



# **Town of Andover, CT Board of Finance**

**Wednesday, January 26th at 7:00 P.M.**

**Location: virtual Zoom meeting**

## **Regular Meeting Packet**

**Town of Andover  
Board of Finance**

Wednesday, January 26<sup>th</sup> 2022 at 7:00 P.M.  
Location: virtual Zoom meeting

Regular Meeting Agenda

**Call-in Directions to join the Zoom Meeting**

Click here to join by computer for video/audio: <https://us02web.zoom.us/j/81144215852>

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

Then enter the Meeting ID: 811 4421 5852, Passcode: 039063

\*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 of Agenda Items
4. AHM Budget
5. Town Administrator's Report
6. Finance Department Report
  - a. Town Budget Summary
  - b. Revenue Summary
  - c. TAR Spending
  - d. Over Expenditure Report
7. Budget Transfers
  - a. Budget Transfers/Supplemental Appropriations
  - b. Over Expenditure Requests
8. Old Business
  - a. Community Senior Center Building Committee
  - a. Town Hall Electrical Upgrades
9. New Business  
Discuss and act upon the following:
  - a. Recreation Commission Request for Safety Vests
  - b. 2022-2023 Proposed Town Budget
10. Approval of Meeting Minutes
  - a. Wednesday, December 15<sup>th</sup> 2021 Regular Meeting Minutes
11. Liaison Reports
12. Board Open Discussion
13. Public Speak
14. Adjournment

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

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

## **2. Public Speak**

### **3. Additions/Deletions of Agenda Items**

## **4. AHM Budget**

**AHM YOUTH & FAMILY SERVICES  
FY 2022-2023  
PROPOSED BUDGET**

ACCOUNT	INCOME
4000 · Federated Campaigns	2,500
4100 · Fundraising Events	-
4120 · Fall - Auction & Concert	10,000
4130 · Winter - Holiday Auction	9,000
4140 · Spring - Annual Appeal	53,000
4150 · Summer - Golf Tourn.	26,500
4160 · Fundraising Events	12,900
4400 · Government Grants	-
4440 · Local	2,000
4450 · State	170,850
4460 · Federal	125,000
4500 · Coporate/Foundations/Individual	-
4510 · Corporate	3,000
4520 · Donor Advised Funds	4,000
4525 · Faith Based	7,450
4530 · Foundations/Trust	106,074
4540 · Individual	14,650
4550 · Legacy/Bequest	-
4560 · Non-profit	15,950
4570 · Small Business	1,000
4700 · Program Service Revenue	-
4710 · Program Revenue	170,082
4720 · Local Service Contracts	906,651 *
4730 · State Service Contracts	-
4740 · Federal Service Contracts	-
4800 · Investment Income	-
4810 · Interest/Dividends	35,589
<b>TOTAL INCOME</b>	<b>1,676,196</b>

**\* Line 4720 Details**

4720 · Local Service Contracts	-
<i>Town Levies - general operations</i>	
<b>Andover</b>	<b>92,179</b>
<b>Hebron</b>	<b>281,349</b>
<b>Marlborough</b>	<b>193,171</b>
<i>Sub-Total Oversight Responsibility</i>	<b>566,699</b>
Town Personal Service Agreements	-
Andover	32,450
Hebron Elementary	32,876
Hebron Gliead	46,916
Marlborough	43,696
Columbia	70,014
<i>Sub-Total PSAs</i>	225,952
Pass-through grants (Hebron)	114,000
<b>Grand Total</b>	<b>906,651</b>

ACCOUNT	EXPENSE
5100 · Personnel	-
5110 · Salaries/Wages	1,108,832
5111 · COLA/Increases	33,265
5120 · FICA - Medicare/Soc. Sec.	84,826
5130 · CT - Unemployment	11,255
5200 · Fringe Benefits	-
5210 · Health Insurance	64,556
5215 · HSA Contributions	6,700
5220 · Dental Insurance	-
5230 · STD/LTD Disability Ins.	6,537
5240 · Workers' Comp Ins.	5,501
5250 · 401K - Match	31,303
5260 · 401K - Discretionary	20,862
6000 · Professional/Contractual	-
6010 · Investment Mgt.	15,002
6020 · Accounting	12,001
6030 · Legal	1,000
6040 · Contractor Services	122,866
6100 · Advertising/Promotion	2,985
6200 · Office Expense	-
6210 · Program Supplies	40,133
6220 · Office Supplies	3,500
6230 · Telephone	1,884
6240 · Postage/Shipping	1,017
6250 · Equipment Rental	3,150
6255 · Printing	1,732
6260 · Bank Fees	1,532
6270 · Credit Card Processing	3,000
6275 · Awards/Recognition	3,000
6280 · Recruiting/Pre-Employment	2,000
6300 · Technology	-
6310 · Tech. Gen	18,264
6320 · Hardware	1,500
6330 · Tech Support	8,851
6400 · Occupancy	-
6410 · Utilities	14,001
6420 · Maintenance & Repairs	13,201
6430 · Property Insurance	4,600
6500 · Travel	-
6510 · Airfare	1,400
6520 · Lodging	4,253
6530 · Mileage	600
6540 · Per Diem	1,080
6550 · Ground Transportation	1,700
6600 · Professional Development	5,665
6900 · Insurance	-
6910 · Liability Ins.	3,636
6920 · D&O Ins.	2,222
6930 · Prof. Liability Ins.	2,400
6940 · Auto Ins.	250
6980 · Membership/Dues	4,130
<b>Total Expenses</b>	<b>1,676,195</b>

# Municipal YSB Formula

	Andover	Hebron	Marlborough	Totals
Pre-K-12 Enrollment as of OCT 2020	414	1300	915	2,629
	15.75%	49.45%	34.80%	100%
2021 CERC Town Profile	3,203	9,512	6,368	19,083
	16.78%	49.85%	33.37%	100%
Combined Avg.	16.27%	49.65%	34.09%	100.00%
<b>FY 22/23</b>	<b>\$ 92,179</b>	<b>\$ 281,349</b>	<b>\$ 193,171</b>	<b>\$ 566,699</b>
FY 21/22	89,104	272,571	191,202	552,877
Difference	\$ 3,075	\$ 8,778	\$ 1,969	

13,822 2.50%  
3%



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

## Town Administrator's Report for the 1.26.2022 BOF Regular Meeting

# Board of Finance Notes on the Current Budget

You have a budget as requested- ie in excel with the % expended column. I am also including the over expenditure report that was submitted to the BOS and modified.

All the costs associated with health care, fica and Merf are combined again in the budget reports for the current year. However in the excel budget document you will receive for next year's budget they are broken out so you can see the department level effects of the benefits.

Going forward the budget challenges for the end of this year will be:

1. Change in funding for MERF. This increases costs approx. \$8,000 over the current years budgeted amount
2. Splitting the positions of Town Clerk assistant and Building Admin assistant again. This results in increased hours. Additionally, I have had to have significant overlap with our old building admin for training. The good news is that both the new Town Clerk assistant and Building Admin assistant opted for fee in leu of health care so for a benefits perspective our costs increased ~5000, plus the difference in total hours from 34 to 46. If this was implemented at the beginning of the year this would have increased costs \$10,000 per year over the budgeted amount. Because we went several months without an assistant town clerk but had 6 weeks of overlap with the Building Admin assistant and our old personnel and implemented it in December. I am estimating it will increase costs ~ 6,000 over the budgeted amount
3. We are going to be Over expended for the Salary for the Tax Collector, Assessor and Assistant Assessor. This is because the BOS insisted on budgeting for a zero salary increase for those positions last year as a bargaining tactic with the Union. Those 3 positions will be over budget by 3% or a total of 3,800 including contributions to MERF
4. Changing from a local Animal control officer to a shared service with NECOG. Because it became effective part way through the year, this will cost us about \$2500 by the end of the year over budget. Because the billing is quarterly, we don't see the impact in the budget yet
5. We are going to be over in costs for Overtime for Public works This is storm related as well as repair of bunker hill bridge and time spent finishing up the veteran's memorial park. I am hoping to keep this overage under \$2000 but this requires that we have no storm related time needed this spring which is about a 50-50 chance.
6. We are already significantly overspent in public works- vehicle maintenance. About \$10,000 of this was the repair of the body of Truck #7 a 2005 International Plow truck. This was initially expected to be take from capital and was not budgeted for in maintenance. We were able to minimize the cost of this by doing some of the work ourselves and getting a good deal on Welding. I requested the BOS authorize the BOF to transfer the money from the Capital fund

and they refused. They approved the Overage instead. Since we are only ½ way through the year, we are going to be way over on Maintenance. I would estimate we will be at Least \$15,000 over by the end of the year. We are dealing with large increase in parts costs so even doing our own wrenching it is expensive.

7. We will be overspent by ~\$6000 in senior transportation driver salary. We are just running more medical transports than in the past. This will be a trend going forward.
8. We also underbudgeted the Assistant Finance officer Position- this was my error, I never accounted for the Union raise in the MOU with ASCME. I have also had to pay some Overtime with this position which does not help.

Winter snow Operations currently we have spent ~\$9000 of the \$15,000 dollar OT budget for snow removal, since we reduced the OT budget by 10K, this is a harder target to hit. We have had a fair bit of use of public works including time at double time pay during the Christmas holiday, and also MLK day.

We are going to have to work to keep the overall budget in the black, but I think it will be OK.

So far, we have accounted for all of the contingency fund, but we can count on some things being under budget. If spring goes OK, we may stay under budget overall.

There are a number of areas we are underbudget. We should be underspent at the resident state trooper line by about \$15K guesstimate base on the difference in seniority with our previous RT.

Cheers,

Eric Anderson

Town Administrator

## **6. Finance Department Report**

- a. Town Budget Summary**
- b. Revenue Summary**
- c. TAR Spending**
- d. Over Expenditure Report**

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>\$5,388,148.54</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

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 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>

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>

**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

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 Builddin	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

# **7. Budget Transfers**

- a. Budget Transfers/Supplemental Appropriations**
- b. Over Expenditure Requests**

Current Over expenditures		Jan-22		red = approved	
account	Description	Original	Additional request	Comments	Approval required
0301-112	OT public works	7000	2000	Bridge-Storm and Veterans Park work	Admin
0301-435	Vehicle Maintenance	18500	10000	Truck Body Repair should be moved from Capital to Maintenance- No per BOS	Admin/BOS/BOF
0301-602	Fuel Additive	800	23.9	Inflation	Admin
0301-603	Gas Unleaded	5760	1500	F550 changed from diesel to gas	Admin
0111-438	Equipment Maintenance Tax collector	8859	6124	Actual average about 500\$ Rest is postage It appear in the past we credited some of these costs elsewhere	Admin/BOS/BOF
0111-610	office supplies assessor	425	200	toner cartridges much more expensive	admin
0129-439	Software maintenance town Hall	7500	2000		Admin
0145-870	Programs Senior services	2000	500		Admin
0149-601	Electricity old fire house	500	400	electricity costs are going up	Admin
0151-000	Dog Fund	5710	2500	Change to NECOG animal control services BOS did not approve since it was not yet over	Admin/BOS
0405-810	dues/ Memberships Fire Marshall	140	700	Expenses split with Colombia	Admin
0703-485	Transfer Station used oil recycling	450	500	did not account for new contract	Admin
0703-807	Transfer station permit stickers	800	171		Admin
0809-810	IWWC membership	65	65	CACAWIC member for IWWC and for Conservation C	Admin
0815-609	Conservation-Equipment	100	100		Admin

## **8. Old Business**

- a. Community Senior Center Building Committee**
- b. Town Hall Electrical Upgrades**

## **9. New Business**

**Discuss and act upon the following:**

- a. Recreation Commission Request for Safety Vests**
- b. 2022-2023 Proposed Town Budget**

## 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.

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

### **a. [Wednesday, December 15th, 2021 Regular Meeting Minutes](#)**

# **11. Liaison Reports**

## **12. Board Open Discussion**

# **13. Public Speak**

# **14. Adjournment**