

**Town of Andover
Board of Selectmen
Regular Meeting**
Tuesday October 11th, 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/83080035541>

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

Meeting ID: 830 8003 5541
Passcode: 012169

*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. Zoning Chair Jed Larson
 - i. Referral to local traffic authority for reduced speed on Route 6
 - ii. Request to opt out of PA 21-29
5. Appointments
 - a. Appoint Cheryl Miller as Town Treasurer
6. Resignations
7. Town Administrator's Report
8. Old Business
Discuss and act upon the following:
 - a. Finance Department employment
 - i. Status of open Board positions—Town treasurer
 - b. Community Center RFP for Design Build
 - c. Hop River homes
 - d. Recognizing Andover Residents
9. New Business
Discuss and act upon the following:
 - a. 2021-22 Purchasing Policy
 - b. COOL Program contract with town
 - c. Soccer Field Usage
 - d. Vendor Permit
 - e. October 15th Ribbon Cutting
10. Approval of Meeting Minutes
 - a. Thursday, September 8th, 2022 Special Meeting Minutes
 - b. Monday, September 12, 2022 Regular Meeting Minutes
 - c. Tuesday, September 27th, 2022 Special 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. Department Reports

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

15. Correspondence

16. Public Speak

17. Adjournment

Board and Commission Presentations

4.

October 5, 2022

Mr. Jeffrey J. Maguire
First Selectman, Town of Andover
17 School Rd.
Andover, CT 06232

Subject: Recommendation to reduce speed limit on Route 6 in the vicinity of the Lake Road intersection

Dear First Selectman Maguire and Board of Selectmen Members:

The Planning and Zoning Commission is writing to you in your capacity as the Local Traffic Authority. We are seeking an extension of the current 40 mile per hour speed limit through the center of Andover from slightly east of Bunker Hill Road to slightly east of the intersection of Lake Road and Route 6. We ask that you approve this request and submit it to the Connecticut Department of Transportation.

The opening of the new Dollar General store at Lake Road and Route 6 appears to be imminent, and will generate increased traffic at a location that has been the site of several accidents recently and in the past. During our PZC public hearings last spring on this retail application, we had substantial input from the public. This included having concerns voiced about the need for increased traffic safety measures at this location. One of these public record comments expressing concern was from long time former Fire Chief Curt Dowling.

Our hope is that having the posted speed limit lowered will have a positive effect on slowing traffic speed, and will be an important aid in police enforcement. Thank you.

Sincerely,

Jed Larson
Planning and Zoning Chair

Opting out of PA 21-29
Accessory Dwelling Unit
Requirements.

Request for ratification of
unanimous PZC vote by BOS

At the June BOS meeting

- We discussed the Accessory Dwelling Unit (ADU) regulations stipulated by PA 21-29.
 - PA-21-29 allowed home owners the right to build an ADU on each building lot.
 - ADU's on the very small lake lots would be detrimental to Andover Lake.
 - Andover already has effective ADU regulations.
 - The PZC was beginning the process to opt out of these regulations as allowed by PA 21-29.

Process to opt out

- PZC or ZC, by 2/3 vote, votes to initiate the opt-out process.
This passed unanimously on 6/20.
- Public hearing is held.
Hearing held on 7/18 with no public comment.
- The commission decides to opt out within the ordinary statutory deadlines for considering an application (65 days after close of hearing) stating on the record the reasons for the decision. **Voted unanimously to opt out on 8-15.**
- Publishes notice of decision. **Published on 8/19.**
- The opt out is ratified by a 2/3 vote of the town's legislative body or its board of selectman if the town meeting is the legislative body. **This is what I am requesting tonight.**

Backup slides from previous
presentation

Process to opt out

- If not completed by 1 January 2023, the PA 21-29 requirements go into effect regardless of our regulations.
- Discussions concerning modification of regulations to be held at some future date.

Why opt out?

- PA 21-29 requires that each town:
 - Designate locations or zoning districts within the municipality in which accessory apartments are allowed, provided at least one accessory apartment shall be allowed as of right on each lot that contains a single-family dwelling and no such accessory apartment shall be required to be an affordable accessory apartment.

Why opt out?

- Current Accessory Dwelling Unit regulations allow ADU's on lots in the lake district which are greater than 3 acres in an effort to maintain the water quality of Andover Lake.
- Andover has several very small building lots in the Lake District. Allowing ADU's on these lots would not be conducive to maintaining the water quality of the lake.

Town Administrator's Report

7.

Town Administrator's Report for the 10.11.22 Board of Selectmen Regular Meeting

Town Hall Operations:

Cleaning/Custodian: William Bell is injured, but building cleaning is still being performed by the Bell Team.

Assessor's Office:

Nothing big right now. They are working on personal property declarations. John C is doing inspections

Administrator's Office:

Welcome to my new Admin assistant Kate Morrissey who is fitting in nicely

Town Clerks office

Finance Office:

We have hired Cheryl Miller to assist us in getting our financial house in order.
Proposed job description for the finance person

Building Department:

Overall building department operations are going well.

At this point the only thing we are planning on not running through permit link will be bond payments for driveway aprons, etc. as these are tracked separately in a bond account.

Town Engineer:

Still no final contract

Public Works:

Mark Williams is hired and working

Debris management

Discussion of debris management postponed 1 month

Bunker Hill Bridge Design:

The 30% design stage complete.

Long Hill Rd Bridge Design

No Update

Small Bridges and Culverts:

Waiting on selection of new Engineering firm to get an RFP together for a final design for Hutchinson Rd culvert replacement

Andover Proposed Community Senior Center:

RFP basically complete.

Andover Veterans Monument:

Weed eradication and reseeded is underway with Randazzo design/consulting

Times Farm Bridge:

Working on the final close out.

STEAP Grant 2022:

Received waiting to find out which state office will manage project
Meeting with SHIPO Next Week State Historical Preservation Office

Submitted**Connectivity Grant:**

Substantially complete
Ribbon cutting on Oct 15 at 9:30 AM

Still need Lot Striping and Historical Sign
Will Hire Randazzo Design in the spring for the Landscaping elements

Will add a Handicapped Access to the Walking Track at Veterans Memorial field and Parking Spot

Town-Wide Alarm Monitoring and Repair:

Still some issues when it rains heavily with the wireless monitoring
I had to transition the Museum system from the old 3g network to a 4 g network

Budget:

No issues except revenue for rental will be low by aprox \$9K

American Recovery Act Funding:

We have the full funding of the of **\$478,848.04 in the second tranche**

The board of selectman have voted to devote all of the American recovery act funding to construction of the community center.

Town Hall Projects”

Public works installed a tree for the 175 anniversary Committee Thanks to A cut above for the tree Donation

Transfer Station

Running smoothly

Safety committee quarterly

Nothing new this month.

Old Business

8.



TOWN OF ANDOVER

Accounting Associate Job Description

General description

Responsible for the daily operations of the Finance Department, which provides accounting services for the Andover Municipal Government. This position is responsible for general accounting duties related to financial processing, reconciliation, research, and reporting. This is a full time 40-hour per week position

Reports to

The Treasurer and Town Administrator

Essential job functions

- Responsible for maintaining all general and accounting records.
- Monitors and processes purchase orders for all town departments; makes payment for all approved vendor and contractor invoices.
- Perform day-to-day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, up-to-date, and accurate manner.
- Receive and verify invoices and requisitions for goods and services.
- Verify that transactions comply with financial policies and procedures.
- Prepare batches of invoices for data entry; data entry invoices for payment; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Ensure accurate processing of the Town payroll and benefit administration by preparing checks in a timely manner, perform accounting software transaction entries, and conducting regular audits of PrimePay to ensure accurate set up of employee payroll data.
- Orders office supplies for the Finance department and for other departments as needed.
- Performs reconciliations and analysis of the General Ledger accounts. Sets up and maintains accounting records for special projects, grants, and related fiscal events.
- Recommends applications to improve accounting systems and procedures.
- Assists the Treasurer with the set up and maintenance of the Chart of Accounts.
- Verifies proper budgetary coding including the receipting of revenues, expenditures and the recording of complex grants and funds
- Reconcile and post all town deposits and revenues to the appropriate revenue line item.
- Initiate monthly ACH transfers for approval by appropriate authority.
- Assist with the reconciling of all Town bank accounts on a monthly basis and resolve any discrepancies.
- Monitors town budget to ensure no single line is over expended without appropriate approval in place.
- Assists the Town Administrator, Treasurer and Board of Finance with budgetary data including the preparation of the annual budget and input of budget information in the accounting software.

- Prepares monthly financial reports for the Board of Selectmen and Board of Finance meetings.

Knowledge, Skills and Abilities

- Experience working with Quick books required.
- Proficient knowledge of payroll and purchasing policies, procedures and practices; knowledge of accounting principles, accounts payable and maintaining general ledgers.
- Processes accounts payable invoices for system input. Works with the Department Heads in coordinating the accounts payable process in accordance with the Town's Purchasing Policy.
- Generates particular financial information and related spreadsheets as directed by the Treasurer, Board of Selectmen and Board of Finance.
- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
- Knowledge of computer software operations including proficiency in Microsoft Word and Excel.
- Ability to establish and maintain effective working relationships with supervisor, associates and vendors.
- Ability to distinguish between public and confidential information and handle appropriately.
- Good ability in oral and written communications.

Qualifications

- Proficient with Quick Books software
- Associates Degree in Accounting or Finance from an Accredited College or University, or equivalent job experience.
- Minimum of 2 years government or nonprofit finance experience.
- Desirable: Bachelor's Degree in Accounting or Finance from an Accredited College or University.

New Business

9.



CT, Master Electric Contractor # ELC.0124054-E1
CT, Home Improvement Contractor # HIC.0635520
For other jurisdictions, please visit: <http://www.trinity-solar.com/about-us/locations-and-licenses>

9/13/22

To Whom It May Concern:

Joe Morace, is a Trinity employee seeking approval to solicit in Andover. We are a local solar company specializing in residential financing options, and they are a part of the division that generates leads by going door-to-door. The most prominent product we offer is a power purchase agreement for homeowners to supplement their current utility bills by using solar energy produced on their home.

Please contact me if you should have any questions

Sincerely,

A handwritten signature in black ink that reads "Christina Demirs". The signature is fluid and cursive.

Christina Demirs
CT Licensing Administrator
7 McKee Place
Cheshire, CT 06762
(203) 701-3724 ext 1339
E: licensing@trinitysolarsystems.com

Connecticut Office
7 McKee Place
Cheshire, Connecticut 06410

1-877-SUN-SAVES
Ph: 203-701-3724
Fax: 203-687-4205
www.trinity-solar.com



THIS INSTRUCTION SHEET IS FOR THE SALES REPRESENTATIVE

Andover, CT

Town Hall-Carol Lee
17 School Road
Andover, Ct 06232
(860) 742-7305

Application Location: No Application

Background Check/Fingerprinting Required? (Instructions): Yes

Special Notes About Township/Application Process: Register with the Town Clerk and they communicate with the police. This is no longer a check in town and the permit is valid for a year.

Salesperson is required to provide following items:

- Valid driver's license/vehicle registration & insurance
- Company ID
- All documents and checks we have provided

ONCE YOU TURN IN APPLICATION:

- Get the name of the person you are turning application into and a contact phone number. This is the information you will use to follow up on your permit/license.
- Make sure ALL the information is filled out completely on the application.
- If you are unsure about a question on the application, contact your DM or call the town and ask. Do not leave it blank.
- If you find out the town is not accepting applications for any reason, please email licensing and let them know. Include the name of the person who gave you this information.
- **Once you receive your permit/license, take a photo of it and email it to licensing.**
- Anyone who does not send licensing a copy of their permit/license will be considered non-compliant and managers will be notified.

Licensing@trinity-solar.com

reasonable cost of storage for each day, or portion of a day, said vehicle is stored in the vehicle pound, and shall pay a fine of ten(\$10) dollars for such illegal parking.

The owner of any impounded vehicle shall be duly informed as to the nature and circumstances of the violation on account of which such vehicle has been impounded. In case protest is made against the payment of any towing or storage fees, the person in charge of said pound shall mark upon the receipt evidencing payment of the towing and storage fees the words "Paid under protest". In such case it shall thereupon be the duty of the First Selectman, police officer, sheriff or constable designated by him having knowledge of the facts to forthwith institute the proper proceedings in the Circuit Court, charging the owner or driver of such vehicle with that violation of the ordinance or traffic regulations on account of which the vehicle was impounded. In the event the owner or driver of said vehicle is found not guilty of the offense charged he shall be reimbursed the sum so paid under protest by the Town of Andover.

It shall be the duty of the First Selectman, sheriff, police officer or constable, as he shall designate, to keep a record of the names of all owners of vehicles impounded, the nature and circumstances of such violation, and the disposition of each case.

SECTION 4. The First Selectman is hereby authorized to create a vehicle pound, or pounds, to which automobiles and other vehicles may be removed by a police officer, sheriff, or constable, or under the direction of a police officer, sheriff, or constable, in the manner hereinafter provided. Such pound, or pounds, shall be such storage garage or garages, or such other appropriate places as may be designated by the First Selectman. Before any such garage or place shall be authorized to be a vehicle pound as provided herein, such garage or designated place of storage shall furnish to the First Selectman satisfactory evidence of insurance coverage to protect the Town of Andover from any claims for damages arising from the towing or storage of any impounded vehicle.

SECTION 5. This Ordinance shall become effective fifteen (15) days after publication as required by Section 7-157 of the General Statutes of Connecticut, Revision of 1958. Published October 5, 1961. Effective October 20, 1961.

Amendments to Section 1 & Section 3 passed at Special Town Meeting March 25, 2966
Published in the Manchester Herald April 8, 1966
Amendments become effective 15 days after publication

**AN ORDINANCE CONCERNING LICENSING OF PEDDLERS
AND ITNERANT VENDORS WITHIN THE TOWN OF ANDOVER**

62-02

SECTION 1. On and after the effective date of this ordinance no person, with or without a team or vehicle, except those exempted by the Statutes of the State, shall vend or hawk upon the public streets any goods, wares, or other merchandise at public or private sale or auction, or vend or peddle such articles from house to house within the town limits, unless he shall have obtained a license to do so from the Town Clerk. This section, however, shall not apply to occupants of stores or shops within the town, or to charitable, educational or religious and non-profit civic organizations within the town.

SECTION 2. The fee for such a license shall be \$5.00 for each year or portion thereof. The Town Clerk shall retain \$2.00 from the fee for each license issued. Each person so licensed shall be required to exhibit his license at the request of any citizen. All licenses shall be good for one year after the issuance, but no such license shall be issued by the Town Clerk until the weights and measures of the applicant, if any such are used by him in his business, have been approved and stamped by the State Sealer of Weights and Measures and a certificate to that effect from the State Sealer of Weights and Measures has been exhibited to the Town Clerk.

SECTION 3. The Town Clerk, before issuing a license under authority of this ordinance, shall refer the applicant to the Board of Selectmen who shall cause such investigation of the applicant's business and moral character to be made as it deems necessary for the protection of the public good. If as a result of such investigation the applicant's business or moral character shall be found to be unsatisfactory the Board of Selectmen shall transmit its disapproval and its reasons for the same to the Town Clerk who shall notify the applicant that no license shall be issued.

SECTION 4. The Town Clerk shall pay over all money received for such licenses less \$2.00 for each license issued, to the Town Treasurer not later than the 10th of the month following issuance of the licenses and shall keep a record of all licenses so issued, the date thereof, the name of licensee to whom given and the amount of money received therefore.

SECTION 5. Any person who shall violate any provision of this ordinance shall be fined not more than Fifty (\$50.00) Dollars. Should any section, paragraph or part of this ordinance be declared invalid for any reason, the remainder thereof shall not be affected thereby.

SECTION 6. This Ordinance shall become effective on June 15, 1962.
Voted: May 12, 1962.

SPECIAL ACT

SPECIAL ACT NO. 124 PASSED BY THE GENERAL ASSEMBLY OF THE STATE OF CONNECTICUT AT THE FEBRUARY 1965, SPECIAL SESSION

65-04

AN ACT CONCERNING VALIDATION OF THE ASSESSMENT LIST OF THE TOWN OF ANDOVER. The assessment list of October 1, 1964, of the Town of Andover otherwise valid except that the assessors may have omitted to sign or make oath to an abstract of said assessment list, or to lodge the same in the Town Clerk's Office by January 31, 1965, as required by law, is validated, and the same is ratified and made binding on said Town.

Approved: June 2, 1965.

ORDINANCE CONCERNING REGIONAL COUNCIL OF ELECTED OFFICIALS TOWN OF ANDOVER, CONNECTICUT

66-01

SECTION 1. The Town of Andover does hereby join the Regional Council of Elected Officials, as defined by Public Act 511 of the 1965 General Assembly created by ordinances of the towns, cities, and boroughs within its planning region as defined by the Connecticut Development Commission.

SECTION 2. The representative to said Regional Council shall be the First Selectman.

SECTION 3. The Regional Council shall have such powers, purposes, responsibilities and duties as stated in Public Act 511 of the 1965 General Assembly.

This Ordinance shall become effective fifteen days after publication.

Voted: Special Town Meeting March 25, 1966.

Published in Manchester Herald April 8, 1966.

GARDEN APARTMENT HOUSING CODE FOR THE TOWN OF ANDOVER

66-02

An ordinance establishing the minimum standards and requirements of space, use and location of garden apartments for the purpose of insuring their adequacy and safety for human habitation.

SECTION I. DEFINITIONS.

A. The following definitions shall apply in the interpretation and enforcement of this ordinance:

Town of Andover

17 School Road, Andover, CT 06232
Office of the Town Administrator



September 29, 2022

To whom it may concern,

You are invited to a Ribbon cutting for *Andover Center Safe Transit Initiative*

Please Join us at the Center St Rail trail Trailhead in Andover on **Oct 15 at 9:30 am** as we officially celebrate the improvements for the *Andover Center Safe Transit Initiative* and celebrate the work done to make Andover more Walkable and Bikeable and allow safe passage across Route 6.

This was a project funded by the Connecticut DOT Community Connectivity Grant Program and was done as a collaboration with the Department of Energy and Environmental Protection.

The Goal of this project was to provide safe and aesthetic walking and biking connections across Route 6 and between the East Coast Greenway, Library, Andover Church, Recreational, Museum. Another Project goal was to improve the handicapped accessibility of our public library, increasing the convenience and safety of the public. The town in Cooperation with DEEP added a new Hop River Rail Trailhead on Center Street. Retaining walls have been put in place on Long Hill Rd, new crosswalks established, and sidewalks have been replaced and improved on Route 6 and Long Hill Rd. Other improvements include, an informational kiosk, directional signs, benches and bike racks have been installed off Center Street. Handicap ramps have been improved and meet ADA requirements.

This Project supports the goals of Andover's Plan of Conservation and Development which includes a "Complete Streets Master Plan".

We hope that you can join us for this spectacular event.

Eric Anderson, Town Administrator
Town of Andover, Connecticut

17 School Road, Andover, Connecticut 06232
Phone: (860)742-7305 Fax: (860)742-7535

Approval of Meeting Minutes

10.

**Town of Andover
Board of Selectmen
Special Meeting**

Thursday, September 8th, 2022 at 6:30 P.M.

Location: Town Hall – Community Room

1. Call to Order/Pledge of Allegiance

Jeff Maguire called the meeting to order at 6:30pm

Members Present: First Selectman Jeff Maguire, Adrian Mandeville, Scott Person, Paula King, Jeff Murray

Town Administrator: Eric Anderson

Planning and Zoning Commission: Chair Jed Larson

Conservation Commission: Hank Gruener

Board Clerk: Marina Pandolfi

2. Public Speak - none

3. New Business

Discuss and Act upon the following:

a. Use of Open Space fund to purchase the 162 acre Laudano property off of Shoddy Mill Road

i. Presentation by Hank Gruener

Hank Gruener presented information about Open Space, the planning and preservation of Open Space in Andover. Showed map of Open Space parcels in Andover. The Laudano property connects two parcels of Town property – explained the natural resources on the property.

ii. Referral from the Planning and Zoning Commission letter

Jed Larson gave the current status – appraisal completed (\$486,000), asking price is \$549,500. Could use Town Open Space Fund & CT DEEP Open Space Grant funding. CT DEEP grant will match up to 65% of the appraised value. The Planning and Zoning Commission approved use of Open Space funds in their August meeting. J. Larson sent a letter to the Board of Selectmen recommending that the purchase of this land will benefit the Town.

J. Larson discussed next steps.

- Approval to enter negotiations with the Laudano real estate agent
- Board of Selectmen approval to submit a grant application
- Then a town vote to purchase

iii. Process and possible motion

Jeff Maguire MOTIONED to allow the Town Administrator to enter into negotiations with the property owner and execute a purchase and sales agreement prepared by the Town's attorney with the appropriate contingencies. Scott Person SECONDED. MOTION CARRIED 5:0:0

Jeff Maguire MOTIONED to authorize a grant application for matching funds through the State of Connecticut's Open Space and Watershed Protection Program, for the acquisition of the Open Space property. Scott Person SECONDED. MOTION CARRIED 5:0:0

4. Public Speak - none

5. Adjournment – Jeff Maguire MOTIONED to adjourn the meeting at 7:02pm. MOTION CARRIED 5:0:0

**Town of Andover
Board of Selectmen
Regular Meeting**
Monday, September 12th, 2022 at 7:00 P.M.
Location: Virtual Zoom Meeting

1. Call to Order/Pledge of Allegiance

Jeff Maguire called the meeting to order at 7:02pm. The Pledge was recited.

Members Present: First Selectman Jeff Maguire, Adrian Mandeville, Scott Person, Paula King, Jeff Murray

Town Administrator: Eric Anderson

Town Attorney: Dennis O'Brien

Public Works Supervisor: Jay Tuttle

Senior Transportation Coordinator: Cathy Palazzi

Board of Finance: Diane Choquette, Joanne Hebert, Curt Dowling

175th Anniversary Committee: Catherine Magaldi-Lewis

Conservation Commission: Mike Palazzi

Public Present: Mike S

2. Public Speak - none

3. Additions/Deletions to the Agenda

Paula King MOTIONED to add the following agenda items:

- 10j. Recognition of outstanding Andover residents
- 10k. Contract between the Town of Andover and Nathan L Jacobson
- 10l. Quickbooks discussion
- 10a. iiiii. Transfer requests for Audit Services
- 17a. Executive Session

Jeff Maguire SECONDED. MOTION CARRIED 5:0:0

Board asked to move Public Works reports up in the agenda.

7. Public Works Supervisor's Report

- i. Treework Report – Public Works partnered with Eversource for work on Gilead, Jurovaty, Townsend, Ryan, and Cone Road – 506 trees came down, looking at what can be done next year to be proactive on tree work
- ii. Review of Roadwork – chip sealing complete, asphalt reclamation starting on Long Hill, Bear Swamp, Shoddy Mill, and Wales Road
- iii. Disposition of 1997 Ford Plow truck – looking into fixing injection pump, needs front end work, Truck #7 needs repairs, additional discussion on purchasing a new plow truck next year
- iv. Hire Mark Williams for Public Works – Jeff Maguire MOTIONED to hire Mark Williams. Scott Person SECONDED. MOTION CARRIED 5:0:0
- v. Discussion of emergency debris storm management – Jay Tuttle discussed FEMA claims and the new process. Additional information on this new process will be presented at the October Board of Selectmen meeting.

4. Board and Commission Presentations

a. 175th Anniversary Committee

Catherine Magaldi-Lewis discussed recent accomplishments and a project management plan, received donations from local businesses and a grant award from the Hartford Foundation for Public Giving, explained upcoming events:

- May 18th, 2023 – Celebration at the Gazebo
- May 20th, 2023 – Festival at AES
- Town Tours
- June 24th, 2023 Festival at Andover Lake Beach

Committee is selling cookbooks, calendars, t-shirts, and ornaments – Board members will help to get funding
Fitch Family Farm donated tree

5. Appointments – Katherine Morrisey – Admin. Assistant

6. Resignations - none

8. Town Administrator's Report

Eric Anderson congratulated Marcy MacDonald for completing a swim across the English Channel. Gave updates on bridge design work, the Veteran's Monument Park, the Connectivity Grant project, small upcoming projects with Public Works, the shed is being moved for the Community Garden, and the little library is being installed.

9. Old Business – Discuss and act upon the following:

- a. Finance Department Employment – still working on filling positions
- b. Community Center RFP for Design Build – Eric and Adrian Mandeville reviewed RFP

Jeff Maguire MOTIONED to appoint Adrian Mandeville and Scott Person as the Community Center Building Management Team. Paula King SECONDED. MOTION CARRIED 5:0:0

10. New Business – Discuss and act upon the following:

a. Audit Status

- i. Corrective Action Plan – the Board of Finance will submit the Corrective Action Plan
- ii. Capital Asset Tracking – Eric Anderson suggested a Memorandum of Understanding for the Fire Department to supply documentation. Attorney O'Brien is reviewing the language of the MOU and will make changes. An asset tracking policy also needs to be put in place.
- iii. Funds List – cleaning up Liability accounts, will discuss at next meeting
- iiii. Transfer Requests for Audit Services – Adrian Mandeville MOTIONED for the Board of Selectmen to ask the Board of Finance to transfer any excess funds from the Resident Troop budget line item and from the Contingency Fund budget line item into the Audit budget line item to be used for additional required Audit services in the contract and for the consulting services needed to address and reorganize the Town's financial records. Scott Person SECONDED. MOTION CARRIED 5:0:0

b. 2021-2022 Purchasing Policy – Diane Choquette completed a first draft to discuss, will send out to the Board of Selectmen members and the Capital Improvement Planning Committee. Will then bring to the Board of Finance meeting at the end of the month.

c. COOL Program contract with Town (See document) – Discussion on contract, Eric Anderson sent to CIRM for review – waiting on feedback. Need to make sure that insurance coverage is adequate for the program.

d. Town assistance is remedying a hoarding situation – no update

e. Hop River Homes letter to the Board of Selectmen – Hop River Homes declined to join meeting this evening, Eric Anderson will try to get a new meeting scheduled for September 27th, 2022, in person in the Town Hall Community Room.

f. Soccer Field Usage – FSC North Soccer is no longer using the fields, discussion between Board on how to utilize the fields – can work with RHAM for field usage for next year

g. Status of Senior Transportation Drivers – will be getting a new vehicle in 2023. This service will not be able to transport an AES student, Board would like to review trip logs – Cathy Palazzi will provide.

h. Status of Open Board positions

i. Town Treasurer – no qualified applicants

j. Recognition of Outstanding Andover Residents – discussion, start to get word out – could recognize residents quarterly

k. Contract between the Town of Andover and Nathan L Jacobson – Eric Anderson sent a draft to the Board, the contract will need to correspond with the Board of Finance on the Purchasing Policy limits – Eric will review with Nathan

l. Quickbooks – discussion on moving the Town to use Quickbooks accounting software

Adrian Mandeville MOTIONED to have the Board of Finance strongly consider transitioning to Quickbooks.

Paula King SECONDED. MOTION CARRIED 5:0:0

11. Approval of Meeting Minutes

a. Monday, July 11th, 2022 Regular Meeting Minutes – Jeff Maguire MOTIONED to approve the July 11th, 2022 Regular Meeting Minutes as amended by Attorney Dennis O'Brien with additions to the final draft reports as well as proposed ballot questions. Scott Person SECONDED. MOTION CARRIED 5:0:0

b. Monday, July 25th, 2022 Special Meeting Minutes – Jeff Maguire MOTIONED to approve the July 25th, Special Meeting Minutes as amended by Attorney Dennis O'Brien. Scott Person SECONDED. MOTION CARRIED 5:0:0

c. Monday, August 8th, 2022 Regular Meeting Minutes – Jeff Maguire MOTIONED to approve the August 8th, 2022 Regular Meeting Minutes. Scott Person SECONDED. MOTION CARRIED 5:0:0

12. Finance Department Report – provided in packet

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

- 13. Budget - none
 - a. Appropriation Transfers
 - b. Over Expenditure Requests

- 14. Tax Collector's Report
 - a. Refunds Requests - none

Discussed the report – Eric Anderson will ask the Tax Collector if she can condense the report

- 15. Department Reports – provided in packet
 - a. Assessor's report – discussed letter sent to Assessor from resident
 - b. Fire Department
 - c. Burning Official
 - d. Resident State Trooper
 - e. Town Clerk
 - f. Building Department
 - g. Assessor's Office
 - h. Public Works – discussed letter sent regarding debris on cars
 - i. Transfer Station
 - j. Library
 - k. Senior Transportation
 - l. Registrars
 - m. AHM

- 16. Correspondence - none

- 17. Public Speak –

Catharine Magaldi-Lewis – circled back to portable toilet rental costs, will also look at t-shirt costs for 175th Anniversary

- a. Executive Session

Adrian Mandeville MOTIONED to enter Executive Session at 9:20pm with Eric Anderson and Attorney Dennis O'Brien included. Scott Person SECONDED. MOTION CARRIED 5:0:0

Returned from Executive Session at 9:30pm

- 18. Adjournment

Adrian Mandeville MOTIONED to adjourn the meeting at 9:30pm. Paula King SECONDED. MOTION CARRIED 5:0:0

* The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates! Helpfully submitted by the Board Clerk Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

**Town of Andover
Board of Selectmen
Special Meeting**

Tuesday, September 27th, 2022 at 7:00 P.M.
Location: Community Room – Town Hall

1. Call to Order/Pledge of Allegiance

Jeff Maguire called the meeting to order at 7:02pm. The Pledge was recited.

Members Present: First Selectman Jeff Maguire, Adrian Mandeville, Scott Person, Paula King, Jeff Murray

Town Administrator: Eric Anderson Board Clerk: Marina Pandolfi

HAMR Softball: Jon Comtois, Ryan Fitch

Hop River Homes Board of Directors: Betsy Houle, Trudy Hyatt, Carla Damour, Maria Tulman

2. Public Speak - none

3. New Business

Discuss and act upon the following

a. Discussion with Hop River Homes Board of Directors

i. Long Term lease for softball field

Maria Tulman spoke regarding the ball field, extending the seasonal use of the field, and permit use for other sports. The field will not be used as a public park – limited to organized youth sports.

Discussion between boards on better use of the field – potentially turning direction of field to prevent damage to the homes. Included HAMR Softball members on what ages would be using the field.

Eric Anderson gave details on the field regarding septic and leach fields – talked about possibly adding water(sprinklers) and electricity, biggest issue currently is lack of grass to play on

Adrian Mandeville MOTIONED to go to the Town Attorney to draft a 3-year lease agreement with Hop River Homes to be renewable with 90 days' notice to both parties – including a potential trench to be dug for water and electric and any other improvements will be back to the Hop River Homes Board of Directors. Paula King SECONDED. MOTION CARRIED 5:0:0

ii. Multi-year tax abatement

Discussion on tax abatement documents – there is currently a waiting list for residents, potential to expand and add more affordable housing. Also discussed upgrading electric heat.

Adrian Mandeville MOTIONED offer and look at a 10-year abatement. No action taken.

Adrian Mandeville MOTIONED for a 3-year/\$14,000 abatement. Jeff Maguire SECONDED.

Jeff Maguire AMENDED Adrian Mandeville's motion to be a 3-year/50% abatement on an annual basis. Adrian Mandeville SECONDED. MOTION CARRIED 5:0:0

4. Public Speak

5. Executive Session to discuss

Entered executive session at 8:02pm

a. Contract negotiations

b. Open Space Real Estate Offer

Exited executive session at 8:40pm

6. Adjournment

Adrian Mandeville MOTIONED to adjourn the meeting at 8:41pm. Scott Person SECONDED. MOTION CARRIED 5:0:0

Finance Department Report

11.

**ANDOVER FY 2021 - 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS**

L-100-00-3700-048 HIGHWAY Roads & Parking Lots IMPROVEMENTS

00-3700-048 CAPITAL ACCOUNT SUMMARY	FY 21 /22 TOTAL	REF CHECK
00-3700-048 FY21-22 Balance 3/21/2022	\$148,789.10	
00-3700-048 FY22-23 Approved Funding	\$330,000.00	
<u>L-100-00-3700-048-0000-0000 PAVING/PATCHING/RECLAMATION etc.</u>		
Approved Expenditures Last Year	\$34,700.96	
Pending Expenditures	\$177,391.00	
Future Expenditures (Estimate)	\$0.00	
SUBTOTAL PROJECTED COST	\$212,091.96	OK
<u>L-100-00-3700-048-0000-0000 CHIPSEALING / CRACKSEALING</u>		
Approved Expenditures Last Year	\$205,333.02	
Pending Expenditures	\$0.00	
Future Expenditures (Estimate)	\$0.00	
SUBTOTAL PROJECTED COST	\$205,333.02	OK
<u>L-100-00-370-048-0000-0000 DRAINAGE</u>		
Approved Expenditures Last Year	\$1,142.49	
Pending Expenditures	\$0.00	
Future Expenditures (Estimate)	\$0.00	
SUBTOTAL PROJECTED COST	\$1,142.49	OK
<u>L-100-00-3700-048-0000-0000 LINES / SIGNS / MARKINGS</u>		
Approved Expenditures Last Year	\$0.00	
Pending Expenditures	\$0.00	
Future Expenditures (Estimate)	\$0.00	
SUBTOTAL PROJECTED COST	\$0.00	OK
<u>L-100-00-3700-048-0000-0000 OTHER</u>		
Approved Expenditures Last Year	\$20,847.66	
Pending Expenditures	\$0.00	
Future Expenditures (Estimate)	\$0.00	
SUBTOTAL PROJECTED COST	\$20,847.66	OK
Approved TOTAL 3700-048 BUDGET	\$478,789.10	
TOTAL APPROVED EXPENDITURES	\$262,024.13	
TOTAL PENDING EXPENDITURES	\$177,391.00	
TOTAL FUTURE EXPENDITURES	\$0.00	
TOTAL PROJECTED COST	\$439,415.13	OK
PROJECTED SURPLUS / DEFICIT	\$39,373.97	92%

SUMMARY

L-100-00-3700-048-0000-0000 PAVING / PATCHING / RECLAMATION					
Approved Expenditures					\$34,700.96
Date	Vendor	A	B	Invoice/Reference #	Amount
06/30/22	Abby's	60.79Tn Aplyd	Shim 7.75hrs Bear Swamp	2247	\$3,921.50
06/30/22	Abby's	47.72Tn Aplyd	Shim 5.5hrs Bear Swamp	2243	\$2,783.00
06/30/22	Abby's	47.77Tn Aplyd	Shim 5.75hrs Bear Swamp	2244	\$2,909.50
06/30/22	Abby's	95.29Tn Aplyd	Shim 8.25hrs Bear Swamp	2245	\$4,174.50
06/30/22	Abby's	116.47Tn Aplyd	Shim 9hrs Bear Swamp	2249	\$4,554.00
06/30/22	Abby's	101.58Tn Aplyd	Shim 8.75hrs Bear Swamp	2251	\$4,427.50
06/30/22	Abby's	101.75Tn Aplyd	Shim 8.75hrs Bear Swamp	2253	\$4,427.50
07/06/22	Hain Materials	7.01Tn	Shoddy Mill	10486	\$637.91
07/11/22	Abby's	99.67Tn Aplyd	Shim 6.75hrs Bear Swamp	2258	\$3,415.50
07/11/22	Abby's	24.87Tn Aplyd	Shim 6hrs Bear Swampm	2260	\$3,036.00
09/06/22	Hain Materials	4.55Tn Class II	Hutchinson Rd	10772	\$414.05
Pending Expenditures					\$177,391.00
10/03/22	B&W Asphalt	Reclamation	Prjct: Shoddy & Long Hill		\$280,891.00
10/03/22	State Grant	Reclamation	Prjct: Re-Imbursment		(\$128,500.00)
10/03/22	B&W Asphalt	Reclamation	Prjct: Add Ons		\$25,000.00
Future Expenditures (Estimate)					\$0.00

	SUBTOTAL PROJECTED COST	\$212,091.96
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SUMMARY

L-100-00-3700-048-0000-0000 CHIPSEALING / CRACKSEALING					
Approved Expenditures					\$205,333.02
Date	Vendor	A	Invoice/Reference #	Amount	
09/27/22	Gorman Chipseal	Hndy,OldFrms,LngHI,BrSwmp	11012495	\$205,333.02	
Pending Expenditures					\$0.00
Future Expenditures (Estimate)					\$0.00
SUBTOTAL PROJECTED COST					\$205,333.02

[SUMMARY](#)

L-100-00-3700-048-0000-0000 DRAINAGE				
Approved Expenditures				\$1,142.49
Date	Vendor	A	Invoice/Reference #	Amount
08/11/22	Target	2) 6" Fernco	22181691	\$48.14
08/11/22	Target	18"AdsAdptrsCplngsFttngs	22181684	\$1,094.35
Pending Expenditures				\$0.00
Future Expenditures (Estimate)				\$0.00
SUBTOTAL PROJECTED COST				\$1,142.49

SUMMARY

L-100-00-3700-048-0000-0000 LINES / SIGNS / MARKINGS						
Approved Expenditures						\$0.00
Date	Vendor	Vehicle	Item	Invoice/Reference #	Amount	
Pending Expenditures						\$0.00
Future Expenditures (Estimate)						\$0.00
SUBTOTAL PROJECTED COST						\$0.00

SUMMARY

L-100-00-3700-048-0000-0000 OTHER						
Approved Expenditures						\$20,847.66
Date	Vendor	Equip#	Item	Invoice/Reference #	Amount	
07/06/22	Coit Excavating	Roads	92.36Tn Rip-Rap w/Dlvry	2194690	\$2,352.48	
07/06/22	Reds BldngSpplly	Roads	1) 36" Cortran	26565	\$350.00	
07/06/22	Target	Roads	1) 36" Cortran & 3) CB Tops	22178309	\$2,313.75	
07/06/22	Target	Roads	2)50lbBgGrssSed&6"PipeFttng	22178621	\$388.07	
07/06/22	Target	Roads	6) 15"x20' ADS Pipe	22179080	\$2,199.60	
07/06/22	Target	Roads	7) CB Tops w/Dlvry	179678	\$4,627.50	
07/26/22	Coit Excavating	Roads	22.08Tn1 1/4"Stn 22.17TnLoam	2194743	\$1,103.04	
08/04/22	Adelman	Roads	1.24Tn Cold Patch	11050	\$136.40	
08/11/22	Target	Roads	42) 80lb Bags Mortar	22180674	\$324.00	
08/11/22	Coit Excavating	Roads	23.22Tn1 1/4"Prcss	219470078	\$485.97	
08/31/22	Coit Excavating	Roads	46.06Tn 1 1/4" Prcss	219470090	\$966.82	
09/06/22	Coit Excavating	Roads	21.6Tn Rip-Rap	219470177	\$561.30	
09/06/22	Hartford Lumber	Roads	30) Guide Posts (1 bundle)	169214	\$1,650.60	
09/07/22	Target	Roads	Pallet Return	C17358	(\$25.00)	
09/07/22	Target	Roads	3) 24"Flares 1) BndlStks	22183198	\$1,499.43	
09/27/22	Coit Excavating	Roads	64.06Tn TopSoil w/Dlvry	219470249	\$1,913.70	
Pending Expenditures						\$0.00
Future Expenditures (Estimate)						\$0.00

	SUBTOTAL PROJECTED COST \$20,847.66
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**ANDOVER FY 2021 - 2022 BUDGET
DEPARTMENT OF PUBLIC WORKS
L-100-00-3700-006 TOWN AID ROAD FUND**

00-3700-006 CAPITAL ACCOUNT SUMMARY	FY 21 / 22 TOTAL	REF CHECK
00-3700-006 FY21-22 Balance 3/16/2022	\$179,494.84	
00-3700-006 FY22-23 Allocated Funding August 2022	\$93,000.00	
<u>L-100-00-3700-048-0000-0000 PAVING/PATCHING/RECLAMATION etc.</u>		
Approved Expenditures Last Year	\$154,663.93	
Pending Expenditures	\$110,809.00	
Future Expenditures (Estimate)	\$0.00	
SUBTOTAL PROJECTED COST	\$265,472.93	OK
<u>L-100-00-3700-048-0000-0000 CHIPSEALING / CRACKSEALING</u>		
Approved Expenditures Last Year	\$0.00	
Pending Expenditures	\$0.00	
Future Expenditures (Estimate)	\$0.00	
SUBTOTAL PROJECTED COST	\$0.00	OK
<u>L-100-00-370-048-0000-0000 DRAINAGE</u>		
Approved Expenditures Last Year	\$88.88	
Pending Expenditures	\$0.00	
Future Expenditures (Estimate)	\$0.00	
SUBTOTAL PROJECTED COST	\$88.88	OK
<u>L-100-00-3700-048-0000-0000 LINES / SIGNS / MARKINGS</u>		
Approved Expenditures Last Year	\$0.00	
Pending Expenditures	\$0.00	
Future Expenditures (Estimate)	\$0.00	
SUBTOTAL PROJECTED COST	\$0.00	OK
<u>L-100-00-3700-048-0000-0000 OTHER</u>		
Approved Expenditures Last Year	\$4,432.72	
Pending Expenditures	\$0.00	
Future Expenditures (Estimate)	\$0.00	
SUBTOTAL PROJECTED COST	\$4,432.72	OK
Approved TOTAL 3700-048 BUDGET	\$272,494.84	
TOTAL APPROVED EXPENDITURES	\$159,185.53	
TOTAL PENDING EXPENDITURES	\$110,809.00	
TOTAL FUTURE EXPENDITURES	\$0.00	
TOTAL PROJECTED COST	\$269,994.53	OK
PROJECTED SURPLUS / DEFICIT	\$2,500.31	99%

[SUMMARY](#)

L-100-00-3700-006-0000-0000 PAVING / PATCHING / RECLAMATION					
Approved Expenditures					\$154,663.93
Date	Vendor	A	B	Invoice/Reference	Amount
06/13/22	Hain Materials	\$78.50PrTn	Patch 6.99Tn Shoddy	10337	\$548.72
06/13/22	Abby's	23.99Tn Aplyd	Shim 5hrs Hendee	2227	\$2,530.00
06/13/22	Abby's	47.68Tn Aplyd	Shim 7hrs Hendee	2228	\$3,542.00
06/13/22	Abby's	53.90Tn Aplyd	Shim 10hrs Hendee & Old Farms	2229	\$5,060.00
06/13/22	Abby's	53.97Tn Aplyd	Shim 8hrs Hendee	2230	\$4,048.00
06/13/22	Abby's	77.75Tn Aplyd	Shim 9.5hrs Hendee	2231	\$4,807.00
06/17/22	Abby's	53.74Tn Aplyd	Shim 8.75hrs Hendee & Long Hill	2232	\$4,427.50
06/17/22	Abby's	59.70Tn Aplyd	Shim 7hrs Long Hill	2233	\$3,542.00
06/17/22	Abby's	65.74Tn Aplyd	Shim 8hrs Long Hill	2236	\$4,048.00
06/17/22	Abby's	89.46Tn Aplyd	Shim 9hrs Long Hill	2237	\$4,554.00
06/17/22	Hain Materials	\$91.00PrTn	Curbing 6.13Tn Hendee	10428	\$557.83
05/31/22	AEN Asphalt	23.99Tn	Class II @ \$90 PrTn	16252	\$2,159.10
06/01/22	AEN Asphalt	47.68Tn	Class II @ \$94 PrTn	16274	\$4,481.92
06/02/22	AEN Asphalt	53.90Tn	Class II @ \$94 PrTn	16296	\$5,066.60
06/03/22	AEN Asphalt	53.97Tn	Class II @ \$94 PrTn	16324	\$5,073.18
06/06/22	AEN Asphalt	77.75Tn	Class II @ \$94 PrTn	16346	\$7,308.50
06/07/22	AEN Asphalt	53.74Tn	Class II @ \$94 PrTn	16376	\$5,051.56
06/08/22	AEN Asphalt	59.70Tn	Class II @ \$94 PrTn	16401	\$5,611.80
06/13/22	AEN Asphalt	65.74Tn	Class II @ \$94 PrTn	16460	\$6,179.56
06/14/22	AEN Asphalt	89.46Tn	Class II @ \$94 PrTn	16485	\$8,409.24
06/16/22	AEN Asphalt	60.79Tn	Class II @ \$97 PrTn	16536	\$5,896.63
06/17/22	AEN Asphalt	47.72Tn	Class II @ \$97 PrTn	16559	\$4,628.84
06/20/22	AEN Asphalt	47.77Tn	Class II @ \$97 PrTn	16589	\$4,633.69
06/21/22	AEN Asphalt	95.29Tn	Class II @ \$97 PrTn & 1) 5GalPailTack	16618	\$9,296.13
06/23/22	AEN Asphalt	116.42Tn	Class II @ \$97 PrTn & 2) 5GalPailTack	16651	\$11,398.74
06/24/22	AEN Asphalt	101.58Tn	Class II @ \$97 PrTn	16684	\$9,853.26
06/28/22	AEN Asphalt	101.75Tn	Class II @ \$97 PrTn	16730	\$9,869.75
06/29/22	AEN Asphalt	99.67Tn	Class II @ \$97 PrTn	16755	\$9,667.99
06/30/22	AEN Asphalt	24.87	Class II @ \$97 PrTn	16778	\$2,412.39

Pending Expenditures					\$110,809.00
10/03/22	B&W Asphalt	Reclamation	Project: Shoddy & Long Hill (partial)		\$110,809.00
Future Expenditures (Estimate)					\$0.00
SUBTOTAL PROJECTED COST					\$265,472.93

SUMMARY

L-100-00-3700-006-0000-0000 CHIPSEALING / CRACKSEALING				
Approved Expenditures				\$0.00
Date	Vendor	A	Invoice/Reference #	Amount
Pending Expenditures				\$0.00
Future Expenditures (Estimate)				\$0.00
SUBTOTAL PROJECTED COST				\$0.00

SUMMARY

L-100-00-3700-006-0000-0000 DRAINAGE				
Approved Expenditures				\$88.88
Date	Vendor	A	Invoice/Reference #	Amount
05/06/22	Target	4"DrngPipe&Fttngs	22176056	\$88.88
Pending Expenditures				\$0.00
Future Expenditures (Estimate)				\$0.00
SUBTOTAL PROJECTED COST				\$88.88

SUMMARY

L-100-00-3700-006-0000-0000 LINES / SIGNS / MARKINGS					
Approved Expenditures					\$0.00
Date	Vendor	Vehicle	Item	Invoice/Reference #	Amount
Pending Expenditures					\$0.00
Future Expenditures (Estimate)					\$0.00
SUBTOTAL PROJECTED COST					\$0.00

SUMMARY

L-100-00-3700-006-0000-0000 OTHER					
Approved Expenditures					\$4,432.72
Date	Vendor	Equip#	Item	Invoice/Reference #	Amount
04/20/22	Coit Excavating	Roads	21.84Tn 1 1/4"Prcss w/Dlvry	2194249	\$419.84
04/26/22	Coit Excavating	Roads	22.25Tn 1 1/4"Prcss w/Dlvry	2194311	
05/04/22	Adelman	Pot Holes	1.05Tn Cold Patch	10694	\$115.50
05/04/22	Red'sBldngSppl	CB Spplys	3)4" & 2)6" GradeRings	24733	\$462.00
05/04/22	Red'sBldngSppl	Misc	SurveySupplies	24738	\$11.50
06/03/22	Fastenal	Roads	72) Cans Marking Paint	CTNOR80204	\$192.41
06/06/22	Target	Roads	Pallet CB Brick	22177065	\$370.20
06/06/22	Target	Roads	Pallet 80lb MasonMix	22177047	\$324.00
06/06/22	Target	Roads	Pallet Return	C17312	(\$25.00)
06/06/22	Target	Roads	2)ConcreteBumpers,Markers	22177666	\$155.84
06/17/22	Coit Excavating	Roads	45.79Tn 1 1/4" Stone w/Dlvry	2194553	\$968.76
06/20/22	Coit Excavating	Roads	70.29Tn 1 1/4" Prcss w/Dlvry	2194596	\$1,437.67
Pending Expenditures					\$0.00
Future Expenditures (Estimate)					\$0.00
SUBTOTAL PROJECTED COST					\$4,432.72

Tax Collector's Report

13.

CCAP Auto Lease	\$288.54	Sec 12-129 Refund of excess payment
Dulin Carli	\$249.35	Sec 12-129 Refund of excess payment
Hendrickson Kathy	\$52.81	Sec 12-129 Refund of excess payment
Honda Lease Trust	\$726.12	Sec 12-129 Refund of excess payment
Kuzmickas Anson & Cynthia	\$155.09	Sec 12-129 Refund of excess payment
McCrea Scott & Christine	\$40.44	Sec 12-129 Refund of excess payment
Toyota Lease Trust	\$1,521.06	Sec 12-129 Refund of excess payment
Ally Financial	\$194.47	Sec 12-129 Refund of excess payment
Rogarsky Alec	\$245.70	Sec 12-129 Refund of excess payment
VW Credit Leasing	\$63.72	Sec 12-129 Refund of excess payment
Kirkpatrick Joel	\$98.09	Sec 12-129 Refund of excess payment

10/11/2022 Tax Refunds Total: \$3,537.30

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.

SEPTEMBER 2022

Deposits

	ONLINE	OFFICE	RECEIPT	TOTAL
9/1	\$ 1,300.28	\$ 3,619.89	\$ 3,619.89	4,920.17
9/2	\$ 128.05			128.05
9/3	3879.47			3,879.47
9/4	\$ 729.27			729.27
9/5	\$ 124.13			124.13
9/6	\$ 1,655.67	\$ 557.54	\$ 557.54	2,213.21
9/7	\$ 2,621.27			2,621.27
9/8	\$ 802.94	\$ 10,261.01	\$ 10,261.01	11,063.95
9/9	\$ 975.29			975.29
9/10				0.00
9/11	\$ 1,111.42			1,111.42
9/12	\$ 379.61			379.61
9/13	\$ 488.85	\$ 8,820.66		9,309.51
9/14	\$ 476.93			476.93
9/15	\$ 34.67			34.67
9/16				0.00
9/17				0.00
9/18				0.00
9/19	\$ 528.04			528.04
9/20		\$ 41,447.29		41,447.29
9/21	\$ 464.98	\$ 11,117.16		11,582.14
9/22	\$ 350.00			350.00
9/23				0.00
9/24	\$ 351.77			351.77
9/25				
9/26	\$ 248.68	\$ 8,723.55		8,972.23
9/27	\$ 6,226.86			6,226.86
9/28	\$ 101.05			101.05
9/29		\$ 8,273.64		8,273.64
9/30				0.00
TOTAL	\$ 22,979.23	\$ 92,820.74		\$ 115,799.95

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2014			\$ 189.85		\$ 247.75	\$ 70.64	\$ 508.24
2015							\$ -
2016				\$ 521.53	\$ 445.91	\$ 5.00	\$ 972.44
2017	\$ 10.19		\$ 489.56		\$ 383.08	\$ 29.00	\$ 911.83
2018	\$ 10.50		\$ 488.81		\$ 292.09	\$ 29.00	\$ 820.40
2019	\$ 54.14				\$ 17.11	\$ 72.00	\$ 143.25
2020	\$ 3,796.79	\$ 214.53	\$ 1,561.82	\$ 2,279.92	\$ 773.58	\$ 209.00	\$ 8,835.64
2021	\$ 79,846.56	\$ 387.88	\$ 21,928.65		\$ 1,050.06	\$ 395.00	\$ 103,608.15
TOTAL	\$ 83,718.18	\$ 602.41	\$ 24,658.69	\$ 2,801.45	\$ 3,209.58	\$ 809.64	\$ 115,799.95

UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MV	MVS	TOTAL
2007			\$476.65	\$71.26	\$ 547.91
2008			\$520.26	\$28.15	\$ 548.41
2009			\$356.32		\$ 356.32
2010			\$211.42		\$ 211.42
2011		\$439.82	\$4,314.46	\$249.48	\$ 5,003.76
2012		\$ 2,404.78	\$ 3,146.24	\$ 204.03	\$ 5,755.05
2013	\$ 12.13	\$ 2,999.84	\$ 1,486.53	\$ 783.06	\$ 5,281.56
2014	\$ 1,225.76	\$ 4,065.82	\$ 2,103.08	\$ 2,991.24	\$ 10,385.90
2015	\$ 1,225.76	\$ 4,730.01	\$ 9,522.35	\$ 2,286.15	\$ 17,764.27
2016	\$ 3,692.80	\$ 5,563.78	\$ 7,996.26	\$ 1,930.73	\$ 19,183.57
2017	\$ 18,784.80	\$ 6,205.04	\$ 10,297.54	\$ 2,338.24	\$ 37,625.62
2018	\$ 32,846.83	\$ 8,568.30	\$ 9,738.49	\$ 1,736.78	\$ 52,890.40
2019	\$ 43,678.79	\$ 8,793.87	\$ 13,659.29	\$ 4,377.58	\$ 70,509.53
2020	\$ 60,895.22	\$ 11,679.83	\$ 32,049.80	\$ 18,258.54	\$ 122,883.39
2021	\$ 5,887,797.08	\$ 225,489.14	\$ 164,757.44		\$ 6,278,043.66
TOTAL	\$ 6,050,159.17	\$ 280,940.23	\$ 260,636.13	\$ 35,255.24	\$ 6,626,990.77

Town Only

Terminal / Batch	
Terminal	5
Batch	24

Cash	0.00	0
Check	0.00	0
Credit Card	0.00	0
Total	0.00	0

Last Assessor Bridge	
Run on:	06/14/2022

Percent Collection as of 10/03/2022

REAL ESTATE

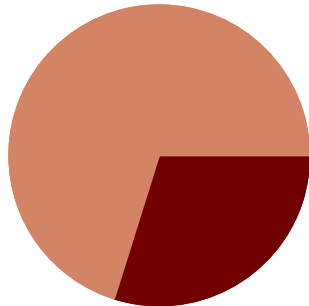
Uncollected - 70.15%
Collected - 29.85%

PERSONAL PROPERTY

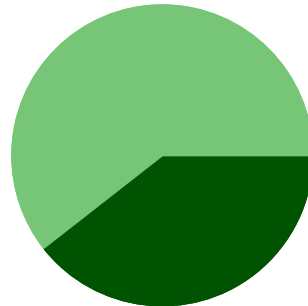
Uncollected - 60.57%
Collected - 39.43%

MV REGULAR

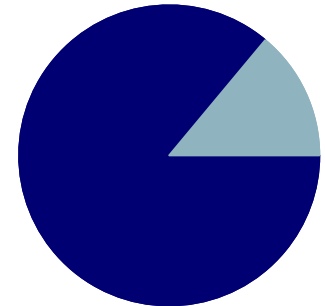
Uncollected - 13.93%
Collected - 86.07%



■	Total Due = \$5,825,730.84
■	Total Paid = \$2,478,755.44



■	Total Due = \$225,465.61
■	Total Paid = \$146,803.28



■	Total Paid = \$1,004,489.74
■	Total Due = \$162,581.20

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	8,304,486.28	2,478,755.44	5,825,730.84	29.85
PERSONAL PRO	372,268.89	146,803.28	225,465.61	39.43
MOTOR VEHICL	1,167,070.94	1,004,489.74	162,581.20	86.07
TOTALS:	\$9,843,826.11	\$3,630,048.46	\$6,213,777.65	

Department Reports

14.

10/03/2022
8:40 AM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 09/01/2022 - 09/30/2022 (All Payments)

September 2022

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	11	5,552.30	363,888.00	0.00	0.00	0.00	0.00	0.00	0.00	92.30	135.00	5,325.00
Electrical Permit	5	578.58	35,775.00	0.00	0.00	0.00	0.00	0.00	0.00	7.80	60.00	510.78
Gas Permit	5	395.46	18,110.00	0.00	0.00	0.00	0.00	0.00	0.00	5.46	75.00	315.00
Mechanical Permit	7	1,218.98	71,609.00	0.00	0.00	0.00	0.00	0.00	0.00	18.98	105.00	1,095.00
Plumbing Permit	1	106.56	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	15.00	90.00
Grand Totals	29	7,851.88	495,382.00	0.00	0.00	0.00	0.00	0.00	0.00	126.10	390.00	7,335.78
Grand # Voids	0											

10/03/2022
8:41 AM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 09/01/2022 - 09/30/2022 (All Payments)

PAGE 3

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
<i>Wetlands Permit</i>	<i>1</i>	<i>175.00</i>										
Wetlands Permit Applic	2	225.00 <i>400.00</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	15.00	150.00
Zoning Permit Applicat	2	280.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	30.00	130.00
Grand Totals	3 4	505.00 680.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	45.00	280.00
Grand # Voids	0											

MISCELLANEOUS

receipt	amount	date	address	name	site address	description
273316	\$75.00	9/1/2022	100 Krieger lane Glastonbury ct	Constantine Sealing	13 Dogwood Dr	DRIVEWAY PERMIT
273317	\$500.00	9/1/2022	100 Kreiger lane Glastonbury ct	Constantine Sealing	13 Dogwood Dr	DRIVEWAY BOND
273319	\$10.00	9/14/2022		Mitch Curry	126 wales rd	copies
273320	\$20.00	9/14/2022		Mitch Curry	126 wales rd	signs
TOTAL	\$605.00					

	amt paid	# permits
TOTAL BUILDING	\$7,851.88	29
TOTAL ZONING	\$680.00	4
TOTAL MISC	\$605.00	
FINAL TOTAL FOR SEPTEMBER	\$9,136.88	33

Assessor's office monthly activity –AUGUST 2022

Processing conveyances	7
Processing building permits	29
Prorating motor vehicle grand list	34
Updating field cards	2
Correspondence/ Phone	39
Providing assistance-town hall customers	17
Providing assistance to other departs	
Researching mapping issue or questions	2
Reports & communication with the State	1
MLS research	4
Scheduling meeting and appointments	
Office work	
Personal property grand list	
Personal Property Discovery	10
Homeowner's program	
Veteran's program	
Income & expenses	
Renter's rebate program	7
Tax exemptions	
Adds to the re, pp or mv grand list	16
Pa 490	
Provided assistance to BAA	
Researching and providing requested information to auditor	
Real property inspections	
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	
Attorney correspondence	
Tax appeal review/appraisal	
MLS review	4
Town board/dept assistance	
Review & Approve C of Cs	34
Review & Approve PA 490 Applications	
Review Approve & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

Conditions: District: Reported Type: All		Order By : List No	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET			
LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA				
50643	CLARK JAMES J 77 LAKESIDE DR ANDOVER CT 6232-1516	50643 2012 12	HARLE FLHTCU	08518M 2021 08/11/2022	C SOLD 10/21	10,390 0 10,390	-9,528 0 -9,528	862 0 862
50902	DULIN CARLI M 52 WALES RD ANDOVER CT 6232-1219	50902 2015 01	TOYOT COR L/LE 2T1BURHE1FC317138	08543M 2021 08/31/2022	C RE IN VA 11/21	9,380 0 9,380	-7,814 0 -7,814	1,566 0 1,566
50969	ENTERPRISE FM TRUST 9315 OLIVE BLVD ST. LOUIS MO 63132-0	50969 2020 03	CHEVR COLORADO 1GCHTBEXL1189892	08537M 2021 08/25/2022	C SOLD 6/22	22,140 0 22,140	-5,535 0 -5,535	16,605 0 16,605
51478	HONDA LEASE TRUST 1919 TORRANCE BLVD TORRANCE CA 90501-0	51478 2020 01	HONDA CIVIC EX SHHF7H62LU414634	08542M 2021 08/31/2022	C REG IN NC 12/21	19,500 0 19,500	-14,625 0 -14,625	4,875 0 4,875
51566	JACEWICZ ANDRZEJ 25 OLD COVENTRY RD ANDOVER CT 6232-1000	51566 2014 01	NISSA MURANO S JN8AZ1MW5EW511534	08514M 2021 08/10/2022	C SOLD 8/22	9,490 0 9,490	-788 0 -788	8,702 0 8,702
51603	JOHN PAMELA 208 TALCOTT HILL RD COVENTRY CT 6238-3601	51603 1998 01	BUICK LESABRE 1G4HP52KXWH415813	08513M 2021 08/08/2022	C SOLD 5/22	500 0 500	-166 0 -166	334 0 334
51618	JP MORGAN CHASE BANK NA P O BOX 901098 FORT WORTH TX 76101-0	51618 2019 01	SUBAR OUTBACK 4S4BSENCXK3232329	08532M 2021 08/22/2022	C SOLD 10/21	23,290 0 23,290	-21,357 0 -21,357	1,933 0 1,933
51858	LANDOLPHI MICHAEL A 93 SHODDY MILL RD ANDOVER CT 6232-1200	51858 2004 03	CHEVR COLORADO 1GCDT196848168658	08535M 2021 08/23/2022	C SOLD 4/22	4,340 0 4,340	-1,810 0 -1,810	2,530 0 2,530
52139	MANNING ERIC S 125 SHODDY MILL RD ANDOVER CT 6232-1215	52139 2004 03	DODGE RAM 1500 1D7HU18D24S648931	08520M 2021 08/11/2022	C SOLD 8/22	5,130 0 5,130	-426 0 -426	4,704 0 4,704
52464	NELSON MICHAEL 130 WHEELING RD ANDOVER CT 6232-1113	52464 2012 01	NISSA ALTIMA 2 1N4AL2AP6CN578121	08533M 2021 08/22/2022	C SOLD 8/22	4,950 0 4,950	-411 0 -411	4,539 0 4,539
52729	PERRY TANYA L PO BOX 306 ANDOVER CT 6232-306	52729 2019 01	TOYOT RAV4 XSE JTMWRV3KJ017304	08544M 2021 08/31/2022	C REG IN CANADA 10/21	28,400 0 28,400	-26,043 0 -26,043	2,357 0 2,357
52730	PERRY TANYA L PO BOX 306 ANDOVER CT 6232-306	52730 2021 01	TOYOT TACOMA D 3TYCZ5AN9MT049795	08545M 2021 08/31/2022	C MOVED TO CANADA 10/21	33,080 0 33,080	-30,334 0 -30,334	2,746 0 2,746
52890	REA JEFFREY S 62 SHODDY MILL RD ANDOVER CT 6232-1217	52890 2000 11	BRIMA SU508 43YDC0819YC005887	08538M 2021 08/29/2022	C SOLD 8/22	370 0 370	-31 0 -31	339 0 339
52951	RISLEY MARK W 200 HEBRON RD ANDOVER CT 6232-1723	52951 2008 01	DODGE GRAND CA 2D8HN44H08R676396	08529M 2021 08/11/2022	C MOD HANDICAP EXMPT	3,130 0 3,130	0 3,130 -3,130	3,130 3,130 0
53367	SPOSITO JOHN J 56 GILEAD RD ANDOVER CT 6232-1602	53367 2009 03	DODGE RAM 3500 3D7MX38L49G537062	08511M 2021 08/04/2022	C SOLD 6/2022	15,680 0 15,680	-3,920 0 -3,920	11,760 0 11,760

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	
53460 1	SUDIK RIGGING & INSTALLATION LLC 78 BEAR SWAMP RD ANDOVER CT 6232-1102	53460 2018 01	KW 2NKKHJ7X9JM209423	08523M CONSTRUC	C 2021 08/11/2022	99,870 0 99,870	-56,650 0 -56,650	43,220 0 43,220
53560 1	TOWNSEND CRAIG R 37 BIRCH DR ANDOVER CT 6232-1203	53560 2016 01	TOYOT JTTEBU5JR1G5364265	08541M 4RUNNER	C 2021 08/29/2022	24,780 0 24,780	0 24,780 -24,780	24,780 24,780 0
53719 1	WALDMAN HILARY D 8 WINDRUSH LN ANDOVER CT 6232-1610	53719 2016 01	TOYOT 3TMCZ5AN6GM009240	08512M TACOMA D	C 2021 08/08/2022	22,210 0 22,210	-14,814 0 -14,814	7,396 0 7,396
53933 0	CANNAVO SOPHIA I 68 WINDRUSH LN ANDOVER CT 6232-0	21A015 2018 01	SUBAR JF2GTABC1JH226667	08515M CROSSTRE	C 2021 08/10/2022	0 0 0	15,750 0 15,750	15,750 0 15,750
53934 0	HOULE CARLY G 178 HEBRON RD ANDOVER CT 6232-0	21A016 2017 01	JEEP 1C4BJWDG6HL657301	08517M WRANGLER	C 2021 08/11/2022	0 0 0	24,010 0 24,010	24,010 0 24,010
53935 0	HOULE TARA J 178 HEBRON RD ANDOVER CT 6232-0	21A017 2017 01	NISSA 1N4AL3AP9HC199669	08519M ALTIMA2	C 2021 08/11/2022	0 0 0	11,620 0 11,620	11,620 0 11,620
53936 0	EL REINO UN MINSTERIO NUEVO 129 HEBRON RD ANDOVER CT 6232-0	21A018 2020 01	GMC 1GKS2HKJ7LR280110	08521M YUKON XL	C 2021 08/11/2022	0 0 0	52,730 0 52,730	52,730 0 52,730
53937 0	REAGAN LOUISE A 85 LAKESIDE DR ANDOVER CT 6232-0	21A019 2018 01	JEEP 1C4RJFBG1JC321255	08522M GRAND CH	C 2021 08/11/2022	0 0 0	24,450 0 24,450	24,450 0 24,450
53938 0	SOUZA LORI A 98 LAKESIDE DR ANDOVER CT 6232-1518	21A020 2004 01	NISSA 5N1ED28Y04C631458	08524M XTERRA X	C 2021 08/11/2022	0 0 0	3,658 0 3,658	3,658 0 3,658
53939 0	WEINGART EDWARD P 63 BURNAP BROOK RD ANDOVER CT 6232-1205	21A021 1999 03	FORD 1FTNX21LXSEC10950	08525M F250 SUP	C 2021 08/11/2022	0 0 0	500 0 500	500 0 500
53940 0	KNOX AMY L 8 SCHOOL RD ANDOVER CT 6232-1525	21A022 2012 01	GMC 1GKKVPED7CJ146929	08526M ACADIA S	C 2021 08/11/2022	0 0 0	7,980 0 7,980	7,980 0 7,980
53941 0	SKLODOSKY KENNETH S 146 LONG HILL RD ANDOVER CT 6232-1124	21A023 2009 01	HONDA 5FNYF48629B027992	08527M PILOT EX	C 2021 08/11/2022	0 0 0	6,980 0 6,980	6,980 0 6,980
53942 0	PERKINS TODD A 1 LAKESIDE DR ANDOVER CT 6232-1536	21A024 2004 01	JEEP 1J4FA49S44P769501	08528M WRANGLER	C 2021 08/11/2022	0 0 0	6,055 0 6,055	6,055 0 6,055
53943 0	GRUNER NICHOLAS J 60 TOWNSEND RD ANDOVER CT 6232-1415	21A025 2005 01	MITSU JA3AJ26EX5U008489	08531M LANCER E	C 2021 08/11/2022	0 0 0	2,100 0 2,100	2,100 0 2,100
53944 0	POLZUN WILLIAM J 121 TOWNSEND RD ANDOVER CT 6232-1414	21A026 2012 03	JEEP 1C4AJWAG9CL118843	08536M WRANGLER	C 2021 08/25/2022	0 0 0	12,670 0 12,670	12,670 0 12,670

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
53945	PACHECO ARLENE S	21A027	08540M	C	0	3,890	3,890
0	30 ROUTE 6	2010 01	CHEVE IMPALA L	2021 08/29/2022	0	0	0
	ANDOVER CT 6232-0		2G1WA5EN9A1187567	ADD FROM WINDHAM	0	3,890	3,890
53976	GRUNER NICHOLAS J	20A059	08530M	C	0	1,890	1,890
0	60 TOWNSEND RD	2005 01	MITSU LANCER E	2020 08/11/2022	0	0	0
	ANDOVER CT 6232-1415		JA3AJ26EX5U008489	ADD FROM DMV	0	1,890	1,890
53977	PACHECO ARLENE S	20A60	08539M	C	0	3,190	3,190
0	30 ROUTE 6	2010 01	CHEVE IMPALA L	2020 08/29/2022	0	0	0
	ANDOVER CT 6232-0		2G1WA5EN9A1187567	ADD FROM WINDHAM	0	3,190	3,190
80687	CANNAVO SOPHIA I	20A003	08516S	C	0	6,297	6,297
0	68 WINDRUSH LN	2018 01	SUBAR CROSSTRE	2020 08/10/2022	0	0	0
	ANDOVER CT 6232-0		JF2GTABC1JH226667	ADD FROM WINCHESTER	0	6,297	6,297
TOTAL	# Of Accts 34				336,630	-10,482	326,148
					0	27,910	27,910
					336,630	-38,392	298,238
YEAR 2020	# Of Accts 34				336,630	-10,482	326,148
					0	27,910	27,910
					336,630	-38,392	298,238
GRAND TOTAL	# Of Accts 34				336,630	-10,482	326,148
					0	27,910	27,910
					336,630	-38,392	298,238

9-1-22 59°/76° Sunny

Jay 5:45 - 7:15
14.25

Trk 9

- Admin
- Monitor Contractor Work

- Gorman in to Finish up chipseal
- B & W in to Pave Long Hill Rd (Rt 6 to Bears Swamp)
- B & W in to Continue Road work on Sheddymill Rd

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
4.0	<ul style="list-style-type: none"> • Drainage work Hutchinson Rd. • Install Guide Posts at Cross Culverts, Loam & seed 	Tom	4.0	4) Guide Posts	Trk 4 Excavator
		Rich	4.0	4 yds Loam	Trk 7
		Zach	4.0	8 lbs seed	
9.25	<ul style="list-style-type: none"> • Traffic Control Long Hill Rd. • Close Rd to thru Traffic at Hendee & Long Hill 	Rich	9.25	/	Trk 3
9.25	<ul style="list-style-type: none"> • Assist Monitor Contractor Work: • B & W Paving 	Tom	9.25	/	Trk 4
		Zach	6.25	/	

9-2-22 48°/78° Sunny

Jay 5:30 - 5:00
11.5

Trk 1

- Admin
- Monitor Contractor work

- B&W in to Pave Shoddy Mill 1st Course & Continue Grading & Prep work

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
2.0	• Bring Excavator Back to Shop From Hutchinson Rd.	Rich Zach	2.0 2.0	/	Trk 3 w/ trailer
10.5	• Asst. Monitor Contractor	Tom	10.5	/	} Trk 4
8.5	• Asst Traffic Control	Rich	8.5	/	
2.5	• Pick up Diesel Transfer Tank And Pump at Vendor For Trk 1	Zach	2.5	/	Trk 1
3.0	• Shop - Maintenance	Zach	3.0	/	/

9-6-22 62°/67° "Rain"

Jay 5:15 - 2:30

Trk 1

- Admin
- Road Inspections
- Get Caught up on Last Weeks Daily Reports
- Pay Bills

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
5.0	• Ck/clear Waterways:	Rich Zach	5.0 5.0		Trk 4
3.0	• Shop: Install Rear Body Strokes on Trk 4. • Other Maintenance.	Zach	3.0	2) Combo Tail/signal/strobe	/
		Rich	2.0	Grease Equip	
1.0	• Trash Compaction @ T.S.	Rich	1.0	/	Back Hoe
	• Vacation Day	Tom	8.0	/	/

9-7-22 60°/70° Cloudy

Jay 4:45 - 6:00

13.25

- Road Inspections After the Rain for Paving
- Admin
- Monitor Contractor Work
- Layout for Curbing

Trk 4

- B & W in to Pave Top Course shoddy Mill

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Run	Rich Zach	1.0 1.0	/	Trk 4
3.5	• Mow/Trim at DPW	Rich Zach	3.5 3.5	/	Steiner Trimmers
1.5	• Repair Roadside Mower	Rich Zach	1.5 1.5	Electrical Switches	/
3.75	• Roadside Mowing	Rich	3.75	/	Roadside Mower
3.75	• Assist Monitor Contractor	Zach	3.75	/	Trk 4
	• Vacation Day	Tom	8.0		

9-12-22 63°/77° Rain Shwrs - Cldy

Jay 5:30 - 2:30
8.5

Trk 1

- Admin
- Sweeping - Chipseal Roads

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
2.0 • Change Main Broom and Arbor on Sweeper	Jay	1.0	1 Main Broom 1 Arbor	shop
	Tom	2.0		
	Rich	2.0		
	Zach	2.0		
6.0 • Sweep Chipseal Roads	Jay	6.0	66 yds chipstone	sweeper Trk 10 Trk 7 Trk 3
	Tom	5.0		
	Zach	6.0		
	Rich	2.0		
4.0 • Roadside Mowing	Rich	4.0	/	Roadside Mower
1.0 • Compact Trash @ T.S.	Tom	1.0	/	Back Hoe

9-9-22 52°/79° Sunny

Jay 5:15 - 4:00
10.75

Trk 1

- Admin
- Move Soccer Goals From Elementary School to Veterans Field
- Sweep Hendee Rd (Chipseal)

B&W in to Finish Driveway Aprons 3:00 PM

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
3.0	• Relocate Soccer Goals From Elementary to Veterans Field:	Jay	3.0	/	Trk 1
		Rich	3.0		Trk 3
		Zach	3.0		w/Trailer
5.5	• Sweep Hendee Rd: Haul Sweepings	Jay	5.5	90 yds Chip Stone	Sweeper
		Rich	5.5		Trk 3
		Zach	5.5		Trk 7
	Vacation Day	Tom	8.0		

9-8-22

55°/75°

Sunny

Jay 5:30 - 6:00

Trk 1

12.0

- Admin
- Road Inspections
- Monitor Contractor Work
- Layout For Curbing - Shoddy Mill
- Pick up Cones/Signs From Shoddy
- Meet w/Eric End of Day

• B&W in For Curbing & Aprons

• Vacation Day

Tom 8.0

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0 Trash Compaction at T.S.	Zach	1.0	/	Back Hoe
2.0 Backfill Lower Apron at DPW	Zach Rich	2.0 2.0	8 yds Millings	Back Hoe Compactor
1.5 Fill Erosion Area - Island Rd	Zach Rich	1.5 1.5	2 yds Process	Trk 7 Loader
2.0 Sweep Areas of Island & Lake Rd	Jay Zach	2.0 2.0	6 yds Sweepings	Trk 7 Sweeper
6.25 Roadside Mowing	Rich	6.25	/	Roadside Mower
3.25 Asst. Paving Contractor w/Payloader	Zach	3.25	8 yds Spoils	Loader

9-13-22 57°/77° Rain

Jay 5:30 - 2:45
8.75

Trk 1

- Admin
- Sweep Chipseal Roads

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
4.0	• Sweeping Chipseal	Jay Tom Zach	8.0 8.0 8.0	63 yds Chipstone	Sweeper Trk 10 Trk 7
8.0	• Roadside Mowing	Rich	8.0	/	Roadside mower

9-14-22 55°/77° Sunny

Jay
8.5

5:30 - 2:30

Trk 1

Admin

Sweep chipseal Roads

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Sweeping chipseal	Jay Tom Zach	8.0 8.0 8.0	74 yds Chipstone	Sweeper Trk 10 Trk 3
8.0	• Roadside Mowing	Rich	8.0	/	Roadside Mower

9-15-22 59°/69° Sunny

Jay 8:45 - 3:00

- Admin
- Office work

- CN Wood in to diagnose and Re-set Main Broom on Sweeper Electronic Module Failure - Will not Re-Set - Will Be Back tomorrow w/new module

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
2.5	• Remove low Hanging Branches Pine Ridge & Bear Swamp Hitting School Bus	Rich Zach	2.5 2.5	/	Trk 10
1.0	• Trash Compaction @ T.S.	Rich	1.0	/	Back Hoe
5.5	• Shop - Equipment Maintenance - Trk 7 - Cab Controls Ventillation - Roadside mower - R&R mower Head	Zach Rich	5.5 4.5	/	/
8.0	• Vacation Day	Tom	8.0	/	/

9-16-22

44°/73°

Sunny

Jay 5:30-3:00

9.0

- Admin
- Office/Shop

Trk 9

- CN Wood in to Replace Electronic Module and Re-set Brooms on sweeper

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	Shop - Equipment Maintenance Trk 7 Exhaust Repairs	Zach	8.0		/
8.0	Trk 5 Work on Fuel Problem Take to Tri-State for Diagnostic	Rich	8.0		/
3.0	Clean/Prep Sweeper for Conveyor Replacement	Jay	3.0	/	/
	Vacation Day	Tom	8.0	/	/

9-19-22 62°/80° Prtly Cldy / Psbl T-Storms

Jay 5:30 - 2:30
8.5

- Admin
 - Office / Shop
 - Monitor Contractor
-
- Trk 7 to Debois to Re-Charge A/C
 - Contractor In to work at Rail Trail Depot

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction @ T.S.	Tom	1.0	/	Back Hoe
8.0	Shop - Equip Maintenance: Work on Sweeper Repairs Work on Trk 5 Repairs	Tom	5.0	/	/
		Rich	8.0		
		Zach	8.0		
2.0	Assist Contractor at Rail Trail Depot: Make Template For Charging station. Deliver Concrete slabs for Benches. Help set Roof for Kiosk.	Tom	2.0	/	Loader

9-20-22 60°/73° Mstly Cldy

Jay 5:45 - 9:00 1:00 - 2:30
4.75

- Admin
- Lay out for Benches at Rail Trail Depot Area

- Connectivity Contractor In to work at Rail Trail Depot

<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>
8.0 { • Shop - Equipment Maintenance Continue Repairs - Sweeper Trk 5 Trk 7	Tom	8.0	/
	Rich	8.0	
	Zach	8.0	

9-21-22

Jay 8.75
5:30 - 2:45
Admin office work

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>material</u>	<u>Equip</u>
6.0	• Shop - Equip Maint	Tom	6.0	/	/
	Repairs to Sweeper	Rich	5.0	/	/
	" " Trk 5				
1.0	• Pick up Tree for Planting & Drop off at school	Jay	1.0	/	Trk 1
		Rich	1.0	/	
2.0	• Move Rec Dept Shed at Soccer field to new location	Tom	2.0	/	Loader
		Rich	2.0	/	Trk 1
		Jay	2.0	/	
	• Move Garden Club Shed From Soccer field to DPW and Prep for final move to back of Town Hall				
	• Vacation Day	Zach	8.0	/	/

9-22-22

Jay Personal Day off
8.0

<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>material</u>	<u>Equip</u>
• Shop - Equip Maint	Tom	8.0	/	/
Repairs to Sweeper	Rich	4.0	/	/
" " Trk 5	Zach	4.0	/	/
" " Trk 7				
• Ck/clear waterways	Rich	4.0	/	Trk 4
	Zach	4.0	/	

9-23-22 48°/56° Partly cldy

Jay 5:30 - 3:00

Admin
Office work

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
• Move Garden Shed from DPW to Rear of Town Hall	Tom	5.0	2) spruce	Trk 1
• Plant Trees and Mulch 1) at school 1) at Town Hall	Rich	5.0	4) bags Mulch	Trk 4
	Zach	5.0	2.5 yds Loam	Back Hoe
	Jay	5.0		Loader
• Loam & Seed Repair Areas				
• Shop - Equip Maint Repairs to sweeper " " Trk 5	Tom	3.0	/	/
	Rich	3.0		
	Zach	3.0		

9-26-22 57°/71° Mstly Sunny

Jay 5:45 - 3:00
8.75

Trk 1

- Admin
- Sign Installation at Rail Trail Depot

- Contractor in to pave parking lot at Rail Trail Depot

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction	Tom	1.0	/	Back Hoe
6.0	• Shop - Equip Service/Repair	Tom	5.0	/	Trk 4
	- Trk 7	Zach	6.0		
	- Sweeper				
	- Parts Run For Sweeper				
2.0	• Clean up downed Tree on Lake Road	Tom	2.0	/	Back Hoe Trk 3 Trk 4
		Rich	2.0		
		Zach	2.0		
6.0	• Trimming around Guard Rails	Rich	6.0	/	Trk 3 Trimmers
		mark	6.0		
2.0	• AM meeting w/ Eric - New Hire	Mark	2.0	/	/

9-27-22

53°/70°

Cldy - Sunny

Jay
10.0

5:30 - 4:00

Trk 1

- Admin
- Trk 7 to East Hartford for Repair
- Sign Installation at Rail Trail Depot
- Measure for Pavement Striping/markings
- Pay Bills

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Clean up Downed Tree on Hende Rd.	Rich Zach Jay	1.0 1.0 1.0	/	Trk 4 saws Trk 2
1.5	• Trk 7 to East Hartford for Repair	Zach Jay	1.5 1.5	/	Trk 1
8.0	• Shop - Equip Service/Repair	Zach	5.5	/	Trk 3
	- Trk 5	Tom	8.0		
	- Sweeper				
	- Parts Run for Trk 5				
8.0	• Trimming around Guard Rails	Rich Mark	8.0 8.0	/	Trk 4 Trimmers

9-28-22 47°/68° Sun-Clouds

Jay
9.5

5:30 - 3:30

Trk 1

- Admin
- Layout Parking Area at Rail Trail Depot (make fit)
- Continue measure for Pavement Striping/markings
- Start Layout Cross Walk at Shoddy
- Clean Office/Bath/Break Room Areas

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
8.0	• Shop - Equip Service/Repair Trk 5	Zach	8.0	/	/
	- Mount Material Handler on Trk 10 and Fab Shoot Extension	Tom	8.0	/	/
1.0	• Trash Run	Rich	1.0	/	Trk 4
		Mark	1.0		
7.0	• Trimming around Guard Rails	Rich	7.0	/	Trk 4 Trimmers
		Mark	7.0		

9-29-22

46°/65°

Sunny

Jay 5:30 - 3:45

9.75

Admin
Pay Bills

Trk 1

Job	Staff	Time	Material	Equip
2.0 • Dispose of Eviction Debris	Jay	2.0	/	Trk 1
	Tom	1.0		Trk 4
	Rich	2.0		
	Zach	2.0		
	mark	2.0		
1.0 • Trash Compaction @ T.S.	Tom	1.0	/	Back Hoe
6.0 [• Loam & seed Edges of: - Parking Lot @ Rail Trail Depot - Shoddy mill Rd	Tom	6.0	18 yds Loam	Trk 10
	Rich	6.0		Trk 4
	Zach	6.0	8 lbs seed	Trk 1
	Mark	6.0		
	Jay	4.0		

9-30-22 65° mstly cldy

Jay 5:30 - 2:30

Admin

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
8.0	• Prep, Loam & Seed Edges of: - Shoddy Mill Rd	Tom	8.0	9 yds Gravel	Excavator
		Zach	8.0	14 yds Loam	Back Hoe
		Mark	8.0	7 yds Loam Mix	Trk 10
		Jay	8.0	10 lbs seed	Trk 4
					Trk 1
8.0	• Vacation	Rich	8.0	/	/

ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - September 2022						
	Sep-22	YTD 22-23 (July 1, 2022 - June 30, 2023)				
Adult:						
Fiction	406	1472				
Non-fiction	77	233				
Video	29	182				
Audio	13	65				
Magazines	0	1				
E-reader (Kindle)	0	0				
Total Adult	525	1953				
Children:						
Fiction	293	1018				
Non-fiction	28	94				
Video	5	36				
Audio	0	0				
Total Children	326	1148				
Young Adult:						
Fiction	17	62				
Non-fiction	0	2				
Audio	0	1				
Magazines	0	0				
Total Young Adult	17	65				
Total Fiction	716	2552				
Total Non-fiction	105	329				
Total Video	34	218				
Total Audio	13	66				
Total Magazines	3	0				
Total Uncategorized**	9	34				
Total Passes	0	0				
Total OverDrive	185	544				
Total E-readers	0	0				
Total Circulation	1065	3743				
Out-of-town circ.	60	177				
Ref. questions	36	122				
Patrons registered:						
Andover	1598					
Out-of-town	472					
Total Patrons	2070					
Collection size *	20688					
Public Computer Usage (hrs.)	65.75	223				
ILL provided	41	155				
ILL received	44	123				
# Patrons (inc. programs):	416	1844				

ANDOVER SENIOR TRANSPORTATION
MONTH OF SEPTEMBER 2022

Dated 10/2/2022
Cathy Palazzi
Senior Coordinator

1) Drug tests – none.

2) List of Clients Serviced in September

- Medicals 42
- Events 1 lunch 9/23
- Maintenance 1 Engine light came on – diagnostic check gas cap loose.
- Incident Log 0
- Disabled 7
- Veterans 4
- Meetings 0
- Shopping 6-7 seniors 4 trips (one per week) depending on week.

- Request a car be purchased for medicals-even a hybrid-preferably an electric car. This would be a good decision from the BOS as it will prove environmentally safe and a cost savings so that we do not have to drive our bus for one person. An electric car would be excellent to conserve energy and better for the environment. On a normal schedule we have both small bus and van going out every day for medicals. Vehicles are out at a minimum of 4-6 times per day.
- Bus transportation continues to drive our seniors, disabled and veterans to their medical appointments plus meetings, movies, luncheons, town meetings, shopping, and voting sessions.
- We are forced to refuse some medicals if there is a scheduling issue or no driver available. We are researching the best motto for our transportation needs.
- A new senior has moved into Andover October 1st 100% disabled. We will be taking him shopping with his caregiver.
- Our Section 5310 Non-Traditional grant has been approved until 5/30/2023. This brings in a yearly sum of \$9684.
- Our Section 5310 Traditional grant was approved and the date of our new bus arrival has moved up to the spring of 2023.

Our Mission Statement is to service Seniors, Veterans and honor the American Disability Act (ADA) Clients in their medical or transportation needs: If underage disabled person requests assistance there must be a parent, guardian or caregiver present. Title VI state requirements are incorporated.

We continue to work on a motto for Senior Transportation.

Cathy Palazzi
Senior Coordinator

Registrar of Voters
17 School Road
Andover, Connecticut 06232
September monthly Report

October 4, 2022

Processed 24 Voters

Lind Derick attended the Fall ROVAC Conference

Reviewed and approved ballot fo November Election with Local Questions

Ordered Ballots and Memory Cards for November Election

Scheduled Election Workers for November election

Linda Derick

Wallace Barton

ROV's

ZONING BOARD OF APPEALS

3rd QTR Report 2022



Submitted by William Desrosiers, Chair

According to Section 22.0.4 of The Andover Zoning Regulations (amended to 4/18/11) the Andover Board of Appeals is charged, “to authorize upon appeal in specific cases variances from the terms of these regulations, whereby reason of exceptional shape, size, or topography of lot, or other exceptional situation or condition of the building or land, exceptional difficulty or unusual hardship would result to the owners of said property from strict enforcement of these regulations.”

This Board meets the third Wednesday of each month at 7:00 pm in the Community Room. Please contact the Zoning Agent with any questions regarding this Board. Below is a summary of the Board's activities YTD 2022.

Variance Applications Received: 6

Granted: 5

Variance Applications Denied: 1

One Special Meeting: Training on CT Law with Land Use Attorney Mark Brantz

=====

William Desrosiers, **Chair**

Kathleen Skorka

Walter Weir Jr.

William Munroe

Fred Oliver (To be confirmed at next ZBA Meeting)

Alternates:

Ylo Anson

Dave Gostanian

Janice Maschi

