

**Town of Andover  
Board of Selectmen  
Regular Meeting**  
Monday November 13th 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/83831443104>

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

Meeting ID: 838 3144 3104

Passcode: 441473

\*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. Treasurer's Report
  - a. Finance Department Report
    - a. Revenue Summary
    - b. Town Budget Summary
    - c. Town Aid Road (TAR) Update
    - d. Town Cash Report
    - e. Appropriation Transfer
    - f. Over Expenditure Report
    - g. Summary of Audit Status
5. Board and Commission Presentations
6. Appointments
7. Resignations
8. Discussion with Joshuas Trust Potential Skinner Hill Preserve
9. Town Administrator's Report
10. Old Business Discuss and act upon the following:
  - a. Community Center construction update
  - b. Discussion of Blight and level of involvement
  - c. Stiff Account Update
  - d. Traffic Concerns
  - e. Welcome Sign
  - f. Stein drainage issues
  - g. Budget
    1. Schedule
    2. Priorities
    3. Fuel and Heating Oil
11. New Business Discuss and act upon the following:
  - a. Animal Control officer Discussion
  - b. Select contractor for AN-2023-24#1 Town Center Multiuse Trail Master Plan
    - a. Committee Recommendation
  - c. Vender permit Sunrun
  - d. Appointment to CIP and Senior Center Building committee.

- e. Dogs at Veterans Monument Field
  - f. Parking enforcement on Hutchinson Rd
12. Approval of Meeting Minutes
- a. October 10th, 2023 Regular Meeting
13. Tax Collector's Report
- a. Refunds Requests
  - b. Office Policy for Delinquents
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. AHM
  - m. Economic Development Commission
  - n. ZBA
15. Correspondence
16. Executive Session
- a. Personnel contracts
  - b. King Property boundary line discussion per CGS sections 1-200(6)(E) and 1-210(b)(7)
  - c. Andover's Finest
17. Public Speak
18. Adjournment

# Treasurer's Report

4.

**Town of Andover  
Interim Budget vs. Actual  
July through October 2023**

	Jul - Oct 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4100 - PROPERTY TAX REVENUE</b>			
000-101 - 41101 Current Year Taxes	5,543,522.87	9,943,528.00	-4,400,005.13
000-108 - 41105 Prior Taxes	17,846.31	155,000.00	-137,153.69
000-110 - 41104 Supp MV	6,933.64	0.00	6,933.64
000-109 - 41106 NSF/DMV/Fees	1,514.83	0.00	1,514.83
000-104 - 41901 Liens Taxes	0.00	5,200.00	-5,200.00
000-103 - 41901 Interest Taxes	8,756.98	61,000.00	-52,243.02
000-239 - 43900 Telecom Personal Prop Tax	0.00	5,000.00	-5,000.00
<b>Total 4100 - PROPERTY TAX REVENUE</b>	<b>5,578,574.63</b>	<b>10,169,728.00</b>	<b>-4,591,153.37</b>
<b>4300 - INTERGOVERNMENTAL REVENUES</b>			
000-222 - 43300 Municipal grants in aid	0.00	2,620.00	-2,620.00
000-223 - 43800 Mash-Pequot Funds	0.00	6,680.00	-6,680.00
000-226 - 43500 State Miscellaneous	145.00	6,000.00	-5,855.00
000-227 - 43500 Municipal Stabilization	43,820.00	43,820.00	0.00
000-235 - Neglected Cemetery Grant	0.00	5,000.00	-5,000.00
000-238 - 43300 Disabled Programs	0.00	400.00	-400.00
000-209 - 43600 - PILOT State Property	11,642.25	10,830.00	812.25
100-227 - 43800 MRSA Revenue Sharing	79,678.66	0.00	79,678.66
900-219 - 43800 ECS Funds	501,196.00	2,004,782.00	-1,503,586.00
<b>Total 4300 - INTERGOVERNMENTAL REVENUES</b>	<b>636,481.91</b>	<b>2,080,132.00</b>	<b>-1,443,650.09</b>
<b>4400 - CHARGES FOR SERVICES</b>			
000-801 - 44867 Miscellaneous Revenue	3,286.85	3,000.00	286.85
000-803 - 44867 Rentals	0.00	10,000.00	-10,000.00
100-407 - 44102 Clerk Fees	22,142.00	55,000.00	-32,858.00
700-413 - 44403 Transfer Station	17,660.00	44,200.00	-26,540.00
700-415 - 44403 Waste Redemption	696.89	1,000.00	-303.11
800-405 - 44705 Building & Land Use Fees	27,739.50	68,000.00	-40,260.50
<b>Total 4400 - CHARGES FOR SERVICES</b>	<b>71,525.24</b>	<b>181,200.00</b>	<b>-109,674.76</b>
<b>4600 - INVESTMENT INTEREST</b>			
000-303 - 46101 Interest	20,766.78	3,000.00	17,766.78
<b>Total 4600 - INVESTMENT INTEREST</b>	<b>20,766.78</b>	<b>3,000.00</b>	<b>17,766.78</b>
<b>Total Income</b>	<b>6,307,348.56</b>	<b>12,434,060.00</b>	<b>-6,126,711.44</b>
<b>Expense</b>			
<b>4700 - EDUCATION</b>			
901-527 - 58250 RHAM Education	1,490,978.00	4,493,413.00	-3,002,435.00
901-595 - 28900 AES BOE	621,607.17	4,234,796.00	-3,613,188.83
<b>Total 4700 - EDUCATION</b>	<b>2,112,585.17</b>	<b>8,728,209.00</b>	<b>-6,615,623.83</b>
<b>TOWN DEPARTMENTS</b>			
<b>4113 - TOWN ADMINISTRATOR</b>			
102-100 - 51000 Town Administrator	31,996.17	92,925.00	-60,928.83
102-101 - 51000 Admin Assistant	3,120.00	22,650.00	-19,530.00
102-330 - 55990 Conference/Seminar	0.00	300.00	-300.00
102-535 - 55300 Mobile Phone	284.66	854.04	-569.38
102-580 - 55800 Mileage	300.00	1,200.00	-900.00
<b>Total 4113 - TOWN ADMINISTRATOR</b>	<b>35,700.83</b>	<b>117,929.04</b>	<b>-82,228.21</b>
<b>4137 - TREASURER/FINANCIAL</b>			
109-100 - 51000 Treasurer Salary	3,825.00	15,500.00	-11,675.00
109-120 - 51000 Treasurer Clerk Wages	13,784.39	42,900.00	-29,115.61
109-330 - 55990 Conference/Seminar	0.00	500.00	-500.00
109-610 - 56120 Office Supplies	23.44	200.00	-176.56
<b>Total 4137 - TREASURER/FINANCIAL</b>	<b>17,632.83</b>	<b>59,100.00</b>	<b>-41,467.17</b>
<b>4147 - TOWN CLERK</b>			
117-100 - 51000 Town Clerk Salary	18,477.04	55,000.00	-36,522.96
117-101 - 51000 Town Clerk Supplemental	1,493.93	6,000.00	-4,506.07
117-120 - 51000 Asst Town Clerk Salary	8,135.00	27,824.00	-19,689.00
117-330 - 59900 Conference/Seminar	470.00	1,000.00	-530.00
117-335 - 52900 Training	0.00	2,000.00	-2,000.00
117-438 - 54300 Equip Maint	0.00	540.00	-540.00
117-580 - 55800 Mileage	0.00	400.00	-400.00
117-610 - 56120 Office Supplies	685.33	1,400.00	-714.67
117-612 - 53520 Land Records	2,974.98	10,500.00	-7,525.02
117-616 - 55500 Maps Filming & Indexing	0.00	600.00	-600.00
117-810 - 58100 Membership	50.00	520.00	-470.00
117-865 - 55900 Vital Statistics	0.00	300.00	-300.00
117-885 - 55900 Historic Doc. Restoration	538.80	6,500.00	-5,961.20
<b>Total 4147 - TOWN CLERK</b>	<b>32,825.08</b>	<b>112,584.00</b>	<b>-79,758.92</b>
<b>4135 - TAX COLLECTOR</b>			
111-100 - 51000 Tax Collector Salary	21,446.55	48,928.00	-27,481.45
111-330 - 55999 Conference/Seminar	620.00	1,000.00	-380.00
111-438 - 53510 Contract Software Maint	6,572.07	12,950.00	-6,377.93
111-610 - 56120 Office Supplies	70.29	500.00	-429.71
111-810 - 58100 Membership	125.00	190.00	-65.00
<b>Total 4135 - TAX COLLECTOR</b>	<b>28,833.91</b>	<b>63,568.00</b>	<b>-34,734.09</b>
<b>4131 - ASSESSOR</b>			
113-100 - 51000 Assessor Salary	10,688.49	30,974.00	-20,285.51
113-120 - 51000 Asst Assessor Salary	13,560.77	39,469.00	-25,908.23
113-335 - 52900 Training	0.00	750.00	-750.00
113-438 - 53510 Contract Software Maint	16,991.63	20,669.52	-3,677.89
113-580 - 55800 Mileage	0.00	500.00	-500.00
113-610 - 56120 Office Supplies	161.76	825.00	-663.24
113-612 - 56400 Book/Subscriptions	857.00	775.00	82.00
<b>Total 4131 - ASSESSOR</b>	<b>42,259.65</b>	<b>93,962.52</b>	<b>-51,702.87</b>

**Town of Andover  
Interim Budget vs. Actual  
July through October 2023**

	Jul - Oct 23	Budget	\$ Over Budget
<b>4149 - REGISTRARS</b>			
125-100 - 51000 Registrars Salary	64.89	12,978.00	-12,913.11
125-120 - 51000 Asst Registrars Salary	0.00	1,085.15	-1,085.15
125-330 - 55990 Conference/Seminar	420.00	1,200.00	-780.00
125-335 - 52900 Training	373.02	3,500.00	-3,126.98
125-580 - 55800 Mileage	10.40	525.00	-514.60
125-610 - 56120 Office Supplies	0.00	315.00	-315.00
<b>Total 4149 - REGISTRARS</b>	<b>868.31</b>	<b>19,603.15</b>	<b>-18,734.84</b>
<b>4197 - ELECTIONS</b>			
121-100 - 51000 Election Salaries	66.78	17,820.00	-17,753.22
121-335 - 52900 Training	0.00	725.00	-725.00
121-438 - 54300 Equip Maint	750.00	3,000.00	-2,250.00
121-610 - 56010 Supplies	1,843.70	10,000.00	-8,156.30
121-800 - 55800 Misc/Canv	0.00	120.00	-120.00
121-830 - 52900 Meals	0.00	910.00	-910.00
<b>Total 4197 - ELECTIONS</b>	<b>2,660.48</b>	<b>32,575.00</b>	<b>-29,914.52</b>
<b>4211 - BUILDING DEPARTMENT</b>			
807-105 - 51000 Blding Dept - Shared Wage	0.00	23,900.00	-23,900.00
807-100 - 51000 Wages IWC	5,076.89	17,030.00	-11,953.11
817-100 - 51000 Zoning Agent Salary	8,568.20	26,181.46	-17,613.26
807-120 - 51000 Bldg Dept Admin Asst	7,164.27	24,249.41	-17,085.14
803-100 - 51000 Town Planner Wages	8,000.00	36,000.00	-28,000.00
807-438 - 54300 Equipment Maint	275.66	1,500.00	-1,224.34
807-580 - 55800 Mileage	0.00	1,200.00	-1,200.00
807-612 - 56400 Books & Manuals	0.00	500.00	-500.00
807-610 - 56120 Office Supplies	90.00	550.00	-460.00
807-810 - 58100 Membership	1,852.39	0.00	1,852.39
807-890 - 58100 PermitLink Fees	1,365.00	4,500.00	-3,135.00
807-901 - 57300 Equipment	0.00	250.00	-250.00
<b>Total 4211 - BUILDING DEPARTMENT</b>	<b>32,392.41</b>	<b>135,860.87</b>	<b>-103,468.46</b>
<b>4501 - LIBRARY</b>			
001-100 - 51000 Library Payroll	25,782.70	80,521.19	-54,738.49
001-800 - 56420 Library Operations	14,169.50	28,339.00	-14,169.50
<b>Total 4501 - LIBRARY</b>	<b>39,952.20</b>	<b>108,860.19</b>	<b>-68,907.99</b>
<b>4145 - CIVIL PREPAREDNESS</b>			
135-100 - 51000 Civil Preparedness Salary	0.00	771.75	-771.75
135-335 - 52900 Training	0.00	350.00	-350.00
135-435 - 54420 Shared CERT Vehicle	0.00	1,000.00	-1,000.00
135-730 - 56900 Supplies & Equipment	0.00	850.00	-850.00
<b>Total 4145 - CIVIL PREPAREDNESS</b>	<b>0.00</b>	<b>2,971.75</b>	<b>-2,971.75</b>
<b>Total TOWN DEPARTMENTS</b>	<b>233,125.70</b>	<b>747,014.52</b>	<b>-513,888.82</b>
<b>TOWN EXPENSES</b>			
<b>4213 - TOWN OFFICE BUILDING</b>			
129-315 - 53010 Payroll Services	2,738.79	7,000.00	-4,261.21
129-350 - 54410 Water Testing	159.00	500.00	-341.00
129-365 - 54010 Elevator Service Contract	2,384.85	2,350.00	34.85
129-401 - 58100 Elevator Permit	0.00	2,400.00	-2,400.00
129-442 - 53500 Computer Tech Support	1,896.48	11,461.00	-9,564.52
129-432 - 54301 Building Maint	26.10	4,250.00	-4,223.90
129-434 - 54301 Furnace Maintenance	0.00	500.00	-500.00
129-439 - 535100 Software Maint	0.00	9,000.00	-9,000.00
129-443 - 55990 Website Fees	0.00	4,731.00	-4,731.00
129-444 - 55510 Copier Rental	893.28	2,680.00	-1,786.72
129-490 - 54302 Alarm Monitoring	100.48	500.00	-399.52
129-493 - 53520 Tolland 911 Dispatch	11,656.00	12,665.00	-1,009.00
129-530 - 55300 Telephone	1,962.37	4,920.00	-2,957.63
129-531 - 55301 Postage	2,043.64	7,000.00	-4,956.36
129-533 - 55301 Postage Meter Rental	297.80	600.00	-302.20
129-537 - 55300 Internet Cable	369.00	1,500.00	-1,131.00
129-550 - 55500 Printing	0.00	1,600.00	-1,600.00
129-601 - 56220 Electricity	2,508.55	12,000.00	-9,491.45
129-603 - 56240 Fuel Oil	55.99	5,000.00	-4,944.01
129-609 - 57300 Equipment	0.00	750.00	-750.00
129-610 - 56120 Office Supplies	1,912.08	3,500.00	-1,587.92
129-652 - 56010 Janitorial Supplies	218.09	2,000.00	-1,781.91
129-735 - 54320 Computer Repair/Service	2,463.00	2,100.00	363.00
<b>Total 4213 - TOWN OFFICE BUILDING</b>	<b>31,685.50</b>	<b>99,007.00</b>	<b>-67,321.50</b>
<b>4199-A - ADVERTISING</b>			
127-540 - 55400 Legal Ads-Advertising	1,804.00	5,500.00	-3,696.00
<b>Total 4199-A - ADVERTISING</b>	<b>1,804.00</b>	<b>5,500.00</b>	<b>-3,696.00</b>
<b>4157 - INSURANCE</b>			
137-500 - 55200 Insurance	67,202.05	113,047.00	-45,844.95
<b>Total 4157 - INSURANCE</b>	<b>67,202.05</b>	<b>113,047.00</b>	<b>-45,844.95</b>
<b>4117 - EMPLOYEE BENEFITS</b>			
141-205 - 52200 SS & Med	23,940.97	84,728.55	-60,787.58
141-210 - 52600 Unemployment Comp	1,873.79	10,000.00	-8,126.21
141-215 - 52100 Health/Dental Ins	66,900.47	165,999.92	-99,099.45
141-223 - 52950 Disability	932.92	3,000.00	-2,067.08
141-225 - 52900 Life Insurance	382.60	1,500.00	-1,117.40
141-230 - 52300 Retirement MERF	16,500.91	131,995.00	-115,494.09
141-280 - 53070 CDL, Physicals, Drug Tes	0.00	750.00	-750.00
141-290 - 52300 Amort MERF	0.00	131.00	-131.00
141-295 - 52010 Admin Fee MERF	3,120.00	3,640.00	-520.00
<b>Total 4117 - EMPLOYEE BENEFITS</b>	<b>113,651.66</b>	<b>401,744.47</b>	<b>-288,092.81</b>
<b>Total TOWN EXPENSES</b>	<b>214,343.21</b>	<b>619,298.47</b>	<b>-404,955.26</b>
<b>FACILITIES</b>			
<b>4213-A - OLD TOWN HALL</b>			
123-432 - 54301 Building Maint	0.00	2,500.00	-2,500.00
123-490 - 54302 Alarm System	50.24	575.00	-524.76
123-601 - 54100 Electricity	308.87	975.00	-666.13
<b>Total 4213-A - OLD TOWN HALL</b>	<b>359.11</b>	<b>4,050.00</b>	<b>-3,690.89</b>

**Town of Andover  
Interim Budget vs. Actual  
July through October 2023**

	Jul - Oct 23	Budget	\$ Over Budget
<b>4301 - TOWN GARAGE</b>			
309-350 - 53070 Medical/Drug Testing	150.00	550.00	-400.00
309-300 - 55990 Conference/Seminar	0.00	700.00	-700.00
309-432 - 54301 Building Maint	6,642.57	17,850.00	-11,207.43
309-434 - 54300 Furnance Maint	0.00	1,050.00	-1,050.00
309-490 - 54302 Alarm System	1,162.50	875.00	287.50
309-537 - 55300 Internet Cable	231.70	1,470.00	-1,238.30
309-601 - 56220 Electricity	1,142.49	6,750.00	-5,607.51
309-603 - 56240 Fuel Oil	0.00	7,500.00	-7,500.00
309-610 - 56100 Office Supplies	55.98	200.00	-144.02
309-618 - 56500 Computer Supplies	0.00	350.00	-350.00
<b>Total 4301 - TOWN GARAGE</b>	<b>9,385.24</b>	<b>37,295.00</b>	<b>-27,909.76</b>
<b>4203-A - OLD FIRE HOUSE</b>			
149-601 - 54100 Electricity	153.00	1,000.00	-847.00
<b>Total 4203-A - OLD FIRE HOUSE</b>	<b>153.00</b>	<b>1,000.00</b>	<b>-847.00</b>
<b>Total FACILITIES</b>	<b>9,897.35</b>	<b>42,345.00</b>	<b>-32,447.65</b>
<b>OUTSIDE SERVICES</b>			
<b>4125 - AUDITOR/ACTUARY</b>			
105-320 - 53310 Annual Audit	11,000.00	35,000.00	-24,000.00
105-375 - 53310 Actuarial Services	2,800.00	5,500.00	-2,700.00
<b>Total 4125 - AUDITOR/ACTUARY</b>	<b>13,800.00</b>	<b>40,500.00</b>	<b>-26,700.00</b>
<b>4139 - TOWN ATTORNEY</b>			
107-310 - 53020 Legal Retainer	399.00	14,000.00	-13,601.00
107-312 - 53020 Assess - Legal	0.00	3,000.00	-3,000.00
<b>Total 4139 - TOWN ATTORNEY</b>	<b>399.00</b>	<b>17,000.00</b>	<b>-16,601.00</b>
<b>4151 - TOWN ENGINEER</b>			
311-370 - 53300 Consulting Fees-Engineer	1,149.00	10,000.00	-8,851.00
<b>Total 4151 - TOWN ENGINEER</b>	<b>1,149.00</b>	<b>10,000.00</b>	<b>-8,851.00</b>
<b>4161 - PROBATE COURT</b>			
119-800 - 58900 Misc Exp - Probate Court	3,262.00	3,200.00	62.00
<b>Total 4161 - PROBATE COURT</b>	<b>3,262.00</b>	<b>3,200.00</b>	<b>62.00</b>
<b>4177 - CRCOG, CCM, COST</b>			
819-810 - 53010 Cap Region COG/CCM/COST	8,316.00	8,500.00	-184.00
<b>Total 4177 - CRCOG, CCM, COST</b>	<b>8,316.00</b>	<b>8,500.00</b>	<b>-184.00</b>
<b>Total OUTSIDE SERVICES</b>	<b>26,926.00</b>	<b>79,200.00</b>	<b>-52,274.00</b>
<b>PUBLIC WORKS/GROUNDS</b>			
<b>4399 - PUBLIC WORKS</b>			
301-100 - 51000 Public Works Salary	94,979.61	321,305.57	-226,325.96
301-111 - 51520 Temp PW Salary	0.00	2,500.00	-2,500.00
301-112 - 51630 PW OT Salary	1,242.46	12,500.00	-11,257.54
301-391 - 54302 Fire Ext Testing	175.18	650.00	-474.82
301-435 - 54301 Vehicle Maint	7,392.81	33,500.00	-26,107.19
301-448 - 51520 Misc Labor/Rental	600.00	1,575.00	-975.00
301-535 - 55300 Mobile Phone	284.66	852.00	-567.34
301-602 - 56260 Diesel	25,886.61	18,425.00	7,461.61
301-603 - 56260 Gasoline	1,991.41	11,000.00	-9,008.59
301-620 - 56010 Supplies	3,523.22	18,500.00	-14,976.78
301-730 - 57300 Equipment	3,103.26	7,100.00	-3,996.74
301-810 - 58100 Membership	0.00	75.00	-75.00
<b>Total 4399 - PUBLIC WORKS</b>	<b>139,179.22</b>	<b>427,982.57</b>	<b>-288,803.35</b>
<b>4307 - SNOW REMOVAL</b>			
303-130 - 51630 Snow Removal OT	0.00	21,500.00	-21,500.00
303-436 - 54301 Ice Maint Bldg	0.00	550.00	-550.00
303-642 - 56010 Supplies	0.00	3,200.00	-3,200.00
303-643 - 57300 Sanding Equip	0.00	550.00	-550.00
303-644 - 54103 Sand	0.00	2,500.00	-2,500.00
303-646 - 54103 Salt	0.00	66,250.00	-66,250.00
303-830 - 56300 Meals	0.00	700.00	-700.00
<b>Total 4307 - SNOW REMOVAL</b>	<b>0.00</b>	<b>95,250.00</b>	<b>-95,250.00</b>
<b>4317 - TRANSFER STATION</b>			
701-100 - 51000 Transfer Station Wages	7,648.42	24,505.64	-16,857.22
701-438 - 54300 Maintenance	469.40	2,500.00	-2,030.60
701-480 - 54101 Hauling Fees	11,218.48	42,746.08	-31,527.60
701-481 - 54101 Bulky Waste	8,810.74	32,620.64	-23,809.90
701-493 - 54900 Outdoor Facility	330.00	0.00	330.00
701-601 - 56220 Electricity	571.69	3,100.00	-2,528.31
701-803 - 54420 Compactor Lease	819.54	3,328.00	-2,508.46
701-998 - 54421 Tipping Fees	9,326.47	48,368.32	-39,041.85
<b>8401 - RECYCLING</b>			
703-432 - 54421 Hazardous Waste	0.00	3,310.33	-3,310.33
703-484 - 54421 Antifreeze Pickup	0.00	200.00	-200.00
703-485 - 54421 Used Oil Pickup	1,030.40	1,500.00	-469.60
703-488 - 54421 Tire Pickup	1,636.00	2,000.00	-364.00
703-807 - 54421 Permits	197.08	970.00	-772.92
<b>Total 8401 - RECYCLING</b>	<b>2,863.48</b>	<b>7,980.33</b>	<b>-5,116.85</b>
<b>Total 4317 - TRANSFER STATION</b>	<b>42,058.22</b>	<b>165,149.01</b>	<b>-123,090.79</b>
<b>4599 - GROUND CARE</b>			
313-420 - 54303 Mowing - Ground Care	3,501.45	25,000.00	-21,498.55
313-422 - 54900 Beautification	240.00	2,510.00	-2,270.00
313-424 - 54900 Old Cemetary Maint	0.00	7,000.00	-7,000.00
<b>Total 4599 - GROUND CARE</b>	<b>3,741.45</b>	<b>34,510.00</b>	<b>-30,768.55</b>
<b>4311 - STREET LIGHTING</b>			
305-410 - 56220 Street Lighting	1,662.00	10,360.00	-8,698.00
<b>Total 4311 - STREET LIGHTING</b>	<b>1,662.00</b>	<b>10,360.00</b>	<b>-8,698.00</b>

**Town of Andover  
Interim Budget vs. Actual  
July through October 2023**

	Jul - Oct 23	Budget	\$ Over Budget
4199-B - CUSTODIAN			
147-100 - 51000 Custodian	5,099.34	14,846.00	-9,746.66
<b>Total 4199-B - CUSTODIAN</b>	<b>5,099.34</b>	<b>14,846.00</b>	<b>-9,746.66</b>
<b>Total PUBLIC WORKS/GROUNDS</b>	<b>191,740.23</b>	<b>748,097.58</b>	<b>-556,357.35</b>
<b>PUBLIC SAFETY</b>			
4201 - Resident Trooper			
403-375 - 53530 Contract ST Fee-Law Enfor	0.00	140,000.00	-140,000.00
403-901 - 56100 Office Supplies	0.00	450.00	-450.00
<b>Total 4201 - Resident Trooper</b>	<b>0.00</b>	<b>140,450.00</b>	<b>-140,450.00</b>
4203 - FIRE DEPARTMENT/COMMISSION			
401-800 - 53100 Fire Commission	76,375.00	152,750.00	-76,375.00
<b>Total 4203 - FIRE DEPARTMENT/COMMISSION</b>	<b>76,375.00</b>	<b>152,750.00</b>	<b>-76,375.00</b>
4215 - Animal Control			
151-105 - 51000 NECOG Shared Wages	11,748.75	10,500.00	1,248.75
<b>Total 4215 - Animal Control</b>	<b>11,748.75</b>	<b>10,500.00</b>	<b>1,248.75</b>
4219 - FIRE MARSHAL			
405-100 - 51000 Fire Marshal Salary	2,215.02	8,260.57	-6,045.55
405-110 - 51000 Deputy Salary	635.42	1,302.71	-667.29
405-150 - 51000 Fire Official Comp	0.00	350.00	-350.00
405-355 - 52900 Training	0.00	400.00	-400.00
405-610 - 56120 Office Supplies	0.00	50.00	-50.00
405-612 - 56400 Subscriptions	0.00	500.00	-500.00
405-810 - 58100 Dues/Memberships	0.00	175.00	-175.00
405-901 - 57300 Equipment	0.00	1,000.00	-1,000.00
<b>Total 4219 - FIRE MARSHAL</b>	<b>2,850.44</b>	<b>12,038.28</b>	<b>-9,187.84</b>
<b>Total PUBLIC SAFETY</b>	<b>90,974.19</b>	<b>315,738.28</b>	<b>-224,764.09</b>
4423 - PUBLIC WELFARE			
4417 - SENIOR CITIZENS			
145-100 - 51000 Resident Services Coord.	1,988.42	5,776.24	-3,787.82
145-820 - 56300 Senior Lunch	1,451.02	1,080.00	371.02
145-870 - 56900 Programs Senior Citizens	0.00	2,000.00	-2,000.00
145-875 - 56290 Trips - Senior Citizens	376.00	4,000.00	-3,624.00
<b>Total 4417 - SENIOR CITIZENS</b>	<b>3,815.44</b>	<b>12,856.24</b>	<b>-9,040.80</b>
4499 - ANDOVER SENIOR TRANSPORTAION			
143-100 - 51000 Drivers/Dispatch Salary	11,258.27	27,500.00	-16,241.73
143-380 - 53070 Comm. Drivers Test-DAR	0.00	1,000.00	-1,000.00
143-435 - 54300 Vehicle Main - Dial a Rid	817.97	5,000.00	-4,182.03
143-603 - 56260 Fuel Dial a Ride	1,851.47	6,095.00	-4,243.53
<b>Total 4499 - ANDOVER SENIOR TRANSPORTAION</b>	<b>13,927.71</b>	<b>39,595.00</b>	<b>-25,667.29</b>
4401 - HEALTH OFFICER			
201-999 - 53010 Eastern Highlands Hlth	9,104.75	18,209.00	-9,104.25
<b>Total 4401 - HEALTH OFFICER</b>	<b>9,104.75</b>	<b>18,209.00</b>	<b>-9,104.25</b>
4413 - MENTAL HEALTH			
205-843 - 53010 Amplify Mental Health	220.00	250.00	-30.00
<b>Total 4413 - MENTAL HEALTH</b>	<b>220.00</b>	<b>250.00</b>	<b>-30.00</b>
4419 - AHM YOUTH SERVICES			
207-844 - 53010 AHM Youth Services	48,501.00	97,002.00	-48,501.00
<b>Total 4419 - AHM YOUTH SERVICES</b>	<b>48,501.00</b>	<b>97,002.00</b>	<b>-48,501.00</b>
<b>Total 4423 - PUBLIC WELFARE</b>	<b>75,568.90</b>	<b>167,912.24</b>	<b>-92,343.34</b>
<b>BOARDS &amp; COMMISSIONS</b>			
4111 - SELECTMEN			
101-100 - 51000 1st. Selectman Salary	0.00	6,000.00	-6,000.00
101-105 - 51000 Selectman Salary	0.00	1,800.00	-1,800.00
101-836 - 59010 Veteran's Committee	0.00	500.00	-500.00
<b>Total 4111 - SELECTMEN</b>	<b>0.00</b>	<b>8,300.00</b>	<b>-8,300.00</b>
4103 - BOARD OF FINANCE			
103-121 - 51000 BOF Clerk Wages	752.75	1,700.00	-947.25
<b>Total 4103 - BOARD OF FINANCE</b>	<b>752.75</b>	<b>1,700.00</b>	<b>-947.25</b>
4171 - CONSERVATION COMMISSION			
815-330 - 58100 Membership	0.00	65.00	-65.00
815-609 - 57300 Equipment	0.00	60.00	-60.00
815-810 - 55990 Conferences	0.00	525.00	-525.00
<b>Total 4171 - CONSERVATION COMMISSION</b>	<b>0.00</b>	<b>650.00</b>	<b>-650.00</b>
4155 - BOARD OF ASSESSMENT APPEALS			
115-120 - 51000 BAA Clerk Salary	0.00	400.00	-400.00
115-335 - 52900 Training	0.00	150.00	-150.00
<b>Total 4155 - BOARD OF ASSESSMENT APPEALS</b>	<b>0.00</b>	<b>550.00</b>	<b>-550.00</b>
4155-A - ZONING BOARD OF APPEALS			
805-115 - 51000 Board Clerk - ZBA	271.00	500.00	-229.00
<b>Total 4155-A - ZONING BOARD OF APPEALS</b>	<b>271.00</b>	<b>500.00</b>	<b>-229.00</b>
4173 - ECON DEVELOPMENT COMM			
801-800 - 55990 Economic Devel Comm	450.00	1,000.00	-550.00
<b>Total 4173 - ECON DEVELOPMENT COMM</b>	<b>450.00</b>	<b>1,000.00</b>	<b>-550.00</b>
4511 - MEMORIAL DAY COMM			
601-800 - 56900 Memorial Day Misc Exp	0.00	800.00	-800.00
<b>Total 4511 - MEMORIAL DAY COMM</b>	<b>0.00</b>	<b>800.00</b>	<b>-800.00</b>

**Town of Andover  
Interim Budget vs. Actual  
July through October 2023**

	Jul - Oct 23	Budget	\$ Over Budget
<b>4503 - RECREATION COMMISSION</b>			
603-493 - 54410 Outside Facility Rental	1,305.00	2,630.00	-1,325.00
603-870 - 55990 Programs	79.34	6,000.00	-5,920.66
603-890 - 55990 Community Garden	0.00	1,500.00	-1,500.00
<b>Total 4503 - RECREATION COMMISSION</b>	<b>1,384.34</b>	<b>10,130.00</b>	<b>-8,745.66</b>
<b>4153 - PLANNING &amp; ZONING COMMISSION</b>			
803-105 - 51000 Board Clerk Wages	182.25	3,200.00	-3,017.75
803-310 - 53020 Legal/Professional	180.00	6,500.00	-6,320.00
803-335 - 52900 Training	0.00	750.00	-750.00
803-340 - 53500 Mapping	0.00	500.00	-500.00
<b>Total 4153 - PLANNING &amp; ZONING COMMISSION</b>	<b>362.25</b>	<b>10,950.00</b>	<b>-10,587.75</b>
<b>4163 - INLAND WETLANDS C OMISSION</b>			
809-115 - 51000 Board Clerk - IWC	256.75	1,450.00	-1,193.25
809-335 - 52900 Training	65.00	250.00	-185.00
809-610 - 56100 Office Supplies	0.00	200.00	-200.00
809-810 - 58100 Dues/Membership	0.00	65.00	-65.00
<b>Total 4163 - INLAND WETLANDS C OMISSION</b>	<b>321.75</b>	<b>1,965.00</b>	<b>-1,643.25</b>
<b>4159 - HISTORICAL</b>			
153-800 - 53400 Town Historian	0.00	200.00	-200.00
<b>Total 4159 - HISTORICAL</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>
<b>Total BOARDS &amp; COMMISSIONS</b>	<b>3,542.09</b>	<b>36,745.00</b>	<b>-33,202.91</b>
<b>CAPITAL RELATED</b>			
<b>4900 - CAPITAL</b>			
111-714 - 53520 Revaluation	16,500.00	16,500.00	0.00
<b>Total 4900 - CAPITAL</b>	<b>16,500.00</b>	<b>16,500.00</b>	<b>0.00</b>
<b>9900 - TRANSFERS</b>			
305-899 - 59020 Contingency	0.00	50,000.00	-50,000.00
305-908 - 59020 Fire Engine Fund/Tanker	125,000.00	125,000.00	0.00
305-xxx - 59020 PW Equipment Fund	125,000.00	125,000.00	0.00
305-911 - 59020 Road Improve. Fund	410,000.00	410,000.00	0.00
305-912 - 59020 Tree Removal Fund	50,000.00	50,000.00	0.00
305-914 - 59020 Bridge & Culvert Fund	100,000.00	100,000.00	0.00
305-915 - 59020 Bldg Main Fund	108,000.00	108,000.00	0.00
<b>Total 9900 - TRANSFERS</b>	<b>918,000.00</b>	<b>968,000.00</b>	<b>-50,000.00</b>
<b>Total CAPITAL RELATED</b>	<b>934,500.00</b>	<b>984,500.00</b>	<b>-50,000.00</b>
<b>Total Expense</b>	<b>3,893,202.84</b>	<b>12,469,060.09</b>	<b>-8,575,857.25</b>
<b>Net Ordinary Income</b>	<b>2,414,145.72</b>	<b>-35,000.09</b>	<b>2,449,145.81</b>
<b>Other Income/Expense</b>			
Other Expense			
Ask my accountant	-953.43	0.00	-953.43
<b>Total Other Expense</b>	<b>-953.43</b>	<b>0.00</b>	<b>-953.43</b>
<b>Net Other Income</b>	<b>953.43</b>	<b>0.00</b>	<b>953.43</b>
<b>Net Income</b>	<b>2,415,099.15</b>	<b>-35,000.09</b>	<b>2,450,099.24</b>



# **Board and Commission Presentations**

**5.**

AS OF 10-31-2023

BOARD AND COMMISSION INFORMATION

**On June 12, 2023** the Board of Selectmen appointed the following;

5 regular members to the Conservation Commission with 2 alternates. \*This is correct, no additional action required.

3 regular members to the Economic Development Commission; Elaine Buchardt, Cathy Palazzi and Catherine Magaldi-Lewis. \*\*In an email dated 8-15-2023 at 9:09 p.m. Catherine Magaldi-Lewis resigned from EDC. (I am placing another notice in the Rivereast and on the town website looking for electors interested in serving)

1 Fire Department representative to the CIP Committee. The remaining 3 elected members from the BOE, BOF and BOS should be appointed after the November 7, 2023 election. (I am placing a notice in the Rivereast and on the Town Website looking for the remaining 3 members at large)

5 regular members to the Inland Wetlands Commission; William Munroe, Jed Larson, Duncan Phyfe, Ed Smith & Janice Maschi.

**\*Then at the July 10, 2023 BOS meeting** you appointed 4 regular members to the Inland Wetlands Commission; Jed Larson, William Munroe, Duncan Phyfe and Brad Kelle with Jan Maschi & Ed Smith as alternates.

\*\*\*After reading the September 12, 2023 *Inland Wetlands minutes*, Jan Maschi is listed as a regular member and also Vice Chairman.

**On July 10, 2023** the BOS appointed the following;

5 regular members to the Norton Fund Commission, \*This is correct, no additional action required.

**\*\*Ellen Repay sent a letter of interest to serve on the Norton Fund Commission. Her appointment as an alternate was discussed at the BOS 8-14-2023 meeting but, it was deferred to September meeting and to date hasn't been discussed.**

**\*\*Suggested action for November meeting is to appoint Ellen Repay as an alternate to the Norton Fund Commission.**

6 regular members to the Memorial Day Committee but, Wayne Thorpe has decided to retain his voter registration in Florida so, he is not eligible to serve. \*Which makes the appointment of the 5 remaining members correct so, no additional action required.

5 regular members to the Recreation Commission, \*This is correct, no additional action required.

1 regular member to the Library Board of Directors.

**August 14, 2023** No appointments were made

**September 11, 2023** No appointments were made

**October 10, 2023** the BOS appointed the following;

4 regular members to the Library Board of Directors with 2 alternates \*This is correct, no additional action required.

**\*\*The remaining boards and commissions to appoint are;**

Ordinance Review Committee

Ethics Commission

*I am placing a notice in the Rivereast and on the Town Website looking for Andover Electors interested in serving in these areas.*

**Section 605. Terms of Office.**

Except as otherwise specifically provided for in this Charter, the terms of all Town Board members shall be for two years, and shall commence on the first Monday in July of 1999 and biennially thereafter. All Town Board members shall be eligible for reappointment and shall continue in office until a successor has been appointed and has qualified.

2 year terms

**Section 606. Appointed Town Boards.**

There shall be the following appointed Town Boards:

A. A Conservation Commission consisting of five (5) members, who shall serve two (2) year terms. *done*

B. A Recreation Commission consisting of five (5) members, who shall serve two (2) year terms. *done*

C. An Economic Development Commission consisting of five (5) members, who shall serve two (2) year terms. *advertising for 3 more members*

D. A Memorial Day Committee consisting of five (5) members, who shall serve two (2) year terms. *done*

E. A Norton Fund Commission consisting of five (5) members who shall serve two (2) year terms.

F. A Library Board of Directors consisting of five (5) members who shall serve two (2) year terms. *done*

Ordinance \* 74-01 Section 2

G. An Inland Wetlands Commission consisting of five (5) members who shall serve two (2) year terms. *Regular members 2 year terms Alternate members 3 year terms.*

H. An Ordinance Review Committee consisting of five (5) members who shall serve two (2) year terms. *advertising for members*

\* Ordinance 05-01 Ethics →

I. Such other Town Boards as may from time to time be established by ordinance, whose function, composition and terms of members shall be prescribed in the establishing ordinance.

\* Ordinance 97-01 →

J. A Capital Improvement Plan Committee consisting of seven (7) members. The Committee shall be composed of designees chosen by a majority vote of their respective Boards as follows: 1 member of the Board of Education 1 member of the Board of Fire Commissioners 1 member of the Board of Finance 1 member of the Board of Selectmen

The terms of the designees shall be determined by their respective Boards, providing they do not exceed the length of term specified in Section 605 (as amended) of this Charter. The remaining 3 members shall be designated as members at large who shall not be members of the above boards and shall be appointed as prescribed in Section 601 and 605 as modified.

\* Ordinance 99-01 allows BOS to appoint alternates to boards and commissions delineated in Section 606

SECTION 3. TAX RELIEF.

Tax Relief Eligible taxpayers shall be entitled to an exemption of \$12,000.00 in the assessment valuation of the qualifying real property.

SECTION 4. APPLICATIONS.

Applications for property tax relief shall be filed by eligible persons during the period commencing on February 1 and continuing through May 15. Participants in the program shall re-file their application with the Town Assessor biennially.

SECTION 5. LIMIT ON TOTAL ABATEMENT OF TAXES UNDER TAX RELIEF PROGRAM.

The total abatement of property tax revenues under this program shall not exceed 10% of the total real property tax assessed within the Town in the preceding tax year.

SECTION 6. TAX LIENS.

The Town shall not establish a tax lien in the amount of the tax relief granted except in the situation where the total tax relief benefiting a taxpayer under this program and under other tax relief programs provided by Conn. Gen. Stat. 12-129b to 12-129d, inclusive, 12-129h and 12-170aa exceeds 75% of the property tax for which such taxpayer would be liable but for the tax relief benefits, in which case, the Town shall establish a lien on such property in the amount of the total tax relief granted, plus interest applicable to the total of such unpaid taxes of 6% per annum. Any such lien shall have priority in the settlement of a taxpayer's estate.

SECTION 7. TRANSFER OF PROPERTY OR DEATH OF PARTICIPANT.

Unless otherwise provided in this Ordinance, the real property tax relief provided by this Ordinance shall terminate upon the death of the participant or upon the sale or transfer of the property by the participant. In such a case, the relief shall be prorated to reflect the fractional portion of such property occupied by the participant.

Passed by Special Town Meeting September 17, 1996.  
Published in Rivereast September 20, 1996.

Revision to Section 2E & Section 3 passed at Town Meeting September 9, 2008  
Effective beginning with the 2009-2010 Budget  
Published in the Rivereast September 12, 2008  
Ordinance revisions become effective 21 days after publication

**ESTABLISHMENT BY ORDINANCE  
A CAPITAL IMPROVEMENTS PLANNING COMMITTEE**

Town Charter  
606J

\* 97-01

The Selectmen will appoint a Capital Improvement Planning Committee for the purpose of creating a 6-10 year Capital Improvement Plan, updating it annually and making recommendations to the Board of Finance for Capital Expenditures.

Passed at Annual Town Meeting October 27, 1997.  
Published in Rivereast November 7, 1997.  
Ordinance to become effective 15 days after publication.

**CREATION OF AN ETHICS COMMISSION FOR THE TOWN OF ANDOVER**

05-01

\*  
2 year term  
Not less  
than 3 or  
more than  
5 members

BE IT ORDAINED BY THE TOWN OF ANDOVER THAT;

Not later than January 1, 2006, Andover shall establish an agency to investigate allegations of unethical conduct, corrupting influence or illegal activities against public officials, public employees and paid consultants of the municipality pursuant to Section 7-148h of the General Statutes as amended by Public Act. Such agency, in conjunction with the Board of Selectmen and Legal Counsel, shall establish a procedure for investigating and deliberating on such allegations. Two or more municipalities may jointly establish such procedure. The Ethics Commission consisting of not less than 3 and not more than 5 members shall be appointed by the Board of Selectmen and shall serve 2 year terms beginning July 1, 2005. Members shall be chosen from the community at large and shall neither be employees or contractors for the municipality nor serve on any elected or appointed municipal agency.\*

Approved at Public Hearing/Special Town Meeting June 1, 2005  
Published June 10, 2005 in the Rivereast  
Ordinance becomes effective 21 days after publication

**VETERANS MEMORIAL SIGNAGE ORDINANCE**

05-02

No signage shall be allowed on the Veterans' Memorial at Route 6 and Route 316 except town erected signage to identify the Veteran's Memorial.

Passed at Selectmen's Meeting August 3, 2005  
Published September 2, 2005 in the Journal Inquirer  
Ordinance becomes effective 21 days after publication  
Revised Selectmen's Meeting September 1, 2010  
Published April 8, 2011 in the Rivereast  
Revised Ordinance becomes effective 21 days after publication

**EXEMPTION FOR AMBULANCE-TYPE AND MODIFIED HANDICAP ACCESSIBLE VEHICLES**

01-06

**Section 1 – Exemption granted**

In accordance with the provisions of Section 12-81c of the Connecticut General Statutes, the Town of Andover authorizes and directs the Assessor to exempt from personal property taxation:

- A. Commencing with the October 1, 2006 Grand List, any ambulance-type motor vehicle which is used exclusively for the purpose of transporting any medically incapacitated individual, except any such vehicle used to transport any such individual for profit; and
- B. Commencing with the October 1, 2006 Grand List, any motor vehicle owned by a person with disabilities, or owned by the parent or guardian of such person, which vehicle is equipped, after it's original manufacture, for the purpose of adapting its use to the disability of such person (such vehicle shall be known as a "modified handicap accessible vehicle" as further defined below in Section 2.

**ORDINANCE REGARDING ACCEPTANCE OF GIFT OF LAND  
DESIGNATION OF PARK OF SIGNIFICANCE**

71-01

The Town of Andover hereby accepts the gift of land offered to the Town by Joseph B. Vinick, Raymond B. Porris and Oscar Porris, said land being approximately 4.5 acres located on Long Hill Road, Andover, Connecticut, lying Northeasterly of and adjacent to land of the Town of Andover and is bounded:

SOUTHEASTERLY: by Long Hill Road  
NORTHEASTERLY: by land now or formerly of Joseph B. Vinick et al,  
NORTHWESTERLY: by land now or formerly of Joseph B. Vinick et al,  
SOUTHWESTERLY: by land of the Town of Andover.

The Town hereby designates said land as a park of significance to the Town of Andover.

This Ordinance shall become effective 15 days after publication.  
Voted at Annual Budget Meeting May 1, 1971.  
Published Manchester Evening Herald May 11, 1971.

**ORDINANCE PROVIDING FOR A THIRTY DAY PROBATIONARY PERIOD FOR NEW  
EMPLOYEES BEFORE MAKING PAYROLL DEDUCTIONS FOR THE MUNICIPAL  
EMPLOYEE'S RETIREMENT FUND**

72-05

There shall be a probationary period of thirty (30) days for new employees of the Town of Andover before payroll deductions for the Municipal Employee's Retirement Fund shall be made.

This Ordinance shall become effective fifteen (15) days after publication.  
Voted at Annual Town Meeting October 11, 1972.  
Published Manchester Evening Herald October 20, 1972.

**ORDINANCE CREATING A WETLANDS COMMISSION AND AUTHORIZING IT TO  
PROMULGATE REGULATIONS PROTECTING THE WETLANDS AND WATER COURSES OF  
THE TOWN OF ANDOVER**

74-01

BE IT ORDAINED BY THE TOWN MEETING of the Town of Andover: That the following ordinance is adopted pursuant to the provisions of An Act Concerning Inland Wetlands and Water Courses, Section 7-131 (a) of the Connecticut General Statutes.

SECTION 1. The inland wetlands and water courses of the Town of Andover are an indispensable and irreplaceable but fragile natural resource with which the citizens of the town have been endowed. The wetlands are an interrelated web of nature essential to an adequate supply of surface and underground water; to hydrological purification of ground water and to the existence of many forms of animal, aquatic, and plant life.

Many inland wetlands and water courses have been destroyed or are in danger of destruction because of unregulated use by reason of the deposition, filling or removal of material, the diversion or obstruction of water flow, the erection of structures and other uses, all of which have despoiled, polluted and eliminated wetlands and water courses. Such unregulated activity has had, and will continue to have a significant, adverse impact of the environment and ecology of the Town of Andover and has and will continue to imperil the quality of the environment thus adversely affecting the ecological, scenic, historic and recreational values and benefits of the Town of Andover for its citizens now and forever more.

\*  
Town  
Charter  
606 G

The preservation and protection of the wetlands and water courses from random, unnecessary, undesirable and unregulated uses, disturbance or destruction is in the public interest and is essential to the health, welfare, and safety of the citizens of the town.

It is therefore the purpose of this ordinance to protect the citizens of the Town of Andover by making provisions for the protection, preservation, and maintenance and use of the inland wetlands and water courses by minimizing their disturbance and pollution; maintaining and improving water quality in accordance with the highest standards set by federal, state, or local authority, preventing damage from erosion, turbidity or siltation; preventing loss of fish and other beneficial aquatic organisms, wildlife and vegetation and the destruction of the natural habitats thereof; deterring and inhibiting the danger of flood and pollution; protecting the quality of wetlands and water courses for their conservation, economic, aesthetic, recreational and other public and private uses and values; and protecting Andover's potable fresh water supplies from the dangers of drought, overdraft, pollution, misuse and mismanagement by providing an orderly process to balance the need for the economic growth of Andover and the use of its land with the need to protect its environment and ecology in order to forever guarantee to the people of Andover the safety of such natural resources for their benefit and enjoyment and for the benefit and enjoyment of generations yet unborn.

5 regular + 3 alternates

SECTION 2. a. The Wetlands Commission shall consist of five regular members and three alternates. One of the five regular members shall be appointed by the Planning and Zoning Commission from among its own current membership. All other members and alternates shall be appointed by the Board of Selectmen. Regular members shall serve for two year terms. Alternates shall serve for three year terms. Subject to subsection c of this Ordinance, all members and alternates serving at the time of the enactment of this Ordinance may continue to serve until their terms are expired.

b. Vacancies shall be filled by the Board of Selectmen.

c. In the event that an Agency member misses four consecutive meetings the Board of Selectmen may remove that member and fill the vacancy created by the manner provided in paragraph b. of this section.

SECTION 3. a. The Wetlands Commission is authorized to promulgate such regulations in conformity with regulations promulgated by the Commissioner of Environmental Protection, as are necessary to protect the wetlands and water courses, and define boundaries of inland wetland areas as defined by said Public Act No. 155, as amended, within the territorial limits of the Town of Andover. No such regulations of a Wetlands Commission including boundaries of inland wetland areas shall become effective or be established until after a public hearing in relation thereto held by the Wetlands Commission, at which parties in interest and citizens shall have an opportunity to be heard. Notice of the time and place of such hearing shall be published in the form of a legal advertisement, appearing in a newspaper having a substantial circulation in the municipality at least twice at intervals of not less than two days, the first not more than 25 days nor less than 15 days, and the last not less than two days before such hearing, and a copy of such proposed regulation or boundary shall be filed in the office of the Town Clerk for public inspection at least 10 days before such hearing, and may be published in full in such paper.

b. Upon adoption by the Wetlands Commission, such regulations shall be forwarded to the Commissioner of Environmental Protection for approval. The regulations thus approved, together with any maps delineating wetlands and water courses made a part thereof, shall be filed in the office of the Town Clerk and shall become effective upon such filing. Notice of such approved regulations shall be published in a newspaper having a substantial circulation in the Town of Andover no less than 10 days after said filing.

c. Amendments to such regulations and inland wetland boundaries shall be promulgated in the manner provided in paragraphs a. and b. of this Section. The Wetlands Commission shall only consider proposed regulations or amendments to regulations or inland wetland boundaries which have been submitted in writing and in a form prescribed by it. Said proposals shall be considered by the Wetlands Commission within 60 days of the receipt of the petition containing said proposal. The petitioner may consent to extension of the periods provided for in hearing and for adoption or denial or may withdraw such petition. The Wetlands Commission may require a filing fee to be deposited with the agency to defray the cost of publication of the notice required for hearing. The Wetlands Commission shall not be

\*  
Charter  
Section  
606 G



# **Discussion with Joshua's Trust Board President**

**8.**

**Preliminary Proposal from Joshua's Trust**  
**Skinner Hill Preserve, Skinner Hill Road, Andover, CT**  
**Board of Selectman Meeting: November 13, 2023 7:00 PM**

**Background:** Earlier this year Joshua's Trust acquired 32-acres of land on Skinner Hill Road in Andover from the Manchester Land Trust. The adjacent property to the east of the Skinner Hill Preserve is Open Space land owned by the Town of Andover. This linear town-owned parcel, which had originally been part of the Route 6 expressway project, runs along the eastern boundary of the Skinner Hill Preserve from Skinner Hill Road to Wheeling Road and beyond.

There are two specific challenges at the Skinner Hill Preserve regarding public use. First, the preserve has only a few feet of frontage on Skinner Hill Road, insufficient for vehicle parking. Second, there is a significant wetland in the central part of the property that is not suitable for a hiking trail.

Joshua's Trust proposes a collaborative effort with the Town of Andover that would provide access to both the town open space land and the Joshua's Trust land via a loop trail that traverses both properties (see attached sketch). With the addition of the Town's land to this project we would be able to largely avoid the wetland area with the loop trail and access an attractive bedrock ridge area that exists on the town parcel. Parking for the trail would be located on Town property.

**Here's our ask:**

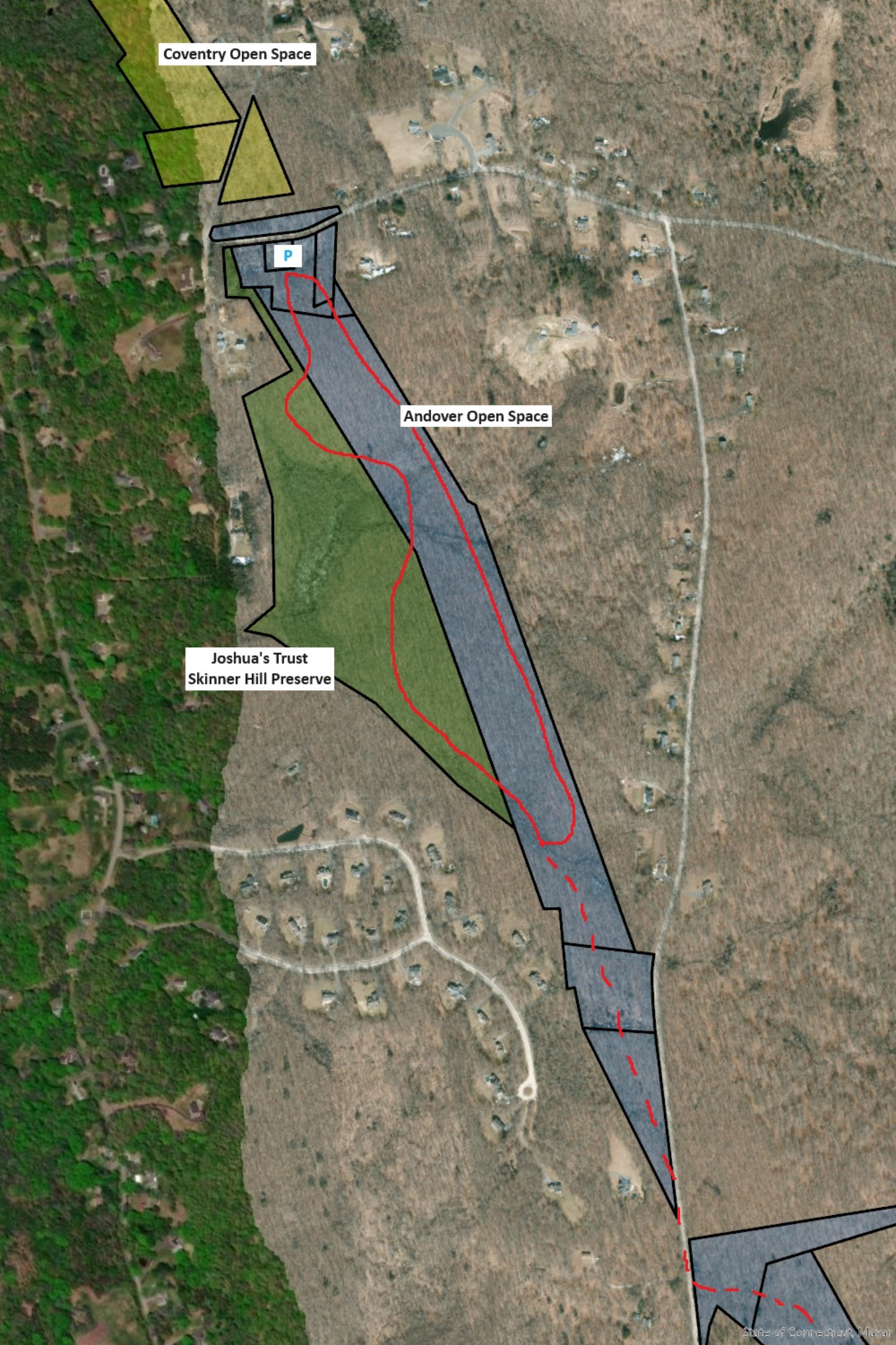
- 1) **Loop Trail:** We request permission to construct a loop trail that traverses both Town and Joshua's Trust properties in the approximate location shown on the attached map. This trail, including the portion on Town property, would be maintained by Joshua's Trust volunteers as are the trails on all of our properties. Joshua's Trust would assign a volunteer steward who would have primary responsibility for making sure the trail was properly maintained. Future extension of this trail to Wheeling Road (shown as a dashed line) could be considered in the future.
- 2) **Parking Area:** We request permission to construct (or have the Town construct) a gravel parking area for approximately four to six vehicles off Skinner Hill Road on town property that was formerly a house lot. The lot is relatively level but is currently overgrown. This would become the primary access point for the Skinner Hill Preserve and Town's open space. The parking area would be owned by the Town.
- 3) **Debris Removal:** We offer to work with the Town to remove tires and metal debris that presently exists on the Town property. We see this as a collaborative effort. Joshua's Trust could supply volunteer manual labor to move most of the debris if the Town could supply a roll-off container into which the debris could be placed and take responsibility for disposing of this material.

Coventry Open Space

P

Andover Open Space

Joshua's Trust  
Skinner Hill Preserve



# **Town Administrator's Report**

**9.**

**From:** [Toner, Mary](#)  
**To:** [Anderson, Eric](#)  
**Subject:** RE: question about prevailing wages for a STEAP grant Project  
**Date:** Wednesday, November 8, 2023 4:59:25 PM

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Hi Eric,

C.G.S. Sec. 31-53 states: (a) Each contract for the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project by the state or any of its agents, or by any political subdivision of the state or any of its agents, shall contain the following provision: "The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in subsection (i) of this section, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed.

The demolition of the existing structure and the construction of the parking lot is all one project and therefore subject to Sec. 31-53 Prevailing wages.

*Mary M. Toner*

Field Supervisor  
Wage & Workplace Standards Division  
Connecticut Department of Labor  
200 Folly Brook Blvd.  
Wethersfield, CT 06109  
860-263-6606

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**From:** Anderson, Eric <eanderson@andoverct.org>  
**Sent:** Wednesday, November 1, 2023 11:01 AM  
**To:** Toner, Mary <Mary.Toner@ct.gov>  
**Subject:** RE: question about prevailing wages for a STEAP grant Project

You don't often get email from [eanderson@andoverct.org](mailto:eanderson@andoverct.org). [Learn why this is important](#)

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Mary,

Thank you for talking to me today.

The town of Andover currently owns a building at 15 Center St in Andover. The building is an old house that was converted into a fire house and later abandoned and condemned due to mold. The structure is not habitable, and the town has been planning on asbestos abatement and demolishing the structure. At the same time, we were also looking for a location for a new garage to hold 4 town vehicles. The site is capable of being reused for this purpose.

The town would like to demolish the existing structure. After the structure is demolished, the town would like to build a new structure at the same location, but with a smaller footprint to house 4 vehicles for the Andover Senior Transportation fleet. Total costs will be between \$350,000 and \$400,000 for the entire project including asbestos and mold abatement and demolition.

The town has a STEAP grant to offset a part of the Cost for improvement.

The question the town of Andover would like answered is whether Prevailing wage applies to this project or not. From the town's perspective, since the site will be completely demolished prior to building the new structure, and we are not reusing anything from the existing building, this project should fall under the cost limits of 1,000,000 before prevailing wages are mandatory. The abatement and demolition costs will be well under \$100,000.

I do not believe this project meets the definition for remodeling, refinishing, refurbishing, rehabilitation, alteration or repair. What we are doing is demolition followed by new construction. we are not reusing any portion of the foundation, footings, utilities, pavement or anything other than the land for this project.

(h) (1) The provisions of this section shall not apply where (A) the combined total cost or total bond authorization for all work to be performed by all contractors and subcontractors in connection with new construction of any public works project is less than one million dollars, or (B) the combined total cost of all work to be performed by all contractors and subcontractors in connection with any remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project is less than one hundred thousand dollars.

Thank you for your time.

Cheers,  
Eric Anderson  
Town Administrator  
Andover CT  
(860) 742-7305 X 4210

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**From:** Toner, Mary <[Mary.Toner@ct.gov](mailto:Mary.Toner@ct.gov)>  
**Sent:** Tuesday, October 31, 2023 8:31 PM  
**To:** Anderson, Eric <[eanderson@andoverct.org](mailto:eanderson@andoverct.org)>  
**Subject:** Re: question about prevailing wages for a STEAP grant Project

Hi Eric,  
So very sorry for the delay! Have we discussed this yet?? Do you still want to talk??

Get [Outlook for iOS](#)

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**From:** Anderson, Eric <[eanderson@andoverct.org](mailto:eanderson@andoverct.org)>  
**Sent:** Monday, October 16, 2023 3:14:47 PM  
**To:** Toner, Mary <[Mary.Toner@ct.gov](mailto:Mary.Toner@ct.gov)>  
**Subject:** question about prevailing wages for a STEAP grant Project

You don't often get email from [eanderson@andoverct.org](mailto:eanderson@andoverct.org). [Learn why this is important](#)

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Mary,

We have a 2022 STEAP grant Project that I am working on. I am trying to determine if It will require Prevailing wage. Can you call me at 860.771.1072 to discuss? If email works better we could handle it that way also.

Cheers,

Eric Anderson

Town Administrator

Andover CT

(860) 742-7305 X 4210

**From:** [Assessor](#)  
**To:** [Anderson, Eric](#); [Assistant Assessor](#)  
**Subject:** MTS Program for Andover  
**Date:** Monday, October 23, 2023 5:15:37 PM

---

Eric

I followed up with the owner of MTS regarding motor vehicles registered in other states but that most commonly leave from and return to Andover.

One of the biggest concerns Carl had was that his employees do NOT leave the street. They drive cars with "plate readers" on them and those can only read a certain distance. If its really dark or foggy, it also requires them to light up the plate with a flood light. But they will not drive down driveways and only capture what they can see from the road.

Other than the Lake, most Andover residents have longer, or winding, driveways where their plates would be out of range or the car is on an angle from the road. We also have many vehicles that could be garaged.

Carl said MTS prefers working in the largest of cities where cars are parked on the street at night, or in a driveway but with plates still read-able from the road. Large cities have few garages as well.

His reply is below.

JC

Sent from [Mail](#) for Windows

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**From:** [carld.municipaltaxservices.com](mailto:carld.municipaltaxservices.com)  
**Sent:** Monday, October 23, 2023 2:01 PM  
**To:** [Assessor](#)  
**Subject:** MTS Program for Andover

Hello John,

Thanks for reaching out to MTS regarding our service to CT Municipalities like Andover. After talking with you and examining the demographics of the Town of Andover, the amount of parcels on your list along with the number of registered vehicles on your list, and considering the distance our agents would have to travel on a daily basis to meet your criteria of multiple sightings over a 90 day period before initiating a case, I have concluded that, business wise, it is not viable to conduct our program in your town. The limited possibilities for revenue, both for the Town and MTS would not seem to be a worthwhile



endeavor for my company, particularly since we bear the entire cost of conducting investigations and are not paid until actual collections occur from the taxpayer violators. Much goes into our investigations once the data has been collected. The data captured in our system is double checked by two separate MTS employees for accuracy against the images akin to that data. That data is then matched against your current and 3 prior Grand Lists. Those plates that are not on your list are then searched for ownership information. Once that owner information is obtained then that is matched against your property list etc. Those that are outstanding are then sent out for address histories. Public information is gathered on those that appear to be in violation as well as social media accounts examined to bolster a prima facie case against the potential violator. All information, once gathered, is then examined to ascertain if a case should be initiated and assigned for a single or multiple tax years. Letters are then sent to the registered owners of the vehicles explaining why they have received the correspondence and giving them an opportunity to respond (30 days). When they submit rebuttal arguments they are then examined for authenticity and appropriateness and rebuttal responses are prepared. Every time a claim is submitted which requires further investigation by my staff the potential taxpayers are given an additional 30 days to respond. The only files sent to the town for billing are those where the potential taxpayers agree that the tax is owed or when they fail to respond. Once that threshold is reached the files are sent to the town for billing and every municipality puts a 30-day time period to pay the tax on the new bill resulting from our involvement. MTS is then paid a percentage of what was collected by the close of business of the following month. As you can see our program has many layers which takes time to implement. Based on our conversation we wouldn't be able to send out the first inquiry to a potential violator for approximately 5-6 months are the initial sightings. Realistically it would be 8-10 months before we would receive any revenue from such an endeavor.

We could however offer a service to cull your grand list on an annual basis to capture vehicles which have fallen off your list due to expiring registrations.

Thanks again for reaching out to us.

Carl

*Carl M. DeProfio*  
*Municipal Tax Services*  
*PO Box 2254*  
*Huntington, CT 06484-1254*  
*Tel: (203) 402-0780*  
*Fax: (203) 402-0784*

# **Old Business**

**10.**

# BLIGHT / VIOLATIONS STATUS

11.7.23

ADDRESS	NAME	NATURE OF COMPLAINT	ACTION TAKEN	CURRENT STATUS
11 Bunker hill Rd	Ryan Fitch	asphalts millings on property	letter sent 6-1-22	RESOLVED
5 Mathieson Dr	Kristina Bona	mold conditions - other issues	certified letter sent from EHHD 12-7-22	RESOLVED
12 Center ST	Nahain DePuerto	Dilapidated building		notified owner - demo permit secured, work comenced , monitoring progress RESOLVED
27 Hendee Rd	Hector Rivera	violation of zoning and blight ordinance	letter sent 11-30-22	RESOLVED (CLEANUP PRIOR TO CO)
39 Jurovaty rd	John Casanova	project completed without permit approvals	letter sent 2-7-23 phone call 2-22-23 left message	RESOLVED (PERMIT SECURED/WORK INSPECTED)
43 Times Farm Rd	Phillip Byron	recreational vehicle used for human habitation	letter sent 12-28-22 letter sent 3-1-23	RESOLVED (TRAILER REMOVED)
64 Long Hill	Build with Integrity	multiple large debris piles and no dumpster during gut remodel	citation sent 8-24-22 requested guidance from town atty 12-5-22	RESOLVED
68 Bear Swamp Rd	Aaron Edberg	recreational vehicle used for human habitation	letter sent 12-27-2022	Resolved - Trailer removed
87 Merritt Valley Rd	Jacob & Chelecee Surdam	operating business from residence	letter sent 11-30-22 letter sent 2-9-23	RESOLVED (SPECIAL PERMIT WITH CONDITIONS ISSUES BY PZC)
117 Long Hill rd	Daniel McDonald	yard debris	letter sent 8-9-22 LETTER SENT 10-4-23	Resolved, reoccurring/letter sent 10.8.23 Follow up inspection scheduled
134 Wheeling	Anthony Ruggerio	Outside storage of excess tractors/junk		MONITORING
157 Wales rd	Maryanne Boucher	brought to attention 7-10-23		MONITORING IN CONJUNCTION WITH ENFORCEMENT PARTNERS
241 Lake Rd	Donald & Lisa Moser	structure under construction with no permit	letter sent 4-27-22	Resolved - Necessary Variance and permits secured
243 Long Hill	Mary Ellen Ouellett	abandoned house - holes in roof		NOTICE TO BE SENT
349 Route 6	Thomas & Linda Mills	delapadated fence	letter sent on 4-18-22 letter sent on 2-6-23	RESOLVED (CONDITIONS ADRESSED)

ADDRESS	NAME	NATURE OF COMPLAINT	ACTION TAKEN	CURRENT STATUS
517 Route 6	Genovese	outstanding zoning violation	served Notice to Correct 11-30-22	Ongoing. Matter referred to Land-use Counsel for guidance
605 Route 6	George Hatem	RVs eyesore poor condition in front of property by road	letter sent on 4-5-22	<b>RESOLVED - TRAILER REMOVED</b>
664 Route 6	Steve Barnett	storage of junk on property	letter sent on 4-5-22 & desist order certified mail 11-14-22 blight and housing letter sent 3-8-23 meeting with town atty 3-8-23 sent letter with notice of violation, housing ordinance, hearing procedure 4-3-23	met with owner, monitoring progress - bi-weekly meetings requested waste removal manifest 11-30-22 sent information of blight order, ehhd violation order, cease & desist order to town atty 3-21-23 <b>ON GOING</b>
85 Lake Rd	Michael Beckwith & Chesney Mcomber	construction without permit	letter sent july 18	RESOLVED. PERMIT SECURED AND WORK APPROVED
92 Merritt Valley Rd	Todd & Amanda Eller	2 abandon vehicles	letter sent 7-20-23	Unregistered vehicles in road, letter sent, extension granted, follow up inspection scheduled
131 Route 6	Patrick Lynch Ct Meditaton Society	unapproved Special Permit use	email sent july 20 2023	Unreturned emails, to follow up with letter to contact on tax records
80 Shoddy Mill	Mountain of Worship			
357 Lake Road	Grimaldi	unpermitted structure	email sent 09.5	Variance denied, waiting for end of appeal period for further action
20 Times Farm Rd	John Kristoff	unpermitted business	letter sent 10-3-23	Business taken off Town's web-site (business directory), letter sent

**From:** [Cheryl Miller](#)  
**To:** [jeff.maguire@kolbmaguire.com](mailto:jeff.maguire@kolbmaguire.com); [Anderson, Eric](#); [Brinker, M](#)  
**Subject:** STIFF  
**Date:** Wednesday, November 1, 2023 11:59:15 AM

---

Hello Gentleman

Interest earned on the STIFF account for October 2023 \$12,892.25.

Cheryl LaFlamme-Miller, CPA  
Treasurer, Town of Andover

Designed By & Property Of



**ARTS CUSTOM SIGNS**  
ELLINGTON, CONNECTICUT

Dimensional Sign

Pvc raised letters on aluminum background

Cost: 4000

Installation 250

4'

Painted Bridge

PVC Letters

PT Inner Frame

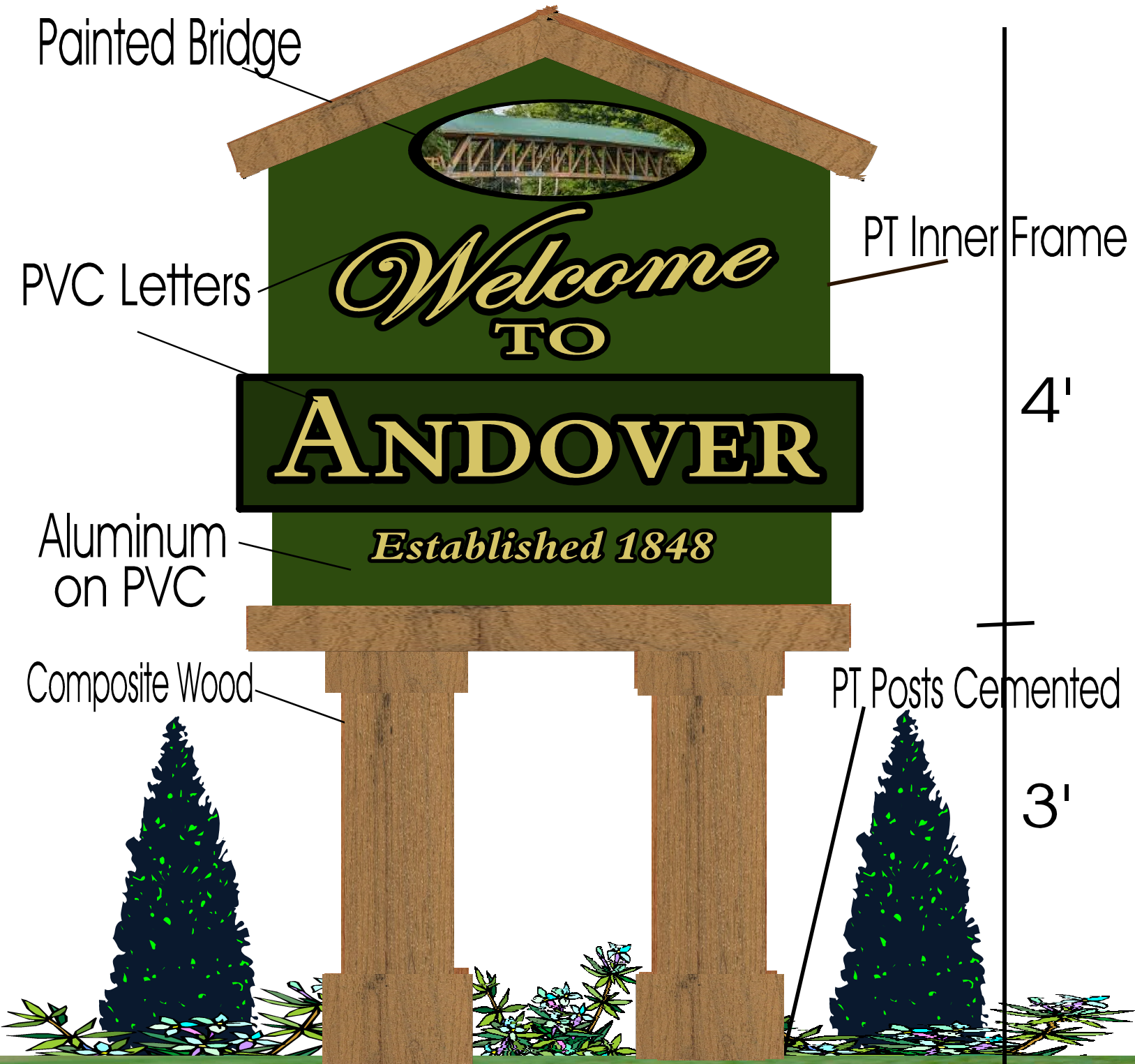
Aluminum  
on PVC

4'

Composite Wood

PT Posts Cemented

3'



**Darryl Stein, P.E.  
530 Lake Road  
Andover, CT 06232**

Board of Selectman  
Town of Andover

Dear Board of Selectman,

This is the second notice to the BOS regarding safety concerning a catch basin located near 554 Lake Road. Multiple families and delivery vehicles drive over the catch basin. The catch basin will collapse, and a serious injury may occur. I am a CT Licensed Professional Engineer. The safety concern is an expert opinion.

I'm writing to inform the BOS their duty is safety; financial responsibility is secondary. The town's duty is written in the CT state building code:

117.5 Costs of emergency work. Costs incurred in the performance of emergency repairs or demolition under the order of the building official shall be paid from the treasury of the town, city or borough in which the building or structure is located on approval of the building official. The legal counsel of the town, city or borough shall institute appropriate action against the owner of the premises where the unsafe building or structure is or was located.  
( [portal.ct.gov/-/media/DAS/Office-of-State-Building-Inspector/2018-CT-State-Building-Code---Effective-10-01-18.pdf](http://portal.ct.gov/-/media/DAS/Office-of-State-Building-Inspector/2018-CT-State-Building-Code---Effective-10-01-18.pdf) )

Moreover, the Town of Andover agreed on June 9, 1989, to take responsibility for maintaining the drainage system.

The Grantee [Town of Andover] hereby assumes responsibility for restoring the disturbed areas of the subject property and maintaining the subject property so long as this easement agreement shall remain in effect.  
(Town of Andover Land Records, Vol. 47, pages 314-317

Sincerely,

Darryl Stein, PE  
530 Lake Road  
Andover, CT 06232



November 9, 2023

To: Board of Selectmen, Board of Finance, Cheryl Miller

From: Eric Anderson Town Administrator

Re: Suggested schedule for Fiscal Year 2022-23 budget process

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

**Week of December 04, 2022:** Budget worksheets distributed to Department Heads, Board & Commission Chairs, and outside agencies.

**January 08, 2024:** Deadline to return completed budgets to Finance office.

**January 22, 2024:** Distribute draft budget workbook Ready for the Board of Selectmen members.

**January 22 – February 26 2024:** BOS budget hearings on individual budgets.

**March 1, 2024:** Distribute budget workbooks, as approved by BOS, to Board of Finance members. This conforms to Charter requirement that budget requests be submitted to the Board of Finance **at least 120 days before the end of the fiscal year.**

**March 1 – April 2024:** BOS budget hearings on individual budgets.

**April 22-26, 2024:** Finance Board public budget Hearing

And, since the Charter requires a **Finance Board public hearing on the budget not less than 60 days before the end of the fiscal year, the last day possible is May 1 but this would delay the town wide budget meeting. These dates** would give the Finance Board close to two months to review the budget. This would mean the BOF would have to vote to send the budget to town meeting on the 24<sup>th</sup> or earlier so that mailers could go out on time

**May 1,2 or 7, 2024:** Town wide budget Meeting #1

Per the Charter, must be in **the first 10 business days of May ie between May first and May 14<sup>th</sup>.** By Charter, The referendum is then on **the second following Tuesday** so you don't want to do it on a Monday.

**May 14<sup>th</sup> or 21<sup>st</sup>,2024:** Town wide Budget Referendum #1

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

## 2023-24 Year Season Priorities

Ultimately, the mission of the town of Andover is to insure the safety and quality of life for all residents.

### Town Focus Areas:

1. Education
  2. Housing and land use
  3. Transportation
  4. Community Support
  5. Recreation and Health
  6. Safety
  7. Additional Infrastructure
- 
1. Education This is the responsibility of the Boards of Education for both Region 8 an AES. The town has a support roll in this including support for AHM, insurance, exterior maintenance, plowing salting drainage, etc.
    - a. Reclaim /repave AES upper parking lot- plan for eventual repave of lower lot
  2. Housing and Land Use- primary focus is Plan of Conservation and Development.
    - a. Fund feasibility study for increasing age restricted affordable housing potentially on town owned land. Primary responsibility town Planner and PZC
  3. Transportation
    - a. Roadwork improvements shim and Chipseal
    - b. Drainage
    - c. Potential TRIP grant Reclaim/repave
    - d. Continue Complete Streets work
      - i. Revise complete Streets Master plan as part of POCD process
      - ii. potential DOT connectivity grant for tie in of commercial business to trail
    - e. including Rt316 connectivity legislative grant/ LOTCIP Application
      - i. Public hearing for
    - f. Traffic Light at Hendee Rd plus pathway connecting to Rail Trail
    - g. Bridge Projects, Bunker Hill, Long Hill, Lake Rd
  4. Senior/Community Support
    - a. Construction of New Community Center
    - b. Staffing of a new Community center (director of community center)
      - i. Programing and scheduling for new center
      - ii. Recreational scheduling
      - iii. Senior transportation
    - c. Construction of a new Senior transportation Garage on Center St
  5. Recreation and Health

- a. Increased Amenities at the Long Hill field
    - i. Playground
    - ii. Pickleball courts
    - iii. Field lighting pickleball and Athletic fields
    - iv. Water spigot and power for Softball
  - b. Continued support For Eastern Highlands Health District
    - i. Consider additional Health Initiatives
6. Safety
- a. Resident state trooper Continue the program
  - b. Animal Control change to 3 town ACO Andover Hebron Colombia
  - c. Purchase of a new rescue pumper (squad) vehicle for fire dept
  - d. Purchase of a new ambulance
  - e. Continued tree removal on town roadways
7. Infrastructure and capital equipment
- a. Continue to improve the state of town infrastructure
  - b. Upgrades to town hall and fire dept for emergency operations
    - i. New generator and propane tankage

# **New Business**

**11.**

**Memorandum of Understanding  
By and between the  
Capitol Region Council of Governments, the Town of Andover, CT, the Town of Columbia,  
CT, and the Town of Hebron, CT, for establishment of  
Shared Animal Control under the Regional Performance Incentive Program Grant**

This Memorandum of Understanding (MOU) is made and entered by and among the Capitol Region Council of Governments, the Town of Andover, the Town of Columbia, and the Town of Hebron, collectively referred to hereinafter as “the Parties”.

**WHEREAS**, in December of 2022, the State of Connecticut awarded the Capital Region Council of Governments (CRCOG) a Regional Performance Incentive Program (RPIP) grant in the amount of \$471,250 for **Shared Regional Animal Control Officer/Services** to provide shared supplemental support of Animal Control Officers (ACO), shared ACO vehicles, ACO backup and coverage to assist residents in need, as well as animals in distress when the town ACO is unavailable.

**WHEREAS**, the Town of Andover (Andover), Town of Columbia, CT (Columbia) and the Town of Hebron, CT (Hebron) are members of the Capital Regional Council of Governments.

**WHEREAS**, the PARTIES wish to enter into a MOU to establish a shared regional animal control program.

**NOW, THEREFORE**, in consideration of the mutual promises and considerations contained herein, the PARTIES agree as follows:

**A. Term:** Effective \_\_\_\_\_, 2023 (or as agreed to by the parties hereto in a signed writing), the parties shall establish Regional Shared Animal Control Services. Under this MOU, such ACO services shall continue for three (3) years through June 30, 2027, unless prior terminated by the parties hereto pursuant to the terms of this MOU (Initial Term). At the end of the Initial Term, the Shared Regional Animal Control Officer Program shall be financially self-sufficient and operational by and between the municipal members and members may mutually agree in writing to continue the Shared Regional Animal Control Officer Program.

The Parties acknowledge that Andover is currently in a contract for Animal Control Services and will participate in this program beginning in Fiscal Year 2024-2025.

**B. Scope of Work:** In support of shared regional animal control services, the following ACO Services shall be performed:

1. In collaboration with the Parties, Hebron will hire a regional animal control officer(s) (Regional ACO) to perform the Services during the Term of this MOU for shared supplemental support of ACO services based on service population, number and types of calls, geographic location of services needed, and dates/times of service required.
2. The ACO shall be an employee of Hebron, and entitled to all benefits afforded an employee of the Town of Hebron, CT.

3. Throughout the Initial Term of this MOU, the Regional ACO shall perform such duties through the duration of his/her designated shift/schedule, including, but not limited to, the following (ACO Services):
  - a. domestic and wild animal control/response
  - b. animal bites, including investigation, quarantine, and rabies testing for domestic and wild animals
  - c. domestic and wild animal cruelty and neglect cases
  - d. investigation and handling of sick, injured, deceased, captured, aggressive, nuisance, roaming or other domestic and wild animals, including, but not limited to cats and dogs
  - e. investigation and enforcement of cruelty, abandonment, or protective custody cases involving domestic and wild animals
  - f. provision/oversight/coordination of veterinary care services as needed of animals in the care of the ACO.
  - g. other incidents involving domestic and/or wild animals ACO Services (e.g., police calls for raids, hoarding cases, domestic violence situations, public safety, traffic stops, arrests, vehicle accidents, court proceedings, civil and/or criminal hearings, public engagement, community outreach, media relations, etc.
  - h. cooperation with other agencies, including, but not limited to CT Department of Agriculture, State Police, health districts, etc., in providing domestic and wild animal control services
4. Hebron shall serve as the primary regional animal control facility for the region at such location as mutually agreed to by the Parties, with Columbia and Andover providing back-up regional facilities, especially in cases of emergency, hoarding, or lack of space at the Hebron facility.
5. Hebron shall maintain animal control vehicle(s) for use by the animal control officer(s), including, but not limited to, maintenance, service, repairs, fuel, and insurance.
6. In collaboration with Andover and Columbia, Hebron shall obtain at least three (3) competitive quotes, secure funds, and obtain approval to perform all necessary HVAC, building, and code upgrades to its existing facility to comply with applicable state and local animal control facility regulations.
7. Training –Hebron shall train the Regional ACO staff to perform the Services required by this MOU, including understanding of all laws, rules, and regulations concerning animal control programs and services stipulated by each participating municipality.
8. CRCOG, as the administrator of the RPIP Grant, will invoice and collect cost shares from the Parties and reimburse for expenses.

**C. Cost-Share/Program Assessments between participating Municipalities.** CRCOG will invoice the parties for the Regional ACO.

The fee shall be calculated and mutually agreed with the Parties in writing prior and each Fiscal Year hereinafter. During FY 2024-2025 the RPIP grant will provide up to 50% towards the cost of the Regional ACO and may provide additional support towards equipment purchases. During FY 2025-2026 and FY 2026-2027, the RPIP grant will provide up to 25% for the Regional ACO. At the culmination of the RPIP Grant period, the Regional ACO shall be self-sustained by Parties. Please see attached Exhibit A for additional cost-share detail.

**D. Invoices and Billing.** As lead Shared Regional ACO facility, Hebron shall timely pay all expenses, including Shared Regional ACO salary. Hebron shall provide a detailed invoice of the expenses and CRCOG will reimburse Hebron to the terms of the Shared Regional ACO RPIP grant and invoice Columbia and Andover.

Invoices should be made quarterly or semi-annually as mutually agreed on by the Parties.

**E. ACO Reports.** Hebron shall compile quarterly ACO reports for each of the Parties, containing, but not limited to, the following information:


- # of calls
- Type of call with description (e.g., domestic vs. wildlife)
- Date, Time and ACO responding to each call
- Outcome of each call
- Other information as required


Additional information to be provided upon request of the parties hereto or in accordance with terms and conditions of RPIP grant.

**F. Insurance.** Each of Andover, Columbia, and Hebron shall carry the following minimum insurance coverages:

General Liability	\$1,000,000 with a \$2,000,000 aggregate
Auto	\$1,000,000
Umbrella	\$5,000,000

**G. Purchase, Ownership, and Disposition of Capital Assets.** During the Initial Term of this MOU, all equipment, vehicles, and capital assets purchased through mutual agreement of the participating municipalities shall be owned by Hebron. Upon the expiration or termination of this MOU, Hebron shall retain all vehicles, equipment, and other capital assets used to provide the shared regional ACO Services.

**H. Indemnification and Hold Harmless.** Each of Andover, Columbia, Hebron, and CRCOG shall defend, indemnify, and hold each other harmless from and against any claims, suits, damages, or losses arising from the negligent acts, intentional misconduct, or omissions of ACO staff, volunteers, and/or agents of Andover's, Columbia's, Hebron's and/or CRCOG. 

**I. Termination.** This MOU may be terminated at any time by any party herein upon providing written notice of cancellation at least ninety (90)  calendar days prior to the date of cancellation to the non-cancelling party(ies).

**J. Right to Cure.** Any Party to this MOU shall have a thirty (30) calendar day right to cure any material defects in Services hereunder.

**K. Termination of Payments and Pro-Rata Share during Initial Term.** In the event this MOU is terminated during the Initial Term, the terminating municipality shall reimburse the non-terminating municipality(ies) a pro-rata share for the remainder of the applicable year, such early termination pro-rata share calculated based upon DPH population in year of termination



multiplied by per capita assessment. Upon termination during the Initial Term, all payment obligations by the terminating party under this MOU shall cease as of the final date on which Services are last performed hereunder.



**MOU Continuation between Participating Municipalities.** Effective, June 30, 2027, CRCOG shall no longer serve as Grant Administrator nor be obligated hereunder. The other parties of this MOU, Andover, Columbia, and Hebron may continue under this MOU for continuation of shared regional ACO Services, if agreed to in writing.

#### **M. Miscellaneous**

(a) Assignment. This MOU or any part hereof or interest herein shall not be assigned or otherwise transferred by any party without the prior written consent of the other parties nor shall the same be assignable by operation of law, without the prior written consent of the other parties. No assignment shall be valid if in violation of any local, State, or municipal law.

(b) Force Majeure. If the performance by any party hereto of its respective non-monetary obligations under this MOU is delayed or prevented in whole or in part by acts of God, fire, floods, storms, explosions, accidents, epidemics, pandemics, COVID-19, war, civil disorder, strikes or other labor difficulties, or any law, rule, regulation, order or other cause not reasonably within such party's control, whether or not specifically mentioned herein, such party shall be excused, discharged and released of performance only to the extent such performance or obligation is so delayed or prevented by such occurrence without liability of any kind. Nothing contained herein shall be construed as requiring any party hereto to accede to any demands of, or to settle any disputes with, labor or labor unions, suppliers, or other parties that such party considers unreasonable.

(c) Choice of Law. This MOU shall be governed by and construed in accordance with the law of the State of Connecticut without giving effect to choice of law rules.

(d) No Waiver. No release, discharge, or waiver of any provision hereof shall be enforceable against or binding upon any party hereto unless in writing and executed by the other parties hereto. Neither the failure to insist upon strict performance of any of the agreements, terms, covenants or conditions hereof, nor the acceptance of monies due hereunder with knowledge of a breach of this MOU, shall be deemed a waiver of any rights or remedies that either party hereto may have or a waiver of any subsequent breach or default in any of such agreements, terms, covenants or conditions.

(e) Counterparts. This MOU may be executed in counterparts, each of which shall be deemed to be an original and have the same full force and legal effect as if executed on the same instrument. Facsimile and electronic signatures shall constitute valid and original signatures.

(f) Severability. If any term or provision of this MOU shall be found to be void or contrary to law, such term or provision shall, but only to the extent necessary as required by law, be deemed to be severable from the other terms and provisions hereof, and the remainder of this MOU shall be given its full force and legal effect as if the parties had not included the severed term herein. The unenforceability or invalidity of any provision of this MOU shall not invalidate the remainder of this MOU.

(g) Complete Agreement. This MOU sets contains the entire understanding of the parties and sets forth all the promises, covenants, and agreements of the parties hereto and supersedes all

prior and contemporaneous agreements, inducements, and understandings, express or implied, oral, or written, which address the subject matter of this MOU. This provision shall not be read to invalidate or amend any prior, contemporaneous written agreements between the parties hereto which address subjects not covered by this MOU.

(h) No Joint Venture. The parties herein are independent contractors with respect to each other. Nothing contained in this MOU shall be deemed or construed as creating a joint venture partnership between the parties, nor shall any person not a party to this contract be a beneficiary or have rights pursuant hereto.

(i) Headings. Headings and subheadings of the sections of this MOU are inserted for convenience of reference only and shall not control or affect the meaning or construction of any of the agreements, terms, covenants, and conditions of this MOU in any manner.

(j) Integration. This MOU has been fully reviewed and negotiated by the parties hereto and their respective legal counsel. No weight shall be placed upon which party hereto or its counsel drafted the provision being interpreted.

(k) Amendments. No provision of this MOU may be modified, waived, or amended except by a written instrument duly executed by each of the parties hereto. Any such modifications, waivers or amendments shall not require additional consideration to be effective.

(l) Cooperation. Each party hereto shall execute all further documents or instruments and take all necessary action that any other party hereto may deem reasonably necessary to carry out the proper purposes of this MOU.

Shared Regional ACO –  
Andover, Columbia, Hebron

**IN WITNESS THEREOF**, the parties hereto have executed and made effective this MOU as of the Effective Date written above.

**Capital Region Council of Governments (CRCOG)**

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

Title: Executive Director

Printed Name: Matthew W. Hart

Date: \_\_\_\_\_, 2023

**Town of Andover, CT**

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

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

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

Date: \_\_\_\_\_, 2023

**Town of Columbia, CT**

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

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

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

Date: \_\_\_\_\_, 2023

**Town of Hebron, CT**

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

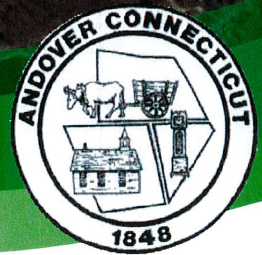
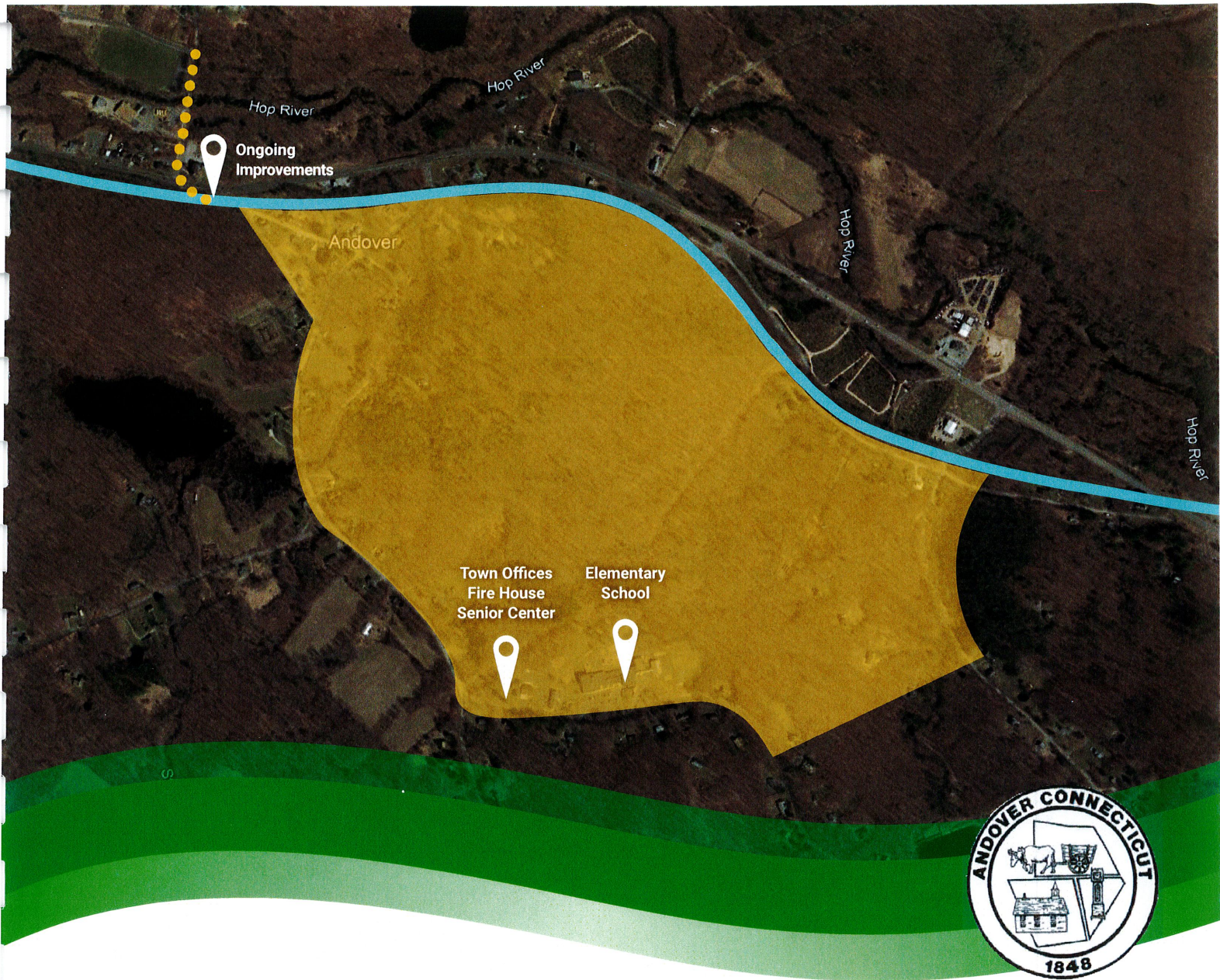
Title: \_\_\_\_\_

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

Date: \_\_\_\_\_, 2023

**EXHIBIT A**  
**COST SHARE**

<b>Shared ACO (RPIP) Budgets - Andover, Columbia, Hebron</b>							
<b>TOTALS</b>	<b>17,521</b>		<b>\$ 80,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 103,000.00</b>	<b>\$ 106,090.00</b>	<b>\$ 109,272.70</b>
<b>Town</b>	<b>2020 Dicennial Census Population</b>	<b>% Share</b>	<b>Facilities Upgrade</b>				
			<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27*</b>	<b>FY 27-28</b>	
<b>Andover</b>	3,151	17.98%	\$ 3,596.83	\$ 8,992.07	\$ 13,892.74	\$ 14,309.53	\$ 19,651.75
<b>Columbia</b>	5,272	30.09%	\$ 6,017.92	\$ 15,044.80	\$ 23,244.22	\$ 23,941.55	\$ 32,879.73
<b>Hebron</b>	9,098	51.93%	\$ 10,385.25	\$ 25,963.13	\$ 40,113.04	\$ 41,316.43	\$ 56,741.23
<b>RPIP Grant (OPM/State)</b>			\$ 60,000.00	\$ 50,000.00	\$ 25,750.00	\$ 26,522.50	\$ -
<b>FY 26-27 and FY 27-28 rates may change based on mutual agreement and dependent on call volume</b>							
<b>All costs are not to exceed amounts. During the RPIP grant period (ending 6/30/2027), municipality bearing the cost will submit costs to CRCOG and based on formula outlined, CRCOG will bill the other two towns and the grant and reimburse the town</b>							
<b>After the RPIP granting period is over, beginning FY 27-28, Hebron will bill Andover and Columbia as mutually agreed</b>							



# Town of Andover

Request for Proposals No. AN-2023-24 #1

## Town Center Multi-Use Trail Master Plan

October 24, 2023



PREPARED BY  
**Barton  
& Loguidice**

# Table of Contents

## Town Center Multi-Use Trail Master Plan

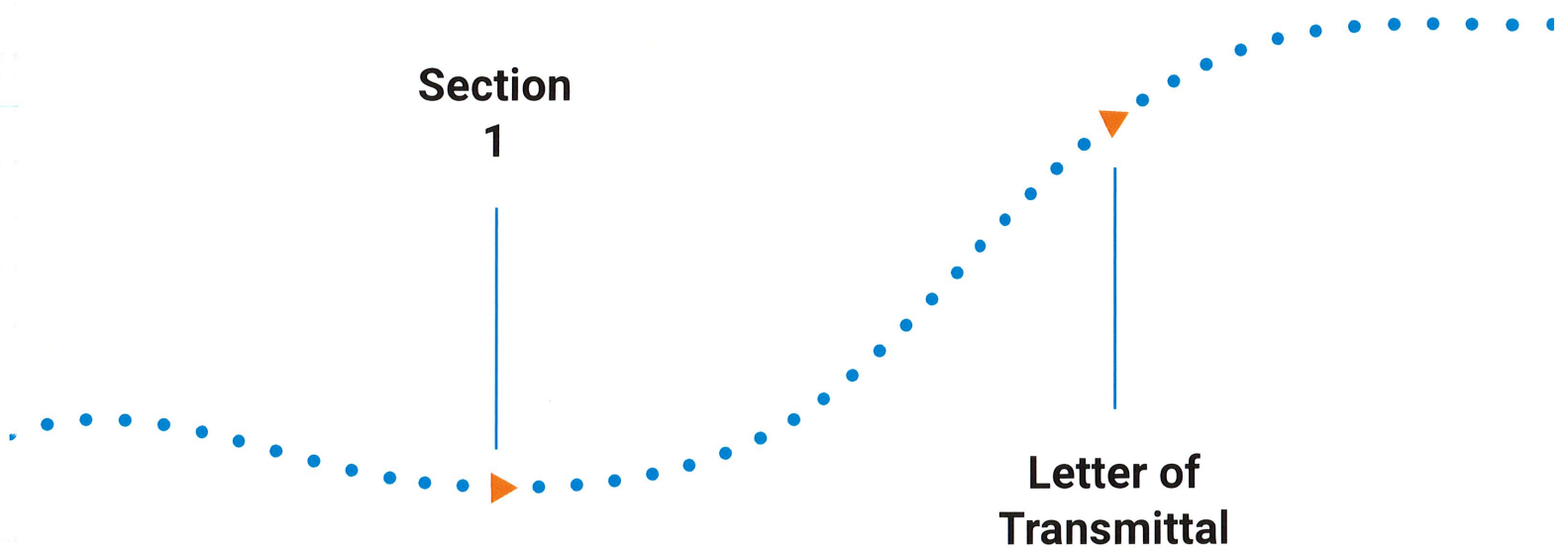
Section	Content
1	Letter of Transmittal
2	Firm Introduction
3	Project Understanding, Approach, and Schedule
4	Key Personnel
5	Similar Experience and References
6	Fee Schedule

**Prepared for:**

Eric Anderson  
Town Administrator  
Town of Andover  
17 School Road  
Andover, Connecticut 06232

**Prepared by:**

Barton & Loguidice, LLC  
41 Sequin Drive  
Glastonbury, Connecticut 06033  
File No. 710.2274



**Section  
1**

**Letter of  
Transmittal**

October 24, 2023



Eric Anderson  
Town Administrator  
Town of Andover  
17 School Road  
Andover, Connecticut 06232

**Re: Request for Proposals • Town Center Multi-Use Trail Master Plan  
RFP No. AN-2023-24 #1**

Dear Mr. Anderson:

Barton & Loguidice, LLC (B&L) is a multi-discipline Consulting firm that can provide the Town of Andover with the slate of services and highly qualified staff essential to the efficient and informed development of a Master Plan for the Town in order to connect municipal facilities to the Hop River Trail. B&L offers a broad range of staff expertise across multiple practice areas, including Sustainable Planning & Design, Environmental, Landscape Architecture, Planning, Facilities Engineering, and Asset Management. Together, our team of licensed engineers, landscape architects, planners, environmental scientists and asset management practitioners will work closely with the Town, area stakeholders, and residents to prepare a plan that will serve as the blueprint for creating these valuable connections within Andover.

**Municipal Experience** • B&L has excellent working relationships with small towns throughout Connecticut, upper New York and southern Maine, this includes numerous municipalities directly surrounding Andover.. We believe that this familiarity will allow us to better understand the needs and constraints of Andover and will allow us to seamlessly engage with project stakeholders and residents throughout the course of this project.


**Organization Capabilities** • Our firm is currently working on park and recreation master plans for the Towns of Coventry and Voluntown and we're working on exciting multi-use trail projects in Canton, East Hampton, New Hartford, South Windsor and Windham. The success of these plans and projects was driven by our client and stakeholder engagement and community involvement throughout the projects.

**Staff Qualifications** • B&L's core staff for Andover's project are passionate about the outdoors – this passion drives our creativity and desire to work on projects that promote recreation, health and fitness, quality of life, sustainability, and economic growth where we live and play. All work for this project will be lead by staff from our Glastonbury, Connecticut office and all our staff is highly proficient in developing high-impact concept plans and renderings using GIS-based orthoimagery, photos and drone footage in support of committee and public meetings. We utilize a suite of community input tools, including public meetings, Zoom video-conferencing and webinars (should COVID restrictions preclude meeting in person), online surveys, and a series of web-based crowdsourcing applications to inform our condition assessments, and plan needs and objectives.

We are certain that our team is the right choice to work with the Town of Andover and we look forward to discussing our interest and qualifications with you further. Please note that our proposal, including cost estimates, will retain its validity for 90 days from October 24, 2023. **We have thoroughly reviewed the CHRO guidelines in section VII of the RFP and are committed to fulfilling the set-aside goal for this project.** For any questions that may arise, please don't hesitate to contact us using the details provided below.

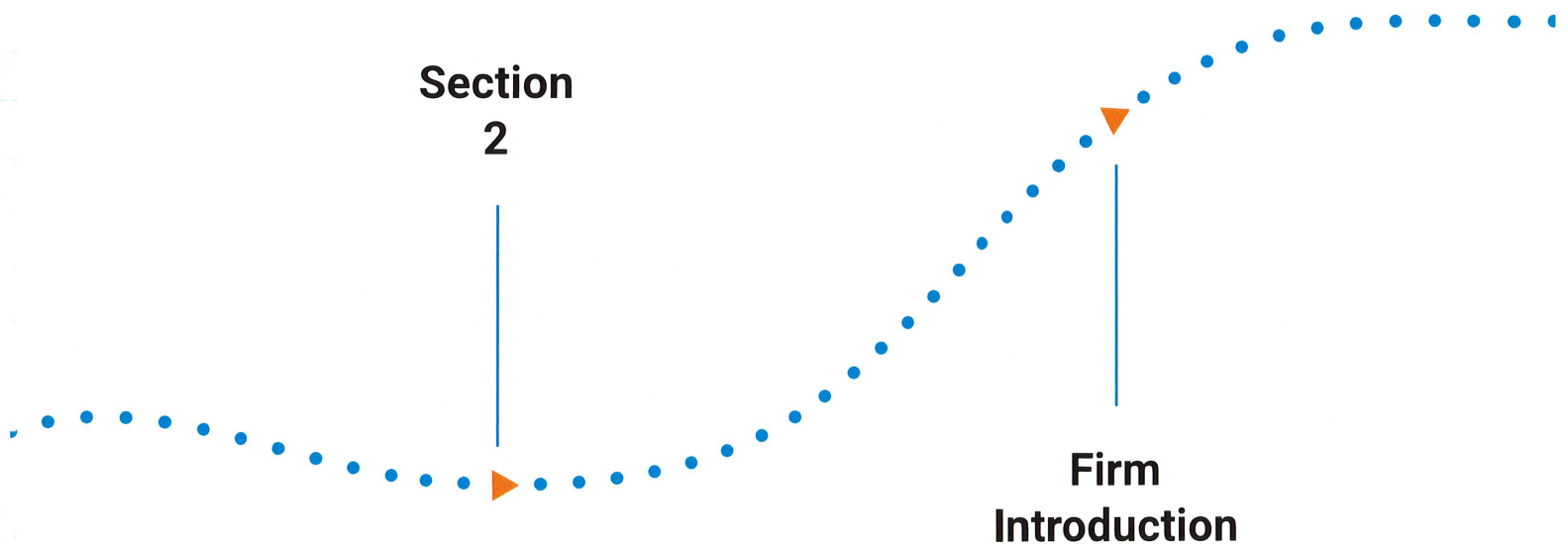
Thank you.

Sincerely,

  
Kevin Grindle, ASLA, PLA  
Associate, Project Manager  
kgrindle@bartonandloguidice.com

  
Mark Zessin, P.E.  
Senior Vice President  
mzessin@bartonandloguidice.com





## Section 2 • Firm Introduction

### Introduction

Barton & Loguidice (B&L) is a full-service consulting firm with over 60 years of experience providing engineering, environmental, planning, landscape architecture, and surveying services. Our clients are our primary focus; we listen to their concerns, answer their questions, and devise strategies to help them achieve their objectives. B&L has the experience and enthusiasm to turn our clients' visions into reality by providing long-term value engineering services while keeping an eye on fluctuating regulations and funding opportunities while utilizing innovative ideas and emerging technologies. Our diversified service platform allows us to provide a holistic view of existing facilities and operational needs, resulting in:

- Significant cost savings
- Project feasibility and advancement
- Funding alternatives
- Risk reduction

In October 2020, B&L joined forces with Anchor Engineering Services, Inc. (Anchor) to establish a presence in Connecticut. Anchor brought nearly 30 years of experience to the B&L team, and their Hartford office continues to provide a vast array of civil and environmental services to clients throughout the state.

We provide clients with state-of-the-art solutions by staying on top of all the latest technologies and engineering concepts. Our close relationship with the CTDOT on municipal roadway and bridge projects and with the CTDEEP on design, permitting, and monitoring projects keeps our staff well-informed in a constantly fluctuating regulatory landscape. Our highly automated office utilizes the latest available technologies including computer-aided design and drafting (CADD) software, Geographic Information Systems (GIS), and all the latest document creation software.

B&L is licensed by the State of Connecticut to perform professional engineering and land surveying services. Additionally, we provide licensed environmental professional (LEP) services and landscape architecture services. B&L is pre-qualified by the CTDOT to provide bridge and structure inspection; bridge and structure design; construction engineering and inspection (facilities, road, and bridge); facilities design; highway design; and traffic and safety engineering.

Our company's success is rooted in the understanding that the quality of a project depends upon completing it on time, within budget, and – most importantly – by satisfying the needs and desires of our clients.

### Our Practice Areas

We currently employ nearly 400 people, about one-fourth of whom are licensed professional engineers - many holding PE licenses throughout the entire northeast region. Our professional staff consists of:

- Engineers
- Environmental Scientists
- Planners
- Landscape Architects
- Hydrogeologists
- Architectural Designers
- Designers and Drafters
- Inspectors
- Technicians
- Expert Witnesses

B&L Has collaborated with hundreds of clients, addressing all of their unique needs. Our success is built on a strong foundation of lasting client relationships, which translates to a personal understanding of client needs and long-term visions, and the ability to develop quality, cost-effective solutions.



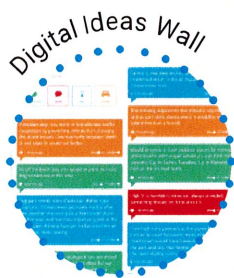
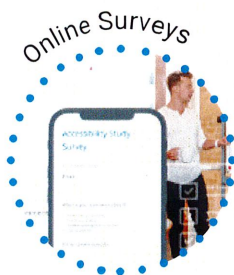
## Section 2 • Firm Introduction

### Land Planning and Site Design

B&L provides a full range of land planning and site design services to our municipal clientele. Whether your needs involve comprehensive land use planning, site design for a specific project, or assistance in reviewing a broad variety of subdivision, site plan, or other development proposals, B&L has the expertise to provide tailor-made services for you. Our capabilities range from initial planning and feasibility studies to final design and construction services. We have the experience to address all required social, cultural, economic, and environmental aspects of your projects. Our experienced Landscape Designers can provide your project with environmentally sensitive and aesthetically satisfying planning and design services for a variety of sites. We provide reviews of developer's land development plans, as well as reviews of infrastructure improvement plans.

### Public Engagement

B&L has implemented a wide range of community outreach and public participation strategies in our trail and active transportation projects including public meetings, design charrettes, workshops, community surveys, focus groups, design presentations, promotional materials, and project websites. With detailed graphic visualizations, the public can see ideas at work, facilitating consensus building and community buy-in. Our staff understands the importance of listening to the needs being expressed or implied and responding with appropriate follow-up activities. We can also coordinate study activities and public outreach; perform existing conditions inventory and assessments; provide recommendation for improvements of infrastructure, programs, and policies; identify possible funding sources; and provide strategies for implementation. We can also use **GIS-based Crowdsourcing (Social Pinpoint)** to collect data on existing conditions. B&L will create a customized, mobile-device accessible, web-based crowdsourcing application, using Environmental Systems Research Institute's (ESRI) ArcGIS online Crowdsourcing Reporter template. When used in conjunction with GIS technologies, crowdsourcing enables our clients to collect real-time, location-based information which can provide the project team with the data needed to develop a plan that offers real benefits to the community.



### Robust Online Community Engagement



Real-Time Polling



Community Surveying



Interactive Mapping



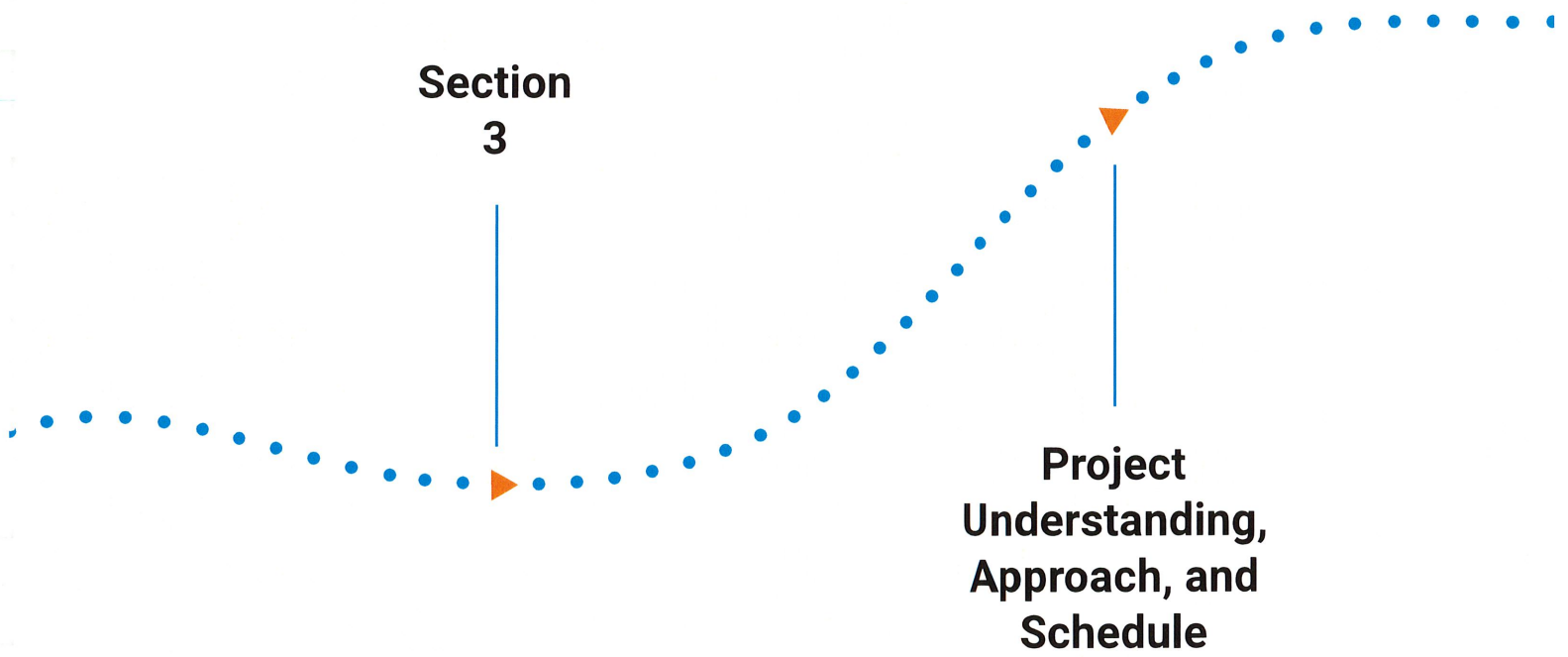
Idea Walls



Crowdsourcing



Project Websites



## Section 3 • Project Understanding, Approach, and Schedule

### Project Understanding

The Town of Andover has a goal of creating a comprehensive master plan and preliminary civil engineering designs for a multi-use trail that will connect to the Hop River Trail. The project's purpose is twofold: to provide a crucial pedestrian and bicycle link within the Town, and to enhance the Town's connectivity to the larger regional trail network. The anticipated trail will link key town facilities like the Town Hall, Fire House, Elementary School, and the under-construction Community/Senior Center on School Road with the Hop River State Park Trail (East Coast Greenway), and Percy Cook Trail. This connection will also provide trailhead parking and connections to trailside services for the town residents and the region.

The project also aims to address the concerns of pedestrian and bicycle safety, especially on narrow state roads with poor sightlines, narrow shoulders, and considered an impediment to non-motorized travel. It will also help the Town implement a Safe Routes to School Program and align with the Andover Complete Streets Plan and the 2015 Plan of Conservation and Development.

B&L is deeply familiar with this project area. We currently serve in an on-call capacity for the Town of Columbia, and are providing park improvement master plan services (among other services) for the Town of Coventry. Additionally, our team recently completed the Air Line Trail Master Plan wherein we gained much insight from the Hop River Alliance as part of this process.

### Project Approach

B&L will take the following approach to complete the Town's goal of creating a comprehensive plan while creating documents which will thoroughly support the pursuit of funding for implementation and construction of the plan. Our approach to these services is as follows (we anticipate refining these tasks further upon award and discussion with the Town):

#### Task 1 • Development of Project Goals

B&L will work with Town staff to gain a thorough understanding of the project objectives, details surrounding the facilities to be connected, and the anticipated scope of trail usage. B&L anticipates the Town will provide all pertinent data during this phase for B&L's review. As part of this process, we anticipate completing the following items:

- Discuss project milestones and confirm schedule
- Establish lines of communication
- Identify sources of information and corresponding contacts

- Discuss means of access and notification requirements
- Confirm project limits and scope of work
- Identify stakeholders
- Confirm public involvement and engagement strategies
- Discuss amenities and Town's design vocabulary
- Establish tentative meeting schedule and medium (in person or virtual)

B&L will compile a general electronic basemap in a suitable scale using any available mapping, aerial photography, and any other available sources. The initial map will be used in conjunction with field visits during early phases of the project either while a field survey is being completed, or to provide important data in lieu of a field survey.

Additionally, B&L plans to attend an initial site walk with Town staff and/or Hop River Alliance members to call out specific areas of need or concern in order to begin conceptualizing routing options.

#### Task 2 • Existing Conditions and Documentation

B&L will analyze the current resources, facilities, property ownership, physical constraints (like wetlands, floodplains, easements, environmental concerns, or right-of-way constraints) between the municipal and state resources to be connected. As part of this process we anticipate completing the following items:

- Conduct desktop data collection and analysis using compiled basemap and online sources where available, including land uses, watercourses, flood plain, Natural Diversity Database (NDDDB), topography, improvements (buildings and roads), easements, and utilities.
- Conduct field audits of basemap to begin observational analyses of existing pedestrian and vehicular movements, potential public safety areas (out of line of sight), crosswalk locations and conditions, adjacent business and/or other key destinations, significant views, and initial challenges and opportunities for routing alternatives.
- Organize a digital photographic log to depict noted conditions in the project area.
- Initiate meetings and/or interviews with affected property owners (if any) and other stakeholders.
- Create a legible and graphically pleasing version of the general map to illustrate existing features, sensitive areas, existing pedestrian movements, etc. We anticipate these graphics being used for public meeting and presentations.

## Section 3 • Project Understanding, Approach, and Schedule

final design plans, our team wanted to provide these as an alternative should the Town wish to include or discuss. Should the Town wish to approach final design plans with B&L, we anticipate that phase including the following:

- B&L will develop the approved preliminary plans into final design. The Town will have opportunity to review and comment on the plans at interim stages (60%, 90%, and Final Design).
- A phased construction plan will identify appropriate phases for the project.
- Cost estimates will be prepared for each phase including permitting, construction inspection, requirements, and other related costs.
- The final design will include recommendations for materials, a list of anticipated permits, and a construction schedule. The schedule will take into account the anticipated time of bidding, seasonal considerations, and an installation sequence to reduce time, labor, and costs.
- Construction documents will be prepared to meet the Town's specifications.
- Construction cost schedule will reflect order of installation based upon overall budget, funding sources, materials and labor costs, budget escalations based upon anticipated construction schedules, and anticipated benefits.
- Cost estimates for state and local permitting requirements, anticipated inspection requirements, and any other related costs will be prepared.

Upon approval of the final design plans, B&L will provide a complete set of contract documents to the Town for bidding purposes.

### Miscellaneous Additional Services

Additional services not outlined in the Town's scope are outlined below for discussion. Exact scope and fee for the below services will be discussed and mutually agreed-upon by B&L and the Town of Andover.

- Additional public meetings
- Wetland delineation or habitat evaluations
- Environmental site assessments
- Geotechnical explorations or design
- Assistance with permits or approvals, including meetings with regulatory agencies
- Construction administration or inspection

- Locating underground utilities that are depicted on as-built mapping or readily visible during the field survey.
- Inspecting utility services within the project area
- Performing traffic engineering related services
- Structural evaluations of existing features such as retaining walls.
- Structural design of unique trail features/amenities such as pedestrian bridges/boardwalks.

### Anticipated Deliverables

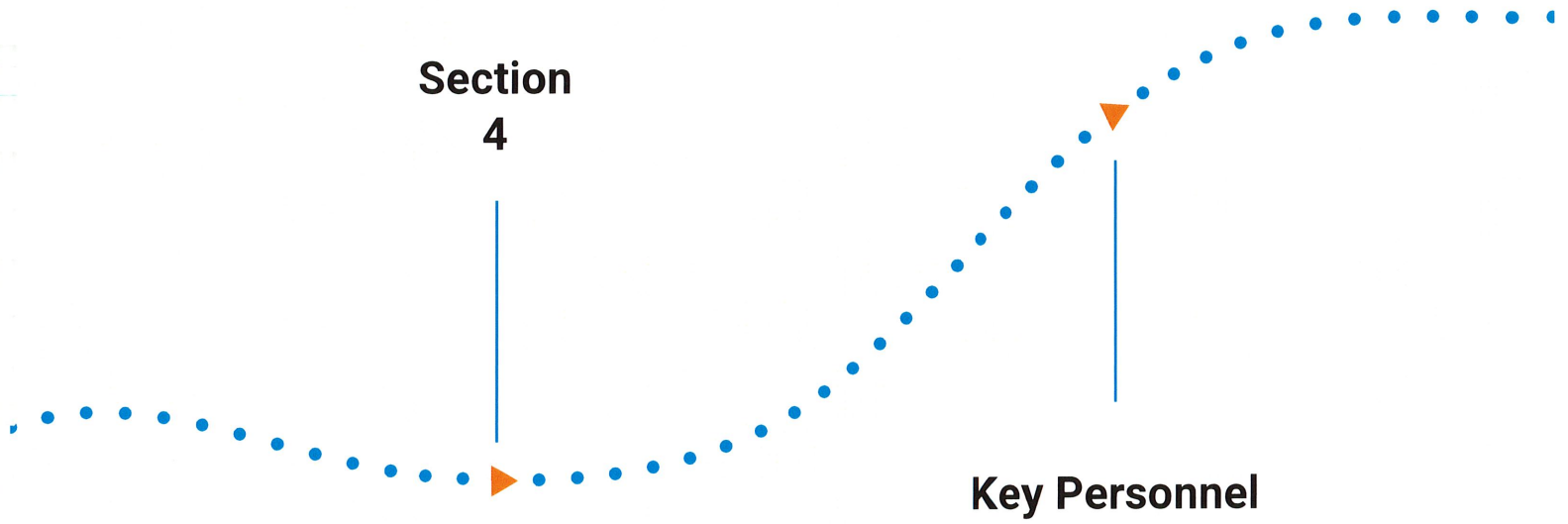
*(not inclusive of alternate tasks)*

1. Multi-Use Trail Master Plan
2. Operations & Maintenance Plan
3. Preliminary construction drawings for physical improvements, including cost estimates, to be submitted for consideration for LOTCIP funding.

### Anticipated Schedule

Please see the following page for our anticipated project schedule.





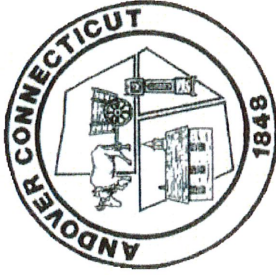
**Section  
4**

**Key Personnel**

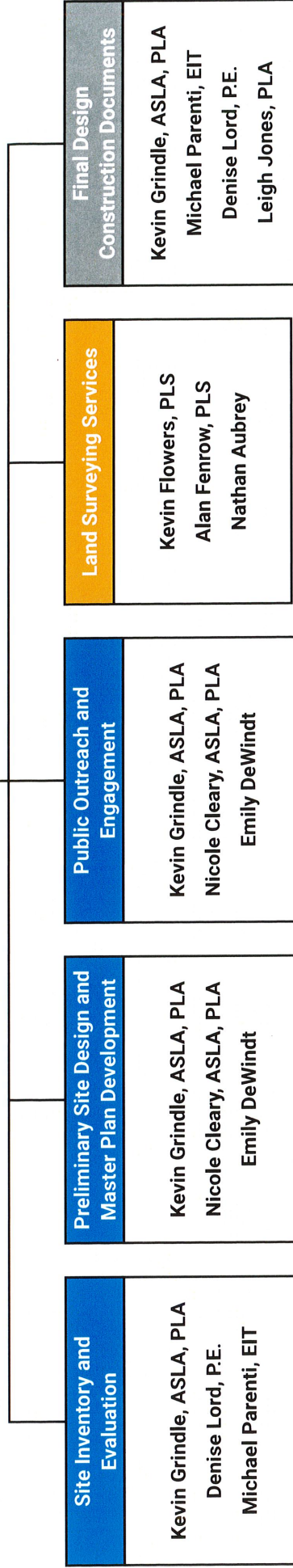
## Section 4 • Key Personnel

### Staff Availability

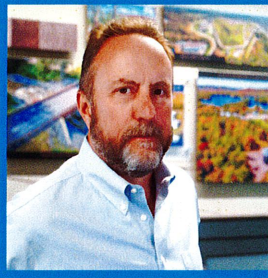
B&L is proud to present our curated team of skilled and experienced professionals, as illustrated in our comprehensive organizational chart. Each member of our staff has been carefully selected based on their expertise, ensuring that they possess the capacity and capability to deliver high-quality work for the Town upon receiving notice.



**Barton & Loguidice**  
**Mark Zessin, P.E.**  
 Senior Vice President  
**Kevin Grindle, ASLA, PLA**  
 Associate, Project Manager







## Mark Zessin, P.E. • Senior Vice President

39 years of experience

MA, Public Policy Studies (Trinity College)  
BS, Civil Engineering (UCONN, Storrs)

Licensed Professional Engineer  
(CT, ME, MA, NY, OH)

Former Commissioner, NEIWPCC; Former  
Commission Member, Glastonbury WPCA

### Summary

Mr. Zessin is a Senior Vice President with B&L and has been responsible for planning, design and project management on a broad set of publicly and privately developed projects. Prior to his tenure with B&L, Mr. Zessin was President of Anchor Engineering Services, Inc. which provided civil, structural, environmental, and survey services to over 100 municipal clients and hundreds of private clients throughout Connecticut for over 30 years. Mr. Zessin has nearly four decades of engineering design experience and is a licensed professional engineer in five states. He has considerable insight into the requirements of the Connecticut Department of Transportation (CTDOT), the Connecticut Department of Energy and Environmental Protection (CTDEEP), Regional Planning Agencies (RPA), Council of Governments (COGs), and other state and federal regulatory agencies for transportation, environmental, and controversial projects.

### Relevant Experience

#### Farmington River Rail Trail Extension, Canton, CT

B&L has recently begun working with the Town of Canton on the extension of the Farmington River Rail Trail from Lovely Street to the Simsbury/Avon town line. This project is funded through the CTDEEP Recreational Trails Grant, administered through the Capital Region Council of Governments (CRCOG). This trail extension project will increase pedestrian and bicycle use while strengthening the cohesion between Canton and surrounding towns. This project will include several detailed tasks including the review and analysis of existing conditions and documentation, establishment of preferred routing alternatives, public engagement and input, and planning and design of the proposed extension. Mr. Zessin serves as principal in charge.

#### Miller Richardson Park Master Plan, Coventry, CT

B&L is working closely with the Town of Coventry on an extensive park enhancement project located at Miller Richardson Park. The project is funded by a \$500,000 Bond Grant from the State of Connecticut, managed by the Department of Energy and Environmental Protection (CT DEEP). The focus of this project is to advance ADA compliance, enrich site amenities, and improve vehicular access at Miller Richardson Park. Having previously worked on improvement projects at Miller Richardson Park, including the expansion of softball fields,

B&L is well acquainted with the park's complexities and the community's vision for its future. This knowledge, combined with our established relationship with the Town, positions us perfectly to carry out the community's goals for this project. In order to achieve the Town's goals, B&L will be working across our internal practice areas to complete topographic survey, evaluation of vehicular and pedestrian traffic, draft and finalize a Master Plan report, prepare preliminary site design services, participate in community outreach endeavors, draft contract documents and cost estimates for construction. Mr. Zessin serves as principal in charge.

#### Willimantic Whitewater Park Master Plan, Windham, CT

B&L is working with the Town of Windham and the Willimantic Whitewater Partnership (WWP) on a major urban renewal project funded by a \$500,000 Urban Act Grant. This project aims to transform Willimantic Whitewater Park (WWP) into a vital urban hub, enhancing its natural beauty and making it a central junction for regional and interstate trail systems. The project entails a wide range of improvements, including infrastructure and shoreline enhancements, historic preservation, landscape improvements, and the addition of trail amenities. The landscape improvements will involve grading, hardscaping, seating arrangements, shelter, lighting, and the planting of native species. Trail amenities will include water, a bike service station, and a charging station. Additional goals for this project include conversion of the former gas station into a park service building, assessment and preservation-oriented work for the shorefront wall and observation platform, landscaping with native species in alignment with conservation goals, design of historic and contextual interpretive signage, installation of seating, parking lot construction, and construction of a bike service station. B&L are committed to ensuring the successful delivery of the Willimantic Whitewater Park Enhancement Project, transforming it into a vibrant, community-centered urban hub while preserving its natural beauty and historical significance. Our team will be involved throughout all phases of this project, from kickoff through construction. Mr. Zessin serves as principal in charge.



## Denise Lord, PE. • Lead Engineer

37 years of experience

Licensed Professional Engineer (CT)

BS, Civil Engineering (University of Maine, Orono)

### Summary

Ms. Lord is an accomplished Lead Engineer with over 37 years of experience. Her experience spans a wide range of projects, including state and local infrastructure projects, as well as private residential, commercial, and industrial site development projects. She is highly skilled in roadway design, traffic control plans, comprehensive storm drainage design and studies, subdivision and site development layout and grading, utility layout, regulatory agency permitting, project cost estimating, development of construction specifications and contract documents, and construction inspection. She has developed comprehensive stormwater management plans for numerous types of projects, ranging from small residential subdivisions to large commercial and industrial developments.

Ms. Lord has a wealth of experience working with both public and private sector clients. Her extensive experience provides her with the ability to develop effective engineering solutions. Ms. Lord's ability to effectively communicate with clients, regulatory agencies, and other stakeholders has been critical to the success of B&L's projects. Throughout her career, Ms. Lord has earned a reputation for delivering high-quality work on time and within budget. She has a strong commitment to quality and attention to detail, and her technical expertise is highly respected in the industry. Ms. Lord's extensive experience, combined with her dedication to her clients and her profession, make her a valuable asset to B&L's team.

### Relevant Experience

#### **Farmington River Rail Trail Extension, Canton, CT**

B&L has recently begun working with the Town of Canton on the extension of the Farmington River Rail Trail from Lovely Street to the Simsbury/Avon town line. This project is funded through the CTDEEP Recreational Trails Grant, administered through the Capital Region Council of Governments (CRCOG). This trail extension project will increase pedestrian and bicycle use while strengthening the cohesion between Canton and surrounding towns. This project will include several detailed tasks including the review and analysis of existing conditions and documentation, establishment of preferred routing alternatives, public engagement and input, and planning and design of the proposed extension. Ms. Lord serves as lead engineer for this project.

#### **Gate Street Recreation Complex Master Plan, Voluntown, CT**

Providing design services for the Gate Street Recreation Complex Master Plan marks B&L's first Parks Master Plan in the state of Connecticut. Our team is working with the Voluntown Recreation Commission to improve the recreation facilities connected to sponsored programs on various town-owned properties while also pursuing the development of various recreational programs. The project area is made up of a number of nearby town-controlled properties on either side of Gate Street, just north of Main Street (Route 138), including the area behind the Town Hall and Constitution Field (which borders the Voluntown Elementary School). B&L will be working with the town to create a master plan for the construction of a parks and recreation complex on the aforementioned municipally-owned land along Gate Street. Our scope includes an analysis of the current facilities, projections of present and future needs, inclusive public involvement, the creation of a conceptual master plan for the facility, and the creation of engineering design and specification in order to secure funding for the implementation of the program.

#### **Village Center Streetscape Improvements and Master Plan Services, East Hampton, CT**

Providing design services for the development of master plan documents related to the town's village center streetscape improvements initiative. B&L has been providing land surveying and consulting engineering services in support of this important connectivity project. These streetscape improvements include areas along Main Street extending north from the intersection with Barton Hill Road to approximately 66 Main Street. The existing sidewalk contains memorial bricks that were badly damaged by recent storm events and the Town is working with CTDOT to resolve the storm drainage issues within this area. Currently, B&L is designing streetscape improvements within this area which will restore the memorial brick sidewalk, mitigate localized drainage issues between the buildings and the road, provide handicap accessibility through this area, and provide a template for future streetscape improvements throughout the rest of the Town's commercial downtown. B&L is providing land surveying services; site development services; construction document development in accordance with CTDOT specifications and Town regulations; preparation of bid documents; development of an overall Master Plan for the Village Center which will extend to Skinner Street; and support at public meetings.



## Emily DeWindt • Assistant Landscape Architect I

1 year of experience

BLA, Landscape Architecture (SUNY College of Environmental Science and Forestry)

Member, American Society of Landscape Architects (ASLA)

Emerging Professionals Chair, New York Upstate Chapter of ASLA

### Summary

Ms. DeWindt is serving as Assistant Landscape Architect I in B&L's Sustainable Planning and Design Practice Area. She completed her bachelor's degree in Landscape Architecture at SUNY College of Environmental Science and Forestry. Ms. DeWindt will focus on practicing professional landscape architecture services with planning, design, and developing projects in connection with parks, parkways, recreation areas, transportation systems, buildings, and facilities. She is skilled in AutoCAD, the Adobe Suite, online engagement platforms, and ArcGIS which enables her to produce graphics, renderings, memos, reports, presentations, and construction documents that transform vision into reality.

### Relevant Experience

#### Gate Street Recreation Complex Master Plan, Voluntown, CT

B&L is working with the Town of Voluntown Recreation Commission to improve the recreational facilities connected to sponsored programs on various town-owned properties while also pursuing the development of recreational programs. Our team will be creating a master plan for the construction of a parks and recreation complex on municipally-owned land on Gate Street. The Master Plan will entail an analysis of current facilities, projections of present and future needs, public involvement, the creation of a conceptual master plan for the facility, and the creation of engineering designs and specifications sufficient for the Town to seek construction funding for implementation. Ms. DeWindt is providing assistance with data collection, and plan preparation.

#### Town Commons Master Plan and Design, Grand Island, NY

The Town of Grand Island hired B&L to enhance existing assets within the Town Commons in order to create an interactive, artistic, and aesthetically pleasing environment. B&L is developing designs that will provide a pragmatic and creative fusion of landscape architecture, engineering, ecology, and recreation planning. The project will require weaving together a package of resource-based and community-driven site improvements to capture and enhance the Town's visions for the park: enhance recreational, educational activities in the center of the Island, foster opportunities to develop and provide a sense of community, enhance and further development of the Town Center master plan, provide an economic incentive for development within the central business district, and

the commons should be visible, attractive, and available to all. The master plan will provide a phased recommendation for improvements over time. Design will include the priority improvements identified by the Parks and Recreation Advisory Board: a network of ADA pathways, and creek restoration to address localized flooding. Ms. DeWindt is serving as Assistant Landscape Architect.

#### City of Plattsburgh Parks Renewal, Plattsburgh, NY

The Parks Renewal Project is set to revitalize five of the parks in the city: South Platt Street Park, the U.S. Oval Park, Peter S. Blumette Park, Melissa Penfield Park, and South Acres Park. B&L is currently assisting the City with the Plan which will serve as a guide and implementation tool for the management and development of the park's amenities, recreational facilities, and programs for generations to come. Additional design items include: athletic fields (natural and artificial turf), trails and pathways, spray parks/splash pads, green infrastructure opportunities, hard surface courts, lighting and building upgrades, seating, building upgrades, and new playground designs. Public outreach is a large component of this project and virtual engagement techniques became a critical part of our team's strategy to reach community members. Ms. DeWindt is serving as Assistant Landscape Architect.

#### Downtown Civic Hub Improvements, Peekskill, NY

Funded by the NYS Downtown Revitalization Initiative (DRI), B&L is working with the City of Peekskill to enhance the attractiveness of the downtown environment; promote a healthy balance of downtown uses; accommodate increased residents and visitors; and maintain a sense of place. This project will uplift the unique center of Peekskill by creating or upgrading three plazas and improving certain streetscapes and pedestrian crossings throughout the district. As planned developments throughout Peekskill attract new residents and visitors, the new civic hub and surrounding improvements, along with inspiring art by local artists (Enlighten Peekskill), will ensure that the city remains a cultural destination. Key improvements will include a newly designed public plaza, painted pedestrian bump-outs with bollards, curb extensions, or bioswales, custom street furniture and plantings, and new painted crosswalks, street signage, and upgraded pedestrian signals. Ms. DeWindt is serving as Assistant Landscape Architect.

## Section 4 • Key Personnel

### Staff Biographies for Alternative Services

Included below are brief overviews of team members for alternative services for this project - land surveying, final design, and construction documents.



#### Kevin Flowers, PLS • Chief Land Surveyor

18 years of experience

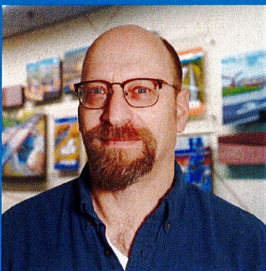
Metro North and Amtrak Safety Trained

Licensed Land Surveyor (CT)

Firm Member, Connecticut Association of Land Surveyors (CALs)

#### Summary

Mr. Flowers is a highly experienced professional land surveyor who has worked in the field of land surveying for over 17 years. His extensive experience includes performing various types of surveys such as boundary surveys, utility right of way surveys, topographic surveys, laser scanning, SUE mapping, and construction stakeout surveys. He is also skilled in conducting land record research and performing office calculations and drafting for land survey projects. He currently oversees B&L's land surveying department and coordinates scheduling and project logistics. Additionally, Mr. Flowers has extensive experience in deed research, enabling him to provide valuable insights and recommendations to clients on matters relating to property ownership and rights. His ability to navigate complex legal documents and interpret public records has proven invaluable in helping clients achieve their objectives. Throughout his career, Mr. Flowers has worked on numerous commercial, urban, and rural sites in both Connecticut and Massachusetts. He has a comprehensive understanding of the local land use regulations and zoning ordinances, which allows him to provide high-quality land surveying services that meet the diverse needs of B&L's clients.



#### Alan Fenrow, PLS • Senior Land Surveyor

28 years of experience

Licensed Land Surveyor (CT, MA, RI)

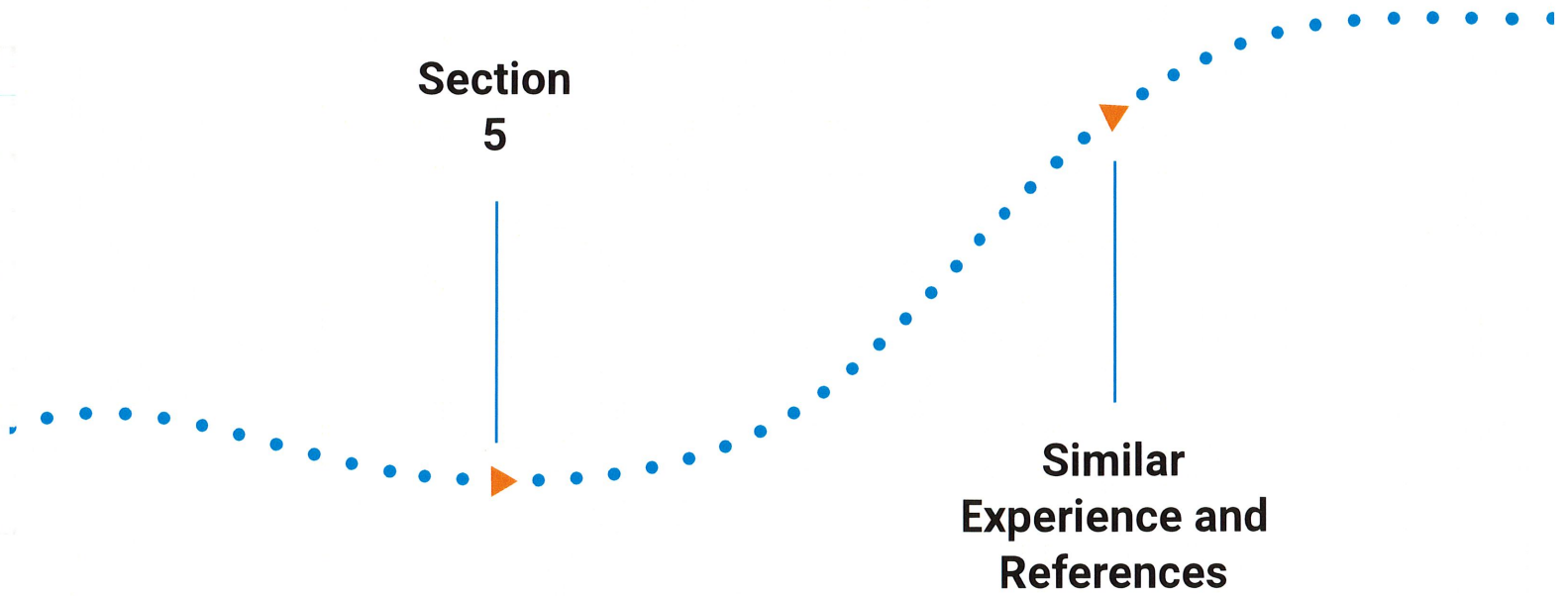
BS, Civil Engineering (UCONN, Storrs)

Associate Member, Connecticut Association of Land Surveyors (CALs)

BS, Mechanical Engineering (UCONN, Storrs)

#### Summary

Mr. Fenrow is an accomplished professional land surveyor with extensive experience in the field. With nearly three decades of experience, he has honed his skills in all aspects of surveying, ranging from historical research and boundary investigations to construction stakeout and as-built certifications. Mr. Fenrow is particularly skilled in boundary/topographic surveys, which are essential to establishing property boundaries and assessing topographic features of a site. He also has a wealth of experience in construction stakeout, where he uses surveying techniques to accurately mark out the placement of structures and other elements on construction sites. Additionally, Mr. Fenrow has a strong background in records research, which allows him to track down important documents and historical information related to a particular site. Mr. Fenrow is well-versed in a range of surveying software, including Autocad, Microstation V8i, Carlson Simplicity, SURV CE, and RTK GPS control/data collection methods. This allows him to work efficiently and accurately, using the latest technology to produce high-quality surveying results for his clients. His extensive experience and technical expertise make him an invaluable asset to any land surveying project.





## Section 5 • Similar Experience and References

### Willimantic Whitewater Park Preservation and Enhancements Windham, Connecticut

B&L is working with the Town of Windham and the Willimantic Whitewater Partnership (WWP) on a major urban renewal project funded by a \$500,000 Urban Act Grant. This project aims to transform Willimantic Whitewater Park (WWP) into a vital urban hub, enhancing its natural beauty and making it a central junction for regional and interstate trail systems.

The project entails a wide range of improvements, including infrastructure and shoreline enhancements, historic preservation, landscape improvements, and the addition of trail amenities. The landscape improvements will involve grading, hardscaping, seating arrangements, shelter, lighting, and the planting of native species. Trail amenities will include water, a bike service station, and a charging station.

The Town and WWP's goals include:

- Conversion of the former gas station into a park service building;
- Assessment and preservation-oriented work for the shorefront wall and observation platform;
- Landscaping with native species in alignment with conservation goals;
- Design of historic and contextual interpretive signage; and
- Installation of seating, parking lot construction, and construction of a bike service station.

B&L are committed to ensuring the successful delivery of the Willimantic Whitewater Park Enhancement Project, transforming it into a vibrant, community-centered urban hub while preserving its natural beauty and historical significance. Our team will be involved throughout all phases of this project, from kickoff through construction.

#### Client Reference

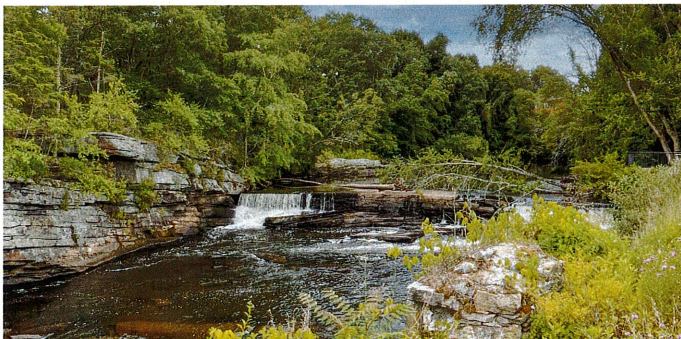
Bryan Tarbell  
Town Engineer  
Town of Windham  
979 Main Street  
Willimantic, Connecticut 06226  
860-465-3043  
engineer@windhamct.com

#### Project Cost

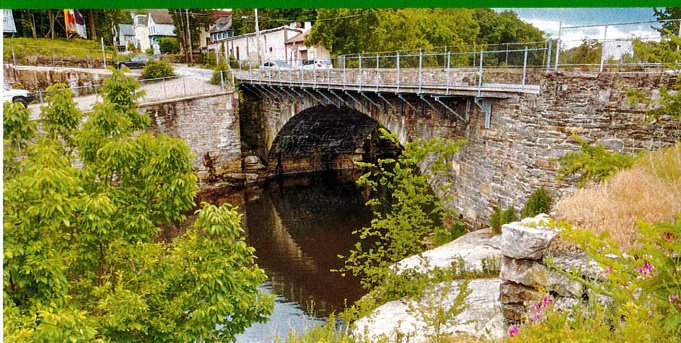
\$500,000 (Urban Act Grant)

#### Status

Ongoing



Existing Conditions



## Section 5 • Similar Experience and References

### Airline Trail Master Plan Document Development Connecticut Resource Conservation & Development (CTRC&D)

B&L provided support for the development of the Airline State Park Trail (ALSPT) Infrastructure Master Plan. This project involved collecting data, coordinating with the ALSPT Infrastructure Committee, and drafting the Infrastructure Chapter of the overall ALSPT Master Plan. The goal was to provide recommendations to improve trail infrastructure and connections to support economic growth and development in the 12 towns along the trail corridor. B&L's services included:

- Working with the ALSPT infrastructure committee to collect and analyze data on existing municipal and trail resources for maintenance and access, planned infrastructure projects impacting the trail, condition and locations of trail amenities, opportunities for trail connections to town centers, and public access points and parking capacities;
- Conducting site visits and working with regional partners like CTDEEP and COGs to evaluate and recommend options for sustainable low-maintenance parking areas and access points, improvement to multi-modal transportation connections to the trail, optimizing maintenance and sharing of resources, and identifying priority areas for maintenance.

#### Client Reference

Jeanne Davies  
Executive Director  
CTRC&D  
1066 Saybrook Road  
Haddam, Connecticut 06438  
860-345-3977  
jdavies@ctrcd.org

#### Project Cost

\$24,000 (B&L)

#### Status

Complete (2023)

The key deliverable was a comprehensive Infrastructure Chapter for the ALSPT Master Plan, containing the research, analysis, recommendations, designs, and implementation plan described above. This will provide a roadmap for enhancing trail infrastructure over the next 5-10 years to improve accessibility, connections to town centers, amenities, and maintenance.

#### Sample pages from ALT Master Plan Document prepared by B&L

**Air Line State Park Trail Region Master Plan Stakeholder Interviews**

Town	Attendees
East Hampton, Connecticut	• Jeremy Hall (Dir. - Parks and Recreation) • Jeremy DeCarli (Planning & Zoning Official) • Matt Walsh (Dir. - Public Works) • Kevin Grindie (Barton & Loguidice)
Date	November 2021 - May 2023 (multiple conversations)

**General Issues**

- Significant efforts have been made to close the gap between Route 66 and Depot Hill Road, this ongoing effort is the project team's focus
- Trail improvements to mitigate drainage issues are an ongoing effort and are coordinated between CTDEEP and Town staff.
- Trail connectivity through the Town's business district is an ongoing area of improvement.

**Trail Maintenance**

- CTDEEP and Town staff continue to work collaboratively on trail resurfacing and drainage improvement projects.
- Pedestrian safety and roadway signage at trail crossings is a continued area of focus.
- Vegetation management along trails and trailhead parking areas is an ongoing effort.

**MEETING MINUTES**

- Comments were received from Town staff through informal meetings between November 2021 and May of 2023.
- Now that the trail gap between Route 66 and Depot Hill Road has received funding, this project will take significant resources and collaboration to bring to completion.
- Efforts are being focused on work to improve the cranberry bog parking area and adjacent trail connections.
- The Town is undertaking a streetscape improvement project with STEAP funding to enhance the village center. This project includes improvements to the ALSPT connection to Main Street.
- Enhance signage and trail promotion in order to better market local businesses and recreational and tourism opportunities.

**BUDGETING**

- \$43,000 - Short term O&M budget for trail and parking area improvements.
- \$500,000 - Long term O&M budget for trail and parking area improvements which doesn't include work on the gap section or the village center projects

**Recommendations**

1. Focus on closing the gap in the trail to connect Portland with East Hampton.
2. Improve connectivity into the village center.
3. Market local businesses and leverage the trail as a catalyst for economic development.
4. Continue to work closely with CTDEEP on routine maintenance efforts.



# Section 5 • Similar Experience and References

## Mad River Dam Trail Improvements Winchester, Connecticut

B&L is working with Fit Together and Hartford Healthcare on improving existing trails within the Mad River Dam recreation area in Winchester. Fit Together is a healthy eating and active living initiative of Hartford Healthcare that focuses on enhancing the environment in Connecticut's northwest region to promote active living (walking, biking, and hiking). The Mad River effort follows CTDEEP's approval of Fit Together's proposed upgrades.

Services provided by B&L include preparation of existing conditions mapping and preparation of conceptual trail improvement plans. This preliminary work lays the foundation for Fit Together to use in future grant applications to facilitate construction of the improvements.

### Client Reference

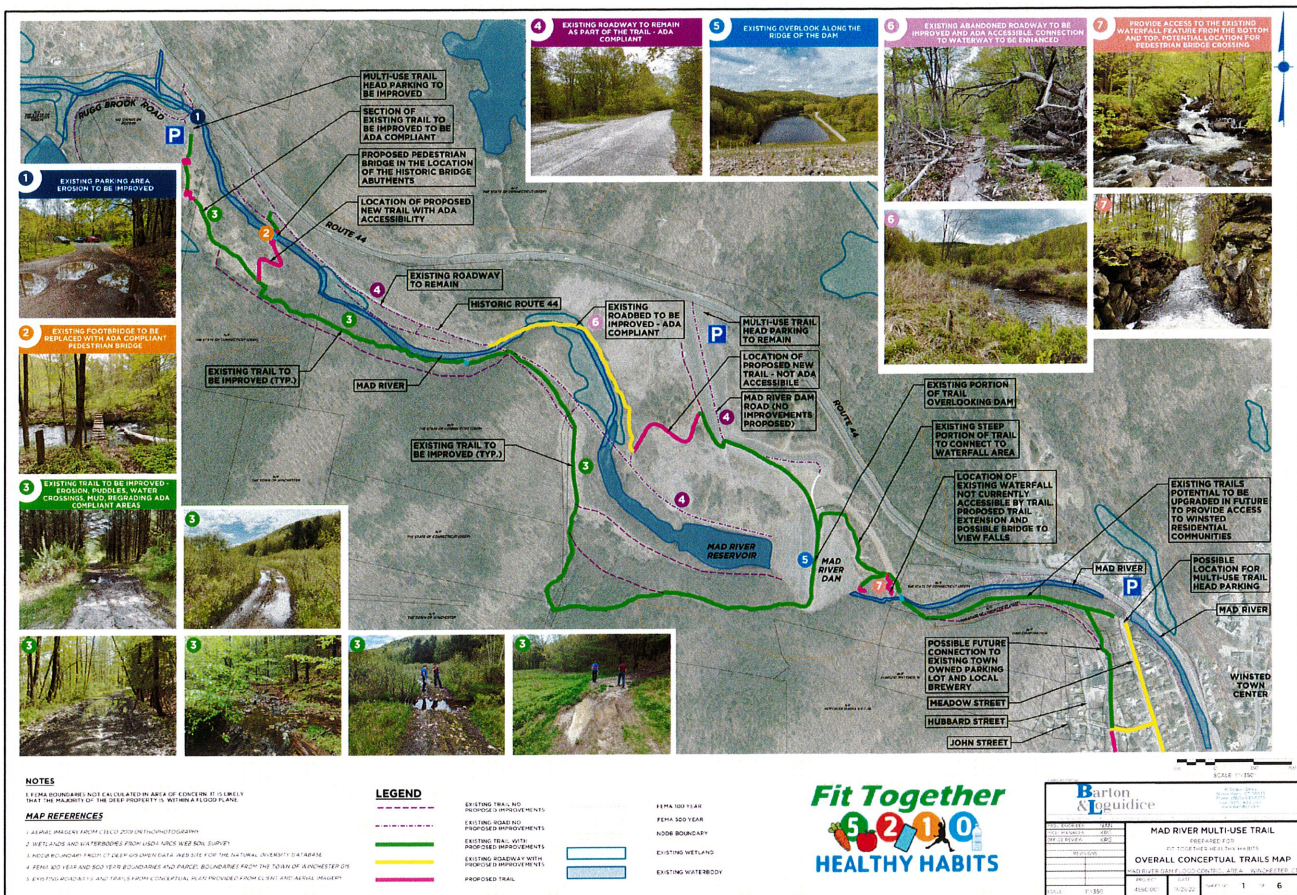
Carla Angevine, MS, RDN  
 Manager of Community Health and Health Promotion  
 Fit Together Executive Director  
 Hartford Healthcare  
 Communications and Community Development  
 540 Litchfield Street  
 Torrington, Connecticut 06790  
 cangevine@how2fitkids.org

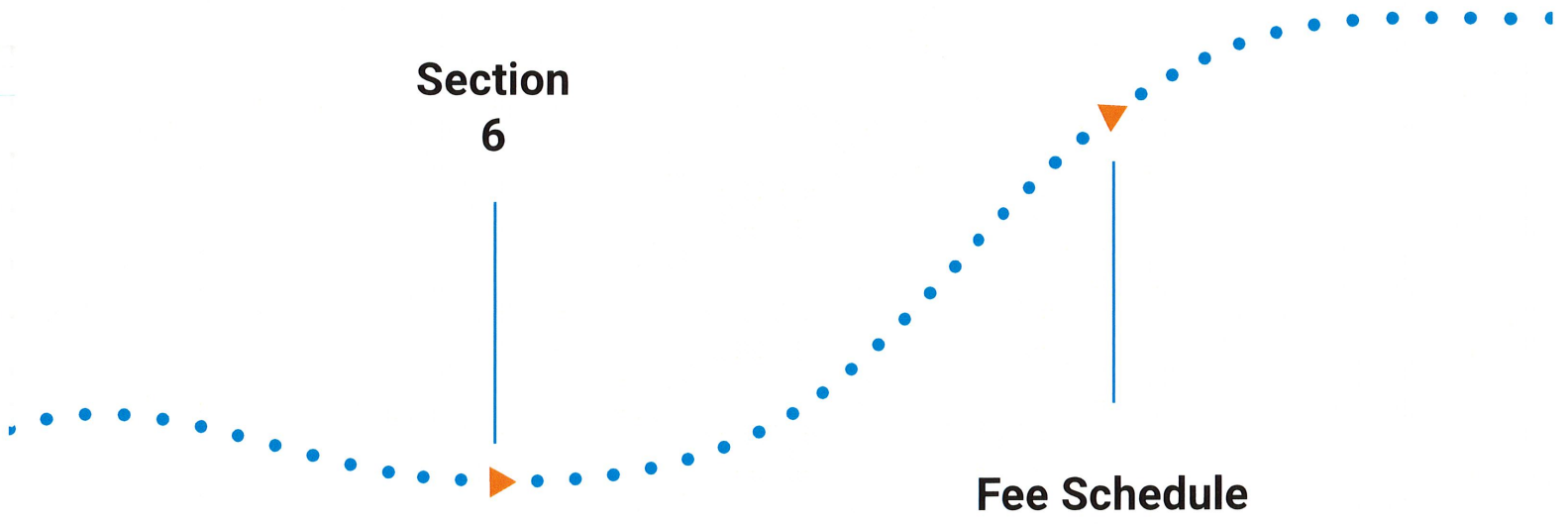
### Project Cost

\$13,400 (B&L - design)

### Status

Complete (design, 2022); Construction TBD





## Section 6 • Fee Schedule

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Our below fee schedule does not include full construction engineering drawings for the final multi-use trail path. We recognize that additional municipal funds will be required for the full engineering design as required by the anticipated LOTCIP funding. We understand that depending on the selected path for the multi-use trail, funds currently available may be applied to survey services, wetlands delineation and characterization, and/or civil engineering design. B&L is prepared to assist with these services upon notice from the Town once additional funds have been allocated.

**B&L's fee proposal for Andover's Town Center Multi-Use Trail Master Plan project is \$57,500.**



TOWN OF ANDOVER

VENDOR PERMIT

Name Franchesca Brown

Address 7 Christy Lane Extension Unit 6C

Home Phone 4015802039 Business Phone \_\_\_\_\_

Date of Birth 01/22/1994 Place of Birth Providence, RI

Name and Address of Employer Sun Run  
50 Devine Street North Haven, CT 06473

How long have you been employed? May 2023

Product to be sold Solar

Solicitation will be made between the hours of; 9am - 7pm

Have you ever been arrested? NO

Vehicle make NISSAN Vehicle model Sentra Vehicle color White

License plate number BC 39405 State where plate is issued CT

Attach copy of drivers license and registration

This Vendor Permit will be good for one year

Date 10/23/2023

Signed Applicant Franchesca Brown

Applicant Print Name Franchesca Brown

Signed Town Administrator \_\_\_\_\_

# **Approval of Meeting Minutes**

**12.**

**Town of Andover**  
**Board of Selectmen**  
Regular Meeting Minutes  
Tuesday, October 10<sup>th</sup>, 2023 – 7pm  
Location: Virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Jeff Murray, Paula King (arrived later in meeting), Scott Person

Members Absent: Adrian Mandeville

Town Administrator: Eric Anderson

Board of Education: Celeste Willard

Board of Finance: Joanne Hebert

Conservation Commission: Mike Palazzi, Hank Gruener

Town Attorney Dennis O'Brien

Library Board: Dianne Grenier

Economic Development Commission: Elaine Buchardt, Cathy Palazzi

Public Present: Darryl & Gretchen Stein, Jeff Tracy

**1. Call to Order/Pledge of Allegiance** – Jeff Maguire called the meeting to order at 7:02pm. The Pledge was recited

**2. Public Speak**

Mike Palazzi – none

Cathy Palazzi – thanked Jeff Maguire for re-running in November election, wished well to all running

Darryl & Gretchen Stein – concerned about catch basin on property; is not in good condition, worried about possible collapse, sent correspondence to Eric Anderson. Will discuss later in meeting

Celeste Willard – none

Jeff Tracy – property owner additionally concerned with catch basin

Hank Gruener – will speak about Joshua's Trust (property off Skinner Hill Road), walked property and proposed parking area

Joanne Hebert – none

Dianne Grenier – spoke about Library Board of Directors appointments, looking for additional information regarding Joshua's Trust property

**3. Additions/Deletions to the Agenda** – Jeff Maguire MOTIONED to add agenda item 11e – AES Parking Lot Project discussion, 11f – Local Traffic Authority; Stop sign on Long Hill Road, 11g – Democratic Town Committee website, 11h – Norton Scholarship discussion. Scott Person SECONDED. MOTION CARRIED 3:0:0

**4. Treasurer's Report** – not included in packet, will forward onto Board members

**a. Finance Department Report**

**a. Revenue Summary**

**b. Town Budget Summary**

**c. Town Aid Road (TAR) Update**

**d. Town Cash Report**

**e. Appropriation Transfer**

**f. Over Expenditure Report**

**g. Summary of Audit Status**

Eric Anderson provided update on Finance office; payroll service switched to QuickBooks – working out minor issues. Discussed payroll tax returns being completed.

## 5. Board and Commission Presentations

**a. Board and Commission appointment responses** - Jeff Maguire MOTIONED to seat the following members to the Library Board; Cathy Desrosiers, Lisa Kurtz, Linda Fish, Dianne Grenier, Sharon Shevchenko (?), Jeff Ballard (Alternate), Brad Kelley (Alternate). Scott Person SECONDED. MOTION CARRIED 3:0:0

Elaine Buchardt also discussed Commission on Aging – Chair asked to have 2 Alternate members in addition to the 5 regular members.

**a. See note from Carol Lee RE Memorial Day Committee** – Eric Anderson read email from Carol Lee regarding members -will ask Carol for a defined list of members and alternates. Will also put together a lead sheet with all Commissions, members, and appointment dates.

## 6. Appointments – none

## 7. Resignations – none

**8. Discussion with Joshua's Trust Board President** – President unable to attend meeting, information included in packet with breakdown of site visit – looking to have Bill Penn and James Cole as the Andover representatives. Property location has frontage on Skinner Hill Road – adjacent to a Town parcel with restrictions from the State. Eric Anderson share screen with GIS map to show parcel. Would like to collaborate with Town on loop trail encompassing both properties – Joshua's Trust would assist in cleaning up property. Board would like Wetlands to weigh in, Joshua's Trust come back with more information, proposed trail and layout for the next Board of Selectmen meeting.

**9. Town Administrator's Report** - Eric Anderson gave update on Town Hall and Library maintenance, looking to have Mr. Bell start exterior window painting at the Andover Museum in the Spring. Rescheduling RFP for work at Town Hall and Andover Fire Department – looking to switch Town Hall heat over to propane and add new tanks behind AFD (subject to approval from Wetlands, Zoning, Fire Marshal, and Health Department). Working on State/Local Bridge Program grant application, will require Town meeting for funding match – will then submit an RFP. \$100,000 Connectivity Study for Route 316, will discuss later on in meeting – spoke with Transportation Planning staff at CRCOG, goal is to submit LOTCIP grant in February. Shared services – will discuss contract with Bolton for Building Official later in meeting, looking into potential shared Animal Control services with Hebron and Columbia. Road Work – guardrail replacement and line striping. Bunker Hill Bridge – DOT had Plans in Hand meeting. Community Center update later in meeting from Scott Person. Veteran's Memorial Monument – working on filters. Senior Transportation – submitted paperwork for 16-passenger van. STEAP Grant(s): 2022 – met with SHPO for Center Street project, discussed repairs to be made at Andover Museum. 2023 – awarded \$500,000 grant for Veteran's Memorial Fields (pickle ball and basketball courts, water supply to softball field, paving parking area, playground install, lighting for soccer field). Accepting grant requires Town meeting for match, would like to form a design committee for the project.

Jeff Maguire MOTIONED to request letters of interest to participate in Phase Two of renovations to the Veteran's Memorial Fields utilizing the 2023 STEAP Grant awarded to the Town of Andover. Scott Person SECONDED. MOTION CARRIED 3:0:0.

Celeste Willard will provide information for playground ideas to Eric Anderson. Connectivity Grant – have \$25,000 remaining, need ideas to implement. TRIP Grant – no decision made yet by State/DOT. Transfer Station – continuing to address rodent issue. Aspinall Drive – artesian spring under road, residents concerned.

## 10. Old Business Discuss and act upon the following:

**a. Community Center construction update** – Safety meeting (today 10/10/2023), very few issues, forms are being put up – will be pouring for walls, pipe being replaced and backfilling will begin next

**b. Discussion of Blight and level of involvement** – no written update from Zoning Agent – Jim working with Town Attorney on Barnett property on Route 6, Long Hill property with mattresses



c. **Stiff Account Update** – 5.3% current interest rate, last month around \$7000 in interest. Look to keep adding funds into account

**11. New Business Discuss and act upon the following:**

a. **Catch Basin Complaint** – Eric Anderson provided information on catch basin location and issue it is causing for residents – will reach out to Attorney Branse for opinion

b. **Meeting on BOS/BOF/BOE joint meeting on Oct 12<sup>th</sup>** – goal is to outline responsibilities of each Board, work together to accomplish goals for Town/School

c. **RFP for Rt 316 connectivity project** – RFP for Route 316 Connectivity Project – contractor review today (10/10/2023), 4 contractors attended, will close on October 24<sup>th</sup>, 2023. Eric Anderson will look to form a small committee for review. Jeff Maguire MOTIONED to appoint a committee to evaluate the RFPs for the Route 316 Connectivity Project – members to include Eric Anderson, Jed Larson, and John Guszowski. Scott Person SECONDED. MOTION CARRIED 4:0:0

d. **Building inspector contract** - Board and Town Attorney to review contract; Scott Person MOTIONED to have Eric Anderson sign contract once reviewed by Dennis O'Brien. Paula King SECONDED. MOTION CARRIED 4:0:0

e. **AES Parking Lot Project** – Eric Anderson sent copy of contract with INDUS for mastic sealing and crack sealing – would do work to AES upper lot, lower lot, Town Hall lot, and shared lot with AFD; discussion on process, price, repairs to be completed. Celeste Willard weighed in on discussion – lot is closed for safety due to large crack. Funding would come from Road Improvement Fund. Reviewed timeline, use of Public Works, how long these repairs will last before other repairs may be needed. Basketball court is also closed due to crack, temporary fixes versus full repave of lots – long term fix versus short term repairs. Could have discussion in the Spring for possible reclaim. Scott Person MOTIONED to spend the quoted \$24,000 from INDUS from the Town's Road Improvement Fund to seal the School and Town Office building parking lots. Jeff Maguire SECONDED. MOTION CARRIED 4:0:0, additional discussion with Celeste Willard regarding funding for project.

f. **Traffic Authority, Long Hill Stop Sign** – discussion; Board of Selectman is decision maker related to traffic. Eric has been working with Public Works on problematic intersections in Town (Hendee & Long Hill Road) – brainstormed potentially making into a 3-way stop, pros/cons, complaints, and dangers. Other intersections of concern include Gilead/Cone/Jurovaty and Lake Road/Lakeside Drive.

g. **Democratic Town Committee Website** – National and State organization links on Registrar website – Eric Anderson shared screen of website. Jeff Maguire will address with Catherine Magaldi-Lewis, Admin Assistant can add links for parties to website and email contact. Jeff Maguire MOTIONED that the political parties can have a link for their state organization, local organization, and corresponding email on the Town website. Jeff Murray SECONDED. MOTION CARRIED 4:0:0

h. **Norton Commission Scholarship** – Dianne Grenier would like to set up a scholarship under her name, kept by the Hartford Foundation for Public Giving – would only be available to Andover students pursuing a trade. Norton Commission would head applications and advertising. Will put together agreement with Hartford Foundation to approve at future meeting.

**12. Approval of Meeting Minutes**

a. **September 11th, 2023 Regular Meeting** - Paula King MOTIONED to accept the September 11<sup>th</sup>, 2023 Regular Meeting Minutes as presented. Scott Person SECONDED. MOTION CARRIED 4:0:0

**13. Tax Collector's Report** – note from Tax Collector in packet regarding delinquent MV taxes

a. **Refunds Requests** – Jeff Maguire MOTIONED to approve

**14. Department Reports** – in packet

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. AHM**
- m. Economic Development Commission**
- n. ZBA**

#### **15. Correspondence**

- a. BMX** – request from Public on building a BMX park, Eric Anderson referred request to Rec Trail's Coordinator
- b. Democratic Town Committee** – previously discussed in meeting
- c. Welcome Sign** – EDC proposal on location, current location was DEEP property, look to move location to Town owned property. Elaine Buchardt gave information from Art at Custom Signs – will write new proposal and send to Eric Anderson and Town Planner; will also look at lighting options for sign.

#### **16. Public Speak**

Elaine Buchardt – appreciated Board members looking into “Welcome” sign, will rewrite proposal with new location, discussed Selectmen involvement in Sustainable CT

**17. Adjournment** – Paula King MOTIONED to adjourn the meeting at 9:53pm. Scott Person SECONDED. MOTION CARRIED 4:0:0

# **Tax Collector's Report**

**13.**

Town Only

Terminal / Batch	
Terminal	6
Batch	26

Cash	0.00	0
Check	0.00	0
Credit Card	0.00	0
<b>Total</b>	<b>0.00</b>	<b>0</b>

Last Assessor Bridge	
Run on:	06/15/2023

## Percent Collection as of 11/01/2023

**REAL ESTATE**

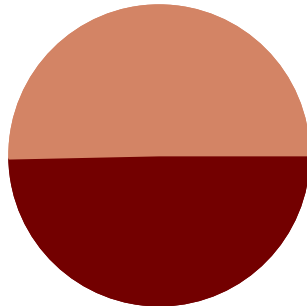
Uncollected - 50.33%  
Collected - 49.67%

**PERSONAL PROPERTY**

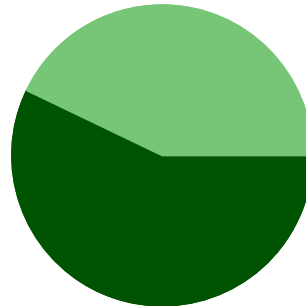
Uncollected - 42.87%  
Collected - 57.13%

**MV REGULAR**

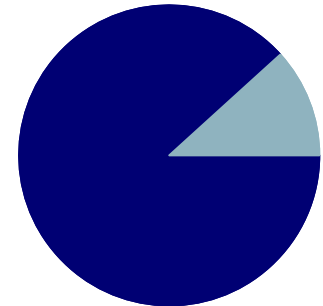
Uncollected - 11.74%  
Collected - 88.26%



<span style="color: #C8513A;">■</span>	Total Due = \$4,137,748.66
<span style="color: #8B0000;">■</span>	Total Paid = \$4,084,202.82



<span style="color: #76C73A;">■</span>	Total Due = \$188,917.28
<span style="color: #006400;">■</span>	Total Paid = \$251,795.80



<span style="color: #4682B4;">■</span>	Total Due = \$144,056.50
<span style="color: #00008B;">■</span>	Total Paid = \$1,082,599.69

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	8,221,951.48	4,084,202.82	4,137,748.66	49.67
PERSONAL PRO	440,713.08	251,795.80	188,917.28	57.13
MOTOR VEHICL	1,226,656.19	1,082,599.69	144,056.50	88.26
<b>TOTALS:</b>	<b>\$9,889,320.75</b>	<b>\$5,418,598.31</b>	<b>\$4,470,722.44</b>	

**OCTOBER 2023**

Deposits

	ONLINE	OFFICE	TOTAL
10/1	\$ 8,356.83	\$	\$ 8,356.83
10/2	\$ 7,417.50	\$	\$ 7,417.50
10/3	\$ 7,502.81	\$ 66,349.89	\$ 73,852.70
10/4	\$ 3,713.73	\$	\$ 3,713.73
10/5	\$ 5,788.86	\$	\$ 5,788.86
10/6		\$	\$ -
10/7		\$	\$ -
10/8	\$ 5,692.16	\$	\$ 5,692.16
10/9	\$ 829.59	\$	\$ 829.59
10/10		\$	\$ -
10/11	\$ 110.81	\$	\$ 110.81
10/12	\$ 3,093.17	\$ 153,795.58	\$ 156,888.75
10/13		\$	\$ -
10/14		\$	\$ -
10/15	\$ 5,056.96	\$	\$ 5,056.96
10/16	\$ 2,519.67	\$ 77,871.99	\$ 80,391.66
10/17	\$ 8,048.62	\$	\$ 8,048.62
10/18		\$	\$ -
10/19	\$ 1,315.28	\$ 53,699.04	\$ 55,014.32
10/20	\$ 2,304.46	\$	\$ 2,304.46
10/21		\$	\$ -
10/22	\$ 11,912.58	\$	\$ 11,912.58
10/23	\$ 2,498.20	\$ 54,477.60	\$ 56,975.80
10/24	\$ 3,098.65	\$	\$ 3,098.65
10/25	\$ 1,259.35	\$ 788,617.94	\$ 789,877.29
10/26	\$ 5,376.08	\$ 97,178.59	\$ 102,554.67
10/27	\$ 96.87	\$	\$ 96.87
10/28		\$	\$ -
10/29	\$ 8,685.58	\$	\$ 8,685.58
10/30	\$ 1,475.72	\$ 331,797.14	\$ 333,272.86
10/31	\$ 5,590.31	\$ 38,374.33	\$ 43,964.64
<b>TOTAL</b>	<b>\$ 101,743.79</b>	<b>\$ 1,662,162.10</b>	<b>\$ 1,763,905.89</b>

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2012				\$ 27.08	\$ 47.93	\$ 16.25	\$ 91.26
2013			\$ 45.77		\$ 76.89	\$ 23.40	\$ 146.06
2015			\$	\$ 348.91	\$ 125.61	\$ 71.18	\$ 545.70
2016			\$ 307.03		\$ 133.49		\$ 440.52
2017			\$ 96.79	\$ 91.05	\$ 172.57	\$ 10.00	\$ 370.41
2018			\$ 105.32		\$ 82.15	\$ 5.00	\$ 192.47
2020			\$ 619.47	\$ 551.88	\$ 259.01	\$ 30.00	\$ 1,460.36
2021	\$ 829.64		\$ 3,894.36	\$ 2,584.00	\$ 1,329.48	\$ 135.00	\$ 8,772.48
2022	\$ 1,645,517.91	\$ 82,908.26	\$ 21,619.04		\$ 1,692.40	\$ 430.00	\$ 1,752,167.61
<b>TOTALS</b>	<b>1,646,347.55</b>	<b>82,908.26</b>	<b>\$ 26,687.78</b>	<b>3,602.92</b>	<b>3,919.53</b>	<b>720.83</b>	<b>\$ 1,764,186.87</b>

Discrepancy of \$280.98 due to my mistake with a transaction. Amount never actually collected.  
QDS reports balance perfectly.

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	\$	2,757.76	\$ 1,486.53	\$ 783.06	\$ 5,027.35
2014	\$ 1,066.00	\$ 4,038.48	\$ 2,103.08	\$ 2,991.24	\$ 10,198.80
2015	\$ 1,066.00	\$ 4,702.67	\$ 9,522.35	\$ 2,286.15	\$ 17,577.17
2016	\$ 2,620.29	\$ 5,534.85	\$ 7,922.16	\$ 1,930.73	\$ 18,008.03
2017	\$ 12,571.76	\$ 6,066.99	\$ 9,705.45	\$ 1,330.40	\$ 29,674.60
2018	\$ 27,228.64	\$ 6,923.42	\$ 6,767.51	\$ 408.60	\$ 41,328.17
2019	\$ 31,596.08	\$ 6,166.22	\$ 8,510.80	\$ 2,006.27	\$ 48,279.37
2020	\$ 40,924.74	\$ 7,986.76	\$ 21,247.58	\$ 9,138.99	\$ 79,298.07
2021	\$ 147,571.27	\$ 14,334.52	\$ 73,311.32	\$ 31,282.94	\$ 266,500.05
2022	\$ 8,226,263.68	\$ 440,737.20	\$ 1,233,995.97		\$ 9,900,996.85
<b>TOTAL</b>	<b>\$ 8,490,908.46</b>	<b>\$ 502,093.47</b>	<b>\$ 1,383,598.10</b>	<b>\$ 52,711.30</b>	<b>\$ 10,429,311.33</b>

JP MORGAN CHASE BANK	\$801.02	REFUND OF EXCESS PAYMENTS
TOYOTA LEASE TRUST	\$784.13	REFUND OF EXCESS PAYMENTS
NISSAN INFINITY LT LLC	442.55	REFUND OF EXCESS PAYMENTS
VW CREDIT LEASING LTD	\$288.96	REFUND OF EXCESS PAYMENTS

DATE:11/13/2023 Tax Refunds Total: \$2316.66

**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.

Dear Board of Selectmen,

As I learn more about Tax Collection and State Statutes, I am finding that the Tax Collector's Office has fallen behind in attempting to collect delinquent taxes. There are several State Statutes that must be followed during this process, and I intend to make sure all are followed correctly. The following are the Office Policies and Procedures that the Tax Collector's office will follow as of January 1, 2024. Some of these policies are already followed, but I will be making the corrections needed to follow State Statutes for others. Just by sending delinquent statements, I was able to collect taxes going all the way back to 2012 last month.

#### Office Policies and Procedures for Delinquent Taxes

1. Real Estate-

- Continuing Liens will be placed on any delinquent Real Estate Taxes once per year (around May)
- Delinquent taxes in the amount of \$5,000+ or more than 1 year will be assigned an Alias Tax Warrant and sent to a State Marshall to attempt to collect.
- Delinquent Taxes in the amount of \$10,000+ or over 2 years will be subject to a Tax Sale.

2. Personal Property-

- Continuing Liens will be placed on any delinquent Personal Property Taxes once per year (around May)
- Delinquent Taxes in the amount of \$2,500 or more than 1 year will be assigned an Alias Tax Warrant and sent to a State Marshall to attempt to collect.

3. Motor Vehicles-

- As soon as a Motor Vehicle becomes delinquent it is sent to DMV and has a hold on registration.
- **TOTAL** (all vehicles together) Delinquent Motor Vehicle Taxes in the amount of \$1,000 or more than 1 year overdue will be assigned an Alias Tax Warrant and sent to a State Marshall to attempt to collect.

# Department Reports

14.



Assessor's office monthly activity –SEPTEMBER 2023	
Processing conveyances	13
Processing building permits	20
Prorating motor vehicle grand list	18
Updating field cards	2
Correspondence/Phone	20
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	14
Providing assistance to other departments	3
Researching mapping issue or questions	1
Reports and communication with the State of Connecticut/ US Census	
MLS research	3
Scheduling meeting and appointments	1
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	All pp declarations processed, labeled, folded, stamped & mailed.
Personal Property/Discovery	42
Homeowner's program	
Veteran's program	1
Income & expenses	
Renter's rebate program	19
Tax exemptions	
Adds to the re, pp or mv grand list	1
Pa 490	
Provided assistance to BAA	
Researching and providing requested information to auditor or software vendor (for grand list files or tax bills)	
Real property inspections	1
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	
Attorney correspondence	
Tax appeal review/appraisal	
Mls review	3
Town board/dept assistance	
Review & Approve C of Cs	19
Review & Approve Farmland & Forestland Assessment Applications	
Review, Approve, & create/data entry on land splits & mergers	1
Mapping Research/Discrepancies	1

# BAACOC Summary TOWN OF ANDOVER

11/09/2023

LIST NO.	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
243 1	CAYE JOSHUA C & MELISSA 45 BOSTON HILL RD ANDOVER, CT 06232-	434	08808R	C 2022 9/25/2023 CLERICAL ERROR	178,500 0 178,500	980 0 980	179,480 0 179,480
51166 1	FUSS STEVEN D 145 LAKE RD ANDOVER, CT 06232-1513	51166 FUSS ALLANA L	08801M	B 2022 9/14/2023 BAA	13,250 7,000 6,250	-4,710 0 -4,710	8,540 7,000 1,540
51167 1	FUSS STEVEN D 145 LAKE RD ANDOVER, CT 06232-1513	51167 FUSS ALLANA L	08802M	B 2022 9/14/2023 BAA	4,270 0 4,270	-403 0 -403	3,867 0 3,867
51701 1	JP MORGAN CHASE BANK NA PO BOX 901098 FORT WORTH, TX 76101-2098	51701	08795M	C 2022 9/6/2023 PRICED PER BILL OF SALE	47,660 0 47,660	-25,600 0 -25,600	22,060 0 22,060
51772 2	KENNEDY JOHN W 6 SHADBLOW LN ANDOVER, CT 06232-	51772 KENNEDY LAURA C	08800M	B 2022 9/14/2023 BAA	49,000 0 49,000	-4,200 0 -4,200	44,800 0 44,800
51831 1	KLEMYK DEBORAH A 20 GILEAD RD ANDOVER, CT 06232-1602	51831	08797M	C 2022 9/13/2023 SOLD 8/23	2,550 0 2,550	-212 0 -212	2,338 0 2,338
51832 1	KLEMYK DEBORAH A 20 GILEAD RD ANDOVER, CT 06232-1602	51832	08798M	C 2022 9/13/2023 SOLD 8/23	1,180 0 1,180	-98 0 -98	1,082 0 1,082
51872 1	KOZLOWSKI DOROTHY K 75 BAUSOLA RD ANDOVER, CT 06232-1701	51872	08810M	C 2022 9/26/2023 SOLD 6/23	13,760 0 13,760	-3,440 0 -3,440	10,320 0 10,320
52038 1	LEE KENNETH E 24 WEBSTER LN BOLTON, CT 06043-7825	52038 LEE CAROL H	08804M	B 2022 9/14/2023 BAA	9,490 0 9,490	-4,490 0 -4,490	5,000 0 5,000
52047 1	LUZZI DYLAN R PO BOX 324 ANDOVER, CT 06232-	52047	08809M	C 2021 9/26/2023 SOLD 12/21	3,150 0 3,150	-2,362 0 -2,362	788 0 788
53008 1	REARDON LUCILLE A 25 RIVERSIDE DR APT 4D ANDOVER, CT 06232-1118	53008	08794M	C 2022 9/5/2023 TOTALLED 7/23	14,420 3,000 11,420	-2,408 0 -2,408	12,012 3,000 9,012
53679 1	TIMRECK RICHARD A 29 LAKESIDE DR ANDOVER, CT 06232-1516	53679	08805M	B 2022 9/14/2023 BAA	5,180 0 5,180	-3,745 0 -3,745	1,435 0 1,435
53689 1	TOWNSEND CRAIG R 37 BIRCH DR ANDOVER, CT 06232-1203	53689 TOWNSEND JENNIFER L	08807M	C 2022 9/25/2023 CGS 12-81 (53)	20,970 0 20,970	0 20,970 -20,970	20,970 20,970 0

LIST NO.	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
53799 1	VERONA CARSON S 489 LAKE RD ANDOVER, CT 06232-1323	53799	08796M	C 2022 9/11/2023 JUNKED 7/23	500 0 500	-83 0 -83	417 0 417
54070 1	LEE KENNETH E 24 WEBSTER LN BOLTON, CT 06043-	22A011 LEE CAROL H	08803M	B 2022 9/14/2023 BAA	11,240 0 11,240	-5,240 0 -5,240	6,000 0 6,000
80211 1	HAMMON WILLIAM D 278 GILEAD RD ANDOVER, CT 06232-1603	80211	08806S	C 2021 9/25/2023 TAXES PD 21GL OLD LICENCE PLATE 5CZ213	8,590 0 8,590	-19,950 0 -8,590	-11,360 0 0
80228 1	GRIMSHAW ALEXANDER C JR 150 TAYLOR ST VERNON, CT 06066-5228	80228	08811S	C 2020 9/26/2023 REMAINING VET EXMPT	4,841 0 4,841	0 4,020 -4,020	4,841 4,020 821
80275 1	KENNEDY JOHN W 6 SHADBLOW LN ANDOVER, CT 06232-	80275 KENNEDY LAURA C	08799S	B 2021 9/14/2023 BAA	55,610 0 55,610	-10,810 0 -10,810	44,800 0 44,800
80376 1	MING CHRISTOPHER D 51 WINDRUSH LN ANDOVER, CT 06232-1610	80376	08793S	C 2021 9/5/2023 SOLD 11/21	5,130 0 5,130	-4,273 0 -4,273	857 0 857
<b>GRAND TOTAL # Of Accts 19</b>					<b>449,291</b>	<b>-91,044</b>	<b>358,247</b>
					<b>10,000</b>	<b>24,990</b>	<b>34,990</b>
					<b>439,291</b>	<b>-104,674</b>	<b>334,617</b>

11/01/2023  
9:35 AM

TOWN of ANDOVER, CT  
Permit Receipts Report for (ALL FISCAL YEARS)  
Receipt Date Range 10/01/2023 - 10/31/2023 (All Payments)

October 2023

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	12	2,713.16	161,955.00	0.00	0.00	0.00	0.00	0.00	0.00	43.16	180.00	2,490.00
Electrical Permit	6	1,325.80	79,260.00	76.04	0.00	0.00	0.00	0.00	0.00	20.80	105.00	1,200.00
Gas Permit	4	212.60	8,200.00	0.00	0.00	0.00	0.00	0.00	0.00	2.60	60.00	150.00
Mechanical Permit	3	533.32	31,879.00	0.00	0.00	0.00	0.00	0.00	0.00	8.32	45.00	480.00
Plumbing Permit	2	163.26	50,296.00	0.00	0.00	0.00	0.00	0.00	0.00	13.26	30.00	120.00
Grand Totals	27	4,948.14	331,590.00	76.04	0.00	0.00	0.00	0.00	0.00	88.14	420.00	4,440.00
Grand # Voids	0											

11/01/2023  
9:36 AM

TOWN of ANDOVER, CT  
Permit Receipts Report for (ALL FISCAL YEARS)  
Receipt Date Range 10/01/2023 - 10/31/2023 (All Payments)

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Wetlands Permit Applic	1	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	15.00	65.00
Zoning Permit Applicat	1	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	15.00	65.00
Grand Totals	2	280.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	30.00	130.00
Grand # Voids	0											

**PERMIT TOTALS FOR OCTOBER 2023**

	amt paid	# permits
TOTAL BUILDING	\$4,948.14	27
TOTAL WETLANDS	\$140.00	1
TOTAL ZONING	\$140.00	1
TOTAL ZBA	\$0.00	0
TOTAL DRIVEWAYS	\$75.00	1
TOTAL BONDS	\$500.00	
TOTAL MISC (copies & signs)	\$25.00	
TOTAL PERMITS/BONDS/MISC FOR OCTOBER	\$5,828.14	30

## Public Works

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**Subject:** DPW 2023 October BOS Report

### Highlights for the month:

- Continued Tree Trimming / Raise Canopy Truck 10 Route
- Layout and contractor installation of pavement markings, stop bars and center line striping
- Sign installation at Town Hall
- Sign Installation Replacement and Reinforcement at Cone Road and Gilead
- Complete site work shoulder of road: shaping, regrading seed and establish waterway – School Road by Firehouse
- Continue Roadside Mowing
- Mow fields at Senior Housing
- Hazard Tree Removals (contractor): 22 trees removed from various locations – 3 days at \$1600 per day / average \$218 per tree
- Rail Trail Work: old gates removed by town at Bailey and Wales Roads / State installed new collapsing bollards
- Winter service and prep of vehicles and equipment
- Rust preventative (fluid film) winter vehicles and equipment
- Remove Brush and Mow around Veterans Memorial Park (along the Hop River)
- Remove Brush behind softball field at senior housing
- Remove Brush, Mow and Trim at transfer station and around buildings

Respectfully Submitted,

Jay Tuttle  
Publicworks Supervisor / Tree Warden  
Town of Andover  
12 Long Hill Road  
Andover, CT. 06232  
PH: (860) 742-4048  
Email: publicworks@andoverct.org

10-2-23 57°/74° Sunny

Jay 5:15 - 2:30  
8.75

Trk 1

- Admin
- Ck/clear filter at Museum
- Lower flags
- Ck/clear CB's
- Road Inspections

	<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
3.0	[ • Ck/clear CB's • Ck Roads	mark	3.0	/	Trk 4
		Zach	2.0		
5.0	• Trim Trees / Raise Canopy Trk 3 & Trk 10 Routes	mark	5.0	/	Trk 4 Trk 5 Chipper Trk 3 saws
		Zach	5.0		
		Rich	5.0		
3.0	• Sick	Rich	3.0	/	/
8.0	• Sick	Tom	8.0	/	/

10-3-23

46°/83°

Sunny

Jay 5:30 - 2:45

8.75

- Admin
- Layout for Pavement Markings

Trk 1

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Tree Trimming/Raise Canopy Trk 10 Route	Rich Zach Mark	8.0 8.0 8.0	/	Trk 4 Trk 5 chipper Trk 3 saws
8.0	• Sick	Tom	8.0		

10-4-23

57°/83°

Sunny

Jay 5:30 - 4:00

Admin

Pay Bills

Layout For Pavement Markings

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
3.5	<ul style="list-style-type: none"> <li>• Sign installation:               <ul style="list-style-type: none"> <li>- Town Hall - Visitor Parking</li> <li>- Stop &amp; Street sign &amp; Posts Cone Rd</li> <li>- Street sign at Pine Ridge</li> </ul> </li> </ul>	Rich Zach mark	3.5 3.5 3.5	4) Visitor Signs 4) Street signs 7) sign Posts 1) wire rope Post	Trk 4 Back Hoe Hand Tools
4.5	<ul style="list-style-type: none"> <li>• Tree Trimming / Raise Canopy Trk 10 Route</li> </ul>	Rich Zach Mark	4.5 4.5 4.5	/	Trk 4 Trk 5 chipper Trk 3 Saws
8.0	• Sick	Tom	8.0	/	/



10-5-23 57°/74° Mostly Sunny

Jay 5:30 - 3:00

Trk 1

9.0

Admin

Finish Layout Pavement Markings & Contractor Instructions

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.O.S.	Zach	1.0	/	Back Hoe
8.0	• Tree Trimming / Raise Canopy - Trk 10 Route	Rich Mark Zach	8.0 8.0 7.0	/	Trk 4 Trk 5 Chipper Trk 3 Saws
8.0	• Sick	Tom	8.0		

10-6-23 60°/69° Cldy - shwrs - Rain

Jay 5:15 - 2:30

8.75

Trk 1

- Admin
- Pay Bills
- Layout Stop Bar - Long Hill

• Contractor in for Center line Markout

	Job	Staff	Time	Materials	Equip
2.0	• Shop:	Zach	2.0	/	Shop Tools
	Work on Chipper	Rich	2.0		
	" " Saws	Mark	2.0		
6.0	• Tree Trimming / Raise Canopy	Zach	6.0	/	Trk 4 Trk 5 Chipper
	- Trk 10 Route	Rich	6.0		
	- Lake Rd	Mark	6.0		
8.0	• Side	Tom	8.0	/	/

10-9-23 Holiday

Sunny

Jay • Payroll 7:30<sup>AM</sup> - 8:30<sup>AM</sup> Trk 1

3 hrs • Meet Striping Contractor  
Tailgate w/ crew  
Set Zach up to Supervise } 8:30<sup>PM</sup> to 10:30<sup>PM</sup>

8:45<sup>PM</sup> to 3:30<sup>AM</sup>

O.T.

Job

	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
<u>6.75</u> • Striping/Pavement Markings - Supervise Striping Contractor	Zach	6.75	/	Trk 4

10-10-23 43°/62° mostly cldy

Jay 5:30 - 2:30

8.5

- Admin
- Pay Bills
- Cnstrcta Mtng @ T. H.
- Site work shoulder of Road - School St.

Trk 9

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction @ T.S.	Zach	1.0	/	Back Hoe
8.0	• Roadside mow - Trk 10 Route	Rich	8.0	/	Roadside mower
4.0	• Mow Fields at Senior Housing	Zach	4.0	/	Steiner
3.0	• Tire Changes Roadside mower Front Tires x 2	Zach	3.0	/	Trk 4 Shop tools
8.0	• Sick	Tom	8.0	/	/
8.0	• Vacation	Mark	8.0	/	/

10-11-23 43°/67° Mstly Sunny

Jay 5:15 - 3:00

Trk 1

9.25

- Admin
- Pay Bills
- Clean Bath/Office/Break Rooms
- Re-Grade Shoulder of Road - School Rd near Rt 316

Job	staff	Time	materials	Equip
1.0 • Trash Run	Rich Zach	1.0 1.0	/	Trk 4
1.5 • Drop of tire for Repair	Rich	1.5	/	Trk 4
2.0 • Push up piles at Pit	Zach	2.0	/	Loader
5.5 • Haul loam spoils From School Rd	Rich Zach	5.5 5.0	7 loads	Trk 3 Trk 7
8.0 • Vacation	mark	8.0		
8.0 • Sick	Tom	8.0		

10-12-23

42°/68°

Sunny

Jay 5:30 - 2:30

Trk 1

- 8.5
- Admin
  - Cover Stop Bar
  - Tree Removals } School Rd
  - Site Work }

	Job	Staff	Time	Materials	Equip
1.0	• Trash Compaction	Zach	1.0	/	Back Hoe
1.5	• Cover Stop Bar at Long Hill & Hendee	Rich	1.5	1 Gallon Tack	Trk 4
		Zach	1.5		Trk 1
		Jay	1.5		
6.5	Site work: • Tree Removals and Re-grade Shoulder of Road on School Rd by Fire house	Rich	6.5	1 load Chips 1 load Brush/stump 2 loads wood	Trk 4
		Zach	5.5		Trk 5 chipper
		Jay	6.5		Trk 3
					Trk 7 saws Excavator
8.0	• Sick	Tom	8.0		
8.0	• Vacation	Mark	8.0		

10-13-23 43°/62° Sunny

Jay 5:30 - 2:45

Trk 9

8.75

- Admin
- Fill Sink Hole & Re-Set Guide Post - Cider Mill Rd
- Site work on School Rd by firehouse

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
2.0	• Fill Sink hole and re-set Guide Post on Cider Mill	Rich Zach Jay	2.0 2.0 2.0	2'x2' Filter Fabric 1/4 yard Process	Trk 1 Trk 4 Hand Tools
6.0	Site Work: • Re-Grade/Re-Shape shoulder and Establish water way on School Rd by Firehouse	Rich Zach Jay	6.0 6.0 6.0	3.5 Loads Dirty Loam 2 Loads 5" minus stone 2 yards 2" stone 10 lbs seed	Excavator Trk 1 Trk 3 Trk 7
8.0	• Sick	Tom	8.0		
8.0	• Vac	Mark	8.0		

10-15-23

Jay 8:00<sup>PM</sup> to 2:45<sup>AM</sup>

Trk 1

6.75

Admin  
Meet w/contractor for Night Pavement Markings



10-16-23 44°/55° Mostly Cldy

Jay 5:45 - 3:15

Trk 1

- 9.25
- Admin
  - Tree Inspections & Mark out for Removals

• Tennett Tree in for Removals

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Mark	1.0	/	Backhoe
2.0	• Tractor Tires to Pete's Tire For Replacement	Rich	2.0	/	Trk 4
2.0	• Work on Chipper	Zach Mark	2.0 1.0	/	shop tools
6.0	• Tree Trimming/Raise Canopy	Rich Zach Mark	6.0 5.5 6.0	1 loads chips	Trk 5 Chipper Trk 3 Trk 4 Saws
.5	• Sick	Zach	0.5	/	/
8.0	• Sick	Tom	8.0	/	/

10-17-23 42°/61° Mostly Cldy

Jay 5:30 - 3:30

9.5

- Admin
- Update Tree Removal List
- Pay Bills
- Payroll

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
8.0	• Work on Rail Trail - Old Gate Removals and Back Fill on Bailey and Wales Roads	Rich Zach Mark	8.0 8.0 8.0	/	Back Hoe Trk 7 Trailer Trk 4 Hand Tools
8.0	• Sick	Tom	8.0	/	/

44°/63° Partly Cloudy/Overcast

10/18/23

- Mark + Rich Dump run
- Zach move Rock @ 73 Wales
- Ordered Parts from NAPA + H.O. Penn
- All- work on trucks for winter

413-348-1427

LOU? 15 Bunker Hill - Left card/call - returning call. ✓

860-952-9118

Doris - 33 Cider Mill. Wants "No thru Traffic" Signs ✓

Says a lot of people go thru, afraid of her kids getting run over!

10/19/23

46° / 63° Foggy / Partly Cloudy

Mark - Crush Dump

- Leave at 9AM

Rich - Service #3

Zach - Service #3

Waste oil tank full

Need more clear safety glasses

53°/62°

Rain / Showers

10/20/13

Zach - Personal Day

Rich - Finished Service on truck #3

↓  
cleaned Basins

cut Brush - Chipped Merritt Valley West

↑

Mark cleaned Basins helped on  
Truck #3 Service

Calls:

40°/58°

Sunny

10/23/23

Mark - CRUSH DUMP, grease #10

Rich - P/U PARTS at ES, fluid film #3 + #4

Zach - work on #3, fluid film #1 + #7, Start  
Servicing #5

calls:

35°/62°

Mostly Sunny

10/24/23

Mark - P/U Pole Saw + Tires, fluid film #10

Rich - finish service on 5, Mow transfer station

Zach - finish service on 5, fluid films, mow transfer  
fix lights #10

Calls:

49°/67° foggy/ Partly cloudy

10/25/23

Mark - Dump run, Cut Brush at Ball field

Rich - Dump run, Cut Brush at Ball field

Zach - Backhoe to move rocks at Ball field, Mow/with Steiner, Blow leaves on Rail Trail

Chips - 1 Load

- Don Brancard (Country Builders)

404 Lake Road, Looking for driveway Permit

860-377-1926

- Waste oil full

- Rail Trail IAO museum - water over trail.



53°/74°

Partly cloudy

10/26/23

MatIL - grease Backhoe, Crush Dump, Cleanup at  
Dump, Cut+chip at Ball field

Rich - Cleanup/Cut Savings around trees at Dump  
Cut+chip at Ball field

Zach - grease Loader, move leaves at Dump, Help w/  
Cleanup. Cut+chip at Ball field

54°/73° Cloudy

10/27/23

Mark - fill gas cans, Cut Brush at Ball field

Rick - Lower flags, Cut Brush at Ball field

Zach - Lower flags, Cut Brush at Ball field.

Chips - 2 Loads

~~★~~ Sink hole - Riverside → Hop River homes ~~★~~  
Pipe Bed? at Basin TOP

- Grease Trucks Low
- Bar Oil low

10-30-23 46°/54° Rain

Jay 5:45 - 3:15

9.25

- Admin
- Office Work
- Meet w/Eric
- Meet w/vendor (Acct issues/updates)

Trk 1

	Job	Staff	Time	Materials	Equip
8.0	• Shop				
	- Equip Maintenance	Rich	8.0	shop Supplies	shop tools
	Trk 10 Plow	Zach	8.0		
	Trk 7	Mark	8.0		
Chain Saws					
8.0	• Sick	Tom	8.0	/	/

10-31-23 38°/49° Mstly Sunny

Jay 5:30 - 2:30

Trk 1

- 8.5
- Admin
  - Pay Bills
  - Pick up & Reinstall Veterans Memorial Park Sign
  - Meeting w/Eric
  - Inspections

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Roadside Mowing	Rich	8.0	/	Roadside Mower
6.5	• Blow leaves on Rail Trail	Zach	6.5	/	Steiner
6.5	• Shop	Mark	5.5	/	Shop Tools
	- Check Tire Pressures all Equip		1.0	/	
	- Reinstall Veterans Park Sign			/	
1.5	• Mow/Trim at DPW	Zach	1.5	/	Steiner
		Mark	1.5	/	Trimmer
	Sick	Tom	8.0	/	/

ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - October 2023						
	Oct-23	YTD 21-22 (July 1, 2023 - June 30, 2024)				
<b>Adult:</b>						
Fiction	351	1732				
Non-fiction	95	417				
Video	10	129				
Audio	21	77				
Magazines	1	0				
<b>Total Adult</b>	<b>478</b>	<b>2355</b>				
<b>Children:</b>						
Fiction	271	1132				
Non-fiction	36	162				
Video	1	36				
Audio	0	0				
<b>Total Children</b>	<b>308</b>	<b>1330</b>				
<b>Young Adult:</b>						
Fiction	23	66				
Non-fiction	1	8				
Audio	0	0				
Magazines	0	0				
<b>Total Young Adult</b>	<b>24</b>	<b>74</b>				
<b>Total Fiction</b>	<b>645</b>	<b>2930</b>				
<b>Total Non-fiction</b>	<b>132</b>	<b>587</b>				
<b>Total Video</b>	<b>11</b>	<b>165</b>				
<b>Total Audio</b>	<b>21</b>	<b>77</b>				
<b>Total Magazines</b>	<b>0</b>	<b>0</b>				
<b>Total Uncategorized**</b>	<b>14</b>	<b>52</b>				
<b>Total Passes</b>	<b>0</b>	<b>0</b>				
<b>Total OverDrive</b>	<b>277</b>	<b>1220</b>				
<b>Total Mobile Hotspot</b>	<b>1</b>	<b>3</b>				
<b>Total Circulation</b>	<b>1101</b>	<b>5034</b>				
Out-of-town circ.	86	259				
Ref. questions	21	148				
Patrons registered:						
Andover	1740					
Out-of-town	498					
<b>Total Patrons</b>	<b>2238</b>					
Collection size *	20725					
Public Computer Usage (hrs.)	61.25	255.25				
ILL provided	42	186				
ILL received	43	176				
<b># Patrons (inc. programs):</b>	<b>599</b>	<b>2395</b>				
<b>PROGRAM ATTENDANCE</b>	<b>134</b>	<b>570</b>				



ANDOVER SENIOR TRANSPORTATION  
MONTH OF OCTOBER 2023

Dated 11/01/2023  
Cathy Palazzi  
Senior Coordinator

Drug tests – None

- Medicals 52
  - Events 3 Events - (2) Friday lunches, (1) Movie.
  - Maintenance 0 Maintenance
  - Incident Log None.
  - Disabled 11 Passengers riding who require equipment or ramp to enter and exit bus.
  - Veterans 4 Medical trips to VA in Newington
  - Meetings 2 YAH Meetings
  - Shopping 5 trips (one per week) (6) seniors.
  - Food Share 2 trips per month – approximately (5) people riding.
  - Food Pantry 4 trips per month – approximately (3-4) people on Monday nights  
(5) people on Wednesdays
  - Flu Clinic Held on 10/16 with 73 seniors receiving vaccine. No COVID Booster vaccine Given. People have to go to CVS or Walgreens to get booster-not enough vaccine.
- 
- Attended all day conference 10/30/2023 to hear latest information on CT Food Share, Nutrition for Seniors, Affordable Housing, information on helping disabled and on Caregiver information.
  - We service (11) handicap people regular basis including weekly trips to the VA.
  - Two seniors we drive 3-5 days a week for cancer treatment.
  - Part time driver hired to drive a senior we did not have coverage for in past. He is extremely thorough and caring of this senior who is disabled with Parkinsons Disease and now shows signs of dementia. Driver will be scheduled for a drug test by Andover's requirements for employment.
  - Bus transportation continues to drive our seniors, disabled and veterans to their medical appointments, meetings, movies, luncheons, town meetings, shopping, food share, food pantry, and voting days.
  - A grant has been applied for to cover 80% of our transportation cost for 2024.
  - Many hours spent on senior transportation calendar each month and speaking with our seniors. Voluntary hours are registered with the DOT as "In-Kind" hours towards a grant I apply for every two years.
  - Currently we have a totally disabled individual whom we take shopping on a separate day as he requires special care and stores for his needs. Caregiver goes with him.

*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 ADA state requirements are met and approved by state.*

Cathy Palazzi  
Senior Coordinator

**Registrar of Voters  
17 School Road  
Andover, Connecticut 06232**

**October Monthly Report**

**Processed 22 Voters**

**Ordered and received memory cards and ballots for November 7, 2023  
Municipal Election.**

**Tested Ballots for November Election**

**Scheduled and Trained Poll workers for November 7, 2023**

**Held mandatory Voter Registration session from 9:00 AM to 8:00 PM on  
October 31, 2023.**

**Attended Tolland County ROVAC in Bolton.**