to Property

Current Needs and Upcoming Projects:

- HVAC Compressor and Air Handler for Main Buildings 2022-3
- Upgrade to VOIP planned for winter 2021
- Replacement of 3 through wall heat pumps with a ductless split system

**Current Condition = 9 \*No current requirements**



**4. Andover Public Library at 355 Route 6**

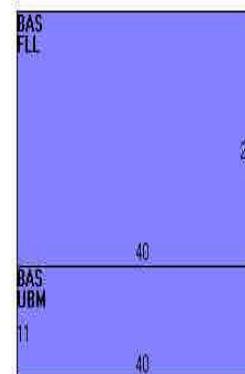
History, Features, Deficiencies:

- Originally built in 1927, masonry construction.
- New Roof- asphalt shingles/ gutters/ windows.
- Landscaping last 5 years
- 2400 SF usable space- 1400 sf first floor 1000 sf finished basement
- NEW painted library mural on back-side of the building, by local artist Sara Walling.
- NEW brick patio with donation funded bricks by friends of the library.

Current Needs and Upcoming Projects:

- Walkway along Long Hill Rd to connect to new signalized exchange crosswalk to library and cross Route 6.
- Installation of a Bike Rack.
- Construction is started on Connectivity Grant project to fund improvements. As part of the Connectivity Grant, the front steps will be replaced, and a handicapped ramp installed with new decorative railing and access pathway. The Millstone shall be removed and sent to the andover museum
- Building needs updated internet connectivity
- Replacement of the Upper section of the chimney.

**Current Condition = 8**



## 5. Andover Public Works Building at 12 Long Hill Road

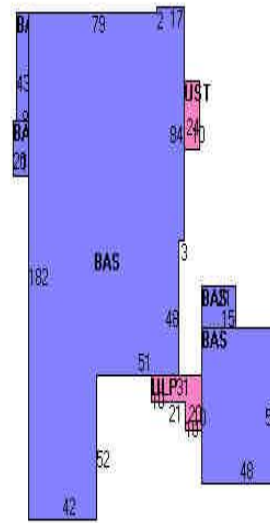
### History, Features, Deficiencies:

- Originally built in 1850's, as a paper mill and later a textile factory. Purchased in 1967 for the Public Works department.
- 18,000 square ft roofline was modified in 1975 by increasing the pitch on the main building. Main roof was shingled in 1975. Parts of the building are flat roof.
- Reroofing of the entire main garage building was completed in Fall 2019.
- Spring 2020 major interior cleaning was done, and a complete relighting project. Most of the electrical code violations have been addressed.
- Work to bring Fire Alarm systems up to code is soon to be done
- One interior slab repoured to bring to level grade
- Parking area is shimmed and chipsealed
- Part of the walls on the main bay painted
- 

### Current Needs and Upcoming Projects:

- VOIP upgrade coordinated with other buildings
- Cold Storage Building will still need the roof replaced/ part EPDM and part shingled in poor condition. CMU block of cold storage building needs repointing also. Est ~20,000 to complete
- Exterior pointing of brickwork is necessary to prevent further deterioration
- Exterior gutter system needed to keep water away from building walls
- Salt Shed needs repair due to corrosion
- Longer term after repointing consider exterior cladding and insulation for the building
- Electrical work to correct low voltage problem- addition of a new sub panel and limited rewiring.
- New floor covering in main office and repaint office area
- Replace HVAC system in office area with Heat pump
- Replace 51 year old generator
- Consideration should be made for a Standalone Steel Building to house the vehicles for the Andover Seniors if they get displaced from the current location. Building will need power connection to plug in vehicles during winter months.

**Current Condition = 5**



## 6. Andover Senior Center/Old Fire Station at 15 Center Street

### History, Features, Deficiencies:

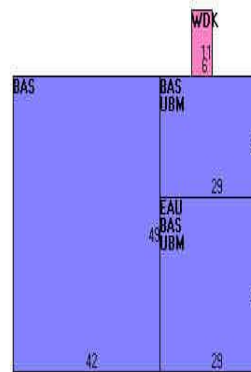
This building was built originally in 1880's. The town purchased the building in 1937 for use as a fire station. It was in use as a fire station until the 1980's when a new one was built. The building was then repurposed as the senior center and meeting space. The main floor is 1500 SFT with approximately 2000 sf of basement garage area. The basement was used to store the Senior transportation vehicles. Basement contains 4 bays for vehicles. The main structure a cape style asphalt shingled roof building, with an additional section of flat roof over garage space.

### Current Needs and Upcoming Projects:

- Building has reached the end of its life expectancy. Multiple roof leaks on the lower flat roofs. There is extensive mold in the basement and many people complain of respiratory distress using the upper meeting area. The building has a pest problem with both mice and bats. The basement is used for parking vehicles, but the Gypsum fire barrier between the garage and living area is not intact- this is a fire code violation.
- Costs to renovate, and perform mold remediation exceed the true value of the structure. At a minimum bringing it up to reasonable function would require:
  - mold remediation,
  - foundation excavation and damp proofing,
  - add proper footing drains,
  - Install up-grade curtain drain.
  - All drains led to the stormwater system- requires a cut across Center Street
  - Replacement of gutter and downspouts and tied into drain system
  - Replacement of the Flat EPDM roof
  - Replace the insulation between basement and first floor
  - Reinstall Drywall on basement ceiling (firecode) use paperless drywall

- Add Supplemental dehumidification to basement
  - The functions of the current building should be transferred to other town buildings and the costs for demolition included in 2022-3 CIP budget.
- \*

**Current Condition = 1**



**7. Andover Transfer Station Office at 155 Shoddy Mill Rd**

History, Features, Deficiencies:

- The Andover Transfer Station had been in need of substantial rebuilding. This began in 2019 by replacing the walls on the side that has the open dumpsters for Bulky Waste. This project includes:
  - Complete rework of the electrical system at the transfer station including changing to a rotary phase converter located in the blue shed
  - Removal of old overhead electrical lines
  - Replacement of side walls on both sides
  - Repair and replacement of 4 concrete pads for the compactors
  - Concrete floor in the new building
  - Add a new double Catchbasin at the base of hill in front of recycling shed
  - Reclaim existing pavement, regrade and repave ~ 22,500 SF of surface area
  - Replacement of the operators shed with a new prefab building with a porch. Insulate and condition the space.
  - Replace the main garage door on the blue building

Current Needs and Upcoming Projects:

Remove fenced in area for recycling and transfer to the brown building Transfer tire recycling to the blue building

**Current Condition = 9**

## 8. Museum of Andover History (Old Town Hall) at 1 Monument Lane

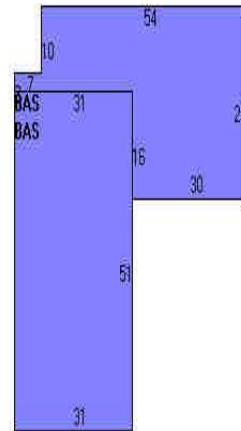
### History, Features, Deficiencies:

- Originally built in 1890's as Andover's Town Hall. Currently in use as a Museum of Andover History.
- Property is also used as a trailhead for the Rail Trail In the last few years.
- There has been tree removal as well as landscaping.
- The upper roof is asphalt shingle and was completed within the last 5 years. The lower roof was replaced 2021 with a low pitch EPDM.
- Electrical work to power the monument from the town hall completed fall 2021
- Some landscaping removed
- Low voltage decorative lighting installed front of building

### Current Needs and Upcoming Projects:

- Replace old exterior oil tank with double wall Roth tank
- The town is seeking a grant for siding replacement. The town is also looking into replacing the front door.
- There is a drilled well that has been made available for watering for landscaping purposes.
- This building has no septic system, and has a porta-potty . One alternative would be to add a Clivus Mulstrand composting toilet in an outside building as a long-term solution. This would also serve as a resource for the Hop River Rail Trail.
- The building also needs interior painting.
- Efforts should be made to evaluate the humidity control for the building, since it is used for historic preservation.

**Current Condition = 7**



## 9. Community/ Senior Center:

### History, Features, Deficiencies:

- a. The Town of Andover recognizes the need for a new Community/Senior Center. An initial attempt to repurpose part of the elementary school building to this effect was rejected by the community. A town committee has been formed as the Community Senior Center Building Committee to examine options for a community center.
- b. A Engineering firm and an architectural firm have been contracted for preliminary drawing for a community center Co-Located Near the Town Hall
- c. Town has funds set aside for this and will consider using arp funds for its completion.

## 2022-23 Capital Equipment Planning for Public Works

### Purchasing Summary:

#### 2018-19

1. Wheeled Loader to replace larger backhoe

#### In 2019-20

1. F250 plow truck with lift gate replaced older F250
2. Peterbuilt Plow truck- replaced 1996 plow truck

#### In 2020-21

1. A Material spreader –
2. A blower for the Steiner tractor
3. A 2010 pelican wheeled sweeper- the town elected to purchase a 10 year old used pelican 3 wheeled sweeper for approx. 70,000
4. F550 mason dump Pick up replaced a 2005 F 550 pickup blew an engine

#### In 2021-2022

1. A smaller excavator for approx. \$96,000
2. A (lightly used Plate compactor \$9,500
3. Additionally the town repaired the 2005 International plow truck Major body welding and repair as an alternate to replacing the dump body Much less expensive.

### Capital Plan

If we do a 4 year look back of what equipment Public works had and what the remaining service life was, we can see that the capital modernization plan is working. We have gotten rid a lot of the equipment that was the most maintenance intensive. We are selectively changing equipment types for more functional gear.



<b>Fall 2018 Vehicle type</b>	<b>Age in 2018</b>	<b>Expected Lifespan</b>	<b>age/lifespan</b>
F250 or equivalent	14.0	8.0	<b>1.8</b>
f550 + dump body or equivalent	10.0	8.0	<b>1.3</b>
Plow truck#1	4.0	15.0	<b>0.3</b>
Plow truck #2	13.0	15.0	<b>0.9</b>
Plow truck #3	20.0	15.0	<b>1.3</b>
Backhoe loader #1	13.0	15.0	<b>0.9</b>
Backhoe loader #2 *	24.0	15.0	<b>1.6</b>
Road Sweeper	36.0	20.0	<b>1.8</b>
Roadside mower with Flail boom mower	19.0	20.0	<b>1.0</b>
Equipment trailer	36.0	25.0	<b>1.4</b>
Equipment trailer	39.0	25.0	<b>1.6</b>
Chipper	20.0	15.0	<b>1.3</b>
Bulldozer*	43.0	20.0	<b>2.2</b>
Roller *	36.0	20.0	<b>1.8</b>
Overall equipment	23.4		<b>1.4</b>
Small Trucks	12.0		<b>1.5</b>
Plow Trucks	12.3		<b>0.8</b>
Heavy Equipment	29.6		<b>1.5</b>

<b>Fall 2019 Equipment</b>	<b>Age in</b>	<b>Expected</b>	
<b>Vehicle type</b>	<b>2019</b>	<b>Lifespan</b>	<b>age/lifespan</b>
F250 or equivalent	0.1	8.0	<b>0.0</b>
f550 + dump body or equivalent	11.0	10.0	<b>1.1</b>
Plow truck#1	0.1	15.0	<b>0.0</b>
Plow truck #2	5.0	15.0	<b>0.3</b>
Plow truck #3	14.0	15.0	<b>0.9</b>
Backhoe loader #1	14.0	15.0	<b>0.9</b>
Wheeled Loader	1.0	15.0	<b>0.1</b>
Road Sweeper	37.0	20.0	<b>1.9</b>
Roadside mower with Flail boom mower	20.0	20.0	<b>1.0</b>
Equipment trailer	37.0	25.0	<b>1.5</b>
Equipment trailer	40.0	25.0	<b>1.6</b>
Chipper	21.0	15.0	<b>1.4</b>
Roller *	37.0	20.0	<b>1.9</b>
Overall equipment	<b>18.2</b>		<b>1.0</b>
Small Trucks	<b>5.6</b>		<b>0.6</b>
Plow Trucks	<b>6.4</b>		<b>0.4</b>
Heavy Equipment	<b>25.9</b>		<b>1.3</b>

<b>Fall 2020 Equipment</b>	<b>Age in</b>	<b>Expected</b>	
<b>Vehicle type</b>	<b>2020</b>	<b>Lifespan</b>	<b>age/lifespan</b>
F250 or equivalent	1.1	8.0	0.1
f550 + dump body or equivalent	12.0	10.0	1.2
Plow truck#1	1.1	15.0	0.1
Plow truck #2	6.0	15.0	0.4
Plow truck #3	15.0	15.0	1.0
Plow truck#4 emerg spare	23.0	15.0	1.5
Backhoe loader #1	15.0	15.0	1.0
Wheeled Loader	2.0	15.0	0.1
Road Sweeper	38.0	20.0	1.9
Roadside mower with Flail boom mower	21.0	20.0	1.1
Equipment trailer	38.0	25.0	1.5
Equipment trailer	41.0	25.0	1.6
Chipper	22.0	15.0	1.5
Hot box on trailer		22.0	
<b>Overall equipment</b>	<b>18.1</b>		<b>1.0</b>
Small Trucks	<b>6.6</b>		<b>0.7</b>
Plow Trucks	<b>7.4</b>		<b>0.5</b>
Heavy Equipment	<b>25.3</b>		<b>1.2</b>

<b>Fall 2021 Equipment</b>	<b>Age in</b>	<b>Expected</b>	
<b>Vehicle type</b>	<b>2021</b>	<b>Lifespan</b>	<b>age/lifespan</b>
F250 or equivalent	2.2	8.0	<b>0.3</b>
f550 + dump body or equivalent	1.0	10.0	<b>0.1</b>
Plow truck#1	2.0	15.0	<b>0.1</b>
Plow truck #2	7.0	15.0	<b>0.5</b>
Plow truck #3	16.0	15.0	<b>1.1</b>
Plow truck#4 emerg spare	24.0	15.0	<b>1.6</b>
Backhoe loader #1	16.0	15.0	<b>1.1</b>
Wheeled Loader	3.0	15.0	<b>0.2</b>
Road Sweeper	12.0	20.0	<b>0.6</b>
Roadside mower with Flail boom mower	22.0	20.0	<b>1.1</b>
Equipment trailer	39.0	25.0	<b>1.6</b>
Equipment trailer	42.0	25.0	<b>1.7</b>
Chipper	23.0	15.0	<b>1.5</b>
excavator	0.1	22.0	<b>0.0</b>
<b>Overall equipment</b>	<b>15.0</b>		<b>0.8</b>
Small Trucks	<b>1.6</b>		<b>0.2</b>
Plow Trucks	<b>8.3</b>		<b>0.6</b>
Heavy Equipment	<b>19.6</b>		<b>1.0</b>

## 2021-22 Capital Equipment plan

Year	Purchase	Est cost
2018	-3 Plow Truck with Sander (6-8 MO lead time)	195,000
2019	-2 Wheeled Loader and F250 truck	175,000
<b>2020</b>	<b>-1 Material spreader and blower for Steiner Tractor</b>	<b>17,000</b>
2021	0 Dump body repair, Asphalt hot box and sweeper**	320,000
2022	1 F550 Pickup with dump body and plow, Equipment trailer	80,000
2023	2 Plow Truck with Sander (6-8 MO lead time)	195,000
2024	3 Backhoe/ loader	90,000
2025	4 Tracked Skid Steerer	75,000
2026	5 Roadside mower with boom flail mower	95,000
2027	6 F250 truck	40,000
2028	7 Plow Truck with Sander (6-8 MO lead time)	195,000
2029	8 Chipper, Dump body for plow truck	90,000
2030	9 F550 Pickup with dump body	50,000
2031	10 Vibrating Roller	30,000
2032	11 Equipment trailer	25,000
2033	12 Plow Truck with Sander (6-8 MO lead time)	195,000
2034	13 Road/trail Mower- 4' sidebar flail+ rear mower	80,000
2035	14 Wheeled Loader	140,000
2036	15 F250 truck	40,000
Yearly average capital costs		<b>106,222</b>
total 15 year capital equipment costs		<b>1,630,000</b>

## 2022-23 Capital Equipment plan

Year	Purchase	Est cost	
2018	-4	Plow Truck with Sander (6-8 MO lead time)	195,000
2019	-3	Wheeled Loader and F250 truck	175,000
<b>2020</b>	-2	Sweeper, Material spreader and blower for Steiner Tractor, F550 mason dump	<b>145,000</b>
2021	-1	Dump body repair, Excavator, plate compactor	115,000
2022	0	Wheeled Skid Steerer, Industrial snowblower	90,000
2023	1	Plow Truck with Sander (6-8 MO lead time)	210,000
2024	2	Large Equipment trailer, electric F150 pick up	80,000
2025	3	Narrow Road/trail Mower- 4' sidebar flail+ rear mower	90000
2026	4	WoodChipper,	70,000
2027	5	F250 electric truck vibrating roller	90,000
2028	6	Plow Truck with Sander (6-8 MO lead time)	215,000
2029	7	Backhoe/ loader	110,000
2030	8	F550 Pickup with mason dump body+ plow	60,000
2031	9	Roadside mower with boom flail mower	95,000
2032	10	Small Equipment trailer electric F150	75,000
2033	11	Plow Truck with Sander (6-8 MO lead time)	220,000
2034	12	Road/trail Mower- 4' sidebar flail+ rear mower	95000
2035	13	Wheeled Loader	140,000
2036	14	F250 electric truck	60000
2037	15		
Yearly average capital costs			<b>113,333</b>
total 15 year capital equipment costs			<b>1,700,000</b>

### 2022 expected Purchases

1. Small narrow skid steerer with forks and bucket, with optional grapple for brush pickup, as well as a snow auger if we end up plowing 8-10 ft wide multiuse trails, and potentially a post auger.
2. Purchase of a walk behind industrial now blower to deal with the initial sidewalks installed near the library

### Assumptions:

1. Inflation will be more of an issue going forward than it has in the past.

2. Town will build and maintain additional sidewalks and multi-use trails requiring equipment to efficiently clear them. Will use a combination of walk behind snow blower and the wheeled skid steerer with auger
3. Electric trucks will become the norm over this period of time, starting with the smallest trucks and Public works will need charging apparatus to deal with it.

## **Andover Fire Department Capital Plan**

**(Insert Current Plan)**



## Senior Transportation Capital Plan

Currently the town owns two (2) vehicles for senior transportation

1. 2002 20-passenger plus one wheelchair capability diesel bus with Braun Ramp (odometer has approximately 44,000 plus miles)
2. 2014 5-passenger Dodge caravan with Liftgate (odometer has approximately 51,000 plus miles)

A 2017 12-passenger bus plus one wheelchair capability with Braun Ramp is currently owned by the Department of Transportation and in November 2022 will belong to the town of Andover. (odometer has approximately 19,000 plus miles)

The town of Andover currently provides around 54 to 60 hours per week of transportation services with an average of between 60 and 70 trips per month approximately 80% of the trips being medical transport of a single passenger. Most of those do not require a wheelchair though some require a walker or cane. We are currently advertising for a third driver going forward.

We also need to provide transportation to senior trips and events with a maximum of 30 transported such as the Goodspeed Opera, river cruises, etc.

Given this, our vehicle list does not match our needs and requirements. Secondly, our oldest vehicle is 20 years old and is in poor condition (It has broken down and stranded seniors on trips twice so far this year). It is also maintenance intensive and has costly repairs. Lastly, this bus requires a CDL with passenger endorsement instead of just an F endorsement like the smaller vehicles.

Our goal is to efficiently provide a range of transportation options and the desired mix of vehicles include:

- (1) 12 passenger bus with Braun Ramp (2017)
- (2) 12 passenger bus with Braun Ramp (2022)
- (3) 5 passenger Dodge caravan with liftgate (2014)
- (4) Electric car that can hold 3 non-disabled passengers

We currently have a grant in to replace the 20-passenger bus with a 12-passenger bus. This grant application has been changed this year due to the state having extra DOT money. If our grant application is accepted by May 2022 and the requested amount remains below \$76,385.00 then the state will pay 100% of the grant. If we do not get the grant, we keep the 20-passenger bus for taking seniors to weekly shopping and outside events.

I would also suggest that we purchase an electric car/SUV from the ARP funds received. Per Consumer Reports, the electric vehicle is cheaper over the long run than the equivalent gas-powered vehicle

Vehicle characteristics:

- Minimum of a 175-mile range to insure we can make 2 trips without charging and with a safety margin
- Fully recharges overnight with a level 2 charger
- Currently, there is a workable understanding with area towns who have a level 2 charger. That arrangement allows an electric vehicle from neighboring towns to recharge at their local town

hall charging station while a medical (normally 1-1 ½ hour waiting time) is in their town. Of course, this is an agreement made between the Town Administrator and/or Town Manager of each local town. Since the use of electric cars are so new to towns there is no charge at this time but always the possibility of rules changing.

- An electric vehicle would be parked at Andover town hall and charged overnight. This would eliminate using a charging station at one of our neighboring towns.
- Upright seating so it is easy to get into and out of but not too high
- Easily able to stow a walker
- Minimum total annual cost to operate over the lifetime of the vehicle
- An electric vehicle is keeping within the parameters of a safe environment

Vehicle possibilities include:

Chevy Bolt \$31,500-34,500 depending on options (Sourcewell contract through National Auto Group) 259-mile range

Kia Nero \$39,000-44,000

Hyundai Kona \$37,000-\$45,000 258-mile range

Nissan LEAF \$34,000 215-mile range

If we used ARP funding for an initial electric vehicle and then funded a senior transportation fund at approximately \$10,000 per year, the program should be self-sustaining presuming that we can continue to get state and/or federal grants to help with the purchase of senior transportation vehicles with an 80-20% grant and the 50-50% grant we receive for the annual cost of transportation services.

## Recommended Personnel Changes for 2022 Budget

### 1. Public Works- Part time Summer Helper

Goal would be a 40 hour per week helper Monday -Friday

Tasks:

- Weedwacking guardrails and sightlines
- Traffic Control for projects where we supply it
- Manual labor where we need it
- \$14.50 per hour (0.50\$ more than minimum wage) ( Is this possible in todays wage climate?)
- May 1 through sept 1 17 weeks
- ~\$10,600 We currently budget 2500, I would increase this to \$14,000

### 2. Promote Richard Began to maintainer 2

- a. He has only been a full time employee for 18 months, however he has been employed by andover since 2017 so this will be his 6<sup>th</sup> year of employment
- b. Handles most the small equipment/ engine maintenance- chainsaw weedwacker, chain sharpening
- c. Logging background Excellent skillset for tree removal and cutting- helpful for emergency work
- d. Works independently on roadside mowing and other tasks when needed
- e. Jay feels his skill set and level of performance is that of a maintainer 2

### 3. In the last budget we combined the positions of Assistant Town Clerk, and Building Department Admin This was not successful and we re split the positions. This will remain a cost adder in this year's budget. Fortunately neither of these positions requires health care

### 4. Make the Admin Assistant a full time position

Goal: 34 hour per week position Up from 19

Rational: BOS decision to emphasize Townwide communication has taken a lot of the admin assistants time. Given public sentiment that is money well spent.

### 5. Consider a part time employee- Planner/ Economic Developer Professional.

- a. See combined proposal from Jed Larson PZC chair and Elaine Bouchard- EDC chair.

### 6. Employee for senior/community development

- a. There has been interest on the part of the Board of Selectman to hire a person to run senior programing, COOL, adult programs, field scheduling etc.

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Comcast Voice Edge Price Quote

VE Location Name: Town of Andover

Service Description

<u>Managed Business Class Voice</u>	QTY	Activation Fee - NRC	Monthly Fee - MRC	Activation Fee Total	Monthly Fee Total
Unified Communication Seat - 20 seats and above (Rack Rate 34.95 per seat)	27	\$0.00	\$19.95	\$0.00	\$538.65
One installation charge for each location					
Installation - 3 Year Term Commitment (311W)	4	\$199.00	-	\$796.00	-
<b>Customer Equipment</b>					
Voice Gateway	4	\$0.00	\$9.95	\$0.00	\$39.80
Polycom VVX 311	25	\$0.00	\$3.95	\$0.00	\$0.00
Polycom VVX 450	2	\$0.00	\$5.95	\$0.00	\$11.90
			\$0.00	\$0.00	\$0.00
<b>Training Total</b>		<b>\$0.00</b>		<b>796.00</b>	<b>590.35</b>
		<b>Grand Total</b>		<b>796.00</b>	<b>590.35</b>

Special Notes

This price quotation does not constitute an offer by Comcast Business Communications, LLC to sell a service or product, but is instead an invitation to issue a purchase order to Comcast until the quotation valid date specified on this quotation. Such a purchase order will be subject to Comcast Business Communications standard agreement, procedures, terms and conditions for the acceptance of purchase orders. **This quote is valid for 30 days.**



*Isn't it time your business  
was Custom(er) Fit™?*

Proposal For:  
**TOWN OF ANDOVER**

09/29/2021 Quote Number: **00034758**



John McDonald

**Phone:**

**Mobile:**

**Email:** [john.mcdonald@ftr.com](mailto:john.mcdonald@ftr.com)

**Quote Number: 00034758**

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**Frontier Business**

401 Merritt 7, Norwalk, CT 06851 | [business.frontier.com](http://business.frontier.com)

## Why you should partner with Frontier

Frontier (NASDAQ: FTR) is more than a technology and communications provider — we're also your partner. We work closely with you to solve real business problems and enhance the way you operate through resources including:

- Flexible equipment options (premise-based, cloud, managed, or hybrid configurations)
- Dedicated enterprise support when you need it most
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- Cost-effective plans to make the most of every dollar
- Secure connections and compliant data storage to protect vital information
- Multisite solutions to seamlessly link different locations
- Strong partnerships with industry-leading equipment manufacturers and specialty solutions providers
- Financing options available to protect your investment against obsolescence, while tailoring your payment scenario to fit your budget

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- VoIP (hosted and premise based)
- Communications & Network Equipment
- Optical Transport Services
- Social Media Marketing
- Audio, Web & Video Conferencing
- Wireless Data Access/Wi-Fi
- Business Continuity Solutions
- Business High-Speed Internet
- Local & Long-Distance Service
- Managed Services
- Internet & Data Security

### Frontier Provides

- State-of-the-art Network
- 24/7 expert tech support
- 100% U.S.-based workforce
- Global Capabilities
- Customized Solutions
- Comprehensive Product Portfolio
- Dedicated Account Executive

John McDonald has created a custom-designed plan based on your needs and budget all backed by our 24/7 expert technical support. Plus, we monitor the Frontier network to ensure that your business communications run without interruption. It's all part of our dedication to helping you succeed.

**Quote Number: 00034758**

## Situation Analysis

Your company's current communications capabilities include:

Based on what we learned from you, your immediate and future communications needs are:

## Executive Summary

Our team of Business Specialists is dedicated to gaining a full understanding of your capabilities and challenges. That way, we can custom-tailor a solution that meets your needs and gives you the confidence to move forward.

Our recommendations based on the needs defined above include:

Service Term : 36 Months

Service Location: 17 School Road, Andover, CT 06232

Ethernet Service Description	Quantity	MRC	NRC
<u>UCF Executive</u>	14	\$251.86	\$0.00
<u>UCF Basic</u>	1	\$12.50	\$0.00
<u>UCF Yearlnk T53W</u>	14	\$77.00	\$0.00
<u>UCF Yearlnk CP930WP</u>	1	\$17.50	\$0.00
<u>UCF E911 Additional Site Listing</u>	1	\$0.00	\$0.00
<u>UCF Premium Auto Attendant</u>	1	\$0.00	\$0.00

Service Location: 11 School Road, Andover, CT 06232

Ethernet Service Description	Quantity	MRC	NRC
<u>UCF Executive</u>	6	\$107.94	\$0.00
<u>UCF Yearlnk T54W</u>	6	\$45.00	\$0.00
<u>UCF Premium Auto Attendant</u>	1	\$0.00	\$0.00

Service Location: 12 Long Hill Road, Andover, CT 06232

Ethernet Service Description	Quantity	MRC	NRC
<u>UCF Executive</u>	2	\$35.98	\$0.00
<u>UCF Yearlnk T53W</u>	2	\$11.00	\$0.00
<u>Installation Charge - Phones</u>	26	\$0.00	\$715.00
<u>UCF Premium Auto Attendant</u>	1	\$0.00	\$0.00

Service Location: 355 U.S. 6, Andover, CT 06232

<b>Ethernet Service Description</b>	<b>Quantity</b>	<b>MRC</b>	<b>NRC</b>
<u>UCF Executive</u>	3	\$53.97	\$0.00
<u>UCF Yealnk T53W</u>	3	\$16.50	\$0.00
<u>UCF Premium Auto Attendant</u>	1	\$0.00	\$0.00
<b>Total:</b>		<b>\$629.25</b>	<b>\$715.00</b>

The services set forth in this proposal will be provided by Frontier Communications and its affiliates (collectively referred to herein as "Frontier"). Frontier does not consider the proposal itself to be a legally binding offer to contract. Pricing contained within this document is budgetary, and a site survey may be required prior to a final quote. This quote is valid for up to thirty days from the date hereof. Taxes and surcharges are not included.

This proposal is confidential and contains proprietary information. The contents contained herein are not to be shared with parties other than the customer and its employees named in this document is confidential and the property of Frontier Communications Corporation.





# Path to Partnership

WO: 206764

Town of Andover

Quote Expires:  
11/11/2021

## Granite

Granite is the nation's largest CLEC. Since our founding in 2002, Granite has experienced industry-leading growth while specializing in dedicated business-to-business customer support and the consolidation of communications services. Our customers trust us with 1.4 million voice and data lines servicing their critical locations in retail, finance, real estate, hospitality, and more. We count over 85 of the Fortune 100 among our customers, including eight of the Top Ten US Retailers in the Forbes Global 2000.

## Access Services

From small business to enterprise networks, Granite offers access solutions tailored to your business needs. Our nationwide network offers bandwidth from 1.5Mb to 10GB for Dedicated Internet Access, MPLS and Granite Switched Ethernet. With over 35 vendor partnerships Granite is able to meet virtual and physical diversity requirements, covering the entire US and Canada, while keeping all services on one bill with one contact.

## Consolidated Billing

Never sort through multiple phone bills again. Simplify payment with Granite's consolidated billing. All of your business' locations can be on a single invoice.

## Service Providers

Granite is bonded to service providers across North America, including Verizon, AT&T, CenturyLink, Frontier, FairPoint, Windstream, Cincinnati Bell, Telus, and Bell Canada. We are e-bonded with all the major carriers, allowing us to place orders and manage any moves, adds, and changes for your business.



# Path to Partnership

WO: 206764

Town of Andover

Quote Expires:  
11/11/2021

## Equipment Pricing

### Pricing Breakdown by Location

#### 2 Years Equipment Pricing

<u>Address</u>	<u>Product Services</u>	<u>Qty</u>	<u>Term</u>	<u>MRC</u>	<u>Total MRC</u>
12 Long Hill Rd Andover, CT 06232	VVX 250	2	Rental	\$3.99	\$7.98
<b>Location Total</b>					<b>\$7.98</b>
<b>2 Years Equipment Total</b>					<b>\$7.98</b>

#### 3 Years Equipment Pricing

<u>Address</u>	<u>Product Services</u>	<u>Qty</u>	<u>Term</u>	<u>MRC</u>	<u>Total MRC</u>
17 School Rd Andover, CT 06232	VVX 250	14	Rental	\$3.99	\$55.86
<b>Location Total</b>					<b>\$55.86</b>
11 School Rd Andover, CT 06232	VVX 250	6	Rental	\$3.99	\$23.94
<b>Location Total</b>					<b>\$23.94</b>
355 US-6 Andover, CT 06232	VVX 250	1	Rental	\$3.99	\$3.99
<b>Location Total</b>					<b>\$3.99</b>
<b>3 Years Equipment Total</b>					<b>\$83.79</b>

*THIS QUOTE IS AN ESTIMATE. Pricing is subject to availability.*

*All Services are subject to the General Terms and Conditions of Service set forth at [www.granitenet.com](http://www.granitenet.com).*

*The information contained herein is confidential and proprietary.*

*Some taxes, surcharges, regulatory fees and non-recurring charges may be included, additional may apply.*



# Path to Partnership

WO: 206764

Town of Andover

Quote Expires:  
11/11/2021

## Voice Pricing

Voice Pricing		Product Services		Qty	MRC	Total MRC	Total NRC
<u>Address</u>							
17 School Rd Andover, CT 06232		HPBX Business		14	\$11.99	\$167.86	\$0.00
		Easy Auto Attendant		1	\$0.00	\$0.00	\$0.00
		Network Access Charge		14	\$1.00	\$14.00	\$0.00
<b>Location Total</b>						<b>\$181.86</b>	<b>\$0.00</b>
11 School Rd Andover, CT 06232		HPBX Base		4	\$9.99	\$39.96	\$0.00
		HPBX Business		2	\$11.99	\$23.98	\$0.00
		Easy Auto Attendant		1	\$0.00	\$0.00	\$0.00
		Network Access Charge		6	\$1.00	\$6.00	\$0.00
<b>Location Total</b>						<b>\$69.94</b>	<b>\$0.00</b>
355 US-6 Andover, CT 06232		HPBX Base		2	\$9.99	\$19.98	\$0.00
		HPBX Business		1	\$11.99	\$11.99	\$0.00
		Easy Auto Attendant		1	\$0.00	\$0.00	\$0.00
		Network Access Charge		3	\$1.00	\$3.00	\$0.00
<b>Location Total</b>						<b>\$34.97</b>	<b>\$0.00</b>
12 Long Hill Rd Andover, CT 06232		HPBX Base		2	\$9.99	\$19.98	\$0.00
		Easy Auto Attendant		1	\$0.00	\$0.00	\$0.00
		Network Access Charge		2	\$1.00	\$2.00	\$0.00
<b>Location Total</b>						<b>\$21.98</b>	<b>\$0.00</b>
<b>Voice Total</b>						<b>\$308.75</b>	<b>\$0.00</b>

## Wireless Backup

Plan	Qty	MRC	Total MRC
1GB Pooled M2M + CBA 850 LP6- 3 year Bundle	3	\$39.98	\$119.94

Network access charge of \$1.00 will be applied per HPBX seat upon ordering.

THIS QUOTE IS AN ESTIMATE. Pricing is subject to availability.

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The information contained herein is confidential and proprietary.

Some taxes, surcharges, regulatory fees and non-recurring charges may be included, additional may apply.



## Network Integration Rates

HPBX Installation of a Router/Switch with 4 IP Phones Installed - \$2988

**1 year: \$27.58; 2 years: \$15.44; 3 years: \$11.04**

**Scope of work: Install and test one Granite provided router, switch or Integrated Access Device (IAD) with the installation of 4 digital IP Phones.**

The technician will arrive at the designated site, make contact and confirm arrival with the LCON. The technician will then locate the designated work area and the Customer Premise Equipment (CPE) and any additional peripherals Is required for completion of the installation. The technician will also conduct a visual inspection of the CPE and peripherals to ensure compatibility and serviceability of all required items. The technician will then install and test one Granite provided and preconfigured router and/or switch in the designated location or demarcation point (D- marc) or Minimum Point of Entry (MPOE). If the D-marc needs to be extended or any additional work is required, the work will be billed at the established Time & Materials rates. Additional phone installations will be charged \$25 each. Available for phones/equipment provided by Granite; Standard Time and Material rates apply for customers using their own phones/equipment.

### Activity Specific Assumptions:

Assumes the installation of a router and/or switch.

Assumes the installation of up to 4 digital IP Phones

Additional phone installation charges will be billed at \$25 each.

Assumes regular business hours.

Assumes Granite provided equipment.

Assumes 1 hour onsite.

Additional time will be billed at a rate of \$125.00 per hour in 30 minute increments, or as detailed in the Site Survey Scope of Work (SOW)

All out of scope work will be billed at \$125.00 per hour in 30 minute increments.

Granite Professional Services - \$250.00, per hr

**Granite will assist customer at an hourly rate with network consulting, systems integration, implementation and/or technical support that is outside the original scope of work. Additional charges, over the Professional Services fees, for equipment, time and materials and on-site technical labor may apply.**



### Network Integration Products

### Monthly Payment Option

<u>Service</u>	<u>NRC</u>	<u>1 Year</u>	<u>2 Year</u>	<u>3 Year</u>
Site Survey	\$199.00	\$18.42	\$10.11	\$7.38
Predictive Heat Mapping (up to 10k Sq Ft)	\$349.00	\$32.30	\$17.73	\$12.93
Installation of a Broadband or DIA circuit, a Router, Managed Service, Cradlepoint &/or Switch	\$199.00	\$18.42	\$10.11	\$7.38
Hosted Voice Installation (Analog Handoff)	\$199.00	\$18.42	\$10.11	\$7.38
Hosted PBX Installation (up to 4 phones)	\$298.00	\$27.58	\$15.14	\$11.04
Hosted PBX Installation - Additional phone	\$25.00	\$2.31	\$1.27	\$0.93
ADS Diagnostic Dispatch - hourly rate	\$125.00	\$11.57	\$6.35	\$4.63
Test & Tone - hourly rate	\$99.00	\$9.16	\$5.03	\$3.67
Additional Hour for On-site Data Technician	\$125.00	\$11.57	\$6.35	\$4.63
Single Cat 5e Plenum Cable Drop	\$299.00	\$27.67	\$15.19	\$11.08
Single Cat 6 Plenum Cable Drop	\$325.00	\$30.08	\$16.51	\$12.05
Single Cat 6 Plenum Cable Drop	\$325.00	\$30.08	\$16.51	\$12.05
Warehouse Cat 5e Plenum Cable Drop	\$449.00	\$41.55	\$22.81	\$16.64
WAN Wireless Antenna Install Short	\$50.00	\$4.63	\$2.54	\$1.85
WAN Wireless Antenna Install Long	\$100.00	\$9.25	\$5.08	\$3.71
PRI Installation	\$199.00	\$18.42	\$10.11	\$7.38
Managed Wi-Fi Installation	\$199.00	\$18.42	\$10.11	\$7.38
Additional WAP Installation	\$49.00	\$4.53	\$2.49	\$1.82
Managed Wi-Fi Peripherals Installation	\$49.00	\$4.53	\$2.49	\$1.82
***Travel / Dispatch	\$65.00	\$6.02	\$3.30	\$2.41



**Commercial Account Form and Letter of Agency – Multi-Services**

Sales Representative:

Date: 8/13/2021  
Customer Name: Town of Andover

Contact Name:

Phone Number:

Corporate Address:

Street:  
City, State and Zip:

Billing Address:

Street:  
City, State and Zip:

**Agreement and Authorization:**

By signing this Commercial Account Form and Letter of Agency ("LOA"), Customer hereby (a) engages Granite Telecommunications, LLC and/or its affiliates ("Granite") to provide the Services as set forth in this quote and/or other Service Order Documents. as Customer may order from time to time after the date hereof and (b) authorizes and appoints Granite to act as its agent solely for the purposes of handling all arrangements for establishing, converting, ordering, changing and/or maintaining such Services, and to take such other actions as are reasonably necessary to provide such Services and as Customer may request from time to time. Customer directs its current service provider(s), if any, to work with Granite to affect these changes.

Customer agrees to all of the Terms and Conditions of Service as set forth at [www.granitenet.com](http://www.granitenet.com) (as such may be modified from time to time, the "Terms of Service"), including, without limitation, the additional terms and conditions of service specifically applicable to a specific service.

The Terms of Service set forth rights and responsibilities of Customer and Granite concerning Services to be provided and in regards to other important topics. If Customer does not agree to the Terms of Service, the authorized representative of Customer should not sign this LOA. All terms and conditions of the Terms of Service are incorporated herein by reference. In accordance with the Terms of Service, Early Termination Fees may apply if specific Services are terminated prior to the end of their initial minimum Service Term. Upon completion of the initial minimum Service Term such Services will automatically renew on a month to month basis and may be terminated by Customer upon thirty (30) days written notice without penalty. Customer acknowledges and agrees that if Customer uses "customer provided bandwidth" (CPB) or "over the top" connectivity it will result in "best efforts" Services, which limitations are set forth in the Terms of Service. Capitalized terms not defined in this LOA shall have the meaning set forth in the Terms of Service.

Signature: The undersigned is authorized to sign on behalf of Customer and Customer agrees to be bound by the Terms of Service. This LOA is effective as of the date of execution below.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Customer Disclosures (Internet Based Services)**

Customer acknowledges and agrees that certain Internet Based Services (which for purposes of this Customer Disclosure, includes, but is not limited to, Hosted PBX, SIP Trunking, SIP PRI, Hosted Voice, Virtual Auto Attendant and Virtual Voicemail Services), ordered through Granite may not operate in the same manner as traditional wireline phone service and that the following terms and conditions apply with respect to such Internet-Based Services: (a) such services are designed only for use with a compatible PBX or similar advanced telephone system; (b) such services only support Granite's local, intralata toll, interstate long distance and international voice services; (c) such services DO NOT support auto dialers, predictive dialers, telemarketing applications, modems, credit card process, heavy faxing lines and elevator lines (only POTS lines should be used for these purposes); (d) a qualified vendor must install the equipment and service at Customer's sole expense and Granite will not process any order without a qualified vendor involved in the installation process; and (e) Granite requires that Customer provide a complete list of all phone numbers to be ported, any numbers omitted from the list may result in those numbers not being ported at the time of circuit turn-up. Granite will attempt to retrieve CSRs from the existing carrier(s), but cannot guarantee its ability to obtain such CSRs. Customer agrees to provide Granite with complete CSRs, if requested.

CUSTOMER ACKNOWLEDGES AND AGREES THAT SOME OF THE SERVICES PROVIDED BY GRANITE ARE INTERNET-BASED SERVICES AND THAT 911 SERVICES ON INTERNET-BASED SERVICES ARE DIFFERENT THAN THAT OF TRADITIONAL WIRELINE SERVICE. FOR BASIC 911 OR E911 TO BE ACCURATELY ROUTED TO THE APPROPRIATE EMERGENCY RESPONDER, CUSTOMER MUST PROVIDE GRANITE WITH THE TELEPHONE NUMBER(S) ASSOCIATED WITH SUCH INTERNET-BASED SERVICES FOR THE REGISTERED ADDRESS.

CUSTOMER ACKNOWLEDGES THAT INTERNET-BASED SERVICES PROVIDED BY GRANITE MAY NOT SUPPORT BASIC 911 OR E911 DIALING IN THE SAME MANNER AS TRADITIONAL WIRELINE PHONE SERVICE. CUSTOMER AGREES TO INFORM THIRD PARTIES OF THE POTENTIAL COMPLICATIONS ARISING FROM BASIC 911 OR E911 DIALING. SPECIFICALLY, CUSTOMER ACKNOWLEDGES AND AGREES TO INFORM ALL EMPLOYEES, GUESTS, AND OTHER THIRD PERSONS WHO MAY USE SUCH INTERNET-BASED SERVICES THAT BASIC 911 AND E911 SERVICES WILL NOT FUNCTION IN THE CASE OF A SERVICE FAILURE FOR ANY OF THE FOLLOWING REASONS: (A) POWER FAILURES; (B) SUSPENDED OR TERMINATED INTERNET ACCESS SERVICE; (C) SUSPENSION OF SERVICES DUE TO BILLING ISSUES; AND/OR (D) ANY OTHER SERVICE OUTAGES NOT DESCRIBED HEREIN. CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT FAILURE TO PROVIDE A CORRECT PHYSICAL ADDRESS IN THE REQUISITE FORMAT MAY CAUSE ALL BASIC 911 OR E911 CALLS TO BE ROUTED TO THE INCORRECT LOCAL EMERGENCY SERVICE PROVIDER. FURTHERMORE, CUSTOMER RECOGNIZES THAT USE OF SUCH INTERNET-BASED SERVICES FROM A LOCATION OTHER THAN THE LOCATION TO WHICH SUCH SERVICE WAS ORDERED, I.E., THE "REGISTERED ADDRESS," MAY RESULT IN BASIC 911 OR E911 CALLS BEING ROUTED TO THE INCORRECT LOCAL EMERGENCY SERVICE PROVIDER.

CUSTOMER IS REQUIRED TO REGISTER THE PHYSICAL LOCATION OF THEIR EQUIPMENT (I.E., IP PHONE, SOFTPHONE, DIGITAL TELEPHONE ADAPTER OR VIDEOPHONE, ETC.) WITH GRANITE AND AGREES TO UPDATE, AND PROVIDE PRIOR WRITTEN NOTICE TO, GRANITE OF THE LOCATION OF SUCH EQUIPMENT WHENEVER THE PHYSICAL LOCATION OF SERVICE FOR A PARTICULAR TELEPHONE NUMBER CHANGES.☐

TO THE EXTENT THAT GRANITE PROVIDES INTERNET-BASED SERVICES WHICH CUSTOMER UTILIZES FOR TRANSMISSION OF ALARM SYSTEM SIGNALS, CUSTOMER ACKNOWLEDGES THAT GRANITE IS NOT RESPONSIBLE FOR THE FUNCTIONALITY OF SUCH ALARM SYSTEMS AND SIGNALS. CUSTOMER UNDERSTANDS THAT INTERNET-BASED SERVICES ARE NOT INFALLIBLE. CUSTOMER SPECIFICALLY ACKNOWLEDGES THAT GRANITE DOES NOT REPRESENT OR WARRANT THAT THE TRANSMISSION OF ALARM SIGNALS WILL NOT BE INTERRUPTED, CIRCUMVENTED OR COMPROMISED. IF INTERNET BASED SERVICES ARE NOT OPERATIVE, NO ALARM SIGNALS CAN BE RECEIVED BY THE MONITORING STATION. CUSTOMER UNDERSTANDS THAT INTERNET-BASED SERVICES MAY BE IMPAIRED OR INTERRUPTED BY ATMOSPHERIC CONDITIONS, INCLUDING ELECTRICAL STORMS, POWER FAILURES OR OTHER CONDITIONS AND EVENTS BEYOND GRANITE'S CONTROL. THE USE OF INTERNET-BASED SERVICES MAY PREVENT FROM THE TRANSMISSION OF ALARM SIGNALS AT ANY TIME, AND/OR INTERFERE WITH THE TELEPHONE LINE-SEIZURE FEATURES OF CUSTOMER'S ALARM SYSTEM. IN THE EVENT CUSTOMER ELECTS TO USE INTERNET-BASED SERVICES FOR ALARM LINES; CUSTOMER IS RESPONSIBLE FOR HAVING THESE SERVICES TESTED BY AN AUTHORIZED ALARM INSPECTION COMPANY TO ENSURE SIGNAL TRANSMISSION FEATURES ARE OPERATIONAL. THESE FEATURES INCLUDE BUT ARE NOT LIMITED TO PROPER FUNCTIONING OF LINE SEIZURE AND THE SUCCESSFUL TRANSMISSION OF SIGNALS TO THE MONITORING STATION. CUSTOMER ACCEPTS FULL RESPONSIBILITY FOR ALARM SYSTEM COMPLIANCE WITH THE AUTHORITY HAVING JURISDICTION.

CUSTOMER ACKNOWLEDGES AND AGREES THAT CUSTOMER SHALL BEAR THE SOLE RESPONSIBILITY OF INFORMING THIRD-PARTIES OF POTENTIAL CALL RECORDING USING THE INTERNET-BASED SERVICES. ☐

CUSTOMER ACKNOWLEDGES AND AGREES THAT NEITHER GRANITE, ITS PROVIDERS, NOR ANY OTHER THIRD PARTIES INVOLVED IN THE ROUTING, HANDLING, DELIVERY, OR ANSWERING OF EMERGENCY SERVICES OR IN RESPONDING TO EMERGENCY CALLS, NOR THEIR RESPECTIVE MEMBERS, MANAGERS, DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS, MAY BE HELD LIABLE FOR ANY CLAIM, DAMAGE, LOSS, FINE, PENALTY OR COST (INCLUDING, WITHOUT LIMITATION, ATTORNEY'S FEES) AND CUSTOMER HEREBY WAIVES ANY AND ALL SUCH CLAIMS OR CAUSES OF ACTION, ARISING FROM OR RELATING TO THE PROVISION OF ALL TYPES OF EMERGENCY SERVICES TO CUSTOMER. CUSTOMER INDEMNIFIES AND HOLDS GRANITE HARMLESS FROM ANY CLAIM OR ACTION FOR ANY CALLER PLACING SUCH A CALL WITHOUT REGARD TO WHETHER THE CALLER IS AN EMPLOYEE OF CUSTOMER OR OTHERWISE. CUSTOMER ACKNOWLEDGES AND AGREES TO HOLD HARMLESS AND INDEMNIFY GRANITE FROM ANY CLAIM OR ACTION ARISING OUT OF MISROUTES OF ANY 911 CALLS, OR WHETHER LOCAL EMERGENCY RESPONSE CENTERS OR NATIONAL EMERGENCY CALLING CENTERS ANSWER A 911 CALL OR HOW THE 911 CALLS ARE HANDLED BY ANY EMERGENCY OPERATOR INCLUDING OPERATORS OF THE NATIONAL CALL CENTER. THESE LIMITATIONS APPLY TO ALL CLAIMS REGARDLESS OF WHETHER THEY ARE BASED ON BREACH OF CONTRACT, BREACH OF WARRANTY, PRODUCT LIABILITY, TORT AND/OR ANY OTHER THEORIES OF LIABILITY.☐

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Initialed by Authorized Signer



# Service Order Form

<b>Client Legal Name:</b> Town of Andover	<b>Vendor Legal Name:</b> Genie Innovations, Inc
<b>Client Contact:</b> Eric Anderson eanderson@andoverct.org	<b>E-mail:</b> Gtaylor@IP-Genie.com
<b>Tel. No.:</b> 860-742-7305 X1	<b>Tel. No.:</b> 860-610-6006
<b>Client Address:</b>	<b>Vendor Address:</b>
<b>Street:</b> 17 School Road	<b>Street:</b> 93 Farmstead Lane
<b>City, State, Zip:</b> Andover, CT 06232	<b>City, State, Zip:</b> Windsor, CT, 06095

Client's order for Products is summarized as follows below:

Product Description	Order Code	Quantity	Amount	Total Monthly	Total Purchase	Total Install
Dedicated Fax Line	43643-FSE	1	\$14.95	\$14.95		
CRCOG/Genie Hosted Admin Seat /Ext	43643-HS	25	\$14.95	\$373.75		
Web Conference Admin Seat	MEET	1	\$0.00			
Audio Conference Bridge Max 20 attendees	43643-CON	1	\$0.00			
E911 Service Location	43643-EST	1	\$0.00			
CRCOG/CCAT Fee	43643-CCF	25	\$0.85	\$21.25		
Sangoma S505	Sangoma S505	20	\$180.00		\$3,600.00	
Sangoma S705	Sangoma S705	5	\$230.00		\$1,150.00	
Installation and Training	Installation	12.5	\$125.00			\$1,562.50
Telephone Programming and Customization	Customization	5	\$125.00			\$625.00
Project Management	Proj Mgr	1.3	\$125.00			\$162.50
Subtotals					\$4,750.00	\$2,350.00
<b>Total Monthly Fee*</b>	<b>\$409.95</b>	<b>Genie Service Order is for 60 Months</b>				
<b>Non-Recurring Fees</b>	<b>\$7,100.00</b>	<b>Estimated Delivery Date:</b>				
		<b>Estimated In-Service Date:</b>				

**All IP-Genie provided Hardware and Software carries a Life of the Contract Warranty for Parts and Labor**

CLIENT'S SIGNATURE BELOW ACKNOWLEDGES THAT CLIENT HAS READ AND ACCEPTED THE TERMS AND CONDITIONS OF THE ABOVE REFERENCED CONTRACT (Genie Website under "Support and Documentation"), THE CLIENT AUTHORIZES GENIE INNOVATIONS, LLC. TO OBTAIN CREDIT INFORMATION PRIOR TO ACCEPTING THIS ORDER.

<b>CLIENT:</b>	<b>IP Genie:</b>
Town of Andover	(Legal Entity Name) GENIE INNOVATIONS INC
(Authorized Signature)	(Authorized Signature) <i>George J. Taylor Jr.</i>
(Printed Name, Title)	(Printed Name, Title) GEORGE J TAYLOR JR PRESIDENT
(Date)	(Date)

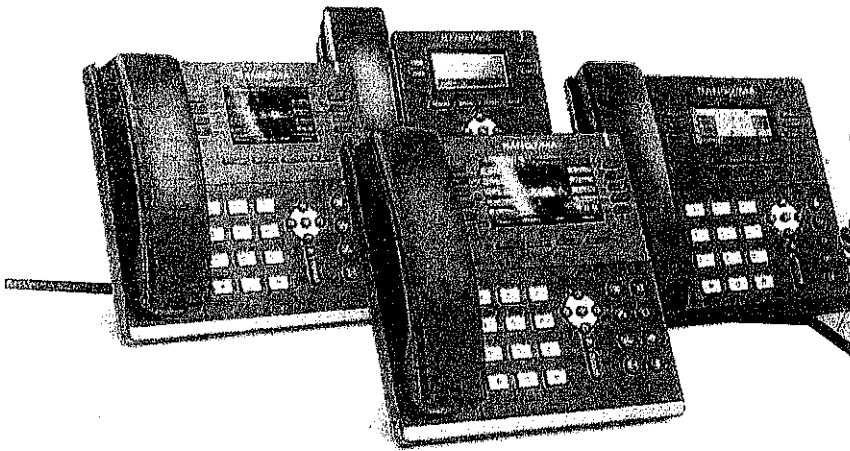
13-Dec-21



Here is a list of Towns in CT who are operating on Genie Hosted VOIP Telephone Systems

1. Town of Ridgefield- Andrew Neblett, [tsupport@ridgefieldct.org](mailto:tsupport@ridgefieldct.org), 203-431-2715
  2. Town of New Fairfield- Dr Karen [Fildes-fildes.karen@newfairfieldschools.org](mailto:Fildes-fildes.karen@newfairfieldschools.org)  
203-312-5918
  3. Town of Windsor Locks-1st Selectman Chris Kervick-860-627-1449
  4. Town of Simsbury-Rick Bazzano-[rbazzano@simsbury-ct.gov](mailto:rbazzano@simsbury-ct.gov)
  5. Town of Somers-Kim LaFleur-[klafleur@somersct.gov](mailto:klafleur@somersct.gov)-860-763-8200
  6. Town of Hebron-Donna Lanza-[dlanza@hebronct.com](mailto:dlanza@hebronct.com)-860-228-5971
  7. Town of Barkhamsted-Don Stein-[dstein@barkhamsted.us](mailto:dstein@barkhamsted.us)-860-379-8285
- Of Towns in CT who are operating on Genie Hosted VOIP Telephone Systems.

# Choose the Sangoma Phone that Best Suits Your Needs



Designed to work with FreePBX and PBXact, Sangoma IP phones are so smart you can quickly and easily use them right out of the box.

Each phone in the series features industry standard Power over Ethernet (PoE), so no power cable or outlets required. They have full duplex speakerphones, dual Ethernet Ports, multi-way conference calling, high definition voice quality, and they're Virtual Private Network (VPN) capable.

## Zero Touch Provisioning

VoIP telephones can be complex to install, and manually configuring hundreds of extensions can take hours. When you buy and install your Sangoma IP phones, the redirection server automatically points the phone to the Sangoma FreePBX / PBXact for configuration.



Other vendors have redirection servers, but they have to be programmed with details of the IP PBX. Only Sangoma can provide Zero Touch provisioning with FreePBX / PBXact.

## EndPoint Manager Included

When using a Sangoma phone, EndPoint Manager software inside FreePBX / PBXact is automatically enabled. This lets you users control global settings, program their phone keys, map extensions, upload images, download new firmware, and much more.

## Full Integration with Phone Apps

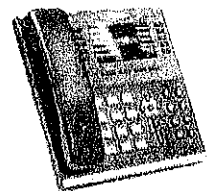
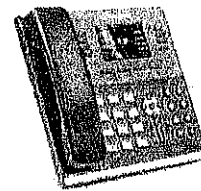
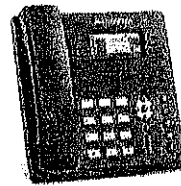
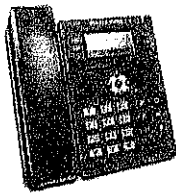
Users can now control complicated features directly from their phones. There's no need to remember feature codes. Applications include:

- » Call Parking
- » Follow Me
- » Do Not Disturb
- » Conference Rooms
- » Call Forwarding
- » Time Conditions
- » Presence
- » Queues
- » Queue Agents
- » Transfer to Voicemail
- » Visual Voicemail
- » Log In / Out
- » Call Flow
- » Contacts



## VPN Security

To ensure the security of remote workers as they connect to the main office phone system, all Sangoma IP phones are designed with VPN clients which seamlessly connect to the built-in VPN servers within FreePBX and PBXact UC IP-PBX. Provide high level of voice quality and protection to your remote staff without compromising firewall settings.



IP Phone	s206	s305	s406	s505	s705
SIP Accounts	2 SIP Account	2 SIP Accounts	3 SIP Accounts	4 SIP Accounts	6 SIP Accounts
Soft Keys	4 Menu Keys	15 Programmable Keys	25 Programmable Keys	35 Programmable Keys	45 Programmable Keys
Display	128 x 40 Pixel Graphical LCD with Backlight	Backlit 192 x 64 Pixels	Backlit 192 x 64 Pixels	Color 3.5" 480 x 320 Pixels	Color 4.3" 480 x 272 Pixels
Ethernet	2x 10/100 Mbps	2x 10/100 Mbps	2x Gigabit	2x Gigabit	2x Gigabit
Conference Calling	5-way Conference Calling	5-way Conference Calling	5-way Conference Calling	5-way Conference Calling	5-way Conference Calling
VPN Client	Yes	Yes	Yes	Yes	Yes
Expansion Module*	Not Compatible	Not Compatible	Not Compatible	Yes (Supports up to 6)	Yes (Supports up to 6)
Wi-Fi	No	No	No	No	Yes
Bluetooth	No	No	No	No	Yes

\*Expansion Module sold separately

## Additional Accessories

### EXP100 Expansion Module

Designed specifically for users who manage high call volumes, the Sangoma EXP100 expansion module delivers single-button access to contacts / extensions and maximizes productivity of the telephone attendant by efficiently dispatching inbound calls

### EHS30 Headset Adapter

Connects Sangoma IP phones to wireless headsets that have EHS (electronic hook switch) capability.

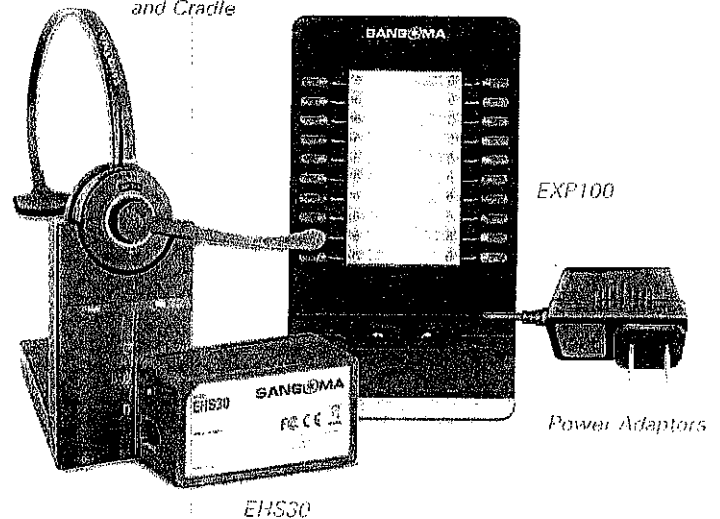
### Power Adaptors

Provides power to phone when POE power is not available.

### Headsets

Crystal Clear audio, designed for S-Series IP phones.

H10 Headset and Cradle



# SANGOMA

S-Series IP Phones Brochure, En.20200505.R1

100 Renfrew Drive, Suite 100, Markham ON L3R 9R6 Canada  
+1 (256) 428-6000 or 1 (877) 344 4961 (toll free in N. America)

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*Intelligently Bundled Technology as a Service*

## **Business Continuity/Disaster Recovery**

**Keep your business up and running when the unexpected occurs**

IP Genie understands how critical communication is to your business. That's why we offer affordable disaster recovery solutions to preserve your communications ability.

### **Automatic Distribution and Rerouting of Calls**

If your location fails to receive calls, we offer automated rerouting of calls between geographically diverse sites connected to our vast network, or to a designated off-site number, such as a cell phone or land line.

*This allows you to maintain receipt of inbound calls in the event of power, system or circuit failure.*

### **Fail-over Hosted PBX Backup System**

Our hosted PBX solution is the perfect back-up for your existing system. If your PBX (either premise-based or hosted) fails, or your lose connectivity to your system, our hosted PBX will deliver calls via an alternate route, if necessary.

*To save you money, our hosted PBX service is charged on a meter rate.*

### **Emergency Hosted PBX for Remote Continuity**

This is the best line of defense in the event you lose your ability to work from your existing location due to fire, storm, power outage, or other disaster. Simply send your employees to a remote location to work from our hosted PBX with a computer/softphone/cellphone or headset and Internet connectivity.

*This enables you to resume critical functions within minutes at any temporary location.*

## **Don't wait for disaster to strike. Be prepared.**

IP Genie continuity and disaster recovery (BDCR) services lets you stay in touch with your customers and partners should the unexpected occur.

*IP Genie offers peace of mind with unique redundancy, fail-over and disaster recovery solutions for networks of all sizes.*

*IP Genie and its partners have facilities and networks in both the United States and Canada. Our operating platforms are some of the most automated in North America. With origins dating back to 2001, IP Genie is one of the most established VOIP digital phone service companies in North America.*



*Intelligently Bundled Technology as a Service*

## **VOIP Features**

### **IP Genie Premise-Based and Hosted VOIP Communications Features**

<b>Feature</b>	<b>Description</b>
<b>Administrator Control</b>	Set multiple Administrators on the PBX and set custom permissions for each.
<b>Automated Attendants – Unlimited</b>	Auto Attendants allow you to direct your customers to various parts of your organizations through easy to use push button or voice menus. You can have different menus for different times of the day, such as open hours or closed hours.
<b>Caller-ID</b>	See who is calling directly on your phone or via software client.
<b>Call Flow Control</b>	Call Flow Control makes it easy to take control of your automated attendant greeting hours. Need to open early or stay late? Simply press a button to keep calls flowing in. Need to leave early? Press the Call Flow Control Toggle on your phone and route all calls to your closed greeting or voicemail.
<b>Call Forward</b>	Easily manage call forwarding from the phone, from the user portal, or with the magic button.
<b>Call Pickup</b>	With call pickup you can easily answer phones other than your own.
<b>Call Recording</b>	Automatically or on demand record calls based on your needs. Get as specific as you want.
<b>Call Waiting</b>	Handle multiple calls at the same time with call waiting.
<b>Company Name Directory</b>	Empowers you to find people in your organization easily and connect directly to their extension.
<b>Conference Bridge</b>	Allows a group of people to participate in a call. Conference Bridges are known as virtual meeting rooms that allow callers to dial a number or be transferred to a call.
<b>DID Support</b>	(Direct Inward Dial) numbers can be utilized to give employees dedicated inbound phone numbers without the cost of having dedicated lines.
<b>Do Not Disturb – DND</b>	DND prevents calls from ringing at the telephone. Normal practice is to send calls to voicemail when not answered.
<b>E911 Hotline</b>	When a caller dials 911 they are automatically connected to virtual conference that various extensions are automatically dropped into it as well. The extension number of the caller is displayed. Administration can take control of the call to eliminate false reporting.
<b>Feature Code Control</b>	You can change feature codes to meet your needs.
<b>Find-Me-Follow-Me</b>	Allows you to simultaneously ring desk extensions, cell phones, and other phones. Imagine the freedom of being able to accept phone calls anywhere and everywhere.
<b>Hot Desking</b>	Share phones between multiple users, each having their own extension. The Hot Desking goes as far as moving button layout! This is great for shared desks / shifts.
<b>Music On Hold</b>	Play music on hold to callers. Optionally, use different classes of music on hold depending on which number a caller dialed.
<b>Paging and Intercom</b>	Support for group paging through your telephone handsets or integration through your overhead paging system. Two-Way intercom between phones.
<b>Parking</b>	Park calls in a "Parking Lot" and then pick them up from any other phone.



*Intelligently Bundled Technology as a Service*

## **VOIP Features**

### **IP Genie Premise-Based and Hosted VOIP Communications Features**

<b>Feature</b>	<b>Description</b>
<b>Softphone and Telecommuter support</b>	With the PBX you can have a phone directly on your computer. With a simple computer headset you can make and receive calls as if you had a handset phone on your desk. Eliminate the cost of phones for users at their desk during office hours.
<b>Time-Based Call Routing</b>	Utilize pre-set hours to change the way inbound calls are handled. For example, during business hours route calls to an automated attendant, after hours route calls to another number, voicemail or customer destination..
<b>Usage Reports</b>	Administrators and Users can view call detail reports.
<b>User Portal</b>	All users have the ability to view call history, voice mail messages, and administer phone features via an easy to user interface.
<b>Virtual Extensions</b>	Does not require a registered physical phone. Calls normally go to email but can be directed to email or alternative destinations.
<b>Voicemail Blasting</b>	Send a mass voicemail to multiple users on the PBX at the same time with Voicemail blasting. Quickly leave updates, memos or any other information in many voicemail boxes at the same time.
<b>Voicemail to Email</b>	Receive your voicemail messages in your email and play them over your computer speakers.

#### **Optional Services – Fees Apply**

<b>Auto Dialer</b>	Allows user to load a list of numbers and names with a prerecorded message and begin calling.
<b>Fax Bridge</b>	Send and receive from a physical fax, electronic fax via email, or via a fax portal.
<b>IP Genie Notification or Appointment Reminder</b>	The Appointment Reminder module is a unique way to automate appointment/meeting confirmations, cancellations and reschedules. By simply specifying numbers and names to be called the system will automatically call at specified times and allow recipients to confirm / cancel / reschedule appointments. Could be used for staff meetings, parent-teacher meetings, or absence notifications.
<b>Operator Softconsole</b>	Gives key people an on-screen view of your organization and allow them to see who is available, transfer calls to extensions, transfer calls to cell phones, monitor live calls, and record calls on the fly for quality assurance. Additional features include built in chat, visual voicemail, and custom directory views.
<b>Queue Additions</b>	Additional workgroup/ACD queue(s). (One included with Plan 1 base system)

*IP Genie offers peace of mind with unique redundancy, fail-over and disaster recovery solutions for networks of all sizes.*

*IP Genie and its partners have facilities and networks in both the United States and Canada. Our operating platforms are some of the most automated in North America. With origins dating back to 2001, IP Genie is one of the most established VOIP digital phone service companies in North America.*



At the Speed of Innovation

## IP Genie Mobility Options

***Whether from a Power Failure due to a Tropical Storm like Isaias, the COVID-19 Pandemic, or any other reason that would cause you to work remotely. Rest assured; IP Genie has many convenient Remote Feature Options which you can readily activate on your Genie Hosted VOIP Telephone System.***

### 1. Find Me/Follow Me

This feature allows telephone users to control the disbursement of incoming calls to another phone or multiple phones simultaneously when their desk phone rings. The incoming caller's ID shows on the alternate device so you know who is calling. If you choose not to take the call it will return to your desk phone to accept a Voice Mail message.

### 2. Voicemail to Email

All Voice Mail messages left on your desk phone will be emailed to your alternate/cell phone in the form of a Voice Message. If there is no power to your building, your Genie Hosted PBX will still answer your extension. Voice Mail messages will be emailed to your alternate device. Therefore, NO LOST CALLS.

### 3. Take Your Phone Home

Your Genie IP Telephone has its own IP Address and, therefore, can be reached not only while at your desk but anywhere you take it that has Internet Access. Simply plug your phone into the Internet Router, your phone will automatically activate and receive all calls that are being sent to your extension.

### 4. Have a Second Phone at Home

You can have a second IP Phone at home with the same extension as your desk phone. Both phones will ring simultaneously so you can work from the office one day and from home the next without any business interruption.

### 5. Genie Web Portal

Your Genie Web Portal allows you — or an administrator — to access your Genie Hosted PBX in our Data Center and activate many of the features and functions of your phone and system including Do Not Disturb, Call Forwarding, Call History, Voicemail and Conferencing, etc. (Call our Genie Help Desk for assistance)

### 6. Genie Unified Communications

Our recently introduced Genie Unified Communications App will now allow you to set up Audio Conference Calls for up to 1,000 participants and Video Conferencing with Collaboration, Desk Sharing and White Boarding for up to 25 participants. (Additional charges may apply)

### 7. Web Browser Phone/Software

This Web-based software app allows you to make and receive telephone calls on your computer using your web browser. There's no software to install and you can use your favorite audio device for the calls. (Call our Genie Help Desk for assistance)

**Genie Innovations, Inc. (dba IP Genie)**

381B Governors Highway, South Windsor, CT 06074

**For more information, or questions reach us:**

**By Phone: (860) 760-5000**

**Or E-Mail: [Support@IP-Genie.com](mailto:Support@IP-Genie.com)**



**CRCOG** CAPITAL REGION  
COUNCIL OF GOVERNMENTS

**NOVUS**  
INSIGHT

# IP Genie

*IP Genie VOIP Telephone Services for CEN Clients*

## Summary:

- No PBX, fewer headaches
- Reduce capital expense, operationalize systems
- Compatible with all major SIP/VOIP phones
- Integration and implementation included
- Easy to manage
- Enable remote workforce
- Expand disaster preparedness
- Flexible & highly reliable

## For Inquiries:

**George J. Taylor Jr.**  
**Genie Innovations, Inc.**  
gtaylor@ip-genie.com  
Phone (860) 610-6006  
93 Farmstead Lane  
Windsor, CT 06095

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## Pauline Yoder

**CRCOG**  
pyoder@crcog.org  
Phone (860) 522-2217  
ext 245  
241 Main Street, 4th Fl  
Hartford CT 06106

## No Bid/No RFP VOIP Telephone Solutions for Schools on the Connecticut Education Network (CEN)

***Through this unique no-bid/no-RFP offer, schools can use their CEN connection for robust and secure VOIP.***

CRCOG is proud to partner, through a competitive bid process, with Connecticut-based Genie Innovations, Inc. (IP Genie) to offer VOIP telephone solutions to schools on the Connecticut Education Network (CEN) **without requiring a bid or RFP.**

Traditional phone systems use expensive analog phones, require huge hardware investments, have limited functionality and flexibility, and require enormous ongoing line expenses. In contrast, IP Genie VOIP solutions use state-of-the-art SIP phones, your municipality's existing LAN, and a virtual PBX that resides in redundant locations on CEN. And, IP Genie Voice Over Internet Protocol (VOIP) service enables full-featured and flexible, hosted VOIP solutions for your communication needs.

IP Genie VOIP services also enable advanced communications such as web and video conferencing, hot desking, "find me, follow me" and many more features. The advanced technology, features, and reduced capital expense of IP Genie VOIP may be enough incentive for many school systems. For some, the operational savings on line fees will pay for any investments in short order and quickly yield net savings with a lower total cost of ownership.

## Benefits:

- IP Genie VOIP services leverage best-of-breed technology and access to resources like CEN.
- Virtual PBX housed in the IP Genie Data Center and transmitted over the secure and reliable CEN Network.
- Scaled options (low, medium, high) that allow high performance within any budget.



## **Preferred CRCOG Pricing for CEN Members**

### **Purchase/Lease Fees**

*(Includes life time parts and labor warranty):*

Purchase Option	Standard IP Genie Telephone	\$195/per phone*
Lease Option (3 yr.)	Standard IP Genie Telephone	\$6.45/monthly per phone*
Lease Option (5 yr.)	Standard IP Genie Telephone	\$4.37/monthly per phone*

*\*Other equipment may be necessary depending upon a site evaluation and/or network assessment.*

### **Recurring Monthly Service Fees:**

Per Admin Telephone Ext.	\$14.95/per phone	Local and long distance included
Per Non-Admin Telephone Ext.	\$9.95/per phone	Local and long distance included
CRCOG/Novus Insight Admin Fee	\$1.00/per phone	

### **Additional Solutions:**

SIP Trunk Replacement	\$24.95/per month	Per SIP Trunk
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*For certain existing/legacy analog, PRI, CENTRIX units. Can also be implemented for Business Continuity/ Disaster Recovery (BD/CR).*

## **IP Genie Services**

- *Installation of the Genie Intelligent Gateway and Desktop Endpoints*
- *On-Site/Remote Maintenance of the Genie Intelligent Gateway and Network Components*
- *On-Site/Remote Adds, Moves, and Changes*
- *All Monthly Usage Fees on One, Easy-to-Read Invoice*

*IP Genie offers peace of mind with unique redundancy, fail-over and disaster recovery solutions for networks of all sizes.*

*IP Genie and its partners have facilities and networks in both the United States and Canada. Our operating platforms are some of the most automated in North America. With origins dating back to 2001, IP Genie is one of the most established VOIP digital phone service companies in North America.*

**TOWN OF ANDOVER  
BOARD OF SELECTMEN**

**RESOLUTION**

RESOLVED, that the Town of Andover may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Eric Anderson, as Town Administrator of the Town of Andover, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Andover and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Adopted and signed this \_\_\_\_ day of \_\_\_\_\_, 202\_\_ by the Board of Selectmen of the Town of Andover, CT.

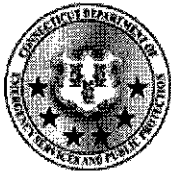
\_\_\_\_\_  
Jeffrey Maguire  
First Selectman

\_\_\_\_\_  
Jeffrey Murray  
Selectman

\_\_\_\_\_  
Paula King  
Selectman

\_\_\_\_\_  
Scott Person  
Selectman

\_\_\_\_\_  
Adrian Mandeville  
Selectman



FFY 2021 STATE HOMELAND SECURITY GRANT  
PROGRAM Region 3 MEMORANDUM OF AGREEMENT



Data Sheet

Step 1- Fill out this datasheet form to auto populate MOA document in this PDF file.

**THIS DATASHEET MUST BE COMPLETED ELECTRONICALLY**

Step 2- After populating the document, obtain the correct signatures as outlined by the completion checklist on the following page. Digital and /or scanned signatures can be used, no hardcopy/original signatures are required.

**Town Information:** 

<b>Person Completing Document:</b>	
<b>Municipality Name:</b>	TOWN OF ANDOVER
<b>Town CEO Name:</b>	Eric Anderson
<b>Town CEO Title (ie. Mayor):</b>	Town Administrator

\*Municipality Name - Municipalities can enter the name as either the long or short name, for example: enter name as either "New Haven" or "City of New Haven"

**Point of Contact Information:** 

<b>POC Name &amp; Title:</b>	Eric Anderson	Town Administrator
<b>Address:</b>	17 School Road Andover, CT 06232	
<b>Email:</b>	eanderson@andoverct.org	
<b>Phone:</b>	860-742-7305 ext 1	
<b>Fax:</b>	860-742-7535	



**FFY 2021 STATE HOMELAND SECURITY GRANT PROGRAM  
Region 3 MEMORANDUM OF AGREEMENT CHECKLIST**



Please use this checklist to insure completion and accuracy of the following agreement.

## 1 Instructions for: TOWN OF ANDOVER

Received by: \_\_\_\_\_

**For the MOA:**

- A municipal point of contact been identified (p. 1 and 10).
- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.

**Authorizing Resolution Attached**

The Blanket Resolution Template includes the recommended language for a resolution.

If the information on a blanket resolution signed in a prior year is still valid, the town clerk can verify the accuracy, sign and seal the resolution. In order for a raised seal to be visible in a scan, please rub a pencil over the seal. If a Blanket Resolution is not used, the resolution must reference the FFY 2021 Homeland Security Grant Program. No other resolutions shall be accepted.

Please note: The Fiduciary and Municipality shall complete Appendix A.Custodial Ownership and Memorandum of Agreement (Appendix A), for any municipality that takes ownership of equipment purchased with 2021 HSGP funds by the REPT. (Sample attached, the Fiduciary will complete this form for custodial owners of equipment purchased under the FY 2021 Homeland Security Grant Program)

**Once complete, e-mail (no hard copies need to be sent) the complete MOA package (MOA and resolution) to: Cheryl Assis, Capitol Region Council of Governments, Region 3 Fiduciary: cassis@crcog.org**

## 2 Instructions for the Capitol Region Council of Governments

Received by: \_\_\_\_\_

**Review and Signature**

- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.
- The Region 3 REPT Chair has signed and dated the agreement.
- The Region 3 REPT Chair's name has been typed in the space provided.
- All of the items listed on this checklist have been completed and are correct.

Submit completed MOAs and resolutions to your DESPP/DEMHS Program Manager by email on a quarterly basis.

Please note: The Fiduciary shall complete Appendix A, Custodial Ownership, for any Municipality that takes ownership of equipment purchased with 2021 HSGP funds by the REPT. (Sample attached, Fiduciary will complete for custodial owners of equipment purchased under the FY 2021 Homeland Security Grant Program)

**DUE DATE:**

**Send to Regional Fiduciary on or before  
December 15, 2021**

# MEMORANDUM OF AGREEMENT

## REGARDING USE OF FEDERAL FISCAL YEAR 2021 STATE HOMELAND SECURITY GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS Region 3

### I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS

#### A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of TOWN OF ANDOVER, Capitol Region Council of Governments (CRCOG) (Fiduciary) and the Region 3 Regional Emergency Planning Team (Region 3 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2021 State Homeland Security Grant Program (SHSGP), Award No. EMW-2021-SS-00086. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. The DEMHS Advisory Council, through its Homeland Security Working Group, has approved the allocation formula for grant funds available under the SHSGP;
4. DESPP/DEMHS is retaining pass-through funds from 2021 SHSGP in the total amount of \$1,725,204.20 on behalf of local units of government, for the following nine regional set-aside projects designed to benefit the state's municipalities:
  - 1) Regional Collaboration; 2) Enhancing Information and Intelligence Sharing and Cooperation with Federal Agencies, including DHS (National Priority Project); 3) Addressing Emergent Threats (National Priority Project); 4) Capitol Region Metropolitan Medical Response System -MMRs; 5) Medical Preparation and Response; 6) Citizen Corps. Program; 7) Enhancing Cybersecurity (National Priority Project); 8) Enhancing the Protection of Soft Targets/Crowded Places - allocation included in regional allocations- (National Priority Project); and, 9) Combatting Domestic Violent Extremism (National Priority Project).
5. DEMHS – in coordination and cooperation with the municipalities located within DEMHS Region 3 including TOWN OF ANDOVER – has created, and established bylaws for, the Region 3 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DEMHS Region 3
6. TOWN OF ANDOVER is eligible to participate in those Federal Fiscal Year 2021 SHSGP regional allocations made through the Region 3 REPT and not included in the set-aside projects (unless otherwise noted), in the amount of \$385,306.80 (and an additional \$75,917.60 for the regional bomb squad) for Region 3 which will be made available to the jurisdictions in Region 3 in the manner recommended by the Region 3 REPT in accordance with its approved bylaws, upon execution of the grant application and as accepted by the SAA.

#### B. Purpose of Agreement

The SAA and TOWN OF ANDOVER enter into Part I of this MOA authorizing the SAA to act as the agent of TOWN OF ANDOVER and allowing the SAA to retain and administer grant funds provided under 2021 SHSGP for the nine regional set-aside projects listed above, and also for CRCOG to provide the financial and programmatic oversight described below.

#### C. SAA and TOWN OF ANDOVER Responsibilities.

The SAA agrees to administer the SHSGP grant funds of \$1,725,204.20 in furtherance of the nine regional set-aside projects listed above.

TOWN OF ANDOVER agrees to allow the SAA to provide financial and programmatic oversight of the \$1,725,204.20 for the purpose of supporting the allocations and uses of funds under the

2021 SHSGP consistent with the 2021 State Homeland Security Grant Application that has been reviewed and approved by the federal Department of Homeland Security and supported by the Initial Strategy Implementation Spending Plan (ISIP) as part of the Biannual Strategy Implementation Report (BSIR) approved by the Emergency Management & Homeland Security Council, now known as the DEMHS Advisory Council. TOWN OF ANDOVER \_\_\_\_\_ agrees to allow the SAA to hold, manage, and disburse the grant funds that have been reserved for the nine regional set-aside projects listed above.

**D. CRCOG and TOWN OF ANDOVER Responsibilities**

TOWN OF ANDOVER \_\_\_\_\_ also agrees to allow CRCOG to provide financial and programmatic oversight of the Federal Fiscal Year 2021 regional allocation in the amount of \$385,306.80 (and an additional \$75,917.60 for the regional bomb squad) targeted to member municipalities in DEMHS Region 3 and recommended through the Region 3 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 3 REPT and DEMHS.

**II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS**

**A. Introduction**

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of TOWN OF ANDOVER \_\_\_\_\_, the CRCOG (Fiduciary), and the DEMHS Region 3 Regional Emergency Planning Team (Region 3 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. TOWN OF ANDOVER \_\_\_\_\_ has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of TOWN OF ANDOVER \_\_\_\_\_, the region, and if necessary, the State. (Please note: If a town takes ownership of assets, the Fiduciary will assist them in completing Appendix A. The Appendix will be added to this MOA).
4. The parties also agree that TOWN OF ANDOVER \_\_\_\_\_ may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2021 grant funds, as approved by the Region 3 REPT, and DEMHS, which assets will be added to Appendix A by the Fiduciary within thirty (30) days of approval by the Region 3 REPT.
5. The Region 3 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, resource sharing and coordination.
6. CRCOG (Fiduciary) has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DEMHS Region 3 for Federal Fiscal Year 2021;

**B. Purpose.**

DESPP/DEMHS, the Region 3 REPT, CRCOG (Fiduciary), and TOWN OF ANDOVER \_\_\_\_\_, enter into Part II of this MOA regarding asset(s) for which TOWN OF ANDOVER \_\_\_\_\_ agrees to be the custodial owner, and which are described in the approved 2021 Subgrant Application and will be added to this MOA as Appendix A.

**C. Agreements and Responsibilities of the Parties.**

**1. Definitions.**

As used in this MOA:

- The term "authorized training" means training that is authorized by DESPP/DEMHS.
- The term "custodial owner" means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(4) below.

**2. Responsibilities of DESPP/DEMHS and CRCOG (Fiduciary)**

In its role as SAA, DESPP/DEMHS will subgrant funds to CRCOG which, as the Region 3 Fiscal Agent, will procure the asset(s) listed in their approved Subgrant Application (which will be added to Appendix A).

### 3. Appendix A.

The parties agree that decisions regarding the placement of regional assets in TOWN OF ANDOVER may be made after the execution of this agreement and that Appendix A shall be completed accordingly. TOWN OF ANDOVER agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that Appendix A must be signed by the DEMHS Deputy Commissioner, the chair of the Region 3 REPT, and the Chief Executive Officer, or his/her designee, of TOWN OF ANDOVER.

### 4. Responsibilities of Custodial Owner

TOWN OF ANDOVER understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) which will be added to Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, TOWN OF ANDOVER agrees:

- a. To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
- b. To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of TOWN OF ANDOVER's municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
- c. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement, including a civil preparedness mutual aid agreement approved by DESPP/DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DESPP/DEMHS;
- d. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
- e. To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DESPP/DEMHS as requested;
- f. To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner's other property, and to provide that inventory to DESPP/DEMHS as requested.
- g. To maintain all necessary insurance regarding the asset(s) and their use;
- h. To cooperate with any state or federal audit of the asset(s) and/or their use;
- i. To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
- j. That the State, including DESPP/DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
- k. That all maintenance and operations of the asset(s) by TOWN OF ANDOVER shall conform to the manufacturer's recommendations. If appropriate, TOWN OF ANDOVER shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of TOWN OF ANDOVER performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

### 5. Responsibilities of the REPT.

The Region 3 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), TOWN OF ANDOVER is furthering regional collaboration and mutual aid on behalf of all of the members of Region 3.

**6. Assignment of Asset(s).**

If TOWN OF ANDOVER does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DESPP/DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DESPP/DEMHS will provide 60 days' notice before re-assigning the asset.

**III. GENERAL TERMS OF AGREEMENT APPLICABLE TO ALL PARTS OF THIS MEMORANDUM OF AGREEMENT****A. Effective Date.**

The terms of this agreement will become effective when all parties have executed it.

**B. Authority to Enter Agreement.**

DESPP/DEMHS is authorized to enter into this Agreement through the Deputy Commissioner of the DESPP/DEMHS pursuant to the authority provided under Connecticut General Statutes §4-8 and Titles 28 and 29. The Municipality of TOWN OF ANDOVER is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

**C. Duration of Agreement.**

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by the SAA, giving TOWN OF ANDOVER written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties. DESPP/DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

**D. Amendment of the Agreement.**

This agreement may be modified upon the mutual written consent of the parties.

**E. Litigation.**

The Parties agree to good faith consultation with one another to resolve disagreements that may arise under or relating to this MOA before referring the matter to any other person or entity for settlement. The Parties agree that any disputes under Part II, Paragraph C.6 shall be resolved by DEMHS. The Parties also agree that the sole and exclusive means for the presentation of any claim against the State, including the SAA, arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Parties further agree not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

**F. State Liability.**

The Parties agree to indemnify and hold harmless the State of Connecticut with regard to the activities described within this MOA, and recognize that the State does not waive its right to sovereign immunity with regard to any provision of this MOA. The State of Connecticut assumes no liability for funding under the terms of this MOA until TOWN OF ANDOVER, through the Region 3 REPT, is notified by the SAA that this MOA has been approved and executed by DEMHS and by any other applicable state agency.



### G. Confidential Information

a. **Confidential Information:** Any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that DESPP/DEMHS classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

b. **Confidential Information Breach:** Generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, the Department or State.

### H. Audit Compliance.

If TOWN OF ANDOVER through the Region 3 REPT, agrees to serve as a host or custodial owner of equipment purchased with the grant funds referenced in this MOA, then TOWN OF ANDOVER must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder.

TOWN OF ANDOVER agrees that all fiscal records, if any, pertaining to the projects shall be maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

### I. Lobbying, Debarment, and Suspension.

TOWN OF ANDOVER commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state

and local governments; 28 CFR Part 70 (Common Rules for Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants and Training Financial Guides.

**J. Executive Orders.**

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree and abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. TOWN OF ANDOVER agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is also subject to the provision of Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999 adopting a zero tolerance policy for workplace violence, and as such, this contract may be cancelled terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Sixteen is incorporated herein by reference and made a part thereof. The parties agree to abide by such Executive Order. The contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or non-compliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service. This contract may also be subject to Executive Order No. 14 and Executive Order No. 49. Executive Order of Governor M. Jodi Rell, promulgated April 17, 2016, concerning procurement of cleaning products and services. Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office in accordance with their respective terms and conditions.

**K. Non-Discrimination Clause.**

In accordance with Public Act 88-351, the Town agrees and warrants that, (a) For the purposes of this section, "minority business enterprise" means any small grantee or supplier of materials fifty-one percent or more of the capital stock, if any, or asset(s) of which is owned by person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Sect. 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of the section, "Commission" means the Commission on Human Rights and Opportunities. For purposes of this section, "Public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway, or other changes or improvements in real property, or which is financed in whole or in part by the State, including but not limited to, matching expenditures, grants, loans, insurance or guarantees.

The Town agrees and warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group or persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.

The Town further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved: the Town agrees, in all solicitations or advertisements for employees placed by or on behalf of the Town, to state that it is an "affirmative action – equal opportunity employer" in accordance with the regulations adopted by the Commission; the Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract of understanding and each vendor with which Town has a contract of understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the Town agrees to comply with each provision of this section and Conn. Gen. Stat. Sect. 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sect. 46a-56, as amended by Section 5 of Public Act 89-253, 46a-68e and 46a-68f; the Town agrees to provide the Commission of Human Rights and Opportunities with such information requested by the Commission, permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and section 46a-56. If the contract is a public works contract, the Town agrees and warrants that he will make good faith efforts to employ minority business enterprises as subgrantees and suppliers of materials on such public works project.

Determination of the Town's good faith efforts shall include but shall not be limited to the following factors: The Town's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

The Town shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

The Town shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation or a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer, unless exempted by regulations or orders of the Commission. The Town shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Conn. Gen. Stat. Sect. 47a-56, as amended by Section 5 of Public Act 89-253; provided, if such Town becomes involved in, or is threatened with litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation prior thereto to protect the interest of the State and the State may so enter.

The Town agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Pursuant to Public Act 89-227, as amended, as of January 1, 1991, no agency of the State of Connecticut may purchase new products packaged in or composed in whole or part of polystyrene foam if such foam is manufactured using chlorofluorocarbons (CFC). Manufacturers are required by the Act to provide information regarding the CFC content of polystyrene foam used in such products or packaging to any person selling the product who requests such information. By submitting an offer to sell to or accepting an order from the State of Connecticut the vendor certifies that no CFC are used in the manufacture of polystyrene foam contained in such products or packaging.

#### **L. Non-discrimination on the Grounds of Sexual Orientation.**

1. The Town agrees/warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.
2. The Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract or understanding and each vendor with which such Town has a contract or understanding and each vendor with which such Town or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Town's commitments under this section, and to post

copies of the of the notice in conspicuous places available to employees and applicants for employment;

3. The Town agrees to comply with each provision of this Section and Sections 46a-68f of the General Statutes and with each regulation or relevant order issued by said Commission pursuant to Sections 46a-56, 46a-68e and 46a-68f of the General Statutes;
4. The Town agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and Section 46a-56 of the General Statutes.
5. The Town shall include the provisions of paragraph (1) of this addendum in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Town shall take such actions with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Section 46a-56 of the General Statutes; provided, if such Town becomes involved in, or is threatened with, litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

**M. Points of Contact.**

<b>1. The Point of Contact for the SAA</b>	
<b>Name &amp; Title:</b> Deputy Commissioner Regina Y. Rush-Kittle	
<b>Address:</b> 1111 Country Club Road, Middletown, CT 06457	
<b>Emails:</b> regina.rush-kittle@ct.gov and rita.stewart@ct.gov	<b>Phone:</b> 860-685-8531
	<b>Fax:</b> 860-685-8902
<b>2. The Point of Contact for TOWN OF ANDOVER</b> (Please fill in the following fields)	
<b>Name &amp; Title:</b> Eric Anderson <span style="float: right;">Town Administrator</span>	
<b>Address:</b> 17 School Road Andover, CT 06232	
<b>Email Address:</b> eanderson@andoverct.org	<b>Phone:</b> 860-742-7305 ext 1
	<b>Fax:</b> 860-742-7535

**M. Other provisions.**

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or TOWN OF ANDOVER. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals on the dates written below:

THE TOWN OF ANDOVER

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Its Chief Executive Officer  
 Duly Authorized  
 Typed Name &  
 Title: Eric Anderson Town Administrator

**The Capitol Region Council of Governments (CRCOG)**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Its Chief Executive Officer  
 Duly Authorized  
 Typed Name

**THE Region 3 REGIONAL EMERGENCY PLANNING TEAM**

By:

Date:

Its Chair  
Duly Authorized  
Typed Name: \_\_\_\_\_

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

Date:

By: \_\_\_\_\_

Regina Y. Rush-Kittle  
Duly Authorized

# MEMORANDUM OF AGREEMENT

REGARDING USE OF  
FEDERAL FISCAL YEAR 2021 STATE HOMELAND SECURITY  
GRANT FUNDING AND CUSTODIAL OWNERSHIP OF  
REGIONAL ASSETS IN DEMHS Region 3

## APPENDIX A

FOR THE \_\_\_\_\_ (name of municipality)

**Equipment Description**

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---Sample---

The Regional Fiduciary will complete this form(s) for custodial owners of equipment purchased under FY 2021 Homeland Security Grant Program.

(name of municipality)

\_\_\_\_\_  
Its Chief Executive Officer  
Duly Authorized  
Typed Name &  
Title:

Date: \_\_\_\_\_

**THE REGION 3 REGIONAL EMERGENCY PLANNING TEAM**

By: \_\_\_\_\_

Its Chair  
Duly Authorized  
Typed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

By: \_\_\_\_\_

Regina Y. Rush-Kittle  
Deputy Commissioner  
Duly Authorized

Date: \_\_\_\_\_

MEMORANDUM

TO: Eric Anderson, Town Administrator  
FROM: Jim Hallisey, Zoning Agent  
DATE: December 28, 2021  
RE: Grant of Covenants & Easements  
Correia – Loteszcka Acres

Please find the attached "Grant of Covenants and Easements" which was prepared to comply with the open space requirements set forth in the Andover Zoning Regulations. The Planning and Zoning Commission approved a two-lot subdivision with frontage on both Old Farms Road and Pine Ridge Drive (and further described in the attached document) with the stipulation that an open space/conservation easement be deeded to the Town per Section 5.5 of the Andover Zoning Regulations. Towards this end a "Grant of Conservation and Easements" was drafted and sent to the Town's Land-Use Council for review/approval. Having secured the requisite approval I am forwarding the document to you so as to obtain the signature of the First Selectman, as an easement is in effect a property right which should be accepted by the Chief Elected Official on behalf of the Town.

Thank you.

## GRANT OF CONSERVATION EASEMENTS

THIS GRANT OF CONSERVATION EASEMENTS (the "Agreement") made this 13<sup>th</sup> day of December, 2021, by Walter Erik Loteczka, Melissa Emily Loteczka, both of the Town of Manchester, County of Hartford and State of Connecticut, and George Correia of the Town of East Hartford, County of Hartford and State of Connecticut (hereinafter collectively "Grantor"), and the Town of Andover, a municipal corporation having its territorial limits within the County of Tolland and State of Connecticut (hereinafter "Grantee").

### WITNESSETH:

WHEREAS, Grantor is the owner of real property (the "Property"), situated in the Town of Andover, County of Tolland, and State of Connecticut as more particularly described in Schedule A hereto; and

WHEREAS, Grantee, acting through its Planning and Zoning Commission, determined that it would be in the public interest to retain, maintain and conserve portions of the Property in their natural state; and

WHEREAS, the portions of the Property to be preserved in their natural state (the "Conservation Easement Areas") are described in Schedules B and C hereto; and

WHEREAS, Grantee, acting through its Planning and Zoning Commission, determined that the maintenance and conservation of the Conservation Easement Areas can best be accomplished by the securing by Grantee of conservation easements over, across, and upon the Conservation Easement Areas; and

WHEREAS, Grantor is willing, in consideration of One Dollar (\$1.00), receipt of which is hereby acknowledged, and of possible reduction by Grantee of real property taxes on the Property, to grant to Grantee the easements herein described over, across, and upon the Conservation Easement Areas.

NOW THEREFORE, Grantor, does hereby give, grant, bargain, sell and confirm unto Grantee, its successors and assigns forever, the right, privilege and authority to perpetually preserve, protect, limit, conserve and maintain the land within the Conservation Easement Areas in their present natural condition.

Grantor further covenants and agrees to provide notice by Certified Mail to the last known address of any person or entity who hereafter shall have any possessory interest in the Property, including but not limited to any tenant, heir, successor, or assign, of Grantor. Failure of Grantor to provide such notice shall not constitute any waiver of Grantee's rights herein.

I. GRANTOR FURTHER COVENANTS AND AGREES TO PROHIBIT AND REFRAIN FROM THE FOLLOWING ACTIVITIES UNDER, OVER, OR UPON THE CONSERVATION EASEMENT AREAS:



1. The construction or placement of buildings, roads, signs, billboards or other advertising, or other structures on or above ground;
2. The dumping or placement of soil or other substance or material as landfill, or dumping of trash, ashes, waste, rubbish, garbage, junk, or unsightly or offensive materials;
3. The excavation, dredging or removal of loam, peat, gravel, soil, rock or other substances in such a manner as to affect the land surface or the quality or quantity of ground or surface waters;
4. The removal or destruction of trees, shrubs, or other vegetation, the destruction of wildlife or its habitat, the application of pesticides or herbicides or any other activity or use which is or has the potential for being detrimental to drainage, flood control, water quality, erosion control, soil conservation, wildlife or the land and water areas in their natural condition;
5. The conduct of any of the foregoing activities in such proximity to The Conservation Easement Areas that their result could be detrimental to drainage, flood control, water quality, erosion control, soil conservation or wildlife in The Conservation Easement Areas; and
6. The removal or disturbance of The Conservation Easement Areas temporary stakes prior to permanent marking, permanent iron pins or boundary markers, or any other field identifications of The Conservation Easement Areas boundaries.

**II. EXCEPTIONS: NOTWITHSTANDING ANY OF THE FOREGOING PROVISIONS:**

1. Grantee, acting through its Planning and Zoning Commission, or its successor, may upon written application of Grantor, permit the construction, reconstruction, maintenance and repair within the Conservation Easement Areas of above-ground and below-ground public or private utilities, including sanitary sewer and/or water lines, subject to (a) demonstration of the need for the proposed activity within the Conservation Easement Areas and (b) environmental review of the siting and proposed methods of installation and maintenance of such utilities.
2. Grantee, acting through its Planning and Zoning Commission, or its successor, shall upon written application of Grantor, permit the removal of dead trees and dead brush from said premises in a manner acceptable to the Planning and Zoning Commission.
3. Grantee, acting through its Planning and Zoning Commission, or its successor, may upon written application of Grantor, permit the pruning and thinning of live trees and brush on said premises.
4. Application by Grantor for any approval of any activity provided for hereunder shall be made to the Planning and Zoning Commission, or its successor, and shall be in accordance with the procedures established by the Planning and Zoning Commission, or its successor, in effect at that time.

5. Grantee agrees, by acceptance hereof, to release automatically the Conservation Easements created hereby as though this instrument had never been executed by Grantor, should, at any time, said premises be condemned by some dominant government authority.
6. Grantee herein reserves to Grantor the right to make use of the above-described premises for any and all purposes which are in keeping with the stated intent of this Agreement and which shall in no way endanger the maintenance and conservation of the Conservation Easement Areas in their natural state.

**III. IDENTIFICATION AND INSPECTION OF CONSERVATION EASEMENT AREAS: GRANTOR FURTHER COVENANTS AND AGREES AS FOLLOWS:**

1. Before commencement of site work on any property of Grantor which contains or is adjacent to The Conservation Easement Areas, conservation easement boundaries are to be marked with oak stakes labeled "Conservation Easement" with waterproof ink and tied with red flags. These stakes are to be located at each change of boundary direction and at every 100-foot interval on straightaways. Stakes are to remain in place until easement boundary markers are installed. All Conservation Easement corners shall be permanently marked with iron pins which protrude from ground surface not more than one inch and such pins shall not contain sharp edges.
2. Grantor hereby grants Grantee the right to enter upon the Property for the sole purpose of installing and maintaining the markers identifying the boundaries of the Conservation Easement Areas.
3. Grantor hereby grants Grantee the right to have a qualified representative of the Town inspect the Conservation Easement Areas following reasonable notice to the then current owner or occupant.

**IV. FINDING OF VIOLATION**

1. If it is determined by the Planning and Zoning Commission, or its successor, that a violation of this Agreement exists, Grantee shall have the right, but not the obligation, to issue an order to cease and desist from and prevent any activity which, in the opinion of the Planning and Zoning Commission, or its successor, is in violation of this Agreement.
2. Within 60 days of such order and after appropriate notice, the Planning and Zoning Commission shall hold a hearing for the purpose of determining if the cease-and-desist order shall continue.
3. If Grantor is found to have violated the terms of this Agreement, Grantor agrees, among other things, to restore the Conservation Easement Areas as closely as

possible to its (their) natural state. Such restoration shall include but need not be limited to:

- (a) replanting with trees, shrubs or other appropriate vegetation acceptable to the Planning and Zoning Commission;
- (b) removal of any debris, trash, garbage, ashes, waste, rubbish, silt, or unsightly or offensive material;
- (c) removal of any unauthorized buildings, signs, billboards or other advertising, or other structures on or above-ground;
- (d) emplacement and maintenance of soil erosion and sediment controls; and
- (e) replacement by a land surveyor of any Conservation Easement Area markers which have been removed or disturbed.

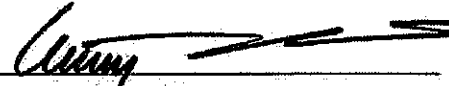
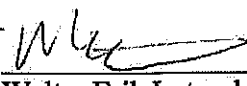
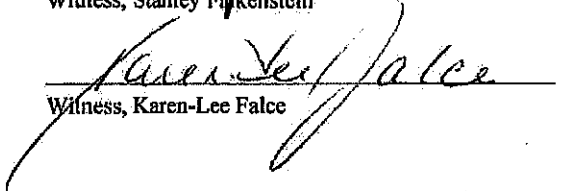

Restoration shall be at the expense of Grantor and in accordance with plans developed by a qualified professional such as a landscape architect, land surveyor, or a professional engineer, and approved by the Planning and Zoning Commission, or its successor.

5. If either Grantor or any other person on the Property is found to have violated this Agreement, the Planning and Zoning Commission, or its successor, can exercise its discretion, in accordance with applicable Town of Andover Ordinances, and following notification to Grantor and Grantor's opportunity to be heard concerning a Finding of Violation, and to levy a daily fine until full restoration has been achieved and certified by the Planning and Zoning Commission or a duly appointed agency.

The foregoing Agreement shall be permanent and binding upon the Grantor and their heirs, successors, and assigns, except as hereinbefore set forth, and inure to the benefit of the Grantee, its successors and assigns. All covenants herein shall run with the land.

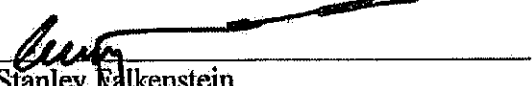
TO HAVE AND TO HOLD the above-granted rights, privilege or authority unto said Grantee, its successors and assigns forever, to its and their own proper use and behoof.

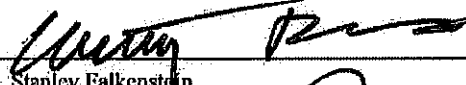
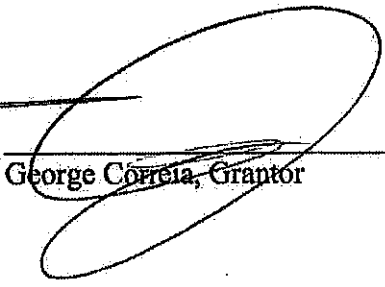
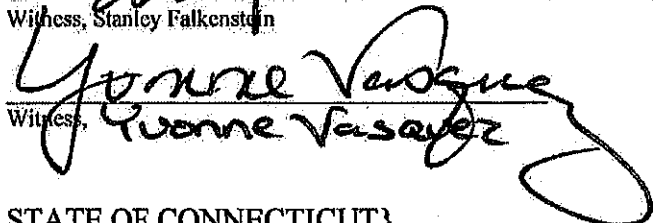
IN WITNESS WHEREOF, the grantors have hereunto set or caused to be set their hand and seal the day and year first aforementioned.

 _____ Witness, Stanley Falkenstein	 _____ Walter Erik Loteczka, Grantor
 _____ Witness, Karen-Lee Falce	 _____ Melissa Emily Loteczka, Grantor

STATE OF CONNECTICUT }  
   } ss. Manchester   December 13, 2021  
 COUNTY OF HARTFORD }

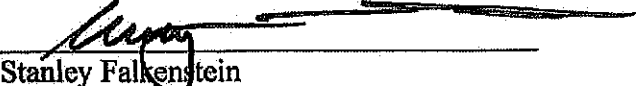
Personally appeared, Walter Erik Loteczka, Melissa Emily Loteczka, signers of the foregoing instrument and acknowledged the same to be their free act and deed, before me.

  
 \_\_\_\_\_  
 Stanley Falkenstein  
 Commissioner of the Superior Court

 _____ Witness, Stanley Falkenstein	 _____ George Correia, Grantor
 _____ Witness, Yvonne Vasquez	

STATE OF CONNECTICUT }  
   } ss. Manchester   December 13, 2021  
 COUNTY OF HARTFORD }

Personally appeared, George Correia, signer of the foregoing instrument and acknowledged the same to be their free act and deed, before me.

  
 \_\_\_\_\_  
 Stanley Falkenstein  
 Commissioner of the Superior Court

TOWN OF ANDOVER, Grantee

By: \_\_\_\_\_

Name:

Title:

STATE OF CONNECTICUT }

} ss. Andover

\_\_\_\_\_, 2021

COUNTY OF TOLLAND }

Personally appeared \_\_\_\_\_ (Name), \_\_\_\_\_ (Title), of the  
Town of Andover, being duly authorized signer of the foregoing instrument and acknowledged  
the same to be his/her free act and deed on behalf of the Town of Andover, before me.

\_\_\_\_\_

SCHEDULE A

The Property

That certain piece or parcel of land situated in the Town of Andover, known as 26 Old Farms Road / Pine Ridge Drive as on a certain map or plan entitled "PLAN PREPARED FOR GEORGE CORREIA 26 OLD FARMS RD./PINE RIDGE DRIVE ANDOVER, CT. BOUNDARY PLAN SCALE: 1" = 60' DATE: 8/12/2020 FILE NO. 2020-61 SHEET 2 OF 6 BUSHNELL ASSOCIATES LLC. CIVIL ENGINEERING AND LAND SURVEYING 563 WOODBRIDGE STREET MANCHESTER, CT. 06042 860-643-7875 REVISIONS: 1/11/2021, 1/12/2021, 1/29/2021, 3/10/2021, 6/14/2021, 10/12/2021" (the "Plan") which map is on file or to be filed in the office of the Andover Town Clerk, to which further reference may be had.

SCHEDULE B

Lot 1 Conservation Easement

Beginning at a point at the northwest corner of the herein described parcel and the northeast corner of land now or formerly of Sheila G. Kearney .  
Thence S-11°-56'-00"-E a distance of 167.71 feet along land of the said Sheila G. Kearney to the southwest corner of the herein described parcel and land now or formerly of Lot 1;  
Thence N-62°-47'-27"-E a distance of 385.17 feet to a point and the southeast corner of the herein described parcel;  
Thence N-29°-54'-31"-W a distance of 268.40 feet to the northeast corner of the herein described parcel and land now or formerly of Dennis M. & Carol A. Lindley. The previous two (2) courses were along land of the said Lot 1.  
Thence S-44°-50'-58"-W a distance of 345.13 feet along land of the said Dennis M. & Carol A. Lindley to the point and place of beginning

The above described parcel contains 1.74 acres of land and is shown as "LOT 1 CONSERVATION EASEMENT" on a map entitled: "PLAN PREPARED FOR GEORGE CORREIA 26 OLD FARMS RD./PINE RIDGE DRIVE ANDOVER, CT. BOUNDARY PLAN SCALE:1"=60' DATE: 8/12/2020 FILE NO. 2020-61 SHEET 2 OF 6 BUSHNELL ASSOCIATES LLC.CIVIL ENGINEERING AND LAND SURVEYING 563 WOODBRIDGE STREET MANCHESTER, CT. 06042 860-643-7875 REVISIONS: 1/11/2021,1/12/2021, 1/29/2021, 3/10/2021, 6/14/2021, 10/12/2021 "

TOWN OF ANDOVER, Grantee

By: \_\_\_\_\_

Name:

Title:

STATE OF CONNECTICUT }

} ss. Andover

\_\_\_\_\_, 2021

COUNTY OF TOLLAND }

Personally appeared \_\_\_\_\_ (Name), \_\_\_\_\_ (Title), of the  
Town of Andover, being duly authorized signer of the foregoing instrument and acknowledged  
the same to be his/her free act and deed on behalf of the Town of Andover, before me.

\_\_\_\_\_



SCHEDULE C

Lot 2 Conservation Easement

Beginning at a point at the northeast corner of the herein described parcel and the southeast corner of land now or formerly of Lot 1.

Thence S-74°-16'-45"-W a distance of 306.91 feet along land of the said Lot 1 to the northwest corner of the herein described parcel and land now or formerly of Lot 2;

Thence S-10°-40'-29"-W a distance of 325.23 feet along land of the said Lot 2 to the southwest corner of the herein described parcel and land now or formerly of Serenity Post-Jones;

Thence S-87°-31'-43"-E a distance of 598.28 feet along land of the said Serenity Post-Jones to the southeast corner of the herein described parcel and land now or formerly of Mark R. Lagasse ;

Thence N-31°-06'-28"-W a distance of 199.95 feet along land of the said Mark R. Lagasse and land now or formerly of Timothy C. & Kathryn M. Darius to a point;

Thence N-28°-19'-48"-W a distance of 292.38 feet along land of the said Timothy C. & Kathryn M. Darius to the point and place of beginning.

The above described parcel contains 3.86 acres of land and is shown as "LOT 2 CONSERVATION EASEMENT" on a map entitled: " PLAN PREPARED FOR GEORGE CORREIA 26 OLD FARMS RD./PINE RIDGE DRIVE ANDOVER, CT. BOUNDARY PLAN SCALE:1"=60' DATE: 8/12/2020 FILE NO. 2020-61 SHEET 2 OF 6 BUSHNELL ASSOCIATES LLC.CIVIL ENGINEERING AND LAND SURVEYING 563 WOODBRIDGE STREET MANCHESTER, CT. 06042 860-643-7875 REVISIONS: 1/11/2021,1/12/2021, 1/29/2021, 3/10/2021, 6/14/2021, 10/12/2021 "



**OP-236**  
**Connecticut Real Estate Conveyance Tax Return**  
 (Rev. 04/17)

For Town Clerk Use Only ▶ Town Code Land Record Vol. ▶ Pg. ▶

Complete Form OP-236 in blue or black ink only.


1. Town ▶ **ANDOVER** 2. Location of property conveyed (number and street) ▶ **26 OLD FARMS ROAD** Amended return
3. Are there more than two grantors/sellers? ▶  Yes If Yes, attach **OP-236 Schedule A - Grantors, Supplemental Information for Real Estate Conveyance Tax Return.**
4. Grantor/seller #1 (last name, first name, middle initial) ▶ **LOTECZKA, WALTER ERIK** Taxpayer Identification Number ▶  FEIN  SSN  
 Grantor/seller address (street and number) after conveyance ▶ City/town State ZIP code  
 ▶ **MANCHESTER CT**
5. Grantor/seller #2 (last name, first name, middle initial) ▶ **LOTECZKA, MELISSA EMILY** Taxpayer Identification Number ▶  FEIN  SSN  
 Grantor/seller address (street and number) after conveyance ▶ City/town State ZIP code  
 ▶ **MANCHESTER CT**
6. Is the grantor a partnership, S corporation, LLC, estate, or trust? ▶ Yes If Yes, attach **OP-236 Schedule A - Grantors** 7. Was more than one deed filed with this conveyance? ▶ Yes
8. If this conveyance is for no consideration or less than adequate consideration, which gift tax returns will be filed? ▶ Federal only State only Both fed. & state  None
9. Is there more than one grantee/buyer or, is the grantee a partnership, S corporation, LLC, estate, or trust? ▶ Yes If Yes, attach **OP-236 Schedule B - Grantees, Supplemental Information for Real Estate Conveyance Tax Return.**
10. Grantee/buyer (last name, first name, middle initial) ▶ **TOWN OF ANDOVER** Taxpayer Identification Number ▶  FEIN  SSN  
 Grantee/buyer address (street and number) after conveyance ▶ City/town State ZIP code  
 ▶ **17 SCHOOL ROAD ANDOVER CT 06232**
11. Date conveyed (MM-DD-YYYY) ▶ **12 - 13 - 2021** 12. Date recorded (MM-DD-YYYY) ▶ 13. Type of instrument: ▶ Warranty Quitclaim  Easement Other
14. The grantor claims no tax is due because (See instructions.): ▶ Conveyance was for no consideration or consideration was less than \$2,000.  
 ▶  Conveyance is exempt under Conn. Gen. Stat. §12-498. Enter exemption code: **03**  
 If exemption code is 01 or 09, enter citation or docket number:

**Computation of Tax** - Enter consideration for conveyance on the appropriate line. See instructions.

▶ 15. Consideration for unimproved land		x 0.0075 =	0.00
▶ 16. Total consideration for residential dwelling	0.00		
▶ 16a. Portion of Line 16 that is \$800,000 or less	0.00	x 0.0075 =	0.00
▶ 16b. Portion of Line 16 that exceeds \$800,000	0.00	x 0.0125 =	0.00
▶ 17. Residential property other than residential dwelling		x 0.0075 =	0.00
▶ 18. Nonresidential property other than unimproved land		x 0.0125 =	0.00
▶ 19. Property conveyed by a delinquent mortgagor		x 0.0075 =	0.00
▶ 20. Total State of Connecticut tax due: Add Lines 15, 16a through 19.			0.00

**Declaration:** I declare under penalty of law that I have examined this return (including any accompanying schedules and statements) and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false return to the Department of Revenue Services (DRS) is a fine of not more than \$5,000, or imprisonment for not more than five years, or both. The declaration of a paid preparer other than the taxpayer is based on all information of which the preparer has any knowledge.

Indicate who is signing this return:  Grantor Grantor's attorney Grantor's authorized agent

Name of person signing the return (type or print) Signature Date  
**WALTER ERIK LOTECZKA**  **12/13/2021**

Name of grantor's representative (type or print) Connecticut juris number if applicable Telephone number  
**STANLEY FALKENSTEIN** ▶ **019020** **(860) 649-2865**

**Town Clerk Copy**

**OP-236**

**Connecticut Real Estate Conveyance Tax Return**  
(Rev. 04/17)

For Town  
Clerk Use  
Only

Town Code

Land Record

Vol.

Pg.

1. Town  
ANDOVER
2. Location of property conveyed (number and street)  
26 OLD FARMS ROAD
- Amended return
3. Are there more than two grantors/sellers?  Yes
4. Grantor/seller #1 (last name, first name, middle initial)  
LOTECZKA, WALTER ERIK  
Grantor/seller address (street and number) after conveyance  
City/town  
MANCHESTER  
State ZIP code  
CT
5. Grantor/seller #2 (last name, first name, middle initial)  
LOTECZKA, MELISSA EMILY  
Grantor/seller address (street and number) after conveyance  
City/town  
MANCHESTER  
State ZIP code  
CT
6. Is the grantor a partnership, S corporation, LLC, estate, or trust? Yes
7. Was more than one deed filed with this conveyance? Yes
8. If this conveyance is for no consideration or less than adequate consideration, which gift tax returns will be filed?  
Federal only State only Both fed. & state  None
9. Is there more than one grantee/buyer or, is the grantee a partnership, S corporation, LLC, estate, or trust? Yes
10. Grantee/buyer (last name, first name, middle initial)  
TOWN OF ANDOVER  
Grantee/buyer address (street and number) after conveyance  
City/town  
ANDOVER  
State ZIP code  
CT 06232
11. Date conveyed (MM-DD-YYYY) 12. Date recorded (MM-DD-YYYY) 13. Type of instrument:  
12 - 13 - 2021 - - Warrantly Quitclaim  Easement Other
14. The grantor claims no tax is due because (See instructions): Conveyance was for no consideration or consideration was less than \$2,000.  
 Conveyance is exempt under Conn. Gen. Stat. §12-498. Enter exemption code: 03  
If exemption code is 01 or 09, enter citation or docket number:

**Computation of Tax** - Enter consideration for conveyance on the appropriate line. See instructions.

- |   |      |            |      |
|---|------|------------|------|
| 15. Consideration for unimproved land                                 |      | x 0.0075 = | 0.00 |
| 16. Total consideration for residential dwelling                      | 0.00 |            |      |
| 16a. Portion of Line 16 that is \$800,000 or less                     | 0.00 | x 0.0075 = | 0.00 |
| 16b. Portion of Line 16 that exceeds \$800,000                        | 0.00 | x 0.0125 = | 0.00 |
| 17. Residential property other than residential dwelling              |      | x 0.0075 = | 0.00 |
| 18. Nonresidential property other than unimproved land                |      | x 0.0125 = | 0.00 |
| 19. Property conveyed by a delinquent mortgagor                       |      | x 0.0075 = | 0.00 |
| 20. Total State of Connecticut tax due: Add Lines 15, 16a through 19. |      |            | 0.00 |



**OP-236 Schedule A - Grantors**  
**Supplemental Information for Connecticut**  
**Real Estate Conveyance Tax Return**  
 (Rev. 10/16)

Use OP-236 Schedule A to provide the required information if there are additional grantors/sellers. If the grantor is a partnership, S corporation, limited liability company (LLC), estate, or trust, enter the name, address, and taxpayer identification number of the partners, shareholders, members, or beneficiaries. If a partner, shareholder, member or beneficiary of the grantor is an LLC or a qualified subchapter S corporation (QSS), enter the name of such entity, its address and tax identification number. Do **not** combine grantors/sellers and grantee/buyers on the same schedule.

Town <b>ANDOVER</b>	Was the transaction completed on one deed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date conveyed <b>12 / 13 / 2021</b> m m / d d / y y y y
Location of property conveyed <b>26 OLD FARMS ROAD</b>		Date recorded m m / d d / y y y y
Name of grantor as shown on the deed <b>WALTER ERIK LOTECZKA, MELISSA EMILY LOTECZKA, GEORGE CORREIA</b>		

Last name, first name, middle initial <b>CORREIA, GEORGE</b>	Taxpayer identification number <input type="checkbox"/> SSN <input type="checkbox"/> FEIN
Address after conveyance	City or town                      State                      ZIP code <b>EAST HARTFORD                      CT</b>
Last name, first name, middle initial	Taxpayer identification number <input type="checkbox"/> SSN <input type="checkbox"/> FEIN
Address after conveyance	City or town                      State                      ZIP code
Last name, first name, middle initial	Taxpayer identification number <input type="checkbox"/> SSN <input type="checkbox"/> FEIN
Address after conveyance	City or town                      State                      ZIP code
Last name, first name, middle initial	Taxpayer identification number <input type="checkbox"/> SSN <input type="checkbox"/> FEIN
Address after conveyance	City or town                      State                      ZIP code
Last name, first name, middle initial	Taxpayer identification number <input type="checkbox"/> SSN <input type="checkbox"/> FEIN
Address after conveyance	City or town                      State                      ZIP code
Last name, first name, middle initial	Taxpayer identification number <input type="checkbox"/> SSN <input type="checkbox"/> FEIN
Address after conveyance	City or town                      State                      ZIP code

01-17

**ORDINANCE AUTHORIZING ABATEMENT OF TAXES**

**ON HOUSING FOR LOW OR MODERATE-INCOME PERSONS**

Pursuant to Connecticut General Statutes section 8-215, the Town of Andover hereby allows for the abatement in whole or in part of real property taxes on any housing owned and operated by a nonprofit entity and used solely for low or moderate-income persons or families on the terms and conditions provided herein.

The Board of Selectmen of the Town of Andover may authorize a partial or entire abatement of real property taxes on housing owned by a nonprofit entity and used solely for low or moderate income persons or families, provided that the abatement serves one or more of the following purposes:

1. To reduce rents below the levels which would be achieved in the absence of such abatement and improve the quality and design of such housing;
2. To effect occupancy of such housing by persons and families of varying income levels within limits determined by the Commissioner of Housing by regulation; or
3. To provide necessary related facilities or services in such housing.

Any such abatement shall be made pursuant to a contract between the Town of Andover and the owner of any such housing, which contract shall provide the terms of such abatement, that moneys equal to the amount of such abatement shall be used for any one or more of the purposes herein stated, and that such abatement shall terminate at any time when such housing is not solely for low or moderate-income persons or families.

Passed at Town Meeting September 19, 2017  
Published in Rivereast September 22, 2017  
Ordinance to become effective 21 days after publication

Ordinance #01-2017

**RESOLUTION AUTHORIZING TAX ABATEMENT**

**FOR HOUSING FOR LOW OR MODERATE INCOME PERSONS**

WHEREAS, On October 19, 2017, the Town Meeting of the Town of Andover did enact the Ordinance Authorizing Tax Abatement for Housing for Low or Moderate Income Persons, pursuant to Connecticut General Statutes section 8-215; and

WHEREAS, said Ordinance authorizes the Town of Andover to contract for and provide a tax abatement to any local owner of housing solely for low or moderate income persons able to demonstrate that the abatement will be used only for one or more of the purposes authorized by section 8-215, and set forth in the Ordinance; and

WHEREAS, the Owner of Hop River Homes, 25 Riverside Drive, Andover has sufficiently demonstrated to the Board of Selectmen of the Town of Andover that such housing is solely for low and moderate income persons, and that any real property tax abatement provided by the Town will be used only for a purpose authorized by Connecticut General Statutes section 8-215; so

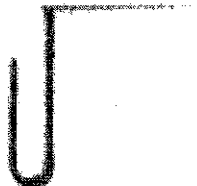
THEREFORE BE IT RESOLVED by the Board of Selectmen of the Town of Andover that the Town Administrator with the aid of the Town Attorney execute and implement forthwith a written contract with Hop River Homes for tax abatement of \$12,000 for the year beginning June 2017 and ending June 30, 2022, in a manner fully that is consistent with the requirements of said Ordinance Authorizing Tax Abatement for Housing for Low or Moderate Income Persons.

So MOVED and VOTED this 14<sup>th</sup> day of March, 2018

*Robert S. Burkart*

1<sup>ST</sup> Selectman

20



Town of Andover  
17 School Road  
Andover, CT 06232

Date: October 21, 2021

Bill to: FC North

To: Eric Anderson Carol Lee  
From: Dennis  
To: FAX: 860-742-7535  
We need to ask Jeff how this turned out.  
LEASE AGREEMENT  
4 Pages  
This is all I have on the "lease" with ECHO for the softball field.

THIS AGREEMENT is made and executed this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the Eastern Connecticut Housing Organization, Inc. (ECHO), formerly known as the New Samaritan Housing Corporation, Inc, hereinafter referred to as the "LESSOR" and the Town of Andover, Connecticut, a State of Connecticut municipal corporation situated in the County of Tolland, hereinafter referred to as the "LESSEE".

WHEREAS, Lessor is the owner of a parcel of land approximately 250' by 250' located in Andover, Connecticut at the intersection of Riverside Drive and the entrance to Hop River Homes and known as "the Ball Field", and;

WHEREAS, the predecessor of the Lessor, the New Samaritan Housing Corporation, Inc., previously leased "the Ball Field" to the Lessee for recreational purposes for nominal consideration for a period of ten years; and

WHEREAS, said prior lease is expired; and

WHEREAS, the Lessor wishes to reestablish a lease agreement with the Lessee to let the Lessee use "the Ball Field" for recreational purposes for nominal consideration; and

WHEREAS, the Lessor agrees to lease "the Ball Field" to the Lessee in accordance with the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto intending to be legally bound hereby, in consideration of the above covenants and conditions, and those hereinafter stated, and in consideration of One Dollar, mutually agree as follows:

1. Lessor hereby leases said premises to Lessee, and Lessee rents from Lessor for recreational purposes the premises known as "the Ball Field".

2. Terms: The term of this agreement shall be for an initial term of five years, starting on the \_\_\_\_\_ day of \_\_\_\_\_, 2017 and terminating on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

3. Upon the expiration of the initial 5 year term of this lease, the lease agreement may be renegotiated. Prior to expiration of this agreement, the parties shall meet to negotiate terms of possible renewal. This lease agreement may be terminated by either party at any time for valid reason, but absent a serious emergency, such termination may not become effective during the preseason practice or game playing season of the elementary aged boys and girls permitted to use the field pursuant to this lease. At the termination of the lease, all structures originally erected and installed on "the Ball field" by the Town during the original Lease Agreement (fencing, bleachers, dugouts, backstop) shall be removed by the Lessee, and "the Ball Field" shall be restored to substantially the same condition it was in at the commencement of the original Lease Agreement.

4. Rent: Lessee shall pay Lessor without demand the sum of One Dollar per year.

5. Usage: "The Ball Field" shall be used for elementary aged boys and girls. Activities shall terminate by 8 p.m. each evening or at the conclusion of the session in progress at 8 p.m.

6. Posting of Signs: The Town shall post signs stating "No vehicular use shall be permitted including parking, driving, or turning around" in conjunction with use of "the Ball Field" at Hop River Homes entry drive.

7. Improvements: Lessee shall not have the right to make any changes to the "the Ball Field" or construct any additional structures without the written permission and consent of the Lessor.

8. Maintenance of Premises: Lessee hereby covenants and agrees that it will use due care on the premises and that it will be responsible to maintain the leased property. The Town shall mow the grassy area adjacent to "the Ball Field", including both sides of the driveway entrance to Hop River Homes.

9. Insurance: Lessee is responsible for insuring against any and all casualty and loss incurred by Lessee or any of its employees, agents, invitees, occupants, customers, or any other persons at or on said premises, and hereby holds the Lessor harmless for same. Security of the premises is completely and solely the responsibility of the Lessee, and the Lessor will not be held liable due to theft or vandalism of property on the premises. The Lessor shall be designated as an additional insured on all policies. A certificate of such insurance shall be



furnished to Lessor.

10. Indemnification by Lessee: Lessee hereby covenants and agrees to indemnify, defend and hold the Lessor harmless from any and all claims, demands, suits, causes of action, losses, damages, expenses and/or any and all litigation arising out of occurrences, in or at "the Ball Field" or as occasioned or suffered by the Lessee or any of its employees, agents, invitees, customers, occupants, or other persons in attendance in or at said premises, and also for any damages awarded for such claims, demands, causes of action, losses, damages and expenses or for costs or attorney's fees, due to the error, act or omission of the Lessee.

11. Waste and Nuisance: Lessee hereby covenants and agrees not to commit waste on or at said premises or allow it to be committed, nor permit maintenance of a nuisance or any other noxious matter there.

12. This Lease Agreement is subject to approval by USDA-RD.

13. Counterparts: This Agreement may be executed simultaneously in one or more copies or counterparts, each of which shall be deemed an original, but all of which together shall constitute and be one and the same Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day, month and year first above written.

WITNESSED BY:

LESSOR:

\_\_\_\_\_

\_\_\_\_\_  
Eastern Connecticut Housing Organization, Inc.  
Duly Authorized

LESSEE:

USDA Representative:

\_\_\_\_\_

Robert F. Burbank, First Selectman  
Town of Andover, Duly Authorized

USDA Representative

---

Sue Gregware, Area Specialist  
Duly Authorized

## **10. Approval of Meeting Minutes**

- a. Monday, December 13th, 2021 Regular Meeting Minutes**

# **11. Finance Department Report**

- a. Revenue Summary**
- b. Town Budget Summary**
- c. Town Aid Road (TAR) Update**
- d. Town Cash Report**
- e. Over Expenditure Report**

Account Range: First to Last Include Zero Activity Accounts: No  
Current Date Range: 12/01/21 to 12/31/21 Year To Date As Of: 01/05/22

Account Id	Description	Adopted	YTD Revenue	Excess/Deficit
100-04-0100-401	Fire - Burn Permits	0.00	120.00	120.00
100-10-0000-101	Current Grand List	9,739,497.00	5,388,148.54	4,351,348.46-
100-10-0000-103	Interest on Active Taxes	40,000.00	19,252.95	20,747.05-
100-10-0000-104	Lien on Active Taxes	2,000.00	2,750.50	750.50
100-10-0000-108	Prior Yr Taxes	100,000.00	0.00	100,000.00-
100-20-0000-209	STATE PROPERTY PILOT	12,127.00	8,947.56	3,179.44-
100-20-0000-222	Municipal Grants in Aid	2,620.00	0.00	2,620.00-
100-20-0000-223	Pequot Funds	6,680.00	0.00	6,680.00-
100-20-0000-226	State Miscellaneous/COVID Funds	2,500.00	420.00	2,080.00-
100-20-0000-227	Municipal Stabilization Grant	43,820.00	43,820.00	0.00
100-20-0000-238	Disabled Programs	400.00	0.00	400.00-
100-20-0000-239	Telephone Access	5,000.00	0.00	5,000.00-
100-20-0100-226	Connectivity Grant	297,620.00	297,620.00	0.00
100-20-0100-227	MRSA Municipal Revenue Sharing	20,219.00	3,179.64	17,039.36-
100-20-0900-219	E.C.S.	2,004,782.00	501,196.00	1,503,586.00-
100-30-0000-303	Interest	40,000.00	1,373.97	38,626.03-
100-40-0100-407	Town Clerk Fees	50,000.00	44,635.84	5,364.16-
100-40-0700-413	Transfer Station Permits	35,000.00	23,866.00	11,134.00-
100-40-0700-415	Waste Redemption	1,000.00	768.50	231.50-

Account Id	Description	Adopted	YTD Revenue	Excess/Deficit
100-40-0800-405	Building Department	55,000.00	52,162.36	2,837.64-
100-80-0000-801	Miscellaneous	3,000.00	420.48-	3,420.48-
100-80-0000-803	Rentals	1,500.00	0.00	1,500.00-
Anticipated Total		12,462,765.00	6,387,841.38	6,074,923.62-
Unanticipated Total		0.00	0.00	0.00
Fund Total		12,462,765.00	6,387,841.38	6,074,923.62-
Final Total		12,462,765.00	6,387,841.38	6,074,923.62-

Range of Accounts: First to Last Include Cap Accounts: Yes As Of: 01/05/22  
Current Period: 12/01/21 to 12/31/21 Skip Zero Activity: Yes

Account Id	Description	Adopted Budget	Expended YTD	Balance	% Used
100-01-0101-000	Selectmen				
100-01-0101-105	Selectmen Salary	4,800.00	4,300.00	500.00	90
100-01-0101-115	Board Clerk BOS	1,500.00	882.00	618.00	59
100-01-0101-836	Veteran's Day Committee	500.00	0.00	500.00	0
<b>Control Total</b>		<b>6,800.00</b>	<b>5,182.00</b>	<b>1,618.00</b>	<b>76</b>
100-01-0102-000	Town Administrator				
100-01-0102-100	Town Administrator Salary	82,500.00	44,251.15	38,248.85	54
100-01-0102-120	Adminstrative Assistant	21,370.00	11,395.45	9,974.55	53
100-01-0102-330	Conference/Seminars	200.00	0.00	200.00	0
100-01-0102-535	Telephone	852.00	477.68	374.32	56
100-01-0102-580	Travel	1,200.00	700.00	500.00	58
<b>Control Total</b>		<b>106,122.00</b>	<b>56,824.28</b>	<b>49,297.72</b>	<b>54</b>
100-01-0103-000	Board of Finances				
100-01-0103-121	Board Clerk Wages-BOF	1,700.00	715.25	984.75	42
100-01-0103-310	Legal Fees	2,500.00	0.00	2,500.00	0
<b>Control Total</b>		<b>4,200.00</b>	<b>715.25</b>	<b>3,484.75</b>	<b>17</b>
100-01-0105-000	Auditor/Actuary				
100-01-0105-320	Annual Audit-Auditor	33,000.00	22,000.00	11,000.00	67
100-01-0105-325	Actuarial Services	5,000.00	0.00	5,000.00	0
<b>Control Total</b>		<b>38,000.00</b>	<b>22,000.00</b>	<b>16,000.00</b>	<b>58</b>
100-01-0107-000	Town Attorney				
100-01-0107-310	Legal Fees	14,000.00	7,080.00	6,920.00	51
100-01-0107-312	Assessor - Legal Counsel	6,000.00	0.00	6,000.00	0
<b>Control Total</b>		<b>20,000.00</b>	<b>7,080.00</b>	<b>12,920.00</b>	<b>35</b>
100-01-0109-000	Treasurer/Finance				
100-01-0109-120	Assistant Treasurer	53,560.00	33,500.41	20,059.59	63
100-01-0109-330	Conference/Seminars - Treasurer	500.00	0.00	500.00	0
100-01-0109-610	Office Supplies - Treasurer	200.00	50.55	149.45	25
<b>Control Total</b>		<b>54,260.00</b>	<b>33,550.96</b>	<b>20,709.04</b>	<b>62</b>
100-01-0111-000	Tax Collector				
100-01-0111-100	Salary-Tax Collector	42,651.00	22,179.22	20,471.78	52

Account Id	Description	Adopted Budget	Expended YTD	Balance	% Used
100-01-0111-330	Conf. & Seminars-Tax Collector	400.00	45.00	355.00	11
100-01-0111-438	Equip. Maint.-Tax Collector	8,859.00	15,436.22	6,577.22-	174
100-01-0111-580	Mileage-Tax Collector	200.00	0.00	200.00	0
100-01-0111-610	Office Supplies-Tax Collector	400.00	56.68	343.32	14
100-01-0111-810	Dues/Membership	100.00	0.00	100.00	0
<b>Control Total</b>		<b>52,610.00</b>	<b>37,717.12</b>	<b>14,892.88</b>	<b>72</b>
100-01-0113-000	Assessor				
100-01-0113-100	Salary-Assessor	28,374.00	15,984.84	12,389.16	56
100-01-0113-120	Salary-Asst. Assessor	36,156.00	20,249.92	15,906.08	56
100-01-0113-335	Training/Assessor	650.00	179.00	471.00	28
100-01-0113-438	Software-Assessor	18,098.00	14,740.00	3,358.00	81
100-01-0113-580	Mileage-Assessor	500.00	0.00	500.00	0
100-01-0113-610	Office Supplies-Assessor	425.00	548.96	123.96-	129
<b>Control Total</b>		<b>84,203.00</b>	<b>51,702.72</b>	<b>32,500.28</b>	<b>61</b>
100-01-0115-000	BD Assess Appeal				
100-01-0115-100	Salaries-BAA	680.00	0.00	680.00	0
100-01-0115-120	BAA-Clerk	400.00	0.00	400.00	0
100-01-0115-335	BAA-Training	150.00	0.00	150.00	0
<b>Control Total</b>		<b>1,230.00</b>	<b>0.00</b>	<b>1,230.00</b>	<b>0</b>
100-01-0117-000	Town Clerk				
100-01-0117-100	Salary-Town Clerk	50,774.00	27,434.85	23,339.15	54
100-01-0117-120	Asst. salary-Town Clerk	23,275.00	10,557.12	12,717.88	45
100-01-0117-330	Conf. / Seminars-Town Clerk	1,000.00	602.50	397.50	60
100-01-0117-335	Training-Town clerk	2,000.00	0.00	2,000.00	0
100-01-0117-438	Equip. Maint.-Town Clerk	540.00	0.00	540.00	0
100-01-0117-580	Travel-Registars	400.00	57.12	342.88	14
100-01-0117-610	Office Supplies-Town Clerk	1,400.00	327.41	1,072.59	23
100-01-0117-612	Land Records-Town Clerk	10,100.00	5,306.00	4,794.00	53
100-01-0117-616	Maps Filming & Indexing-Town Clerk	600.00	0.00	600.00	0
100-01-0117-810	Dues / Memberships-Town Clerk	500.00	190.00	310.00	38
100-01-0117-865	Vital Statistics-Town Clerk	300.00	0.00	300.00	0
100-01-0117-885	Restoration-Town Clerk	1,000.00	0.00	1,000.00	0
<b>Control Total</b>		<b>91,889.00</b>	<b>44,475.00</b>	<b>47,414.00</b>	<b>48</b>
100-01-0119-000	Probate Court				
100-01-0119-800	Misc. Expenses-Probate Court	3,200.00	3,054.00	146.00	95
<b>Control Total</b>		<b>3,200.00</b>	<b>3,054.00</b>	<b>146.00</b>	<b>95</b>



Account Id	Description	Adopted Budget	Expended YTD	Balance	% Used
100-01-0121-000	Elections				
100-01-0121-100	Salaries-Elections	16,000.00	5,911.39	10,088.61	37
100-01-0121-335	Training - Elections	600.00	30.00	570.00	5
100-01-0121-438	Equip. Maint.-Elections	3,000.00	675.00	2,325.00	22
100-01-0121-610	Supplies-Elections	8,000.00	545.62	7,454.38	7
100-01-0121-800	MISC/CANV	120.00	0.00	120.00	0
100-01-0121-830	Meals-Elections	600.00	131.57	468.43	22
<b>Control Total</b>		<b>28,320.00</b>	<b>7,293.58</b>	<b>21,026.42</b>	<b>26</b>
100-01-0123-000	Old Town Hall				
100-01-0123-432	Building Maint.- Old Town Hall	2,500.00	2,449.05	50.95	98
100-01-0123-490	Alarm System-Old Town Hall	500.00	239.25	260.75	48
100-01-0123-601	Electricity-Old Town Hall	600.00	437.80	162.20	73
100-01-0123-603	Fuel Oil-Old Town Hall	400.00	0.00	400.00	0
<b>Control Total</b>		<b>4,000.00</b>	<b>3,126.10</b>	<b>873.90</b>	<b>78</b>
100-01-0125-000	Registrars				
100-01-0125-100	Salary-Registrars	12,000.00	6,377.52	5,622.48	53
100-01-0125-120	Asst. Salary-Registrars	1,000.00	0.00	1,000.00	0
100-01-0125-330	CONF & SEMINARS - Registrars	1,200.00	0.00	1,200.00	0
100-01-0125-335	Registrar-Training	3,500.00	40.00	3,460.00	1
100-01-0125-580	Travel-Registrars	500.00	0.00	500.00	0
100-01-0125-610	Office Supplies-Registrars	300.00	125.97	174.03	42
100-01-0125-810	Dues / Memberships-Registrars	200.00	190.00	10.00	95
<b>Control Total</b>		<b>18,700.00</b>	<b>6,733.49</b>	<b>11,966.51</b>	<b>36</b>
100-01-0127-000	ADS				
100-01-0127-540	Legal Ads-Advertising	4,000.00	3,061.34	938.66	77
<b>Control Total</b>		<b>4,000.00</b>	<b>3,061.34</b>	<b>938.66</b>	<b>77</b>
100-01-0129-000	Town Office Building				
100-01-0129-315	Payroll Service-Town Office	6,500.00	1,535.54	4,964.46	24
100-01-0129-350	Water Testing	500.00	230.00	270.00	46
100-01-0129-365	Elevator-Service Contract	2,300.00	2,292.21	7.79	100
100-01-0129-401	Elevator Permit	240.00	0.00	240.00	0
100-01-0129-430	ProComm.Maint.Agr.-Town Office Bldg.	600.00	0.00	600.00	0
100-01-0129-432	Building Maint.-Town Office Building	3,500.00	3,042.49	457.51	87
100-01-0129-439	Software Maint.-Town Office Building	7,500.00	9,425.95	1,925.95-	126
100-01-0129-442	Computer Tech Support	8,000.00	3,657.52	4,342.48	46
100-01-0129-443	Website Fees	4,618.00	0.00	4,618.00	0

Account Id	Description	Adopted Budget	Expended YTD	Balance	% Used
100-01-0129-444	Copier Rental-Town Office	2,680.00	1,339.92	1,340.08	50
100-01-0129-490	Tolland 911 Dispatch-Town Office	10,531.00	10,031.60	499.40	95
100-01-0129-530	Telephone-Town Office Building	10,500.00	6,686.09	3,813.91	64
100-01-0129-531	Postage-Town Office	7,000.00	2,193.94	4,806.06	31
100-01-0129-533	Postage Meter Rental-Town Office	600.00	300.00	300.00	50
100-01-0129-537	Internet Cable-Office Building	1,500.00	369.00	1,131.00	25
100-01-0129-550	Printing-Town Office Building	1,600.00	0.00	1,600.00	0
100-01-0129-601	Electricity-Town Office Building	7,500.00	4,249.93	3,250.07	57
100-01-0129-603	Fuel Oil-Town Office Building	5,800.00	1,085.89	4,714.11	19
100-01-0129-610	Office Supplies-Town Office Building	3,000.00	2,131.31	868.69	71
100-01-0129-652	Custodial Supplies - Town office Builidin	1,000.00	891.05	108.95	89
100-01-0129-730	Equipment-Town Office Building	750.00	0.00	750.00	0
100-01-0129-735	Computer Services Town Office	1,900.00	1,559.32	340.68	82
<b>Control Total</b>		<b>88,119.00</b>	<b>51,021.76</b>	<b>37,097.24</b>	<b>58</b>
100-01-0135-000	Civil Preparedness				
100-01-0135-100	Salary-Civil Preparedness	600.00	0.00	600.00	0
100-01-0135-335	Civil Preparedness Training	350.00	0.00	350.00	0
100-01-0135-435	Vehicle Maintenance	1,000.00	891.00	109.00	89
100-01-0135-610	Office Supplies - Civil Prep	850.00	376.62	473.38	44
<b>Control Total</b>		<b>2,800.00</b>	<b>1,267.62</b>	<b>1,532.38</b>	<b>45</b>
100-01-0137-000	Insurance				
100-01-0137-500	Insurance	113,000.00	82,645.52	30,354.48	73
<b>Control Total</b>		<b>113,000.00</b>	<b>82,645.52</b>	<b>30,354.48</b>	<b>73</b>
100-01-0141-000	Employee Benefits				
100-01-0141-205	Social Security-Employee Benefits	52,086.00	27,784.49	24,301.51	53
100-01-0141-207	Medicare-Employee Benefits	12,060.00	6,498.17	5,561.83	54
100-01-0141-210	Unempl. Comp.-Employee Benefits	10,000.00	3,158.42	6,841.58	32
100-01-0141-215	Health Insurance-Employee Benefits	177,456.00	55,951.93	121,504.07	32
100-01-0141-221	Longevity	1,500.00	0.00	1,500.00	0
100-01-0141-223	Disability-Employee Benefits	2,500.00	1,343.41	1,156.59	54
100-01-0141-225	Life Ins.-Employee Benefits	1,500.00	483.60	1,016.40	32
100-01-0141-230	Retirement-Employee Benefits	95,576.00	31,916.04	63,659.96	33
100-01-0141-280	Physicals-Employee Benefits	750.00	0.00	750.00	0
100-01-0141-295	Adm. Fee Merf.-Employee Benefits	3,000.00	0.00	3,000.00	0
<b>Control Total</b>		<b>356,428.00</b>	<b>127,136.06</b>	<b>229,291.94</b>	<b>36</b>

Account Id	Description	Adopted Budget	Expended YTD	Balance	% Used
100-01-0143-000	Andover Senior Transportation				
100-01-0143-100	Salaries-Drivers/Dispatch	18,600.00	12,572.06	6,027.94	68
100-01-0143-380	Comm. Drivers Test-Dial a Ride	1,000.00	300.00	700.00	30
100-01-0143-435	Vehicle Maint.-Dial a Ride	5,000.00	1,501.30	3,498.70	30
100-01-0143-603	Fuel-Dial a Ride	3,000.00	1,272.03	1,727.97	42
Control Total		27,600.00	15,645.39	11,954.61	57
100-01-0145-000	Senior Citizens				
100-01-0145-100	Municipal Agent-Salary	4,000.00	1,725.00	2,275.00	43
100-01-0145-820	Senior Lunch-Senior Citizens	1,080.00	670.68	409.32	62
100-01-0145-870	Programs-Senior Citizens	2,000.00	2,016.77	16.77-	101
100-01-0145-875	Trips-Senior Citizens	4,000.00	1,747.49	2,252.51	44
Control Total		11,080.00	6,159.94	4,920.06	56
100-01-0147-000	Custodian				
100-01-0147-365	Custodian	9,300.00	3,718.75	5,581.25	40
Control Total		9,300.00	3,718.75	5,581.25	40
100-01-0149-000	Old Fire House				
100-01-0149-434	Furance Maint.-Old Fire House	300.00	0.00	300.00	0
100-01-0149-490	Alarm Maint.-Old Fire House	250.00	0.00	250.00	0
100-01-0149-601	Electricity-Old Fire House	500.00	517.51	17.51-	104
100-01-0149-603	Fuel Oil-Old Fire House	1,000.00	3.24	996.76	0
Control Total		2,050.00	520.75	1,529.25	25
100-01-0151-000	Dog Fund				
100-01-0151-100	Dog Warden Salary-Dog Fund	4,635.00	564.66	4,070.34	12
100-01-0151-434	Furnace Maintenance - Dog Pound	175.00	0.00	175.00	0
100-01-0151-580	Dog Warden-Travel	100.00	0.00	100.00	0
100-01-0151-610	Dog Warden - Supplies	800.00	0.00	800.00	0
Control Total		5,710.00	564.66	5,145.34	10
100-01-0153-000	Historical				
100-01-0153-800	Town Historian	200.00	0.00	200.00	0
Control Total		200.00	0.00	200.00	0
100-02-0201-000	NL - Health Officer				
100-02-0201-841	Health Director-Eastern Highlands	19,060.00	14,295.03	4,764.97	75
Control Total		19,060.00	14,295.03	4,764.97	75

Account Id	Description	Adopted Budget	Expended YTD	Balance	% Used
100-02-0205-000	NL - North Central Mental Hlth				
100-02-0205-843	Amplify Mental Health	250.00	231.00	19.00	92
Control Total		250.00	231.00	19.00	92
100-02-0207-000	NL - AHM Youth Services				
100-02-0207-844	AHM Youth Services	88,684.00	44,342.00	44,342.00	50
Control Total		88,684.00	44,342.00	44,342.00	50
100-03-0301-000	P.W. Dept				
100-03-0301-100	Salary-Public Works	246,350.00	137,363.02	108,986.98	56
100-03-0301-111	Temp/PW	2,500.00	0.00	2,500.00	0
100-03-0301-112	Overtime/PW	7,000.00	8,190.76	1,190.76-	117
100-03-0301-391	Fire Ext. Ck.-Public Works	500.00	0.00	500.00	0
100-03-0301-392	Welding Supply-Public Works	850.00	347.50	502.50	41
100-03-0301-435	Vehicle Maint.Public Works	22,000.00	23,325.05	1,325.05-	106
100-03-0301-448	Misc. Labor/Rental-Town Garage	1,500.00	0.00	1,500.00	0
100-03-0301-535	Telephone - Public Works	852.00	427.69	424.31	50
100-03-0301-602	Diesel-Public Works	14,000.00	1,790.48	12,209.52	13
100-03-0301-603	Fuel-Public Works	5,760.00	4,036.22	1,723.78	70
100-03-0301-620	Supplies - Public Works	12,000.00	7,638.84	4,361.16	64
100-03-0301-730	Equipment - Public Works	6,400.00	593.00	5,807.00	9
100-03-0301-810	Dues/ Memberships-Public works	75.00	75.00	0.00	100
Control Total		319,787.00	183,787.56	135,999.44	57
100-03-0303-000	Snow Removal				
100-03-0303-130	Overtime Wages-Snow Removal	15,000.00	3,660.01	11,339.99	24
100-03-0303-436	Ice Maint. Bldg.--Snow Removal	500.00	0.00	500.00	0
100-03-0303-642	Supplies - Snow Removal	67,700.00	11,759.75	55,940.25	17
100-03-0303-730	Sanding Equip-Snow Removal	500.00	182.07	317.93	36
100-03-0303-830	Meals-Snow Removal	650.00	0.00	650.00	0
Control Total		84,350.00	15,601.83	68,748.17	18
100-03-0305-000	Lighting				
100-03-0305-410	Street Lighting	6,000.00	3,296.67	2,703.33	55
Control Total		6,000.00	3,296.67	2,703.33	55
100-03-0309-000	Town Garage				
100-03-0309-215	Health Ins. - Town Garage	0.00	110.00	110.00-	0
100-03-0309-330	Conf/Seminars-Town Garage	500.00	150.00	350.00	30
100-03-0309-432	Building Maint.-Town Garage	5,000.00	3,052.32	1,947.68	61

Account Id	Description	Adopted Budget	Expended YTD	Balance	% Used
100-03-0309-537	Internet Cable-Town Garage	1,400.00	695.10	704.90	50
100-03-0309-601	Electricity-Town Garage	3,000.00	2,480.65	519.35	83
100-03-0309-603	Fuel Oil-Town Garage	5,000.00	415.99	4,584.01	8
100-03-0309-610	Office Supplies-Town Garage	150.00	0.00	150.00	0
100-03-0309-618	Computer Supplies-Town Garage	300.00	0.00	300.00	0
<b>Control Total</b>		<b>15,350.00</b>	<b>6,904.06</b>	<b>8,445.94</b>	<b>45</b>
100-03-0311-000	Town Engineer				
100-03-0311-370	Consulting Fees-Engineer	10,000.00	0.00	10,000.00	0
<b>Control Total</b>		<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0</b>
100-03-0313-000	Ground Care				
100-03-0313-420	Mowing-Ground Care	20,000.00	5,131.63	14,868.37	26
100-03-0313-422	Beautifications-Ground Care	2,050.00	582.10	1,467.90	28
100-03-0313-424	Old Cemetary - Ground Care	2,000.00	500.00-	2,500.00	25-
<b>Control Total</b>		<b>24,050.00</b>	<b>5,213.73</b>	<b>18,836.27</b>	<b>22</b>
100-04-0401-000	Fire Department				
100-04-0401-800	Fire Department	140,650.00	99,123.13	41,526.87	70
<b>Control Total</b>		<b>140,650.00</b>	<b>99,123.13</b>	<b>41,526.87</b>	<b>70</b>
100-04-0403-000	Resident Trooper				
100-04-0403-375	Contract St. Fee-Law Enforcement	176,000.00	0.00	176,000.00	0
100-04-0403-610	Office Supplies-Law Enforcement	450.00	144.00	306.00	32
<b>Control Total</b>		<b>176,450.00</b>	<b>144.00</b>	<b>176,306.00</b>	<b>0</b>
100-04-0405-000	Fire Marshall				
100-04-0405-100	Salary - Fire Marshall	7,919.00	4,254.69	3,664.31	54
100-04-0405-110	Deputy Salary	1,267.00	633.45	633.55	50
100-04-0405-150	Fire - Burning Official Comp	0.00	180.00	180.00-	0
100-04-0405-335	Training-Fire Marshall	300.00	0.00	300.00	0
100-04-0405-610	Office Supplies-Fire Marshall	50.00	0.00	50.00	0
100-04-0405-612	Subscriptions/Fire Marshall	700.00	173.75	526.25	25
100-04-0405-730	Equipment-Fire Marshall	500.00	0.00	500.00	0
100-04-0405-810	Dues / Memberships-Fire Marshall	140.00	826.92	686.92-	591
<b>Control Total</b>		<b>10,876.00</b>	<b>6,068.81</b>	<b>4,807.19</b>	<b>56</b>
100-05-0501-000	Welfare				
100-05-0501-580	Social Services - Travel	50.00	0.00	50.00	0
100-05-0501-845	Social Services-ACCESS	400.00	0.00	400.00	0

Account Id	Description	Adopted Budget	Expended YTD	Balance	% Used
100-05-0501-850	COVID Expenses	0.00	2,585.99	2,585.99-	0
Control Total		450.00	2,585.99	2,135.99-	575
100-06-0601-000	Memorial Day Comm.				
100-06-0601-800	Misc. Exp-Memorial Day	800.00	0.00	800.00	0
Control Total		800.00	0.00	800.00	0
100-06-0603-000	Recreation Commission				
100-06-0603-493	Outside Facility-Recreation Comm	2,630.00	0.00	2,630.00	0
100-06-0603-870	Programs-Recreation Comm	5,835.00	2,377.92	3,457.08	41
Control Total		8,465.00	2,377.92	6,087.08	28
100-07-0701-000	Transfer Station				
100-07-0701-100	Wages-Transfer Station	21,218.00	12,346.56	8,871.44	58
100-07-0701-438	Maintence-Transfer Station	2,500.00	1,927.50	572.50	77
100-07-0701-442	Brush Pile Removal	7,500.00	0.00	7,500.00	0
100-07-0701-480	Hauling Fees-Transfer Station	39,520.00	15,449.72	24,070.28	39
100-07-0701-481	Bulky Waste-Transfer Station	30,160.00	15,552.25	14,607.75	52
100-07-0701-493	Outdoor Facility-Transfer Station	900.00	450.00	450.00	50
100-07-0701-601	Electricity-Transfer Station	2,400.00	979.72	1,420.28	41
100-07-0701-803	Compactor Lease Transfer Station	3,120.00	1,802.50	1,317.50	58
100-07-0701-998	Tipping Fees-Transfer Station	44,720.00	20,688.17	24,031.83	46
Control Total		152,038.00	69,196.42	82,841.58	46
100-07-0703-000	Recycling				
100-07-0703-484	Antifreeze Pickup-Recycling	100.00	0.00	100.00	0
100-07-0703-485	Used Oil Pickup-Recycling	450.00	683.63	233.63-	152
100-07-0703-488	Tire Pickup-Recycling	800.00	466.00	334.00	58
100-07-0703-807	Transfer Station-Permits	800.00	970.97	170.97-	121
Control Total		2,150.00	2,120.60	29.40	99
100-08-0801-000	Ec Development Comm				
100-08-0801-800	Economic Development Comm.	500.00	430.00	70.00	86
Control Total		500.00	430.00	70.00	86
100-08-0803-000	P&Z Commission				
100-08-0803-100	Wages-Planning & Zoning	1,350.00	1,181.50	168.50	88
100-08-0803-310	Legal/Professional P&Z	5,000.00	5,031.50	31.50-	101
100-08-0803-335	Training-Planning & Zoning	350.00	0.00	350.00	0
100-08-0803-340	Planning & Zoning - Mapping	300.00	0.00	300.00	0

Account Id	Description	Adopted Budget	Expended YTD	Balance	% Used
<b>Control Total</b>		<b>7,000.00</b>	<b>6,213.00</b>	<b>787.00</b>	<b>89</b>
100-08-0805-000	Zoning Board of Appeals				
100-08-0805-115	Board Clerk - ZBA	500.00	74.50	425.50	15
<b>Control Total</b>		<b>500.00</b>	<b>74.50</b>	<b>425.50</b>	<b>15</b>
100-08-0807-000	Building Department				
100-08-0807-100	Wages - Building Department	13,354.00	1,970.59	11,383.41	15
100-08-0807-120	Clerk's Wages-Building Department	19,240.00	20,537.86	1,297.86-	107
100-08-0807-438	Equipment maint.-Building Dept.	1,500.00	0.00	1,500.00	0
100-08-0807-580	Mileage-Building Department	250.00	0.00	250.00	0
100-08-0807-610	Office Supplies-Building Department	550.00	133.35	416.65	24
100-08-0807-612	Bks. & Manuals-Building Department	500.00	120.00	380.00	24
100-08-0807-810	Dues / Membership-Building Department	200.00	0.00	200.00	0
100-08-0807-901	Building Dept.-Equipment	250.00	105.03	144.97	42
<b>Control Total</b>		<b>35,844.00</b>	<b>22,866.83</b>	<b>12,977.17</b>	<b>64</b>
100-08-0809-000	Wetlands				
100-08-0809-100	Wages-Inland/Wetlands	16,470.00	8,506.59	7,963.41	52
100-08-0809-115	Board Clerk - IWC	1,300.00	598.50	701.50	46
100-08-0809-335	Training-Inland/Wetlands	250.00	0.00	250.00	0
100-08-0809-610	Office Supplies-Inland/Wetland	250.00	0.00	250.00	0
100-08-0809-810	Dues / Memberships-Inland/Wetlands	65.00	130.00	65.00-	200
<b>Control Total</b>		<b>18,335.00</b>	<b>9,235.09</b>	<b>9,099.91</b>	<b>50</b>
100-08-0815-000	Conservation Commission				
100-08-0815-330	Conservation-membership	65.00	0.00	65.00	0
100-08-0815-335	Conservation-training	200.00	0.00	200.00	0
100-08-0815-609	Conservation-equipment	100.00	176.21	76.21-	176
100-08-0815-810	Conservation-conferences	300.00	0.00	300.00	0
<b>Control Total</b>		<b>665.00</b>	<b>176.21</b>	<b>488.79</b>	<b>26</b>
100-08-0817-000	Zoning Agent				
100-08-0817-100	Salary-Zoning Agent	16,470.00	9,072.68	7,397.32	55
100-08-0817-580	Mileage-Zoning Agent	300.00	0.00	300.00	0
<b>Control Total</b>		<b>16,770.00</b>	<b>9,072.68</b>	<b>7,697.32</b>	<b>54</b>
100-08-0819-000	CRCOG, CCM, Cost				
100-08-0819-810	Capital Region Council of Govt.	8,216.00	8,111.00	105.00	99
<b>Control Total</b>		<b>8,216.00</b>	<b>8,111.00</b>	<b>105.00</b>	<b>99</b>

Account Id	Description	Adopted Budget	Expended YTD	Balance	% Used
100-09-0901-000	Education				
100-09-0901-590	RHAM Payment	5,119,757.00	2,019,556.36	3,100,200.64	39
100-09-0901-595	Board of Education Expenses	3,902,400.00	1,342,749.73	2,544,193.27	35
Control Total		9,022,157.00	3,362,306.09	5,644,393.91	37
100-10-1001-000	Library				
100-10-1001-100	Library Payroll	75,808.00	42,570.39	33,237.61	56
100-10-1001-800	Library-Dues and Fees	26,289.00	14,740.50	27,005.50	3-
Control Total		102,097.00	57,310.89	60,243.11	41
100-11-1101-000	Capital Expenditures				
100-11-1101-701	Town Garage-Capital Expenditure	32,615.00	0.00	32,615.00	0
100-11-1101-714	Revaluation	16,500.00	16,500.00	0.00	100
100-11-1101-715	P & Z-Capital POCD	5,000.00	5,000.00	0.00	100
Control Total		54,115.00	21,500.00	32,615.00	40
100-12-1201-000	Debt Service				
100-12-1201-960	School-Debt	90,000.00	90,000.00	0.00	100
Control Total		90,000.00	90,000.00	0.00	100
100-12-1203-000	Interest Expense				
100-12-1203-950	School Interest	3,000.00	2,193.75	806.25	73
Control Total		3,000.00	2,193.75	806.25	73
100-13-1305-000	Fund Transfers				
100-13-1305-860	Insurance Severance	25,000.00	0.00	25,000.00	0
100-13-1305-899	Contingency	50,000.00	500.00	49,500.00	1
100-13-1305-901	DPW Equipment	100,000.00	100,000.00	0.00	100
100-13-1305-907	Transfer-Multi-Use Public Bldg.	50,000.00	50,000.00	0.00	100
100-13-1305-908	Fire Dept. Equip. Fund	60,000.00	60,000.00	0.00	100
100-13-1305-911	Road Improvement Fund	290,000.00	290,000.00	0.00	100
100-13-1305-912	tree removal fund	50,000.00	50,000.00	0.00	100
100-13-1305-913	bunker hill bridge	120,000.00	120,000.00	0.00	100
100-13-1305-914	bridge and culvert	90,000.00	90,000.00	0.00	100
100-13-1305-915	building maintenance	40,000.00	40,000.00	0.00	100
Control Total		875,000.00	800,500.00	74,500.00	91



Account Id	Description	Adopted Budget	Expended YTD	Balance	% Used
Fund Budgeted		12,427,430.00	5,416,475.08	7,010,954.92	44
Fund Non-Budgeted		0.00	0.00	0.00	0
Fund Total		12,427,430.00	5,416,475.08	7,010,954.92	44
Final Budgeted		12,427,430.00	5,416,475.08	7,010,954.92	44
Final Non-Budgeted		0.00	0.00	0.00	0
Final Total		12,427,430.00	5,416,475.08	7,010,954.92	44

**ACCOUNT DETAIL REPORT**  
**Account# 100-00-3700-006 TOWN AID ROADS**  
**TOWN OF ANDOVER**  
**21-22-Updated**

1/5/2022

<b>DATE</b>	<b>VENDOR NAME</b>	<b>CHECK #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BALANCE</b>
OPENING BALANCE					\$138,460.56
7/21/2021	AEN ASPHALT	15	Road Materials	-\$48,020.25	\$90,440.31
7/21/2021	THE GORMAN GROUP	46	Crack Sealing	-\$39,060.00	\$51,380.31
8/31/2021	Cash Receipt-TAR \$			\$93,562.28	\$144,942.59
9/1/2021	ADELMAN SAND & GRAVEL	142	Road Materials	-\$224.40	\$144,718.19
9/1/2021	AEN ASPHALT	143	Road Materials	-\$40,556.25	\$104,161.94
9/15/2021	TARGET ENTERPRISES	203	Grass Seed Mix	-\$211.76	\$103,950.18
9/29/2021	ABLE TOOL & EQUIPMENT	207	Compactor Rent to Buy	-\$9,500.00	\$94,450.18
12/22/2021	Weatherworks	493		-\$1,650.00	\$92,800.18

## Capital Funds Allocation for 2022-2023 Budget Season

Fund	2020-21	Amount	2021-22	2021-22	2022-23	Current
	Proposed	2020-21 Funded Adjusted				
Public Works Capital Equipment***	110,000	350,000	110,000	100,000	115,000	29205
Fire Engine fund	100,000	50,000	100,000	60,000	100,000	40380
Building Maintenance	100,000	60,000	60,000	40,000	60,000	98384
Multi Use building fund	181,000	0	50,000	50,000	0	498202
Bunker Hill Bridge Replacement**	250,000	160,000	120,000	120,000	120,000	278096
Bridge and Culvert fund	160,000	60,000	100,000	90,000	100,000	127225
Tree Fund	100,000	75,000**	75,000	50,000	75,000	18055
Roadwork fund	400,000	350,000**	300,000	290,000	300,000	148789
Town Aid road*	193,000	193,000	193,000	193,000	193,000	94450
Reval	16,500	16,500	16,500	16,500	16,500	10520
POCD implementation fund	5,000	5,000	5,000	5,000	5,000	
*Note						

Town Aid Road funds directly from State of Connecticut will be combined this year into the roadwork fund instead of accounting for it separately

### Additional Funding Sources:

#### LOTICIP:

Currently \$112,958, around March 15<sup>th</sup> will probably have an additional \$28,000 added to fund. . This will net ~\$85,000 now and ~\$141,000 when we get the next allotment in March 2022.

#### STEAP Grant:

Town of Andover has a \$128,500 grant to help pay for road reconstruction this year.

## Capital Funding Details

### Public Works Capital Equipment Fund:

This is based off of the PW 15-year capital equipment plan and replacement schedule. This is the average capital equipment costs for the department. See the Public works Capital Plan for details.

IN 2021-22 PW purchased the following

1. rust repair of truck 3 ~8K instead of dump body replacement ~40K.
2. Excavator 96,135
3. Plate compactor 9,500 Used

**Fire Department Engine Fund:**

Although this is called the engine fund, this covers the capital requirements for the Public works department. This is based off of the Fire Departments 15-year capital plan. As presented to CIP approximately 70,000\$ in expenses anticipated in 2021-22 budget to utilize funding available in current budget.

1. Replacement of the jaws of life set up,
2. turn out gear washer/ dryer,

**Building Maintenance:**

As of 2020-21 budget season, the town implemented a single building maintenance fund to cover all larger scale building maintenance projects. Our current maintenance and upgrade backlog is in excess of \$200,000 so allocating 60,000 per year is appropriate. BOS voted to reduce this to \$40,000 for 2021-22. The town was able to supplement this with \$44,000 covid relief funding reallocated from public safety.

**2021-22 Completed Projects:**

1. Electrical and plumbing work at veteran's monument park total cost to town of \$26,000
  - a. Re do electrical to supply power from existing meter in museum
  - b. Low voltage lights
  - c. Sprinkler system
  - d. Re route water from upper well trench to sprinkler system
  - e. Install sand filter and backflow preventer and blow out and drainback valves.
2. Fire Alarm upgrades and change to new monitoring system
  - a. Test Monitor and repair town hall, fire dept, library and Public works bldg., and AES
3. New door for transfer station blue building
4. add personnel door in rear of public works building.
5. Concrete work for public works Pour new slab.
6. Redo Gutter at town hall
7. Re do downspout at town hall to reduce mold buildup in troopers office
8. Maintenance of hydronic system for town hall building to get more even heat distribution.
9. Electrical work at public works
10. Remove oil tank for animal control facility and re plum from main tank in public works
11. Gazebo- electrical upgrade and light fixture, power wash and repaint, remove shrubbery from front of building.

**Town Hall Anticipated Projects:**

12. Electrical Replace the stabloc electrical panel with a 40-place electrical panel and reconfigure the circuits on the back up power
  - a. The location of the existing stabloc panel is not large enough for a 40 circuit GE series panel to match existing equipment even with the oil fill lines removed. We could use a 30-circuit panel and another sub panel if needed
  - b. Reconfigure the circuits that are on backup power
  - c. Alternatively, we are back to moving to an alternate location
  - d. We would need to remove all the telephone wiring from this location
13. HVAC Goal is even heat distribution in the building
  - a. Reroute the fresh air intake for the existing boiler which does not meet code
14. Oil Storage Replace existing oil tank and fill pipe with larger capacity tank.
  - a. Per Charley M. two common suppliers today Roth and Granby. He does not like Granby tanks but will see if they have a larger one that will fit as well as look at the option for Roth. Dual tanks will not fit in that location and have code clearance to the boiler
  - b. Replace fill lines. Only code compliant option is to use the opening where the window used to be. This would avoid all the electrical equipment.

15. Masonry Redo Masonry Block and Brick the old window opening
  - a. Reach out to MG masonry for a cost estimate for that.
  - b. Must be blocked in per code so we can reroute the fill pipes. \$1400
16. VOIP Evaluate and move phone wiring and potentially relocate fiber optic equipment
  - a. Quote from granite
  - b. Quote from IP genie
  - c. Getting other estimates from other options via South Windsor.
  - d. Remove existing telephone wiring after transition to VOIP
17. electrical work \$8,500 quote from Lenco,
18. Replace roof on public works cold Storage ~20K,
19. Address roof leak in cold storage sign area,
20. repoint public works main building out for multiple quotes,
21. salt storage shed metal wall repair and address concrete spalling.
22. Library Chimney cap water leaking between brick and liner, likely needs some of the upper Brick removed to repair
23. Generator for Public works (current generator is from 1969),

#### **Multi Use Building Fund:**

This fund was set up for the building of a senior/ community center. Currently it has a balance of \$447k with an anticipated construction cost of a new Center in excess of 1,000,000.

Town has contracted with BSC group for survey and sitework design for the new center, as well as an architectural firm

#### **Bunker Hill Bridge Replacement:**

The replacement of the bunker hill bridge is critical It is rated as a 3 structurally at the last DOT inspection and will likely be unusable in the near future. The town of Andover is using a federal bridge replacement program that pays for 80% of the total costs along with a special Connecticut DOT Design program which pays for 20% of the design costs. The town will still have to contribute around \$400,000 to the total cost of the replacement. We will have firmer estimates for total costs after design is complete. We are assuming that construction will start April of 2022. \$160,000 has already been allocated for this and we are recommending that we add an additional \$120,00 to the fund in the 2020-23 budget cycle. This budget cycle should complete the funding for this project. Starting the 2023-24 cycle we start putting money aside to replace the Long Hill Rd Bridge.

#### **Bridge and Culvert Fund:**

The Town of Andover has 8 large culverts that are structurally deficient based on a survey by Yantic River consultants. Of these 2 are in critical condition, one on Hutchinson Rd and one on Lake Road near Basola Rd. Currently we have contracted for the survey and wetlands flagging as well as preliminary design for the Hutchinson Rd Culvert replacement. We currently have \$60,000 in the fund and propose to add \$100,000 in this budget cycle. We will hope to complete the Hutchinson Rd culvert with this funding and in the 2022-23 budget cycle begin design work on the Lake Road Culvert replacement. This culvert will require us using the State Local bridge program with a 50% state match of funds. So with allocating 100,000 per year we can potentially replace this one in 2024-25 budget year.

#### **Roadwork Fund:**

The recommendation based on the pavement management plan is to allocate \$300,000 to the pavement management fund. This will be leveraged by adding \$193,000 from the state grant town aid road fund as well as a \$128,000 STEAP grant for the rehabilitation of parts of Long Hill Rd and Shoddy Mill Rd. Roughly 50% of available funds will be spent on Preservation and the rest on repaving/ reconstruction.

**Tree Fund:**

\$50,000 2020-21 year the town initially funded \$50,000 into the tree removal fund. The Board of Finance was able to add an additional \$25,000 to the fund from surplus, and in 2 budget cycles the town has removed removed approximately 1500 dead trees from the town roadway right of ways. Partly this has been done in cooperation with Eversource as a collaboration.

2022-23 the town will continue to concentrate on the roads with the highest concentration of dead ash and oak trees, this gives us the greatest bang for the buck. Since the ash have been dead longer and are more brittle, the cost per tree for removing them has increased since the process is slower. We will again be reserving some money to deal with the worst individual trees.

**Assessor's Revaluation:**

The town is required by law to conduct a revaluation of all property in the town of Andover. This is expensive and the town contributes to the cost of revaluation yearly so there is no sudden budget increase.

**POCD Implementation Fund:**

By state law the town of Andover must complete a *Comprehensive Plan of Conservation and Development* every 10 years. By contributing \$5,000 yearly to the fund it is fully funded when required. This year the Planning and Zoning Commission will also need to hire a consultant to help prepare an **affordable housing plan** which is now required by state Law. This will be paid for by the POCD implementation fund and be incorporated into the next POCD.

**Senior Transportation Fund:**

I am suggesting that we set up a new fund for senior transportation capital needs. If we set aside 10,000 per year and continue to get state grant funding for handicap vehicle replacement, this should be sufficient.

Range of Checking Accts: First to Last Range of Check Dates: 12/01/21 to 12/31/21  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
POOLED					
395	12/08/21	ACARL005 ACAR LEASING LTD	397.08		17
396	12/08/21	AMAND005 AMANDA ALBERT	326.52		17
397	12/08/21	ANDOV005 ANDOVER BOARD OF EDUCATION	20,295.00		17
398	12/08/21	ANDRE010 ANDREW BROWN	148.03		17
399	12/08/21	ARMST005 LINDA ARMSTRONG	52.99		17
400	12/08/21	BAILE005 BAILEY SUTHERLAND	63.72		17
401	12/08/21	BRIAN005 BRIAN LANZIERI	271.08		17
402	12/08/21	BRICK005 BRICKS R US	264.00		17
403	12/08/21	BUILD010 BUILDER'S CONCRETE EAST,	2,372.50		17
404	12/08/21	CASHT005 CASH TRUE VALUE	121.69		17
405	12/08/21	CENTR005 CENTRAL SEALING	500.00		17
406	12/08/21	CHRIS010 Christopher St Jean	12.46		17
407	12/08/21	CIRMA005 CIRMA	22,895.00		17
408	12/08/21	CIVIC005 CIVICPLUS	1,681.25		17
409	12/08/21	COLLE005 COLLEEN BRETTHAUER	100.00		17
410	12/08/21	COLUM010 COLUMBIA GLASS	145.00		17
411	12/08/21	COMCA005 COMCAST	115.85		17
412	12/08/21	CONST005 CONSTELLATION NEW ENERGY INC	636.96		17
413	12/08/21	CTCA0005 CTCA	150.00		17
414	12/08/21	DANIE005 DANIEL FOGARTY	55.80		17
415	12/08/21	DAVID005 DAVID BRAULT	12.20		17
416	12/08/21	DAVID010 DAVID BURKE	10.80		17
417	12/08/21	DIME0005 DIME OIL COMPANY LLC	338.82		17
418	12/08/21	EASTC005 EAST COAST SIGN & SUPPLY,	625.00		17
419	12/08/21	ENTER005 ENTERPRISE FM TRUST	112.46		17
420	12/08/21	ETECH005 E TECH SYSTEMS LLC	145.44		17
421	12/08/21	EVERS005 EVERSOURCE	1,069.83		17
422	12/08/21	FLEET005 FLEETPRIDE	4,383.95		17
423	12/08/21	FUSS0005 STEVEN D & ALLANA L FUSS	231.84		17
424	12/08/21	GOVTS005 VISION GOV'T.SOLUTIONS	3,819.54		17
425	12/08/21	GRANI005 GRANITE TELECOMMUNICATIONS	981.88		17
426	12/08/21	GRAYB005 GRAYBAR ELECTRIC CO INC	829.63		17
427	12/08/21	HDPO0005 DAS-ACCT.REC. - HDP	216.00		17
428	12/08/21	HOMED005 HOME DEPOT CREDIT SERVIC	1,280.08		17
429	12/08/21	HONDA005 HONDA LEASE TRUST	226.58		17
430	12/08/21	JOANG005 JOAN G BYRON	2,919.60		17
431	12/08/21	JPMOR005 JP MORGAN CHASE BANK NA	433.02		17
432	12/08/21	JUSTI005 JUSTIN BREAULT	25.39		17
433	12/08/21	KEVIN005 KEVIN VIETEN	31.93		17
434	12/08/21	LEAF0005 LEAF	223.32		17
435	12/08/21	MICHE005 MICHELE DELUCO	1,289.38		17
436	12/08/21	NADEE005 NADEEN GRAY	162.09		17
437	12/08/21	NE000005 GLASTONBURY CITIZEN/RIVEREAST	80.00		17
438	12/08/21	NICKE005 NICK ECKHERT	150.00		17
439	12/08/21	OFFI0005 OFFICE OF THE TREASURER	3,520.00		17
440	12/08/21	PAPER005 WILLIMANTIC WASTE PAPER	257.50		17
441	12/08/21	PHOEN005 PHOENIX ENVIRONMENTAL LABORATO	115.00		17
442	12/08/21	PIZZA005 ANDOVER PIZZA	552.00		17
443	12/08/21	RECEI005 ACCOUNTS RECEIVABLE	105.00		17

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
POOLED		Continued			
444	12/08/21	RUTH005 RUTH ONEIL	100.00		17
445	12/08/21	SHIIN005 SHI INTERNATIONAL CORP.	720.00	12/09/21 VOID	17 (Reason: dont need to pay)
446	12/08/21	SWISS005 SWISS UNIFORM RENTAL	250.20		17
447	12/08/21	TARGE005 TARGET ENTERPRISES, INC.	19.54		17
448	12/08/21	VCFSA005 VCFS AUTO LEASING CO	777.10		17
449	12/08/21	WBMAS005 W B MASON CO., INC.	1,159.22		17
450	12/08/21	WILLI005 WILLIMANTIC AUTO & TRUCK	431.83		17
451	12/08/21	KENNE015 KENNETH STEPHENSON	86.22		18
452	12/22/21	AFLAC005 AFLAC	94.44		19
453	12/22/21	AFSCM005 AFSCME, LOCAL 1303	271.80		19
454	12/22/21	AIGRE005 AIG RETIREMENT SERVICES	750.00		19
455	12/22/21	AMERI005 AMERI-LOO	75.00		19
456	12/22/21	ANDRE010 ANDREW BROWN	360.43		19
457	12/22/21	ANTHE005 ANTHEM LIFE & DISABILITY INSUR	331.96		19
458	12/22/21	AVENU005 AVENU HOLDINGS, LLC	20.80		19
459	12/22/21	BRIAN010 BRIAN TRZCINSKI	182.38		19
460	12/22/21	CONCR005 CONCRETE PRODUCTS OF CONNECTIC	51.00		19
461	12/22/21	CONST005 CONSTELLATION NEW ENERGY INC	142.96		19
462	12/22/21	DANIE010 DANIELS EQUIPMENT CO INC.	15,265.00		19
463	12/22/21	DIMEO005 DIME OIL COMPANY LLC	558.99		19
464	12/22/21	DISTI005 DISTINCTIVE TREE CARE LLC	400.00		19
465	12/22/21	DSCOM005 D & S COMFORT CONTROL	918.00		19
466	12/22/21	DUBOI005 DUBOIS AUTOMOTIVE, INC.	1,545.84		19
467	12/22/21	EASTC005 EAST COAST SIGN & SUPPLY,	593.00		19
468	12/22/21	EVERS005 EVERSOURCE	350.64		19
469	12/22/21	FLAGM005 FLAGMAN	5,090.51		19
470	12/22/21	FPMAI005 FP MAILING SOLUTIONS	150.00		19
471	12/22/21	FRONT005 FRONTIER COMMUNICATION	60.06		19
472	12/22/21	GRANI005 GRANITE TELECOMMUNICATIONS	979.31		19
473	12/22/21	HARTF005 HARTFORD TRUCK EQUIPMENT	182.07		19
474	12/22/21	HEBRO005 HEBRON ACE HARDWARE	60.10		19
475	12/22/21	INFOS005 INFOSHRED LLC	19.85		19
476	12/22/21	KDCKA005 KDC - KAULBACK DESIGN CO	281.27		19
477	12/22/21	KIMHA005 KIM HAWES	22.04		19
478	12/22/21	MEUI0005 MEUI	125.10		19
479	12/22/21	MYTEC005 MY-TECH LLC	943.65		19
480	12/22/21	NE000005 GLASTONBURY CITIZEN/RIVEREAST	250.00		19
481	12/22/21	OFFIC010 THE OFFICE WORKS	51.68		19
482	12/22/21	PAPER005 WILLIMANTIC WASTE PAPER	11,572.07		19
483	12/22/21	PEARL010 TOM PEARL	110.00		19
484	12/22/21	PETES005 PETE'S TIRE BARNS, INC.	675.84		19
485	12/22/21	PIZZA005 ANDOVER PIZZA	420.00		19
486	12/22/21	POINT005 POINT SOFTWARE	390.00		19
487	12/22/21	SABOL005 MAHONEY SABOL	22,000.00		19
488	12/22/21	STEWA005 STEWART & STEVENSON POWER PRO	177.87		19
489	12/22/21	TOWNO015 TOWN OF MANCHESTER	3,054.00		19
490	12/22/21	TOWNO025 TOWN OF SOUTH WINDSOR	597.50		19
491	12/22/21	VERIZ005 VERIZON WIRELESS	142.46		19
492	12/22/21	WBMAS005 W B MASON CO., INC.	73.98		19
493	12/22/21	WEATH005 WEATHERWORKS	1,650.00		19
494	12/22/21	WICLA005 W.I. CLARK COMPANY	939.88		19



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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
---------	------------	--------	-------------	-----------------	---------

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POOLED		Continued			
Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
Checks:	99	1	149,508.80	720.00	
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	
Total:	<u>99</u>	<u>1</u>	<u>149,508.80</u>	<u>720.00</u>	

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Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
Checks:	99	1	149,508.80	720.00	
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	
Total:	<u>99</u>	<u>1</u>	<u>149,508.80</u>	<u>720.00</u>	

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Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	2-100	107,912.87	8,652.16	32,943.77	149,508.80
Total of All Funds:		<u>107,912.87</u>	<u>8,652.16</u>	<u>32,943.77</u>	<u>149,508.80</u>

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Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	100	107,912.87	8,652.16	32,943.77	149,508.80
Total of All Funds:		<u>107,912.87</u>	<u>8,652.16</u>	<u>32,943.77</u>	<u>149,508.80</u>

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Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
	2-100	107,912.87	0.00	0.00	0.00	107,912.87
Total of All Funds:		<u>107,912.87</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>107,912.87</u>

TOWN OF ANDOVER  
DETAILED REVENUE REPORT-Updated  
21-22

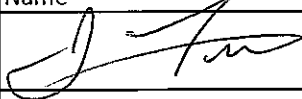
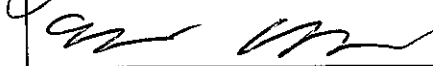
100-10-0000-101	CURRENT TAXES	JULY 2021	\$2,844,979.23
		AUGUST 2021	\$559,409.32
		SEPT 2021	\$162,794.13
		REFUNDS	-\$197.09
		OCT 2021	\$1,514,826.74
		NOV 2021	<u>\$306,336.21</u>
		TOTAL	<u><u>\$5,388,148.54</u></u>
100-20-0000-209	STATE PROPERTY PILOT		\$8,947.56
100-20-0000-227	MUNICIPAL STABILIZATION GRANT		\$43,820.00
100-20-0100-226	CONNECTIVITY GRANT		\$297,620.00
100-20-0100-227	MRSA MUNICIPAL REVENUE SHARING GRANT		\$3,179.64
100-20-0900-219	ECS		\$501,196.00

## **12. Budget**

- a. Appropriation Transfers**
- b. Over Expenditure Requests**

Town of Andover, Connecticut  
Board of Finance  
Request for Overexpenditure of Budget Appropriation

Budget Account #	Account Description	Original Budget	Additional amount requested	Comments
03-0301-11L	overtime - public works	7000	2000	Bridge - Storm and veterans park work
03-0301-435	Vehicle maintenance	18,500	10000 <sup>wa</sup>	Truck Body Repair moved from Capital to maintenance
03-0301-602	Fuel Additive	800	23.90	
03-0301-603	GOS unleaded	5760	1500	FSSO USING GAS NOW NOT DIESEL

Approval	Name	Signature	Date
Dept Head/Board or Commission Chair			12-15-21
Town Administrator up to \$2,000	Eric Anderson		12/15/2021
Board of Selectmen \$2,001 to \$5,000	Meeting date:		
Board of Finance in excess of \$5,000 after BOS approval	Meeting date:		

## Approved Policy for Overexpending Accounts

Formally adopted on November 19, 2019 at the regular meeting of the Board of Finance

This policy allows for overspending of accounts, but deferring till fiscal year end the completion and submission of a formal appropriation transfer request.

When a budget line item will be overspent, the following procedure will be followed:

If the total overspending of a budget is up to a cumulative amount of **\$2,000**, the Department Head or Board/Commission Chair will complete a Request for Overexpenditure of Budget Appropriation\* form and submit it to the Town Administrator who has the authority to approve these requests. This limit also applies to budgets under the control of the Town Administrator who will also document via use of this same form.

Requests which exceed the cumulative limit of \$2000 but do not exceed \$5,000 will be reviewed by the Town Administrator who shall forward such requests to the Board of Selectmen. Upon concurrence, the Board of Selectmen will make a motion to approve. This motion should denote account and maximum dollar amount that the account may be overspent.

All requests which exceed the cumulative limit of \$5000 shall be reviewed by the Town Administrator and then the Board of Selectmen who shall forward such requests to the Board of Finance. Approval will take the form of a motion that will denote account and maximum dollar amount.

An Overexpenditure Report\*, maintained by the Treasurer's Office, will track activity related to overspent accounts. This spreadsheet will be included with Treasurer's reports as part of both the BOS and BOF regular meeting agendas.

Request for Budget Transfer/Supplemental Appropriation\* form will be completed by fiscal year end for all overspent budget line items as described in Section 806 C of the Town Charter.

\*Forms attached



Town of Andover, Connecticut  
Board of Finance  
Request for Overexpenditure of Budget Appropriation

Budget Account #	Account Description	Original Budget	Additional amount requested	Comments

Approval	Name	Signature	Date
Dept Head/Board or Commission Chair			
Town Administrator up to \$2,000			
Board of Selectmen \$2,001 to \$5,000	Meeting date:		
Board of Finance in excess of \$5,000.00 after BOS approval	Meeting date:		

## **13. Tax Collector's Report**

### **a. Refunds Requests**

## DECEMBER 2021

### Deposits

	ON-LINE	OFFICE	TOTAL
	\$ 4,468.94		4,468.94
	\$ 1,095.81		1,095.81
12/1		\$ (465.10)	(465.10) rejected
12/2	\$ 7,280.59	\$ 12,895.49	20,176.08
12/3	\$ 3,352.89		3,352.89
12/4			0.00
12/5	\$ 1,105.09		1,105.09
12/6	\$ 320.88		320.88
12/7	\$ 347.57	\$ 14,475.47	14,823.04
12/8	\$ 536.60		536.60
12/9		\$ 16,860.54	16,860.54
12/10	\$ 1,835.75		1,835.75
12/11	\$ 1,349.92		1,349.92
12/12			0.00
12/13		\$ 243,810.57	243,810.57
12/14	\$ 3,070.17	\$ 7,964.59	11,034.76
12/15	\$ 163.53		163.53
12/16	\$ 5,243.40		5,243.40
12/17	\$ 1,042.98		1,042.98
12/18	\$ 666.81		666.81
12/19			0.00
12/20	\$ 1,240.46		1,240.46
12/21		\$ 53,675.71	53,675.71
12/22	\$ 366.79		366.79
12/23	\$ 1,664.53	\$ 33,798.66	35,463.19
12/24	\$ 257.71		257.71
12/25			0.00
12/26	\$ 626.56		626.56
12/27	\$ 990.00	\$ 52,445.18	53,435.18
12/28		\$ 16,341.84	16,341.84
12/29	\$ 1,001.70		1,001.70
TOTAL	\$32,463.93	\$451,802.95	489,831.63

## COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2014							
2015			301.02		158.50	68.93	528.45
2016	1,475.38		204.75		1,185.31	29.00	2,894.44
2017			179.94	907.65	603.49	15.00	1,706.08
2018	5,260.76	324.82	255.43		2,010.31	77.00	7,928.32
2019	5,102.92		283.81		1,566.49	58.00	7,011.22
2020	456,543.86	391.19	10,628.00		2,005.07	195.00	469,763.12
TOTAL	468,382.92	716.01	11,852.95	907.65	7,529.17	442.93	489,831.63

## 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			211.42		211.42
2011		439.82	4,314.46	249.48	5,003.76
2012		2,828.18	3,146.24	204.03	6,178.45
2013	12.13	3,485.83	1,486.53	783.06	5,767.55
2014	1,225.76	4,551.81	2,103.08	2,991.24	10,871.89
2015	1,225.76	4,740.57	9,522.35	2,286.15	17,774.83
2016	3,692.73	7,114.75	8,290.39	2,452.26	21,550.13
2017	22,857.68	7,576.96	11,360.86	3,155.52	44,951.02
2018	39,204.77	8,783.47	12,692.81	2,255.95	62,937.00
2019	68,557.94	10,232.38	19,168.99	6,891.72	104,851.03
2020	3,595,963.15	173,397.50	79,546.51	159,095.70	4,008,002.86
TOTAL	3,732,739.92	223,151.27	153,420.15	180,671.79	4,289,983.13

Sylvester Jane	\$14.98	Sec 12-129 Refund of excess payment
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1/10/2020 Total refunds: \$14.98

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**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.

## **14. Assessor's Report**

### **a. Revaluation Services**

## **15. Department Reports**

- a. Fire Department**
- b. Burning Official**
- c. Resident State Trooper**
- d. Town Clerk**
- e. Building Department**
- f. Assessor's Office**
- g. Public Works**
- h. Transfer Station**
- i. Library**
- j. Senior Transportation**
- k. Registrars**
- l. AHM**



# ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

December 8, 2021

The Andover Fire Department responded to 20 calls in November. Here is the breakdown.

Medical Calls 13

MVA 2

Fire Alarms 2

Wires Related 1

Structure Fire 2

Meetings 1

Drills 3

Ron Mike

A handwritten signature in black ink, appearing to read 'Ron Mike', written in a cursive style.

Andover Fire Chief





# ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

January 3, 2022

The Andover Fire Department responded to 28 calls in December. Here is the breakdown.

Medical Calls 14

MVA 7

Fire Alarms 5

Wires Related 1

Chimney Fire 1

Meetings 1

Drills 3

Work Detail 1

Ron Mike

A handwritten signature in black ink, appearing to read 'Ron Mike'.

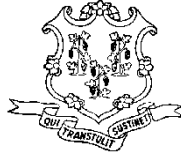
Andover Fire Chief

Open Burn Permits								
Date of App/Inspection	#	Date of Issue	Good until	Name	Address	Phone	notes/Special Conditions	Fee Collected
2/17/2021	1	2/17/2021	3/16/2021	Bruce Kelly	190 Bunker Hill Rd	860-305-2975		35
3/22/2021	2	3/24/2021	open	Mark Risley	200 Hebron Rd.	860-817-2824	3 separate piles	30
3/23/2021	3	3/23/2021	open	Matt Herrington	61 Windrush Ln.	508-944-1192 224-423-0749		30
4/29/2021	4	4/29/2021	5/5/2021	Laura O'Neil	217 Long Hill Rd	508-958-2088		30
6/21/2021	5	6/21/2021	7/31/2021	Bruce Kelly	190 Bunker Hill Rd	860-305-2975		30
7/28/2021	6	7/28/2021	8/31/2021	Scott McCrea	107 Bunker Hill Rd	860-729-2338	3 separate piles	30
10/21/2021	7	10/21/2021	11/30/2021	Bruce Kelly	190 Bunker Hill Rd	860-305-2975		30
10/21/2021	8	10/21/2021	11/30/2021	Matt Hagerty	93 Townsend Rd	860-377-8905		30
10/33/2021	9	11/3/2021	11/30/2021	Erich Siismets	79 Boston Hill Rd	860-742-8761	2 piles	30



Commanding Officer  
Lieutenant Erik Trotter #042

# State of Connecticut



## Connecticut State Police Troop K - Colchester



Executive Officer  
Master Sergeant Eric Peck #085

Date: 01/04/2022

Jeff J. Maguire  
Town Manager  
17 School Road  
Andover CT 06232

Dear: Jeff J. Maguire,

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

During the month of **December 2021** the Andover Resident Trooper as well as Troop K Troopers responded to **121** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 11  
Burglaries: 0  
Larcenies: 1  
Narcotic Cases: 0  
Other Criminal: 1  
Other Non-Criminal: 1  
Medical Assists: 1  
Non Reportable Matters: 95  
Other Noteworthy Events (List):

- Assisted with Andover Stuff a Cruiser Toy Drive.
- Attended Andover Elementary School Holiday sing-along event

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

On-Sight DWI: 0  
Traffic Citations: 1  
Written Warnings: 5

Sincerely,

*Lt. Erik Trotter #042*

Lieutenant Erik Trotter #042  
Commanding Officer  
Troop "K" Colchester, CT

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

12/30/2021  
10:14 AM

TOWN of ANDOVER, CT  
Permit Receipts Report for FISCAL 2021  
Receipt Date Range 12/01/2021 - 12/31/2021 (All Payments)

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	7	2,037.50	122,785.95	0.00	0.00	0.00	25.00	0.00	0.00	32.50	105.00	1,875.00
Demolition Permit	1	90.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	75.00
Electrical Permit	7	1,478.40	88,939.00	0.00	0.00	0.00	0.00	0.00	0.00	23.40	105.00	1,350.00
Gas Permit	2	197.86	10,241.00	0.00	0.00	0.00	0.00	0.00	0.00	2.86	30.00	165.00
Mechanical Permit	5	838.00	47,983.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00	75.00	750.00
Plumbing Permit	3	334.94	18,500.00	0.00	0.00	0.00	0.00	0.00	0.00	4.94	45.00	285.00
Grand Totals	25	4,976.70	293,448.95	0.00	0.00	0.00	25.00	0.00	0.00	76.70	375.00	4,500.00
Grand # Voids	0	<u>1125.</u>										

\$ 6101.70

RECEIPT	AMOUNT	DATE	ADDRESS	NAME	ADDRESS	DESCRIPTION
604041	\$ 30.00	12/2/2021	580 LAKE RD	BL COMPANIES INC	357 RESEARCH PARKWAY, MERIDEN, CT	SIGNS
604045	\$ 500.00	12/9/2021	PINE RIDGE DR	ERIK LOTE CZKA	132 LAKE STREET	APRON PERMIT
604046	\$ 75.00	12/9/2021	PINE RIDGE DR	ERIK LOTE CZKA	132 LAKE STREET	DRIVEWAY APP FEE
604061	\$ 100.00	12/28/2021	37 BOSTON HILL RD	VEN SEDERIS	172 S. BEDLAM RD. MANSFIELD, CT	IWWC PERMIT
604061	\$ 60.00	12/29/2021	38 BOSTON HILL RD	VEN SEDERIS	173 S. BEDLAM RD. MANSFIELD, CT	STATE
604064	\$ 300.00	12/29/2021	580 LAKE RD	BL COMPANIES INC	355 RESEARCH PARKWAY, MERIDEN, CT	IWWC PERMIT
604064	\$ 60.00	12/29/2021	580 LAKE RD	BL COMPANIES INC	356 RESEARCH PARKWAY, MERIDEN, CT	STATE
	\$ 1,125.00					

Assessor's office monthly activity –NOVEMBER 2021	
Processing conveyances	9
Processing building permits	21
Prorating motor vehicle grand list	3
Updating field cards	10
Correspondence/Phone	28
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	18
Providing assistance to other departments	5
Researching mapping issue or questions	2
Reports and communication with the State of Connecticut/ US Census	1
MLS research	3
Scheduling meeting and appointments	
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	Receive and process personal property decs
Personal Property/Discovery	
Homeowner's program	
Veteran's program	
Income & expenses	
Renter's rebate program	
Tax exemptions	
Adds & Deletes to the re, pp or mv grand list	
Pa 490	5
Provided assistance to BAA	
Researching and providing requested information to auditor or software vendor (for grand list files or tax bills)	
Real property inspections	
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	
Attorney correspondence	1
Tax appeal review/appraisal	
Mls review	3
Town board/dept assistance	
Review & Approve C of Cs	3
Review & Approve Farmland & Forestland Assessment Applications	5
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

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
50954	EATON RANDEE J	50958	08330M	C	5,650	-5,181	469
1	136 LAKESIDE DR	2012 01	HYUND SANTA FE	2020 11/18/2021	0	0	0
	ANDOVER CT 6232-1519		5XYZGDAB5CG163946	SOLD 10/21	5,650	-5,181	469
52382	MINER JEFFREY T	52374	08329M	C	500	-333	167
1	80 WEST ST	1975 25	HONDA CB400F	2020 11/01/2021	0	0	0
	ANDOVER CT 6232-1715		CB400F2007443	SOLD 1/21	500	-333	167
52383	MINER JEFFREY T	52375	08328M	C	500	-208	292
1	80 WEST ST	1999 01	BMW Z3 2.3	2020 11/01/2021	0	0	0
	ANDOVER CT 6232-1715		4USCH9334XLF79239	SOLD 4/21	500	-208	292
<b>TOTAL</b>	<b># Of Accts 3</b>				<b>6,650</b>	<b>-5,722</b>	<b>928</b>
					0	0	0
					<b>6,650</b>	<b>-5,722</b>	<b>928</b>
<b>YEAR 2020</b>	<b># Of Accts 3</b>				<b>6,650</b>	<b>-5,722</b>	<b>928</b>
					0	0	0
					<b>6,650</b>	<b>-5,722</b>	<b>928</b>
<b>GRAND TOTAL</b>	<b># Of Accts 3</b>				<b>6,650</b>	<b>-5,722</b>	<b>928</b>
					0	0	0
					<b>6,650</b>	<b>-5,722</b>	<b>928</b>

ANDOVER PUBLIC LIBRARY -  
LIBRARIAN'S REPORT - December  
2021

	Dec-21	YTD 21-22 (July 1, 2021 - June 30, 2022)
<b>Adult:</b>		
Fiction	370	2498
Non-fiction	74	484
Video	78	380
Audio	18	156
Magazines	0	14
E-reader (Kindle)	0	0
<b>Total Adult</b>	<b>540</b>	<b>3532</b>
<b>Children:</b>		
Fiction	208	946
Non-fiction	21	103
Video	5	19
Audio	1	2
<b>Total Children</b>	<b>235</b>	<b>1070</b>
<b>Young Adult:</b>		
Fiction	27	177
Non-fiction	1	4
Audio	0	1
Magazines	0	0
<b>Total Young Adult</b>	<b>28</b>	<b>182</b>
<b>Total Fiction</b>	<b>605</b>	<b>3621</b>
<b>Total Non-fiction</b>	<b>96</b>	<b>591</b>
<b>Total Video</b>	<b>83</b>	<b>399</b>
<b>Total Audio</b>	<b>19</b>	<b>159</b>
<b>Total Magazines</b>	<b>1</b>	<b>14</b>
<b>Total Uncategorized**</b>	<b>14</b>	<b>84</b>
<b>Total Passes</b>	<b>0</b>	<b>0</b>
<b>Total OverDrive</b>	<b>148</b>	<b>914</b>
<b>Total E-readers</b>	<b>0</b>	<b>0</b>
<b>Total Circulation</b>	<b>966</b>	<b>5782</b>
Out-of-town circ.	91	411
Ref. questions	17	110
Patrons registered:		
Andover	3196	
Out-of-town	480	
<b>Total Patrons</b>	<b>3676</b>	
Collection size *	20264	
Public Computer Usage (hrs.)	74.75	415
ILL provided	54	268
ILL received	32	244
<b># Patrons (inc. programs):</b>	<b>433</b>	<b>2359</b>
<b>PROGRAM ATTENDANCE</b>	<b>31</b>	<b>197</b>
Number of programs:	7	52

\*\* NOTE: New hours beginning 11/1: Monday-Thursday, 10AM-7PM & Saturday, 10AM-2PM.

ANDOVER SENIOR TRANSPORTATION  
MONTH OF DECEMBER 2021

Dated 1/04/2022  
Cathy Palazzi  
Senior Coordinator

1) Drug tests – none.

2) List of Clients Serviced December

- Medicals 68
- Events 2 (Xmas lunch at Georgina's 12/1/2021 and took 14 seniors on bus to view lights at Rentschler field in East Hartford) all other events canceled due to COVID on up rise in Andover)
- Maintenance 2 2017 Ford 350 Super Bus had winterizing and new tires  
2014 Dodge Caravan had winterizing and oil change
- Incident Log 0
- Disabled 7
- Veterans 1
- Meetings 0
- Shopping 5 seniors 4 trips (one per week)
- Vehicles 3 had testing of fire extinguishers – 2 filled, 1 ordered.

- Working on becoming compliant for DOT with Title VI for senior transportation. Due by February. Will meet with DOT for possible audit and to review Title VI .
- Should be receiving information for new bus by March 2022 then it can be ordered. Giving all information to TA as it arrives. Bus will then be ready for delivery in May 2022.
- If funds are available in the future, it would be useful and cost saving to have a car for medicals. An electric car would be useful for conserving energy and better for the environment. Due to increase in medicals as seniors age I am making this request again. Believe a cost savings would be realized by taking a senior in a car compared with the cost of running the van or bus. On a normal schedule we have both small bus and van going out every day for medicals.
- Still running ad for a viable third driver candidate. Will be interviewing possible candidates in February.
- Discussed new bus, documents signed and returned to DOT. Received Memorandum of Understanding (MOU) approved and signed by DOT. Discussed safety issues regarding senior programs for December due to COVID. Discussed maintenance on vehicles with Town Administrator (TA) in December.
- Additionally, talked with YAH committee and all agreed we needed to close senior center for all programs and events for month of December.

**MOTTO: “NO SENIOR LEFT BEHIND”**

Cathy Palazzi  
Senior Coordinator



## **16. Correspondence**

# 17. Public Speak

# 18. Adjournment